

# Tokyo Institute of Technology and the World

~ toward the creation of a university of science and technology to lead the world ~

Tokyo Institute of Technology  
Policy Paper on Internationalization  
July 2003

Tokyo Institute of Technology (Tokyo Tech) established the International Planning Office (IPO) as an advisory group to the president in April 2002. Tokyo Tech is perhaps the first Japanese national university to have launched such an organization. The IPO, with plans to proceed with the internationalization of Tokyo Tech, coordinates related organizations and takes responsibility for internationalizing the university under the president's leadership.

The IPO has been concerned, since its foundation a year ago, with the issue of how to promote the internationalization of Tokyo Tech. Discussions were collated into this Policy Paper Booklet. The paper has been presented to the president as a proposal, and the president has introduced it to the entire university community as a policy for internationalizing the university, with the expectation that this policy paper will form a part of many valuable discussions on campus, that specific working plans will be made and put into action, and that Tokyo Tech will become internationally recognized as "a university of science and technology to lead the world. "

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# 1. Why do we aim at internationalization?

## 1. 1. What is internationalization?

Universities traditionally are international organizations. It was a recognized custom around the world that a professorial status or an academic degree of a certain university was recognized at a foreign university. With the birth of the modern nation state, however, universities were incorporated into the system of each separate country.

The globalization which has become more and more remarkable in the 1990s reduces the effects of borders, and makes the earth smaller place. The interaction of information and people accelerates, and enterprises are exposed to relentless competition all around the world. A university is not an exception. The international mobility of faculty and students keeps growing, and the importance of English has increased greatly. A university cannot be recognized as "world class" unless it associates and competes with other universities in the world, and transmits information throughout the world.

Internationalization is the way to assist a university in facing acute competition on a global scale (mega-competition) and allow it to be successful under these circumstances. Internationalization also means establishing a network to enlighten, support, and enhance cooperation among prominent universities and research institutions all over the world.

Internationalization is the means of transforming Tokyo Tech into "an organization with high competitiveness," hosting efficient, international, and advanced research and education.

## 1. 2. The Future of Tokyo Tech

What kind of university will Tokyo Tech be when the internationalization strategy starts functioning?

- Most students will be able to speak English, and a considerable number of classes will be offered in English. <sup>1</sup>
- Study abroad for Japanese students and the presence of students from all over the world will become very common.
- Many top-ranking foreign scholars will come to Tokyo Tech to lecture and conduct research.
- On-campus procedures, documents and residence halls will be conveniently designed for both Japanese and foreign nationals.
- Procedures of international exchange and study abroad will be dealt with efficiently in the Office of International Affairs (see below) under the international exchange manager.
- There will be no distinctions made on campus between Japanese students and students from overseas. They will study side-by-side in every classroom.
- Tokyo Tech has always been a highly evaluated university. In the future people will say, "I have heard that it's leading the world in science and technology!"

If this policy paper is implemented with determination, Tokyo Tech will be surely reborn as just such a university.

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<sup>1</sup> "The Report for Future Planning Subcommittee of Tokyo Tech," published October 2001, expresses our education philosophy as nurturing a "global proficiency" among our students, as well as high scholarship, intelligence and crisis-control capabilities.

## 2. The basic strategy of internationalization

The International Planning Office established seven principles of internationalization for the next five years.

### [1] Emphasis on Quality

Quality rather than quantity is important and thus students' qualifications will be checked with different criteria than in the past.

### [2] Strategic Exchange

In the past, international exchange had proceeded with rather ad hoc criteria without a strategic plan. It will now be promoted based on strategic plans, and the whole university will be committed to achieve this goal.

### [3] Internal Collaboration

The IPO will improve communication between faculty members, administrative officers and related offices to make a holistic system to take care of international students.

### [4] Strategic Distribution

Tokyo Tech will expand our support to international students. At the same time, instead of distributing scholarship and living accommodation evenly, we plan to give priority to students from institutions within the framework of our strategic cooperation.

