

**EU Institute in Japan, Kansai Scholarship
for the Academic Year 2010 (Supplementary Application)
Guidelines for Grant Application for the Internship at the European
Economic and Social Committee (EESC)**

1. Objective

The EU Institute in Japan, Kansai (hereafter *EUIJ-Kansai*), a consortium formed by three universities: Kobe University, Kwansai Gakuin University and Osaka University, awards scholarships to graduate students and post-doctoral researchers from these universities. The purpose of the scholarship is to provide financial support to Japanese graduate students and researchers who participate in an unpaid internship at the European Economic and Social Committee (hereafter EESC).

2. Place and Period

Name of organisation: EESC, Secretariat of the Employers' Group (Group 1)

Location: Brussels, Kingdom of Belgium

Note: The EESC is a consultative body set up by the Rome Treaties in 1957. It consists of representatives of the various economic and social components of organised civil society in the European Union. Its main task is to advise the three major institutions, namely European Parliament, Council of the European Union and European Commission.

Internship duration: For about one month (an extension may be permitted if the extra accommodation expenses are covered by the recipient). The internship must start after the day of receiving the selection result and must be completed before **20 March 2011**. The exact period of internship will be decided by the consultation with the *EUIJ-Kansai* and the EESC, considering the academic schedule of the recipient.

3. Eligibility of applicants

Applicants must be graduate students or post-doctoral (PD) researchers at Kobe University, Kwansai Gakuin University or Osaka University, who pursue EU-related studies and have basic knowledge in a social science discipline such as economics, law, sociology, and political science. (As a rule, it is limited to the person who has a Japanese nationality.) For Master's students, only those who have registered for the Certificate Programme in EU Studies are eligible to apply. The students who have previously received either the *EUIJ-Kansai*'s scholarship for research trip or the its grant for internship are ineligible to apply for an internship grant.

Note: "PD researchers" refers to graduates from one of the three universities above who meet either of the conditions at the time of application: (1) those who have completed their Ph.D. programme and currently have no full-time job, or (2) those

had enrolled in the Ph.D. programme for the required number of years for completing a coursework but left the graduate school before completing a dissertation, and currently have no full-time job.

Disclaimer:

1. The international student doesn't have qualification requirements.
2. The application of the student who has the special settling down qualification that arose in Japan is exceptionally admitted.

4. Scholarship award

After the selection process, the scholarship will be awarded in one lump sum to the accepted intern.

5. Number of recipients and amount of scholarship

Number of recipients: 1 person

Amount of scholarship: A maximum award of 5,000 euro (600,000 yen when the exchange rate is 120 yen/euro) for traveling and living expenses (see the Appendix). The amount in Japanese yen will fluctuate with changes in the yen/euro exchange rate.

6. Selection

1) Selection process

The *EUIJ-Kansai's* Scholarship Committee members will review the application documents and make a recommendation to its Steering Committee, which will then make a final decision on the selection of applicants.

2) Notification of the results

The applicants will be notified of the selection results from the Secretariat of *EUIJ-Kansai* at his/her affiliated university within three weeks from the time of application.

7. Application documents to be submitted (to be prepared in Japanese or English) for application.

1) Application form (Form 1)

2) Curriculum vitae (free format, in English on A4-sized paper; refer to "CV sample")

3) Internship proposal (to be prepared in both Japanese and English)

The Japanese version of your proposal should be about 3 pages on A4-sized paper. The English version should be about 6 pages, double spaced. In both versions, please include the following:

- i) Reason(s) for wishing to undertake an internship at the EESC
- ii) A list of your research and other activities concerning the EU
- iii) Preferred period of internship

4) Official certificate (or a reference letter written by your supervisor) on your level of proficiency in either English or French.

5) Reference letter written by your supervisor

8. Submission of application documents

Each applicants must bring in or mail the documents 1) - 4) above to the Secretariat of *EUIJ-Kansai* at his/her affiliated university (refer to item 14 on “Contacts”). The documents will not be returned. For your records, applicants are recommended to make their own copies.

