Hybrid Twinning Program

- Application Guidelines and Forms -

Shibaura Institute of Technology

2017/2018

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1. Outlines of the Hybrid Twinning Program

The Hybrid Twinning Program (hereafter abbreviated as HBT) is an international joint graduate education program at Shibaura Institute of Technology (hereafter abbreviated as SIT) that cooperates with the foreign partner universities in Southeast Asia, and combines Master's and Doctor's courses.

<The partner universities of HBT>

Hanoi University of Science and Technology (Vietnam)

King Mongkut's University of Technology, Thonburi (Thailand)

Institut Teknologi Bandung (Indonesia)

Universiti Teknologi Malaysia (Malaysia)

Ho Chi Minh City University of Technology (Vietnam)

Universitas Gadjah Mada (Indonesia)

Suranaree University of Technology (Thailand)

The program was proposed and established in 2005 by the late Prof. Kenjiro Suzuki, the former Director of Center for International Programs at SIT, aiming the coexistence and cooperation with Southeast Asian countries. It is to be carried out as one of the activities under the Agreement for Academic Exchanges and Cooperation between SIT and its partner universities. Partner universities recommend their students to SIT and SIT accepts them if they are judged to meet its own selection criteria.

Since its establishment, SIT has offered two programs (the Master's + Doctor's Program and the Doctor's Program) in HBT. The following table shows the Education System of each course (program).

<Education System of the Hybrid Twinning Program>

		Graduate Level					
The Master's +	Under Graduate Level	Master's course		Doctor's course			
Doctor's Program		1 2 1 2				3	
	Home University	Home Univ.	SIT		SIT		
				Double	Degree		
		Graduate Level					
			Gradu	uate Lev	el		
	Under Graduate Level	Master's		I	el ctor's cou	urse	
The Doctor's Program		Master's		I		urse 3	
The Doctor's Program	Under Graduate Level Home University		course 2	Doc	ctor's cou		
The Doctor's Program		1	course 2 Univ.	Doc	ctor's cou		

For the Hybrid Twinning Program, SIT accepts applications for both programs. The procedures and conditions for each phase are described in the following pages.

2. The Master's + Doctor's Program in HBT

1) Outline

Students or academic staff educated for more than one academic year in the Master's course (graduate level) or holding the Master's degree (or its equivalent) are transferred from partner universities to the second year of the Master's program of Graduate School at SIT. The transferred students will be educated in English and given supervision by one of the SIT professors to complete their Master's theses. The Master's Degrees from both SIT and his/her home university if applicable are conferred upon completion of the program.

All students completed the Master's program at SIT will be designed to enroll in its Doctor's Program through the entrance examination for the Doctor's program and study for another three years toward his/her SIT Doctor's Degree.

		Graduate Level					
The Master's +	Under Graduate Level	Master's	course	ourse Doctor's cours			
Doctor's Program		1	2 1 2			3	
	Home University	Home Univ.		SIT			
	Education at home university Double Degre						
	Education at SIT						

2) Fundamental Eligibility

The applicant must:

- be either a student or an academic staff of the partner universities
- have completed one academic year in the Master's course (graduate level) at home universities or held the Master's degree (or the equivalent) as of September 2017
- be under 33 years of age as of April 1st, 2017
- have held academic performance of at least top 10% of the class both at the undergraduate and the graduate level
- have good English skill preferably 550 scores in TOEFL PBT (or 80 scores in TOEFL iBT)
- be physically and mentally healthy

3) Number of Students to be Accepted: 1-2 people

4) Financial Support

Support from SIT

> SIT entrance examination fee: 35,000yen

SIT entrance fee: 260,000yenSIT tuition fee: 1,305,000yen/year

➤ Living allowance: 142,000yen/month, consisting of scholarship funds and reward for Teaching Assistant work, at a maximum for four years starting from October 2017.