### [5] International Standardization of System

The system of management and administration should meet an international standard.

### [6] From one-way only, to mutual exchange

At present, there are a limited number of Tokyo Tech students who study abroad. The IPO will provide a supportive environment to those who study abroad and increase the number of these students in order to develop students' global proficiency.

### [7] Do it now!

Tokyo Tech will set the precedent for other universities in order to create a model that leads the world.

This IPO proposal explains issues and challenges for students, faculty, curriculum, and research exchange separately.

Although each proposal in the policy paper should be realized as soon as possible, it is essential that the entire university community be able to express an opinion on how to prioritize these issues. A tentative timetable of internationalization, discussed by the IPO, is shown at the end of this booklet. We hope that many proposals here will be realized during the years of the First Mid-term Goal and Plan.

### 3. The student body

What does internationalization mean for students? It means that a student is capable of understanding cultural diversity through contacts with different cultures regardless of whether he/she is a Japanese student or a student from overseas. It is also important that students have the ability to function and be fully understood in a foreign language environment, especially in English. This ability includes not only conversational skills but also academic skills, such as thesis writing, presentations at international conferences, and taking lecture notes and delivering lectures. The IPO deems such ability in English highly important.

Tokyo Tech admits that it has some challenges as a host institution for students from overseas. Campus infrastructure needs to be improved so that overseas students may fully enjoy the life at Tokyo Tech and so that Japanese students may avail themselves of diverse cultural experiences with them.

#### 3. 1. Japanese students

##### 3. 1. 1. English ability needed for Tokyo Tech students

What kind of English ability is needed for Tokyo Tech students?

They need a balanced basic English ability to listen, speak, read and write. They do not need to have an English ability equal to native speakers, but must have a practical English ability to communicate without difficulty. They also need the ability to take lecture notes in English, write theses, make presentations at international conferences and exchange ideas with foreign scholars. The latter ability is English for Academic Purposes (EAP).

Unfortunately it must be admitted that the English ability of the present Tokyo Tech students is insufficient.<sup>2</sup> In order to develop their potential ability to the maximum, Tokyo Tech will reform its English education system and curriculum. Tokyo Tech will make the required investment and provide necessary educational services. The basic concept for this is English for non-native speakers, or English as a Second Language (ESL).

##### 3. 1. 2. The Strategy to strengthen the English ability of Tokyo Tech students

The IPO proposes that Tokyo Tech take drastic measures to strengthen the English ability of students as follows: <sup>2</sup>

- 1)...To require undergraduate students to attain an international level of English communication ability upon graduation and to evaluate this strictly (Exit Management). To utilize internationally acknowledged outside examinations. Examples of criteria are a TOEFL score of 550 points (CBT 213 points) or TOEIC score of 730 points in order to certify their abilities objectively.
- 2) ...To start the Exit Management as early as possible, from the freshmen in 2004 who will graduate in March 2008. Necessary measures should be planned to deal with the

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<sup>2</sup> According to the survey by the Committee of Competitiveness in the Faculty of Engineering, companies and mass media evaluate Tokyo Tech graduates highly in respect to specialty and logical thinking but not highly in respect to international sense and communication ability. The members of the Faculty of Engineering answered that they hope to send more students abroad and increase lectures conducted in English.

students who may not reach the graduation requirement.

