

EU Institute in Japan, Kansai Scholarship for the Academic Year 2011
Application Guidelines for Master's Students

1. Objective

The EU Institute in Japan, Kansai (hereafter *EUIJ-Kansai*), a consortium formed by Kobe University, Kwansei Gakuin University and Osaka University, will award a limited number of scholarships to graduate students in the Master's programme of the three consortium universities. The purpose of the scholarship is to support research trips by Japanese students to Europe for EU studies, thereby developing personnel who may be able to help advance EU studies in Japan.

2. Academic fields

Any fields of EU studies (both humanities and sciences). "EU studies" here means studies on the mechanism or regional systems concerning the EU, and does not simply mean conducting research in the EU member states.

3. Eligibility of applicants

Graduate students in the Master's courses at Kobe University, Kwansei Gakuin University or Osaka University who conduct research in EU studies (As a rule, it is limited to the person who has a Japanese nationality) **and** either (1) those who are currently registering for the Certificate Programme in EU Studies of the *EUIJ-Kansai* or (2) those who have registered for the Certificate Programme in at least one semester prior to the current semester are eligible to apply. However, 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 a scholarship.

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. Duration

The scholarships will be awarded in one lump sum to accepted research projects to be conducted and completed before **20 March 2012**.

5. Number of grantees and amount of scholarship

Number of grantees: 3 Master's students.

Amount of scholarship: The sum of the airfare and per diem (the standard amount specified for the country or the city times the number of days of stay; please see the Appendix). The maximum for each grantee is 3,000 euro (approximately 360,000 yen when the exchange rate is 120 yen/euro).

The amount of scholarship 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 by **12 July 2011**.

7. Documents to be submitted (to be prepared in Japanese or English)

1) Application form (Form 1)

2) Proposal for the research trip

For a proposal written in Japanese, it needs to be typed on A4-sized paper (40 characters per line x 30 lines) and contain approximately 5,000 characters. For a proposal written in English, it needs to be double-spaced and the length should be about 8 pages. The proposal must contain the following:

- i) Research title (not more than 40 Japanese characters or 30 English words);
- ii) Present state of your research [(a) brief review of the previous studies and issues to be investigated, and (b) your past research achievements and their relations to the proposed research];
- iii) Future research plan [including (a) objectives, (b) research methodology, (c) what to elucidate and to what extent, and (d) places, durations, frequencies, objectives and substance of field trips both within and outside of Japan, if any];
- iv) Characteristics, originality and expected findings of the research.

3) Research travel itinerary (Form 2)

4) Reference letter written by your supervisor

5) Certificate of academic records in your affiliated university

6) Upon receipt of a letter of acceptance, the students who have prepared the above

application documents in Japanese need to prepare (a) application form (Form 1) and (b) a summary of research proposal **in English** (approximately 700 words).

8. Submission of application documents

Each applicants must bring in or mail the documents 1), 2), 3) and 4) above to the Secretariat of *EUIJ-Kansai* at his/her affiliated university (refer to item 13 on “Contacts”) by **12:00 noon on 24 June 2011**. The documents will not be returned. For your records, applicants are recommended to make their own copies.

Note: If the *EUIJ-Kansai* decides to extend the deadline, a notice will be made in the homepage of the *EUIJ-Kansai* (<http://euij-kansai.jp/>).

9. Travel insurance

The recipient must be covered by travel insurance for all the period of research trip. The premium of insurance must be paid by the recipient.

10. Submission of documents after the completion of research trip

Students who receive a scholarship are obliged to submit the following documents.

1) Research report

Please give detailed accounts of your achievements for each item under iii) future research plan of the research proposal, e.g., what has been elucidated and what remains to be elucidated. A research report must be written in English, German or French; 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*. The research report is due on **16 March 2012** in principle, but the deadline is postponed until **6 April 2012** if you return to Japan from the research trip after 1 March 2012. In all cases, early submission is encouraged.

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

11. Obligations after the completion of research trip

1) The recipient 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.

2) Publication of findings of the research funded by this scholarship must include an

acknowledgement to the effect.

12. Suspension, discontinuation and return of the scholarship

If the recipient of the scholarship falls under any of the following categories, a scholarship 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.

13. 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* Kwansai Gakuin University Branch
(located in Institute for Industrial Research, Kwansai 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@kwansai.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
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 airfare to/from the country of destination and per diem, where the latter is calculated by multiplying the standard amount specified for the country (or the city) by the number of days of stay. The maximum amount for each recipient is 3,000 euro.

- 1) Airfare: discount economy-class ticket (The maximum for the airfare is 1,500 euro)
- 2) Per diem including accommodation: from the day of entry into the country of destination until the day of departure. Note that per diem of the day of departure will be 50% of the standard amount.

Standard amount of per diem

Area A: 120 euro

Designated city, such as Paris

Austria, Belgium, Bulgaria, Czech Republic, Denmark, Finland, Hungary, Ireland, Latvia, Lithuania, Netherlands, Poland, Romania, Sweden, U.K.

Area B: 100 euro

Cyprus, Estonia, France, Germany, Greece, Italy, Luxembourg, Malta, Portugal, Slovak Republic, Slovenia, Spain

Note: About the standard amount of per diem for the country or the city not listed here, please ask the *EUIJ-Kansai* Secretariat of your affiliated university.