

October 2020 Enrollment

Course of Electrical and Electronic
Engineering

Graduate School of Engineering, Tokai University

Master's Degree Program

Guidelines for Admission for MEXT Scholarship of Japanese Government

I. Overview

Graduate School of Engineering at Tokai University was selected by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) to award “Monbukagakusho Scholarships in FY 2020 The International Priority Graduate Programs (PGP)”. For the next three years, Course of Electrical and Electronic Engineering, School of Engineering is accepting applications for the program. The detail of the program and the application procedure are as follows:

Name of the program: “Cultivation of Next-Generation Engineers for ASEAN Countries in Utilization of Natural Energy and Power Transmission”

Course: Course of Electrical and Electronic Engineering,
Graduate School of Engineering

Admission quota: 4

II. Application Qualifications and Requirements

Eligible applicants

1) Nationality

Applicants must have the nationality of a country that has diplomatic relations with Japan. An applicant who has Japanese nationality at the time of application is not eligible, in principle. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply as long as they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan.

Priority is given to international students from the following regions of focus.

Myanmar, Laos, Thailand, Cambodia, Vietnam, Malaysia, the Philippines, and Indonesia

2) Age

Those who were born on or after April 2, 1985 and on or before October 1, 1998, in principle.

Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances of the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.) Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant's university or place of employment, etc.) will not be considered for exceptions.

3) Academic background

Those who meet one of the following requirements (1)-(3) as stipulated in article 102 of the School Education Act, and who also satisfy (4).

- (1) Those who graduated or will graduate from a university or college, as defined in Article 83 of the School Education Act by September, 2020.
- (2) As stipulated in Article 155 of the School Education Act Enforcement Regulations, those who are recognized by Tokai University to have academic abilities equivalent to those of university or college graduates and meet any of the following:
 - Those who completed or are expected to complete a bachelor's degree by September, 2020 according to the stipulations in Article 104, Item 4 of the School Education Act.
 - Those who completed or are expected to complete 16 years of formal school education outside Japan by September, 2020.
 - Those who completed or are expected to complete 16 years of formal school education of a foreign country by September, 2020 by studying subjects in Japan via a correspondence course offered by a school in that country.
 - Those who completed or are expected to complete a course of a foreign educational institution in Japan by September, 2020 (the graduate must be considered to have completed 16 years of formal school education in the foreign country), which is qualified to offer university courses in the foreign country's educational system, and is specifically designated by the Minister of Education, Culture, Sports, Science and Technology.
 - Those who have been awarded a degree equivalent to a bachelor's degree through completion of a course at a foreign university or other foreign school in which the term of study is three years or more (the study and research must be acknowledged by the foreign government or must be designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)), and those who are expected to be awarded degrees by September 2020. This includes completion of online courses of foreign universities while in Japan or taking courses in educational facilities of foreign universities located in Japan.
 - Those who completed or are expected to complete by September, 2020 a specialized course at a vocational school (the minimum course length must be four years or longer and the course must satisfy all other regulations designated by the Minister of Education, Culture, Sports, Science and Technology) specifically designated by the Minister of Education, Culture, Sports, Science and Technology, and which satisfies other conditions specified by the Minister.
- (3) As stipulated in Article 156 of the School Education Act Enforcement Regulations those who are recognized to have academic standards equivalent to those who have a Master's degree or a degree specified by the Minister of Education, Culture, Sports, Science and Technology in Article 104, Item 1 of the School Education Act.
- (4) Those who can enter Japan on or before the designated date that will be notified after the announcement of acceptance.

4) Language proficiency

Those who have proficiency in either Japanese or English, and who also meet one of the following requirements.

① Japanese

- A) Those who have passed the N2 or higher level of the Japanese Language Proficiency Test (JLPT) at the time of their enrollment in the regular program.
- B) Those who have completed a course whose completion qualifies them to enroll in a Master's degree or Doctoral degree program of graduate school in Japan, using Japanese as the principal language.

② English

- A) Those who have obtained qualifications or a proficiency test score that is equivalent to or higher than level B2 of the Common European Framework of Reference for Languages (CEFR) at the time of their enrollment in the regular program.

5) Working language

English is the principal language used for giving classes and supervising students' research.

6) Health

Those who have been judged by Tokai University not to have any mental or physical health problem that would affect their studies in Japan.

7) Arrival in Japan

Those who can enter Japan between Friday, September 4, 2020 and Friday, September 11, 2020, in principle.

8) Visa requirement

An applicant shall, in principle, newly obtain a "Student" visa at the Japanese diplomatic mission located in the applicant's country of nationality and enter Japan with the residence status of "Student." Accordingly, if the applicant already has another residence status ("Permanent Resident," "Long-Term Resident," etc.), the applicant must change their status to "Student" and re-enter Japan. After expiration of the status as a MEXT Scholarship student and even if the student again applies for their original resident status of "Permanent Resident" or "Long-Term Resident," such resident statuses might not be necessarily granted. The scholarship will be cancelled if he/she arrived in Japan without a newly obtained "Student" visa.