- 3)...To abolish the present style of English testing at the entrance exam level in the near future with the introduction of the Exit Management system. To require an alternative certification of students' English ability at entrance.
- 4)...To require graduate students to certify the accomplishment of English communication ability and EAP in the similar style upon graduation. To require the certification of graduate students' English ability at entrance.
- 5)... To reform English education in order to foster practical communication skills and EAP skills. Proposals are as follows:
  - English courses to be categorized into two groups: one covers the subjects in which students study the English language, British and American literature and culture; the other covers the courses that foster communication skills and EAP skills. Both will be electives.
  - Courses taught in English (special and general subjects) will be increased.
  - To organize more courses in specialty fields taught in English in collaboration with universities in English-speaking countries. Support will be given to students who have difficulty in class.
  - To provide students with an environment where they can study and be exposed to English daily, such as the provision of self-study materials and English satellite broadcasts.
  - To provide students the opportunity to take TOEFL and TOEIC repeatedly.
  - To provide various co-curricular activities to improve students' English skills.
  - To increase English summer school programs and opportunities to study abroad.
  - To open the International Communications Space as a venue to enhance exchange between Japanese and overseas students and increase the communication abilities of Japanese students.
- 6)...To set the academic year 2004 as "English Year" and initiate various projects and publicity activities.

### 3. 1. 3. Other foreign languages

- 1) The IPO proposes to increase the choices of second foreign language subjects, to include languages such as Spanish and Korean.
- 2) The IPO proposes to apply the graduation requirement flexibly for students who demonstrate accomplished language ability in foreign languages other than English comparable to TOEFL 550 points for undergraduate students.

### 3. 1. 4. Promotion of study abroad

Students will be encouraged to study abroad during their course of study at Tokyo Tech, and various study abroad programs will be offered and promoted strategically at the institutional level. Our goals are:

- To target the number of students sent to partner universities abroad from the current 30 to 100. To promote credit transfer and admit more students from partner universities.
- To strengthen the programs to send students to the universities identified as institutions of strategic cooperation for short and long periods.
- To set up a system that enables students to study abroad without paying tuition fees of Tokyo Tech (in order to promote study abroad in U.S.A. and U.K., where tuition exemption is not readily acquired).
- To expand the short-term study abroad program in China which has been conducted as one of the general courses in the undergraduate study, and to include Tsinghua

University as one of the partners.

- To promote various projects such as the Japan-France Joint Doctoral Program and a Consortium with EU universities.
- To promote student mobility by forming a consortium with leading Asian universities.
- To provide an alternative overseas training program for those who are not selected as exchange students to partner universities.
- To increase international programs such as short term study abroad, overseas language training and internship at international organizations. To adopt measures to encourage student participation in them by providing credits and subsidies.
- To establish new scholarships for those who will study abroad.
- To set up an on-campus Study Abroad Fair, a Study Abroad Information Corner, Study Abroad Preparation Courses, Study Abroad Counseling system.

### 3. 1. 5. Increase of international related courses and programs

Tokyo Tech will foster students' international competence by increasing courses on international affairs and other related knowledge and skills. These courses will be provided mainly in English. In these lectures detailed handouts will be prepared to augment students' understanding. Some lectures will be stored in video archives and replayed on demand. The contents of general subjects on arts, history and culture will be rearranged to promote students' international interests.

Tokyo Tech will also promote students participation in international seminars, joint research, internships and other programs through collaboration with international organizations, companies and other institutions.

### 3. 1. 6. Career advice system

The IPO proposes to launch a career advice system for students. For those who are interested in working in an international environment upon graduation, faculty members with comprehensive international experience and external professionals will be appointed as international career advisors.

## 3. 2. Students from around the world

### 3. 2. 1. The basic policy of international student strategy

Tokyo Tech hosted 901 students from overseas in both undergraduate and graduate schools as of May 1, 2003. This is approximately 9.2% of the total student population and each faculty member<sup>3</sup> has an average of 1.24 overseas students. It is regarded as one of the highest international student ratio among national universities in Japan. Tokyo Tech suggests the followings in order to gather well-qualified students from overseas:

1) ...Improve publicity activities and English websites. Provide a website in English in each school and program so that students overseas can have an easy access to a variety of information. Tokyo Tech will make more use of brochures and overseas student recruitment workshops. Necessary assistance should be provided to improve the above-mentioned activities.

2) ...Establish stricter qualification and criteria for accepting overseas students.

3)...Prioritize students coming from universities of strategic cooperation and selected regions.

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<sup>3</sup> Faculty members here include professors, associate professors and lecturers.

