

Hybrid Twinning Program

- Application Guidelines and Forms -

Shibaura Institute of Technology

2018/2019

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1. Outlines of the Hybrid Twinning Program

The Hybrid Twinning Program (hereafter abbreviated as HBT) is an international joint graduate education program at Shibaura Institute of Technology (hereafter abbreviated as SIT) that cooperates with the foreign partner universities in Southeast Asia, and combines Master's and Doctor's courses.

<The partner universities of HBT>

- Hanoi University of Science and Technology (Vietnam)
- King Mongkut's University of Technology, Thonburi (Thailand)
- Institut Teknologi Bandung (Indonesia)
- Universiti Teknologi Malaysia (Malaysia)
- Ho Chi Minh City University of Technology (Vietnam)
- Universitas Gadjah Mada (Indonesia)
- Suranaree University of Technology (Thailand)

The program was proposed and established in 2005 by the late Prof. Kenjiro Suzuki, the former Director of Center for International Programs at SIT, aiming the coexistence and cooperation with Southeast Asian countries. It is to be carried out as one of the activities under the Agreement for Academic Exchanges and Cooperation between SIT and its partner universities. Partner universities recommend their students to SIT and SIT accepts them if they are judged to meet its own selection criteria.

Since its establishment, SIT has offered two programs (the Master's + Doctor's Program and the Doctor's Program) in HBT. The following table shows the Education System of each course (program).

<Education System of the Hybrid Twinning Program>

The Master's + Doctor's Program	Under Graduate Level	Graduate Level					
	Home University	Master's course		Doctor's course			
		1	2	1	2	3	
		Home Univ.	SIT	SIT			

Double Degree

The Doctor's Program	Under Graduate Level	Graduate Level					
	Home University	Master's course		Doctor's course			
		1	2	1	2	3	
		Home Univ.		SIT			

- Education at home university
- Education at SIT

For the Hybrid Twinning Program, SIT accepts applications for both programs. The procedures and conditions for each phase are described in the following pages.

2. The Master's + Doctor's Program in HBT

1) Outline

Students or academic staff educated for more than one academic year in the Master's course (graduate level) or holding the Master's degree (or its equivalent) are transferred from partner universities to the second year of the Master's program of Graduate School at SIT. The transferred students will be educated in English and given supervision by one of the SIT professors to complete their Master's theses. The Master's Degrees from both SIT and his/her home university if applicable are conferred upon completion of the program.

All students completed the Master's program at SIT will be designed to enroll in its Doctor's Program through the entrance examination for the Doctor's program and study for another three years toward his/her SIT Doctor's Degree.

The Master's + Doctor's Program	Under Graduate Level		Graduate Level				
			Master's course		Doctor's course		
			1	2	1	2	3
	Home University		Home Univ.	SIT	SIT		

Education at home university
 Education at SIT

Double Degree

2) Fundamental Eligibility

The applicant must:

- be either a student or an academic staff of the partner universities
- have completed one academic year in the Master's course (graduate level) at home universities or held the Master's degree (or the equivalent) as of September 2018
- be under 33 years of age as of April 1st, 2018
- have held academic performance of at least top 10% of the class both at the undergraduate and the graduate level
- have good English skill – preferably 550 scores in TOEFL PBT (or 80 scores in TOEFL iBT)
- be physically and mentally healthy

3) Number of Students to be Accepted : 1-2 people

4) Financial Support

Support from SIT

- SIT entrance examination fee : 35,000yen
- SIT entrance fee : 260,000yen
- SIT tuition fee : 1,305,000yen/year
- Living allowance: 100,000yen/month, at a maximum for four years starting from October 2018.
- Reward for Learning Facilitator: 42,000yen/month

5) Application Procedures

① *Application documents* - the required documents should be provided in English except the Master's thesis. If the original copy of the document(s) is available only in applicant's mother language, the English translation for the document(s) shall be attached to the original copy.

