

## **2017 Osaka University Sumino Isamu Foundation for Fostering Global Talent (International Student Exchange Support Program) Proposal Guidelines**

Aside from the points laid out in the Application Guidelines, any points not mentioned will be applied in accordance with the Proposal Guidelines:

### **1. Budget Management**

The budget for this proposal will be managed according to the following conditions below. In addition, the budget management will be **conducted by the academic staff member** (full-time), with the understanding that students will not be given payment in advance on behalf of a third party with the expectation that it shall be reimbursed.

- (a) Funds are to be allocated for the preparation of activities for the international exchange, including cost of equipment within Japan, travel fees, and honorariums;
- (b) travel expenses incurred during the international exchange and honorariums;
- (c) other expenses as declared by the school/faculty, or graduate school/center(s).

### **2. Notes of Concern, commodity expenses (goods expenses, printing expenses, shipping and communication expenses and conference expenses)**

- (a) Funds allocated for the cost of equipment will conform to the National University Corporation Osaka University Contract Regulations and other accounting regulations.
- (b) Students will not be given payment in advance on behalf of a third party with the expectation that it shall be reimbursed. Payment will be rendered by credit for types of estimates, statements of delivery, and receipts.  
Additionally, due to students being unable to make orders, please go through your advisor to purchase equipment.  
The group leader should also confirm with their advisor beforehand whether an equipment vendor/merchant is registered as a creditor of Osaka University before their selection.
- (c) Do not use project expenses for the following examples:
  - Expenses regarded as sightseeing or entertainment expenses.
  - Computer, USB memory, or other things than can be used after the project has finished.
  - Writing implements, or other general use school supplies.
  - Goods or articles given as gifts or souvenirs to any host parties.  
It is not permissible to give expensive gifts.
  - Miscellaneous expenses not connected to the project or proposal.

### **3. Notes of Concern (travel expenses/honorariums)**

- (a) Funds allocated for travel expenses will conform to the National University Corporation Osaka University Regulations for Honoraria, Travel Expenses Regulations of National University Corporation Osaka University, etc.
- (b) The breakdown of travel expenses shall be: travel expenses, lodging expenses, daily expenses, and miscellaneous expenses incurred during travel.

Provisions shall be provided for travel expenses, including airfare and miscellaneous expenses incurred during travel for the exact amount. Lodging expenses and daily expenses will be provided at a fixed amount.

Immunization for traveling abroad and fees for issuing passports or visas will be regarded as miscellaneous travel expenses.

- (c) Expenses for individual bank transfer requests, business trip reports, estimate of airfare costs, receipts, copies of card details, boarding passes, etc. will be necessary to apply for travel expenses; please contact your advisor to plan accordingly.
- (d) Daily and lodging expenses cannot be provided for Japanese Government Scholarship Students (国費留学生) for their meal allowance in full. Please adjust the budget according to the following:
  - I) Travel expenses incurred overseas:  
Not provided on a half-day basis, but by the actual expenses (please save receipts). In the event that receipts cannot be accounted for, no allowance will be provided.
  - II) Lodging fees:  
When a breakfast and/or dinner charge are included in the accommodation fee, OU cannot pay lodging fees in full.  
The amount deducted from the lodging fee will be half of the daily allowance per one meal.

#### **Notes of Concern for Selected Groups:**

#### **4. Proposal, Schedule, Emergency Contact List, Study Abroad/Overseas Training Registration Submission**

The group leader must, under the supervision of their appointed advisor, develop a project proposal (freeform), create a list of emergency contacts and complete Study Abroad/Overseas Training Registration for all members, and submit them together. In addition, if there ever is a schedule change that differs from the group's application, the group leader must re-submit their schedule.

**Submission Deadline** - 4 weeks before the start of the exchange

#### **5. Overseas Travel Insurance (Required)**

All members of the student group must acquire overseas travel insurance (there are no restrictions on which travel companies may be used). Furthermore, grants-in-aid are not to be used to pay insurance premiums. Please submit a copy of the official insurance document(s) and payment receipt(s) as proof of purchase along with the documents required for submission as mentioned in (4) to the International Student Affairs Division (please keep the original documents in a safe place).

#### **6. Study/Research Abroad Crisis Management Orientation**

All members of the student group must attend a study/research abroad crisis management orientation. Details are available on KOAN or with the registrar at your school/faculty/graduate school/center.

If you are unable to attend, please contact the International Student Affairs Division.

## **7. Overseas Students Safety Management Assistance (OSSMA) provided by Emergency Assistance Japan Co., Ltd. (EAJ)**

In order for a quick response to any crisis situation while overseas, all members of the student group must join the Overseas Students Safety Management Assistance (OSSMA) service. The International Student Affairs Division will contact the group leader via email with the necessary documents for application. Please complete the application procedures after carefully reading the documentation.

## **8. Registration with *TABIREGI* (Japanese Only)**

You may also want to register your trip with your country's Travel Registration Service. Please visit your government's website for details. For those holding a Japanese passport, please register with the Ministry of Foreign Affairs of Japan's overseas travel system, *TABIREJI*.

Follow the link below to register (only Japanese citizens need to register)

<https://www.ezairyu.mofa.go.jp/tabireg/>

## **9. Submission of the Expense Report**

The group leader must submit an expense report after the conclusion of the project. During creation, please refer to the guidance from your advisor. You can also use the Accounting System for reference.

\*Balance returns:

If an account balance remains, it will be returned to Osaka University. This will be taken care of by the International Student Affairs Division.

**Submission Deadline:** Within one month of the end of the project (Final: Friday, Dec. 8<sup>th</sup>)

## **10. Report and Study Abroad Presentation Seminar**

The group leader must submit a report (10 pages or more –A4 size) by email to the International Student Affairs Division (address listed below). Printed copies of the report will be distributed to participants of the Study Abroad Presentation Seminar (Members of The Osaka University Overseas Program Applicant Screening Working Group, etc.) by the International Student Affairs Division.

**Submission Deadline:** Within one month of the end of the project (Final: Friday, Dec. 8<sup>th</sup>)

## **11. Study Abroad Presentation Seminar (All groups must attend)**

January, 2018: Seminar

February, 2018: Excellent presentations will be called upon to present to the President of Osaka University

### **Contact Details**

International Student Affairs Division, Department of International Affairs

Suita Campus IC Hall 1<sup>st</sup> Floor

Okamoto (Mr.)

Tel:06-6879-7103 Fax:06-6879-8964

E-MAIL: [kokusai-gakusei-kikaku@office.osaka-u.ac.jp](mailto:kokusai-gakusei-kikaku@office.osaka-u.ac.jp)