

2024
Graduate School of Engineering, The University of Tokyo
Doctoral Student Special Incentives Program
(SEUT-RA) Application Guidelines (for April 2024)

This program within Graduate School of Engineering at the University of Tokyo seeks to encourage excellence in graduate students, aiming to effectively promote academic research activities, improve the research system and develop an ability to carry out research as a young researcher.

1. Eligibility

Those who meet any of the following criteria:

- ① Students who are, at the time of application, enrolled in a doctoral program at the University of Tokyo Graduate School of Engineering and plan to continue studies after April 1, 2024, as students.
- ② Those who have applied for April 2024 admission to a doctoral program at the University of Tokyo Graduate School of Engineering (including applicants who have passed the primary examinations of Application Schedule A and applicants for Application Schedule B of the Doctoral Program).

However, students who fall under any of the following are NOT eligible:

- ① Students taking a leave of absence as of April 1, 2024.
- ② Students who fit the criteria outlined in section #8 of this guideline regarding other financial supports that cannot be combined.
- ③ Students enrolled in graduate school who are employed and receiving a salary.
- ④ Individuals who began SEUT-RA program in October 2023 and intend to continue in the program in April 2024.

Moreover, excluding students who plan to complete a doctoral course between April 2024 and March 2025, students must apply in the spring of 2024 for acceptance to the 2025 JSPS Research Fellowship for Young Scientists as a condition of this application.

2. Divisions and Monthly RA Salary Amounts

	Category	Monthly Amount
Outstanding Candidates	SEUT-RA Type A	¥120,000
Excellent Candidates	SEUT-RA Type B	¥50,000

Students who have exceeded the standard length of study (as of April 1, 2024) may apply only for Type B. Please note that when recipients of Type A have exceeded the standard length of study, their payments will end regardless of remaining period of financial support.

3. Selection Process

Selection consists of an examination of application documents (application form, evaluation form from academic supervisor, and JSPS Research Fellowship for Young Scientists evaluation results) and course results and records. Interviews may be required as well.

Following the assessment of submitted documents and applicable examinations, applicants for SEUT-RA Type A or B may be accepted into SEUT-RA Type A or B, or may be rejected.

4. Payment Period

From April 1, 2024, to March 31, 2025.

(The payday will be the 17th of the following month.)

In addition, if a period of long absence from Japan occurs during the above period, salary for the absence period may not be paid.

5. Expected Number of Recipients

Recipients will be limited to the number of individuals possible to accommodate within the budget limits of Graduate School of Engineering.

(Expected Number of TypeA Recipients)

Year 1	Year 2	Year 3	Total
10 people	8 people	6 people	24 people

6. Application Procedures

(1) How to apply

Upload the application documents (refer to "(2) Application Documents" below) on SEUT-RA Application System. Paper version of application documents will be not accepted.

Application period: **January 9 (Tue) – January 19 (Fri), 2024.**

For details of application procedures, please access following SEUT-RA Application System.

Website of School of Engineering: SEUT-RA URL https://www.t.u-tokyo.ac.jp/soe/admission/seut-ra
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(2) Application Documents

* Download the format for Form 1 and Form 2 from the website above.

① Application Form: **Form 1**

Please fill out and upload the form on SEUT-RA Application System.

** Neither seal nor signature is required.*

② **(Type A applicants only)** Evaluation Form for current supervisor: **Form 2**

Applicants should request **the evaluator (current academic supervisor) to fill out the form**. In addition, please ask **the evaluator to upload the form** following the instructions on SEUT-RA Application System.

** Neither seal nor signature is required.*

③ Academic Transcripts (in all **undergraduate, master's, and doctoral** programs)

Please upload an electronic file of the transcript, or a scan of the paper version.

If the applicant is unable to submit an academic transcript within the application period due to unavoidable circumstances, a document explaining the reason for this, or in the case that the transcript can be viewed online, a PDF version or a screenshot should be uploaded instead of the academic transcript.

** In order to prevent false applications, uploaded transcripts may be cross-checked with the academic records held by the University of Tokyo.*

- ④ JSPS “Research Fellowship for Young Scientists” Evaluation Results (only students who applied for the fellowship):

Students who applied for the 2024 JSPS “Research Fellowships for Young Scientists” (*Tokubetsu Kenkyuin*) program and were not selected must submit their evaluation results.

Note), JSPS: The Japan Society for the Promotion of Science (*Gakushin*)

At the login completion screen of JSPS online electronic application system, evaluation results are displayed (A, B, C, etc.).

Applicants should **save the screen as a PDF or take a screenshot** of their evaluation results and upload it.

