

2020 Guidelines that Application for Travel Expense Support of Graduate General Education Courses "International Research Project" "International Internship"

1. Qualification and Conditions

Those who apply this arrangement must be required full of all conditions as below.

- (1) Students enroll in regular postgraduate programs, planning overseas activities listed in the course syllabus, and have the language skills necessary to communicate abroad. (However, activities in the home country are not covered.)
- (2) The duration of the activity should be 10 days or more, and those who have already received the approval of the university supervisor at the time of considering the plan of this activity.
- (3) In case that the experience and research content of this trip is possible to certify as a course of international internships of the international research project and the graduate school. (This and major courses cannot be taken together on a single trip.)
- (4) Those who schedule to travel in the period from April 2020 to December 2021 and do not plan to take leave of study or study abroad during that period. (Travel beyond the fiscal year is not permitted.)
- (5) Having not taken an "International Research Project" or "International Internship" in the past. (It is not allowed to take the same course twice.)

2. Application Documents (Submit all documents)

- (1) The University of Tsukuba Graduate General Education Courses "International Research Project" "International Internship" Implementation Planning Sheet (The specified format)
【 * Download the form (Excel ver.) from HP】
- (2) Materials that show the outline of activities such as brochures of participating programs, etc.
- (3) Proof of language proficiency (copy of score table of TOEIC / TOEFL / TOEFL-ITP / EIKEN (英検) etc.)
- (4) Documents such as e-mail to prove the approval of your surety

3. Travel Expenses

A maximum of 300,000 yen per one shall be paid for travel expenses (transportation expenses) and accommodation expenses. If it exceeds the upper limit, it shall be discontinued. These expenses shall be paid only to those who have passed the program by submitting the report (2 types. Refer to Section 6) after coming back to Japan.

Travel Expenses(Transportation expenses):

Expenses to be paid are round-trip flights, long-distance travel expenses abroad (only arrival and return dates). Domestic travel expenses are not paid both in Japan and overseas.

Accommodation expenses: Daily allowance and accommodation fee.

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(Program means that the project will be conducted by one organization based on one purpose. Therefore, even how many people apply in the same program, in principle, the total for all the applicants is counted as one.)

The condition of this arrangement is you are not received other economical support. (Subsidies, etc. such as transportation expenses) However, it is possible to receive assistance from external organizations in Japan and overseas. (Payment or exemption, such as the cost of accommodation.)

4. Deadline for submission of application documents and submission destination

First submission deadline: 5 P.M. March 11, 2020

Second submission deadline: 5 P.M. May 29, 2020

Submission Destination : Administration Center (2F) Division of Educational Promotion, Department of Educational Promotion, Education group

5. Selection

Applicants will be selected by the Graduate General Education Courses Committee and the Coordinator, who will be commissioned by the Committee. Then we decide whether to pass or not, and decide the amount of support. The selection result will be notified of the applicant.

6. Report submission and Evaluation method

Those who are permitted to take the course are required to submit the following report, and submit the report within 3 weeks after returning to Tsukuba. However, when returning to Tsukuba after February 8, the deadline is February 28.

① "Public report" (Size: A4, 2pages)

* It is obliged to publish this on the HP of the Graduate General Education Courses.

② "Implementation report" (Size: A4, more than 10 pages)

The evaluation method of the acquisition of the credit: It will be judged based on these reports.

7. Notes

① Those who are allowed to take leave of absence or study abroad during the travel period lose their qualifications.

② Expenses will be paid only to those who have passed according to the evaluation method in Section 6.

③ If the submission of necessary documents is delayed due to the carelessness of the person or there is a defect in the procedure, your qualification will be lost and expenses will not be paid. Therefore, keep the deadline strictly.

8. Contact

* Administration Center (2F) Division of Educational Promotion, Department of Educational Promotion, Education group (E-mail: ggec@un.tsukuba.ac.jp)