



TECHNISCHE  
UNIVERSITÄT  
WIEN

# Joint Study Application

for students from Japanese Partner Institutions

The information provided does not fully apply to T.I.M.E. double degree students and participants of short-term programs (summer schools)

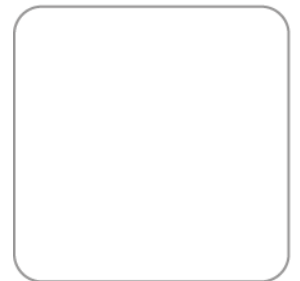


Photo: © TU Wien | Matthias Heisler/goemb.at

# 1 General Info



## 1.1 ABOUT THIS PROGRAM

Under the Joint Study program, TU Wien waives application, admission and tuition fees for students and researchers of Japanese partner-institutions. The program is open to master and PhD students who primarily aim to conduct research under the supervision of TU Wien. The communication with the academic advisors will be in English, therefore sufficient language skills are necessary. Applicants have to prepare a description of the research topic which explains the intended investigations and the aim of the project in Vienna. The topic has to match the general goals of the research activities at TU Wien. The acceptance of an academic advisor of TU Wien is necessary as she or he has to examine the qualification of the applicant beforehand.

JASEC (Japan Austria Science Exchange Center) at TU Wien will carry out the preliminary selection of applicants and will assist in the search of an academic advisor if necessary.

Special benefits for students from Japanese Partner Institutions include JASEC's assistance with the application process and during the research stay. If the supervising department is not able to provide a work place at the respective institute/lab, JASEC can provide shared work places exclusively to Japanese students with IT-equipment.

## 1.2 STUDYING AT TU WIEN

### Duration

Research students are accepted for a period of 3 months to 1 year depending on the individual agreement with the home university.

### Research plan

The research plan has to provide sufficient information on the research topic and has to include clear goals which can be achieved during the period of stay. It is strongly recommended to set certain milestones with the academic advisor of the home university.

TU Wien's research focus points are listed at the end of this document. Researchers are certainly encouraged to match their research plan with these core competences of TU Wien which makes it also easier to find a suitable academic advisor.

### Regular courses

With the status of a research student it may be possible to enrol in regular courses. However, the language of regular tuition at TU Wien is German and only a limited number of English courses are available. Within the European Union the ECTS (European Credit Transfer and Accumulation System) system is the standard for awarding credits for each course. Students need to enquire at the home university if and how credits can be converted.



## Academic Advisory

With 30.000 students TU Wien is the largest and leading technical university in Austria. Probably one of the biggest differences to Japanese universities is the required self-reliance of each student. TU Wien is organized in faculties, institutes and departments – smaller units like the labs in Japanese universities are not very common.

Depending on the research topic and the desired faculty the intensity of supervision may vary. Although an academic advisor will be appointed for each research student, a self-reliant conduct of research is expected to a certain amount.

In search for an academic advisor you may use [this website](#) which lists faculties, institutes, departments and staff.

Please [download this document](#), which gives also explanations in Japanese regarding the Academic Advisor.

## 1.3 APPLICATION DEADLINES AND ACADEMIC YEAR

### Schedule of the academic year

At Austrian Universities the academic year starts at the beginning of October and finishes at the end of September. It is divided into two semesters:

The winter semester starts at beginning of October and finishes at the end of January.

The summer semester starts at the beginning of March and finishes at the end of June.

The exact schedule including holidays can be found on [this website](#).

As the Austrian and the Japanese academic schedules don't exactly match it is possible for research students to arrive also after the official beginning of the semester (e.g. in April instead of March).

The university is generally open also during holiday periods and research can be continued. However, it cannot be guaranteed that all facilities remain operational and the entire staff is available during holiday periods. Studying abroad also means experiencing foreign culture, language and gaining self-reliance. Therefore we encourage exchange students to use the holidays to broaden their horizon by travelling and enjoying Europe's rich culture.

### Application Deadlines

The preparation for a research stay needs some time and we recommend to apply way earlier than the given deadlines.

