

PROCEDURES AND PROVISIONS FOR RONPAKU FELLOWS UNDER THE JSPS RONPAKU (DISSERTATION PhD) PROGRAM FOR FY 2009

Asian Program Division
Japan Society for the Promotion of Science
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This is a brief explanation of the procedures and provisions that each RONPAKU fellow is obligated to follow. Please note that if a fellow fails to follow this instruction, JSPS may reject his/her visit to Japan as well as his/her Japanese advisor's visit to the fellow's home country.

1. RONPAKU FELLOW'S VISIT TO JAPAN

1. Procedures for RONPAKU Fellow's visiting Japan

- (1) Please submit your completed "VISIT PLAN" form to JSPS's counterpart agency in your home country three months prior to your departure date.
 - *Your visit schedule should not exceed the number of days you are allotted each fiscal year.
 - *You need to discuss the details of your plan with both your Japanese and home advisors and obtain their approval before submitting the form.
 - *Fellows who are not under the jurisdiction of a JSPS counterpart agency should submit their "VISIT PLAN" directly to JSPS. Other necessary communications between such fellows and JSPS are also conducted directly.
- (2) The counterpart agency is to send JSPS its recommendation for your visit dates based on your "VISIT PLAN" at least two months prior to your departure date for Japan.
- (3) JSPS notifies the nominating agency as to whether it accepts the proposed visit.
 - *JSPS decides the visit durations allocated to each RONPAKU fellow based on reports submitted by their Japanese advisors. Please note that the exchange plan described by the fellow in the RONPAKU application form is tentative and not approved automatically.
 - *For fellows from Bangladesh, Bhutan, Cambodia, China, Iran, Kazakhstan, Mongolia, Myanmar, Uzbekistan and Vietnam, JSPS prepares the necessary documents, such as an invitation letter, for obtaining an entry visa to Japan and sends them to the RONPAKU fellow. For fellows from other countries, please contact us if you need such documents.
- (4) **FINAL YEAR ONLY**: In the final year of your fellowship, you may be allowed on an exceptional basis to either make a second visit or extend your first visit. This, however, is only for the purpose of giving an oral presentation. Whichever the case, the period must be for less than 30 days, ending 1 week after the presentation at the latest.
 - *Please note that JSPS does not bear travel expenses for attending a degree conferment ceremony.

Important Notice:

RONPAKU Fellows are not allowed to change the schedule of their VISIT PLAN without JSPS's approval. Especially, the airline tickets that JSPS arranges for fellows are fixed and cannot be changed under any circumstances. If Fellows should decide to change their visit schedule and if costs are incurred in doing so, all such costs shall be paid by the fellows themselves.

2. Air Ticket and Flight Schedule

(1) Once JSPS approves your visit plan, JSPS will have a Japanese travel agent book your round-trip international air ticket.

*The agent will inform both you and your Japanese advisor directly of your flight schedule.

(2) Approximately 10 days before your departure, the agent will have the airline issue your ticket.

*The airline's regional office will inform you when the ticket is ready to be picked up.

In the case of Chinese and Korean fellows, the air ticket will be provided by our counterpart agencies in those countries.

3. Submission of Other Documents

After arriving in Japan, your Japanese advisor will provide you with information and guidance regarding the RONPAKU program and give you a number of forms to fill out and submit to JSPS. These forms are as follows:

A) "INSURANCE documents"

You are requested to fill out the form "Declaration, Agreement & Authorization" upon receiving it from your Japanese advisor and mail it to the insurance company using the enclosed envelope. You must submit this form to be eligible to receive claim payments from the insurance company if necessary.

B) "RECEIPT" for allowances/"Notice of Arrival in Japan"

The "RECEIPT" is to be submitted to JSPS immediately after your arrival in Japan to acknowledge your having receive your allowances from your Japanese advisor. (The "RECEIPT" should be submitted only if JSPS transfers your allowances to you via your Japanese advisor's bank account.)

If JSPS deposits the allowances directly into your own bank account in Japan, please submit a "Notice of Arrival in Japan" instead.

C) "Progress Report"

You are required to write a progress report in accordance with the given instructions, which your Japanese advisor will provide you. You must submit the report directly to your Japanese advisor, JSPS, its counterpart agency in your home country and your home advisor by email within one month of the end of each of your stays in Japan.

D) "Abstract of dissertation" **(FINAL YEAR ONLY)**

You are to email an abstract of your dissertation to JSPS upon your successful acquisition of a PhD. It is to be submitted along with your progress report within one month of the end of your last stay in Japan. Please also submit digital photo(s) of yourself with your Japanese advisor (and Japanese colleagues).

