

Japan Society for the Promotion of Science International Training Program (ITP)

**Global On-Site Training Program for
Young Researchers on the
Protection of Cultural Heritage and
Art Works, Ritsumeikan University**

FY 2012 Guidebook



Research Office (Kinugasa)
Division of Research
Ritsumeikan University

1. Introduction

Program Overview and Objectives

"Global On-Site Training Program for Young Researchers on the Protection of Cultural Heritage and Art Work" is an International Training Program adopted by the Japan Society for the Promotion of Science (JSPS). The program aims at fostering researchers to be capable and conduct their research from an international perspective. It provides young researchers with opportunities to engage in research and educational activities abroad for a certain period of time so that they could research, network with foreign researchers, as well as present their research outcomes in foreign language.

At Ritsumeikan University, the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) and the Art Research Center (ARC) are both very active in international research and educational activities, collaborating with more than a few overseas institutions with which the University concluded partnerships for training their researchers. These Centers are training their researchers to be able to work on Kyoto-based, international preservation of cultural heritages and artworks, with well-rounded knowledge of the humanities and science.

In the past, protection of cultural properties, preservation of artworks, and urban disaster mitigation had never been treated as an integrated research field. Yet, that is what Kyoto needs, facing a challenge of “protecting cultural heritages and artworks in the historical city”--a concern to be shared worldwide.

Moreover, research on cultural properties and artworks, a focus shared by both Centers, demands refined and meticulous analytical techniques and sophisticated understanding of cultural issues. What we believe is necessary for the next generation of researchers to acquire such skills, therefore, includes active exchanges with researchers abroad and hand-on research experiences in the field. Filling the gap among the three areas through 21st Century COE Programs and Global COE Programs, our Centers’ “urban disaster mitigation model” and “digital archives of art works” have received social acclaims as well as worldwide attention. In addition, we have established academic network with foreign institutions to send young researchers abroad.

The ITP offers such opportunities to collaborate with research institutions overseas with on-site research projects, allowing them to gain more experiences both in and out of Japan. By doing so, the program aims at producing a new generation of world-class researchers with not only in-depth knowledge and understanding of cultural properties and artworks but also actual problem-solving experiences.

These two Centers send their young researchers, including doctoral students, postdoctoral fellows, research assistants, researchers and assistant professors abroad for periods of two months to one year to conduct research at foreign institutions with which formal partnership agreements have been concluded. These researchers are expected to set specific, practical research objectives and to actively engage in on-site research activities, developing an international sense.

We strongly hope that this Program enables young researchers to obtain an international perspective and establish academic network with foreign researchers, which will lead them to further development as researchers.

The ITP Committee, Ritsumeikan University:

Kenzo TOKI, Director

Research Center for Disaster Mitigation of Urban Cultural Heritage

Keiji YANO, Director

Art Research Center

Keiji YANO, Professor

Graduate School of Letters

Hidehiko KANEGAE, Professor

Graduate School of Policy Science

2. Procedures (flow chart)

**You apply for the ITP, and
then go through screening of written application and interview.**



Pass the screening.



[At least 2 months before your departure]

**Make arrangements with the hosting institution overseas
which will accept you as an ITP participant.**

1. Request for Acceptance

The Office can send official “Request for Acceptance” for you to the hosting institution overseas, if necessary.

2. Request for an Invitation Letter

You ought to obtain an invitation letter from the hosting institution before your departure as the letter may be requested by the immigration officer at your destination.



Guidance on administrative procedures provided by the Office

(Final decision about itinerary, estimate of flight tickets, preparation of required documents, etc.)

[At least 1 month before your departure]

Make arrangements of flight tickets, accommodations, etc.

Travel Expense Calculation Sheet

Fill in a Travel Expense Calculation Sheet as you usually do. This information is used for paying your expenses and applying for overseas travel insurance. The form to fill in depends on which affiliation you belong to. Please refer to the web page of this Program for more details. Cf.: http://www.ritsumei.ac.jp/acd/re/k-rsc/itp/e/for_participants/

Flight Tickets

Book your flight by yourself. If there are several routes to your destination, you are expected to choose the Economy Class of the cheapest route. **Since the Program budget is limited, make sure you inform the Office of estimated flight fare BEFORE you purchase, as well as try to find your tickets at a reasonable fare.**

Any written proofs of your airfare payments, such as invoices, delivery notes or receipts must show Ritsumeikan University (立命館大学) as the addressee with the dates and company seals. If you purchase tickets at the RU Coop, please ask the staff to charge them as the University's expense for the ITP Program. Make sure that you also submit your itinerary which clearly shows flight routes, dates, and flight numbers.

In case in which you pay by yourself before receiving the fee from the Office, please make sure that you can obtain written proofs of your payments as instructed above, since we might not be able to reimburse you if this procedure is not properly followed.

Accommodations

Choose accommodations, following advice from your hosting institution overseas.

