



THE SHORT-STAY ABROAD PROGRAM IN FY 2017

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APPLICATION GUIDELINE

1. OBJECTIVE

This program is designed to financially support students who wish to study abroad in association with international collaborative research activities (a curriculum of a school or a lecture course, etc.), with the underlying objective of improving their quality of doctoral dissertation with global perspectives.

2. QUALIFICATION REQUIREMENTS

Applicants must be enrolled in SOKENDAI (the Graduate University for Advanced Studies) as degree-seeking students, except for those taking a year or term off school. Students who have not yet participated in this program or internship program are prioritized in the selection process.

3. PERIOD OF STUDY

As a rule, the period of stay is a minimum of 14 and a maximum of 29 consecutive days. Participants who have previously joined in this program can apply with a grant up to JPY 800,000 while they are at SOKENDAI. Participants must plan to return no later than March 7, 2018.

4. AMOUNT OF GRANT

A maximum of JPY 400,000 per grant

5. EXPENSES COVERED BY THE GRANT

- 1) Domestic travel expenses to/from an applicant's department to/from the nearest international airport, based on SOKENDAI's regulation (Please refer to Form 1-3 "Financial Plan.")
 - 2) One round-trip economy-class international airfares
 - 3) Travel expenses to/from the nearest international airport to the receiving university/institute
 - 4) Accommodation or flat fees
 - i. In principle, participants must stay at accommodations other than hotels (e.g., a receiving university's accommodation, a students' dormitory, a reasonable apartment, etc.):
 - Area [1]: a maximum of JPY 6,440 per day
 - Area [2]: a maximum of JPY 5,160 per day
 - Area [3]: a maximum of JPY 4,640 per day
- (Please refer to Form 1-3 "Area.")

ii. In case participants stay at a hotel, the following fees are applied:

Area [1]: JPY 12,800 per day

Area [2]: JPY 10,320 per day

Area [3]: JPY 9,280 per day

(Please refer to Form 1-3 “Areas.”)

- 5) Overseas travel insurance costs, including liability coverage (Participants must arrange their own insurance policies.)
- 6) Public transportation expenses from city to city and visa fees will be covered within the grant assigned. Passport fees are not covered.
- 7) Seminar costs, registration fees, and facility fees at the receiving university/institute will be covered within the grant assigned.

Note: Item 7 is not applicable to recipients of JSPS Research Fellowship for Young Scientists.

6. SELECTION SYSTEM

On the basis of the application documents, the Committee for Promotion of International Affairs review and approve applications and the amount of each grant. The number of grants approved will be distributed evenly among all departments.

7. USING A COMBINED BUDGET

- 1) An applicant who wishes to use a portion of the budget from the Parent institute to which he/she belongs must confirm with the accounting department of the Parent institute whether it is acceptable.
- 2) When this program will be carried out in one trip, participants must formulate the plan clearly, allocate the tasks properly, and submit the details beforehand.
- 3) Applicants may obtain, among others, a scholarship or an external research fund on their own to combine with this fund.

APPLICATION PROCESS

1. APPLICATION DOCUMENTS

- 1) Application Form (Form 1-1)

- 2) Letter of Recommendation (Form 1-2)
- 3) Financial Plan (Form 1-3)
- 4) Pledge (Form 1-4)
- 5) Detailed Itinerary (Form 1-5)
- 6) A copy of Letter of Acceptance
- 7) Estimate for a round-trip airfare
- 8) Estimate for accommodation costs
- 9) Estimate for overseas travel insurance costs
- 10) A document itemizing the detailed estimates for executing the program relating to itm 6 and 7 in Guideline 5 “Expenses covered by the grant”.

※ If participants cannot submit any of the documents in items 7 to 10 by the application deadline, please inform the International Affairs Section.

2. APPLICATION DEADLINE

- 1st selection: May 12, 2017 (Departure date should be on or after July 1, 2017)
 - 2nd selection: July 14, 2017 (Departure date should be on or after September 1, 2017)
 - 3rd selection: October 13, 2017 (Departure date should be on or after December 1, 2017)
- ※ The second selection may be cancelled if circumstances so warrant it.

PROCESS AFTER SELECTION

1. RESULT NOTIFICATION

Notification will be given in writing to the Head of the Department and the applicant.

2. GRANTS

A participant must submit the following documents to the International Affairs Section four weeks prior to his/her departure.

- 1) Estimated round-trip airfares issued by a travel agent indicating the amount of payment

- 2) Flight itinerary provided by a travel agent indicating the flight number and the date (If the information is provided in item 1, item 2 is not necessary.)
- 3) A detailed itinerary, if the participant has changed his/her plan after submitting Form 1-5
- 4) Estimated accommodation costs, or a material that can be a basis for the accommodation fee calculation, if there has been a change after the submission of application (This is applicable for participants who plan to stay at accommodations other than hotels, such as a receiving university's accommodation, a students' dormitory, and a reasonable apartment.)
- 5) Registration for savings account form (if the participant has not yet submitted)

If the participant prefers to receive funds prior to his/her departure, please submit all the necessary documents specified above at least four weeks before his/her departure date.

