FY2018 Specified Partnership-based Researcher Exchange Program

FY2018 Faculty Exchange Program

**Application Guideline**

June 2017

International Office, International Affairs Division

Application for the FY2018 Specified Partnership-based Researcher Exchange Program is now open. The program is aimed at sending Waseda’s faculty members to its overseas partner institutions that hold a particular faculty exchange framework with Waseda. Partner institutions in the program are as follows. Please find the details in the table below.

1. Program Details

< Specified Partnership-based Researcher Exchange Program >

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partner Institutions | Number of Participants  /  Exchange Period | Application  Deadline | Start/End of Exchange | Allowance for Expenses | | Provision of Lodging | Notes |
| Paid by  Waseda | Paid by  Host Institution |
| Foundation Nationale des Sciences Politiques (FNSP) /Institut d'Etudes Politiques de Paris (IEP) | One or more (under 65 years of age)  /  Up to a maximum of 4 months (Adding up all of the participants’ exchange period)  \*Each participant can stay up to a maximum of 2 months | 6 months prior to the start of the exchange | 2018/4-  2019/3 | Round-trip Travel Expenses (actual expenses):  Up to a maximum of 300,000yen | 3,000-3,900euro per month  (FNSP/IEP decides the amount) | Not Provided (Assistance in finding appropriate lodging offered) | \*FNSP/IEP can request its exchange participants to teach 6 hours per month. |
| The Chinese University of Hong Kong | One  /  One week | 2018/3/31 | 2018/8/1-  2019/7/31 | Round-trip Travel Expenses (actual expenses):  Up to a maximum of 200,000yen | Not Provided | Provided for free |  |
| Indiana University (Bloomington Campus, Indianapolis Campus) | One  /  One month | 4 months prior to the start of the exchange | 2018/9-  2019/8 | Round-trip Travel Expenses (actual expenses):  Up to a maximum of 300,000yen | Not Provided | Not Provided (Assistance in finding appropriate lodging offered) |  |

<Eligibility> When applying for the grant, the applicant must understand and satisfy all of the following conditions.

1. The applicant must be a full-time faculty member of Waseda University. (Professor/Associate Professor/Assistant Professor/Professor without tenure/Associate Professor without tenure/Assistant Professor without tenure/Research Associate)
2. The applicant must obtain consent of the collaborator or host researcher before applying for the program.
3. The applicant him/herself must study how to apply for his/her visa and collect necessary information because requirements and the application form differ depending on the country.
4. The exchange period will differ depending on the rules at each host institution. The exchange period for participants who are responsible for instruction in their courses must be shorter than one month. When part-time lecturers are hired as a replacement for an exchange participant, they will be remunerated for the work; however, the number of classes they will be teaching must not exceed the number of classes taught by part-time lecturers in the previous fiscal year.
5. If the applicant has been chosen for the program at Waseda, he/she must obtain his/her application document from the host university and submit it to the institution by the deadline set by the institution.
6. The participant must visit the host institution’s website below to obtain the application document and learn the latest instructions.
7. The exchange period will not be extended.
8. The applicant must not be on/be taking sabbatical leave within the same fiscal year of the program.
9. The participant will be considered as being on an overseas business trip during the program; therefore, he/she must complete necessary procedures for overseas research trips.

<Websites>

* Institut d'Etudes Politiques de Paris (IEP):

No website (The International Office will provide contact information for the host institution)

* The Chinese University of Hong Kong:

<http://www.oal.cuhk.edu.hk/index.php/component/content/article/13-globalresearch/997-sfep1718>

* Indiana University:

lhttps://partner.iu.edu/opportunities/faculty/incoming.html

1. Faculty Exchange Program

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Partner Institutions | Number of Participants  /  Exchange Period | Start/End of Exchange | Allowance for Expenses | | Provision of Lodging | Notes |
| Paid by  Waseda | Paid by  Host Institution |
| GLCA/ACM  (27 member institutions) | One  /  One Semester or 9 months | 2018/9-  2019/8 | Preparation Allowance: 150,000yen (100,000yen when the exchange period is shorter than 3 months)  Round-trip Travel Expenses (actual expenses):  Up to a maximum of 400,000yen | Up to a total of 17,500USD per year  \*1,000USD for research activities  \*3,500-5,000USD per course as faculty salary  (When the exchange period is shorter than 1 year, the amount is prorated)  \*Airport pick-up/drop-off service is provided | Provided for free | \*The exchange faculty will be given the status of Visiting Professor at the host university.  \*During the exchange period, the exchange faculty must visit three or four member institutions other than the host university of the program to stay for several days. |

<Eligibility> When applying for the grant, the applicant must understand and satisfy all of the following conditions.

