**FY2018 General Guidelines**

**Overseas Research Travel Grant Program for Master’s/Doctoral Course Students**

1 May, 2018

International Office, International Affairs Division

1. Purpose

Aiming to encourage students in master’s or doctoral courses to participate in programs for study abroad (including exchange programs), overseas internships, field trips, research projects and academic events organized by international consortiums outside of Japan, Waseda University offers those students financial support for their travel expenses to stay at overseas institutions for the above purposes to pursue their studies and get practical experience.

1. Program Period

The recipient must depart from Japan during the period from April 1, 2018 to March 31, 2019. The recipient is allowed to arrive in Japan after March 31, 2019 (in the next fiscal year); however, the administrative procedure (request for the expense reimbursement and others) must be completed within the fiscal year of the application.

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, Research institutions, Business Corporations, NGOs) 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.

\*Participation to academic conferences will not be supported.

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 plan of research or training for his/her travel;
3. The applicant must obtain written consent from the host institution/faculty member (the letter with the signature must be written in English or Japanese) 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;
4. The applicant must obtain written approval with the signature from his/her supervisor at Waseda prior to the application to prove the travel is part of academic training; and

5) The applicant must depart in the month after next of his/her application month. (For example, if the application is made in April, the departure will be in June or later) Also, the applicant must make the application as early as possible to 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) and the accommodation fee (actual cost). In addition to this grant, the recipient can apply other research funds except for the “Subsidies for Presenting a Thesis at International Academic Conference” to his/her research travel. Refer to「学会・研究出張に係る旅費等に関する運用・算出基準」(<https://waseda-research-portal.jp/how-to-use/research-expenses-execution/>) for more details regarding the policy, fund allocation and other rules. 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.

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, Thailand, 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 uploads a letter signed by his/her host institution/faculty member as well as a letter of approval signed by his/her supervisor at Waseda . 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. By 10th of 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. Note: Applicants who wish to participate in a long-term study abroad program or a credit program will be prioritized in the selection.
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” 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, the invoice or receipt for the air ticket and the hotel receipt to the office of his/her department.
2. The office of the recipient collects all of the above 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 (invoice or receipt for the air ticket, hotel receipt) 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.

Note:

The budget is allocated for each fiscal year; therefore, if additional charges are imposed, the recipient must pay the fees at his/her expenses.

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

- (TEL) 03-5272-3475 (Email) [hoken@waseda-pm.com](mailto: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 January 31, 2019; 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: 03-3203-7747  Ext. 71-2192 |
| 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: 03-3203-7747  Ext. 71-5778 |