

# Graduate School of Economics, Kyoto University AGST Overseas Challenge Programme 2018

## 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 at overseas universities and receiving academic guidance on their dissertations; carrying out field research; collecting data at institutions and libraries; and interviewing officials from government agencies, businesses and NGOs.

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. 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.

Prior to applying, students must specify the purpose and actual research activities to be conducted in the destination. All the applications will be screened by the AGST committee from the GSE on the basis of the submitted research proposal to determine eligibility. If selected, students must receive a formal acceptance from their host researcher(s) or contact person(s) who has (have) agreed to provide academic support and/or guidance for students' research activities during the entire period of being at the destination. Simultaneously students will be required to make all the necessary arrangements for the implementation of their research plan, including the contacts and appointments with the person/organization to investigate.

※Participants will not receive academic credits upon completing this programme.

### 2. Extent of the financial support

Financial support is available to help cover travel and accommodation fees. 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) Accommodation fees.

This will be provided only for the days in which research activities are scheduled. The maximum number of days per month that participants can receive financial support for their accommodation fees is 20. The maximum amount per day that can be received is 4,000 JPY. Therefore, the maximum amount per month is 80,000 JPY (4,000 JPY x 20 days).

[Participants are responsible for arranging and paying for their accommodations, and upon returning to Kyoto University, they will be reimbursed based on their actual research schedule.]

### 3. Eligibility requirements

Before applying to the Programme, interested students and supervisors should carefully read and understand the terms and conditions stated in the **Participant's Pledge** (Form 6).

Applicants must:

- a. Be a student of Kyoto University's GSE;
- b. Carry out research activities related to their research project that is currently being carried out at Kyoto University;
- c. Focus entirely on this Programme's research activities without interruption during the scheduled period;
- d. Obtain permission from their supervisor at Kyoto University to apply for this Programme;
- e. 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;
- f. Carefully review the conditions of other grants or scholarships that they receive (if applicable) in order to avoid any conflicts that may prevent them from fulfilling the requirements of this Programme ; and
- g. Adhere to all the guideline provisions.

### 4. Requirements for Programme participants

If selected, Programme participants must adhere to all terms and conditions. If they do not uphold the Participant's Pledge, they may be asked to recover all funding received.

Programme participants must:

- a. Submit all the required documents stated in Section 10 within the time specified;
- b. Make their flight arrangements through the IAO-GSE. All flights should depart from and return to Osaka (Kansai or 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;
- c. Make their own accommodation arrangements and complete other necessary tasks, such as obtaining a visa (if needed);
- d. 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; and
- e. Submit a report to the IAO-GSE within two weeks of returning to Kyoto University.

### 5. Duration and commencement of the Programme

The minimum period of actual research activity is eight (8) days and a maximum is ninety (90) days. Research trip must be carried out between 1<sup>st</sup> August 2018 and 10<sup>th</sup> March 2019.

The exact travelling dates will be determined following the arranging process with the IAO-GSE.

### 6. Application document

Send the **Application Form (Form 1)** in both hard and electronic copies during the application period.

### 7. Application Period

Applications will be accepted starting 1<sup>st</sup> June until 25<sup>th</sup> June 2018.

## **8. Number of recipients**

Approximately seven (7) students will be selected.

## **9. 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.

The screening and selection process can take one (1) week. The applicants may be requested to provide further information if needed. Any inquiries regarding application status are not acceptable during this period.

## **10. Documents to be submitted upon acceptance**

Once accepted to the Programme, participants must submit the following documents at least six (6) weeks before their departure date. Failing to do so may result in a rejection to be dispatched to the destination:

- a. Research Proposal (Form 2) ;
- b. Research Schedule (Form 3) ;
- c. Evidence to support the scheduled activities stated in Form 3, letters, copies of communication by e-mail, or exchanges by app.;
- d. Letter of Support (Form 4): from the researcher(s) at the participants' host university/institution, or the contact person who will provide advice on your field work;
- e. 推薦理由書 (Form 5): from supervisor at Kyoto University;
- f. A copy of passport;
- g. A copy of hotel reservation (if applicable);
- h. A copy of overseas travel insurance certificate; and
- i. Participant's Pledge (Form 6).

After completing the Programme, participants must submit the following:

- j. Boarding passes of the entire flight route arranged by the IAO-GSE;
- k. Completion Report (Form 7).

## **11. Contact Information**

Applications are to be submitted to the following address:

International Affairs Office (IAO)

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[at]mail2.adm.kyoto-u.ac.jp

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