

# Tokyo Tech Advanced Human Resource Development Fellowship for Doctoral Students Spring/AY 2023 Application Requirements

## 1. Purpose and Area of Specialization

Tokyo Tech launched a new fellowship program for doctoral students in 2021. The purpose of this fellowship system is to develop human resources with doctoral level education who can contribute to science and technology innovation for the realization of a smart society based on the concept of cyber-physical-social systems (hereinafter referred to as “CPS<sup>2</sup>”), which the Institute has set as one of the strategic fields for leading research in the world. For all doctoral students at the Institute, from research areas that are directly or indirectly related to the creation of a smart society including CPS<sup>2</sup> and basic science and technology, we will select students to receive fellowships (hereinafter referred to as “fellowship students”) based on a wide range of evaluations, including the future potential of their research. Fellowship students are obliged to receive financial support and to participate in various efforts to improve their research capabilities and support their career paths. Through these complex efforts, we will strongly promote the development of human resources who can contribute to the creation of a smart society.

## 2. Expected Number of Students to Be Hired

Students enrolled in a doctoral degree program at Tokyo Tech in April 2023: 28 students

## 3. Eligibility Requirements

The eligibility requirements are that all of the following four conditions are met.

### 1. Students enrolled in a doctoral degree program at Tokyo Tech in Spring 2023

Note: Applications will be canceled if the applicant does not enroll in the Tokyo Tech doctoral program in April 2023, regardless of the institution where the applicant earned a master’s degree (i.e., whether the applicant earned the degree from Tokyo Tech or another institution).

2. Those who have excellent research ability and wish to concentrate on research in the doctoral program
3. Those who have the will to contribute to the creation of a smart society and the science and technology that forms its basis
4. Those who live in Japan and have a bank account under the applicant's name.

However, those who fall under any of the following three conditions are not eligible to apply.

- a) Those who are receiving financial aid from programs that do not permit funding from other sources (e.g., recipients of the JSPS Research Fellowship for Young Scientists, MEXT Scholarship students, recipients of overseas government scholarships).
- b) Those who are applying a scholarship of a private funding organization that restricts from receiving other scholarships with obtaining the endorsement of Tokyo Tech.
- c) Those who are receiving stable income such as salary or executive remuneration from their company, etc. enough to provide a living standard (annual amount of 2.4 million yen or more).

### 【Notes】

- \*1. If you are a student who is not currently able to come to Japan due to COVID-19 measures and therefore does not have a bank account in Japan, and if you cannot come to Japan and open one by

April in 2023, you will not be hired from April in 2023. However, despite these circumstances, there is a possibility that you will be hired due to vacancies as mentioned above, so those who wish to apply for this fellowship should apply during this application period.

- \*2. You may apply even if you are receiving the Tokyo Tech Tsubame Scholarship for Doctoral Students, but you will be asked to decline it when selecting as Tokyo Tech Advanced Human Resource Development Fellowship. You cannot be received both.
- \*3. You may apply for “Cross the border! Tokyo-Tech pioneering doctoral research program” at the same time, but you will be asked to decline depending on the selection results.
- \*4. Those who are receiving (or may receive) financial support in the Tokyo Tech Academy programs (Tokyo Tech Academy for Convergence of Materials and Informatics, Tokyo Tech Academy for Super Smart Society and Tokyo Tech Academy of Energy and Informatics) or an equivalent education program can apply for this Fellowship due to the wide range of financial support provided by these programs. Please compare the financial support of each educational program and the content of the study programs that students must undertake with the those in this fellowship then consider if you apply or not. (Especially for those who are receiving Tokyo Tech Academy for Super Smart Society, please check in advance.)
- \*5. Students who apply this time and are not hired for fellowship will not be able to reapply next time. However, vacancies may open up if payment to a student chosen for the fellowship this time is discontinued during the standard period of study, in which case other students who applied at the same time will be selected. The newly added students will receive support for the remaining period of time that the original student was scheduled to receive support. We will not re-recruit for vacancies.

#### 4. Fellowship Payment Amount and Period

- (1) Payment Amount      Annual amount: 2,100,000 yen (of which research dedication support (\*): 1,800,000-yen, research expenses: 300,000 yen)
- (2) Payment Period      The standard duration of study is 3 years, and it is paid only while enrolled in the doctoral program.

However, please note that the research devotion support funds of the fellowship are treated as miscellaneous income. Since it is subject to income tax and residence tax, a final tax return is required. If you are currently dependent on a relative, please inform the relative of this fact. For information on the treatment of dependents in health insurance and dependent allowances, please contact the person in charge at the workplace of the dependent (relative). For information on how to handle dependents for income tax, please contact your local tax office.

#### 5. Tuition exemption

Those who are selected as a fellowship student will be exempt from all tuition fees. (As they may not be selected, those who wish to be exempted from tuition fees must apply for the exemption anyway without waiting the result of selection. The application period for tuition exemption ends before the fellowship students are selected.)

## 6. Selection

### 6-1. Schedule (Please note that the schedule is subject to change.)

	Schedule	Remarks
Application period	Monday, September 5, 2022, 9:00 a.m. - Noon, Friday, September 30, 2022	You will need to complete both: a. Online application form registration b. Submission of application form
Announcement of selection results	Noon, Monday, November 14, 2022	Acceptance deadline: Tuesday, November 15, 2022
Notification of alternative candidates	As needed	If any successful applicants withdraw, we may contact alternative candidates.
Announcement of recipients	Scheduled to be announced on Friday, April 7, 2023	

If there is any change of schedule, it will be announced on the website of the “Cross the border! Tokyo Tech pioneering doctoral research project” (hereinafter referred to as "the website").