4)...Coordinate and improve communication between faculty members, administrative sections, and among related service sections, in order to serve overseas students effectively.

5)...Provide scholarships and accommodation based on academic records.

6)...Avoid distinguishing overseas students from Japanese students and build a study abroad system at an international standard.

### 3. 2. 2. Improved system for overseas students

Tokyo Tech plans to make necessary improvements to provide an appropriate environment for overseas students. <sup>4</sup>

1) Providing information ..... Provide an annual calendar of events for overseas students to make sure they receive necessary information in a timely manner. This covers specific information on important events from entrance to graduation. In addition, each program and department will provide necessary educational information, including a curriculum, how to take courses, graduation requirements, etc.

2) Better orientation programs ..... At the time of enrollment, Tokyo Tech will provide a comprehensive orientation series on overall school environment, such as the student insurance policy, scholarships, tuition waiver system, residence halls, and on-campus facilities including the library and Co-op, as well as Counseling Room and Health Service Center.

3) Tutoring System ..... Improve tutoring systems to support overseas students, including appointing tutors from overseas. Tutors should be selected in advance and prepare themselves to accommodate the needs of this system and monitor it regularly.

4) English Translations ..... Different types of administrative forms as well as university regulations should be prepared in English.

5) Suzukakedai Campus ..... Provide the same services as at Ookayama Campus at Suzukakedai. Expand Japanese-language programs and counseling services at Suzukakedai.

6) Follow-up System ..... Provide after-graduation services to overseas students, such as assigning a life-long alumni e-mail address so that they will be connected to Tokyo Tech for many years to expand their networks.

### 3. 2. 3. Fund for strategic scholarships

To proceed with strategic student exchange with partner institutions (→6.1), Tokyo Tech seeks its own fund for scholarships. This scholarship will be distributed mainly to the students from strategic institutions( → 6.1). When recruiting overseas students, information on scholarships should be provided to prospective students in advance. The students with outstanding academic records will be promised a scholarship before admission.

### 3. 2. 4. Standardization of scholarships from private foundations

The IPO plans to establish the selection criteria for scholarships from private foundations as follows: <sup>5</sup>

1) Academic record will be the most important selection criteria. The standard of academic criteria will be reevaluated every two years.

2) Academic record will be an important criterion when offering tuition waiver.

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<sup>4</sup> The IPO's Survey on International Student Life (Jan. 2003) shows that the following factors are important for the international students' satisfaction level at Tokyo Tech: a positive feeling toward Tokyo Tech in the first place, satisfaction about student support, a good relationship with laboratory members, as little financial difficulty as possible.

<sup>5</sup> Currently scholarships are provided mainly based on financial difficulty. This does not conform to the principle that puts emphasis on quality. As there are not sufficient scholarships, more accountability is needed to meet the criteria.



### 3. 2. 5. Exchange with Japanese students

Further understanding and interaction is encouraged between Japanese students and overseas students. A tutoring system (→3. 2. 2) will be strengthened with overseas student exchange volunteers to support exchange.

## 4. Faculty members

Recruiting the most excellent faculty members from all over the world is very important to achieve the objective of Tokyo Tech, that is to create a university of science and technology to lead the world.

The internationalization of faculty will increase the number of lectures in English, and will improve students' English ability. Upgraded students' English ability will in turn enable more lectures to be conducted in English. The early realization of this positive flow-on effect is the key to achieving the objective.

### 4. 1. Development of English capacity in faculty

Tokyo Tech will develop the capacity of faculty to conduct lectures in English. Individuals and organizations making efforts in this direction will be given incentives and positive evaluation. English ability will be included in personal assessment and recruitment criteria.

Dispatch of faculty members overseas should be promoted strategically to realize the goal that all members of faculty have at least one-year overseas experience. Introduction of a sabbatical system should be discussed positively.

Faculty Development (FD) programs will be conducted to promote lectures in English through the introduction of examples of advanced approach in Japan and overseas, as well as training on and off campus. Substitute personnel will be assigned while the faculty members participate in overseas training programs.

