

Graduate Short-term Inbound and Outbound Program at Tokyo Metropolitan University (Summary)

(Aim)

The aim of this Graduate Short-term Inbound and Outbound Program is to promote intercultural exchanges among researchers and laboratories overseas by supporting international exchanges of graduate students.

(Application eligibility and conditions)

To apply for this program, an applicant must be a TMU full-time teacher and the project to apply for under this program should satisfy all of the following conditions:

(1) Send one graduate student from Graduate School of Science and Engineering of TMU to a graduate school overseas, and at the same time accept one student from a graduate school overseas at Graduate School of Science and Engineering of TMU.

(2) The student to be sent from TMU (hereafter referred to as “outbound student”) must be currently enrolled in Graduate School of Science and Engineering and the student to be accepted at TMU (hereafter referred to as “inbound student”) be enrolled in a graduate school overseas. (Those on-leave status are not eligible for this program.)

(3) Preliminary consultation has been sufficiently made between the applicant and the teacher who is accepting the outbound student, and an informal consent for sending/accepting the inbound/outbound students has been also given from the teacher concerned.

* Host and home universities are not necessarily the same under this program.

(Application method)

Send a completed “Program Proposal for 2017 Graduate Short-term Inbound and Outbound Program, Tokyo Metropolitan University 大学院生派遣・受入支援制度実施計画書(様式3)” by e-mail to the chief of Academic Affairs Section of Science at takahashi-hirokazu@jmj.tmu.ac.jp.

Submission deadline: February 16 (Thurs), 2017

The English version of “Program Proposal for 2017 Short-term Inbound and Outbound Program for Graduate Students 大学院生派遣・受入支援制度実施計画書(様式3)” is currently being prepared, in which an applicant is required to fill in the following items.

- University (and country name) which an inbound student is to be sent from
- University (and country name) which an outbound student is to be accepted at
- Period of accepting the inbound student at TMU
- Period of sending the outbound student to the host university
- Contact information of a representative person at the host university (teaching position, name, address, telephone and fax numbers, and e-mail address)
- Project contents (Specific details of the activities to be planned at respective universities must be included)
- Information and itinerary/plans for the inbound student including the place to depart from, period of stay, and schedule

- Information and itinerary/plans for the outbound student including place to depart from, place and period of stay, and schedule

(Application approval)

Candidates to be adopted shall be elected by the Committee of International Exchange based on the selection criteria set forth separately.

(Financial support)

Following financial support shall be given to inbound/outbound students for this program; however, this is not applicable to those who will receive the benefit-type scholarship for studying abroad program which TMU performs as a consultation window for, or any other scholarship whose amount is equal to the one for travel or living expenses to be provided under this program.

(1) Travel expenses

The total amount of the following travel expenses shall be provided with the limit set forth in Appendix 1, on one-time payment.

- a. A round-trip airplane ticket (economy class, fuel surcharges included)
- b. Airport usage charges and entry/departure taxes
- c. Travel expenses shall be the actual travel cost for the most reasonable and economical route to be taken, in principle.

(2) Living expenses

- a. Monthly living expenses to be provided to outbound students is as set forth in Appendix 2, and that to inbound students is 80,000 Japanese yen.
- b. Number of months for the provision of living expenses is as set forth in Appendix 3, which is defined based on the number of days stayed.
- c. Confirmation of enrollment at the respective universities shall be made for the provision of the living expenses.

(Period of financial support)

The period of financial support shall be 14 days or longer and 90 days or less, excluding the days required for the travel (to and from the destination place).

(Responsibilities of the inbound and outbound students)

(1) “Completion Report for Graduate Short-term Inbound and Outbound Program 首都大学東京大学院生短期派遣・受入支援制度参加報告書(別記様式4-2)” must be submitted to the Chairperson of the Committee of International Exchange within one month from the end of stay.

(2) Outbound students must subscribe to the travel insurance (with one hundred million yen coverage for medical care and rescue work) and the security management service designated by TMU to participate in the program.

(3) All the arrangements and procedures necessary to accomplish the program such as immigration, travel, accommodation, etc. must be conducted by the outbound students themselves.

Appendix 1:
Travel Expenses

Countries & Regions	Travel Expenses
Asia:	Up to 100,000 Japanese yen
Other:	Up to 200,000 Japanese yen

Appendix 2:
Monthly living expenses

Cities and Regions	Monthly
New York, Moscow, London, etc.	100,000 Japanese yen
Amsterdam, Vienna, Chicago, Rome, etc.	80,000 Japanese yen
Wellington, Kuala Lumpur, Sydney, Seoul, etc.	70,000 Japanese yen
Singapore, Cairo, Nairobi, Beijing, etc.	60,000 Japanese yen

Appendix 3:
Number of months for the provision of living expenses based on the days stayed

Number of days	Number of months for the provision
14 days – 44 days	1 month
45 days – 74 days	2 months
75 days and over	3 months