

Graduate School of Economics, Kyoto University AGST Overseas Challenge Programme 2016

Application Guidelines

1. Purpose and Outline

The **Overseas Challenge Programme** funded by the Asian Platform for Global Sustainability & Transcultural Studies (AGST) – Social Sciences and Humanities Unit of the Kyoto University “Japan Gateway” Project, provides students of the Graduate School of Economics (GSE), Kyoto University with opportunities to conduct field research overseas. It aims at fostering students ongoing research or thesis under the guidance of the host researcher(s) in universities and institutions abroad.

There is no prescribed schedule for the programme. Applicants may design their original research plan accordingly. Furthermore, subjects, activities, and the destination are not restricted to the particular field or partner university/institution of the AGST project. Students are however highly expected to carry out solid and fruitful activities contributing to their ongoing research.

Prior to the application, students must receive a formal acceptance from host researcher(s) who can provide them guidance and academic support during the term of the field research. Official enrolment in the host institution is not mandatory for this programme.

The applicants are required to make all the necessary arrangements for the implementation of their field research plan, including the initial contacts and appointments with the person/organization to investigate.

All the applications will be subject to a screening by the AGST committee at the GSE to determine eligibility.

2. Extent of the Financial Support

The selected applicants are provided allowances which cover the cost of their travel and stay during the planned research activities overseas.

(1) A round-trip airline ticket departing from Osaka to the first/last destination [The International Affairs Office (IAO-GSE) will arrange and purchase the ticket based on Kyoto University regulations].

(2) A maintenance allowance of 4,000 JPY per day, to cover a partial expense of accommodation. This will be provided only for the days in which research activities are scheduled. The maximum amount per month is 80,000 JPY (4,000 JPY x 20 days).

3. Eligibility for Application

The applicants must:

- a. Be a student of the GSE, Kyoto University;
- b. Obtain in advance, official acceptance for supervision from overseas host researcher(s) by letter or e-mail;

- c. Obtain the permission from their supervisor at Kyoto University to conduct overseas field research;
- d. Demonstrate sufficient skills and good command of English or the language to be used at the destination;
- e. Not receive another grant or funding (e.g. salary, other compensation) for participating in this programme;
- f. Submit a report to the IAO-GSE within two weeks of the completion of the entire programme; and
- g. Agree to observe all of the provisions in this Guideline.

4. Other Requirements

- a. There is no restriction on the universities/ institutions or country/area to conduct the field research. However, it MUST be related to the applicant's research or thesis.
- b. Throughout the entire period of field research, the selected students shall be directly instructed by host researcher(s).
- c. This programme itself does not offer credits.
- d. Flight arrangement will be made through the IAO-GSE in accordance with the selected student's convenience. All the students should depart from and return to Kansai International Airport or Osaka (Itami) International Airport. In case of cancellation or change of the flight tickets after the final ticketing due to personal reasons, all the handling fees shall be charged to the students.
- e. Accommodation arrangement and other necessary preparations, including visa application (if needed) shall be made by the students themselves.
- f. For the entire period of this field research, the selected students must take out overseas travel insurance (*Futai Kaigaku*; plan D) at their own expense.

5. Duration and commencement of the Programme

Ten (10) days the shortest, three (3) months the longest. The programme shall start after 1st September, and be completed by 15th March, 2017.

The exact travelling date will be determined upon screening and administrative coordination.

6. Number of awarded

Approximately eight (8) Students.

7. Application Documents

Applications must be submitted to the IAO-GSE as follows:

- Hard copy of all the documents;
- Electronic data of form 1, 2 and 3 via e-mail.
 - a. Application Form (Form 1)
 - b. Research Proposal (Form 2)
 - c. Research Schedule (Form 3)
 - d. Recommendation Letter from Supervisor of Kyoto University (Form 4)
 - e. Acceptance Letter/e-mail from Overseas Host Researcher (free format)
 - f. A copy of passport

*Personal information about the applicants will only be used for the intended purpose, and will not be disclosed to third parties.

8. Additional Documents

[After Screening/before departure]

- Participant's Pledge (Form 5);
- A copy of Hotel reservation;
- A copy of overseas travel insurance certificate.

[After Completion of the programme]

- Boarding passes of the entire flights arranged by IAO-GSE;
- Completion Report (Form 6).

9. Application Period

From 8th August to 16th December, 2016. The program will stop accepting application when the number of the successful candidates reaches the prescribed limits in section 6 above.

***Submit the required documents at least one month prior to the program starting date.**

Where to Apply:

International Affairs Office (Opening Hours: 10:00 – 17:00)
2nd Floor, Faculty of Law and Faculty of Economics East Bldg.
Graduate School of Economics, Kyoto University
TEL: 075-753-3476
E-mail: iao.econ@mail2.adm.kyoto-u.ac.jp

10. Screening

The screening and selection of the duly submitted applications will be conducted by the AGST committee consisting of several professors of the GSE. All the notification regarding the selection will be sent by e-mail to the address provided in the application documents. No inquiries can be accepted during the screening process. Also, please note that the screening process can take upwards of two weeks.

11. Measures against misconduct and misuse of funds

The candidates should bear in mind the thirteen (13) terms stipulated in the Form 5 (pledge) when applying for the programme, and should observe them if selected. If the selected applicant fails to comply with them, all the grants may be reclaimed.

12. Contact

International Affairs Office

Graduate School of Economics, Kyoto University
TEL: 075-753-3476
E-mail: iao.econ@mail2.adm.kyoto-u.ac.jp