5) Application Procedures

- Application documents the required documents should be provided in English except the Master's thesis. If the original copy of the document(s) is available only in applicant's mother language, the English translation for the document(s) shall be attached to the original copy.
 - 1. Application form Hybrid Twinning Program, SIT prescribed form
 - 2. Field of Study and Study Program prescribed form
 - 5 photos from shoulders above, size:4.5 x 3.5cm, applicant's name on the back
 - 4. Clear copy of passport -page shown the applicant's photo and data
 - 5. Copy of the Birth certificate, family registration (or the equivalent)
 - 6. Certificate of Bachelor's degree (or the equivalent)
 - 7. Certificate of Master's degree if any (or the equivalent)
 - 8. Official academic records of undergraduate course
 - 9. Official academic records of Master's course (or the equivalent)
 - 10. Certificate of Health prescribed form : completed by the examining physician within the last 2 months
 - 11. Research Plan at SIT: A4 size, 1.5 spaced, 2 pages including supporting drawings, figures and tables
 - 12. A research report of on-going thesis work at home university signed by supervisor, or the copy of Master's thesis if any: Master's thesis can be submitted by data form, such as CD and USB.
 - 13. Abstract of Master's thesis if any
 - 14. List of scientific publication if any
 - 15. Copy of TOEFL score (or the equivalent) within the last 24 months
 - 16. Recommendation letters from all the people described below (Please copy the prescribed form and use for each letter)
 - ① Dean of the Graduate School or above of the home university: attention to the President of SIT, Prof. Dr. Masato Murakami
 - ② Director of the office in charge of international affairs : <u>attention to the Director of Center for International Programs at SIT, Prof. Dr. Takumi Miyoshi</u>
 - 3 Supervisor of the Graduate program level at home university
 - 4 Supervisor of the Undergraduate program level at home university
 - (5) Head of the employing organization if any #3, #4, #5 should be addressed to the Dean of the Graduate School of Engineering and Science at SIT, Prof. Dr. Akito Takasaki
 - 17. Pledge
 - 18. Checklist prescribed form
- Matching an Applicant with SIT Supervisors

An applicant has to contact a potential supervisor at SIT with his/her CV and research plan via email to obtain tentative acceptance in his/her laboratory by <u>February 10, 2017</u>. Please refer to the appendix for supervisors of the Hybrid Twinning Program to find an appropriate supervisor and his/her contact address. The title of email should include "HBT" for SIT supervisors to easily recognize the mail as a request from a HBT applicant.

3 Submission

The application documents are sent **ONLY** through the international affairs section of the applicant's home university

Please send FULL application documents to the following address:

Mr. Kiyoshi Takei

Manager, International Programs Initiatives Section

Shibaura Institute of Technology

3-7-5 Toyosu, Koto-ku, Tokyo 135-8548 Japan

4 Deadline: February 24, 2017

Note

- ♦ The applicant must be recommended by his/her home university
- The documents should be submitted through the international affairs section of the applicant's home university. No individual application is accepted.
- Submitted documents are not returned to the applicant
- ♦ Please double-check the documents before the submission

6) Notice to the Recommended Applicants (2nd Screening)

The applicants will be asked for individual interviews via e-mail or the TV meeting system from his/her proposed supervisor or the staff of the Center for International Programs of SIT. For the e-mail communication, the applicant should be ready to respond back quickly (within 24 hours in principle).

7) Examination and Admission

- The transfer admission of the applicants to the 2nd year of Master's program of SIT is finalized by screening of application materials as the 1st screening and interview examination as the 2nd screening
- The examination of the transfer admission is held in May 2017 through the TV meeting system between the applicant's home university and SIT*1
- The successful applicant will be required to arrive in early September before the semester starts.
- The academic year of Hybrid Twinning Program 2017/2018 starts from mid-September,
 2017

^{*1} Details are provided to the final candidates after the 2nd screening

8) Other Conditions and Requirements (After the official admission to SIT)

- Enroll in the 2nd year of Master's program under the supervision of an individual designated professor*²
- After the completion of Master's program, students proceed to three-year SIT Doctor's program through the entrance examination
- To complete the Doctor's program, students must take 4 credits and submit the doctoral dissertation and succeed in oral defense
- Total period of stay is 4years (1 year in the Master's program + 3 years in the Doctor's program)

9) Schedule for the Master's Program HBT 2017/2018 (tentative)

February, 24, 2017 Application deadline for HBT

Early March, 2017 1st Screening: Screening of application materials

Mid March, 2017 2ndScreening: Interviews by SIT faculty (e-mail, TV mtg. system)

Mid April, 2017 Announcement of the final candidates

May, 2017 Entrance Examination to transfer to 2nd year of Master's program SIT

June, 2017 Finalization of admission to SIT

Early September, 2017 Arriving to Japan Mid September, 2017 Semester starts

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^{*2} See the appendix for supervisors of the Hybrid Twinning Program 2017/2018 and SIT Research Profiles on SIT website (https://shibaura.pure.elsevier.com/).