Non-eligibility

Those who meet any one of the following conditions are ineligible. If identified as ineligible after being selected as a scholarship student, the student must withdraw from the scholarship.

- ① Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
- ② Those who cannot arrive in Japan by the last date of the period specified by MEXT or the accepting

university;

- ③ Those who are previous grantees of Japanese Government (MEXT) scholarship programs (including those who withdrew from the scholarship program after arrival in Japan). This does not apply, however, to Research Students who have educational or work experience exceeding more than three years from the following month of the period of the previous scholarship to the estimated first month of the payment of this scholarship; and Research Students whose last scholarship from the Japanese government (MEXT) was one under either the Japanese Studies Students program limited to those who have graduated or are going to graduate from universities in their home countries after returning to the countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments, or the Young Leaders' Program. The MEXT Honors Scholarship is not included in the Japanese Government (MEXT) Scholarship Programs. Accordingly, past grantees of this scholarship are eligible to apply;
- ④ Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system, for which scholarship payments will begin in FY2020;
- ⑤ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student," or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students, even though they are currently enrolled in a Japanese university or other institution or are planning to enroll in one at present, if it is definite at the time of the scholarship application that they will complete their studies and return to their home country before the start of the scholarship payment period and they will newly acquire the "Student" residence status and come to Japan;
- ⑥ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
- ⑦ Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- ⑧ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;
- ⑨ Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or an internship) outside Japan or plan to take a long-term leave of absence from Tokai University;
- ⑩ Those who have completed a doctoral course and have no intention of obtaining a degree;
- ⑪ Those whose major field of study or related field at their university is not electrical and electronic engineering.

Others

Those who will strive to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between their home country and Japan by maintaining close relations with Tokai University after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by the Japanese diplomatic mission after they return to their home countries.

III. Period of Scholarship

In principle, the scholarship money will be paid for a period of two years from September 2020.

*Certain conditions must be fulfilled to receive the payment.

*It takes one to 1.5 months after arrival in Japan before the scholarship begins to be paid. Accordingly, grantees are advised to prepare at least 2,000 US dollars for living expenses that will be needed before the commencement of payments.

IV. Scholarship and Travelling Expenses

1) Scholarship

A grantee enrolled in the Master's degree program will be paid 144,000 yen per month. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. If a grantee takes a leave of absence from Tokai University or otherwise remains absent from Tokai University for an extended period, the scholarship shall be suspended for that period.

Suspension of payment of scholarship

Payment of the scholarship will be terminated for the reasons given below. Should any of the following reasons apply, the grantee may be ordered to return a part or all of the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- ① A grantee is determined to have made a false statement on his/her application;
- ② A grantee violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- ③ A grantee violates any Japanese law and is sentenced and imprisoned for an indefinite period or for a period exceeding 1 year;
- ④ A grantee is suspended from Tokai University or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with regulations of Tokai University;
- ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard period of study because of poor academic grades, suspension, or absence from Tokai University;

- ⑥ A grantee came to Japan without newly acquiring the “Student” residence status, or changed his/her residence status to one other than “Student”;
- ⑦ A grantee has received another scholarship (excluding those specified for research expenditures);
- ⑧ A grantee has withdrawn from Tokai University or transferred to other university’s graduate school;
- ⑨ **A grantee’s annual grade point average has fallen below 2.30.**

2) Travelling expenses

① Transportation to Japan

In principle, MEXT will provide an airline ticket for the travel schedule and route which it specifies. The airline ticket will be an economy-class ticket for the flight from the international airport closest to the grantee’s residence (in principle, the country of nationality) to Narita Airport or Haneda Airport. The grantee shall bear at his/her own expense all costs related to domestic travel from the grantee’s residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The grantee shall also bear at his/her own expense travel and lodging costs incurred in a third country if the grantee must travel to a third country before coming to Japan for visa purposes because there are no Japanese diplomatic missions in his/her country, or if there are no direct flights from the grantee’s country of residence to Japan. MEXT will provide an economy-class airline ticket from the grantee’s country of residence to the said third country, and from the third country to Narita Airport or Haneda Airport. In principle, the address given in the space for “Your address before departure for Japan” on the application form shall be recognized as the “residence,” and the airline ticket will be arranged for a flight from the international airport nearest to that address. Except for cases when the grantee must travel to a third country to obtain a visa, MEXT will not provide an airline ticket for cases of travel to Japan from a country other than the grantee’s country of residence due to the grantee’s personal circumstances.

