



EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION EUROPEAN OFFICE

FOR THE ATTENTION OF THE INTERNATIONAL RELATIONS OFFICE

VULCANUS IN JAPAN 2010 - 2011

Brussels, November 2009

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 13th 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.

Each application must be sent in one dispatch and include all the original documents listed in the 1st page of the application form. 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 2010** (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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VULCANUS IN JAPAN → www.eu-japan.eu/global/vulcanus-in-japan.html

FREQUENT QUESTIONS & ANSWERS
(for "Vulcanus in Japan" session 2010-11)

- 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 From late December, the potential host companies may post their placement offers at http://documents.eu-japan.eu/vulcanus_japan/placements_vj10.xls. For reasons of privacy, no company names will be included in the information. If, however, you are interested in particular placement offer(s) then please quote the relevant 'offer number' in the boxes for question A14 on the application form.
- 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.
- 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 about 600 students applied.
- 5 Q **How many applications will be short-listed?**
A It depends on the year. Last year about 140 were short-listed.
- 6 Q **How many students take part in the programme?**
A It depends on the year. Currently 45 students have placements. For the 2010/11 session we expect to match around 45/50 students and placement offers.
- 7 Q **When will I know if I have been short-listed?**
A By the end of February.
- 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 with the majority of the companies involved providing an answer by the end of May.
- 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?**

- 14 Q **Will there be a preparatory meeting in Brussels?**
A Yes. In July (1 day), prior to your departure for Japan. This meeting is compulsory (note that the travel expenses 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 grant (2.000.000 yen) is split in 3 parts. You will receive the first part at the start of the programme, the second in December 2010, the third in April 2011. 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 and accept 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. This is why we ask you to be aware of this issue, when you apply. Any withdrawal after the **beginning of March 2010** (the start of match-making) would cause big problems for the Centre. Please consider this issue and be certain of your intentions and very strong motivation, before applying (also see clause i-6 on this point in the application form).
- 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



2010 -2011

APPLICATION FORM

4 pages, downloadable from

[http://documents.eu-](http://documents.eu-japan.eu/vulcanus_japan/AF09.doc)

[japan.eu/vulcanus_japan/AF09.doc](http://documents.eu-japan.eu/vulcanus_japan/AF09.doc)

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

To be postmarked not later than
20 January 2010

To be sent **BY POST** to:

EU-Japan Centre

for Industrial Cooperation

Rue Marie de Bourgogne, 52, Bte 2 (V)

BE -1000 Brussels

The EU-Japan Centre reserves the right to request additional documentation or information if necessary.

For further information please contact

m.rosada@eu-japan.eu or L.iglesias@eu-japan.eu

The EU-Japan Centre for Industrial Cooperation is a joint venture co-financed by the European Commission (DG Enterprise & Industry) and the Japanese Government (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.

A GENERAL DATA

A1 NATIONALITY of the applicant

A2 Mr / Ms

A3 Family name(s) as per passport

A4 First name(s) as per passport

A5 Date of birth (dd/ mm/ yy)

/ /

PHOTO

Please glue. No staple.
(Ne pas agraffer, non aggraffare, sin grapar, ungeklammert)

A6 Age as of 1st

Sept. 2010

A7 Marital status:

A8 Military service (please tick): completed; not required;

to start after 01 Sept. 2010; other:

A9 UNIVERSITY: Name

(in English)

A10 Faculty - Department

A11 Course currently attended
undergraduate / postgraduate

A12 Location of the
University

A13 Is your file to be sent by the International Relations Office of your University? (Recommended, though optional). YES NO

A14 From late December, the potential host companies may post their placement offers at http://documents.eu-japan.eu/vulcanus_japan/placements_vj10.xls. Should you be interested in particular placement offer(s) please quote the relevant 'offer numbers'. (Should there not be any particular offers that you are particularly interested in, please leave this question blank and you will be considered for all offers). or or

- NB:
- * Each file must include all the documents requested, to be sent in one dispatch.
 - * The application form must be duly filled in, and signed. Should this not be the case, it will be automatically rejected.
 - * No file will be returned to you. Make a copy if desired.

COMPULSORY DOCUMENTS to be provided

* in English (Should English versions of documents 5, 6, 8 not be available, please send the original document (in any of the EU official languages) with a translation in English.)

* unstapled (ne pas agraffer, non aggraffare, sin grapar, ungeklammert)

* altogether 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 optional documentation? Please add it at the end of your file)

leave blank.

1.	Application Form (this document)	
2.	CV	
3.	Letter explaining why you wish to take part. Max.1 page. More information at http://documents.eu-japan.eu/vulcanus_japan/moreinfo.pdf .	
4.	Letter of recommendation by a professor of one of your major topics (original document)	
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). More information available at http://documents.eu-japan.eu/vulcanus_japan/moreinfo.pdf .	
7.	Certificate of enrolment at your University, for the academic year 2009-2010 (till Summer), issued by your University (original document). 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 2010.	
8.	Medical certificate stating that there are no pre-existing medical conditions that would affect your involvement in the Vulcanus activity (original document). More information at http://documents.eu-japan.eu/vulcanus_japan/moreinfo.pdf	
9.	CD Rom with excel sheet of personal data, duly filled in & saved with Excel 2002, downloadable at http://documents.eu-japan.eu/vulcanus_japan/af_data.xls (More info at http://documents.eu-japan.eu/vulcanus_japan/moreinfo.pdf)	

B EDUCATION & LANGUAGE SKILLS**B-A UNIVERSITY** (must be at least in 3rd undergraduate year– or 2+1 for France)**B-A1 NAME OF UNIVERSITY CURRENTLY ATTENDED** (please write name in English)**B-A2** City**B-A3** EU Member State**B-A4** Faculty/Department**B-A5** Major Subject**OFFICIAL LENGTH OF YOUR UNIVERSITY COURSE(S)****B-A6** Level of the course you are attending & official year you are enrolled in
(Please use U for Undergraduate (2+2 in France), S for Specialisation, M for Master's, D for Doctorate)**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)**YOUR HIGHER EDUCATION****B-A9** Please write in detail the 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 U=32nd example: If you have completed 3 years undergraduate, 2 years Master
& you are currently enrolled in the 1st year Doctorate 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 (if you lack space, please add a page to your application, and write the code of this box)**B-A16** Course project or thesis at university/college (describe briefly in non-specialist language, indicating your key contributions and ideas) (if you lack space, please add a page to your application, and write the code of this box)**B-B OTHER TECHNICAL COURSES** (if you lack space, please add a page to your application, and write the code of this box)

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

B-C SCHOOLS (from age 11+)

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

B-D 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"/>	<input type="checkbox"/>

C WORK EXPERIENCE (if you lack space, please add a page to your application, and write the code of this box)

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 (if you lack space, please add a page to your application, and write the code of this box)

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 (if you lack space, please add a page to your application, and write the code of this box)

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 (if you lack space, please add a page to your application, and write the code of this box)

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

G ADDITIONAL INFORMATION + CHOICE OF PLACEMENT(S) (if you lack space, please add a page to your application, and write the code of this box)

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).