

FY 2012 Application Guidelines for:
Ritsumeikan University
International Training Program (ITP) for Young Researchers:
International On-site Training Program for Young Researchers on
Disaster Mitigation of Cultural Heritages and Artworks

At Ritsumeikan University, both the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) and the Art Research Center (ARC) have implemented the International On-site Training Program for Young Researchers on Disaster Mitigation of Cultural Heritages and Artworks, adopted by the Japan Society for the Promotion of Science (JSPS). These two centers send abroad their young researchers, including doctoral students, postdoctoral fellows and researchers to conduct research at overseas partner organizations. Conducting research by using a foreign language, these researchers are expected to do networking with foreign researchers, and to acquire the ability to present their research outcomes. In other words, the Program aims at fostering leading researchers with an international sense.

- JSPS International Training Program for Young Researchers <http://www.jsps.go.jp/english/e-itp/index.html>
- Ritsumeikan University International Training Program (ITP) for Young Researchers: International On-site Training Program for Young Researchers on Disaster Mitigation of Cultural Heritages and Artworks is an International Training Program for the period between FY 2008 and FY 2012.

1. Qualification Requirements

The following categories of applicants are eligible:

- (1) Graduate students currently enrolled in the doctoral program at Ritsumeikan University; OR
- (2) Postdoctoral fellows and researchers at Ritsumeikan University

2. Research Topics

Research topics should be relevant to the Research Center for Disaster Mitigation of Urban Cultural Heritage (Rits-DMUCH) or the Art Research Center (ARC), Ritsumeikan University. The relevancy of a submitted topic will be judged by the ITP Review Committee, composed of both Centers' researchers.

3. Expenses

Based on the JSPS guidelines on how to handle and administer the Fund for the International Training Program, 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*
- (4) Visa processing fee
- (5) Bench fees; local tuitions
- (6) Insurances

We do not provide research expenses during your ITP period.

* 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 your application was granted and 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)

4. Period of Research Overseas

The ITP participants must leave for their overseas destinations between the middle of November, 2012 and January 31, 2013 and stay out of Japan for a minimum of two months (62 day). Please note that the JSPS may ask ITP participants to change their research periods and/or destinations.

5. Number of Positions

1 position

6. Conditions and Terms

- (1) While holding the position, JSPS PDs cannot apply for the ITP Program. If you apply for the ITP, you have to resign the JSPS PD position.
- (2) You cannot leave school while staying overseas for the ITP Program. You cannot apply for the Program if you are leaving school or plan to do so.
- (3) If you have other scholarships and/or research grants, please make sure that you can keep them while in the ITP. For your information, you can keep financial supports from the Japan Student Service Organization.

7. Application Documents: One of each of the followings, all in A4-size paper

- (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.
- (3) English Curriculum Vitae, which shall include your education since the high school graduation. With no prescribed forms provided, the formats are free.

8. Application Deadline

- (1) When to submit: By 5 p.m. on Wednesday, October 31, 2012 (Without any exceptions)
- (2) Where to submit: Research Office (Kinugasa), Ritsumeikan University
*On the second floor of Shugakukan, Kinugasa Campus
ATTN: Hashimoto (Ms.) Phone: 075-465-8206; Ex.: 511-2394
Or
GCOE Office Research Office (BKC), Ritsumeikan University
*On the first floor of BOUSAI System Research Center, Biwako-Kusatsu Campus
ATTN: Umehara (Ms.) Phone: 077-561-5083; Ex: 515-6805
- (3) How to submit: Bring the required documents to the Office.

9. Screening Process and Notification of Results

The ITP Review Committee shall conduct the screening by reviewing submitted application documents and interviews. Applicants have 5 minutes to describe their research plans, motives of application and plans of research results. Applicants may bring their USBs in case they want to use PowerPoint for their presentations. The interviews and the Committee will notify the applicants of their results by early November.

10. Duties of Applicants

ITP candidates have the following duties:

- Participate in pre-dispatched basic training;
- 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” in FY 2012,

11. Other Things to Keep in Mind

- (1) When you apply, please consult with your advisor thoroughly.
- (2) Notification that you are selected for the ITP does not necessarily secure your employment as a PD or RA for the next fiscal year. Your ITP will be called off if your postdoctoral fellowship or research assistantship is terminated for the year when you are supposed to go overseas as an ITP participant.
- (3) The Review Committees of both GOOE Centers may decide to reduce your stipends when you go overseas for the ITP for a long time.
- (4) 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, such as a PD or researcher, please follow instructions in the course of employment, issued by the University.
- (5) If you do not fulfill ITP obligations, such as reporting, submitting plans and progress reports, the ITP Review Committee may terminate your ITP.

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

	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.
F	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.

■ On “Your choice of the country and organization”

Please select where you wish to go from the following list of the overseas partner organizations when you fill in the section of “Your choice of the country and organization.”

Overseas Partner Organizations

School of Oriental and African Studies (SOAS), University of London, UK

United Nations Educational, Scientific and Cultural Organization (UNESCO), France

International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), Italy

International Council on Monuments and Sites (ICOMOS), France

Faculty of Architecture, University of Sassari, Italy

Faculty of Architecture and Planning, Thammasat University, Thailand

Centre for Well-being in Public Policy/Department of Geography, University of Sheffield, UK

Media and Graphics Interdisciplinary Centre (MAGIC), University of British Columbia, Canada

Donald Keene Center of Japanese Culture, Columbia University, USA

Honolulu Academy of Arts, USA

Museum of Fine Arts, Boston, USA

Asian Pacific Office (UN ESCAP), United Nations International Strategy for Disaster Reduction (UNISDR), Thailand

National Yunlin University of Science & Technology, Taiwan