It is not necessary for applicants to submit JSPS evaluation results when they have been interviewed for the “Research Fellowships for Young Scientists” program and applied for this program, but their acceptance has not yet been announced.

In addition, if you are unable to access the JSPS evaluation result screen due to expiry of PW to log in, etc., you do not need to submit, but you must provide an explanation of your circumstances on SEUT-RA Application System.

7. Selection Announcements and Acceptance Procedures

- (1) Regardless of whether you are accepted or not, the selection results will be sent to applicant’s email address registered in SEUT-RA Application System at the end of February 2024 (tentative).
- (2) Accepted applicants will receive both acceptance notification and information regarding acceptance procedures ~~information~~. If the acceptance procedures are not completed within the specific time period, the applicants will be considered to have declined.

8. Management with other financial supports and awards

- (1) Any student who falls under one of these criteria at the start of SEUT-RA incentive program is ineligible to participate in SEUT-RA program.

Ineligible students:

- ① Students receiving the MEXT Scholarship for International Students (including students equivalent to government-sponsored foreign students)
- ② JICA-FRIENDSHIP Scholarship Program members;
- ③ Students receiving Scholarship from Japan-Taiwan Exchange Association;
- ④ Foreign government sponsored students (including Chinese students in the “国家建設高水平大学公派研究生項目” by CSC);
- ⑤ JSPS Research Fellowships for Young Scientists (特別研究員 *Tokubetsu Kenkyuin*);
- ⑥ Special Scholarship for International Students recipients, University of Tokyo (The University of Tokyo Fellowship);
- ⑦ Recipients of scholarships or grants from JSPS Program for Leading Graduate Schools, UTokyo WINGS Program, JST University Fellowship Program for Science and Technology Innovations and SPRING GX;
- ⑧ Recipients of funds from the Leadership Development Program for Ph.D. (LDPP)
- ⑨ SEUT-RA Type IS
- ⑩ SPRING GX

Note), MEXT: Ministry of Education, Culture, Sports, Science & Technology

JSPS: Japan Society for the Promotion of Science

CSC: China Scholarship Council

* If, at the time of application, you fall under one of these criteria, but your benefits will end prior to April 1, 2024, you may apply for this incentive program. Applicants in this

situation should note this on their application form and report their current status in April.

- (2) The following financial supports may be received in combination with SEUT-RA, except in cases where specific arrangements for scholarships not to be used with other plans have already been defined.

- ① Students receiving a JASSO loan;
- ② Students receiving JASSO Honors Scholarship for Privately Financed International Students (学習奨励費 *Gakushu Shoureihi*);
- ③ Students employed as technical or office assistants by the University of Tokyo;
- ④ RAs based on the Research Assistance Operational Guidelines of the University of Tokyo;
- ⑤ Persons who are exempt from full or half tuition based on paragraph 1, Article 39 of regulations at the University of Tokyo;
- ⑥ Other recipients of various scholarships with no obligation to return, and student loan recipients.

Before applying for SEUT-RA, all arrangements of each program should be verified. In particular, students with benefits from scholarships from various organizations should thoroughly examine the details of their benefits.

For students who receive non-refundable scholarship or research assistant (RA) in addition to SEUT-RA, the total amount of each award cannot exceed 200,000 yen per month. SEUT-RA salary will be reduced for the excess amount.

9. SEUT-RA Salary Recipient Responsibilities

- (1) Recipients of SEUT-RA program are required to perform research work under the supervision of their academic supervisors.
- (2) Recipients of SEUT-RA program must apply for JSPS (特別研究員 *Tokubetsu Kenkyuin*) Research Fellowship for academic year 2025 in the spring of 2024. However, students who will complete a doctoral program between April 2024 and March 2025 are exempt from this rule.

Please note: Individuals who neglect to complete this application may (upon failure to complete the application) have their acceptance to SEUT-RA program revoked and may be asked to return the disbursement they have received.

- (3) Recipients of SEUT-RA program must submit monthly reports in the specified format regarding research progress and status of scholarships they receive every month. Additionally, if a recipient of SEUT-RA has decided to accept funds from another scholarship, RA program, etc., and thus must withdraw from SEUT-RA program, the department office must be informed as soon as possible, along with the monthly report.

10. Precautions and Notes

- (1) If the necessary documents are not completed within the specified period, the application will not be accepted.
- (2) Program participants must comply with the items stipulated in The University of Tokyo Graduate School of Engineering and Research Doctoral Course Special Research Assistant (SEUT-RA) System Guidelines.
- (3) The acceptance of SEUT-RA program may be revoked if intentionally falsified information is found on any submitted documents, and applicants may be asked to return their disbursement.

December 2023
School of Engineering, the University of Tokyo