

PROCEDURES AND PROVISIONS FOR RONPAKU FELLOWS UNDER THE JSPS RONPAKU (DISSERTATION PhD) PROGRAM FOR FY 2024

Overseas Fellowship Division
Japan Society for the Promotion of Science



This is a brief explanation of the procedures and provisions that each RONPAKU fellow is obligated to follow. The original of these Procedures and Provisions is provided in Japanese for the fellow's advisor in Japan and his/her affiliated university (Japanese Host University). If any differences in wording or interpretation should occur between this document and the original, the Japanese version will take precedence.

1. RESEARCH PLAN

- (1) The Research Plan is to be submitted by your advisor in Japan by the last week of January each year. Please discuss the details of your research plan throughout fiscal year 2024 with both your advisor in Japan and your advisor in the country where your affiliated institution is located (hereinafter referred to as "home country"), and prepare a research plan well in advance. When drawing up the plan, please keep in mind following matters:
Travel plans should be made so that the combined days of visits by you and your advisor in Japan are at least 30 days during a fiscal year.
The funding provided to the Japanese host university is up to 1.2 million yen per fiscal year. No maximum is set on the number of times or length of periods of the visits that can be carried out within the limits of total RONPAKU funding for each fiscal year.
- (2) Upon discussion between you and your advisor in Japan, they submits a research plan to JSPS through the Japanese host university.
- (3) After JSPS's approval, you may begin implementing your RONPAKU research based on the research plan.
- (4) If significant changes should occur in your research plan, be sure to notify your advisor in Japan right away.
- (5) Consult with and process the following with your advisor in Japan and Japanese host university:
Arranging flights (economy class)
Allowances for your stay in Japan, including accommodation fees and other expenses
Obtaining a certificate of financial support
Preparing visa-related documents
- (6) When your research requires supervision in your home country by your advisor and/or co-advisor in Japan, their necessary costs may be covered by your RONPAKU funding in accordance with your JSPS-approved research plan. If needed, you may make arrangements for their stays in your home country such as transportation and accommodations.
- (7) If you move to another affiliated institution or the advisor in your home country changes, in order to continue your RONPAKU fellowship you must inform your advisor in Japan of the change and obtain prior permission from the head of the new affiliated institution or the new advisor in your home country.

2. JSPS FINANCIAL ARRANGEMENTS

JSPS will provide the Japanese host university with funding based on the research plan submitted by your advisor in Japan.

The following expenses may be covered by the above RONPAKU funding (based on the Japanese host university's regulations):

- (a) Travel expenses between Japan and your home country by you and your advisors in Japan
- (b) Travel expenses to a third country by you and your advisors in Japan (when that travel is approved by JSPS)
- (c) Travel expenses within Japan by you and your advisors in Japan
- (d) Allowances for your stay in Japan, including accommodation fees and other expenses
- (e) Expenses incurred in conducting research in Japan and your home country
- (f) Other expenses related to your dissertation submission

3. INTERIM REPORT

The Interim Report is to be submitted by your advisor in Japan by the end of September. You should consult with them well in advance.

4. AFTER RECEIVING YOUR DOCTORAL DEGREE

You are to submit the following documents to the Japanese host university in electronic format.

- (a) Abstract of your dissertation (Form 7), which can be downloaded from the below website;
<https://www.jsps.go.jp/english/e-ronpaku/otherforms.html>
- (b) A copy of your PhD diploma or certificate issued by the university where you have been enrolled as a RONPAKU fellow

5. OBLIGATION

You should bear the following two points in mind. If you should fail to observe them, the fellowship may be withdrawn, allowances stopped, and already-paid allowances reclaimed.

- (1) During your tenure, you 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 taken by the host institution, JSPS and other related organizations to solve the problem.
- (2) You are not to misuse competitive or other research funds or to commit any act of misconduct with regard to your research and educational activities, including fabrication, falsification or plagiarism. With regard to these activities, you are to follow the rules prescribed by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), JSPS, your Japanese advisor's affiliated institution, and the university scheduled to award your dissertation PhD degree.

6. Response to acts of research misconduct and funding misuse

"Measures Against Misconduct in Research Activities and Misuse (etc.) of Research Funds" (Rule #19, Adopted by the JSPS on 6 December 2006) stipulate actions to be taken by JSPS in response to research misconduct and funding misuse and measures to be taken by organizations within research institutions in executing their responsibility to manage and ensure the integrity of research funds. When established that specific acts of research misconduct and/or misuse of research funds have been committed, actions stipulated in this Rule will be taken.

Note: Please see the separate document "About Rules for Responding to Misconduct and Misuse of Funds in Research Activities."

7. 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 you have submitted to JSPS
- (2) It becomes impossible or clearly difficult for you to obtain your PhD degree through the submission of a dissertation within the specified period of JSPS support
- (3) You leave your full-time research position at a university or research institution in your home country
- (4) You obtain your PhD degree other than through the RONPAKU program

- (5) You are prosecuted for, or convicted of, a violation of Japanese laws or regulations, or you break any of the rules stipulated in paragraph "5. OBLIGATION"
- (6) You fail to follow JSPS's instructions or cause harm to JSPS

8. RESEAECH RESULTS

- (1) When reporting research results achieved under the RONPAKU Program in scientific journals or other publications, indicate clearly that Fellows are "JSPS RONPAKU (Dissertation Ph.D.) Program"
Example: This work was supported by JSPS RONPAKU (Dissertation Ph.D.) Program.
- (2) RONPAKU fellow should note that their name, nationality, title and affiliated institution; research theme, host institution, advisor's name and title; and research report may be given public access.

9. Ensuring Research Integrity Against New Risks as a Consequence of the Globalization and Openness of Research Activities

In order to promote the augment of science, technology, and innovation in Japan, we must continue to enhance overseas joint research with various partners based on the principle of open science. Concurrently, the new risks as a consequence of the globalization and openness of research activities have been possible to impair the basis of research environment such as openness and transparency, and to unknowingly involve researchers to take risk of a conflict of interest or a conflict of responsibilities. In such climate, it is vital for our country to build a globally reliable research environment to protect the values that constitute the basis of research environment while encouraging necessary global collaboration and international exchanges.

Therefore, universities and institutions are required to establish regulations/rules and control management related to the conflict of interest and the conflict of responsibility based on "Policy on Measures to Ensure Research Integrity Against New Risks as a Consequence of the Globalization and Openness of Research Activities (April 27, 2021, Decision of Council for Science, Technology and Innovation)." It is significantly essential for researchers and universities/institutions to proactively ensure the research integrity in each research activity.

10. Application for Certificate

When Fellows require a certificate to apply for a job after the completion of their fellowship, JSPS may issue a certificate.

To apply for a certificate, Fellows should fill out Form 14 (Application for Certificate) stating the reason they need the certificate and where it is to be sent, and submit the form via email to JSPS at least two weeks prior to the date the certificate is needed. As a rule, certificates are sent via e-mail, not by postal mail.

If your host university has not submitted the Completion Reports or has not completed the reimbursement request process, it may take some time for the certificates to be issued.

11. CONTACT INFORMATION

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