3. The Doctor's Program in HBT

1) Outline

This is for students or academic staff in the partner universities who have completed the Master's course or held the Master's degree (or the equivalent) as of September 2017. They can apply for the Doctor's Program at SIT to conduct research activity for three years under the designated supervisors. The financial support from SIT shall be provided.

			Graduate Level				
The Doctor's Program	Under Graduate Level Master's course				ırse		
	Haw	an Haireanite	1 2 1 2			3	
	Home University		Home Univ.		SIT		
		Education at hom	ne universi	ty			
		Education at SIT					

2) Fundamental Eligibility

The applicant must:

- be either a student or an academic staff of the partner universities
- have obtained his/her Master's degree or the equivalent*3 as of September 2017
- be under 33 years of age as of April 1st, 2017
- have held academic performance of at least top 10% of the course both at undergraduate and graduate level
- have good English skill preferably 550 scores in TOEFL PBT (or 80 scores in TOEFL iBT)
- be physically and mentally healthy

3) Number of Students to be Accepted: 1-2 people

4) Financial Support

Support from SIT

> SIT entrance examination fee: 35,000yen

SIT entrance fee : 260,000yenSIT tuition fee : 841,800yen/year

Living allowance: 142,000yen/month, consisting of scholarship funds and reward for Teaching Assistant work, at a maximum for three years starting from the official admission to SIT's Doctor's Program.

^{*3} Scale of equivalence for each case will be judged by the HBT committee of SIT

5) Application Procedures

- Application documents The required documents should be provided in English except the Master's thesis. If the original copy of the document(s) is available only in applicant's mother language, the English translation for the document(s) shall be attached to the original copy.
 - 1. Application form Hybrid Twinning Program, SIT prescribed form
 - Field of Study and Study Program –prescribed form
 - 3. 5 photos from shoulders above, size: 4.5 x 3.5cm, applicant's name on the back
 - 4. Clear copy of passport –page shown the applicant's photo and data
 - 5. Copy of the Birth certificate, family registration (or the equivalent)
 - 6. Certificate of Bachelor's degree (or the equivalent)
 - 7. Certificate of Master's degree (or the equivalent)
 - 8. Official academic records of undergraduate course
 - 9. Official academic records of Master's course
 - 10. Certificate of Health prescribed form : completed by the examining physician within the last 2 months
 - 11. Research Plan at SIT : A4 size, 1.5 spaced, 2 pages including supporting drawings, figures and tables
 - 12. A research report of on-going thesis work at home university signed by supervisor, or the copy of Master's thesis if any Master's thesis can be submitted by data form, such as CD, and USB.
 - 13. Abstract of Master's thesis if any
 - 14. List of scientific publication if any
 - 15. Copy of TOEFL (or the equivalent) score within the last 24 months
 - 16. Recommendation letters from all the people described below (Please copy the prescribed form and use for each letter)
 - ① Dean of the Graduate School of the home university or above : <u>attention</u> to the President of SIT, Prof. Dr. Masato Murakami
 - ② Director of the office in charge of international affairs : attention to the <u>Director of Center for International Programs at SIT, Prof. Dr. Takumi</u> Miyoshi
 - 3 Supervisor of the Graduate program level at home university
 - 4 Supervisor of the Undergraduate program level at home university
 - 5 Head of the employing organization if any
 - #3, #4, and #5 should be <u>addressed to the Dean of the Graduate</u> School of Engineering and Science at SIT, Prof. Dr. Akito Takasaki
 - 17. Pledge
 - 18. Checklist-prescribed form
- Matching an Applicant with SIT Supervisors

An applicant has to contact a potential supervisor at SIT with his/her CV and research plan via email to obtain tentative acceptance in his/her laboratory by <u>February 10, 2017</u>. Please refer to the appendix for supervisors of the Hybrid Twinning Program to find an appropriate supervisor and his/her contact address. The title of email should include "HBT" for SIT supervisors to easily recognize the mail as a request from a HBT applicant.