1. Application form – Hybrid Twinning Program, SIT - prescribed form
2. Field of Study and Study Program – prescribed form
3. 5 photos – from shoulders above, size:4.5 x 3.5cm, applicant's name on the back
4. Clear copy of passport –page shown the applicant's photo and data
5. Copy of the Birth certificate, family registration (or the equivalent)
6. Certificate of Bachelor's degree (or the equivalent)
7. Certificate of Master's degree if any (or the equivalent)
8. Official academic records of undergraduate course
9. Official academic records of Master's course (or the equivalent)
10. Certificate of Health - prescribed form : completed by the examining physician within the last 2 months
11. Research Plan at SIT : A4 size, 1.5 spaced, 2 pages including supporting drawings, figures and tables
12. A research report of on-going thesis work at home university signed by supervisor, or the copy of Master's thesis if any: Master's thesis can be submitted by data form, such as CD and USB.
13. Abstract of Master's thesis if any
14. List of scientific publication if any
15. Copy of TOEFL score (or the equivalent) within the last 24 months
16. Recommendation letters from all the people described below (Please copy the prescribed form and use for each letter)
 - ① Dean of the Graduate School or above of the home university: attention to the President of SIT, Prof. Dr. Masato Murakami
 - ② Director of the office in charge of international affairs : attention to the Director of Center for International Programs at SIT, Prof. Dr. Takumi Miyoshi
 - ③ Supervisor of the Graduate program level at home university
 - ④ Supervisor of the Undergraduate program level at home university
 - ⑤ Head of the employing organization if any

#③, #④, #⑤ should be addressed to the Dean of the Graduate School of Engineering and Science at SIT, Prof. Dr. Akito Takasaki
17. Pledge
18. Checklist – prescribed form

② *Matching an Applicant with SIT Supervisors*

An applicant has to contact a potential supervisor at SIT with his/her CV and research plan via email to obtain tentative acceptance in his/her laboratory by **February 10, 2018**. Please refer to the appendix for supervisors of the Hybrid Twinning Program to find an appropriate supervisor and his/her contact address. When you send him/her email, please put the email address of international program Initiatives (kokusai@ow.shibaura-it.ac.jp) and graduate school section(daigakuin@ow.shibaura-it.ac.jp) in CC and put "HBT" for the subject.

③ *Submission*

The application documents are sent **ONLY** through the international affairs section of the applicant's home university

Please send FULL application documents to the following address :

Mr. Osamu Sugiyama
General Manager, Division of Global Initiatives
Shibaura Institute of Technology
3-7-5 Toyosu, Koto-ku, Tokyo 135-8548 Japan

④ **Deadline : February 24, 2018**

⑤ *Note*

- ✧ The applicant must be recommended by his/her home university
- ✧ The documents should be submitted through the international affairs section of the applicant's home university. No individual application is accepted.
- ✧ Submitted documents are not returned to the applicant
- ✧ **Please double-check the documents before the submission**

6) Notice to the Recommended Applicants (2nd Screening)

The applicants will be asked for individual interviews via e-mail or the TV meeting system from his/her proposed supervisor or the staff of the Center for International Programs of SIT.

7) Examination and Admission

- The transfer admission of the applicants to the 2nd year of Master's program of SIT is finalized by screening of application materials as the 1st screening and interview examination as the 2nd screening
- The examination of the transfer admission is held in May 2018 through the TV meeting system between the applicant's home university and SIT*¹
- The successful applicant will be required to arrive in early September before the semester starts.
- The academic year of Hybrid Twinning Program 2018/2019 starts from mid-September, 2018

*1 Details are provided to the final candidates after the 2nd screening

8) Other Conditions and Requirements (After the official admission to SIT)

- Enroll in the 2nd year of Master's program under the supervision of an individual designated professor*²
- After the completion of Master's program, students proceed to three-year SIT Doctor's program through the entrance examination
- To complete the Doctor's program, students must take 4 credits and submit the doctoral dissertation and succeed in oral defense
- Total period of stay is 4years (1 year in the Master's program + 3 years in the Doctor's program)

9) Schedule for the Master's Program HBT 2018/2019 (tentative)

February, 24, 2018	Application deadline for HBT
Early March, 2018	1 st Screening: Screening of application materials
Mid March, 2018	2 nd Screening: Interviews by SIT faculty (e-mail, TV mtg. system)
Mid April, 2018	Announcement of the final candidates
May, 2018	Entrance Examination to transfer to 2 nd year of Master's program SIT
June, 2018	Finalization of admission to SIT
Early September, 2018	Arriving to Japan
Mid September, 2018	Semester starts

*² See the appendix for supervisors of the Hybrid Twinning Program 2018/2019 and SIT Research Profiles on SIT website (<https://shibaura.pure.elsevier.com/>).

