To Applicant for Short-term Exchange Study

Application Guidelines for 2025-2026 Short-term Exchange Study at MuroranIT

These are the application guidelines on 2025-2026 Short-term Exchange Study at MuroranIT. Applicants should read through these guidelines before application.

NOTE 1: Applicants must be enrolled as degree students at home university during the period of exchange study at MuroranIT.

NOTE 2: Applicants must receive an acceptance permission from his or her intended supervisor at MuroranIT before application to the international department of your university.

1.   STUDENT'S STATUS IN MuroranIT AND ELIGIBILITY
 (1)   Research Exchange Student
·   Engaged in research under supervising by one of our faculty members.
·   Research guidance is given in English or Japanese.
·   Transcript is not provided after completion (Credits cannot be earned).
·   Receive a "Completion Certificate of Short-term Exchange Study" after completion.
   *If you return to your country after the 15th, you will complete the month of return. If you return to your country by the 14th, you will complete the month before your return.
· For those who wish to apply for CSC-MuroranIT Scholarship in order to study at MuroranIT as special research exchange students from October 2025, please refer to the separately sent application guidelines and submit necessary documents by the designated deadline.

   Duration: From 3 months up to 1 year (The period cannot be changed after enrollment.)
   Course Start: April or October
   Eligibility: Graduate students at home university during the period of exchange study at MuroranIT
         English or Japanese must be good enough to conduct research
   Research theme and supervisor:
   1)   Access to "Data base of researchers at MuroranIT" through the URL below to seek and choose one of our faculty as your supervisor in MuroraIT
      URL: http://rdsoran.muroran-it.ac.jp/search?m=home&l=en
   2)   Complete "No2Application for Research Exchange Student" with our faculty name, your present research and your desired research plan in MuroranIT. The submission of a copy of your degree thesis' summary will help our faculty to check research compatibility.
   NOTE that applicants may change their research theme or face acceptance rejection in case there is no suitable supervisor found at MuroranIT.

 (2)   Auditing Exchange Student
·   Take classes provided in courses of undergraduate or graduate school.
·   Classes in undergraduate school are conducted in Japanese.
·   Classes in graduate school are mainly conducted in Japanese but, if some classes taught in English in master courses designed for degree international students are open and professors in charge give permission, auditing exchange students can also take them.
·   Transcript is provided after completion.
·   Receive a "Completion Certificate of Short-term Exchange Study" after completion.
   *If you return to your country after the 15th, you will complete the month of return. If you return to your country by the 14th, you will complete the month before your return.
   Duration: 1 semester or 2 semesters (The period cannot be changed after enrollment.)
         *April- September, October- March, or April- March
   Course Start: April or October

To Applicant for Short-term Exchange Study

Eligibility: (1) Undergraduate students: : A language ability of at least Level 2 (N2) of the Japanese Language Proficiency Test conducted by the Japan Educational Exchanges and Services (JESA) is required.

(2) Graduate students : (1) For graduate students taking classes conducted in Japanese—Language ability of at least Level 2 (N2) of the Japanese Language Proficiency Test conducted by the Japan Educational Exchanges and Services is required.

(2) For graduate students taking classes conducted in English—A minimum language ability of *CEFR B2 (IELTS 5.5, TOEFL IBT 72, TOEIC (L&R) 785) is required.

*Common European Framework of Reference for Language

Auditing Classes
・If you wish to take classes taught in Japanese, you should select classes from the syllabus for the current academic year.
・If you wish to take classes taught in English, you should select classes from the Graduate School Course Guidelines. However, please note that the availability and schedule of classes may change in the next academic year. Thus, do not forget to check the Graduate School Course Guidelines for the next academic year when they are available.
[IMPORTANT]
・In order to obtain a student visa, you have to take at least 7 classes per semester.

① Classes conducted in Japanese
1) Browse the syllabus on the website below and fill out the No3_"Special Auditing Student" application form.
    https://u.muroran-it.ac.jp/kyomu/syllabustop2024/0-r6top-page.htm
Note that, if the professor in charge of the class does not give you permission, you may not be able to take the class and may be asked to change it to other one.