Entry winter semester (from October) - Application Deadline is 15<sup>th</sup> of March

Entry summer semester (from March) - Application Deadline is 15<sup>th</sup> of October



## 1.4 APPLICATION REQUIREMENTS

### Basic application requirements

- Applicants must be enrolled as a master or PhD student at the Japanese home institution
- Applicants must be under the age of 35 years by the time of application
- Candidates must have sufficient communication skills in English or German. We accept the following language tests:

Test	Required Points
TOEFL iBT	78
IELTS	6
TOEIC	645
CEFR	B2

### Application documents

These documents are required in English:

- This application form
- A letter of nomination from the home university
- A Research Plan (1-2 pages which describes the intended research in detail)
- A general CV (including academic and work experience)
- A letter of recommendation from the academic advisor of the home university
- An official transcript of the applicant's academic record in English (at least the last 2 years)
- A verification of student status at the home university
- A copy of applicants Passport
- An official test result of TOEFL, TOEIC or equivalent document
- A photograph which meets the common requirements of an official document
- If already obtained: A consent of an academic advisor at TU Wien (A copy of the email correspondence would be sufficient)
- Proof of sufficient funds will be necessary for students who stay longer than the visa-free period (6 months for Japanese nationals). As the specific amount changes on a regular basis, please request detailed information from us.





## Application procedure

- Interested candidates have to contact the coordinator or international office at the home university first to get informed about the possibility of a research stay at TU Wien as most agreements limit the amount of exchange students and include specific details on the exchange (e.g. scholarships).
- The coordinator/international office at the Japanese home university will contact JASEC at TU Wien to nominate the applicant for the exchange program.
- The applicant or his/her academic advisor at the home university may already contact possible academic advisors at TU Wien and get his/her approval for supervision. However, this is not a requirement and JASEC can assist in finding possible academic advisors at TU Wien departments.
- After the nomination by the home university, candidates will send their application documents to JASEC ([jasec@tuwien.ac.at](mailto:jasec@tuwien.ac.at)).
- Applicants will receive instructions by the International Office of TU Wien to register online at our "Mobility Services".
- JASEC will carry out the selection of candidates in cooperation with the International Office and the respective academic advisors and inform the applicants if they have been accepted after the official application deadline.
- In case of a successful application the candidates will receive further instruction via email on how to proceed with the enrolment, visa application and finding accommodation.
- Student dormitories are provided by the [OEAD housing office](#) (Austrian Exchange Service) in Vienna. After registration, students will be contacted by e-mail with instructions about the next steps. Note that a reservation is only valid after paying the deposit. The deposit will be refunded after having moved out of the student residence. The price of a room in a student residence ranges between € 340.- and € 620.- per month.
- Check out the annex on additional information on the visa procedures.

## 1.5 ARRIVAL AND ENROLMENT

- Arrival in Vienna: In case you plan to stay at one of the OEAD student dormitories it is recommended to arrive in Vienna during daytime on weekdays to successfully check in during office hours. However, in case you do arrive outside the regular office hours you may use the [iHouse Service](#).
- Please contact JASEC staff after your arrival in Vienna at [jasec@tuwien.ac.at](mailto:jasec@tuwien.ac.at). We will make an appointment and help you with the enrolment procedures.
- All administrative procedures will be handled by the [International Office of TU Wien](#). Please check in at the IO during office hours after your arrival.



- Within 3 days of your arrival in Vienna, you need to register at the “Magistratisches Bezirksamt”. You will need the following documents to register:
  - valid passport,
  - completed “Meldezettel” form, available in your student residence or [online](#).
- Students who are staying more than 6 months in Austria have to apply for a residence permit which implies fees of € 120,- . JASEC staff will assist you in the application process.
- All students of TU Wien are required to pay the Student Union fee (about € 20.- per semester), which also includes accident and liability insurance. Additionally, students from non-EU member states who do not have health insurance may purchase Austrian student health insurance (“Studentenkrankenversicherung”) for a monthly fee of about € 50.-
- At the JASEC Office we provide shared workplaces exclusively for students from Japanese partner universities. You will receive your own key and may use our facilities 24/7 every day of the week. This will give you the opportunity to meet with Japanese colleagues, store personal items and of course you will be close to the friendly [JASEC Staff](#).

## 1.6 USEFUL LINKS

- General Webpage TU Wien [Link](#)
- JASEC – Japan Austria Science Exchange Center [Link](#)
- International Office of TU Wien [Link](#)
- General Brochure of TU Wien [Link](#)
- Welcome Guide from the IO [Link](#)
- Austrian Student Exchange Service (ÖAD) [Link](#)
- Housing Office [Link](#)

## 2 Application



### 2.1 PERSONAL DATA

#### Photo

The photo should be in colour with no background and must provide a clear, front view of your entire face.

