Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Japan 050-8585

December 15, 2021

Notification on 2022 Short-term Exchange Study at MuroranIT

Dear Partner universities,

※[IMPORTANT] Depending upon the circumstances of the COVID-19 Pandemic, 2022 Short-term Exchange Study at MuroranIT may be postponed or cancelled at the last minute after an issuance of letter of acceptance. Therefore, we would like to request your careful consideration to this matter before your application.

As a countermeasure against COVID-19 infection, you will have to pay for PCR test and hotel accommodation (about 30,000 yen before leaving Japan, about 160,000 yen for hotel stay). (Pre-departure PCR test is about 30,000 yen and hotel stay is about 160,000 yen).
Please note that the support for these expenses is yet to be determined.
Please note that you may have to pay for these expenses by yourself.

We are pleased to inform that application period for 2022 Short-term Exchange Study at MuroranIT has started. We would like you to nominate excellent candidates from your university to this exchange study.

In this regard, please refer to the instructions below and Attached Document 1: "Application Guidelines for 2022 Short-term Exchange Study at MuroranIT".

Please note that the applicant should contact one of the MuroranIT faculty members and receive an acceptance permission from his or her intended supervisor at MuroranIT in advance of application process. Thus, instruct your applicant to have a full discussion with a MuroranIT faculty regarding acceptance permission and research plan before application to the international department of your university by the due date of application as specified below. Please note that the deadline for applications is January 13 (Thu.), 2022.

1. **Status at MuroranIT**
   Non-degree students (research exchange student or auditing exchange student, See Attached Document 1)

2. **Duration of study**
   Research exchange student: 3 months to 1 year (The period cannot be changed after enrollment.)
   -You can choose entering period from either of April and October, 2022.
   Auditing exchange student: 1 semester or 2 semesters (The period cannot be changed after enrollment.)
   -You can choose entering period from either of April and October, 2022.

3. **Number of Acceptance**
   Within 3 students in principle. (In accordance with number of exchange students in Agreement or MOU)
   ※ In case of more than 2 applicants, please specify recommendation ranking on the application form No. 1.

4. **Scholarships**

   MuroranIT may grant scholarships to academically excellent exchange students (in principle, more than GPA 2.3, See Note 1) among nominees from Partner University.

   ※ **Not all exchange students can receive a scholarship.**

   ※ Plural grants are not allowed with MuroranIT Scholarship.

   ※ Students majoring in engineering are given priority for scholarships.

   ※In order to receive a scholarship, the recipient must make a signature at MuroranIT every month.

   MuroranIT Scholarship for overseas exchange students
   - Monthly allowance: 50,000 Japanese Yen
   - Period: 3 months to 6 months
   - Number of scholarship recipients for 2019: 14 exchange students out of 23 exchange students
     （Due to the pandemic of COVID-19, we had no exchange students in 2020 and 2021.）

   Note 1. How to calculate GPA

   A (100 – 80)　　　B (79 – 70)　　　C (69 – 60)　　　F (0 – 59)

   $$\text{GPA} = \frac{(\text{'A' credit scores} \times 3) + (\text{'B' credit scores} \times 2) + (\text{'C' credit scores} \times 1) + (\text{'F' credit scores} \times 0)}{\text{Sum total of all credits received}}$$

5. **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 (<u>Doctoral students ONLY</u>) (WORD and PDF format)
   (8) No8_Recommendation_by_affiliated_Graduate_School (<u>Doctoral students ONLY</u>) (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—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)
   * All documents must be written in Japanese or English.

6. **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 (Graduate students ONLY)
4.A publication list if you have (Graduate students ONLY)
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.

7. 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 send all electronic files of the required application documents of all candidates to the following e-mail address (the Center for International Relations) by e-mail.
  Please note that documents from No1 to No6 have to be sent to us in both of Word or Excel format and PDF format.
  Please note that the title of e-mail should be "Exchange Students_HOME UNIVERSITY NAME".
(E-mail address)
kokusai@mmm.muroran-it.ac.jp

[Submission Deadline]
All files of documents must arrive no later than Thursday, January 13, 2022.

8. **Contact information**
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Sincerely,

YAMAJI Naoko
Director of Center for International Relations
Muroran Institute of Technology