



Application Guidelines for 2018 Short-term Exchange Study at MurooranIT

This is a guide on 2018 Short-term Exchange Study at MurooranIT. Applicant should read through the guide to apply and prepare yourself sufficiently.

NOTE: The nominees should be enrolled as degree students at home university during the period of exchange program at MurooranIT.

1. STUDENT'S STATUS IN MurooranIT AND THE ELIGIBILITY

(1) Auditing Exchange Student

- It is possible to take classes provided in courses of undergraduate or graduate school.
- The lectures are basically given in Japanese.
- The grades and the transcript will be provided after the completion.
- A student will receive "Completion Certificate of Short-term Exchange Study Program" after the completion.

Duration: 1 semester or 2 semesters

Course Start: April, October

Eligibility: Undergraduate or graduate student with Japanese proficiency equivalent of about Level 2 (N2) of the Japanese Language Proficiency Examination given by the Japan Educational Exchanges and Services (JEES).

Auditing Subjects: Students must register at least seven subjects in order to obtain Student VISA.

Check and select subjects provided in the undergraduate or graduate school by syllabus. It should be noted that there may be some changes made to the lists of subjects offered in the following academic year.

Please see the following homepage (syllabus).

<http://www.murooran-it.ac.jp/kyomu/syllabustop2017/0-h29top-page.htm>

(2) Research Exchange Student

- It is possible to engage research under supervising by one of our faculty.
- Research guidance is given in English or Japanese.
- Neither the grades nor the transcript is provided.
- A student will receive "Completion Certificate of Short-term Exchange Study Program" after the completion.

Duration: From 3 months up to 1 year

Course Start: April, July, October

Eligibility: Graduate students

English or Japanese should be good enough to conduct a research

Research theme and supervisor:

- 1) Access to "Data base of researchers at MurooranIT" through the URL below to seek and choose one of our faculty as your supervisor in MurooranIT
URL: <http://rdsoran.murooran-it.ac.jp/search?m=home&l=en>
- 2) Complete "No2Application for Research Exchange Student" with our faculty name, your present research and your research plan in MurooranIT. The submission of a copy of your degree thesis' summary will help our faculty to check research compatibility.

NOTE that applicants should change their research theme or face acceptance rejection if there is no suitable supervisor found at MurooranIT.

2. TUITION AND FEES

In accordance with the mutual agreement to waive tuition and other required fees, this institution



To Applicant for Short-term Exchange Study

will waive the application, entrance, and tuition fees for the student.

3. INSURANCE AND LIABILITY

Exchange students should purchase insurances listed below not only to cover medical costs at medical institutions for their own diseases or injuries but also to respond to liabilities for any damages or injuries to others incurred by themselves during their stay in Japan.

(Exchange program more than 3 months)

Exchange students who stay more than 3 months at MuroranIT should buy 3 insurances below.

- 1) “Kokumin Kenko Hoken” (National Health Insurance)
 - Exchange students should sign up for this insurance at Muroran City Office under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.
 - Exchange students should pay for the insurance fee (about 1700 YEN per month) in accordance with a payment method designated by Muroran City Office.
 - With this insurance, the medical burden for exchange students will be reduced to only 30 % of the total cost.
- 2) “Gakukensai” (Personal Accident Insurance for Student Pursuing Education and Research)
 - Exchange students should buy this insurance (1000 YEN per year) under the guidance of Center for International Relations after their arrivals to MuroranIT.
 - Physical injuries resulted from any accidents during educational and research activities will be covered.
- 3) Comprehensive Insurance for Students Lives Coupled with PAS for International Students
 - Exchange students should buy an insurance including the following three coverages; (1) Personal Liability Insurance Payments, (2) Death, Residual Disability Insurance Payments, and (3) Medical Expense Insurance Payments.
 - Exchange students should purchase this insurance (1860 YEN per year) under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.

(Exchange program less than 3 months)

Exchange students who stay less than 3 months in Japan should buy 3 insurances below.

- 1) “Gakukensai” (Personal Accident Insurance for Student Pursuing Education and Research)
 - Exchange students should buy this insurance (1000 YEN per year) under the guidance of Center for International Relations after their arrivals to MuroranIT.
 - Physical injuries resulted from any accidents during educational and research activities will be covered.
- 2) Comprehensive Insurance for Students Lives Coupled with PAS for International Students
 - Exchange students should purchase an insurance including the following three coverages; (1) Personal Liability Insurance Payments, (2) Death, Residual Disability Insurance Payments, and (3) Medical Expense Insurance Payments.
 - Exchange students should purchase this insurance (1860 YEN per year) under the guidance of Center for International Relations as soon as their arrival to MuroranIT.
- 3) Oversea Travelers’ Insurance
 - Exchange students should obtain an overseas travelers’ insurance to cover any possible diseases or injuries during their stay in Japan before their departures to Japan.
 - A copy of Overseas Travelers’ Insurance Certificate should be submitted to Center for International Relations after their arrivals at MuroranIT.

4. ACCOMMODATION

MuroranIT gives priority to exchange students when renting the Foreign Students’ Dormitory.

(Foreign Students’ Dormitory)

Location: within a walking distance

Room: one room accommodates 1-3 people



To Applicant for Short-term Exchange Study

Furniture: bed, closet, desk, heater
Shared facilities: shower-room, toilet, kitchen
Approximate expense: 15,000-23,000 YEN per month
(Including room rent and utilities)

Note: 1) Neither cafeteria nor meal service is available.
2) Room occupation relies on the University.

5. Application Documents

- (1) No1_Applicant Information Form
- (2) No2_Application for Research Exchange Student (if applicable to this)
- (3) No3_Application for Auditing Exchange Student (if applicable to this)
- (4) No4_Recommendation from Home university
- (5) Latest Academic Transcript from Home University
- (6) No5_Application for Certificate of Eligibility
- (7) Photograph data (jpg format)
- (8) A copy of passport
- (9) No6_MuroranIT Scholarship Application Form for Short-Term Exchange Students
(If applicants wish)

6. Deadline for Applications

[E-mail submission]

Home university should send PDF files of the required application documents of all candidates to kokusai@mmm.muroran-it.ac.jp by e-mail before you send them by post. The title of e-mail should be "Exchange Students_%%university".

Deadline for e-mail submission: January 9 (Tue.), 2018.

[Mail submission]

In addition, home university should send the required application documents of all candidates to the Center for International Relations by a trackable international express mail such as EMS (Express Mail Service).

Deadline for mail submission: All documents must arrive no later than January 15 (Mon.), 2018.

7. Mailing Address

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