



Application Guideline for 2021 Short-term Exchange Study at MuroranIT

This is a guideline on 2021 Short-term Exchange Study at MuroranIT. Applicant must read through this guideline before application process.

NOTE1: Applicants must be enrolled as degree students at home university during the period of exchange study at MuroranIT.

NOTE2: Applicants must receive an acceptance permission from his or her intended supervisor at MuroranIT before application to the international department of your university.

※[IMPORTANT] There is a possibility that you may not be able to enter Japan if there is an outbreak of COVID-19 in the future, so we may postpone or cancel the admission process. We ask that you consider this matter carefully before applying.

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.

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 a 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 MuroranIT
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.
- Lectures are given in only Japanese.
- 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

Eligibility: Undergraduate or graduate student with Japanese proficiency equivalent to Level 2 (N2) of Japanese Language Proficiency Examination given by Japan Educational Exchanges and Services



To Applicant for Short-term Exchange Study

(JEES).

Auditing Subjects: Students must take more than 7 subjects per semester in order to obtain Student VISA. Check and select subjects provided in the undergraduate or graduate school by syllabus. It should be noted that there may be some changes made to the lists of subjects offered in the following academic year.

Please see the following link (syllabus).

<http://www.muroran-it.ac.jp/kyomu/syllabustop2020/0-r2top-page.htm>

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 have to 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 have to 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)



To Applicant for Short-term Exchange Study

- 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 (Doctoral students ONLY) (WORD and PDF format)
 - (8) No8_Recommendation_by_affiliated_Graduate_School (Doctoral students ONLY) (WORD and PDF format)
 - (9) Latest Academic Transcript and Grading System from Home University (PDF format)
 - (10) A Copy of Passport (PDF format)
 - (11) Photograph data (JPG format)
- * 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 send all electronic files of the required application documents of all candidates to the following e-mail address (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.



To Applicant for Short-term Exchange Study

Please note that the title of e-mail should be “Exchange Students_HOME UNIVERSITY NAME”.

[E-mail address (Center for International Relations)]

kokusai@mmm.muroran-it.ac.jp

[Submission Deadline]

All files of documents must arrive no later than Monday, December 14, 2020.

9. Contact information

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