1. The applicant must be a tenured faculty member of Waseda University (Professor/Associate Professor/Assistant Professor) and under 45 years of age as of April 1st of the program year.
2. The applicant him/herself must study how to apply for his/her visa and collect necessary information because requirements and the application form differ depending on the country.
3. The exchange period will differ depending on the rules at each host institution. The director of the exchange participant’s department decides whether part-time lecturers will be hired as a replacement for the participant.
4. The exchange period will not be extended.
5. The applicant is not allowed to take sabbatical leave within the same fiscal year of the program. Furthermore, the applicant must not be on sabbatical leave given in the previous fiscal year.
6. The participant will be considered as “Exchange Professor” during the program.
7. Application Deadline

Application documents must be submitted to the International Office **by July 21, 2017 (17:00)**.

Note: Each department has a different due date.

1. Application Procedure

Applicants are required to visit [**http://www.waseda.jp/rps/fas/index.html**](http://www.waseda.jp/rps/fas/index.html) to download a form named “Research/Teaching Plan Summary” under “FY2018 Specified Partnership-based Researcher Exchange Program” and submit it to the office of their department. In the “Research/Teaching Plan Summary”, applicants are required to present why they need to participate in the program, including how the participation contributes to their current research and how significantly the program is expected to expand the research in the future. The name of the research collaborator(s) and the host faculty must also be stated in the “Research/Teaching Plan Summary”. The applicants’ age presented in the application documents must be as of April 1st in the year of the program.

1. Flow from Selection to Nomination
2. Applicants submit their “Research/Teaching Plan Summary” to the office of their department.
3. Each office collects the documents and submits them to the International Office along with a statement letter of the director of its department (free format) by July 21, 2017.
4. Waseda’s internal committee selects and nominates the candidates.
5. The International Office sends the selection results to the applicants and the director of their department by the end of August 2017.
6. Exchange candidates collect necessary application information and submit their application documents to their host institution by the deadline set by each institution.

\*When an official request from Waseda University is required, contact the International Office.

1. Exchange candidates obtain a letter of acceptance from the host institution and submit it to the International Office.

\*Until the host institution agrees to accept the candidate, the exchange will not be officially approved at Waseda.

1. The grant is allocated to the department of each candidate.
2. In the Specified Partnership-based Researcher Exchange Program, the candidates must complete necessary procedures for overseas business trips at the office of their department.
3. In the Faculty Exchange Program, the candidates must submit 「誓約書および出発届」, a form providing basic information regarding the research trip as well as making a pledge to follow the rules set by Waseda and the host institution, to the office of their department.
4. The participants must submit a “Research Trip Report「海外出張報告書」” to the office of their department immediately after they return to Japan.

Inquiries:

International Office, International Affairs Division

Matsukura (71-2189, h.nakagawa3@kurenai.waseda.jp)

Usukura (71-2164, h.usukura@waseda.jp)

YYYY　 　MM　 　DD

　　　　　　　　　　　　　　　　　　　　 Director Approved

To President of Waseda University

Department:

Status:

Name: Signature

　　　　　　　　 　　　Age: years old (as of April 1st, 20 )

**Research/Teaching Plan Summary**

FY2017 Specified Partnership-based Researcher Exchange Program

FY2017 Faculty Exchange Program

1. Period of Exchange:

(Departing on) YYYY MM DD

(Returning on) YYYY MM DD ( days)

1. Host Institution for the Exchange Program:

(Country)

(Institution)

\*When applying for the “Specified Partnership-based Researcher Exchange Program”, please also provide the following three (a, b, c) items.

(a) Name/Title of the host faculty and research collaborator(s)

(b) Department of the host faculty and research collaborator(s)

(c) Email address of the host faculty and research collaborator(s)

1. Research/Teaching Plan Summary:

(Theme)

(Content)

\*\*\* The statement may be presented over multiple pages.