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4 Deadline : February 24, 2017

(5) Note

- ♦ The applicant must be recommended by his/her home university
- ♦ The documents should be sent from the international affairs section of applicant's home university. No individual application is accepted.
- ♦ The submitted documents are not returned to the applicant
- ♦ Please double-check the documents before the submission

6) Notice to the Recommended Applicants (2nd Screening)

The applicants will be required for individual interviews via e-mail or the TV meeting system from his/her proposed supervisor or the staff of the Center for International Programs of SIT. For the e-mail communication, the applicant should be ready to respond back quickly (within 24 hours in principle).

7) Examination and Admission

- The admission of the applicants to Doctor's program of SIT is finalized by screening of application materials as the 1st screening and interview examination as the 2nd screening
- The examination of the admission is held in May 2017 through the TV meeting system between the applicant's home university and SIT*
- The successful applicant will be required to arrive in early September before the semester starts.
- The academic year of Hybrid Twinning Program 2017/2018 starts from the mid-September 2017

8) Other Conditions and Requirement (After the official admission to SIT)

- The successful applicant enrolls in the Doctor's program under the supervision of individual designated professor*4
- To complete the Doctor's Program, the student must take 4 credits or more in his/her major field and submit the doctoral dissertation and succeed in oral defense
- Total period of stay is three years (3 years in Doctor' Program)

^{*4} See the appendix for supervisors of the Hybrid Twinning Program 2017/2018 and SIT Research Profiles on SIT website (https://shibaura.pure.elsevier.com/).

9) Schedule for the Doctor's Program HBT 2017/2018 (tentative)

February, 24, 2017 Application deadline for HBT

Early March, 2017 1st Screening: Screening of application materials

Mid March, 2017 2nd Screening: Interviews by SIT faculty (e-mail, TV mtg. system)

Mid April, 2017 Announcement of the final candidates

May, 2017 Entrance Examination to Doctor's program SIT

June, 2017 Finalization of admission to SIT

Early September, 2017 Arriving to Japan Mid September, 2017 Semester starts

Application Form Hybrid Twinning Program, SIT

(Deadline: February 24, 2017)

	applying for :			s + Doctor's Pi		
	EIIII NAME C.			s Program	*check☑ one or both	
•	FULL NAME *please p	orovia	e as snown in	i the passport		
2.	NATIONALITY				□Male □Female	
3.	DATE OF BIRTH					
	<u>19</u>					
	(Year)		(Month)	(Day)	(Age : as of April 1, 2017)	
	NAMES OF UNIVERS	SITY A	ND DEPART	MENT		
	University:					
	Department	:				
	Graduated i	n				
	Graduated	11		(Year)	(Month)	
					*please refer to the final page for calculation method	
	NAMES OF GRADUA	TE SO	CHOOL AND	DEPARTMENT		
	Graduate so	:hool :	·			
	Department	:				
	□ Graduated	in				
	□ Graduated	III		(Year)	(Month)	
	□ Will gradua	te in		(Year)	(Month)	
	A and double D	-:	A D)	, ,		
					please refer to the final page for calculation method	
•	PRESENT STATUS/A	FFILI	ATION IN DE	IAIL "If student, p	please provide the grade.	
	PRESENT (MAILING)	ADDI	RESS			
	E-mail address					

Fax number :

8.	DEPARTMENT APPLYING TO ENTER AT SHIBAURA INSTITUTE OF TECHNOLOGY							
	Department :							
9.	POTENTIAL SUPERVISOR AT SHIBAURA INSTITUTE OF TECHNOLOGY *see appendix for supervisor Name of Supervisor:							
	Has the potential supervisor above consented to accept you in his/her laboratory when you pass an entrance examination of HB							
	program?							
	□YES/□NO Note : Only if you choose "YES", you can apply for HBT program.							
10.	RESEARCH PROPOSAL AT SHIBAURA INSTITUTE OF TECHNOLOGY (about 300 words)							