② Transportation from Japan

Based on the application by the grantee, MEXT will provide an airline ticket to a grantee who has completed a program at the Graduate School of Engineering and returns to the home country by the end of the final month of the period of scholarship, in principle. MEXT shall provide an economy-class airline ticket from Narita Airport or Haneda Airport to the international airport (in principle, in the country of nationality) nearest to the returning grantee’s residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee’s residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. If a grantee

returns to their home country before the end of the period of scholarship due to personal circumstances, or reasons stated in the “Suspension of payment of scholarship” section above, MEXT will not pay for the return travel expenses. If a grantee continues to stay in Japan after the scholarship period has ended (ex. proceeding to further education or being employed in Japan), travel expenses for a temporary return will also not be paid.

V. Application Procedures

1) Application period

Wednesday, January 22, 2020 to Friday, February 14, 2020 [The application must arrive by the last day of the period.]

* All times and dates indicated in this application shall refer to Japan Standard Time.

2) Documents to submit

The following documents must be submitted to the address indicated in 3) below and arrive by Friday, February 14, 2020. The documents shall be prepared in either Japanese or English. A Japanese or English translation shall be attached to a certificate which is written in neither of these languages.

- ① Application Form for the Japanese Government (MEXT) Scholarship
Print it on a single side of A4 paper and attach a photo (4.5 cm long by 3.5 cm wide) to it. A false statement or omission will result in disqualification.
- ② Field of Study and Research Plan specified by Japanese Government (MEXT)
Print them on a single side of A4 paper. Describe your research plan for the Master’s degree program.
- ③ Two photos (Separately from the one mentioned in ① above)
Write your name (in block letters) on the back of each photo. (Unframed, 4cm long by 3cm wide; either color or black and white; must have been taken within the last three months; must be a clear shot of the upper body without a cap/hat taken from the front)
- ④ Latest academic transcript (master copy)
Must be written on letterhead, be in a sealed envelope, and have an official seal or a signature on it.
- ⑤ A certificate of excellent academic performance from the last university attended
Must be written on a letterhead, be in a sealed envelope, and have an official seal or a signature on it.
- ⑥ (Expected) graduate certificate to satisfy application qualifications (master copy)
If a grantee was expected to graduate (complete a program) when he/she passed the screening but fails to be qualified for graduate school by September 30, 2020, his/her admission will be canceled, and he/she will be disqualified from enrollment.
- ⑦ Recommendation letter from the president/dean of the last university/graduate school attended

A recommendation letter written in English to the Chancellor of Tokai University. Must be written on the letterhead of the university to which the president or dean belongs, be in a sealed envelope, and have an official seal or a signature on it.

⑧ Proof of language proficiency (photocopy)

Those who meet either of the following requirements on Japanese or English.

Japanese: Those who have passed the N2 or higher level of the Japanese Language Proficiency Test (JLPT)

English: Those who have obtained qualifications or a proficiency test score that is equivalent to or higher than level B2 of Common European Framework of Reference for Languages (CEFR)

The master copy of the proof shall be submitted by Monday, May 11, 2020.

⑨ Photocopy of passport

Photocopy of the photo page of your valid passport

3) Where to submit the documents

Person in charge of MEXT scholarship, International Education Center Office, Tokai University
4-1-1 Kitakaname, Hiratsuka-shi, Kanagawa 259-1292, Japan

4) Notes

- ① Omission of any one of the above documents will result in the rejection of application.
- ② You will be notified of the final result on August 31, 2020 (provisional).
- ③ Each grantee needs to obtain national health insurance on your own after arrival in Japan.
- ④ Information regarding the MEXT Scholarship Students (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for international students programs implemented by the Japanese Government (support during period of study in Japan, follow-up surveys, improvement of the international student system). Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of international students in Japan, particularly in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.
- ⑤ A grantee will be ineligible for a scholarship if he/she was expelled from Japan in the past and a "Student" visa cannot be granted to him/her by the designated date of arrival in Japan.
- ⑥ International students selected for scholarships need to take and pass the examination for International Admission to Tokai University. Information about the procedure will be provided separately.

VI. Privacy Policy

Tokai University abides by laws concerning personal information and other related laws and regulations.

○ Information we collect will be used in order to send an examinee's number notice, acceptance or rejection letter, documentation concerning admission procedures (e.g. application form for international students' dormitory, letter of consent, letter of guarantee), screening for applicants, application for Certificate of Eligibility, information about Orientation, invitation to the entrance ceremony, as well as for issuing a student ID card, processing admission documents, contacting students for administrative purposes and statistics.

○ The information will also be used to provide necessary services related to educational and research activities and statistics such as curriculum registration, record of academic achievement, school register, preparation of certificates and graduation certificate, selection for scholarships, health check, various application forms, utilizing school facilities, visa extensions, etc.

*We may outsource the above process to outside contractors. The credibility of that contractor will be evaluated in advance, and a non-disclosure agreement will be signed. Your personal information will be treated and supervised properly. (This includes compiling statistics based on your application date.)