

EU Institute in Japan, Kansai Scholarship for the Academic Year 2011 Application Guidelines for Undergraduate 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 undergraduate students in 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

Undergraduate students in Kobe University, Kwansei Gakuin University or Osaka University (As a rule, it is limited to the person who has a Japanese nationality.) (1) who are currently registering for the Certificate Programme in EU Studies of the *EUIJ-Kansai* or (2) 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 an internship grant.

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 undergraduate 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 2,000 euro (approximately 240,000 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)

1) Application form (Form 1)

2) Proposal for the research trip

For a proposal, it needs to be typed on A4-sized paper (40 characters per line x 30 lines) and contain approximately 4,000 characters. The proposal must contain the following:

- i) Research title (not more than 40 Japanese characters);
- ii) Your academic achievements in EU studies to date;
- iii) Purpose and descriptions of your research project on the EU;

If you plan to visit institutions such as universities, research institutions and libraries, exact names of the institutions and their division/department, your reason(s) for choosing the institution and detailed descriptions of your project that you wish to conduct there. If you take courses at universities, a majority of the courses must be on EU studies, which must be listed in your research proposal. However, if you are not certain about the exact course titles beforehand, you may use tentative names, as long as the names of the professors and fields of research (e.g., EU Competition Laws, EU's Environmental Policies) are clearly stated. You must correct the course titles in the research report to be submitted after returning home.

- v) Your research plan on EU studies after returning from the research trip.

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 need to prepare (a) application form (Form 1) and (b) research title (not more than 30 English words) **in English**.

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 and participate in a research colloquium of the *EUIJ-Kansai*.

1) Research report (to be prepared in Japanese)

The research report needs to be typed on A4-sized paper (40 characters per line x 30 lines) and contain approximately 6,000 characters. It 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.

Please include the following in your research report:

- Detailed report on the purpose and research contents described in the research proposal
- Self-appraisal on the extent to which the research project is completed

2) Receipt of the airfare and boarding pass stubs

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 undergraduate 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* 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

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 2,000 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.