Hybrid Twinning Program
- Application Guidelines and Forms -

Shibaura Institute of Technology

2016/2017
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Attachments (Prescribed forms for the application)
   Application for Hybrid Twinning Program (2pages)
   Field of Study and Study Program (2pages)
   Letter of Recommendation
   Certificate of Health
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   Checklist
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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).

For the Hybrid Twinning Program 2016/2017, 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.

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 2016
- be under 33 years of age as of April 1st, 2016
- 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: 260,000yen
- SIT tuition fee: 1,305,000yen/year
- Living allowance: 142,000yen/month at a maximum for four years starting from October 2016.

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
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 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, Dr. Masato Murakami
   ② Director of the office in charge of international affairs : attention to the Director of Center for International Programs at SIT, Prof. Takumi 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, ⑤ should be addressed to the Dean of the Graduate School of Engineering and Science at SIT, Prof. Akito Takasaki

17. Pledge
18. Checklist – prescribed form

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

Deadline: Monday, February 22, 2016

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
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 2016 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 2016/2017 starts from mid-September, 2016

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
- To complete the Master’s program, students must take 4-6 credits by attending classes conducted in English and present Master’s thesis
- 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 4 years (1 year in the Master’s program + 3 years in the Doctor’s program)

9) Schedule for the Master’s Program HBT 2016/2017 (tentative)
   February, 22, 2016  Application deadline for HBT
   Early March, 2016  1st Screening: Screening of application materials
   Mid March, 2016   2nd Screening: Interviews by SIT faculty (e-mail, TV mtg. system)
   Mid April, 2016   Announcement of the final candidates
   May, 2016         Entrance Examination to transfer to 2nd year of Master’s program SIT
   June, 2016        Finalization of admission to SIT
   Early September, 2016  Arriving to Japan
   Mid September, 2016  Semester starts

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 2016. 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.

*1 Details are provided to the final candidates after the 2nd screening
*2 See the appendix for supervisors of the Hybrid Twinning Program 2016/2017 and SIT Research Profiles on SIT website (http://www.experts.scival.com/shibaura/).
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 2016
- be under 33 years of age as of April 1st, 2016
- 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: 260,000yen
- SIT tuition fee: 841,800yen/year
- Living allowance: 142,000yen/month at a maximum for three years starting from the official admission to SIT’s Doctor’s Program. Also, 120,000yen/month will be provided between arrival at Japan and the official enrollment at 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
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 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

*3 Scale of equivalence for each case will be judged by the HBT committee of SIT
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 : attention to the President of SIT, Dr. Masato Murakami
   ② Director of the office in charge of international affairs : attention to the Director of Center for International Programs at SIT, Prof. Takumi 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 addressed to the Dean of the Graduate School of Engineering and Science at SIT, Prof. Akito Takasaki

17. Pledge
18. Checklist-prescribed form

2 Submission

The application documents are sent ONLY through the international affairs section of the 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

3 Deadline : Monday, February 22, 2016

4 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

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 final candidates are selected by screening of application materials as the 1st screening and interviews as the 2nd screening.
- The final candidates are expected to arrive in Japan a couple of months in advance of the entrance examination held in early September 2016*4
- The admission to SIT’s Doctor’s program is finalized by entrance examination held at SIT
- Those who unfortunately failed in the examination are to return to the home university. In this case, the travel fares, both domestic and international of economy class, from SIT to the home university are covered by SIT
- The academic year of Hybrid Twinning Program 2016/2017 starts from the mid-September 2016

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*5
- 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’s Program)

9) Schedule for the Doctor’s Program HBT 2016/2017 (tentative)
February, 22, 2016	Application deadline for HBT
Early March, 2016	1st Screening: Screening of application materials
Mid March, 2016	2nd Screening: Interviews by SIT faculty (e-mail, TV mtg. system)
Mid April, 2016	Announcement of the final candidates
Early August, 2016	Arriving at Japan
Early September, 2016	Entrance examination of Doctor’s program HBT
Mid September, 2016	Semester starts

*4 Specific date and the details of the examination will be provided to the final candidates after the 2nd screening
*5 See the appendix for supervisors of the Hybrid Twinning Program 2016/2017 and SIT Research Profiles on SIT website (http://www.experts.scival.com/shibaura/).
Application Form
Hybrid Twinning Program, SIT
(Deadline: Monday, February 22, 2016)

*Please check below:

I am applying for:  □ Master’s + Doctor’s Program
                 □ Doctor’s Program                *check ☑ one or both

1. FULL NAME *please provide as shown in the passport

2. NATIONALITY □ Male □ Female

3. DATE OF BIRTH
   19 (Year) (Month) (Day) (Age: as of April 1, 2016)

4. NAMES OF UNIVERSITY AND DEPARTMENT
   University: ____________________________________________
   Department: ___________________________________________
   Graduated in: ___________________________________________
                 (Year) (Month)
   Academic Point (AP): __________________________ *please refer to the final page for calculation method

5. NAMES OF GRADUATE SCHOOL AND DEPARTMENT
   Graduate school: __________________________________________
   Department: ___________________________________________
   □ Graduated in: ___________________________________________
                 (Year) (Month)
   □ Will graduate in: ___________________________________________
                 (Year) (Month)
   Academic Point (AP): __________________________ *please refer to the final page for calculation method