3. The Doctor's Program in HBT

1) Outline

This is for students or academic staff in the partner universities who have completed the Master's course or held the Master's degree (or the equivalent) as of September 2018. They can apply for the Doctor's Program at SIT to conduct research activity for three years under the designated supervisors. The financial support from SIT shall be provided.

The Doctor's Program	Under Graduate Level	Graduate Level					
		Master's course			Doctor's course		
	Home University	1	2	1	2	3	
		Home Univ.			SIT		



Education at home university



Education at SIT

2) Fundamental Eligibility

The applicant must :

- be either a student or an academic staff of the partner universities
- have obtained his/her Master's degree or the equivalent*³ as of September 2018
- be under 33 years of age as of April 1st, 2018
- have held academic performance of at least top 10% of the course both at undergraduate and graduate level
- have good English skill – preferably 550 scores in TOEFL PBT (or 80 scores in TOEFL iBT)
- be physically and mentally healthy

3) Number of Students to be Accepted : 1-2 people

4) Financial Support

Support from SIT

- SIT entrance examination fee : 35,000yen
- SIT entrance fee : 260,000yen
- SIT tuition fee : 841,800yen/year
- Living allowance: 100,000yen/month, at a maximum for three years starting from October 2018.
- Reward for Learning Facilitator: 42,000yen/month

*³ Scale of equivalence for each case will be judged by the HBT committee of SIT

5) Application Procedures

① *Application documents* - The required documents should be provided in English except the Master's thesis. If the original copy of the document(s) is available only in applicant's mother language, the English translation for the document(s) shall be attached to the original copy.

1. Application form – Hybrid Twinning Program, SIT – prescribed form
2. Field of Study and Study Program –prescribed form
3. 5 photos – from shoulders above, size: 4.5 x 3.5cm, applicant's name on the back
4. Clear copy of passport –page shown the applicant's photo and data
5. Copy of the Birth certificate, family registration (or the equivalent)
6. Certificate of Bachelor's degree (or the equivalent)
7. Certificate of Master's degree (or the equivalent)
8. Official academic records of undergraduate course
9. Official academic records of Master's course
10. Certificate of Health – prescribed form : completed by the examining physician within the last 2 months
11. Research Plan at SIT : A4 size, 1.5 spaced, 2 pages including supporting drawings, figures and tables
12. A research report of on-going thesis work at home university signed by supervisor, or the copy of Master's thesis if any Master's thesis can be submitted by data form, such as CD, and USB.
13. Abstract of Master's thesis if any
14. List of scientific publication if any
15. Copy of TOEFL (or the equivalent) score within the last 24 months
16. Recommendation letters from all the people described below (Please copy the prescribed form and use for each letter)
 - ① Dean of the Graduate School of the home university or above : attention to the President of SIT, Prof. Dr. Masato Murakami
 - ② Director of the office in charge of international affairs : attention to the Director of Center for International Programs at SIT, Prof. Dr. Takumi Miyoshi
 - ③ Supervisor of the Graduate program level at home university
 - ④ Supervisor of the Undergraduate program level at home university
 - ⑤ Head of the employing organization if any
#③, #④, and #⑤ should be addressed to the Dean of the Graduate School of Engineering and Science at SIT, Prof. Dr. Akito Takasaki
17. Pledge
18. Checklist-prescribed form

② *Matching an Applicant with SIT Supervisors*

An applicant has to contact a potential supervisor at SIT with his/her CV and research plan via email to obtain tentative acceptance in his/her laboratory by **February 10, 2018**. Please refer to the appendix for supervisors of the Hybrid Twinning Program to find an appropriate supervisor and his/her contact address. When you send him/her email, please put the email address of international program Initiatives (kokusai@ow.shibaura-it.ac.jp) in CC and put "HBT" for the subject.

