



**EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION
EUROPEAN OFFICE**

FOR THE ATTENTION OF THE INTERNATIONAL RELATIONS OFFICE

VULCANUS IN JAPAN 2012 - 2013

Brussels, November 2011

Dear Sir or Madam,

As you may be aware, the **VULCANUS IN JAPAN** trainee programme is aimed at EU university students of engineering, high-tech, other scientific fields. It offers industrial placements in Japanese companies in Japan. (Please find enclosed a description of the programme.)

The programme is run by the EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION (a joint venture co-financed by the European Commission and the Japanese Ministry of Economy, Trade and Industry). The programme, now in its 15th session, has been increasingly successful.

We are currently contacting all the people in charge of international traineeships at European universities, within the EU-27 Member States. I wonder whether it would be possible for you to advertise this programme **in your University**.

Please find enclosed:

1. A poster advertising the programme
(information also downloadable from www.eu-japan.eu/global/vulcanus-in-japan.html).
2. An application form
(also downloadable from www.eu-japan.eu/global/vulcanus-in-japan.html).
3. Information on how to prepare the compulsory documents that we request with the application.
4. "Frequently Asked Questions"
(also downloadable from www.eu-japan.eu/global/vulcanus-in-japan.html).

Applications must be sent by post, preferably through the International Relations Office. It is possible to send several applications in the same dispatch.

Each application must include all the documents listed in the 1st page of the application form (we cannot accept documents sent separately). The application form must be duly filled in, and signed. Should this not be the case, the application will be automatically rejected.

The application deadline is **20 January 2012** (as per postmark).

Please do not hesitate to contact me for any further information you may require.

Thank you in advance for your cooperation.

Yours faithfully,

Margherita Rosada
Vulcanus Programmes Manager

EU-Japan Centre for Industrial Cooperation
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Homepage: <http://www.eu-japan.gr.jp>

Compulsory document no. 1
APPLICATION FORM

All sections of the application form must be filled in, and the form itself must be signed. Should this not be the case, it will be automatically rejected.
Long answers to the various questions could make the completed form more than 4 pages long. This is acceptable.

Compulsory document no. 3 (as per Application form)
LETTER EXPLAINING WHY YOU WISH TO TAKE PART

(maximum 1 page; minimum font size: 12)

- 1 Academic background: please provide a short description of your whole university career (not just your current specialisation) including foreign language studies.
- 2 General reasons for wanting to participate in the "Vulcanus in Japan" programme: please explain why you want to participate - with regard to your personal, academic and professional development - e.g. Why Japan? Why Vulcanus? What makes you/your personality suited to Vulcanus?
- 3 Specific goals with regard to the different parts of the programme:
 - seminar about Japan
 - language course
 - company traineeship : What can you learn? What can you offer?

Compulsory document no. 6 (as per Application form)
SYSTEM OF GRADING AT YOUR UNIVERSITY

This document should explain the system of grading at your university and provide the details listed below.
Some universities express the grading with letters, others with figures.

- The following information should be provided:
- Rank or grading (i.e.: from 0 to 30, or from 1 to 6, or from A to D, etc.)
 - Top possible mark (letter or figure)
 - Lowest possible mark (letter or figure)
 - Pass mark (letter or figure)
 - Average mark (letter or figure)

Compulsory document no. 8 (as per Application form)
MEDICAL CERTIFICATE

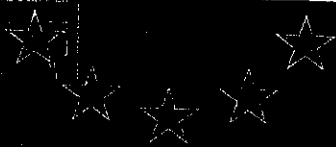
Please include a MEDICAL CERTIFICATE stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus programme (original document).

We strongly recommend full transparency regarding your state of health.
Please note the following:

- 1/ pre-existing medical disorders or illnesses (even though recessive upon application) are not reimbursed by the insurance company.
All costs for medical treatments (extremely expensive in Japan) not covered by the insurance will be charged to the student.
- 2/ some host companies may request a detailed health record from applicants for inclusion in the application file.

Compulsory document no. 9 (as per Application form)
CD-ROM OR USB STICK WITH EXCEL SHEET OF PERSONAL DATA

- 1/ Download this file from: http://documents.eu-japan.eu/vulcanus_japan/af_data.xls (this file is unprotected; please do not delete any cells).
- 2/ Please format all the sheet as "text", then fill in the YELLOW row and save in "EXCEL 2007" or lower
- 3/ Fill in the YELLOW row with the same info you wrote on your application form. (In the VIOLET row of the Excel sheet, you will find the reference codes of the questions of the application form);
- 4/ Save it on a CD-Rom or USB key, with "Excel 2007" or lower
- 5/ write your name and nationality with permanent marker on the CD ROM or USB key & send it with your "Vulcanus in Japan" application.



