



# THE SHORT-STAY ABROAD PROGRAM IN FY 2015

## INDEX

Application guideline.....	2
1. Objective.....	2
2. Qualification requirements .....	2
3. Period of study.....	2
4. Amount of grant .....	2
5. Expenses covered by the grant.....	2
6. Selection system .....	3
7. Using combined budget .....	3
Application process.....	4
1. Application documents .....	4
2. Application deadline .....	4
Process after selection .....	4
1. Result notification .....	4
2. Grants.....	4
3. Prior to departure.....	5
4. During the stay abroad.....	6
5. After returning to Japan .....	6
6. Points of concern .....	7
Contact Info.....	7

## APPLICATION GUIDELINE

### 1. OBJECTIVE

This program is designed to financially support a student(s) who wishes to study abroad in association with international collaborative research activities and international research ability promotion programs (a curriculum of a school or a lecture course(s), etc.) with the underlying objective of fostering researchers with global perspectives.

### 2. QUALIFICATION REQUIREMENTS

An applicant must be enrolled in SOKENDAI (the Graduate University for Advanced Studies) as a degree-seeking student (except students taking a year or term off school). The students who participated in this program before cannot apply again.

### 3. PERIOD OF STUDY

As a rule, the period of stay is to be 2 weeks or more. The participant(s) should plan to return no later than February 29<sup>th</sup>, 2016.

### 4. AMOUNT OF GRANT

Less than 4 weeks of the period of study: Maximum of 400,000 Yen per grant

4 weeks or more of the period of study: Maximum of 600,000 Yen per grant

\*The number of applicants per school is limited to 2. For the 3<sup>rd</sup> application period, the number of applicants per school is not limited.

### 5. EXPENSES COVERED BY THE GRANT

- 1) Domestic travel expense(s) to/from an applicant's department to/from the nearest international airport
- 2) Round-trip economy-class international airfare(s)
- 3) Accommodation fee(s) [flat fee]

- i. In case of staying at a hotel :
    - Area[1]- ¥12,800 per day
    - Area[2]- ¥10,320 per day
    - Area[3]- ¥9,280 per day
    - (Please see Form1-3 for “Areas”).
  - ii. In case the participant can manage less than the unit price indicated in (i) above, staying at accommodations other than hotels (e.g. receiving university’s accommodation, students’ dormitory, reasonable apartment, etc): An amount equivalent to actual costs (Adjustments will be made based on the receipts after returning to Japan if necessary.)
- 4) Overseas travel insurance cost(s) including liability coverage [the participant(s) should take out insurance him/herself]
  - 5) Expenses for public transportation from city to city, visa fee, will be covered within the grant assigned. Passport fee isn’t covered.
  - 6) Other expenses which are essential for executing the program (copy fees, costs of seminars, registration fee, facility fee at the receiving university/institute, luggage handling charge) will be covered within the grant assigned.

Note) The grant of 6) is not for grantees of JSPS Research Fellowship for young scientists

## 6. SELECTION SYSTEM

Based on the application documents, the Committee for Promotion of International Affairs reviews and approves applications and the amount of each grant. The number of grants in each department will be considered to be balanced.

## 7. USING COMBINED BUDGET

- 1) An applicant who wishes to use some budget from the research institute he/she belongs to, should confirm with the accounting department of the institute whether it is acceptable or not.
- 2) When this program and Institute business are to be carried out in one trip, please make a plan clearly dividing up the tasks and submit it beforehand.
- 3) It is possible for an applicant to get a scholarship or an external research fund, etc on his/her own to combine with this fund.

## APPLICATION PROCESS

### 1. APPLICATION DOCUMENTS

- 1) Application Form (Form1-1)
  - 2) Letter of Recommendation (Form1-2)
  - 3) Financial Plan (Form 1-3)
  - 4) Pledge (Form 1-4)
  - 5) Detailed Itinerary (Form 1-5)
  - 6) Letter of Acceptance (including the signature of the Head of the department or the supervising professor of the receiving university/institute using its letter head)
  - 7) Estimate for round-trip airfare
  - 8) Estimate for accommodation fee
- ※ If it is difficult to submit the document 7) or 8) by the application deadline, please inform the International Affairs Section.

