

FY 2012 (First Half) Application Guidelines for:  
Ritsumeikan University  
Institutional Program for Young Researcher Overseas Visits  
“Global On-Site Training Program for Young Researchers to  
Protect Cultural Heritage and Art Works”

At Ritsumeikan University, both the Art Research Center (ARC) and the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) have implemented the Institutional Program for Young Researcher Overseas Visits, a.k.a., “Daikokai Program”, adopted by the Japan Society for the Promotion of Science (JSPS). These two centers send abroad their young researchers to conduct research, who are expected to do networking with foreign researchers, and to acquire the ability to present their research outcomes in foreign languages. In other words, the Program aims at fostering leading researchers with an international sense.

Rits-DMUCH and ARC are both very active in international research and educational activities, and these two Centers send their young researchers, including undergraduates, graduate students, research assistants, postdoctoral fellows, assistants, assistant professors, and lecturers of Ritsumeikan University, abroad for a certain period of time to conduct research at foreign institutions.

- JSPS Institutional Program for Young Researcher Overseas Cf.: <http://www.jsps.go.jp/j-daikokai/index.html>
- Ritsumeikan University Institutional Program for Young Researcher Overseas Visits (Daikokai Program)

The Program was implemented on February 1, 2010 and will continue until January 31, 2013.

Cf.: <http://www.ritsumei.ac.jp/acd/re/k-rsc/dkk/e/index.html>

### 1. Eligibility

Applicants need to fully understand the Program’s mission to send young researchers overseas to acquire “Global On-Site Training to Protect Cultural Heritage and Art Works”.

The following categories of the researchers are eligible:

- <1> Undergraduates, graduate students including research assistants, postdoctoral fellows, assistants, assistant professors, and lecturers of Ritsumeikan University.
- <2> JSPS Research Fellows (DC and PD), whose advisors or supervisors belong to the University.

### 2. Program Objectives

The Program is designed for research, fieldwork, internship, seminar participation, and paper presentation at the academic meeting, but not to be used for poster presentation without verbal presentation.

### 3. Period of Research Overseas

**The participants must leave for their overseas destination between April 1, 2012 and September 30, 2012, stay out of Japan for a minimum of a few days and a maximum of ten months and come back to Japan no later than January 25, 2013.**

Reflecting what the Program is designed for, however, the Centers give priority to

postdoctoral fellows, assistants, assistant professors, and lecturers who plan to go abroad for a considerable period of time, that is, two months or longer, including the days of leaving from and returning to Japan. Moreover, if you wish to go to more than one country in a trip, please consult the staff of the Research Office beforehand.

#### 4. Expenses

Based on the JSPS guidelines on how to handle and administer the Researcher Overseas Visit Fund (Institutional Program for Young Researcher Overseas Visit), the following expenses will be covered:

- (1) A Round-trip fare, directly related to your overseas visit, which includes airport fee and immigration tax
- (2) Transport expenses within Japan, directly related to your overseas visit
- (3) Accommodation expenses and daily allowance\*

\* Columns A of the following Table show how accommodation expenses and daily allowance will be calculated, based on where you stay and how long. If you have a preschool child and meet the following conditions, please refer to Columns B for the calculation.

- (1) You are taking care of a preschool child.
- (2) You take the preschool child to your overseas destination.
- (3) You agree to bear the full responsibility for the child's any illness, injuries or accidents, during your stay abroad with the child.

If, under any circumstances, the preschool child discontinues to come along to your overseas visit, Columns A will be applied for the time period of his or her absence.

Table: Accommodation Expenses and Daily Allowance

JPY

	Accommodation Expenses (Up to 61 nights) per Night		Accommodation Expenses (62 nights or longer) per Night		Daily Allowance	
	A	B	A	B	A	B
Pink Area or Designated City	12,000	19,300	9,600	15,440	3,500	6,200
Blue Area	8,000	12,900	6,400	10,320	2,500	4,200
Green Area	7,000	11,600	5,600	9,280	2,000	3,800

Note: The division of the areas follows the Act on Travel Expenses of National Public Officers, etc., Japan.

