

. CHANGE OF FELLOWSHIP TENURE AND WITHDRAWAL

When any change covered in this section occurs, you and your host researcher must also consult the administration office of your host institute with regard to procedures that need to be taken to adjust your research grant.

A . SHORTENING THE FELLOWSHIP

If you must shorten your fellowship tenure for an unavoidable reason, your host researcher must inform JSPS as soon as possible and submit a Notice of Shortening the Fellowship Tenure (Form 11) through the host institute. In this case, you will be required to reimburse JSPS the amount of your allowances rendered inapplicable by the change in your tenure. (Please refer to III-G “. Reimbursement.”)

Please make the remittance before you leave Japan, as making it from another country will require the payment of larger service/transfer fees.

B . EXTENSION OF THE FELLOWSHIP

As a rule, fellowships are awarded for a period of 24 months. In cases when the initial tenure is less than 24 months, an extension of up to a total tenure of 24 months may be approved if JSPS deems it appropriate and budget constraints permit.

Eligible Fellows who desire an extension are requested to consult with their Japanese host researcher and submit an application for extension to JSPS through their host researcher and the host institute. The application should be submitted **at least 3 months prior to the expiration of the Fellow's current fellowship.** The application form can be obtained from JSPS.

If an extension is applied for later than 3 months prior to the expiration of the fellowship, it may not be approved. Extension should be for the minimum period required to complete your research. JSPS may shorten the requested period of extension due to budgeting constraints.

If you are a Fellow selected through a nominating authority in your home country and wish to extend your fellowship, you should also apply in advance to your nominating authority for permission to extend your fellowship.

C . TEMPORARY ABSENCE FROM JAPAN AND RE-ENTRY INTO JAPAN

Your fellowship is only effective in Japan. You are obliged to stay in Japan during

your fellowship tenure. However, for the reasons listed in paragraph 1. below, JSPS will allow a temporary leave of absence. In cases other than these or when a leave of more than 15 days is desired, you are required to obtain JSPS's permission in advance. Irrespective of the reason, leave of more than an aggregate of 120 days is not permitted. In the case of Fellows with a 1-year tenure, the limit is 90 days. The period is calculated from the day you leave to the day you return to Japan.

1. Reasons for temporary absence considered appropriate by JSPS

- a. To participate in or present a paper at an international conference
- b. To collect items needed in your research activities
- c. To conduct activities to advance your work (if the necessity of such activities is elaborated in the research plan submitted with your application)
- d. To take home leave one or two times during your tenure, if your tenure is for more than 12 months

2. Procedures

a. When your reason for leave is one of the above and the period is 15 days or less

In this case, you are not required to request leave from JSPS in advance. You do need, however, to obtain your host researcher's permission. You must also ask your host to submit the necessary "Notice of Temporary Absence (**Form 4**)" to JSPS within one week after your return to Japan. Please attach to the form a copy of your passport pages showing your departure and re-entry stamps.

b. When your reason for leave is not one of the above or the period is more than 15 days

In this case, you must ask your host researcher to submit the necessary "Permission for Temporary Absence (**Form 5**)" to JSPS at least 2 weeks prior to your planned departure from Japan. You will need both JSPS's and your host researcher's permission to take the leave. You must also ask your host researcher to submit the necessary "Notice of Temporary Absence (**Form 4**)" to JSPS within one week after you return to Japan. Please attach to the form a copy of your passport pages showing your departure and re-entry stamps. JSPS may withdraw your fellowship if you take leave of this type without its permission.

c. Points to keep in mind

- . JSPS does not pay travel expenses during leaves of absence from Japan.
- . Irrespective of the reason for the leave, you must obtain your host researcher's permission to take it. JSPS may withdraw your fellowship if you leave without permission of your host researcher.
- . Before you leave Japan, be sure to apply for a re-entry permit at your Regional Immigration Office. (Please refer to the "Useful Contacts.") Having a visa does not allow you to re-enter Japan; you must obtain a re-entry permit to leave Japan and come back under your current visa.

. JSPS does not provide the insurance coverage during leaves of absence from Japan.

3. Reduction of the maintenance allowance

If the cumulative period of temporary leave taken by fellows with tenures of over one year adds up to more than 60 days (or more than 30 days for fellows with one-year tenures), JSPS will reduce the maintenance allowance as indicated in the chart below. If the total period of temporary absence is more than 120 days for tenures over one year (or more than 90 days for one-year tenures), the fellowship will be terminated.

a. For tenures of more than one year

Allowance will be reduced if the cumulative period of temporary leave adds up to 61 days. However, leave of over 120 days is not permitted. Allowance reductions are calculated as shown below.

Cumulative Period of Temporary Absence	Amount of Allowance Reduction
61 - 75 days	196, 000 yen (half a month)
76 - 90 days	392, 000 yen (a month)
91 -105 days	588, 000 yen (one and half a month)
106 - 120 days	784, 000 yen (two months)

b. For tenures of one year

Allowance will be reduced if the cumulative period of temporary leave adds up to 31 days. However, leave of over 90 days is not permitted. Allowance reductions are calculated as shown below.

Cumulative Period of Temporary Absence	Amount of Allowance Reduction
31 - 45 days	196, 000 yen (half a month)
46 - 60 days	392, 000 yen (a month)
61 -75 days	588, 000 yen (one and half a month)
76 - 90 days	784, 000 yen (two months)

The above calculations are applied only to cases of temporary leave, not to cases of shortening the fellowship period.

D . CHANGING THE HOST RESEARCHER OR HOST INSTITUTE

In principle, you are not supposed to change your host researcher or host institute. However, a change may be approved under the following conditions:

- a. The host researcher is not able to continue the collaborative research activity because of illness or other reason.

b. The host researcher is transferred to another institute.

In such cases, the host researcher is to submit an “Application for the Change of the Host Researcher (Form 12)” through the host institute.

If there is any change in either your or your host researcher’s status, such as change in affiliation or position, please inform JSPS of it.

E . WITHDRAWAL FROM FELLOWSHIP

If you must withdraw from your fellowship for unavoidable reasons, you should immediately inform your Japanese host researcher.

Your host researcher should immediately submit a “Notice of Withdrawal (Form 13)” through the host institute.

Fellows selected through a nominating authority should also immediately inform that nominating authority, giving their JSPS Fellow ID number and stating the reason for their withdrawal.

F . CONTINUOUS STAY IN JAPAN AFTER EXPIRATION

If you intend to stay in Japan continuously after the expiration of your fellowship, you must inform JSPS through your host researcher. JSPS does not take any responsibility for your stay in Japan after your fellowship expiration, nor does it cover any of your expenses (including your air ticket to leave Japan).

If, however, the reason for your stay in Japan after your fellowship expiration is to continue or conclude your research and the period is for less than 6 months, JSPS will provide your air ticket to leave Japan.