**FY2017 General Guidelines**

**Overseas Research Travel Grant Program for**

**Master’s/Doctoral Course Students**

August, 2017

International Office, International Affairs Division

1. Purpose

Expecting to reduce curriculum barriers to participation in programs for study abroad, overseas internships and fieldtrips and academic events organized by international consortiums outside Japan and increase opportunities for students in master’s or doctoral courses to join international research projects, Waseda University offers financial support for overseas travel expenses to encourage those students to stay at overseas academic institutions and complete their dissertation.

1. Program Period

The recipient must depart from Japan during the period from April 1, 2017 to March 31, 2018. When the recipient is staying at an academic institution (university, international organization, private research institution, the duration of the stay must be no less than 14 days. The recipient is allowed to arrive in Japan after March 31, 2018 (in the next fiscal year).

Note: The support grant will be given to the recipient only one time during a fiscal year.

1. Travel Destination

Academic institutions overseas (universities, international organizations, private research institutions etc.) or International consortiums (APRU, ASEAN+3 UNet, U21, USJI, VIU etc.)

\*Waseda must be a member of the consortium based on a university-wide agreement

1. Eligibility

When applying for the grant, the applicant must satisfy the following conditions.

1. The applicant must be a regular student enrolled at the Graduate School (Master’s programs, Professional degree courses, doctoral programs) of Waseda University;
2. The applicant must have a solid research plan for his
3. /her overseas research travel;
4. The applicant must obtain written consent from the host institution/faculty member (with the signature) prior to the application. When the applicant is participating an academic event organized by an international consortium, he/she must obtain an invitation letter or proof of his/her registration to the event;
5. The applicant must obtain approval from his/her supervisor at Waseda prior to the application; and
6. The applicant’s dissertation must include the output obtained from the research activities through the program.

\*Internships without research plans or overseas field trips that do not involve host institutions are not eligible for the grant.

 7) The applicant must depart on or after the 11th day of the next month of your application month. Also, the applicant must complete the procedure 6-3) below before departure.

1. Grant Amount

The recipient will be given financial support for his/her round-trip airfare (economy class).

1. For countries and regions in \*East Asia/South East Asia, the maximum amount is 100,000yen.

\*China (including Taiwan, Hong Kong, Macao), South Korea, Mongolia, Indonesia, Cambodia, Singapore, Thai, East Timor, the Philippines, Brunei, Vietnam, Malaysia, Myanmar, Laos

1. For other countries and regions, the maximum amount is 150,000yen.
2. Flow of Application/Selection
3. The applicant fills in the online application form (My Waseda) and upload a letter signed by his/her host institution/faculty member. The closing date for the application is strictly at 17:00 of the last day of the month.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=kd6qrz1vu75Dxe_Lf0oASg>

1. At the beginning of the next month of the application, the International Office informs the applicant and his/her department of the selection results and allocates the grant to the department office.
2. The recipient submits “指定海外旅行保険加入手続き”, “出張申請書や留学届等の海外渡航に係る届出書”, “学校施設外活動届” and “invoice or receipt of the air ticket for the travel” to his/her department office.

When arriving in Japan within this fiscal year:

1. The recipient submits a post program report after arriving in Japan on My Waseda.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=deuMOwyMEIafBliMfY28cQ>

1. The recipient submits the plane ticket stub to the office of his/her department.
2. The office of the recipient collects all of the necessary items and proceeds with the payment process.

When arriving in Japan in the following fiscal year:

1. The office of the recipient collects all of the necessary items and proceeds with the payment process.
2. The recipient submits a post program report after arriving in Japan on My Waseda.

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=deuMOwyMEIafBliMfY28cQ>

1. The recipient submits the plane ticket stub to the office of his/her department.

\* When arriving in Japan in the following fiscal year, the recipient submits “invoice or receipt of the air ticket for the travel” to his/her department office to complete the payment process within this fiscal year.

Overseas Travel Insurance

The program participants are obligated to purchase an overseas travel insurance plan as designated by Waseda University on their own responsibility for the insurance fee. Each of the participants needs to submit “Overseas Travel Insurance Application Form (must be filled out by the participant him/herself and accompanied by a copy of the receipt for the insurance fee)” to the office of their department.

<Inquiries regarding travel insurance>

Campus Insurance Center Inc.

- (Address) 3F Nakaba Building, 9 Babashita-cho, Shinjyuku-ku, Tokyo 162-0045

- (TEL) 03-5272-3475

- (Email) hoken@waseda-pm.com

- (Office Hour) 9:00-17:30 (Monday – Friday)

1. Important Note
2. If the recipient fails to submit a post program report within one month after his/her arrival in Japan, he/she must return the entire fund he/she was given for the program.
3. The grant will continue to be available until February 28, 2018; however, the university will stop the funding when the maximum allocation limit for the fiscal year is reached.

|  |  |
| --- | --- |
| Applicants’/Participants’ Affiliation | Contact |
| Graduate School of Political Science, Graduate School of Economics, Graduate School of Public Management, Graduate School of Law, Waseda Law School, Graduate School of Letters, Arts and Sciences, Graduate School of Education, Graduate School of Teacher Education, Graduate School of Accountancy, Graduate School of Business and Finance, Graduate School of Commerce, Graduate School of Social Sciences, Graduate School of Human Sciences、Graduate School of Sport Sciences, Graduate School of Asia-Pacific Studies | Matsukura (Ms.)TEL: 03-3203-7747Ext. 71-2189 |
| Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, Graduate School of Advanced Science and Engineering、Graduate School of Global Information and Telecommunication Studies、Graduate School of Environment and Energy Engineering、Graduate School of Information, Production and System, Graduate School of International Culture and Communication Studies, Graduate School of Japanese Applied Linguistics | Usukura (Mr.)TEL: 03-3203-7747Ext. 71-2164 |