VULCANUS IN JAPAN

WHAT IS IT?

The programme consists of industrial placements for EU students. It starts in September and ends in August of the following year in order to accommodate the academic year in EU Member States.

The whole programme takes place in Japan.

The students follow:

- 1/ a seminar on "Japan";
- 2/ a 4-month intensive Japanese language course;
- 3/ an 8-month traineeship in a Japanese company.

VULCANUS IN JAPAN started in 1997.

ARE YOU ELIGIBLE?

Applicants must be:

- 1/ EU nationals;
- 2/ engineering or science students (*);
- 3/ at the time of application, applicants must be registered at an EU University on a postgraduate or an undergraduate course (at least at the 3rd year).
- 4/ they must be able to take a year out.

(*): Computer science, science engineering, mechanical engineering, chemical, electronics, biotechnology, electrical engineering, physics, telecommunication, nuclear engineering, metal materials, ceramics, production system, etc.

The EU-Japan Centre for Industrial Cooperation is a joint venture co-financed by the European Commission and the Japanese Ministry for Economy, Trade & Industry.

The EU-Japan Centre alone is responsible for the information contained in its communications or publications.

Neither the European Commission nor the Government of Japan is responsible for any use that may be made of the information contained therein.

OBJECTIVES

To study the range of advanced technologies employed by a leading Japanese host company, to learn Japanese and to understand and appreciate Japanese culture with a view to an enriching one year experience abroad, to be well placed in your future career to interact with Japanese businesses and people.

WHO PAYS WHAT?

This programme is financed by the EU-Japan Centre for Industrial Cooperation (a joint venture co-financed by the European Commission and the Japanese Ministry of Economy, Trade & Industry), and the Japanese host company.

The European students are awarded a grant of 2.000.000 yen to cover the cost of travel to and from Japan and living expenses in Japan. There is no charge for the language course and seminar, and accommodation is provided free of charge during the language course and the company traineeship.

SELECTION CRITERIA

Applicants are selected on the basis of their academic record and the opinion of their tutors, their knowledge of written and spoken English, their motivation, their attitude to EU-Japan relations and their ability to adapt to a different culture.

Dates of the programme:
September 2012 → August 2013

DEADLINE TO APPLY :
20 JANUARY 2012



FREQUENT QUESTIONS & ANSWERS
(for Vulcanus in Japan session 2012-13)

- 1 Q **Do students need to find a Japanese host company by themselves?**
A No, companies apply to the Centre to participate in the programme and to host a student.
- 2 Q **Which companies apply? Is a list available?**
A In the past the following companies have hosted Vulcanus students:
Toyota, Bosch Automotive Systems (Japan), Toppan Printing, Alps Electric, Honda, Hitachi, Dai Nippon Printing, NTT Data, Toshiba, Asahi Glass, Schlumberger (Japan), Asahi Kasei, Canon, Hitachi, Yasukawa Electric, NTT, Sanyo Electric, etc.

From early January 2012, the companies **may post (not compulsory)** their placement offers at http://documents.eu-japan.eu/vulcanus_japan/placements_vj12.xls. (Should this not be the case, please avoid contacting the Vulcanus team)
- 3 Q **Will a list of available traineeships be provided?**
A Yes, **after** short-listing has been completed, the Centre will give each short-listed student details of the most suitable offer together with the complete list of all traineeships being offered.
- 4 Q **How many applications are submitted?**
A It depends on the year. Last year more than 900 students applied.
- 5 Q **How many applications will be short-listed?**
A It depends on the year. Last year about 120 were short-listed.
- 6 Q **How many students take part in the programme?**
A It depends on the year. Currently 30 students have placements.
- 7 Q **When will I know if I have been short-listed?**
A By the end of February 2012.
- 8 Q **Should I be short-listed, when will I know if I have been accepted by a host company?**
A The matching procedure should be completed by the beginning of June 2012 with the majority of the companies involved providing an answer by the end of May 2012.
- 9 Q **When will I have to send the deposit?**
A You will have to send the deposit **ONLY** should you be accepted by a company, and **UPON REQUEST** of the Centre.
-
- 10 Q **Can I contact a former participant by e-mail, to ask him/her some questions?**
A For reasons of privacy, we do not give out alumni e-mail addresses until short-listing has been completed.
- 11 Q **Where will the Japanese language course take place? Where will the traineeship take place?**
A The Japanese language course will take place in Tokyo; the traineeship will take place where the Host Company is located (very variable).
- 12 Q **If I e-mail you my CV beforehand, could you have a look at it and let me know if I am eligible?**
A Sorry, no. Please do not send your CV by e-mail; we will not read it. Please note that the decision on short-listing will be taken by an external selection board.
- 13 Q **What should I do if I am short-listed?**
A You will have to check your e-mail regularly and promptly provide the documentation we will request.
- 14 Q **Will there be a preparatory meeting in Brussels?**
A Yes. In July 2012 (one day), prior to your departure for Japan. This meeting is compulsory (the travel expenses will be endorsed by the student and accommodation will be covered by our Centre).

