

Graduate School of Economics, Kyoto University AGST Overseas Challenge Programme 2017

Application Guidelines

1. Purpose and Outline

The **AGST Overseas Challenge Programme** aims to provide students from Kyoto University's Graduate School of Economics (GSE) with a unique opportunity to advance their research projects by spending time abroad gathering information and exchanging with experts in their field of study. The Programme is run by the Asian Platform for Global Sustainability & Transcultural Studies (AGST), Social Sciences and Humanities Unit – which is part of Kyoto University's "Japan Gateway" Project.

Past Programme participants have come away with new insights and perspectives as a result of their engagement in various activities, such as meeting faculty members from overseas universities and receiving academic guidance on their dissertations; carrying out field research; collecting data from institutions and libraries; and interviewing officials from government agencies, businesses and NGOs.

All applications are welcome. There are no specific preferences or restrictions in terms of research topic, host university or institution, and the country where the research activities will take place.

Prior to applying, students must receive a formal acceptance from their host researcher(s) who has (have) agreed to provide academic support and guidance during the period of time that the student will be at the host university or institution. Official enrolment at the host university or institution is not mandatory to participate in the Programme.

All the applications will be screened by the AGST committee from the GSE to determine eligibility. If selected, students will be required to make all the necessary arrangements for the implementation of their research plan, including the initial contacts and appointments with the person/organization to investigate.

Programme participants are expected to rigorously carry out activities in a way that contributes to their ongoing research. Thus, applicants' research plan should be designed accordingly.

2. Extent of the Financial Support

Programme participants receive financial support to cover travel and accommodation fees, however, the allowance is limited to a certain amount. The following expenses are covered by the Programme.

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

(2) A daily allowance up to a maximum of 4,000 JPY (in case they stay at a hotel) to help cover accommodation fees. This will be provided only for the days in which research activities are scheduled. The maximum amount per month that can be received is 80,000 JPY (4,000 JPY x 20 days).

3. Eligibility Requirements

Applicants must:

- a. Be a student of Kyoto University's GSE;
- b. Obtain, in advance, official acceptance in the form of a letter or e-mail from the overseas host researcher(s) to provide academic supervision;
- c. Obtain permission from their supervisor at Kyoto University to carry out the proposed research activities overseas;
- d. Have the required skill set, including a good command of English or the language to be used at the destination, to carry out the research activities;
- e. Not be a recipient of another grant and/or receive other funding (e.g. salary, other compensation) for participating in the Programme;
- f. Submit a report to the IAO-GSE within two weeks of completing the Programme; and
- g. Adhere to all the Guideline provisions.

4. Other Requirements and Information

- a. Participants must carry out research activities related to their research project that is being carried out at Kyoto University.
- b. Participants will be directly instructed by the host researcher(s) for the entire period of stay.
- c. Participants will not receive academic credits upon completing the Programme.
- d. Participants shall make their flight arrangements through the IAO-GSE. All flights should depart from and return to Kansai International Airport or Osaka (Itami) International Airport. If the participant changes or cancels a flight due to personal reasons after the ticket has been issued, all the handling fees shall be charged to him/her.
- e. Participants are required to make their own accommodation arrangements and complete other necessary tasks, such as obtaining a visa (if needed).
- f. Participants must purchase overseas travel insurance (*Futai Kaigaku*) at their own expense for the entire period of their stay, including the date they depart Japan and the date they return to Japan.

5. Duration and commencement of the Programme

The minimum length of stay is ten (10) days and the maximum is three (3) months.

The Programme will start on 26th August 2017 and end on 15th March 2018. The exact travelling dates will be determined following the selection process and in coordination with the IAO-GSE.

6. Number of recipients

Approximately eight (8) students will be selected.

7. Application Documents

Applications must contain the following:

- Hard copy of all the documents to be submitted to the IAO-GSE;
- Electronic copies of Form 1, 2 and 3 to be sent to the IAO-GSE via e-mail.
 - a. Application Form (Form 1)
 - b. Research Proposal (Form 2)
 - c. Research Schedule (Form 3)
 - d. Recommendation Letter from Supervisor at Kyoto University (Form 4)
 - e. Acceptance Letter/E-mail from Overseas Host Researcher, it should contain the name and job title of the host researcher and the period of receiving,
 - f. A copy of passport

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

8. Additional Documents

Upon selection, Programme participants must submit the following before their departure date:

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

After completing the Programme, participants must submit the following:

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

9. Application Period

Applications will be accepted starting 1st August 2017 until 15th December 2017. Applications will no longer be accepted when the number of the successful candidates reaches the capacity limit that is stated in Section 6. It is highly recommended to submit the application **at least one month prior** to the program starting date.

10. Screening

The screening and selection process is conducted by the AGST Committee, consisting of several faculty members from the GSE. Only successful applicants will be notified. Such notifications will be sent by e-mail to the address provided in the application.

The screening and selection process can take two (2) weeks or more. Do not send inquiries regarding application status during this time.

11. Participant's Pledge

Before applying to the Programme, interested students should carefully read and understand the thirteen (13) terms and conditions stated in the Participant's Pledge (Form 5). If selected, successful candidates must adhere to all terms and conditions. Programme participants failing to comply with them may be asked to recover all funding received.

12. Contact Information

Applications are to be submitted to the following address:

International Affairs Office

Faculty of Law and Faculty of Economics East Bldg., 2nd Floor

Graduate School of Economics, Kyoto University

Tel: 075-753-3476

E-mail: iao.econ@mail2.adm.kyoto-u.ac.jp

Note: The office is open Monday to Friday between 9:00 and 17:00.