③ *Submission*

The application documents are sent **ONLY** through the international affairs section of the home university

Please send FULL application documents to the following address:

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④ **Deadline** : **February 24, 2018**

⑤ *Note*

- ✧ The applicant must be recommended by his/her home university
- ✧ The documents should be sent from the international affairs section of applicant's home university. No individual application is accepted.
- ✧ The submitted documents are not returned to the applicant
- ✧ **Please double-check the documents before the submission**

6) Notice to the Recommended Applicants (2nd Screening)

The applicants will be required for individual interviews via e-mail or the TV meeting system from his/her proposed supervisor or the staff of the Center for International Programs of SIT. For the e-mail communication, the applicant should be ready to respond back quickly (within 24 hours in principle).

7) Examination and Admission

- The admission of the applicants to Doctor's program of SIT is finalized by screening of application materials as the 1st screening and interview examination as the 2nd screening
- The examination of the admission is held in May 2018 through the TV meeting system between the applicant's home university and SIT*
- The successful applicant will be required to arrive in early September before the semester starts.
- The academic year of Hybrid Twinning Program 2018/2019 starts from the mid-September 2018

8) Other Conditions and Requirement (After the official admission to SIT)

- The successful applicant enrolls in the Doctor's program under the supervision of individual designated professor*⁴
- To complete the Doctor's Program, the student must take 4 credits or more in his/her major field and submit the doctoral dissertation and succeed in oral defense
- Total period of stay is three years (3 years in Doctor' Program)

*⁴ See the appendix for supervisors of the Hybrid Twinning Program 2018/2019 and SIT Research Profiles on SIT website (<https://shibaura.pure.elsevier.com/>).

9) Schedule for the Doctor's Program HBT 2018/2018 (tentative)

February, 24, 2018	Application deadline for HBT
Early March, 2018	1 st Screening: Screening of application materials
Mid March, 2018	2 nd Screening: Interviews by SIT faculty (e-mail, TV mtg. system)
Mid April, 2018	Announcement of the final candidates
May, 2018	Entrance Examination to Doctor's program SIT
June, 2018	Finalization of admission to SIT
Early September, 2018	Arriving to Japan
Mid September, 2018	Semester starts

Application Form
Hybrid Twinning Program, SIT
(Deadline: February 24, 2018)

***Please check below:**

I am applying for : **Master's + Doctor's Program**

Doctor's Program

*check one or both

1. FULL NAME *please provide as shown in the passport

2. NATIONALITY

Male

Female

3. DATE OF BIRTH

19 _____

(Year)

(Month)

(Day)

(Age : as of April 1, 2017)

4. NAMES OF UNIVERSITY AND DEPARTMENT

University : _____

Department : _____

Graduated in _____

(Year)

(Month)

Academic Point (AP): _____ *please refer to the final page for calculation method

5. NAMES OF GRADUATE SCHOOL AND DEPARTMENT

Graduate school : _____

Department : _____

Graduated in _____

(Year)

(Month)

Will graduate in _____

(Year)

(Month)

Academic Point (AP) : _____ *please refer to the final page for calculation method

6. PRESENT STATUS/AFFILIATION IN DETAIL *if student, please provide the grade.

7. PRESENT (MAILING) ADDRESS

Present address : _____

E-mail address : _____

Telephone number (home) : _____

(mobile): _____

Fax number : _____

8. DEPARTMENT APPLYING TO ENTER AT SHIBAURA INSTITUTE OF TECHNOLOGY

Department : _____

9. POTENTIAL SUPERVISOR AT SHIBAURA INSTITUTE OF TECHNOLOGY *see appendix for supervisor

Name of Supervisor : _____

Has the potential supervisor above consented to accept you in his/her laboratory when you pass an entrance examination of HBT program?

YES / **NO** Note : Only if you choose "YES", you can apply for HBT program.