### 4. 2. Multi-nationalization of faculty members

As a university widely open to the world, Tokyo Tech will recruit faculty members with various backgrounds. The current 26 full-time non-Japanese faculty members (2.9% of the total) will be increased to at least 50 members (over 5%) promptly. In the long term, an increase up to 20% is the target proposed by the IPO. Tokyo Tech will establish a system of international faculty recruitment and procure necessary expenses.

### 4. 3. Exchange of faculty members with overseas universities

Tokyo Tech will exchange faculty members with overseas universities and deliver lectures alternately. By inviting faculty members from universities in English-speaking countries, Tokyo Tech will be able to increase lectures in English to a large degree. The experience of delivering lectures at overseas universities will upgrade the international capacity of Tokyo Tech faculty members.

### 4. 4. Increase of visiting professors

Tokyo Tech will actively invite faculty members of overseas universities as visiting professors. Tokyo Tech will also recruit those who obtained degrees at such institutions or taught overseas as visiting professors or part-time lecturers.

#### 4. 5. Increase of meetings conducted in English

Tokyo Tech will encourage the active participation of international faculty members in various meetings. Meeting in English if there is an attendance of such faculty members will be encouraged. Major meetings of the institute, such as the Institute Senate, the IPO meetings and the Research Strategy Office meetings may be conducted in English.

## 5. The lecture system

### 5. 1. Reform of term system

The present semester system will be reconsidered and the curriculum reviewed so that students are encouraged to study abroad for a short or medium-to-long term. For example, we introduce a quarter system, and increase the number of lectures that meet two or three times a week. The number of intensive courses will be increased, and courses will be available in the summer term, too.

### 5. 2. Reform of the International Graduate Course

The International Graduate Course offers programs for international students at master and doctor levels. All lectures are supposed to be conducted in English. Ten years have passed since its establishment and various problems have been pointed out.<sup>6</sup>

To solve these problems, a responsible management system should be established by the related departments and the following measures introduced:

- To increase the number of lectures in English, as well as the hiring of foreign lecturers.
- Entrance criteria will be monitored by introducing GPA, TOEFL requirements and interviews.
- A master-doctoral continuous program should be established.
- To accept more self-supported students than Japanese government scholarship students. Private scholarships should be allocated according to academic results.
- All necessary documents and information should be provided and accepted in English.
- To start a follow-up program for graduates and establish alumni organizations.

### 5. 3. Curriculum for institutions overseas

#### 5. 3. 1. Satellite lecture transmission

Tokyo Tech will expand its overseas satellite lecture provision program.

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<sup>6</sup> A few examples are: 1) Limited number of courses offered in English and the lack of professors who can deliver lectures in fluent English; 2) Program accepts international students who lack in academic and English ability; 3) There is no guarantee to move from master's program to doctoral program; 4) Organization of the curriculum is unsatisfactory, and 5) its educational policy is unclear.

In October 2002, Tokyo Tech established its first overseas branch office in Thailand(→6.2) and started lecture distribution via communication satellite. Tokyo Tech will expand it to the Philippines and Indonesia and strengthen the transmittance of information and educational contents.

In the immediate future, graduate-level lectures will be provided to the universities and institutions that the IPO identifies as institutions of strategic cooperation. (→6.1)

- 1) Provide real-time lecture transmission of international graduate program.
- 2) Provide face-to-face lectures at recipient institutions by Tokyo Tech lecturers.
- 3) Establish a video archive of lectures and make it accessible to registered students.
- 4) Provide incentives to the lecturers who conduct classes in English so that the satellite lecture program will encompass a variety of courses.
- 5) Establish a credit transfer system in cooperation with recipient institutions.

Once satellite lecture programs are well developed, Tokyo Tech plans to receive lectures from overseas universities and institutions of strategic cooperation.