If you intend to use Columns B, you need to submit the following documents:

- (1) A copy of residence certificate to show the household membership, or a copy of health insurance card which lists both you and the preschool child
- (2) A copy of your passport and that of the preschool child, both of which with immigration records
- (3) A Letter of Agreement (a form prescribed by the Research Office)

## 5. Number of Positions Available

About 13 positions for visits of two months or longer; and about 30 for visits shorter than two months

## 6. Application Forms: One of each of the followings, all in A4-size paper, printed on both sides.

### ■ In the case of paper presentation at an academic meeting:

#### <1> Forms for business trips

“Travel Requisition Form”, if you are a research assistant, postdoctoral fellow, assistant, assistant professor, or lecturer.

“Ritsumeikan Statement of Travel Expenses”, if you are an undergraduate, graduate student, or JSPS Research Fellow (PD and DC).

#### <2> Conference programs or other materials to give an overview of the academic meeting.

### ■ In the case of research, fieldwork, internship, or seminar participation:

#### <1> Application Form, prescribed

<2> A proof of your foreign language proficiency, i.e., a certificate of language proficiency test score, or other forms of certificates or proofs.

<3> Internship or seminar brochures to give an overview of the program, if applicable.

## 7. Application Deadline

<1> Deadline: **By 5 p.m. on February 29 (Wednesday), 2012**, without any exceptions.

<2> Where to submit:

Research Office (Kinugasa), Ritsumeikan University

\*On the second floor of Shugakukan, Kinugasa Campus

ATTN: Asako Murakami (Ms.) Phone: 075-465-8206; Ex: 511-4723

E-mail: asako1-a@st.ritsumei.ac.jp, OR

Research Office (BKC) GCOE Office, Ritsumeikan University

\*On the first floor of BOUSAI System Research Center, Biwako-Kusatsu Campus

ATTN: Yuka Umehara (Ms.) Phone: 077-561-5083; Ex: 515-6805

<3> How to submit: Bring the required documents to the Office.

## 8. Screening Process and Notification of Results

The Review Committee shall conduct screening by reviewing the submitted documents. Note that the Committee may ask applicants to change their research periods. The Committee will notify the applicants of their results by middle March 2012.

## 9. Applicants' Obligations

After completing the Program, the participants are obliged to submit the Program Report, as well as to present their research outcomes at their respective Centers.

## 10. Other Things to Keep in Mind

<1> Before you apply, please consult with your advisor thoroughly.

<2> You cannot apply for the Program if you are leaving school or plan to do so.

<3> Notification that you are selected for this program does not necessarily secure your employment as a postdoctoral fellow or research assistant for the next fiscal year. Your participation will be called off if you are not eligible at the time when you are supposed to go overseas.

- <4> If you have other scholarships and/or research grants, please make sure that you can keep them while in this Program.
- <5> Please note that the Steering Committee or the JSPS may ask participants to change their research periods and/or destinations.
- <6> If you do not fulfill obligations, such as reporting, submitting plans and progress reports, the Steering Committee may terminate your stay abroad.
- <7> At the times of epidemic outbreaks, travel ban orders, and serious disasters;  
 If you maintain matriculation, please follow advice, based on decisions made by the University.  
 If you are a University employee, please follow instructions in the course of employment, issued by the University.

■ On “Self-evaluation of the foreign language that you are going to use: Its criteria of A, B, C, and D”

Please refer to the following table when you fill in Section 6-(2) of the Application Form: “Self-evaluation of the foreign languages that you are going to use”:

	Reading	Writing	Listening	Conversation
A	Almost fully understand academic papers and newspaper articles.	Capable to write journal papers and letters almost flawlessly.	Almost fully understand academic lectures, movies, and news.	Capable to present papers and handle Q&A at academic meetings, and to negotiate and debate with native speakers almost flawlessly.
B	Almost fully understand academic papers of your own field.	Capable to write journal papers and letters, but with some proofreading.	Almost fully understand academic lectures.	Capable to present papers almost flawlessly, but need some help (50%) to handle Q&A at academic meetings and to negotiate and debate with native speakers.
C	With the aid of a dictionary, understand academic papers of your own field.	Capable to write journal papers and letters, with the aid of a dictionary.	Understand a half of academic lectures.	Capable to present papers by just reading the scripts. Although not smoothly, capable to make yourself understood when negotiate and debate with native speakers.
D	Even with the aid of a dictionary, cannot understand academic papers of your own field.	Even with the aid of a dictionary, unable to write sentences.	Unable to understand academic lectures.	Unable to make yourself understood when conversing.