

**ASEAN University Network /
Southeast Asia Engineering Education Development Network**

AUN/SEED-Net

**Implementation Guidelines and
Application Form**

for

Short-Term Study Program in Japan

(For Doctoral Degree Sandwich Students and
Integrated Graduate Students)

For the Japanese Fiscal Year 2017

AUN/SEED-Net Project

As of October, 2016

1. Project Background

The concept of the SEED-Net evolved at the ASEAN-Japan Summit Meeting held in December 1997 and the central issue became how to upgrade higher engineering education by way of creating engineering institutions' networks ASEAN-wide. As a result of a series of discussions and preparations between ASEAN Member Countries and Japan, the ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net) was established in 2001 as a sub-network of ASEAN University Network (AUN).

After two years of preparation, full-scale operation started in March 2003 for five years as the Phase 1 cooperation, which was then followed by another five year project as the Phase 2 cooperation, supported by Japanese Government through Japan International Cooperation Agency (JICA).

In the last decade the AUN/SEED-Net has supported young academic staff of Member Institutions to acquire higher degrees (master's degree and/or Ph.D.) by providing them opportunities to study at leading Member Institutions in the region or at supporting universities in Japan. As a result, around 900 academic staffs have already obtained opportunities to study for higher degrees, with most of these having returned to teach students at universities in their respective countries. At the same time, the project has strengthened the research capacity of academic staff in ASEAN Member Countries by supporting collaborative research, academic staff exchange, academic conference, "ASEAN Engineering Journal" and so on. As a result, around 700 collaborative research projects have been undertaken, and more than 1,000 academic papers have been published. Over 1,300 in total academic staff have also participated in exchange programs between institutions in the network. Through these activities the AUN/SEED-Net has succeeded in strengthening the engineering faculties of each Member Institution.

Based on these remarkable achievements, the ASEAN Member Countries, Member Institutions, the Government of Japan and JICA have a strong intention to continue the AUN/SEED-Net aiming to bring about larger impacts not only to other universities in the region and Japan, but also to industry and community by making more direct contribution to the socio-economic development in the region and Japan. After continuous discussion, all parties agreed to implement the Phase 3 Project of AUN/SEED-Net with these following objectives:

- (1) Contribution to advancement and globalization of regional industry
- (2) Contribution to solution of regional common issues in Asia
- (3) Establishment of human resource development platform in science and technology in Asia

2. Program Concept

It is essential for AUN/SEED-Net students to conduct high quality doctoral thesis research of international standard. The research themes/topics will be carried out by AUN/SEED-Net students under joint supervision of Host Institutions and Japanese Supporting Universities. During the period of three (3) years of

scholarship, students in the Doctoral Degree Sandwich Program and Integrated Graduate Program can visit their Japanese co-advisors to receive thesis research supervision.

3. Objectives

- (1) To carry out joint thesis research supervision by Japanese co-advisor in Japan.
- (2) To ensure high quality of doctoral thesis (which will lead to a good number of publications in reputable international refereed journals) and to ensure the completion of the degree within three years.
- (3) To enhance the research collaboration between Host Institutions and Japanese Supporting Universities

4. Applicant Eligibility

Doctoral Degree Sandwich students and Integrated Graduate students of AUN/SEED-Net who are in good health conditions.

5. Period of Study in Japan

- (1) For Doctoral Degree Sandwich Program student, during three (3) years of scholarship period, students are eligible to make Short-term Study in Japan once or twice, for a total duration of eight (8) months.
- (2) In case students choose to make Short-term Study in Japan twice, it is required that one of the two times must be within one (1) month (30 days).
- (3) The number of study and duration of each time will be specified upon commencement of doctoral study based on the consultation between advisors at Host Institutions (HIs) and Co-advisors at Japanese Supporting Universities (JSUs).
- (4) For Integrated Graduate students, during four (4) years of scholarship period, students are eligible to make two (2) one-month visits and one (1) eight-month visit of Short-term Study in Japan, for a total duration of ten (10) months.
- (5) Students are not accepted to travel overseas during the stay in Japan under this program as the study period should be maximized. Unless indispensable for the thesis/degree of completion.

6. Application Procedure

- (1) Upon consultation between the advisor at Host Institution and co-advisor at Japanese Supporting Universities, the attached application form for Short-term Study Program in Japan must be filled by the applicant.
- (2) After the process in (1), the application must be endorsed by the applicant's advisor at Host Institution as well as Japanese co-advisor (endorsement by e-mail communication is acceptable).
- (3) The applicant sends the completed application form and other required documents to the AUN/SEED-Net. One application form is to be submitted for each single trip only. For Doctoral Degree Sandwich

students who plan to make Short-term Study in Japan twice, two (2) application forms must be submitted separately by the respective deadline given in the Implementation Guidelines of the respective Japanese Fiscal Year. In case the proposed duration of study in Japan is more than one month, the following additional steps will be taken.