② Classes conducted in English
1) Check classes categorized as "B" in each course on the Graduate School Course Guidelines from the link below.
https://muroran-it.ac.jp/uploads/sites/5/2024/04/%E4%BB%A4%E5%92%8C6%E5%B9%B4%E5%BA%A6%E5%A4%A7%E5%AD%A6%E9%99%A2%E5%B1%A5%E4%BF%AE%E8%A6%81%E9%A0%85.pdf

※The Graduate School's Course Guidelines are written in Japanese, but the following pages are written in English.
Division of Production Systems　Engineering
Course of Robotics and Mechanical Engineering　P50～P51
Course of Aerospace System Engineering P52～P53
Course of Physics and Materials P54～P55
Division of Information and Electronic Engineering
Course of System Informatics P56～P57
Course of Electrical and Electrical Engineering P58～P59
Course of Electron Device and Instrumentation P86～P87
Minor Subjects P60～P61

(2) After selecting all the classes conducted in English you wish to take, please fill out the No. 3 "Special Auditing Student" application form by referring to syllabus. Note that, without permission from the professor in charge of the class, exchange students may not be able to take the class and may be asked to change it to other one.

To Applicant for Short-term Exchange Study

After accessing links below, click on the name of the course you wish to take (in Japanese), and then click on the "Course Outline" tab to check its content.

Department of Production Systems Engineering
Common subjects for all majors: https://u.muroran−it.ac.jp/kyomu/syllabustop2024/4159_.html
Course subjects: https://u.muroran−it.ac.jp/kyomu/syllabustop2024/415906_.html

Department of Information and Electronic Engineering
Common subjects for majors: https://u.muroran−it.ac.jp/kyomu/syllabustop2024/4160_.html
Course subjects: https://u.muroran−it.ac.jp/kyomu/syllabustop2024/416005_.html

Minor Courses: https://u.muroran−it.ac.jp/kyomu/syllabustop2024/M7_.html

(Reference)
(Credits at MuroranIT)
　1 credit at MuroranIT is equivalent to 1 UCTS (UMAP Credit Transfer Scheme) by University Mobility in Asian and the Pacific (UMAP).

Table 1: World credit system and UCTS conversion table

Country/Region	UCTS	Asia	USA	Europe (ECTS)*	UK (CATS)**
Credit Conversion	1 UCTS	1 credit	1 credit	1.5 ECTS	3 credits
Student Workload	38-48 hrs.	38-48 hrs.	45 hrs.	37.5-45 hrs.	Converted from ECTS
Teaching Hours	13-16 hrs.	13-16 hrs.	15 hrs.	----------	----------

2. TUITION AND FEES
　Based upon mutual agreement, incoming exchange students to MuroranIT will be exempted from application, entrance, and tuition fees.

3. COST OF TRAVEL AND OTHER EXPENSES
　Exchange students shall be responsible for the cost of travel, room and board, books and other incidentals.

4. INSURANCE
　Exchange students must purchase insurances listed below not only to cover medical costs at medical institutions for their own diseases or injuries but also to respond to liabilities for any damages or injuries to others incurred by themselves during their stay in Japan.

　1) "Kokumin Kenko Hoken" (National Health Insurance)
　　-Exchange students must sign up for this insurance at Muroran City Office under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.
　　-Exchange students must pay for the insurance fee (about 1,700 JPY per month) in accordance with a payment method designated by Muroran City Office.
　　-With this insurance, the medical burden for exchange students will be reduced to only 30 % of the

total cost.

2) "Gakukensai" (Personal Accident Insurance for Student Pursuing Education and Research)
-Exchange students must buy this insurance (about 1000 JPY per year) under the guidance of Center for International Relations after their arrivals to MuroranIT.
-Physical injuries resulted from any accidents during educational and research activities will be covered.

3) Comprehensive Insurance for Students Lives Coupled with PAS for International Students
-Exchange students must buy an insurance including the following coverages: (1) Personal Liability Insurance Payments, (2) Death, Residual Disability Insurance Payments
-Exchange students should purchase this insurance (about 1,860 JPY per year) under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.

5. ACCOMMODATION
MuroranIT gives priority to exchange students to reside in Foreign Students' Dormitory.

(Foreign Students' Dormitory)
Location: within a walking distance
Room: one room accommodates 1-3 people
Furniture: bed, closet, desk, heater
Shared facilities: shower-room, toilet, kitchen
Approximate expense: 20,000-30,000 JPY per month
(Including room rent and utilities)

Note: 1) Neither cafeteria nor meal service is available.
          2) Room assignments rely on the University.
          3) If the above dormitory is not available, it may be assigned to a higher rent dormitory.

