



TECHNISCHE
UNIVERSITÄT
WIEN

Joint Study Application

Japan - Outgoing



1 General Info



1.1 ABOUT THIS PROGRAM

Under the specific agreements, the Japanese Partner Institution waives application, admission and tuition fees for students and researchers from TU Wien. The program is open to master and PhD students who primarily aim to conduct research under the supervision of the host institution. 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 Japan. The topic has to match the general goals of the research activities at the host institution. The acceptance of an academic advisor at the host institution will be necessary as she or he has to examine the qualification of the applicant.

JASEC (Japan Austria Science Exchange Center) at TU Wien will carry out the preliminary selection of applicants and will inform the applicants on the specific application procedures and requirements at the host institution and assist in the search of an academic advisor if necessary.

Special benefits for TU Wien students and researchers may vary at the respective Japanese partner institution. However, JASEC will assist with the application process and during the research stay in Japan.

1.2 STUDYING IN JAPAN

Duration

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

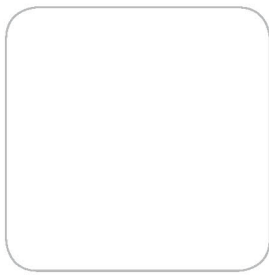
Research plan

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 at TU Wien.

Possible fields of research are listed at the host university's website. Please visit our website for direct links to the English websites of our Japanese partners.

Regular courses

As an exchange student it may be possible to enrol in regular courses at the Host Institution. However, the language of regular tuition is usually Japanese and only a limited number of English courses may be available. Be aware that Japan does not have our ECTS (European Credit Transfer and Accumulation System) system in place and the awarding of credits has to be discussed with the dean of studies of your faculty beforehand.



Academic Advisory

Probably one of the biggest differences in tuition is that Japanese universities are structured in so called labs (laboratories) which are smaller workgroups with usually one professor and around 15 students and researchers. After completion of the bachelor degree Japanese students will be assigned to a highly specialized lab with personal tuition.

As an exchange student you will also be part of such a workgroup with one professor as your academic advisor. Depending on the lab there will be fixed dates (maybe twice per month) for intermediate presentations of each student's research progress. It will be expected that exchange students are an active part of the lab and therefore will usually also be assigned a work place at the respective lab.

During the stay in Japan one's research focus may shift to a different direction. Therefore it is absolutely necessary to stay in touch with the academic advisor at TU Wien and coordinate the possible goals and results of the research.

1.3 APPLICATION DEADLINES AND ACADEMIC YEAR

Schedule of the academic year

Contrary to our system of two semesters per year, most Japanese universities have implemented a quarter system (4 terms per year). As a research student this will only affect your stay if you plan to attend regular courses.

Also be aware that the dates of application, enrolment and holidays vary at Japanese universities and are certainly different from TU Wien's academic year.

Japanese universities are 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 Japan's rich culture.

Application Deadlines

For an application there are several deadlines to follow:

- Application deadlines of the host university which are often structured in: (Step 1) initial registration and (Step 2) detailed application
- Deadline for the registration at TISS Mobility Services – especially if you apply for a TU Wien Joint Study Scholarship
- Deadlines for third party scholarships www.grants.at

Application deadlines usually end approximately 6 months prior to the start of exchange. The preparation for a research stay needs some time and we recommend to apply way earlier than the given deadlines.

The specific deadlines for each institution can be obtained from JASEC upon request.



1.4 APPLICATION REQUIREMENTS

Basic application requirements

- Applicants must be enrolled as master, doc or postdoc students at TU Wien.
- Applicants must be officially enrolled at TU Wien for at least 2 years and provide
- a consolidated grade record with an average grade of 2.5 or better.
- Sufficient English language skills are necessary.

Application documents

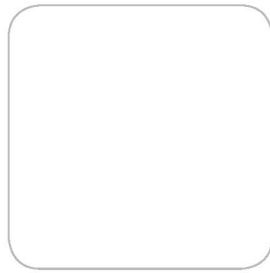
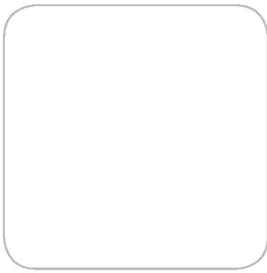
These documents are required by JASEC for the initial application:

- This application form
- A Research Plan (1-2 pages which describes the intended research in detail)
- A general CV (including academic and work experience)
- An official transcript of the applicant's academic record in English (Sammelzeugnis)
- If already obtained: A consent of an academic advisor at the host institution (A copy of the email correspondence would be sufficient)

Please note: For the application at the host university and for obtaining the visa additional documents will be necessary.

Application procedure

- Selection of the Japanese Partner Institution according to your field of research and interest.
- Establish contact with JASEC at TU Wien. We will make an appointment and discuss your proposal.
- 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 initial application at JASEC.
- After being nominated by JASEC you are required to register at TISS Mobility Services. You will receive details about his process from the IO (International Office).
- The application procedures vary depending on the Host Institution. This also concerns the search for academic advisors and their approval. Some institution do not want direct communication with the applicant. In this case all communication will run through JASEC. Please coordinate all steps with the [JASEC Team](#)!



- 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.
- Japanese Universities usually have their own student dormitories available for exchange students and researchers. Prices range from EUR 250 – 500 per month depending on the location.
- Regarding visa procedures have a look at the website of the Japanese Embassy in Vienna. For Austrian nationals acquiring a student visa is fairly simple and straight forward. The host university will issue a "Certificate of Eligibility" which entitles you to receive your visa. Additional documents will be necessary (e.g. proof of financial status).