### 5.3.2. Joint graduate programs

Tokyo Tech plans to establish a joint graduate school with prominent institutions in China to provide graduate level education in Japanese. This will lead to the establishment of Tokyo Tech campuses at universities overseas. It is certain that the graduates with an additional foreign language skill in technical areas would be highly marketable in the workplace.

### 5.3.3. Promotion of distance learning and e-learning

An environment will be prepared for all laboratories so that they can have research guidance and hold discussions with the overseas offices and partner universities via a television conference system, etc.

Education that utilizes information technology will be promoted worldwide. Tokyo Tech will initiate various endeavors at e-learning immediately, such as web archives of lectures and appropriate teaching materials, discussions and communication on the Internet. In addition, Tokyo Tech will build a structure to support the development of content of e-learning and will introduce e-learning materials in English and teaching methods to deliver lectures worldwide.

In the future, Tokyo Tech will introduce an integrated educational information system at the institutional level in order to facilitate provisions for lectures, student course registration and grading.

## 6. Strategic cooperation and exchange programs

### 6.1. Cooperation with strategic institutions

Tokyo Tech promotes cooperation and exchange programs with world prominent universities.<sup>7</sup>

- 1) The IPO suggests the following strategies to further develop cooperation and exchange

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<sup>7</sup> Currently we have an academic exchange agreement with approximately as many as 120 universities (as of March 2003, including inter-departmental agreements.) It should be mentioned, however, that some of these agreements were concluded without specific plans or commitment and thus, have become meaningless in the past few years. In addition, communication with overseas universities was carried out by interested faculty members, and therefore, it was difficult for us to plan strategically at the institutional level.

programs:

- Select several leading universities in the world in the areas of science and technology and identify them as “Strategic Institutions.” These strategic institutions include 10 prominent ones from North America, Europe and Asia by 2004, and increase to 20 institutions thereafter.
  - Conclude specific cooperation agreements in addition to traditional exchange programs with these strategic institutions.
  - Create tailor-made programs in accordance with our needs and their requests.
  - Give priority to these strategic institutions to promote active exchange and cooperation, including allocating government scholarships, Tokyo Tech special funds, providing office space to deal with administrative issues, etc.
- 2) Tokyo Tech will also continue to promote current active exchange programs so that strategic institutions would not be the only focus of our overseas exchange and cooperation.
  - 3) Healthy exchange student program promotes two-way exchange. Tokyo Tech plans to increase the number of Tokyo Tech’s students studying abroad to balance the number of incoming and outgoing students.
  - 4) Systematic review of the cooperation and exchange programs will be regularly implemented every few years. Lack of exchange and cooperation activities may lead to termination of the cooperation agreement.
  - 5) The IPO plans to provide administrative support to reduce the burden of faculty members in charge of communication with overseas institutions.

## 6. 2. Overseas cooperation

Tokyo Tech plans to promote active overseas cooperation programs such as with the establishment of overseas offices. Tokyo Tech Office in Thailand was launched in October 2002, and is already in full operation with assisting satellite lecture provision between Tokyo Tech and higher educational institutions in Thailand. Such collaboration programs plan to be expanded to the Philippines and Indonesia. The overseas offices will be broadly used for various functions, such as recruitment of well-qualified students, research collaboration, a follow-up program for returnees (overseas students returning home), as well as development for a human network.

## 6. 3 Expansion of system for post-doctoral fellows

Tokyo Tech plans to expand the system for post-doctoral fellows in order for a person who has received the degree in Japan and/or abroad to be able to do research at Tokyo Tech easily.

# 7. The campus environment

## 7. 1. The Office of International Affairs

The Office of International Affairs (OIA) will be established as an organization to promote services involved in internationalization and international activities. The OIA clarifies the administrative procedures related to international exchange, disclosing a host of information so that faculty members and students will be better informed to promote international exchange. Also, we will establish a system that supports the successful management of

international conferences.