10. RESEARCH PROPOSAL AT SHIBAURA INSTITUTE OF TECHNOLOGY (about 300 words)

Date

Signature

専攻分野及び研究計画

Field of Study and Study Program

Full name in native language _____,
(姓名 (自国語)) (Family name) (First name) (Middle name)

Nationality _____
(国 籍)

Proposed study program in Japan (State the outline of your major field of study on this side and the details of your study program on the backside of this sheet in concreteness. This section will be used as one of the most important references for selection. Statement must be typewritten or written in block letters. Additional sheets of paper may be attached if necessary.)

(日本での研究計画；この研究計画は、選考の重要な参考となるので、表面に専攻分野の概要を、裏面に研究計画の詳細を具体的に記入すること。)
(記入はタイプ又は楷書によるものとし、必要な場合は別紙を追加してもよい。)

If you have Japanese language ability, write in Japanese.

(相当の日本語能力を有する者は、日本語により記入すること。)

1. Field of study (専攻分野)

2 Study program in Japan in detail and concreteness (研究計画：詳細かつ具体的に記入すること。)

(Instruction)

- Please make number of copies of this form and use for each recommendation letter
- Please state candidly and analytically about applicant's qualification
- The letter should be written concerning applicant's potential to carry on advanced study in the field specified from different perspectives such as motivation, intellect, maturity

Letter of Recommendation
For the Hybrid Twinning Program 2018/2019

To : _____

Name in Print : _____

Position : _____

Affiliation : _____

Signature : _____ Date: _____

On the following scale, please rate applicant relative to others in your department (if any).

	50%	20%	Top10%	Top5%	Top2%
	Average	Good		Excellent	
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。
Please fill out (PRINT/TYPE) in Japanese or English.

氏名 Name: Family name, First name Middle name
性別 Sex: Male Female
生年月日 Date of Birth:
年齢 Age:

1. 身体検査
Physical Examination

(1) 身長 Height cm 体重 Weight kg

(2) 血圧 Blood pressure mm/Hg~ mm/Hg 血液型 Blood type A B O RH+ -
脈拍 Pulse 整 regular 不整 irregular

(3) 視力 Eyesight: (R) (L) (R) (L)
裸眼 Without glasses 矯正 With glasses or contact lenses
色覚異常の有無 Color blindness 正常 normal 異常 impaired

(4) 聴力 Hearing: 正常 normal 低下 impaired
言語 Speech: 正常 normal 異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること(6ヶ月以上前の検査は無効。)
Please describe the results of physical and X-ray examinations of the applicant's chest x-rays (X-rays taken more than 6 months prior to this certification are NOT valid).



肺 Lungs: 正常 normal 異常 impaired

心臓 Cardiomegaly: 正常 normal 異常 impaired

Date
Film No.

異常がある場合
心電図 Electrocardiograph: 正常 normal 異常 impaired

Describe the condition of applicant's lungs.

3. 現在治療中の病気 Under medical treatment at present Yes (Conditions/particulars:) No

4. 既往症 Past history : Please indicate with + or - and fill in the date of recovery

Tuberculosis.....() Malaria.....() Other communicable disease.....()
Epilepsy.....() Kidney disease.....() Heart disease.....()
Diabetes.....() Drug allergy.....() Psychosis.....()
Functional disorder in extremities.....()

5. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood ()

赤沈 ESR: mm/Hr, WBC count: /cmm 貧血 anemia

Hemoglobin: gm/dl, GPT: _____

6. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか? Yes又はNoにチェックをしてください。

In view of the applicant's history and the above findings, is it your observation that his/her health status is adequate to pursue studies in Japan?

Yes No

7. 特記すべき事項

Particulars or additional comments:

日付 Date: 署名 Signature:

医師氏名 Physician's Name (Print):

検査施設名 Office/Institution:
所在地 Address:

Pledge

For application of Hybrid Twinning Program

I hereby certify that I have read and understood the application for the Hybrid Twinning Program of Shibaura Institute of Technology, and all the statements and information provided on the application documents are true.

I also agree that the admission to Shibaura Institute of Technology under the Hybrid Twinning Program is on my top priority once I am accepted as a candidate for the program, and I shall not withdraw from the program unless unavoidable and unexpected circumstances occur.

