**B4**

Application Guidelines for the Support for Student Overseas Visits by the Yamaguchi University Foundation-2015 Fiscal Year

1. Purpose and Classification

By covering a part of their expenses such as a round trip fare and others, this program supports mainly students who go abroad for international conferences, language training or field work of the research with the following classifications.

(1) Support for individuals

①Short-term (within 30 days)

②Long-term (over 30 days)

(2) Support for overseas programs arranged by the International Student Center

2. Eligibility

Case (1) Students enrolled in Yamaguchi University (As for the united graduate school, students who are studying at Yamaguchi University are eligible to apply. ), except for those who are participants of overseas short term language training programs or student exchange programs arranged by the International Student Center of Yamaguchi University or will receive similar support from other organizations redundantly.

Note1) Any Students who received this support in the 2013 or 2014 fiscal year are not eligible.

Note2) One application per person is available.

Case (2) The Director of the International Student Center, Yamaguchi University is able to apply only for overseas short term language training programs or international exchange programs arranged by the Center.

3. The Length of Overseas Stay

Recipients are supposed to depart from Japan between April 2015 and March 2016.

4. Number of Selected Applicants

Case(1) around 15

①Short-term (within 30 days) around 9

②Long-term (over 30 days) around 6

Case(2) 1

5. Amount of Support

(1) Case (1) (listed above)

The total amount is approximately 2,100,000 yen and less than 200,000 yen is given to each. However, if a group applies, less than 100,000 yen for each person and the total amount is calculated based on “100,000 yen times the number of the group” and less than 600,000 yen for one group will be given.

(2) Case (2) (listed above)

The total amount is approximately 400,000 yen.

6. Allowance for Support

The amount equivalent to Travel Fare: Round trip fare from Yamaguchi to the nearest international airport (or port) of the destination is paid. The cost should be a reduced special excursion fare. (The travel fare, tax, fuel surcharge are paid, however, the travel agency’s fee is not paid.)

Other Expenses: Less than 20,000 yen for each person as living expenses, etc. other than travel fare.

You can’t apply for these about your additional works (other than the purpose referred to in 1. Purpose and Classification).

7. Application

Please submit the application form of Support for Student Overseas Visits (Form B4-1) through the section of each faculty.

8. Dead line of Application

Date: May 29, 2015 Friday at the Yamaguchi University Foundation

Please note that each faculty sets the deadline before the above date. Please confirm the date of the application deadline at the section of the faculty.

9. Submitting a Report in case of adopted

Each recipient must submit the following documents at the Yamaguchi University Foundation within one month of finishing the visit.

Report Form (B4-2)

Note) Please submit the data in Word format by e-mail in addition to the paper-based one.

Accounting Report (Form F1) and payment documents (e.g. receipts of air flight fare and other expenses etc.)

10. Notification

(1) Cases have occurred in the past in which recipients had to return the allowance because of travel cancellations or their plan changes. Please plan carefully, and attach the following documents for confirmation of selection.

①When you apply for an international conference;

A copy of a document which clearly shows you attended the conference and an abstract should be submitted.

②When you apply for a Language Training Program or field work;

A copy of acceptance into the program should be submitted.

(2)Group Application

① International Conference

When more than 2 persons of the same research section apply for this support at the same international conference, please choose one representative and apply as a group.

Please check “presentation” or “attendance only” in article 4 in Form D2-1.

Please attach a copy of the conference program if you have a presentation there.

② Language Training Program and Field Work

When more than 2 persons who will attend the same program in the same period apply for this support, please choose one representative and apply as a group.

(3) Others

The form is A4 size and written with font size 11.

If you change your plan because of unexpected circumstances after your application was adopted, please submit a report of change and new plan immediately.