

**Master's Student Field Research / Academic Society Presentation
Support Program
FAQs**

APPLICATION & ELIGIBILITY

- Q 1. I am currently participating in a short-term study abroad program. Can I apply for support?
- A. Yes, you can, even if you are currently studying abroad, as long as you are a full-time APU Master's Student. Please note that, as a rule, you are required to come to RCAPS (in the Research Office) and submit the application in person after gaining approval from your supervisor.
- Q 2. I am a recipient of a scholarship from the government/a company. Can I apply for support?
- A. Yes, you can, unless you are prohibited from receiving financial aid other than the scholarship you are already receiving. Please check before applying for our support program.
- Q 3. Do I have to submit the application in person? Can I ask someone else to do so on my behalf?
- A. You have to submit the application in person. We will not accept an application submitted by anyone other than the applicant.
- Q 4. I am not the first author, but can I still apply for support so that I can give a joint presentation at an academic conference?
- A. Yes, you can. If you plan to give a joint presentation with other person(s) at a conference, please note that each presenter, including yourself, must make and submit an application.
- Q 5. Can I apply even if I am planning to just attend a conference without making a presentation?
- A. Yes, you can. When writing your application, please clearly indicate whether you are participating in the conference as a presenter or just as an attendee (without giving a presentation). You will also need to submit the conference acceptance letter with the application.
- Q 6. I am conducting joint research with other person(s). Can each of us apply for support?
- A. Yes, you can, but please be sure to let us know that you are conducting joint research and that each of you are applying for support when you submit your applications.
- Q 7. If my research activity is crossing two academic years, in which year should I apply for support?
- A. If your activity (field research/conference presentation) is crossing academic years, the expenses incurred the following academic year will not be reimbursed. For activities scheduled within this academic year, please make sure to submit application within this year. If your activity is a conference presentation, please apply within the academic year the conference is held. Please note that you are not eligible to apply if you are not enrolled at APU on the date of the conference (if you graduated, took on a leave of absence, etc.).

- Q 8. For overseas activities, can I travel to any country and get reimbursed for travel expenses?
- A. Please refer to the “Rates for Travel Expenses” and “Country Table by Region.” The final decision, however, will be made by the RCAPS Steering Committee.
- Q 9. Can I apply for support more than once?
- A. You can apply once per semester. If you are selected to receive a subsidy in the 2nd semester of your master’s program, you cannot apply in your 3rd semester.
- Q 10. Are there any requirements to receive support?
- A. As a recipient of the subsidy, you will be required to make a presentation at the AP Conference to report the results of the field research/conference presentation. If you are unable to give a presentation at the AP Conference, you are to make the presentation at another separately-scheduled reporting session.

SUBSIDY PAYMENT

- Q 11. Will the subsidy cover the cost of business class airfares?
- A. No. The subsidy will only cover the cost of economy/coach class or the most economical air tickets.
- Q 12. Can I buy a package tour and get a reimbursement for travel expenses?
- A. No, you are not allowed to use a package tour, as we cannot calculate the actual cost of the travel portion of the package.
- Q 13. Can RCAPS make a temporary advance for me?
- A. No, we cannot. As a rule, you are required to pay all travel costs by yourself and then get reimbursed later. However, if you purchase air/bus tickets via APU CO-OP, we can make the payment directly to them. If you are interested in buying your tickets at APU CO-OP, please consult with us.
- Q 14. Traveling overseas costs a lot. Can I combine the RCAPS subsidy with other external research funding, etc. for my trip overseas?
- A. Yes, you can, unless you receive double payments for the same expense. Also, check the rules of the other external funding to see if it allows you to receive funding from other sources.
- Q 15. I made a payment overseas and the receipt displays the purchase amount in foreign currency. Can I still get reimbursed even though the receipt does not show the purchase in Japanese yen?
- A. Yes. We will process your reimbursement by converting the paid amount into Japanese yen based on the exchange rate of the day the payment was made as shown on the receipt.

- Q 16. Can I get reimbursed by submitting documentary evidence other than receipts?
- A. No. To receive reimbursement, you must submit official receipts made out to “Ritsumeikan Asia Pacific University.” Please ask your travel agency, hotel, etc. to issue an official receipt.
- Q 17. Can I pay by credit card?
- A. Yes, you can, as long as the card is yours, and you can submit the receipt to us. As a rule, we can only accept credit card payment if the card is under your name and in your possession. Please consult with us if you need to use someone else’s credit card due to unavoidable circumstances.
- Q 18. If I make payment by credit card in installments, do I have to submit all the statements?
- A. As a rule, you must pay in one lump sum.
- Q 19. I took a taxi while travelling because of the inconvenient public transit. Can I get reimbursement for the fare?
- A. No. The subsidy will not cover taxi fares. Taxi fares are at your own expense.

CANCELLATION OF SUBSIDY PAYMENT/RESTITUTION

- Q 20. Could my subsidy be canceled?
- A. Yes, if ...:
- You leave APU or get expelled from the university this academic year.
 - You make a false statement in your application for the subsidy program.
 - You fail to provide us with necessary documents required by APU.
 - APU determines that it is not appropriate for you to receive the subsidy.
 - You fail to submit necessary documents within the set time limit.
 - You neglect your obligations to report research results (e.g. presentation at AP Conference, etc.).
- Q 21. Can I change my research topic after being selected for the subsidy?
- A. As a rule, you are not allowed to change your research topic after being selected for the subsidy. If, however, the change is absolutely necessary, you must consult with your supervisor immediately, have him/her write a letter of explanation, and sign it. After we receive the letter from you, the RCAPS Steering Committee will deliberate and decide whether your subsidy could still be paid or not. Please note that the committee may decide that your subsidy will be canceled.

(Attachment: “Rates for Travel Expenses”)