

## AY2017 Fall Semester

### Master's Student Field Research Academic Society Presentation Support Program Application Guidelines

The Ritsumeikan Center for Asia Pacific Studies (RCAPS) has established the Master's Student Field Research / Academic Society Presentation Support Program with the goal of supporting APU master's students' research activities. It is expected that students actively look for opportunities to write internationally viable academic papers and produce world class research results in order to obtain a master's degree and to pursue a PhD.

#### OUTLINE

<b>Eligibility</b>	<b>Please note that an applicant:</b> <ul style="list-style-type: none"><li>• Must be a full-time APU Master's Student in his/her 2<sup>nd</sup> or 3<sup>rd</sup> semester, who has a plan to conduct and complete his/her field research/conference presentation by the end of the 3<sup>rd</sup> semester.</li><li>• Must be planning to complete his/her master's thesis.</li><li>• Who is on a leave of absence cannot not apply.</li><li>• Can apply once per semester.</li><li>• Who was selected to receive the subsidy in the Spring Semester cannot apply.</li></ul>
<b>Application Information Session</b>	14:15-14:45, October 11 (Wed), 2017 @RCAPS Conference Room B (B-Bldg. 2F) <i>* Interested students are strongly encouraged to attend the session.</i>
<b>Application Procedure and Deadline</b>	<b><u>Deadline: 16:30, October 27 (Fri), 2017 *strictly observed</u></b> The applicant must submit application with a recommendation letter from his/her supervisor (in the designated format) <u>in person</u> to RCAPS (in the Research Office) by the above deadline. <b>* NOTE</b> <ul style="list-style-type: none"><li>• As a rule, we will not accept an application submitted by anyone other than the applicant. If you cannot submit application in person, please contact RCAPS (rcaps@apu.ac.jp) beforehand.</li></ul> Please note that it might take time for your supervisor to write a recommendation letter. If you wish to apply for support, please inform your supervisor of your plan to submit the application without delay, and consult with him/her regarding the schedule for making a research plan. Please also allow your supervisor enough time to study your completed research plan. Late applications will not be accepted for any reason, including your supervisor's convenience.
<b>Screening and Selection</b>	<ul style="list-style-type: none"><li>• Applications will be comprehensively reviewed based on the feasibility and viability of the research plan/conference presentation, as well as the validity of the costs.</li><li>• Screening result will be emailed to each applicant on: <u>November 22 (Wed), 2017</u></li></ul>

<b>Administrative Information Session</b>	<p><u>14:15-14:45, November 29 (Wed), 2017 @RCAPS Conference Room B (B-Bldg. 2F)</u></p> <p><b>* NOTE</b> Successful applicants must attend the administrative information session. If you are unable to attend, or are leaving for your field research/conference presentation before the administrative information session, please inform RCAPS beforehand.</p>
<b>Costs Eligible for Subsidy</b>	<p>Each subsidy recipient will receive reimbursement for actual travel expenses incurred up to ¥75,000.</p> <p>(1) TRANSPORTATION</p> <ul style="list-style-type: none"> <li>• For air travel, economy/coach class or the most economical seats must be purchased.</li> </ul> <p>&lt;Travelling abroad&gt;</p> <ul style="list-style-type: none"> <li>• From the student’s place of residence to the closest airport to the destination.</li> </ul> <p>&lt;Travelling in Japan&gt;</p> <ul style="list-style-type: none"> <li>• From the student’s place of residence to the JR train station nearest to the destination/accommodation. If JR train is not available, other public transportation (subway, bus, etc.) may be used.</li> <li>• If visiting more than one destination in different cities, the transportation costs from one destination to the other can be covered. Local transportation fees incurred at the destination cannot be covered.</li> </ul> <p>(2) ACCOMMODATION</p> <ul style="list-style-type: none"> <li>• For upper limits on per night accommodation fees, see the “Rates for Travel Expenses” below on page 5.</li> <li>• Lodging reimbursement will cover only the cost for one person (the student). If the student shares a room with other guest(s), the room charge will be divided by the number of guests, and the subsidy will pay for the cost for the student only.</li> <li>• If receipt(s) shows the traveling costs (transportation and/or lodging) were spent on person(s) other than the student, the subsidy will provide the actual amount of cost for the student only.</li> </ul> <p><b>* NOTE</b> If your planned field research/conference presentation is canceled for a reason other than sickness, natural disaster, or a reason beyond control, the subsidy will not be provided. If the cancelation is due to sickness, natural disaster, etc., a document certifying the fact (e.g. a medical/disaster certificate) must be submitted.</p> <p><u>PERIOD SUBJECT TO SUBSIDY</u></p> <p>From the selection announcement date (Nov. 22, 2017) until March 31, 2018 (*Subsidy recipient must return to Japan by this date)</p> <p><b>* NOTE</b> If your field research/conference presentation is conducted during the month of March, the documents related to expenses for the activities (see below the list of documents) conducted before March 31, 2018 must be submitted by Friday, March</p>