Signature of applicant

Date

Witness :

Signature of the representative of the University of the Applicant

Date

Checklist

**All the following documents must arrive at the following address no later than
February 24, 2018**

Mr. Osamu Sugiyama
General Manager
Division of Global Initiatives-International Programs Initiatives Section
Email: kokusai@owshibaura-it.ac.jp
Shibaura Institute of Technology
3-7-5 Toyosu, Koto-ku,
Tokyo 135-8548, JAPAN

TEL +81-3-5859-7140

FAX +81-3-5859-7141

- 1. Application form – Hybrid Twinning Program, SIT - prescribed form
- 2. Field of Study and Study Program – prescribed form
- 3. 5 photos – from shoulders above, size: 4.5 x 3.5cm, applicant's name on the back
- 4. Clear copy of passport –page shown the applicant's photo and data
- 5. Copy of the Birth certificate, family registration (or the equivalent)
- 6. Certificate of Bachelor's degree (or the equivalent)
- 7. Certificate of Master's degree if any (or the equivalent)
- 8. Official academic records of undergraduate course
- 9. Official academic records of Master's course (or the equivalent)
- 10. Certificate of Health - prescribed form : completed by the examining physician within the last 2 months
- 11. Research Plan at SIT : A4 size, 1.5 spaced, 2 pages including supporting drawings, figures and tables
- 12. A research report of on-going thesis work at home university signed by supervisor, or the copy of Master's thesis if any: Master's thesis can be submitted by data form, such as CD and USB.
- 13. Abstract of Master's thesis if any
- 14. List of scientific publication if any
- 15. Copy of TOEFL score within the last 24 months
- 16. Recommendation letters from all the people described below (Please copy the prescribed form and use for each letter)
 - ① Dean of the Graduate School or above of home university: attention to the President of SIT, Dr. Masato Murakami
 - ② Director of the office in charge of international affairs : attention to the Director of Center for International Programs at SIT, Prof. Dr. Takumi Miyoshi
 - ③ Supervisor of the Graduate program level at home university
 - ④ Supervisor of the Undergraduate program level at home university
 - ⑤ Head of the employing organization if any
#③, #④, #⑤ should be addressed to the Dean of the Graduate School in Engineering and Science at SIT, Prof. Dr. Akito Takasaki
- 17. Pledge
- 18. Checklist –prescribed form

Calculation Method of Academic Point (AP)

1. Find Evaluation Point (EP) for each credit referring to the following table.
2. Calculate Academic Point (AP) utilizing the following calculating formula.

<Table>

Evaluation System of Home Univ.	Grade				
	Four Stages Evaluation		A	B	C
Four Stages Evaluation		100~80	79~70	69~60	below 60
Five Stages Evaluation	S	A	B	C	F
Five Stages Evaluation	A	B	C	D	F
Five Stages Evaluation	100~90	89~80	79~70	69~60	below 60
Evaluation Point (EP)	3	3	2	1	0

<Calculation Formula>

$$\frac{(\text{number of credits of "EP 3"} \times 3) + (\text{number of credits of "EP 2"} \times 2) + (\text{number of credits of "EP 1"} \times 1) + (\text{number of credits of "EP 0"} \times 0)}{\text{total number of credits}}$$

Remarks

1. Calculate AP of recent (or the latest) 2 academic years. Regarding AP, 2.5 or above point is required for applying Japanese Government Scholarship
2. In case of not using credit system, number of subjects should be replaced with number of credits.
3. If there are any other grades than described on the upper table (such as "pass" or "approval"), ignore them.
4. Show to 2 places of decimals by truncating a number of 3rd decimal places if there is fractional figure.



芝浦工業大學

SHIBAURA INSTITUTE OF TECHNOLOGY

Established 1927

Tokyo

Contact :

Center for International Programs

(International Programs Initiatives Section)

Shibaura Institute of Technology

3-7-5 Toyosu, Koto-ku, Tokyo, 135-8548 Japan

Tel +81-3-5859-7140 Fax +81-3-5859-7141

E-mail kokusai@ow.shibaura-it.ac.jp