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01 October 2013

Dear Deans and Associate Deans of AOTULE member institutions:

The Graduate School of Engineering of Tokyo Institute of Technology (Tokyo Tech) wishes to invite students from the AOTULE member universities to participate in the 2014 AOTULE Summer Student Exchange Programme at Tokyo Tech. The programme provides participants an opportunity to conduct faculty-mentored research projects at Tokyo Tech. We would like to invite you to nominate two post graduate students and rank them (1st choice, 2nd choice), then forward the application documents of your candidates to Ms Satomi Sato (sato.s.az@m.titech.ac.jp) by **13 December 2013**. Please see the attached Check List for the application documents. We would appreciate it if you could widely distribute this programme information to your departments, faculty and students. We will most likely select your first choice nominee and consider selecting the 2nd nominee if funds are available.

Hereunder is a brief outline of the programme.

Exchange Period:
June to August. Students must arrive at designated airport in Tokyo area (either Narita or Haneda) on 2 June 2014 and depart on 29 August 2014. The flight will be arranged by Tokyo Tech.

Activities:
In addition to conducting a research project, students are requested to participate in designated course work*. Also, a two day 6th Multidisciplinary International Student Workshop (MISW2014) is scheduled for the participants to present their work (either the work during their stay or the work at their home institution) as well as presenting a poster to introduce their home institution to other students.
*Course work in 2013: "Survival Japanese" (lectures, 3 hrs/day, 5 days,) "HighTech Japan" (lectures and factory visits, 4 days).

Flight and Accommodation:
Tokyo Tech will provide a round-trip airline ticket from/to the nearby airport of the student's home institution. We will also help them to find accommodation. *Accommodation is provided for the exchange students only. Tokyo Tech cannot provide / help finding accommodation for the student to visit with his/her family or others.

Tuition Fee and Allowance:
Tuition fees for the programme are waived. Monthly allowance* including rent supplement is provided.
*Amount to be determined in due course. For your reference, JPY 4,000/day in 2013.

Student Visa:
All students, including those from visa waiver countries, are required to apply for and obtain a Japanese student visa immediately after receiving acceptance notification from this programme.

Insurance:
It is mandatory for all exchange students to enrol in the Tokyo Tech on-campus accident insurance scheme and the students will be responsible for payment of its premium upon arrival. Medical/Travel insurance for the duration of the programme must also be purchased prior to the arrival.

The Tokyo Tech AOTULE Committee will review the applications and notify you of the candidate selection by early January 2014. The selected students will then need to complete an online application form and to submit necessary documents for admission into Tokyo Tech.

We look forward to receiving your student nominations and hosting your students in Tokyo.

Yours sincerely,

Kikuo KISHIMOTO
Dean, Graduate School of Engineering
Tokyo Institute of Technology

Attached: Important notices and changes in 2014 programme, Application Form, Check List