Passport photo  
290/350 px  
300dpi

#### Name

In roman capital letters:

\_\_\_\_\_  
Family name

\_\_\_\_\_  
First name

\_\_\_\_\_  
middle name(s)

In Japanese characters:

\_\_\_\_\_  
Family name

\_\_\_\_\_  
First name

\_\_\_\_\_  
middle name(s)

Date of birth (DD-MM-YYYY):

\_\_\_\_\_

Place of birth (City, Country):

\_\_\_\_\_

Nationality:

\_\_\_\_\_

Sex (male/female):

\_\_\_\_\_



## Your contact details

Email Address:

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Phone no:

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(+81 XXXX XXXXXXXXXX)

Home address:

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## Home Institution

- ☐ Aoyama Gakuin University
- ☐ Doshisha University
- ☐ Hokkaido University
- ☐ Keio University
- ☐ Kyoto Institute of Technology
- ☐ Nagoya Institute of Technology
- ☐ National Institute of Informatics
- ☐ Niigata University
- ☐ Ochanomizu University
- ☐ Osaka Institute of Technology
- ☐ Shibaura Institute of Technology
- ☐ Tokyo Institute of Technology
- ☐ Tokyo University of the Arts
- ☐ Tokyo University of Science
- ☐ University of Tokyo – School of Engineering
- ☐ University of Tokyo – Graduate School of Frontier Sciences
- ☐ University of Tokyo – Graduate School of Information Science and Technology
- ☐ Waseda University

Faculty/Department/School/Lab:

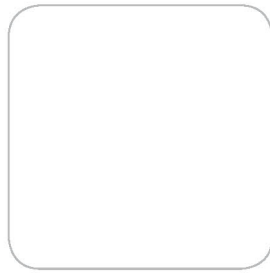
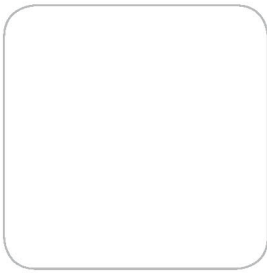
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You are currently in the:

- ☐ Bachelor Program
- ☐ Master Program
- ☐ PhD Program





## 2.2 YOUR RESEARCH

### Purpose of your stay at TU Wien

- ☐ Attend courses only
- ☐ Conduct research

If conducting research please add the working title of your research project:

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### Academic advisors

Name / Faculty / Institute / Department of the academic advisor at the home university:

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Name / Faculty / Institute / Department of the academic advisor at TU Wien:

(Only necessary for research students. Course attending students do not need a supervisor)

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If you don't have an academic advisor at TU Wien yet, JASEC will do its best to find a suitable advisor for you.

### Academic qualification

Which of the following attributes would best characterize your university achievements during your studies? Please attach a copy of your academic record.

- ☐ excellent
- ☐ good
- ☐ moderate



## Language proficiency

Which of the following attributes would best characterize your language proficiency?  
Please attach a copy of a German or English test result.

German		English	
<input type="checkbox"/>	excellent	<input type="checkbox"/>	excellent
<input type="checkbox"/>	good	<input type="checkbox"/>	good
<input type="checkbox"/>	moderate	<input type="checkbox"/>	moderate
<input type="checkbox"/>	poor	<input type="checkbox"/>	poor
<input type="checkbox"/>	none	<input type="checkbox"/>	none

## Intended duration of stay at TU Wien

Depending on the specific agreements between TU Wien and your home university the possible duration of studying and/or research at TU Wien may vary. Please contact JASEC or the coordinator at your home university for more information on possible durations.

- ☐ 3 months
- ☐ 6 months
- ☐ 9 months
- ☐ 12 months
- ☐ Other duration: \_\_\_\_\_

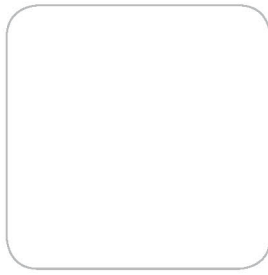
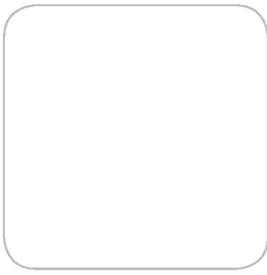
## Scholarship

Please indicate if you are going to receive a scholarship from your home university or any other Japanese source (e.g. JASSO, Tobitate).

- ☐ no
- ☐ yes

if yes, name of source: \_\_\_\_\_

if yes, amount/month in JPY: \_\_\_\_\_



## Date of arrival and departure

Please read the information in chapter 1.5 regarding arrival in Vienna.

