

IV. CHANGE OF FELLOWSHIP TENURE AND WITHDRAWAL

If a change in your tenure, host researcher or host institution should occur, your host researcher must consult with the institution's administration office regarding procedures that need to be taken to adjust the research grant.

1. SHORTENING THE FELLOWSHIP

If you must shorten your fellowship tenure for an unavoidable reason, your host researcher must inform TEI as soon as possible and submit a Notice of Shortening the Fellowship Tenure (Form 11) through the host institution. 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-7 "Reimbursement".)

Please make the remittance before you leave Japan.

2. 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 will 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 budget 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 do so.

3. LEAVE FOR CHILD BEARING AND/OR INFANT NURSING

(1) Purpose

As a rule, Fellows are to devote themselves to their fellowship-related research at their host institutions. This purpose of the fellowship notwithstanding, it is the policy of the Japanese government to establish a gender-friendly research environment, while working to foster young researchers from other countries. To furthermore promote equal gender participation in society, the fellowship allows Fellows to suspend their tenure when child bearing and/or infant nursing would make it difficult for them to concentrate on their

research. In such cases, the following policy applies.

(2) Eligible persons

Female fellows who give birth to a child during their tenure are eligible, as are male fellows whose wife gives birth to a child. If desired, the fellowship may be suspended to nurse an infant up to the age of one year.

(3) Period and number of fellowship suspensions

The fellowship may be suspended from six weeks prior to the date of expectancy to one year after childbirth. (Specifically, from the first day of the month that starts six weeks before the due date until the last day of the month in which the child turns one year old.) This makes a maximum of leave period 15 months. The Fellow’s leave is approved in one-month units. In principle, a suspension will only be granted once per child.

Example:

Initial fellowship tenure from 1 September 2008 to 31 August 2010

Period of suspended tenure from 1 September 2008 to 30 November 2009, with restarted research from 1 December 2010.

	4	5	6	7	8	9	10	11	12	1	2	3
FY2008							Do research					
FY2009	Do research						Suspend research					
FY2010	Suspend research									Do research		
FY2011	Do research											

(4) Release from research obligation

During the leave period, Fellows maintain their status, but are released from the obligation to concentrate on their research.

(5) Interim research report

An interim research report is to be submitted in 12 months, not counting the months of maternity leave, after the fellowship started.

(6) Suspension of maintenance and other allowances

The Fellow’s maintenance and other allowances will not be paid during the leave period.

(7) Application procedures

① Applying for tenure suspension

Fellows should consult with their host researcher about suspending their fellowships for child bearing and/or infant nursing. If the Host judges that the suspension will not impede the execution of the Fellow’s research plan, s/he may submit a “Request for Maternity Suspension of Postdoctoral Fellowship” (Form 15) to TEI via the head of the host institution. A birth certificate or other evidence of childbirth must be attached to the form (a copy is permissible). When application is made prior to childbirth, such evidence must be submitted soon thereafter.

② Changing the period of suspension

If the Fellow requests a change in the period of his/her fellowship suspension and the Host researcher judges that it will not impede the execution of the research plan, the Host may submit a “Request for Change in Period of Maternity Suspension” (Form 16) to TEI via the head of the host institution.

③ Recommencing the fellowship

When the period of leave ends, the Fellow is to restart his/her fellowship. At that time, the Host should submit a “Notice of Fellowship Recommencement” (Form 17) to TEI via the head of the Host institution.

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

(1) Purpose of temporary leave of absence

The purpose of the fellowship is to support young researchers from other countries while they conduct research under the guidance of their host researcher during an uninterrupted stay at the host institution in Japan. In principle, therefore, Fellows are obligated to be in Japan continuously during the period of their fellowship tenure.

The maintenance and other allowances are provided to Fellows for the purpose of supporting their stay in Japan to conduct research activities under the fellowship. They are neither salary nor other form of remuneration. In principle, therefore, these allowances are not to be paid while a Fellow is temporarily away from Japan irrespective of whether or not the absence is for research purposes.

This policy notwithstanding, it is recognized that there are times when it is important for Fellows to achieve the objectives of their research plan to temporarily leave Japan for such purposes as presenting research results at an international conference or gathering materials pertinent to their research. For Fellows with long 2-year tenures, it may also be appropriate for them to take a temporary leave of absence to visit their family or for other such reasons.

Accordingly, the fellowship permits leave of up to 120 cumulative days to be taken during the Fellow’s tenure. Up to 60 cumulative days, the Fellow’s maintenance allowance will continue to be paid.

Fellows may request, but do not have the right to demand, temporary leave. Accordingly, temporary leave should not be interpreted as being “annual leave,” nor can it be used to move forward the fellowship expiration date.

When planning a long period of leave for personal reasons, the Fellow and his/her Host should take into account its effect on the joint research and on the leave schedules of other members of the institute or research group.

To facilitate JSPS's the processing of final allowances and other severance arrangements, Fellows are not allowed to take leave in the last month of their tenure.

Please understand that the terms of temporary leave, such as the number of cumulative days authorized or the amount of maintenance allowance reduced, are not negotiable.

Note carefully that falsified or postdated requests for temporary leave will be dealt with severely, including possible cancellation of the fellowship.