<https://www.fellowship.gakumu.titech.ac.jp/>

### 6-2. How to Apply

There are two types of application procedures (a and b), and both procedures must be completed in order for an application to be accepted.

Also, some parts of the application process for this project and for Cross the border! Tokyo Tech pioneering doctoral research project are the same.

#### a. Online application form registration (for both applications)

Applicants are requested to register using the application form below.

(For both applications) Form URL: <https://forms.gle/ot45EEZeSbmqASr5>

Application period: Monday, September 5, 2022, 9:00 a.m. to Noon, Friday, September 30, 2022

**Applications will not be accepted after the deadline.**

#### b. Submission of documents (for both applications)

Submit the following 2 items:

1. Application form

2. Transcript of master's degree (If it cannot be submitted by the deadline due to unavoidable reasons, make a comment in the application form.)

※Bank account information is needed after the fellowship students are officially selected.

## 1. Application form

Please download the form from our website.

Please change the file name. → Name\_申請書 (Example: Toukou Taro\_申請書)

When you have finished filling out the form, please make a PDF file. The file must be uploaded to the URL indicated below by yourself or the expected academic supervisor.

Note: Regarding the signature of the expected academic supervisor

Before applying for this project, applicants must consult with their academic supervisors in their doctoral degree program and obtain their approval. When it is difficult to obtain the signature of your academic supervisor, contact the administrative office before the deadline.

## 2. Transcript of master's degree (If it cannot be submitted by the deadline due to unavoidable reasons, make a comment in the application form.)

Please name the file as follows → Name\_成績証明書 (Example: Toukou Taro\_成績証明書)

Please make a PDF file and upload it to the URL indicated below.

### 【Submit to】

(For both applications) Upload URL:

<https://tokyotech.app.box.com/f/b17b14c9a958438595d3f050a8acc55c>

In both application processes, "Cross the border! Tokyo-Tech pioneering doctoral research project" and the Fellowship, applicants are requested to submit their documents via the same upload URL.

Therefore, if you apply for both, you are requested to submit your documents only once. Make sure not to submit them again.

Submission of hard copies is not required. We do not accept documents by mail or in person.

**Application period: Monday, September 5, 2022, 9:00 a.m. to Noon, Friday, September 30, 2022**

Applications will not be accepted after the deadline.

### 【Notes】

- Once submitted, changes to the online form or application documents will not be accepted. Please submit with due care.
- If all required documents have not been submitted, the applicant will not be considered.
- We will not return any of the documents we receive.
- Applicants who make false statements in their application documents will lose eligibility for this project, even after initially being accepted.
- The names and other information of selected applicants and confirmed recipients will be released on the website.
- Bank account is needed after the fellowship students are officially selected.

## 7. Selection results

### (1) Selection

The selection is conducted through first selection (application review) and second selection (application review and council review).

## (2) Selection results

### 【Announcement of selection results】

The announcement will be posted on the website. The results of the first round of selection will not be announced in advance. Only successful applicants will be posted after all the selections have been made. Successful applicants will be asked to immediately fill out the designated form to indicate their acceptance.

### 【Notification of alternative candidates】

If any of the successful applicants decides to withdraw from the project, alternative candidates will be selected as needed. Only those applicants will be contacted by email or phone. If you are unable to answer the phone, please call us back as soon as possible.

### 【Announcement of confirmed recipients】

The announcement will be posted on the website. There will be no additional selection of alternates after the announcement of confirmed recipients.

## 8. Obligations of Fellowship Students

Students hired as fellowship students have the following obligations:

1. Focus on research activities based on the research plan (evaluate research progress with reference to the research plan at the time of application).
2. Participate in study groups and seminars designated by the fellowship. (Details will be announced separately after hiring.)
3. Take a "Progressive Graduate Minor in Data Science and Artificial Intelligence" for the doctoral program.
4. Take the career path support education program designated by this project (refers to internship courses for doctoral programs, career development courses, etc.).
5. Regularly participate in interviews with mentors for research support and career path support (interviews with academic advisor faculty members (supervisors) are held regularly (twice a year)).
6. Hold study groups and seminars and make presentations for students in master's courses at least once a year.
7. Apply for a Research Fellow (DC2) of the Japan Society for the Promotion of Science (JSPS).
8. Take e-learning program "e-APRIN" for legal research activities and the education course "Training Course on Research Integrity" by Tokyo Tech.
9. Summarize educational and research achievements, including the progress of all of the above, in reports and submit them to the committee of this project on a regular basis (twice a year).

## 9. Handling of Personal Information

Personal information contained in the application documents will be strictly managed based on the "National University Corporation Tokyo Institute of Technology Personal Information Protection Rules" and will be used only for the review of this fellowship.

## 10. Contact

The office for advanced human resource development fellowship for doctoral students  
cps2.f.app@jim.titech.ac.jp

(\*) The research dedication support fund is paid monthly.

Other matters

- Please note that this project is subject to change depending on the approval of national budget for FY2023
- Please refer Q&A in the following URL for inquiries that you may have.  
<https://www.fellowship.gakumu.titech.ac.jp/qa/>