	<p>9, 2018. If the documents are submitted after March 9, the expenses will not be covered by the subsidy. If the documents cannot be submitted by March 9 due to unavoidable circumstances, please consult with RCAPS in advance. Late submission without consulting with RCAPS will not be accepted, and the subsidy payment will not be made.</p>
<p><b>Documents to Submit</b></p>	<p>&lt;BEFORE TRAVELING&gt;</p> <p>The “Research Plan and Travel Estimate Form” must be submitted to RCAPS at least <u>2 weeks before</u> the start of your field research/conference presentation. However, if the departure date is on or after March 1, <u>the submission deadline is to be February 15, 2018.</u></p> <p><b>* NOTE</b></p> <p>As a rule, you are required to pay all travel costs and then get reimbursed later, except when the purchase is made via APU CO-OP. If you are interested in making travel-related purchases at APU CO-OP, please consult with RCAPS.</p> <p>&lt;AFTER TRAVELING&gt;</p> <p>The following documents must be submitted to RCAPS <u>within 2 weeks after your return from travel.</u> RCAPS will initiate the reimbursement process upon receipt of all of these items. If you conduct your field research/conference presentation during the month of March, the following items must be submitted by March 9 (Fri), 2018. If you are unable to submit them by March 9 due to unavoidable circumstances, please consult with RCAPS in advance. Late submission without consulting with RCAPS will not be accepted, and the expenses will not be reimbursed.</p> <ol style="list-style-type: none"> <li>1) Trip Report and Expenses Calculation Form</li> <li>2) Flight itinerary (when travelling by air)</li> <li>3) Airplane boarding passes (when travelling by air)</li> <li>4) Official receipts for transportation fee made out to “Ritsumeikan Asia Pacific University” *</li> <li>5) Official receipts for accommodation fee made out to “Ritsumeikan Asia Pacific University” *</li> <li>6) Copies of Bank Passbook (a front cover and a front inside cover showing your name and account number)</li> <li>7) Credit card statement and/or bank statement (if applicable)</li> </ol> <p><b>* NOTE</b></p> <ul style="list-style-type: none"> <li>· All receipts must be made out to ‘Ritsumeikan Asia Pacific University.’ On the back of the receipt, you must sign or place your seal (<i>inkan</i>), and also write your name in block letters next to your signature/seal.</li> <li>· When you purchase a JR train/bus ticket, you must obtain the receipt at a ticket office, etc. If you fail to submit the receipt, the expenses may not be reimbursed.</li> <li>· If RCAPS decides the documents you submitted are inadequate or fail to fulfil the requirements, the expenses may not be reimbursed.</li> </ul>

<b>Presentation</b>	<p>As a recipient of the subsidy, you will be required to make a presentation at the Asia Pacific Conference (AP Conference) to report the results of your 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. If you fail to do so, you will need to pay back your subsidy.</p> <p>In addition;</p> <ul style="list-style-type: none"> <li>· You are strongly encouraged to actively attend presentations by other students.</li> <li>· If you are unable to make a presentation at the AP Conference or at another separately-scheduled reporting session after the completion of your field research/conference presentation, you must still give a presentation to outline your research plan before leaving for the field research/conference presentation.</li> </ul>
<b>Report on Activities Outside APU</b>	<p>If you plan to leave the university for field research for an extended period (one month or more), you must inform the Academic Office of your “Report on Activities Outside APU” after receiving approval from your supervisor.</p> <p>* For details, see:  <a href="http://www.apu.ac.jp/gradinfo/modules/news/article/?storyid=363&amp;version">http://www.apu.ac.jp/gradinfo/modules/news/article/?storyid=363&amp;version</a></p>
<b>Change of Research Topic</b>	<p>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.</p>

## 【Rates for Travel Expenses】

Payment Standard for Travel Within Japan	Plane Fare		Economy
	Accommodation (Max)		12,000 yen
Payment Standard for Travel Overseas	Plane Fare		Economy
	Accommodation (Max)	Designated Cities	22,500 yen
		Region 1	18,800 yen
		Region 2	15,100 yen
Region 3		13,500 yen	

### (Reference) Country Table by Region

\*Designated Cities and Regions 1-3 include the following areas and cities.

<b>Designated Cities</b>	Abidjan Abu Dhabi Geneva Jeddah Kuwait	London Los Angeles Moscow New York Paris	Riyadh San Francisco Singapore Washington D.C.	
<b>Region 1</b>	Afghanistan Andorra Austria Bahrain Belgium Canada Cyprus Denmark Finland France Germany	Greece Greenland Iceland Iran Iraq Ireland Israel Italy Jordan Lebanon Liechtenstein	Luxembourg Malta Monaco Netherlands Norway Oman Palestine Portugal Qatar San Marino Saudi Arabia	Spain Sweden Switzerland Syria Turkey United Arab Emirates United Kingdom United States Vatican City Yemen
<b>Region 2</b>	All Pacific Islands Albania Armenia Australia Azerbaijan Belarus Bosnia-Herzegovina Brunei Bulgaria Cambodia Croatia	Czech Republic East Timor Estonia Georgia Hong Kong Hungary Indonesia Kazakhstan Kyrgyzstan Laos Latvia	Lithuania Macedonia Malaysia Moldova Montenegro Myanmar New Zealand Papua New Guinea Philippines Poland Romania	Russia Serbia Slovakia Slovenia South Korea Tajikistan Thailand Turkmenistan Ukraine Uzbekistan Vietnam
<b>Region 3</b>	All Caribbean Islands All of Africa All of Central America All of South America Bangladesh Bhutan China India	Maldives Mexico Mongolia Nepal Pakistan Sri Lanka Taiwan		