Planned date of arrival (DD-MM-YYYY): \_\_\_\_\_

Planned date of departure (DD-MM-YYYY): \_\_\_\_\_

## 2.3 DOCUMENTS TO ATTACH

Please attach the following documents to this application in English:

- ☐ A research plan
- ☐ CV
- ☐ A letter of recommendation from the academic advisor of the home university
- ☐ A letter of nomination from the home university
- ☐ An official transcript of the applicant's academic record (at least the last 2 years)
- ☐ Verification of student status at the home university
- ☐ Copy of applicants Passport
- ☐ Official test result of TOEFL, TOEIC or equivalent document
- ☐ A photograph which meets the common requirements of an official document (see 2.1)
- ☐ If already obtained: Consent of an academic advisor at TU Wien  
(A copy of the email correspondence would be sufficient)

Digital versions of these documents are sufficient for this application. For reasons of applying for resident permit, visa extensions or applying for visas of other countries while staying in Austria, we recommend to bring the original documents along with you.



## 2.4 INFORMATION FOR THE ACADEMIC ADVISORS OF THE HOME UNIVERSITY IN JAPAN

### Nomination of students

It is up to the coordinators and academic advisors of the home university to nominate students and researchers based on their academic performance and ability for self-reliant research.

Nominees must be aware of their role as a representative of the respective home university and that their behaviour and academic performance not only affects their own success but also has an impact on the acceptance of future generations of researchers of one's home institution.

### Required skills

Language test results and academic records can give a first impression of the candidate. However, a personal assessment from the academic advisors is critical for evaluating the candidate's abilities. We highly appreciate each candidate's ambition and courage to study and research abroad as different language and culture are sometimes obstacles for young researchers. Although this program focuses on research, personal development and gaining experience in foreign countries are just as important.

In order to successfully integrate in a global research society we expect excellent communication skills, open-mindedness and self-reliance.

### Stay in touch

With nearly 30.000 students TU Wien is the largest and leading technical university in Austria. Considering these student numbers it is not always possible to provide the same amount of personal tuition as Japanese institutions. Although an academic advisor will be appointed for each exchange student we ask the academic advisors of the home university to stay in touch with their students and set clear goals for their research during the stay in Austria.

For the benefit of the student we strongly recommend also to communicate with the academic advisors at TU Wien on regular basis to coordinate the student's development as the research focus may have to be altered along the way.

# 3 Visa Information



Please check the website of the Austrian embassy in Tokyo for information on visa application as the following information might not be accurate at the time of application!

## Austrian Embassy in Tokyo

The Austrian embassy in Tokyo has information on visa procedures on its [website](#).

It is located at: 1-1-20, Moto Azabu, Minato-ku, Tokyo 106-0046

Tel: (+81/3)3451-8281

## Visa / Residence Permit

Japanese nationals are allowed to enter Austria and stay in Austria for 6 months without a visa. It is possible to travel within the European “[Schengen area](#)” during your first 3 months in Austria. Afterwards you have to apply for visa for the other country!

If you plan to stay for more than 6 months, you have to apply for a “residence permit” during your visa-free stay in Austria at the responsible department in Austria upon arrival within 6 months.

Be advised for this case to prepare the required attachments to the application if possible prior to your departure from Japan and to hand in your application with the required attachments as early as possible upon arrival in Austria to allow sufficient time for the process.

The following documents are general requirements to be submitted with the application form for a residence permit (in original and copy):

- Valid travel document (e.g. passport)
- Birth certificate (Japanese family register, with apostille) or equivalent document
- Photograph (dimensions: 45x35mm) which is not older than six months
- Proof of locally customary accommodation (e.g. tenancy agreement or proof of freehold property purchase)
- Proof of health insurance covering all risks (compulsory health insurance or equivalent insurance policy)
- Proof of adequate means of subsistence (payslips, pay certificates, employment contracts, evidence of retirement or other pension or insurance benefits, investment capital or sufficient own assets)
- A no-criminal record certificate (with apostille), not older than three months
- Documents in languages other than German or English are to be submitted along with a certified translation into German. Personal documents issued in Japan have to bear the apostille.
- [Please download this document](#), which explains the necessary documents and procedures for applying for a residence permit. As the process is quite complicated, we have compiled the most important information in Japanese language.





## Data Privacy Information

To be able to accept and process this application, it is necessary to digitally store and process the applicant's personal data and possibly the personal data of others mentioned in the application form.

The Republic of Austria (as part of the European Union) has very high standards on processing personal data. The applicant's data will be processed and stored according to the GDPR (General Data Protection Regulation).

However, in order to successfully apply for a stay at TU Wien, it is necessary to forward the applicant's data to potential supervisors or other departments at TU Wien.

Read more about our [Data Protection Policy](#) or download our [Data Protection Policy](#).