Signature

Date

専攻分野及び研究計画

Field of Study and Study Program

Full name in native language			
(姓名(自国語))	(Family name)	(First name)	(Middle name)
Nationality			
(国籍)————————————————————————————————————			<u> </u>
Proposed study program in Japan	(State the outline of your major field of st	audy on this side and the detail	s of your study program on the backside of this
sheet in concreteness. This section	on will be used as one of the most importa	nt references for selection. St	atement must be typewritten or written in block
letters. Additional sheets of paper	er may be attached if necessary.)		
(日本での研究計画;この研究	計画は,選考の重要な参考となるので	,表面に専攻分野の概要を,	裏面に研究計画の詳細を具体に記入すること。
記入はタイプ又は楷書による	ものとし、必要な場合は別紙を追加し	てもよい。	•
If you have Japanese language ab	ility, write in Japanese.		
(相当の日本語能力を有する者	「は、日本語により記入すること。)		

1 Field of study (専攻分野)

2 Study program in Japan in detail and concreteness (研究計画:詳細かつ具体に記入すること。)

(Instruction)

- Please make number of copies of this form and use for each recommendation letter
- Please state candidly and analytically about applicant's qualification

To:_____

The letter should be written concerning applicant's potential to carry on advanced study in the field specified from different perspectives such as motivation, intellect, maturity

Letter of Recommendation

For the Hybrid Twinning Program 2017/2018

Name in Print :					
Position:					
Affiliation:					
Signature:				Date:	
On the following scale, pleas	50%	icant relativ 20% Good	re to others in y Top10%	our departmen Top5% Excellent	nt (if any). Top2%
Academic Performance Intellectual Potential Creativity and Originality Maturity	Average				

健康診断書 CERTIFICATE OF HEALTH (to be completed by the examining physician)

	z語又は英語により明瞭に記載すること。 ase fill out (PRINT/TYPE) in Japanese or English.
氏名 Nar	
1.	身体検査 Physical Examination
(1	b) 身長 体重 Height cm Weight kg
(2	2) 血 圧 血液型 Blood pressu <u>re mm/Hg~ mm/Hg Blood type ABORH Pulse □不整 irregular</u>
(3	8) 視 力 Eyesight: <u>(R) (L) (R) (L)</u> 色覚異常の有無 □正常 normal 裸眼 Without glasses <u>矯正 With glasses or contact</u> lenses Color blindness □異常 impaired
(4	l) 聴 力 □正常 normal 言 語 □正常 normal Hearing: □低下 impaired Speech: □異常 impaired
	申請者の胸部について,聴診とX線検査の結果を記入してください。X線検査の日付も記入すること(6ヶ月以上前の検査は無効。) Please describe the results of physical and X-ray examinations of the applicant's chest x-rays (X-rays taken more tha nonths prior to this certification are NOT valid).
/	肺 □正常 normal 心臟 □正常 normal Lungs: □異常 impaired Cardiomegaly: □異常 impaired
L	← Date 異常がある場合
3	現在治療中の病気
	Under medical treatment at present □No
4.	既往症 Past history: Please indicate with + or - and fill in the date of recovery
	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
5.	検 査 Laboratory tests 検 尿 Urinalysis: glucose (), protein (), occult blood ()
	赤沈 ESR:mm/Hr, WBC count: /cmm 貧血 □ anemia
6.	Hemoglobin: gm/dl, GPT: 志願者の既往歴, 診察・検査の結果から判断して, 現在の健康の状況は充分に留学に耐えうるものと思われますか? Yes又はNoにチェックを
てく	\mathcal{E}_{c}^{c} in view of the applicant's history and the above findings, is it your observation that his/her health status is adequate to ursue studies in Japan?
	Yes □ No □
7.	特記すべき事項 Particulars or additional comments:
	日付 署名 Date: Signature:
	Date: Signature: 医師氏名 Physician's Name (Print):
	検査施設名 Office/Institution:
	所在地 Address:

Pledge

For application of Hybrid Twinning Program

I hereby certify that I have read and understood the application for the Hybrid Twinning Program of Shibaura Institute of Technology, and all the statements and information provided on the application documents are true.