1.5 USEFUL LINKS

- | | |
|---|----------------------|
| ▪ JASEC – Japan Austria Science Exchange Center | Link |
| ▪ International Office of TU Wien | Link |
| ▪ Japanese Embassy in Vienna | Link |
| ▪ Austrian Embassy in Tokyo | Link |
| ▪ ÖAD - Austrian Exchange Service | Link |
| ▪ Database of grants for Austrian students | 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 (Optional):

Family name

First name

middle name(s)

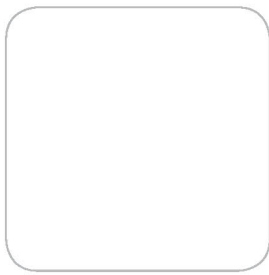
Date of birth (DD-MM-YYYY):

Place of birth (City, Country):

Nationality:

Sex (male/female):

Student ID No:



Your contact details

Email Address: _____

Phone no: _____
(+43 XXXX XXXXXXXXXX)

Home address: _____

Desired Host Institution

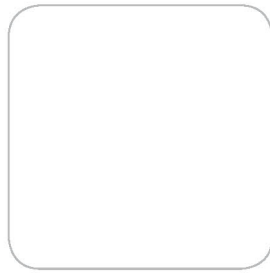
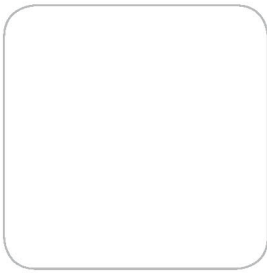
- ☐ Doshisha University
- ☐ Hokkaido University
- ☐ Keio University
- ☐ Kyoto Institute of Technology
- ☐ Nagoya Institute of Technology
- ☐ National Institute of Informatics
- ☐ Ochanomizu University
- ☐ Osaka Institute of Technology
- ☐ Shibaura Institute of Technology
- ☐ Tokyo Institute of Technology
- ☐ 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/Lab: _____

Academic Degrees acquired so far:

- ☐ Bachelor
- ☐ Master
- ☐ PhD



2.2 YOUR RESEARCH

Field of research

Working title of your research project:

Academic advisors

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

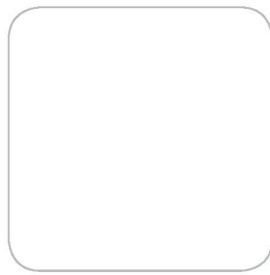
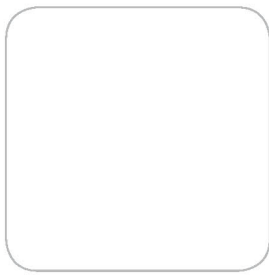
Name / Faculty / Institute / Department of the academic advisor at host university:

If you don't have an academic advisor at the host university 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?
We may require proof of your language proficiency.

Japanese		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 the host university

Depending on the specific agreements between TU Wien and the Japanese partner-university the possible duration of studying and/or research may vary. Please contact JASEC for more information on possible durations.

- ☐ 3 months
- ☐ 6 months
- ☐ 9 months
- ☐ 12 months
- ☐ Other duration: _____

Scholarship

Depending on the specific agreements a scholarship may be provided by TU Wien, the Japanese Partner Institution or other sources.

Please indicate if you are planning to apply for a TU Wien Joint-Study-Scholarship

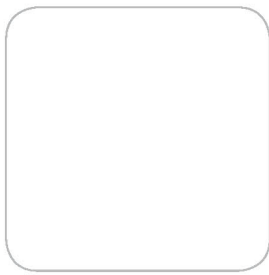
- ☐ no
- ☐ yes

Please indicate if you are going to apply for a scholarship at the host university (if available)

- ☐ no
- ☐ yes

if yes, name of source: _____

if yes, amount/month in JPY: _____



Date of arrival and departure in Japan

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
- ☐ An official transcript of your academic record
- ☐ Official test result of TOEFL, TOEIC or equivalent document (only if you have one)
- ☐ If already obtained: Consent of an academic advisor at the host institution (A copy of the email correspondence would be sufficient)

Digital versions of these documents are sufficient for this application.

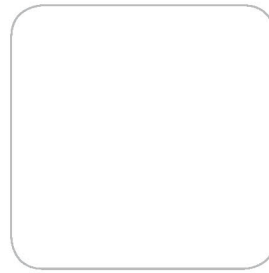
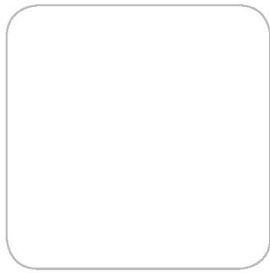
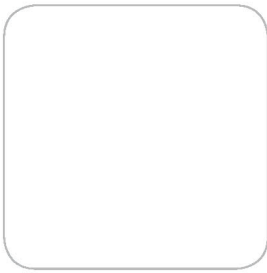
Further documents will be needed for the application at the host institution (e.g. Proof of Financial Status).

2.4 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.

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](#).



2.5 ATTACHMENT FORWARDING PERSONAL DATA

It is highly recommended that foreign residents in Japan notify their home country when staying in Japan for a longer period. Austrian citizens can do that online at the [Federal Ministry of Foreign Affairs](#). The Austrian Embassy in Tokyo hosts events on a regular basis and can assist in emergency situations. By ticking the box below you can opt-in to allow JASEC to forward your name and address (incl. email address) to the Austrian Embassy in Tokyo.

- ☐ Yes – Name and address can be forwarded to the Austrian Embassy in Tokyo
- ☐ No – The Austrian Embassy should not be notified.

Contact:

Thomas Rief
Program Coordinator at JASEC – Japan Austria Science Exchange Center
Email: thomas.rief@jasec.at or jasec@tuwien.ac.at
Phone: +43 1 58801 406108

<http://jasec.tuwien.ac.at>