- 15 Q **When will I receive the grant? Is it enough to live in Japan?**
 A The JPY ¥ 2,000,000 VIJ grant will be paid in several instalments. The first payment will be made in September. Subsequent payments will be made until the end of the internship. Please refer to the contract for the payment terms. Previous Vulcanus students have found the grant sufficient to live on (enjoying a student lifestyle). Should you wish to undertake expensive activities (trips etc.), you will need to pay for them yourself.
- 16 Q **Who will purchase my ticket for Japan?**
 A You will have to buy your own return air ticket. Under Japanese immigration rules all Vulcanus trainees must enter Japan on the same day. By e-mail, we will instruct you which day this will be.
- 17 Q **Until when can I withdraw from the programme without damaging the Centre?**
 A This is a **delicate issue**: in Japan there is no proper culture of traineeships, and once a file of a student has been sent to the Company, it is very difficult for the Company, culturally speaking, to understand the withdrawal of the student. Should a student withdraw after the beginning of March, it is very probable that the good relations between the Company and the Centre will be interrupted and that the Company will not apply again. This can cause substantial damage to the Centre's reputation and major problems in finding and retaining prestigious host companies. Any withdrawal after the **beginning of March 2012** (the start of match-making) would cause big problems for the Centre. Please consider this issue and be certain of your intentions, before applying.
- 18 Q *** I will graduate in September (or similar); can I start the programme later? * I am looking for a traineeship of a shorter length (i.e. 5 months), could you provide one? * A traineeship has been offered to me by a Japanese company for 7 months, could I receive a Vulcanus grant?**
 A These and other similar scenarios are not possible. All participants must start the programme together (they must arrive the same day in Japan and, one year later, leave the same day from Japan –**These dates have to be announced by the Centre**). The Vulcanus scheme is not flexible; participants must attend all its parts. Grants are offered exclusively to official Vulcanus participants.
- 19 Q **If I apply with some friends, will it be possible to obtain placements in the same city?**
 A Match-makings are individual. Should you apply, you must be prepared to be the only short-listed applicant among your group of friends.
- 20 Q **Will my accommodation include a private bathroom, kitchen, etc.? What furniture will there be in the room?**
 A This depends upon the Host Company. This information will be provided to us by the Company before your departure for Japan.
- 21 Q **May my partner or spouse spend some time/the whole year with me in Japan? Can you provide assistance for his/her visa, accommodation, etc?**
 A If you decide to apply, please fully understand and accept the following:
 a/ Vulcanus **cannot** assist your partner/spouse in obtaining a visa for Japan. Should you wish to take your partner/spouse to Japan, please be fully aware of the difficulties to obtain a visa for him/her, and apply to the programme **ONLY** if you are prepared to take part even if he/she will not obtain a visa.
 b/ Through Vulcanus you are offered strictly personal accommodation in a company dormitory, where you are not allowed to host guests, whoever they be. Should you wish to take your partner/spouse to Japan, all accommodation costs will be covered by you. The grant provided by Vulcanus is not sufficient to cover this extra cost, so please apply to the programme **ONLY** if you can cover the additional charges by your own means.

VULCANUS IN JAPAN

2012-2013

APPLICATION FORM

4 pages downloadable from
<http://documents.eu-japan.eu/vulcanus-japan/AF12.doc>

To be completed electronically
 (or in BLOCK CAPITALS with black ink)

To be postmarked no later than
20 January 2012

To be sent by courier or airmail
 (no registered mail can be accepted) to:
**EU Japan Centre
 for Industrial Cooperation
 Rue Marie de Bourgogne 62 / VJ
 1000 Brussels
 BELGIUM**

Not to be returned. Only the original is accepted.
 More information: <http://documents.eu-japan.eu>

The EU-Japan Centre for Industrial Cooperation is a joint venture
 co-financed by the European Commission (Directorate
 Industry) and the Japanese Government (Ministry of Economy,
 Trade & Industry). The EU-Japan Centre is not responsible for
 the information contained in this document, which is the sole
 responsibility of the applicant. The EU-Japan Centre is not
 responsible for any damage or loss of documents.

