

EU Institute in Japan, Kansai Scholarship for the Academic Year 2011 Guidelines for Grant Application for the Internship

1. Objective

The EU Institute in Japan, Kansai (hereafter *EUIJ-Kansai*), a consortium formed by three universities: Kobe University, Kwansei Gakuin University and Osaka University, awards scholarships to undergraduate/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 EU-related organisations.

2. Place and Period

Internship sponsors should be primarily EU institutions, such as the European Commission, the Economic and Social Council; however, they may also include NGOs and enterprises whose activities have close relationships with the EU (please note that the internships are unpaid). Applicants must be accepted into internship programmes, which they had to have looked for and secured on their own. Please see Appendix 1 for examples of internship sponsors.

Internship duration: More than one month

The internship must start after the day of receiving the selection result and must be completed before **20 March 2012**. As a rule, the application should be submitted more than two months before the internship starts.

3. Eligibility of applicants

Applicants must be undergraduate/graduate students or post-doctoral (PD) researchers at Kobe University, Kwansei Gakuin University or Osaka University, who pursue EU-related studies. (As a rule, it is limited to the person who has a Japanese nationality.) For undergraduate/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: a few undergraduate/graduate students or PD researchers

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 2).

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 organization
- ii) A list of your research and other activities concerning the EU

- iii) Internship itinerary
- iv) A letter of acceptance from the organization (including a copy of correspondences with the organization via e-mail)
- 4) Official certificate (or a reference letter written by your supervisor) on your level of proficiency in English and other official languages of the European Union
- 5) Reference letter written by your supervisor
- 6) Certificate of academic records in your affiliated university (for undergraduate/Master's students)

8. Submission of application documents

Each applicants must bring in or mail the documents 1) - 6) 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. 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 organization, or his/her conduct adversely affects or damages the official service of the organization.

10. 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.

11. 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 an undergraduate/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.

12. 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.

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

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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 1: Examples of Internship Sponsors

(1) The EU institutions:

European Commission
The Council of the European Union
Court of Justice
European Parliament
Committee of the Regions
The European Ombudsman
Joint Research Centre (JRC)
European Data Protection Supervisor

Please check each institution's official website for information about its internship (traineeship) programmes. These programmes are also listed on *EUIJ-Kansai*'s website (See "Scholarship-Traineeships in the EU"
http://euij-kansai.jp/scholarship_eutraineeship_en).

(2) European government agencies, political parties, and economic and social organizations

(3) European NGOs, news organizations and enterprises that have close operational relationships with the EU and are involved in highly public activities.

(4) Japanese government agencies, NGOs, news organizations and enterprises in Europe that have close operational relationships with the EU and are involved in highly public activities.

(5) International Organizations in the EU Member States related to EU studies

For example: Organization for Economic Co-operation and Development (OECD)

Appendix 2: 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 internship days. The maximum amount for each recipient is 5,000 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.