Overseas travel insurance

The Office will provide you with an application form, which you must fill in block letters. Please turn in the form to the Office with an Emergency Contact Information Sheet.

Accommodation expense

Your accommodation expense, which is calculated based upon Columns A of the following table by Standards for Young Researcher Overseas Visits Program, will be paid into your bank account before your departure. However, the payment might be made after your departure if you fail to arrange your research trip or submit required documents before due date.

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.

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)

Please bear in mind that you are not allowed to combine the ITP Program with the other funding sources to pay for a research trip, as the Program is a subsidized program. Please ask the Office for more details.

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

We strongly recommend that you open a bank account that allows you to deposit and withdraw from overseas.

<Example> A trip to a Pink Area or Designated City, staying 92 days and 90 nights:

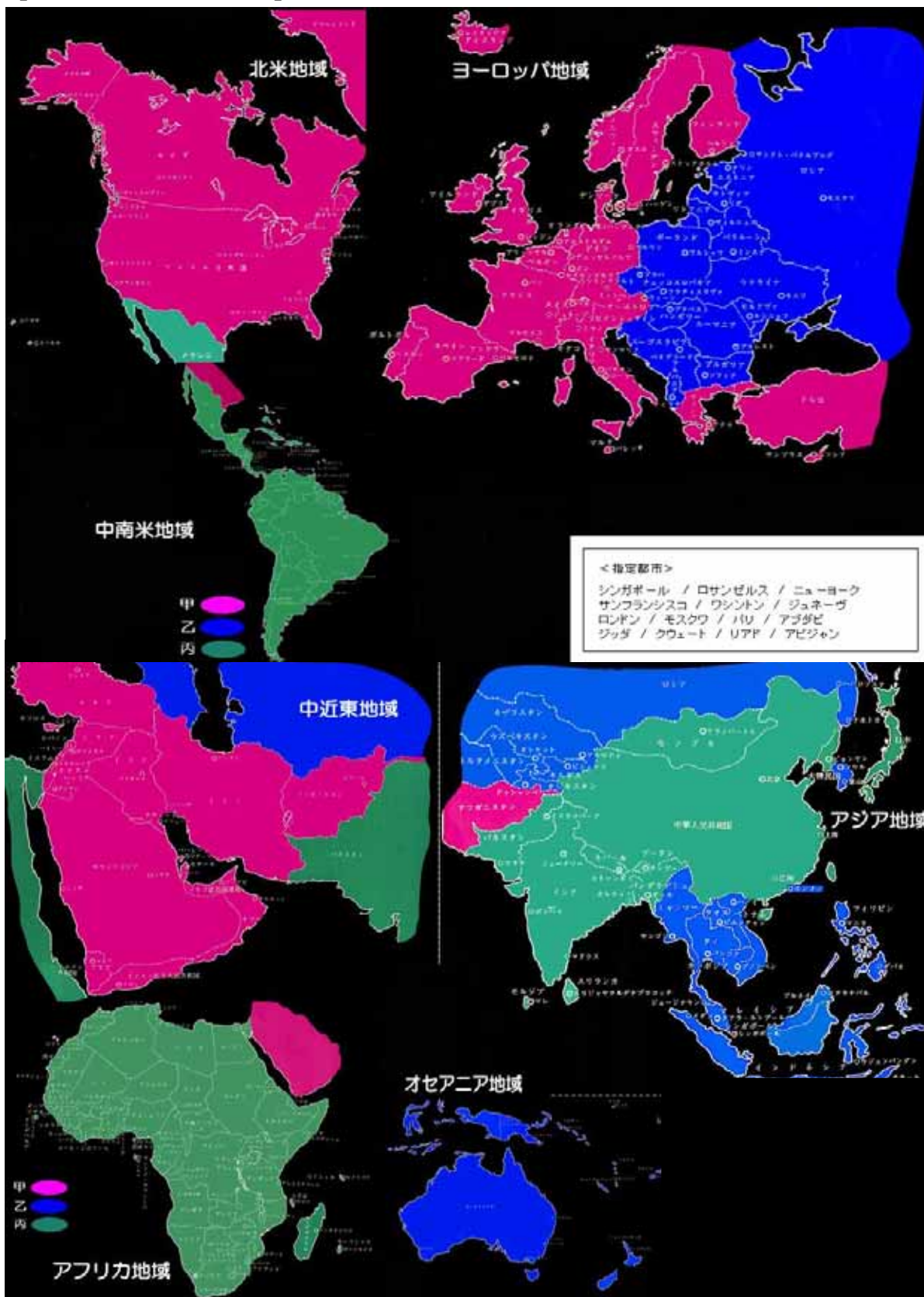
Accommodation Expenses A: JPY 12,000 (until the 61st night) x 61 nights = JPY 732,000

Accommodation Expenses B: JPY 9,600 (from the 62nd night) x 29 nights = JPY 278,400

Daily Allowance: JPY 3,500 x 92 days = JPY 322,000

TOTAL: JPY 1,332,400

Map of Accommodation Expense Distribution



Visa application

Apply for your visa by yourself, if necessary. Visa application fee will be reimbursed if you submit us a receipt. However, we cannot pay you back if you apply your visa through travel agency.