A GENERAL DATA	
A1 NATIONALITY of the applicant	ID PHOTO Please glue
A2 Mr / Ms	
A3 Family name(s) as per passport	
A4 First name(s) as per passport	
A5 Date of birth (dd/ mm/ yy) □□ / □□ / □□	A6 Age as of 1st Sept. 2012 □□
A7 Marital status:	
A8 Military service (please tick): <input type="checkbox"/> completed; <input type="checkbox"/> not required; <input type="checkbox"/> to start after 01 Sept. 2013; <input type="checkbox"/> other:	
A9 UNIVERSITY: Name (in English)	A10 Faculty - Department
A11 Course currently attended undergraduate / postgraduate <input type="checkbox"/> <input type="checkbox"/>	A12 Location of the University
A13 Is your file to be sent by the International Relations Office of your University? (Recommended, though optional). <input type="checkbox"/> YES <input type="checkbox"/> NO	
A14 In January 2012, companies MAY post their placement offers at http://documents.eu-japan.eu/vulcanus-japan/placements_vj12.xls (This action is NOT compulsory for the companies.) Please avoid contacting the Vulcanus team if no offers are uploaded. Interested in particular placement offer(s)? Please quote the relevant 'offer numbers' (not compulsory): □□ or □□ or □□	

COMPULSORY DOCUMENTS to submit

only in English. All documents must be original documents. If you do not have these documents, you may submit them in another official
 EU language (e.g. German, Spanish, Italian, Portuguese, French).
 unstapled, one page per document, all together in one folder.
 all together in one folder.
 with number handwritten in pencil on top right of 1st page of each document. (numbering as per scheme below)
 in the following order:
 (Do you wish to add a final document for? Please tick at the end of your file)

1	Application Form (this document)	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
2	CV	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
3	Letter explaining why you wish to take part (Max 1 page)	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
4	Letter of recommendation by a professor or one of your major topics (original document)	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
5	List of all your University grades issued by your University (original document)	
6	System of grading at your University provided by your University (original document)	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
7	Certificate of enrolment at your University for the academic year 2011-2012 (until Summer 2012) issued by your University (original document) <i>NB: Should you enrol term after term, please provide the Autumn/Winter Term certificate of enrolment & a letter certifying that you undertake to provide the Spring Term Certificate by the end of March 2012</i>	
8	Medical certificate stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity (original document)	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
9	CD-ROM or USB stick with excel sheet of personal data filled in & saved with Excel 2007 or lower, downloadable at http://documents.eu-japan.eu/vulcanus-japan/af_data.xls	http://documents.eu-japan.eu/vulcanus-japan/moreinfo.pdf
10	In a separate folder, photocopy of all the above-listed documents (same order) No need to add a copy of the CD-Rom or USB stick	

B EDUCATION & LANGUAGE SKILLS**B-A UNIVERSITY**- **Current Studies****B-A1** Name of University currently attended**B-A2** City**B-A3** EU Member State**B-A4** Faculty/Department**B-A5** Major Subject**B-A6** Level of the course you are following

→ levels: U=undergraduate / S=specialisation / M=master's / D=doctorate

Official year you are enrolled in

→ at least in 3rd undergraduate year - or 2+1 for France**B-A7** Official number of years of the course you are following**B-A8** Expected month & year of graduation (not counting the Vulcanus year off): / (mm/yy)- **Higher Education****B-A9** Sum of the official years successfully completed at the University/ Higher Education up to now, including the one you are currently enrolled in (though not completed yet). Please use U for undergraduate (2+2 in France), S for specialisation, M for master's, D for doctorate.

Examples:

1st example: If you have completed the exams of the 2nd undergraduate& you are enrolled in the 3rd undergraduate year**3 U=3**2nd example: If you have completed 3 years undergraduate, 2 years Master& you are currently enrolled in the 1st year Doctorate**3 U+ 2 M + 1 D = 6**

Please write your formula and sum in this box:

- **Further information****B-A10** When did you first enrol at the University? / (mm/yy)**B-A11** Did you enrol immediately after high school? (please tick) Yes No**B-A12** If not, why not?**B-A13** Have you interrupted your university studies for one/more year(s)? (please tick) Yes No**B-A14** If yes, for how many years? And why?**B-A15** Give details of additional academic results if relevant**B-A16** Course project or thesis at university/college (describe briefly in non-specialist language, indicating your key contributions and ideas)**B-B OTHER TECHNICAL COURSES**

Dates: from... to... Certificates/qualifications obtained (give grades)

B-C SCHOOLS (from age 14+)

Dates: from... to... Relevant examinations /courses taken (baccalaureate, etc.). Give final grades.