## 7. 2. International advisory system

A highly experienced professional both in and out of Japan will be appointed as an international advisor to give advice on our internationalization strategy. The advisory board will consist of 8-10 experts who have worked at higher educational institutions in the world as an executive, researcher or practitioner in charge of internationalization.

## 7. 3. Administrative services in English

Tokyo Tech should raise the level of English among administrative staff members.

All administrative services on-campus should be offered in both Japanese and English.

- Various documents related to international students and scholars will be changed so that they are offered in both Japanese and English and be downloadable from websites.
- As Tokyo Tech becomes a national university corporation, English will be used when necessary at the counter of the Department of Student Affairs.<sup>8</sup> In collaboration with administrative sections of foreign universities, Tokyo Tech will strengthen our services related to overseas students.
- English ability will be included in the professional assessment and recruitment criteria for every staff member.

## 7. 4. Development of Websites in English

An English website will be prepared by every organization in the university. Information on the Web should be directed to overseas institutions. Regular updating should be carried out and carefully monitored.

Every school and department should be responsible for creating a website in English to provide easy access to information by prospective students from overseas. Guidelines will be established for creating attractive websites by assigning professional Web designers, giving websites some degree of uniformity in the design and contents.

Every faculty member is encouraged to have a website of his/her own with sufficient information according to the guidelines.

## 7. 5. Accommodation for overseas student and research faculty

Tokyo Tech is currently facing a serious shortage of accommodation for overseas students and research faculty members.<sup>9 10</sup>

As Tokyo Tech becomes a national university corporation, the following measures will be implemented.

### 7. 5. 1. Accommodation for international students

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<sup>8</sup> Tokyo Tech will provide staff development courses for the purpose.

<sup>9</sup> Though Tokyo Tech has 901 international students at present, our residence halls for them have only 96 single rooms and 15 couple rooms. The residence halls owned by the Association of International Education, Japan(AIEJ) offer rooms exclusively for Tokyo Tech (30 rooms in Komaba, 22 rooms in Odaiba.) Nonetheless, the housing situation is very serious. Tokyo Tech is totally unable to take care of accommodation for short-term exchange students under the academic exchange agreement. Also, the management of Tokyo Tech residence halls is insufficient, as the office opens only on weekdays during the day.

<sup>10</sup> As for researchers, the International House has a mere 73 single rooms, 15 couple rooms, and 12 family rooms.

Tokyo Tech needs to increase the number of rooms in residence halls, with rooms be equipped with access to the Internet. Tokyo Tech will try to reserve more rooms at the International House in Komaba.<sup>11</sup> The existent residence halls will be refurbished and expanded in the near future for both Japanese and overseas students. Tokyo Tech will provide near campus living accommodation, by contracting with a group of private owners (special contract without deposit, commission fees, and guarantees). A home-stay system will be implemented for short-term international students. The IPO proposes to provide 24-hour service at the International House and the residence halls.

#### 7. 5. 2. Accommodation for overseas scholars

The number of rooms equipped with updated IT facilities will also be increased for international scholars. An accommodation facility of 50-100 rooms for overseas scholars will be built on the Suzukakedai campus. The rent of the international house at the Ookayama Campus will be raised to cover management and maintenance costs. Tokyo Tech will also try to provide near campus living accommodations with a similar special contract as in the case of the international students.

### 7. 6. Supporting system for overseas students and scholars

Tokyo Tech will establish the Office of International Affairs(OIA) in cooperation with related organizations so that overseas students and scholars can deal with various administrative procedures and consultations at one place.

The same services found at the Ookayama campus will be available at the Suzukakedai campus.

#### 7. 6. 1. Support for overseas students

Tokyo Tech will improve and strengthen the current supporting system for overseas students. A survey will be conducted to find out the current problems that overseas students face during their stay. Tokyo Tech will strengthen cooperation among current offices concerned, such as the International Student Center, Student Counseling Office, and Health Service Center. Clear and sufficient information will be provided to overseas students on how and where to go when facing difficulties. Tokyo Tech will make it obligatory for overseas students to purchase insurance, particularly, liability insurance. Overseas students will be provided with detailed information on the housing insurance system specifically for overseas students and the same information will be shared with their supervisors.