6. Required Application Documents
   (1)   No1_Applicant Information Form (WORD and PDF format)
   (2)   No2_Application for Research Exchange Student (if applicable to this) (WORD and PDF format)
   (3)   No3_Application for Auditing Exchange Student (if applicable to this) (WORD and PDF format)
   (4)   No4_Letter of Recommendation from Home university (WORD and PDF format)
   (5)   No5_Application for Certificate of Eligibility (EXCEL and PDF format)
   (6)   No6_ Application Form for MuroranIT Short-Term Exchange Study Scholarship (optional) (WORD and PDF format)
   (7)   No7_Request for commission of research guidance (Graduate students ONLY) (WORD and PDF format)
   (8)   No8_Recommendation_by_affiliated_Graduate_School (Graduate students ONLY) (WORD and PDF format)
   (9)   Latest Academic Transcript and Grading System from Home University (PDF format)
   (10) Research Exchange Student: As a proof of language proficiency, a statement of reason (PDF file), written by the prospective supervisor of MuroranIT, indicating that the applicant has sufficient language ability to conduct research.
         Auditing Exchange Student: Document certifying language proficiency of English or Japanese as follows:
                English—CEFR B2 (IELTS 5.5, TOEFL IBT 72, TOEIC (L & R) 785) or higher
                Japanese Language Proficiency Test Level 2 (N2) conducted by Japan Educational Exchanges and Services
   (11) A Copy of Passport (PDF format)
   (12) Photograph data (JPG format)
   (13) Certificate of enrollment
   * All documents must be written in Japanese or English.

7. Acceptance permission from a MuroranIT faculty member
　① Access to "Database of researchers at MuroranIT" through the below URL for intended supervisor's research field, e-mail address, etc.
URL: http://rdsoran.muroran-it.ac.jp/search?m=home&l=en
　② Contact one of the MuroranIT faculty members in pursuit of an acceptance permission by e-mail titled "Exchange Students Applicant_####_%%university　####=your name, %%=name of your university". In addition, please be sure to enclose the following documents as reference materials for the applicant's intended supervisor and ask MuroranIT faculty members to make a signature on the required application form No2 (for Research Exchange Student) or No3 (for Auditing Exchange Student), if he/she can accept you, and send it back to you in PDF file.
1. Required Application Form No1
2. Required Application Form No2 (for Research Exchange Student) or No3 (for Auditing Exchange Student)
3. Summary of bachelor's or master's thesis
4. A publication list if you have
Please note that applicants may change their research theme or face acceptance rejection in case there is no suitable supervisor found at MuroranIT.
NOTE: If applicants are not sure who specializes in the research field of the applicant, or if it is difficult to obtain permission from the faculty member at MuroranIT, please consult with a faculty member at MuroranIT who is in academic exchange between your university and MuroranIT.

8. Document Submission & Submission Deadline
　[How to submit]
　Applicants must receive an acceptance permission from his or her intended supervisor at MuroranIT before application to the international department of your university.
　Home university must upload <u>all electronic files</u> of the required application documents of all candidates to the URL for Box submission below.
　Please note that documents from No1 to No6 have to be sent to us in both of Word or Excel format and PDF format.

　(URL for Box submission)
　URL for special research students
　　April enrollment: https://muroran-it-ac.app.box.com/f/aa64b6c9b885435c97637a75cbacdd74
　　October admission: https://muroran-it-ac.app.box.com/f/802b95f5e89149a5a9cb3b6cf00bcc99

　URL for special auditing students
　　April admission: https://muroran-it-ac.app.box.com/f/56d3fe1caf7a44eb81df5a8cd7b46988
　　October admission: https://muroran-it-ac.app.box.com/f/2b8aabbae1bd4c4db1ceb70227013bfa

　[Submission Deadline]
　All files of documents must arrive no later than April admission: December 20 (Fri), 2024 October admission: May 30 (Fri), 2025

5. Contact information
Mr. UOTSU Taketoshi
Center for International Relations,
Muroran Institute of Technology, 27-1,
Mizumoto-cho, Muroran,
050-8585, JAPAN
TEL: (+81) 143-46-5880

To Applicant for Short-term Exchange Study

Fax: +81-143-46-5889
E-mail: kokusai@muroran-it.ac.jp