### 2. APPLICATION DEADLINE

- 1<sup>st</sup> selection: April 30<sup>th</sup>, 2015 (Departure date should be on or after June 1<sup>st</sup>, 2015)
  - 2<sup>nd</sup> selection: July 17<sup>th</sup>, 2015 (Departure date should be on or after August 17<sup>th</sup>, 2015)
  - 3<sup>rd</sup> selection: October 16<sup>th</sup>, 2015 (Departure date should be on or after November 16<sup>th</sup>, 2015)
- ※ 2<sup>nd</sup> and 3<sup>rd</sup> selection may be cancelled depending on circumstances.
- ※ For the 3<sup>rd</sup> application period, the number of applicants per school is not limited.

## 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 4 weeks prior to his/her departure.

- 1) Estimate for round-trip airfare 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 1) contains the flight number and the date, 2) is not necessary.
- 3) Detailed Itinerary (if participant has changed his/her plan after submitting Form 1-5.)
- 4) Estimate for accommodation fee, or material which can be basis for accommodation fee calculation, if there is any change since the submission of application (for participants planning to stay at accommodations other than hotels (e.g. receiving university's accommodation, a students' dormitory, a reasonable apartment, etc) )
- 5) Registration for savings account form (if participant has not submitted it yet)

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

In case of not submitting the documents in time, the funds would be paid after his/her return.

In addition to the travel expenses and the accommodation fees, the expenses which are previously described in 【Application guideline】 5. Expenses covered by the grant (4), (5) and (6) will be paid after he/she returns and submits the receipts, which need to be examined whether they are appropriate or not.

### 3. PRIOR TO DEPARTURE

- 1) The participant is responsible for arranging all details him/her self;
  - submitting documents required by the receiving university/institute
  - obtaining a passport and visa
  - organizing a ticket
- 2) The participant should identify the need for a visa on the website of the embassy of the country he/she plans to visit. After identifying, he/she should confirm it with the receiving supervisor.
- 3) The participant has to submit a copy of a foreign travel liability insurance Policy (self-insured).
- 4) The participant has to submit a Preliminary Report for the short-stay study abroad program (Form2-1).

- 5) The participant has to submit “Notice Visit to Foreign countries” to his/her department office.
- 6) The Scholarship student has to submit the necessary notification for leaving Japan.
- 7) The participant has to submit a Consent form for posting Monthly report(s) and Final report on SOKENDAI’s website (Form 2-2).

#### 4. DURING THE STAY ABROAD

The participant has to submit a Monthly report (Form2-3) to SOKENDAI and his/her supervising professor once a month if he/she stays abroad over a month. (In principle, this monthly report will be posted on SOKENDAI’s website.)

Please hand in any changes to the Preliminary Report (Form 2-1) as they arise. Also, please apply for diplomatic missions abroad residence status if such changes make it necessary.

#### 5. AFTER RETURNING TO JAPAN

- 1) Documents to be submitted

Please submit the following documents within 7 days of returning:

- Original boarding pass stubs (please keep them in your possession for submission)
- Original receipt of your air travel(s)
- Original receipt of accommodation fee in case you stay at other than hotels (receiving university’s accommodation, a students’ dormitory, a reasonable apartment, etc)
- Original receipt of a foreign travel liability insurance Policy
- Copy of certificate to participate in international research ability promotion programs

(if any)

- Original receipt of which are described in 【Application guideline】 5. Expenses covered by the grant (4), (5) and (6).

Please submit the following documents within a month of returning:

- Report on completion of the short-stay study abroad program  
(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 a paper, the participant needs to clearly acknowledge that the study was supported by this program.
- 3) The participant needs to make a written or oral report(s) when requested by the University.

## 6. POINTS OF CONCERN

- 1) The participant should sign up for health insurance for the destination country, if required by the receiving university or institute.
- 2) SOKENDAI is not responsible for damage (including the infliction of injury to another intentionally or negligently) and/or accidents (including theft through inattention) during the participant's stay.
- 3) SOKENDAI is not responsible for damage through fate (natural disaster, fire disaster and epidemic), damage due to negligence (loss, fraud, disease and injury), and/or damage caused through breaking the law.
- 4) For this short-stay study abroad program, no adjustment to the school register is necessary.
- 5) Participants who would like to change his/her schedule after selection should submit the designated form.
- 6) When a big modification of the plan (included budget plan) arises, the selection can be forfeited.

## CONTACT INFO

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