#### 7. 6. 2. Support for overseas scholars

A new support system will be built to help invited scholars from overseas.<sup>12</sup> It will provide information on children's education, health issues and housing, which are so far not available on campus.

Tokyo Tech plans to establish a new system to accommodate the need of foreign researchers on campus.

The OIA will have a section in charge of dealing with difficulties faced by and related to

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<sup>11</sup> Tokyo Tech plans to reserve one of the buildings of Komaba AIEJ residence halls of 70 rooms and outsource its management services to AIEJ.

<sup>12</sup> There is no advisory system to deal with the issues of overseas scholars. In particular, a specialist is needed to take care of the problems related to intellectual properties when more people are involved in international joint research. The OIA also needs supporting staff to help visa procedures when inviting overseas scholars.

researchers from overseas. Tokyo Tech will appoint an expert on intellectual property, such as copyright and patent laws, to act as advisor to the section.

#### 7.7. Building an around-the-clock service on campus

Tokyo Tech will provide library services and a satellite lecture system available round-the-clock. 24-hour service of university libraries is common practice abroad. The number of satellite lectures at night time will be consequently increasing due to time differences.

#### 7.8. The establishment of a fund

The IPO proposes to establish a fund to support the internationalization of Tokyo Tech and international activities by faculty members and students. The IPO will request the full cooperation of the Kuramae Foundation, as well as private enterprises and foundations supportive of Tokyo Tech activities, to raise sufficient funds.

### **8. The timetable of internationalization**

See page 15.



### **9. Toward the future**

The internationalization of Tokyo Tech is designed to raise the level of the entire university to meet the international standard: it does not merely imply a patchwork of separate international activities. To promote internationalization, the clear-eyed awareness of staff members and students is absolutely necessary. To this end, further explanation and continuous dialogue are needed.

This policy paper booklet explains the internationalization strategy of Tokyo Institute of Technology for the six-year period beginning in 2004. There will be further improvements even if all the goals stated here are achieved. The IPO fully expects that a new policy paper will set future goals for the coming period.

## 8 The Timetable of Internationalization

	2003	2004	2005	2006	2007	2008
New Curriculum for English Education	Plan/Establish	Implement	Implement	Implement	Implement	Implement
Start of Exit Management	Plan/Establish	Implement	Implement	Implement	Implement	Implement
New English Testing at Entrance	Plan/Establish	Implement	Implement	Implement	Implement	Implement
International Communications Space		Implement	Implement	Implement	Implement	Implement
Strategic International Student Exchange	Implement	Implement	Implement	Implement	Implement	Implement
Internationalization of Faculty and Staff		Implement	Implement	Implement	Implement	Implement
Int'l Graduate Course Improvement	Implement	Implement	Implement	Implement	Implement	Implement
Promotion of Satellite Lecture Provision	Implement	Implement	Implement	Implement	Implement	Implement
Extension of Overseas Offices		Implement	Implement	Implement	Implement	Implement
Joint Graduate Program	Implement	Implement	Implement	Implement	Implement	Implement
Institutions of Strategic Cooperation	Implement	Implement	Implement	Implement	Implement	Implement
Office of International Affairs(OIA)		Implement	Implement	Implement	Implement	Implement
Establishment of Advisory Board	Implement	Implement	Implement	Implement	Implement	Implement
Residence Halls Improvement	Plan/Establish	Implement	Implement	Implement	Implement	Implement
Establishment of Foundation		Implement	Implement	Implement	Implement	Implement

Plan/Establish   
 Implement 



# Organization *(as of 2003.7.22)*

The International Planning Office (IPO) has a vice president as the director and consists of three associate directors, 13 international planning officers and administrative staff members. The members are working on the tasks in three sections: International Exchange Section, International Education Section and International Infrastructure Section.

