

Dear Deans and Associate Deans of AOTULE member institutions,

## Important notices and changes in 2014 programme

It has been six years since the Graduate School of Engineering of Tokyo Tech launched AOTULE Summer Student Exchange Programme, and there are several important notices, which include changes from past years, for the upcoming *2014 AOTULE Summer Student Exchange Programme at Tokyo Tech*:

### 1. Schedule for 2014 programme

- 01 October 2013: Call for applications
- (17-19 October 2013: Same announcement at the AOTULE Meeting in Bangkok)
- 13 December 2013: Application deadline from each institution
- Early January 2014: Notification of selection to each institution
- 30 January 2014: Web entry completion and documents submission by each participating student

### 2. Changes in application/entry procedure for the applicants/selected participants

- For the application, the attached Excel-format “Application Form” and “Check List” should be filled in by your nominating student(s) and, together with requested documents shown in Check List, these forms should be sent by your institution to Ms. Satomi SATO of Tokyo Tech via e-mail by 13 December 2013.
- After receiving the selection notification, each participating students should fill in his/her information via web entry system of Tokyo Tech for admission. URL will be notified later. At this stage, CoE (Certificate of Eligibility) application form and other documents are also requested to submit. Web entry and the documents submission should be done no later by 30 January 2014. Most of the documents can be submitted by web upload, except for the “Verification Documents of your Financial Status in English (Original).” Please see Check List for the list of required documents.

### 3. Assignment of academic advisor, and the item “Intended research field” in Application Form

- Over the past six years, we have observed that some of the faculty members at Tokyo Tech have been requested to host the exchange students multiple times, which, we believe, proves the success of the programme.
- At the same time, the Graduate School of Engineering of Tokyo Tech would like more and different faculty members to host your students to enhance AOTULE activities.
- For this reason, we would like to assign an academic advisor to supervise your students who has not accepted AOTULE students in the past years as far as possible.
- Therefore it is strongly advised for each applicant to fill in the item “Intended research field” in

Application Form to give specific research topic as well as more general research field or academic discipline to allow Tokyo Tech to assign an appropriate academic advisor based upon the above mentioned reason. Please see example in Application Form.

4. No contact with prospective supervisor(s)

- This summer program has been prohibiting each applicant or his/her institution to contact his/her prospective Tokyo Tech supervisor(s) prior to the application. I would appreciate if you could once again inform the policy to whom it may concern.

Should you have any question, please do not hesitate to contact our International Coordinator, Ms. Satomi SATO at [sato.s.az@m.titech.ac.jp](mailto:sato.s.az@m.titech.ac.jp).

Yours sincerely,

Kikuo KISHIMOTO  
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