9. The selected intern must submit a graduation certificate in English to the Secretariat of *EUIJ-Kansai* of his/her affiliated university immediately after the announcement of the selection.

10. Requirements for internship

1) The accepted intern must be covered by insurance during the period of internship. He/she must pay the insurance premium.

2) The accepted intern may be requested to return the scholarship if he/she interrupts the internship by personal reasons without the approval of the *EUIJ-Kansai* and the EESC, or his/her conduct adversely affects or damages the official service of the EESC.

11. Submission of documents after the completion of internship

1) Internship report

Please give a detailed report of what has been accomplished during the internship. An internship report must be written in English; one written in Japanese cannot be accepted. The length of the report should be approximately 10 pages on A4-sized paper, double spaced. Please note that your research report will be posted on the website of the *EUIJ-Kansai*. Early submission of the report after the completion of internship is encouraged.

2) Receipt of the airfare and boarding pass stubs, the financial report and the receipts of all expenditures incurred during the internship.

12. Obligations after the completion of internship

1) Publication of findings of the research resulting from this internship must include an acknowledgement of this scholarship.

2) If the recipient is a Master’s student, he/she must complete the Certificate Programme in EU Studies before or at the completion of his/her Master’s programme at the affiliated university. If the recipient cannot complete the Certificate Programme, he/she may be requested to return the amount of scholarship.

13. Suspension, discontinuation and return of the scholarship

If the recipient of the internship grant falls under any of the following categories, an internship may be suspended, and he/she may be requested to return all or a part of the scholarship awarded:

- 1) When it is discovered that the scholarship was won by dishonest means, such as false reports in the application.
- 2) When the student no longer meets the qualifications for applying for the scholarship.
- 3) When the student is disqualified from the scholarship, due to such reasons as dismissal from the university.
- 4) When the student receives any disciplinary action or other punishments from his/her affiliated university that makes it impossible for him/her to continue the research.
- 5) When the student fails to submit a research report by the specified date.
- 6) When the *EUIJ-Kansai* determines that the research report is ill-prepared and the objectives stated in the research proposal are not fulfilled.
- 7) When the student uses their scholarship for purposes other than his/her research.

14. Contacts (Application documents must be submitted to the Secretariat of the affiliated university.)

- 1) EU Institute in Japan, Kansai (*EUIJ-Kansai*) Main Office
6th Floor, Frontier Hall for Social Sciences, Kobe University
2-1 Rokkodai, Nada-ku, Kobe 657-8501, Japan
Phone: +81-78-803-7221; Fax: +81-78-803-7223
E-mail: euij-k@org.kobe-u.ac.jp

- 2) *EUIJ-Kansai* Kwansei Gakuin University Branch
(located in Institute for Industrial Research, Kwansei Gakuin University)
1-155 Uegahara Ichiban-cho, Nishinomiya, Hyogo 662-8501, Japan
Phone: +81-798-54-6127; Fax: +81-798-54-6029
E-mail: euij-kansai@kwansei.ac.jp

- 3) *EUIJ-Kansai* Osaka University Branch
(located in Osaka School of International Public Policy, Osaka University)
1-31 Machikaneyama-cho, Toyonaka, Osaka 560-0043, Japan
Phone: +81-6-6850-5641; Fax: +81-6-6850-5641
E-mail: euij@osipp.osaka-u.ac.jp

Appendix: Calculation of the Amount of the Grant

The amount of the grant is the sum of the roundtrip airfare to Brussels and per diem. The maximum amount for the recipient is 5,000 euro.

- 1) Airfare: discount economy-class ticket (The maximum for the airfare is 1,500 euro)
- 2) Per diem: 120 euro per day from the arrival date in Brussels to the departure date. Note that per diem for the departure date will be 60 euro (i.e., a half the amount of other days).