**[Second Offer] FY2018 Grant for Study Abroad Program Operation**

**Information and Application Procedures**

\*We are not offering support for students this time

International Office / Center for International Education

June 22, 2018

**1. Objective**

In order to promote international education and exchange among Waseda students, Waseda University has set up a program to help defray travel expenses incurred by full-time instructors acting as program coordinators and leaders of educational activities overseas. Such educational activities must be intended for Waseda students, and take place between Waseda and overseas partner universities and research institutions.

**2. Conditions for Support**

All of the following requirements must be met:

(1) The program must be an educational activity for/by Waseda students (including giving presentations at academic conferences) ;

(2) The program must be carried out primarily between Waseda and universities/research institutions/companies with which Waseda has established inter-university/departmental partnership agreements;

(3) The program must not be for the purposes of the professor’s personal research; and

(4) Five or more students must participate. If more than one professor is supervising the same program, five or more students per professor must participate. However, if the program is a part of a class curriculum and participation in the program is mandatory to obtain credits, participating students can number less than five.

**3. Duration**

July 2018 – March 2019

**4. Details of Financial Support**

 (1) Funds provided by this program may be used to pay for:

Round-trip air fare (actual cost), various local travel expenses (actual cost) necessary for conducting the program, daily expenses, accommodation fees (actual cost). You may not use the contribtion to pay for the support of staff from partner institutions. If you are attending the program in the capacity of an official school business trip, you will not be able to reiceve financial support from this program.

(2) Amount of Payment

The amount of support will be decided according to the “Regulations on Allowances, etc. for Persons Dispatched Overseas” and “学会・研究出張に係る旅費等に関する運用・算出基準 (\* In Japanese Only)”. If there are additional charges (fees for cancellation, change and other unexpected expenditures) imposed, list the fees with the reasons and submit the document to Dean of the International Affairs Division. The Dean will decide whether the University covers the extra charge or not.

Areas in East or South-east Asia Maximum of \200,000 per program

Areas beyond East or South-east Asia Maximum of \300,000 per program

**5. Eligibility**

The applicant must be a full-time faculty member who has given one of the following statuses from Waseda University: Professor, Associate Professor, Assistant Professor, and Professor without tenure and Associate Professor without tenure, Assistant Professor without tenure, and Teacher (Affiliated Senior High School). The applicant who is or will receive a sabbatical leave within FY2018 is not eligible.

**6. Application Procedures**

(1)Please download the application form (Form 1) from the link below:

https://waseda-research-portal.jp/conference/student-lead/

(2)Please send the application form (Form 1) through email to either of the two following addresses:

h.usukura@waseda.jp or f.yajima@kurenai.waseda.jp.

\*If more than one professor will be leading a single program, each instructor should fill out a separate application form (Form 1) and fill in the “Waseda faculty member(s) in charge” column.

**7. Application Period**　**※No late applications will be accepted, regardless of reason.**

**June 22nd (Fri.), 2018 ― July 22nd (Sun.), 2018 23:59 (Strictly Observed)**

**8. Screening Procedures and Notification of Results**

Screening will be conducted on the basis of how well the application matches the aims and requirements of this program. The results of the screening will be sent by the International Affairs Division to Professors and/or affiliated department offices by the beginning of August.

**9. Procedures Prior to Departure**

(1) Please download the following documents from the website listed in Section 6 above.

 -“**List of Students Participating in the Program**” (Form 2)

 \*Please resubmit if any changes to this list occur after submission

 -“F**Y2018 Grant for Study Abroad Program Operation Program Itinerary/Accommodation**” (Form 3)

\*Please instruct participating students to pass this information on to their parents, guardians or other financial guarantors before departure.

(2) Please submit the two forms listed in (1) above two weeks before your scheduled departure. Form 2 can be submitted by your affiliated office directly to the CIE by internal mail; Form 3 should be submitted by email to either of the following two addresses: h.usukura@waseda.jp and f.yajima@kurenai.waseda.jp. If two or more professors will be leading a single program, these forms may be submitted jointly.

(3) All other documentation ordinarily required for official overseas travel must be submitted to applicant’s affiliated office as usual.

**10. Insurance for Overseas Travel**

All students travelling overseas on official school programs are required to purchase a travel insurance policy designated by the university. Therefore, we ask all professors leading such projects to have each student fill out an “Overseas Travel Insurance Application Form” with an attached “proof of payment” receipt and to submit these along with the **“List of Students who will be travelling abroad”** (Form 2) to the office which manages your subject. Furthermore, Professors and supervising faculty are also required to complete all paperwork relevant to overseas trips and to be covered by overseas travel insurance as well.

<For inquiries related to the overseas travel insurance>

Campus Insurance Center

(Address) 4F Okuma Square Building, 1-9-12 Nishiwaseda, Shinjyuku-ku, Tokyo

(TEL) 03-5272-3475 (Email) hoken@waseda-pm.com (Office Hour) 9:00-17:30 (Monday – Friday)

**11. Report (upon returning to Japan)**

 (1)Please download the “**Post-program Report FY2018 Grant for Study Abroad Program Operation” (Form 4)** from Section 6 above.

(2)Please fill out and submit this form by email either to h.usukura@waseda.jp or f.yajima@kurenai.waseda.jp within one month of your return. If your program was conducted near the end of the academic year, please submit this report before the beginning of the next academic year. If more than one professor led the overseas project, this form may be submitted jointly.

**12. Notes**

・If for any reason the program is cancelled or modified after financial support has been decided, please report this immediately both to your affiliated school office and to the International Affairs division via e-mail.

・Failure to submit documents within the designated deadlines, as well as sudden cancellations after selection can have a negative effect on future applications.

・Please be sure to regularly check the following websites for up-to-date information related to the safety and stability of your intended destination.

<https://www.ezairyu.mofa.go.jp/tabireg/> <http://www.anzen.mofa.go.jp/>

・If your participation in a program applicable for financial support overlaps with other unrelated business overseas, please be sure to document these expenses separately.

・If you are applying for support for 2 or more overseas programs, please be sure to indicate the order of priority that these projects have for you.

・Overseas programs that have overlapping dates will be regarded as one program.

International Affairs Division

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(In charge of: Faculty of Poltical Science and Economics; Faculty of Law; Faculty of Letters, Arts and Sciences; Faculty of Education and Integrated Arts and Sciences; Faculty of Commerce; and Faculty of Science and Engineering)

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