I also agree that the admission to Shibaura Institute of Technology under the Hybrid Twinning Program is on my top priority once I am accepted as a candidate for the program, and I shall not withdraw from the program unless unavoidable and unexpected circumstances occur.

Signature of applicant		
	Date	
Witness:		
Signature of the representative	e of the University of the Applicant	
	Date	
	Date	

Checklist

All the following documents must arrive at the following address no later than February 24, 2017

Shibaur 3-7-5 To	er iona a Ins oyos	TEL +81-3-5859-7140 FAX +81-3-5859-7141 I Programs Initiatives Section email: kokusai@owshibaura-it.ac.jp estitute of Technology u, Koto-ku, 1548, JAPAN
	1.	Application form – Hybrid Twinning Program, SIT - prescribed form
	2.	Field of Study and Study Program – prescribed form
	3.	5 photos – from shoulders above, size: 4.5 x 3.5cm, applicant's name on the back
	4.	Clear copy of passport –page shown the applicant's photo and data
	5.	Copy of the Birth certificate, family registration (or the equivalent)
	6.	Certificate of Batchelor's degree (or the equivalent)
	7.	Certificate of Master's degree if any (or the equivalent)
	8.	Official academic records of undergraduate course
	9.	Official academic records of Master's course (or the equivalent)
	10.	Certificate of Health - prescribed form : completed by the examining
		physician within the last 2 months
	11.	Research Plan at SIT: A4 size, 1.5 spaced, 2 pages including supporting
		drawings, figures and tables
	12.	A research report of on-going thesis work at home university signed by
		supervisor, or the copy of Master's thesis if any: Master's thesis can be
		submitted by data form, such as CD and USB.
	13.	Abstract of Master's thesis if any
	14.	List of scientific publication if any
	15.	Copy of TOEFL score within the last 24 months
	16.	Recommendation letters from all the people described below (Please copy
		the prescribed form and use for each letter)
		☐ ① Dean of the Graduate School or above of home
		university: attention to the President of SIT, Dr. Masato Murakami
		② Director of the office in charge of international affairs : <u>attention to</u>
		the Director of Center for International Programs at SIT, Prof. Dr.
		Takumi Miyoshi
		Supervisor of the Graduate program level at home university
		Supervisor of the Undergraduate program level at home university
		S Head of the employing organization if any
		#3, #4, #5 should be addressed to the Dean of the Graduate
_	4-	School in Engineering and Science at SIT, Prof. Dr. Akito Takasaki
		Pledge
	18.	Checklist –prescribed form

Calculation Method of Academic Point (AP)

- 1. Find Evaluation Point (EP) for each credit referring to the following table.
- 2. Calculate Academic Point (AP) utilizing the following calculating formula.

<Table>

Evaluation System of Home Univ.	Grade							
Four Stages Evaluation		Α	В	С	F			
Four Stages Evaluation		100~80	79 ~ 70	69~60	below 60			
Five Stages Evaluation	S	Α	В	С	F			
Five Stages Evaluation	Α	В	С	D	F			
Five Stages Evaluation	100~90	89~80	79 ~ 70	69~60	below 60			
Evaluation Point (EP)	3	3	2	1	0			

<Calculation Formula>

(number of credits of "EP 3" x 3) + (number of credits of "EP 2" x 2) + (number of credits of "EP 1" x 1) + (number of credits of "EP 0" x0) total number of credits

Remarks

- 1. Calculate AP of recent (or the latest) 2 academic years. Regarding AP, 2.5 or above point is required for applying Japanese Government Scholarship
- 2. In case of not using credit system, number of subjects should be replaced with number of credits.
- 3. If there are any other grades than described on the upper table (such as "pass" or "approval"), ignore them.
- 4. Show to 2 places of decimals by truncating a number of 3rd decimal places if there is fractional figure.



芝浦工業大學

SHIBAURA INSTITUTE OF TECHNOLOGY Established 1927 Tokyo

Contact:

Center for International Programs (International Programs Initiatives Section) Shibaura Institute of Technology 3-7-5 Toyosu, Koto-ku, Tokyo, 135-8548 Japan Tel +81-3-5859-7140 Fax +81-3-5859-7141 E-mail kokusai@ow.shibaura-it.ac.jp