

IV. CHANGE OF FELLOWSHIP TENURE AND WITHDRAWAL

If, for an unavoidable reason, the Fellow should wish to withdraw from the Fellowship or shorten the Fellowship tenure, or should wish to take a temporary leave of absence from Japan during his/her tenure, the following conditions and procedures shall be observed.

Irrespective of the reason, the period of Fellowship tenure stipulated in the "Award Letter" cannot be extended.

The host researcher is responsible for taking all administrative procedures related to a change in Fellowship tenure.

1. WITHDRAWAL FROM FELLOWSHIP

<Rules>
<ul style="list-style-type: none">• If the Fellow and/or the host decide not to accept the Fellowship, the host shall immediately inform JISTEC of the withdrawal through his/her institute.• Once the notice of withdrawal has been submitted, neither the host nor the Fellow has the authority to reinstate the Fellowship.
<Procedure>
The host researcher must inform JISTEC <u>immediately</u> through his/her institute of the withdrawal using the prescribed format (Form 10).

2. SHORTENING OF FELLOWSHIP

The following rules apply when shortening number of days of the tenure specified in the Award Letter:

<Rules>
<ul style="list-style-type: none">• The total period of stay cannot be reduced to less than 14 days.• The research plan shall not be changed radically by shortening the Fellow's period of stay.• Once the Fellowship tenure is shorten, it cannot be extended nor returned to the initial tenure.• The Fellow will be required to reimburse JSPS the amount of already-paid allowances rendered inapplicable by the change in tenure.
<Procedure>
The host researcher must inform JISTEC <u>immediately of the shortening of the Fellow's tenure</u> using the prescribed format (Form 8).

3. TEMPORARY ABSENCE

Fellows are in principle obligated to stay in Japan continuously during the term of their Fellowship. However, in cases when a Fellow wishes to take a temporarily leave of absence from Japan during his/her tenure for related research purposes or unavoidable reasons, JSPS will allow the Fellow to leave Japan under the following conditions.

<Rules>
<ul style="list-style-type: none">• The overall period of stay in Japan must not be shortened to less than 14 days.• The research plan shall not be changed radically by the temporary absence from Japan.• The date of the Fellowship termination shall not be extended as a result of the temporary absence.• JSPS does not cover any travel expenses incurred during the Fellow's temporary absence.• The maintenance allowance under the Fellowship will be suspended for the duration of the temporary absence. Insurance coverage will also be suspended during the period of absence from Japan.• The Fellow will be required to reimburse JSPS the amount of already-paid allowances rendered inapplicable by the temporary absence.• <u>The period of the temporary absence will begin on the day of departure and end on the day of re-entry.</u>• Before leaving Japan, the Fellow shall apply for a re-entry permit at the Regional Immigration Office nearest his/her residence in Japan.
<Procedure>
The host researcher must inform JISTEC of the leave of absence <u>at least 2 weeks prior to the Fellow's departure</u> using the prescribed format (Form 9).

Example : With a tenure from 1 June to 30 July 2009, if a leave of absence is taken from 1 to 5 July (departing Japan on 1 July and returning on 5 July) , Five days will be subtracted from the maintenance allowance.

4. CONTINUOUS STAY IN JAPAN AFTER EXPIRATION OF FELLOWSHIP

<Rules>

- If the Fellow stays in Japan continuously after expiration of his/her Fellowship due to flight scheduling or research continuation, JSPS will not assume any responsibility for the Fellow's stay in Japan nor will it cover any of the Fellow's expenses after the Fellowship expiration. The insurance coverage provided by JSPS will be terminated at 24:00 p.m. (Japan time) 4 days after the final day of the Fellowship expiration.
- Regarding the use of the return air ticket provided by JSPS if the Fellow continues to stay in Japan after the expiration of his/her Fellowship, the Fellow must request permission to use it from JSPS. If JSPS does not give permission, the Fellow must return the unused part of the ticket to JSPS.

<Procedure>

When a fellow decides to stay in Japan after the expiration of his/her Fellowship, the host researcher must inform JISTEC 2 weeks in advance of the Fellowship expiration date using the prescribed format (Form 11).

5. REIMBURSEMENT

When due to the submission of Forms 8 through 10 (described above) Fellows are required to reimburse JSPS for any part of the allowances already paid, they must remit such funds to JSPS's bank account as shown below. After JISTEC receives one of these forms, it will calculate the amount of allowances rendered inapplicable and notify the host of the amount to be reimbursed.

Bank Name: Mitsui Sumitomo Bank
Swift Code: SMBCJPJT
Branch Name: Tokyo Koumubu (Branch no. 96)
Account Type: Ordinary Account
Account Number: 3006629
Account Name: Nihon Gakujutsu Shinkokai

NOTE:

- * The remittance must be made in the Fellow's name with his/her ID number.
example: TOOLEY, M. (S09901)
- * The Fellow must pay the bank's service/transfer fee when making the remittance.
- * Please make the remittance from Japan, as making it from another country will require the payment of larger service/transfer fees.

<Notes on making overseas remittance>

When filling in the application for remittance form at the bank, be sure to indicate in the appropriate block that you (the applicant, sender) will pay the service/transfer fees.

Regarding the amount of the fees, please inquire at bank from which you will make the remittance.

Regarding the method of returning the air ticket issued by JSPS through the travel agent, JISTEC will notify the host researcher upon receiving a Form 11.