B-D SCHOLARSHIPS

Detail any scholarships, prizes, papers published. Please attach list of publications if insufficient space.

B-E LANGUAGE SKILLS

Mother tongue: _____

List other languages	Written			Spoken		
	Basic	Good	Excellent	Basic	Good	Excellent
	* English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C WORK EXPERIENCE

List in chronological order any temporary, permanent or vacation employment (including voluntary work). Include military service and rank, if applicable.

Employer	Dates: from... to...	Type of work - job title	Achievements

D PRACTICAL SKILLS

What relevant hands-on practical experience, linked to your field of studies, do you have?
(e.g. electrical/electronic hardware, mechanical equipment, computer systems, ...)

E INTERESTS AND ACTIVITIES

Give details of your main interests (how you spend your free time, including vacations). What have you contributed and what have you got out of them? Mention any positions of responsibility.

F TIME SPENT ABROAD

Dates (from ... to...), where, why:

G ADDITIONAL INFORMATION + CHOICE OF PLACEMENT(S)

If you feel there is anything which has not been adequately covered elsewhere on your application, please give details. Should you have declared (question A14) an interest in particular placement offer(s), please give your reasons for your choice(s).

H CONTACT DETAILS

H-A APPLICANT	Current				
	H-A1	Address (+ postal code)			
	H-A2	Tel.:	country code	area code	number
	H-A3	Mobile tel.:	country code	number	
	Permanent				
	H-A4	Address (+ postal code)			
H-A5	Tel.:	country code	area code	number	
H-A6	e-mail:				
H-B INTERNATIONAL RELATIONS OFFICE of your University	H-B1	Name of person in charge:			
	H-B2	His/her tel. no.:	country code	area code	number
	H-B3	His/her fax no.:	country code	area code	number
	H-B4	His/her e-mail:			
	H-B5	Address of the office:			
H-C PROFESSOR who will write your letter of recommendation	H-C1	His/her name:			
	H-C2	His/her tel. no.:	country code	area code	number
	H-C3	His/her fax no.:	country code	area code	number
	H-C4	His/her e-mail:			

I IMPORTANT NOTICE

- i-1 - Deposit required** (will be refunded at the end of the programme). If accepted by a host company, you will be required to transfer a deposit (€ 200) to the EU-Japan Centre for Industrial Cooperation in Brussels. The deposit will be refunded in autumn 2013, after full completion of the programme. In case of your withdrawal, the deposit will be forfeited.
(please tick) I ACCEPT / I DO NOT ACCEPT
- i-2 - Thesis work cannot be based on traineeship work.** It is not permitted to use/include your work at the Japanese host company in a University thesis or equivalent. Please indicate if you accept this condition.
(please tick) I ACCEPT / I DO NOT ACCEPT
- i-3 - Your graduation date.** The Vulcanus programme must be attended in full (end of August 2012–beginning of September 2013). Should your graduation date be fixed during this period you accept to postpone it until after your return from Japan.
(please tick) I ACCEPT / I DO NOT ACCEPT
- i-4 - Each application is considered separately.** If you are applying together with a friend, should (s)he not be accepted, do you still wish to take part?
(please tick) YES / NO
- i-5 - No assistance or facilities are provided to friends or family members wishing to stay in Japan.**
(please tick) I ACCEPT / I DO NOT ACCEPT
- i-6 - Total commitment to Vulcanus from 1st March to 1st June 2012**
You will be informed of the results of the short-listing at the end of February. If short-listed, you will be asked to give your agreement for your file to be sent to compatible Japanese companies, which might choose you. The matching process will be over no later than the beginning of June. Should your application be accepted by a company by this time, do you commit yourself to Vulcanus over any alternative plans? (Failure to respect such a commitment would be unacceptable for the Japanese business mentality and might result in the company refusing to accept students in the future).
(please tick) YES / NO
- i-7 - Does your personality suit Vulcanus?**
Whilst nearly all participants find Vulcanus a rewarding and enriching experience, it can at times prove stressful (due to loneliness, cultural differences, work pressures, etc.). Before you submit this application, please think very carefully whether you can deal with the challenges you might face.
(please tick) I HAVE READ AND UNDERSTOOD THIS WARNING

APPROVAL OF APPLICATION BY THE APPLICANT: I, the undersigned, declare that the information provided in this application is to the best of my knowledge true and complete. I realise that any false statement or omission, even if unintended on my part, may lead to the refusal of my application. If selected, I commit myself to attend the entire course, without missing a single activity. I understand that during and after the course, my details may be included in a printed/electronic Alumni directory/database.

i-8 Date: / / **i-9** Signature (full name): _____