Language proficiency exam

ITP participants must take the TOEIC test before and after going abroad, and report the scores to us, the Administrative staff, so that we could check how your language proficiency improves.



[At least 2 weeks before your departure]

Get medical checkup

To make the fullest use of your time abroad, you should have a medical checkup before your departure. You may also be required to receive vaccination, depending on your destination.



[At least 1 week before your departure]

Interview with ITP advisor.

Confirm your research objectives with your advisor. Do not hesitate to discuss your concerns with him or her. The Office will arrange the meeting.

3. Documents to submit

Travel Expense Calculation Sheet . . . A form prescribed by the Division of Research. Submit the form one month prior to your departure.

Ask your advisor or the faculty member in charge for his or her seal on the column of 'Associate Dean,' located at the bottom of the form. Finalize your research period as soon as possible.

Emergency Contact Information Sheet . . . Form 2 for Young Researcher Overseas Visits Program. Submit the form before your departure.

Emergency contact information on site, i.e., affiliated research institutions and where you stay, and in Japan (family, etc.).

Equipment Leasing Application Form ··· Form 3 for Young Researcher Overseas Visits Program. Submit the form before your departure.

Submit this form if you wish to borrow equipments, including PCs that belong to the university or research centers for use overseas. You will be responsible for the cost of any equipments damaged, lost or stolen while in your possession.

Project Change Request ··· Form 4 for Young Researcher Overseas Visits Program. Submit the form accordingly

If you have to change the schedule or content of your overseas research or to return to Japan due to unforeseen circumstances, you should immediately contact your project advisor and supervising office and submit this form to the Research Office.

Program Completion Report ··· Form 5 for Young Researcher Overseas Visits Program.

Participants who stay abroad for 60 days or longer must submit it within one month after your coming back. Fill in the form and ask your project advisor to check and have a seal on the Report before you submit it to the Research Office. Your Report might be published on the University's website.

Language proficiency exam score ··· A free form.

Take a language proficiency exam such as TOEIC both before and after your research abroad. Submit a photocopy of your score.

Trip Report ··· A form prescribed by the Division of Research. Submit the form within two weeks after your coming back.

Submit the form with your air ticket stubs and proofs of your overseas activities (receipts, records of meeting, name cards, etc.).

You can download these forms from the following website.

<http://www.ritsumeai.ac.jp/acd/re/k-rsc/itp/j/index.html>

4. Report of Research Results

ITP participants have the following duties:

- Presentation during the ITP period;
- Submit a paper written in English to an academic journal and/or present a paper in English at an academic meeting; and
- Participate in the meeting of “Reports on Research Results by Young Researchers, Participants of the International Training Program.” The participants are expected to attend the “Reports for FY 2011,” which will be held on February 11th, 2012.

1. Academic papers

When you publish papers as outcomes of your research subsidized by this Program, make sure you state so.

2. Academic meetings

When you present your research outcomes at academic meetings or lectures, mention the fact that your research was subsidized by this Program and state that on proceedings, as follows:

Japanese: 本研究成果は、独立行政法人日本学術振興会「若手研究者国際・トレーニング・プログラム(ITP)」による支援を得たものである。

English: This work was supported by the JSPS International Training Program (ITP).

5. Notes

Please consider your own safety first and keep yourself informed by referring to the following web pages before and during your stay abroad.

·JCSOS (The Japanese Council for the Safety of Overseas Students)

Overseas risk information http://www.jcsos.org/support_a.html

·Ministry of Foreign Affairs of Japan

<http://www.mofa.go.jp/mofaj/> (Mobile phone : <http://www.mofa.go.jp/mofaj/m/>)

·Overseas safety information, Ministry of Foreign Affairs of Japan

<http://www.anzen.mofa.go.jp/> (Mobile phone : <http://www.anzen.mofa.go.jp/i/>)

In cases of epidemic outbreak, travel ban or disaster, act as follows:

- Students ··· Act as advised by the University
- Employees (PDs, assistant professors, lecturers, etc.) ··· Act as instructed by the University

The ITP Program Committee might decide to cancel your stay in case you fail to report your research project, research progress or other necessary matter related to your stay.

6. Contact information

Research Office (Kinugasa), Division of Research, Ritsumeikan University

ATTN: Hashimoto (Ms.): h-toyo-a@st.ritsumei.ac.jp, or Sugatani (Ms.): sugatomo@st.ritsumei.ac.jp

56-1 Toji-in Kita-machi, Kita-ku, Kyoto, Japan 603-8577

PHONE: +81-75-465-8206 / FAX: +81-75-465-8342