

July 20, 2020

To Students at the Graduate School of Science
Students at the Graduate School of Science and Engineering

2nd Call for Applications for the 2020 Graduate Students Participation in International Academic Conferences Financial Support Program

Tokyo Metropolitan University Graduate School will call for applications for this program as follows. Student applicants should submit required application documents by the deadline.

1 Prescribed forms and program information

Download the following forms from International Center/International Affairs Office Website:

< http://www.ic.tmu.ac.jp/study_overseas/int_conference.html >

- ① Program Participation Plan (Form 3)
- ② Statement of Estimated Expenses (Form 4)
- ③ Statement of Reason for Attending to Business in Connection with Research (Form 5)
- ④ Program Report (Form 8)
- ⑤ Application Documents Checklist
- ⑥ Airfare Estimate Supporting Document
- ⑦ Qs & As

2 Documents to be submitted

- Forms ①, ② and ⑤: 1 copy for each (Fill the form ② on a PC and print it.)
- Form ③ (if applicable): 1 copy
- Conference brochures and other materials on the conference: 1 copy
- Airfare Estimate Supporting Document: 1 copy

3 Application deadline & where to submit

(1) **Deadline: 17:00 September 1, 2020**

* In principle, applications will not be accepted if the deadline has passed.

(2) **Submit to: Academic Affairs Section of Science (2nd Floor, Building No.8)**

4 Program content (Program implementation outlines)

(1) Applicant Eligibility

Applicants must be students of TMU Graduate School (in principle, doctoral students), meet all of the following requirements and be able to leave for a conference during the period of October 1, 2020 – March 31, 2021.

Applicants must:

- A) Be enrolled in TMU Graduate School during the period of participation in a conference; those on leave of absence are not eligible.
- B) Be academically excellent.
- C) Be expected to achieve significant results for research and education by assuming an important role of delivering lectures and/or making a research presentation at academic conferences overseas.

(2) Period of Participation

The Period must be of the days of a conference plus the days deemed necessary for traveling:

As a rule, the maximum period should include one day before and after the conference plus the period of conference itself.

However, the applicant may add the days necessary to engage in research activity before/after the conference, only when the Dean of Graduate School approves.

In this case, applicants must consult with Supervisor and Academic Affairs Section of Science in advance, and get approval from the Dean and submit necessary documents. In principle, applicants are not allowed to add any extra days for research activity once the selection of the recipients is completed.

(3) Provision of Financial Support

Recipients (students) will be provided with the fund deemed equivalent to the actual cost of following items in accordance with the period of participation within the maximum amount (Asia: 150,000 yen, Other regions: 300,000 yen). For more details about the classification “Asia/Other regions”, see the “Statement of Estimated Expenses” (Form 4).

- A) Round trip airfare (economy class, including fuel surcharges)
- B) Transportation expenses in Japan
- C) Accommodation fees (however, excluding the nights on board and the nights which the Recipient spends to attend to the business)
- D) Expenses for vaccination, visa application, airport service facilities charges, and exit/entry tax

- The airfare will be calculated based on the estimated amount submitted at the time of the application, which should be based on the flight to be made on the most economical and standard route.
- Transportation expenses in Japan must be the amount to cover a roundtrip by train between the airport and the nearest train station to the TMU Graduate School campus where the recipient is enrolled.
- Accommodation fees will be calculated pursuant to the Article 35 of the Transportation Expenses Rules and Regulations set forth by the Tokyo Metropolitan University, Public University Corporation (based on the provision set forth for assistant professors.)
Find the classified rank of the country / city where you will stay in the table of 「会議開催地域区分一覧表」 on the tab 「会議開催地域区分一覧表」 in the Excel file of the “Statement of Estimated Expenses” (Form 4).

(4) Notification of the result of selection

The President will select a Recipient Student based on recommendation by the Dean, and notify the supervisor from Academic Affairs Section of Science on around of **the beginning of October 2020.***

***Please be noted that in light of the global pandemic of COVID-19, the financial support could be canceled in order to ensure your health and safety.**

(5) Submission of program report

The recipient must submit a Program Report (Form 8), a stub of the air ticket, a receipt of airfare and proof of participation in conference (a copy of registration) to Academic Affairs Section of Science within one month after returning to Japan.

(6) Overseas Travel Insurance

Students who will participate this program must buy an overseas travel insurance.

Contact: Yukito Kono Academic Affairs Section of Science Administrative Affairs Division of Sciences (2 nd Floor, Building No.8) Direct Line: 042-677-2444 Ext.: 3022 E-mail: rikou.r@jmj.tmu.ac.jp