In case the documents are not submitted in time, the funds will be paid after the applicant's return.

In addition to travel expenses and accommodation fees, items 4, 5, and 6 in Application guideline 5 on "Expenses covered by the grant" will be paid after the applicant has returned and submitted the receipts, which will be examined whether they are appropriate.

3. PRIOR TO DEPARTURE

- 1) The participant is responsible for arranging all the details on his/her own:
 - Submitting documents required by the receiving university/institute
 - Obtaining a passport and a visa
 - Organizing a ticket
- 2) The participant must identify the need for a visa on the website of the embassy of the country he/she plans to visit. After identifying, he/she must confirm it with the receiving supervisor.
- 3) The participant must submit a copy of a foreign travel liability insurance policy (self-insured).
- 4) The participant must submit a Preliminary Report for the short-stay study abroad program (Form 2-1).
- 5) The participant must submit the "Notice Visit to Foreign Countries" to his/her department office.
- 6) The participant must submit a Preliminary Report for the internship program (Form 2-1).
- 7) The participant must submit a consent form for the posting of his/her final report on SOKENDAI's website (Form 2-2).

4. DURING THE STAY ABROAD

The participant must notify the International Affairs Section of any revisions in the schedule and submit the form “Change of Plan” for any changes from the Preliminary Report (Form 2-1) as they arise.

5. AFTER RETURNING TO JAPAN

1) Documents to be submitted

Please submit the following documents within 7 days upon return:

- Original boarding pass stubs (Please keep them in your possession for submission.)
- Original receipt of your airfares
- Original receipt of the accommodation fees in case you stay at, among others, a receiving university’s accommodation, a students’ dormitory, or a reasonable apartment
- Original receipt of a foreign travel liability insurance policy
- Original receipt or a copy of the credit card statement in which items 6 and 7 in Application guideline 5 on “Expenses covered by the grant” are described

Please submit the following documents within a month upon return:

- Report on completion of the short-stay study abroad program (Form 2-4)
(In principle, this final report will be posted on SOKENDAI’s website.)
- 2) When the outcome of the study is published in any format, such as an article, the participant must acknowledge clearly that the study has been supported by this program.
 - 3) The participant must make a written or an oral report when requested by the University.

6. POINTS OF CONCERN

- 1) The participant must sign up for an overseas travel insurance.
- 2) The participant must sign up for a health insurance in the destination country, if required by the receiving university or institute.
- 3) SOKENDAI is not responsible for damage (including the infliction of injury to another intentionally or accidentally) and/or accidents (including theft through inattention) during the participant’s stay.
- 4) SOKENDAI is not responsible for damage through fate (e.g., a natural disaster, fire, and an epidemic), damage as a result of negligence (loss, fraud, disease, and injury), and/or damage caused by breaking the law.
- 5) For this short-stay study abroad program, no adjustment to the school register is necessary.

- 6) In principle, participants cannot change his/her schedule after selection. For an unavoidable reason, participants must submit the designated form one month before his/her departure.
- 7) When a significant modification of the plan (including budget plan) occurs, the selection can be forfeited.

CONTACT INFORMATION

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(Reference) Program to send students abroad etc. (FY 2017)

	THE SHORT-STAY ABROAD PROGRAM	INTERNSHIP PROGRAM
OBJECTIVE	This program is designed to financially support students who wish to study abroad in association with international collaborative research activities (a curriculum of a school or a lecture course, etc.), with the underlying objective of improving their quality of doctoral dissertation with global perspectives.	This program is designed to financially support students who wish to participate in international collaborative and field research activities in universities, institutes, or companies in Japan or abroad for their future career development. The underlying objective of the program is to foster researchers with high expertise and broad perspectives, and promote an understanding of cross-disciplinary cooperation and social relationships. ※An applicant must have a host professor or a person in charge at the receiving universities, institutes, or companies.
QUALIFICATION REQUIREMENTS	An applicants must be enrolled in SOKENDAI (the Graduate University for Advanced Studies) as a degree-seeking students, except for those students taking a year or term off school. The Students who have not yet never participated in this program or Internship program are prioritized in the selection process. Participant(s) who have previously participated joined in this program or Internship program can also apply with a grant up to JPY 800,000	An applicants must be enrolled in SOKENDAI (the Graduate University for Advanced Studies) as a degree-seeking students, except for those students taking a year or term off school. The Students who have not yet never participated in this program or Internship program are prioritized in the selection process.
PERIOD OF STUDY	As a rule, the period of stay is a minimum of 14 and a maximum of 29 consecutive days. Participants must plan to return no later than March 7, 2018.	As a rule, the period of stay is a minimum of 30 consecutive days. The participants must plan to return no later than March 7, 2018.
AMOUNT OF GRANT	A maximum of JPY 400,000 per grant	A maximum of JPY 1,000,000 per grant