**【NEW】FY2018 Grant for Study Abroad Program Operation**

**Information and Application Procedures**

International Office / Center for International Education

March 1, 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. Furthermore, in order to further the goals outlined above, we will also help to defray travel expenses for students as well.

**2. Conditions for Support**

Support for Professors

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.

Support for Students

All of the following requirements must be met.

(1)The professor leading the overseas program must be selected as a recipient of financial support.

(2)The overseas program must be a part of a class (including lectures, seminars and research instruction) led by the professor.

(3)The expenses incurred by the participating students must be more than the contribution offered through this Support Program.

\*Even if a participating student is receiving support from other programs, we consider the student to be meeting the requirement if the student is paying 20,000 yen/30,000 yen or more by himself/herself.

**3. Duration**

Support for Professors

April 2018 – March 2019 (Programs that will take place in April–May 2018 can receive support retroactively)

Support for Students

April 1, 2018 – February 28, 2019

As a rule, the supervising professor must submit the “**Post-program Report FY2018 Grant for Study Abroad Program Operation (Form4)**” and the “**List of Students who Completed Overseas Activities (Form5)**” by the end of February. If the documents cannot be submitted before this deadline, support will be decided by prior consulation on a case-by-case basis.

**4. Details of Financial Support**

Support for Professors

(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

Support for Students

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

Round-trip airfare, various local travel expenses necessary for the program, accomodaton fees.

(2) Amount of payment

Areas in East or South-east Asia Maximum of \20,000 per student

Areas beyond East or South-east Asia Maximum of \30,000 per student

**5. Elligiblity**

Support for Professors

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.

Support for Students

Full time students at Waseda University , students at Waseda University Art and Architecture School, Waseda University Senior High School, or Waseda University Honjo Senior High School, who are taking a relevant class from a professor who qualifies for this support program.

**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.

\*If you wish to apply for support for participating students as well, please check the appropriate box on Form 1 indicating this desire: “yes”.

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

**March 1st (Thur.), 2018 ― April 27th (Fri.), 2018 23:59 (Strictly Observed)**

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

Screening will be conducted on the basis of how well the appliction matches the aims and requirements of this program.

Support for Professors

The results of the screening will be sent by the International Affairs Division to Professors and/or affiliated department offices by the middle of May.

Support for Students

Screening results will be sent by the Center for International Education to supervising professors, supervising professor’s department office and students’ affiliated department offices by the middle of May.

**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. Insurace 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. Please be aware that payment of any applicable insurance fees is the student’s responsibility. 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)**

Support for Professors

(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.

Support for Students

 (1)Within one month of departure (for programs that start in March, deadline of submission of documents is within the academic year), applicants must submit the “Application form for Student Suppot (form 5)” and stubs of airline tickets of all participating students (passenger name and boarding date must be clearly printed) to the Center for International Education (CIE).

 \*Students who canceled their participation, or left for home before the completion of the program will not be eligible for reimbursement.

\*Once the designated documents are submitted to CIE office, CIE will pay the scholarship into students’ bank account within 2 months later.

**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(and Center for International Education if financial support is applied for students) via e-mail. At such time, please be sure to include both the details of the program and any students who have also applied for assistance as participants on this program.

・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 remind your students that they will be reimbursed within 2 or 3 months later upon their return to Japan.

・Please be sure to regularly check the following websites for up-to-date information realted 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.

Support for Professors (International Affairs Division)

**Ms. Fusae Yajima** (f.yajima@kurenai.waseda.jp / TEL 03-3203-7747 / Ext. 71-2161)

(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)

**Mr. Hajime Usukura** (h.usukura@waseda.jp /TEL 03-3203-7747 / Ext. 71-2164)

(In charge of: Faculty of Social Sciences; Faculty of Human Sciences; Faculty of Sports Science; Faculty of International Research and Education; Affiliated Schools; and others)

Support for Students (Center for International Education)

**Scholarship Team**（out-scholarship@list.waseda.jp/ TEL03-3203-6427 / Ext.71-5768)

※Language: In the event of any difference or inconsistency between Japanese and English version, the Japanese version shall prevail in all respects.