6. PRESENT STATUS/AFFILIATION IN DETAIL  *if student, please provide the grade.


7. PRESENT (MAILING) ADDRESS
   Present address: ___________________________________________

   E-mail address: ___________________________________________
   Telephone number (home): ____________________ (mobile):
   Fax number: ___________________________________________
8. DEPARTMENT APPLYING TO ENTER AT SHIBAURA INSTITUTE OF TECHNOLOGY

Department: 

9. PROSPECTIVE SUPERVISOR AT SHIBAURA INSTITUTE OF TECHNOLOGY *see appendix for supervisor

Supervisor: 

10. RESEARCH PROPOSAL AT SHIBAURA INSTITUTE OF TECHNOLOGY (about 300 words)

____________________________________  ______________________________________
Date                                       Signature
Full name in native language
(Family name) (First name) (Middle name)

Nationality

Proposed study program in Japan (State the outline of your major field of study on this side and the details of your study program on the backside of this sheet in concreteness. This section will be used as one of the most important references for selection. Statement must be typewritten or written in block letters. Additional sheets of paper may be attached if necessary.)

If you have Japanese language ability, write in Japanese.

Field of study
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。)
Letter of Recommendation
For the Hybrid Twinning Program 2016/2017

To: ________________________________

Name in Print: ________________________________

Position: ________________________________

Affiliation: ________________________________

Signature: ________________________________ Date: ________________________________

On the following scale, please rate applicant relative to others in your department (if any).

<table>
<thead>
<tr>
<th></th>
<th>50%</th>
<th>20%</th>
<th>Top10%</th>
<th>Top5%</th>
<th>Top2%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Performance</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Creativity and Originality</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Maturity</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
日本語又は英語により明確に記載すること。
Please fill out (PRINT/TYPEx) in Japanese or English.

氏名：
Name:

□ 男
Male

□ 女
Female

生年月日
Date of Birth:

年齢
Age:

1. 身体検査
Physical Examination

(1) 身長
Height

体重
Weight

(2) 血圧
Blood pressure

血液型
Blood type

脈拍
Pulse

(3) 視力
Eyesight

異常の有無
Color blindness

(4) 聴力
Hearing

言語
Speech

2. 申告者の胸部について、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。
Please describe the results of physical and X-ray examinations of the applicant’s chest x-rays (X-rays taken more than 6 months prior to this certification are NOT valid).

肺
Lungs:

心臓
Cardiomegaly:

異常がある場合

Electrocardiograph:

3. 現在治療中の病気
Under medical treatment at present

4. 既往症
Past history:

・結核......□( . . )

・メラリア......□( . . )

・他の伝染病......□( . . )

・脳症......□( . . )

・腎臓病......□( . . )

・心臓病......□( . . )

・末梢の機能障害......□( . . )

5. 検査
Laboratory tests

検尿
Urine analysis:

赤沈
ESR:

Hemoglobin:

GPT:

6. 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？
In view of the applicant’s history and the above findings, is it your observation that his/her health status is adequate to pursue studies in Japan?

Yes □ No □

7. 特記すべき事項
Particulars or additional comments:

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 of the University of the Applicant

Date
Checklist

All the following documents must arrive at the following address no later than

Monday, February 22, 2016

Mr. Kiyoshi Takei  TEL +81-3-5859-7140
Manager  FAX +81-3-5859-7141
International Programs Initiative Section  email: kokusai@owshibaura-it.ac.jp
Shibaura Institute of Technology
3-7-5 Toyosu, Koto-ku,
Tokyo 135-8548, 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 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 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 : attention to the Director of Center for International Programs at SIT, Prof. Takumi 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, #⑤ should be addressed to the Dean of the Graduate School in Engineering and Science at SIT, Prof. Akito Takasaki
☐ 17. 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>

<table>
<thead>
<tr>
<th>Evaluation System of Home Univ.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Stages Evaluation</td>
<td>A</td>
</tr>
<tr>
<td>Four Stages Evaluation</td>
<td>B</td>
</tr>
<tr>
<td>Four Stages Evaluation</td>
<td>C</td>
</tr>
<tr>
<td>Four Stages Evaluation</td>
<td>F</td>
</tr>
<tr>
<td>Five Stages Evaluation</td>
<td>A</td>
</tr>
<tr>
<td>Five Stages Evaluation</td>
<td>B</td>
</tr>
<tr>
<td>Five Stages Evaluation</td>
<td>C</td>
</tr>
<tr>
<td>Five Stages Evaluation</td>
<td>D</td>
</tr>
<tr>
<td>Five Stages Evaluation</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation Point (EP)</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<Calculation Formula>

\[
\frac{(\text{number of credits of “EP 3” } \times 3) + (\text{number of credits of “EP 2” } \times 2) + (\text{number of credits of “EP 1” } \times 1) + (\text{number of credits of “EP 0” } \times 0)}{\text{total number of credits}}
\]

**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.
Contact:

Center for International Programs
(International Programs Initiative 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