- (4) AUN/SEED-Net instructs the applicant and his/her home institution (sending institution) to prepare and submit Application Form for the JICA Knowledge Co-Creation Program (KCCP) to the JICA local office and/or the Embassy of Japan in the applicant's home country through diplomatic channel after endorsed by different government offices concerned in the country. The JICA Application Form is an official request form for the applicant's visit to Japan, whose related procedures are described in the section 6 below.
- (5) When the Application Form for the JICA Knowledge Co-Creation Program (KCCP) is prepared, a photocopy of the form should be sent also to the AUN/SEED-Net.

7. Submission Deadline of the Application Forms

Application Form for **Short-term Study Program in Japan**, with a signature of advisor of HI and Co-advisor of JSU, in either hard or soft copy (PDF or JPEG format), should be submitted to AUN/SEED-Net Secretariat according to the deadlines scheduled as follows:

Type of SSJP	Expected Duration of Study in Japan	Application Deadline	Trip START date between
Long SSJP (PhD Sandwich-3 years period)	One visit taking longer than 30 days, and the other visit taking less than 30 days. Total duration must be less than 8 months.	30 November 2016	15 May 2017 – 1 March 2018
Long SSJP (PhD Integrated-4 years period)	One visit taking longer than 30 days, and two more visits taking less than 30 days. Total duration must be less than 10 months.	30 November 2016	15 May 2017 - 1 March 2018
Short SSJP	10-30 days*	4 months prior to expected departure date	15 May 2017 - 1 February 2018

*Application must be submitted by the timeline even if the plan is tentative. The delay of submission may result in cancellation of the plan.

8. Details of Support for Short SSJP and Long SSJP

Supported items	Program	
	Short SSJP	Long SSJP
Round-trip air ticket to Japan	Arranged by AUN/SEED-Net	Arranged by JICA Center in Japan
Travel insurance	Arranged by JICA Head Office (SEED-Net provides insurance document for PhD Sandwich Program student)	Arranged by JICA Head Office
Visa to visit Japan	<p>Visa is arranged by applicant. SEED/Net issues a visa application support letter on request.</p> <p>(Students from Myanmar need an approval from the Government of Myanmar in advance. JICA Country Office supports the students from Myanmar for their visa application.)</p>	JICA Country Office explains to student about visa application, and issues a support letter to Embassy of Japan.
Daily allowance	<p>Not paid as scholarship program covers daily allowance</p> <p>(Long SSJP conditions is applied to students from Myanmar)</p>	Staying expense is paid by JICA Center in Japan***
Accommodation**	<p>USD 80 per night is paid by AUN/SEED-Net</p> <p>(Long SSJP conditions is applied to students from Myanmar)</p>	

Remarks:

** Student is recommended to consult with Japanese Advisor for accommodation arrangement.

*** Amount is subjected to change due to review by JICA Center in Japan

9. Portrait Rights

AUN/SEED-Net has the right to use photos of awardees for AUN/SEED-Net's activities without prior consent.

10. Student Visa at Host Country

It is the student's sole responsibility to facilitate a valid visa in Host Country **until the time the student returns from Japan**. The lack of such arrangement may cause refusal of entry to the Host Country. AUN/SEED-Net will NOT bear any cost by such negligent.



AUN/SEED-Net



Attachment 1

List of Japanese Field Coordinators

No.	Field	Main JSU	Name	E-mail Address
1.	Chemical Engineering	Tokyo Institute of Technology	Prof. Dr. Hinode Hirofumi	hinode@ide.titech.ac.jp
2.	Civil Engineering	Hokkaido University	Assoc. Prof. Takashi MATSUMOTO	takashim@eng.hokudai.ac.jp
3.	Computer and Information Engineering	Tokai University	Prof. Dr. Hamamoto Kazuhiko	hama@keyaki.cc.u-tokai.ac.jp
4.	Electrical and Electronics Engineering	Tokyo Institute of Technology	Prof. Dr. Takada Junichi	takada@ide.titech.ac.jp
5.	Geological and Geo-Resource Engineering	Kyushu University	Prof. Dr. Watanabe Koichiro	wat@mine.kyushu-u.ac.jp
6.	Material Engineering	Toyohashi University of Technology	Prof. Dr. Matsuda Atsunori	matsuda@ee.tut.ac.jp
7.	Mechanical & Manufacturing Engineering	Keio University	Prof. Dr. Obi Shinnosuke	obsn@mech.keio.ac.jp
8.	Energy Engineering	Kyoto University	Prof. Dr. Ohgaki Hideaki	ohgaki@iae.kyoto-u.ac.jp
9.	Environmental Engineering	Tokyo University	Prof. Dr. Takizawa Satoshi	takizawa@env.t.u-tokyo.ac.jp
10.	Natural Disaster	Kyoto University	Prof. Dr. Kiyono Junji	kiyono.junji.5x@kyoto-u.ac.jp