

2019年度6月期 June, AY 2019

東京工業大学リーダーシップ教育院 募集スケジュール  
Tokyo Tech Academy for Leadership Application Guidelines

【志願票提出 Application/Selection overview】

受付期間：4月8日（月）～5月10日（金）

Application period: Monday, April 8 – Friday, May 10, 2019

〈出願方法〉教務 Web システム内の「志願票」フォームへ入力

<https://portal.titech.ac.jp/> （※指導教員からの推薦文の入力も必要）

Complete the online application through the Web System for Students and Faculty via Tokyo Tech Portal (<https://portal.titech.ac.jp/>) during the above period.\*

- 記載事項に不備がある場合は受験が認められませんので、注意してください。
- 指導教員の推薦文の入力が完了した時点で、当該学生及び指導教員に出願完了メールが自動送信されます。

\*The application must be accompanied by a recommendation letter from your academic supervisor, written and submitted online.

Incomplete applications will not be accepted.

Upon submission of the recommendation letter, you and your supervisor will receive an email confirming that the application is complete.



【選抜試験案内通知 Announcement of screening test/Interview】

通知日：5月14日（火） Notification: Tuesday, May 14

- 試験場所及び日時の案内について、出願学生にメールにて通知します。

\*Details will be sent to applicants by email.



【選抜試験 Screening test/Interview】

試験日：5月17日（金） Test date: Friday, May 17

- 志願票による書類選考と面接に基づき実施します。

\*Applications will be reviewed and interviews conducted.



【合格発表 Results】

発表日：5月30日（木） Notification: Thursday, May 30

- 合否通知について、出願学生及び指導教員にメールにて通知します。

\*Selection results will be sent to all applicants and their academic supervisors.

# Tokyo Tech Academy for Leadership Application Guidelines

## <Note>

Before proceeding with the application to enroll in the Tokyo Tech Academy for Leadership (ToTAL), please ensure that you have obtained your academic supervisor's consent to apply.

## <Application/Selection overview>

### **Submitting an application form**

Complete the online application through the Web System for Students and Faculty via Tokyo Tech Portal (<https://portal.titech.ac.jp/portal-e.pl>).

\*The application must be accompanied by a recommendation letter from your academic supervisor, written and submitted online.

\*Incomplete applications will not be accepted.

\*Upon submission of the recommendation letter, you and your supervisor will receive an email confirming that the application is complete.



### **Announcement of test information**

Details about screening test/interviews will be sent to applicants by email.



### **Screening test/Interview**

Applications will be reviewed and interviews conducted.



### **Notification of selection result**

Selection results will be sent by email to all applicants and their academic supervisors.

## 1. Eligibility

Eligible applicants must be enrolled in a master's degree program or professional master's degree program at Tokyo Tech.

## 2. How to apply

i. Complete and submit an application form online.

(a) Log on to the Web System for Student and Faculty via Tokyo Tech Portal, and find the questionnaire (“アンケート”) section.

(b) Choose “Application to the Tokyo Tech Academy for Leadership.”

(c) Complete the online form.

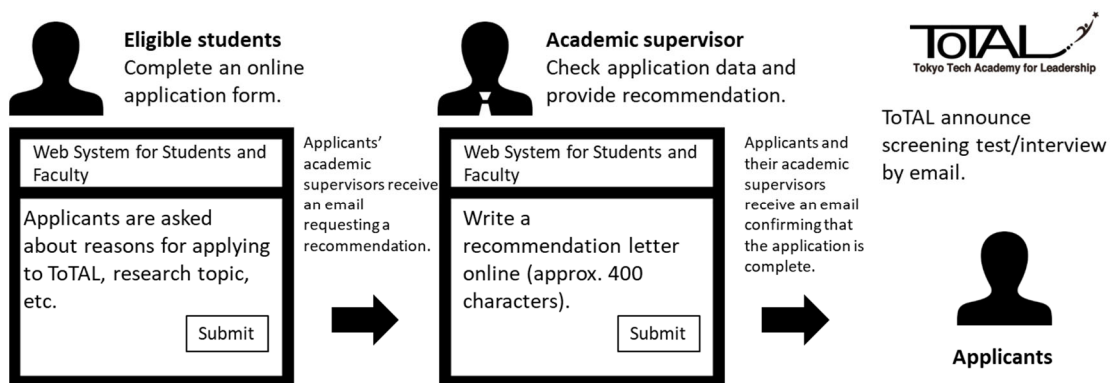
(d) Upload a digital photo for identification, ensuring the following specifications are met:

- Profile photo with 4:3 aspect ratio
- File type must be JPG, GIF, PNG, or BMP
- Maximum file size of 4MB

The application form mainly asks you to provide the following:

- Student information
- Reasons for applying to ToTAL
- Current research topic and summary

ii. Obtain a recommendation from your academic supervisor.



After you have applied online, your academic supervisor will be requested by email to write a recommendation letter, which can be done via your application data on the Web System for Student and Faculty.

The recommendation letter is mandatory — applications without one, or with incomplete information, will not be accepted.

Make sure to apply well in advance of the deadline so your supervisor has enough time to write the recommendation. If the deadline is approaching and you have not received

an email confirming completion of your application, please consult your academic supervisor.

Before proceeding with your application, discuss your intention to enroll in ToTAL with your supervisor, and explain how you will manage your time with your graduate studies and research. Ensure that your supervisor has enough information about:

- Your reasons for applying to ToTAL, as well as an overview of the academy
- How learning at ToTAL will benefit you
- Curriculum of ToTAL, and credit requirements
- Your study plan incorporating graduate major studies and learning at ToTAL, outlining desired goals and personal progress

Please refer to the example study plan on the ToTAL website.

### 3. Screening test/Interview

Applicants will be selected based on a review of their applications and interviews.

Interview questions are essentially to identify candidates with the assertiveness and willingness to take on leadership for the future of academia, industry, and society, as well as ability to tackle challenges and collaborate with others based on mutual respect. A detailed schedule including the venue will be announced by email at a later date.

### 4. Selection results

Applicants and their supervisors will receive results at the address provided upon application.

- Successful applicants will be chosen based on an overall assessment of applications and interview outcomes.
- Inquiries about the success of applications made by telephone or any other means will not be answered.

### 5. Notes

- Students are required to purchase Disaster and Accident Insurance for Students (GAKKENSAI) and Personal Liability Insurance for Students — supplementary to GAKKENSAI (GAKKENBAI).
- Once applications are submitted, any changes to their contents will not be permitted.
- In the event that a submitted application is found to contain fraudulent information, students may have their acceptance to ToTAL nullified.
- Information provided in the application form will be used only for the purpose of selection and screening at ToTAL, and administrative procedures at the Student Division.

Inquiries:

Administration office of the Tokyo Tech Academy for Leadership

Ookayama Campus: South Bldg. 6, Floor 3, Rm 305

Suzukakedai Campus: J3 Bldg. Floor 3, Rm 308

Email: [total.jim@total.titech.ac.jp](mailto:total.jim@total.titech.ac.jp)