*After receiving your doctoral degree, please submit either a copy of the diploma or the certificate issued by the university where you have been enrolled as a RONAPKU fellow.

2. JAPANESE ADVISOR'S VISIT TO RONPAKU FELLOW'S COUNTRY

The Japanese advisor is allowed to visit RONPAKU Fellow's home country within a maximum period of 30 days per year when deemed necessary to supervise the fellow's research together with his/her home advisor. Fellows are to prepare necessary arrangements for their advisor's stay in their country including transportation, accommodations, and meetings with their home advisors.

3. JSPS FINANCIAL ARRANGEMENTS

The following financial support is provided to RONPAKU fellows by transfer into either their Japanese advisor's designated bank account or their own bank account in Japan before the fellow arrives in Japan.

A) Maintenance allowance:

a) For fellows awarded the fellowship in or before FY 2007

-For a period 31 days or less in Japan

1-24 days: 14,000 yen per day

25-31 days: 336,000 yen

-For a period of 32 days or more in Japan

336,000 yen per month. For additional days over one month, 14, 000 yen par day is provided to a maximum of 336,000 yen

b) For fellows awarded the fellowship in or after FY 2008

JSPS provides the following amounts according to the period of your stay in Japan

1-5 days: 50,000 yen

6-10 days: 100,000 yen

11-15 days: 150,000 yen

16-30 days: 200,000 yen

31-45 days: 300,000 yen

46-60 days: 400,000 yen

61-75 days: 500,000 yen

76-90 days: 600,000 yen

B) Roundtrip economy class air ticket

From Fellow's home country to Japan

C) Medical and Accident Insurance:

RONPAKU fellows are insured by JSPS during their authorized period of stays in Japan. JSPS pays the premiums directly to the insurance company.

*Please note that the insurance does not cover the travel day(s) before/after the authorized period of stay.

D) Expenses related to dissertation submission up to 500,000 yen (based on each Japanese university's regulations) and dissertation printing and publication up to 100,000 yen in the final year of the fellowship tenure.

For Japanese advisors, JSPS covers the following costs.

1. When visiting the RONPAKU Fellow's home institution:

A) Maintenance allowance, domestic travel cost in Japan and in the fellow's country, and visa issuance charge based on JSPS regulations

*For the Japanese advisors who visit China and Korea, domestic travel cost and maintenance allowances in such countries are paid by JSPS' counterpart agencies.

B) Roundtrip economy class air ticket

From Japan to Fellow's home country

C) Supervising expenses: up to 50,000 yen per year

2. When receiving a RONPAKU fellow:

D) Research allowance for supervising RONPAKU fellow's research in Japan up to the following amounts:

a) For fellows awarded the fellowship in or before FY 2007: 50,000 yen per month

b) For fellows awarded the fellowship in or after FY 2008: 120,000 yen per month

Please note that these financial arrangements and provisions are subject to change without notice.

4. OBLIGATION

- (1) During their tenures, fellows shall not, either in or outside the host institution, infringe in any way on the human rights of others, including racial or gender discrimination or harassment or other forms of abuse. (All cases of potential human rights violations, whether related to the victimized or victimizer, shall be reported, and action shall be taken by the host institution, JSPS and other related organizations to solve the problem.)
- (2) RONPAKU fellows shall observe the rules of JSPS, their advisor's affiliated institution and the university from which they are scheduled to receive their PhD degree, and shall not commit any improper research conduct (e.g., plagiarization, falsification or fabrication of research results) or improperly use research funds (e.g., for personal use or use for purposes other than the approved research).
- (3) Within one month of the completion of the visit to Japan, fellows must submit a Progress Report (Form 4) to JSPS, Counterpart organization, his/her Japanese and home advisors.

5. WITHDRAWAL AND/OR TERMINATION OF THE FELLOWSHIP

JSPS may withdraw or terminate your fellowship or request you to return money already paid to you as a RONPAKU fellow if it judges that any of the following circumstances pertain:

- (1) Any false statements are found in the documents submitted to JSPS by the RONPAKU fellow;
- (2) It becomes impossible or clearly difficult for the RONPAKU fellow to obtain his/her PhD degree through the submission of a dissertation within the specified period of JSPS support;
- (3) The RONPAKU fellow leaves his/her full-time research position at a university or research institution in the home country;
- (4) The RONPAKU fellow is prosecuted for, or convicted of, a violation of Japanese laws ,regulations or any of the closes stipulated in the "4. OBLIGATION";
- (5) The RONPAKU fellow causes loss or damage to be incurred by JSPS.

6. CONTACT INFORMATION

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