(2) Reasons judged appropriate for taking leaves of absence

- A. For conducting surveys, attending conferences to present research results, or other activities recognized by JSPS as related to the execution of the Fellow's research plan. The need to conduct such activities should be spelled out in the research plan submitted with the initial fellowship application.
- B. To visit family or for other JSPS-recognized reasons.

(3) Procedures

Fellows wishing to take temporary leave must obtain their host researcher's permission. Upon confirming the Fellow's intention, the Host is to take one of the following procedures in applying for the leave. Note that leave taken without JSPS's permission may result in the fellowship's termination. JSPS does not cover travel or other costs related to leaves of absence.

① For 15 days or less for purposes stated under A above

It is not necessary to obtain JSPS's permission in advance. A "Notice of Temporary Absence" (Form 4) should be submitted to TEI within one week after the Fellow's return to Japan. Evidence of departure and reentry (i.e., copy of stamps in passport) should be attached to the form.

② For 16 days or more days for purposes stated under A above

At least two weeks in advance of the Fellow's departure, "Permission for Temporary Absence" (Form 5) should be submitted to TEI to obtain permission. Then, within one week after the Fellow's return to Japan, a "Notice of Temporary Absence" (Form 4) should be submitted to notify TEI. Evidence of departure and reentry (i.e., copy of stamps in passport) should be attached to the form.

③ For purposes stated under B above

For such purposes as vacation, permission should be applied for in the same way as procedure ② above. Given the reason or period of the requested leave, there may be cases when JSPS seeks an explanation as to whether it will impede the execution of the research plan. In such cases, the leave will not be approved unless a reasonable explanation is provided. When leave is urgently needed for sickness or other unavoidable reasons, the host should consult with TEI right away.

④ Others

Periods of temporary leave are calculated based on the Japanese exit and entry stamps in the Fellow's passport.

Before departing Japan on leave, Fellows must obtain a reentry permit in their passports. For details, please inquire at your nearest immigration office or branch office (listed on page R4 and see Appendix C). If you leave Japan without a reentry permit, you will lose your visa status. This may make it difficult for you to reenter Japan or require you to reapply for your visa.

(4) 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.

① For tenures of more than one year

Allowance will be reduced if the cumulative period of temporary leave adds up to 61 days. Allowance reductions are calculated as shown below.

Cumulative Period of Temporary Absence	Amount of Allowance Reduction
61 – 75 days	182,000 yen (half a month)
76 – 90 days	364, 000 yen (one month)
91 –105 days	546,000 yen (one and half a month)
106 – 120 days	728, 000 yen (two months)

② For tenures of one year

Allowance will be reduced if the cumulative period of temporary leave adds up to 31 days. Allowance reductions are calculated as shown below.

Cumulative Period of Temporary Absence	Amount of Allowance Reduction
31 – 45 days	182,000 yen (half a month)
46 – 60 days	364, 000 yen (one month)
61 –75 days	546,000 yen (one and half a month)
76 – 90 days	728, 000 yen (two months)

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

5. CHANGING THE HOST RESEARCHER OR HOST INSTITUTE

This fellowship is designed to give the Fellow and his/her host researcher an opportunity to conduct research together. Fellows are accepted based upon the joint research plan with their host researcher and the prospects of achieving the plan's objectives as well as upon a survey of the host institution's setup for receiving the Fellow. As changing the host researcher or institution is deemed to alter the basis for approving the joint research, such requests are as a rule not granted. Neither the host researcher nor institution may be changed before the fellowship starts.

This policy notwithstanding, there are times when JSPS may judge a change of host researcher

and/or institution not to impede the progress of the approved research and grant permission for the Fellow to make the change. Such permission may be given for the following reasons:

- (1) When the host becomes sick, dies or is otherwise unable to continue the research**
- (2) When the host transfers to another institution, and both the host and fellow transfer to the same institution**
- (3) When continuing the fellowship under the host and/or host institution would render it impossible or extremely difficult to achieve the objectives of the initial research plan and changing one or both of them would make it possible to achieve those objectives.**

When the host researcher considers it necessary for the Fellow to change his/her Host, s/he should submit an “Application for the Change of the Host Researcher (Incl. Host Institution)” (Form 12) to TEI via the head of his/her affiliated institution. When requesting a change of host researcher for reasons stated under item 3 above, a letter should be attached explaining the following.

- a. Why changing the host researcher will not impede the execution of the research plan
- b. The new host’s familiarity with the subject research and suitability to carry it out
- c. A profile of the new host and a list of his/her research results
- d. A statement from the new host stating whether he/she is willing to accept the Fellow

When the host researcher considers it necessary for the Fellow to change his/her Host institution, the Host will contact TEI and submit it an “Application for the Change of the Host Researcher (Incl. Host Institution)” (Form 12) via the head of the new host institution.

TEI should also be contacted using Form 12 if the host researcher’s department, title or other specifics should change.

If the name of the host institution should change due to its conversion to an “independent administrative institution” or other reason, a Form 12 should be submitted notifying TEI of such.

6. 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)” via the host institution.

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.

7. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION

If you intend to stay in Japan continuously after the expiration of your fellowship, you must inform TEI 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 and overseas travel insurance).

If, however, the reason for your extended stay in Japan after your fellowship expires is to continue or conclude your research, JSPS will provide you with an air ticket to leave Japan under the following conditions:

- (1) That the extended period is two months or less.
- (2) That you receive no income during that period.