

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

AUN/SEED-Net

**Implementation Guidelines
and
Application Form
for
Short-term Research Program in Japan
(SRJP)**

For the Japanese Fiscal Year 2017

AUN/SEED-Net Project

As of October 2016

1. Project Background

Due to the need of human resource for sustainable development after a severe economic downturn in the ASEAN region in 1997, AUN/SEED-Net was established officially in 2001 from leaders' initiatives derived at the earlier ASEAN - Japan Summit and the ASEAN + 3 Summit. Full operation of the AUN/SEED-Net Project started in 2003 with main support from the Japanese Government through Japan International Cooperation Agency (JICA) and partially by ASEAN Foundation, member institutions and member countries. Activities of the Project shall be approved in principle by the AUN/SEED-Net Steering Committee and implemented by the member institutions and the AUN/SEED-Net Secretariat with support from the JICA Project for AUN/SEED-Net. The network of AUN/SEED-Net is composed of 26 member institutions from 10 ASEAN countries with academic support from 14 leading Japanese supporting universities (JSUs)¹

Based on remarkable achievements in phase 1 and 2, the ASEAN Member Countries, Member Institutions (MIs), Government of Japan and JICA have a strong intention to continue AUN/SEED-Net aiming to bring about larger impacts not only to other universities in the region and Japan, but also to industry and society 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

Short-Term Research Program in Japan (SRJP) offers trip supports for MIs' faculty staff to meet with Japanese Academic staff in Japan. This program aims not only to ensure MIs' human resources capacity enhancement but also a tangible academic output, research continuity as well as to strengthen the growing network between MIs and JSUs.

3. Objectives

- (1) To enhance teaching and research capacity of MIs' faculty staff.
- (2) To improve education program and research capacity of MIs.
- (3) To encourage MIs' faculty staff for more involvement in research collaboration with JSUs.
- (4) To strengthen sustainability of academic network through continuous collaboration between MIs and JSUs.

Remarks: This program does not support applicants to fulfill graduation requirements of the degree.

4. Applicant Eligibility

An applicant must be a *non-Japanese nationality faculty staff member* at MIs (except Singapore and Brunei), not pursuing any degree at the time of application, and not residing in Japan.

¹ Hokkaido University, Keio University, Kyoto University, Kyushu University, Nagoya University, National Graduate Institute for Policy Studies, Osaka University, Shibaura Institute of Technology, Tohoku University, Tokai University, Tokyo Institute of Technology, Toyohashi University of Technology, University of Tokyo and Waseda University

5. Details of Support

- (1) Duration: 10 to 30 days, including travelling dates
- (2) Trip period: All visits should be completed between **1 May 2017- 28 February 2018**.
- (3) Target number in JFY 2017: 30 trips (to be fixed depending on budget situation in JFY 2017)
- (4) Supported items:

Supported items	Details
Round-trip air ticket to Japan	Discounted Economy, Arranged by AUN/SEED-Net
Travel Insurance	Arranged by JICA Headquarter
Accommodation	US\$ 80 fixed rate per night
Living Allowance	US\$ 30 fixed rate per day
Bandung-Jakarta Round-trip transfer (For trips to/from Institut Teknologi Bandung only)	US\$18 fixed rate

Remarks:

- 1) *In the case there is any change of the agreed schedule, the applicant must notify AUN/SEED-Net in advance, and living allowance will be adjusted accordingly.*

6. Application Requirement and Deadline

- (1) Application and required documents
 - a) Application Part 1
 - b) Application Part 2
 - c) Letter, e-mail, or any evidence showing a consent from the Japanese academic staff of prospective visiting
- (2) Application Deadline

Applications including all “Supporting Documents”, in soft copies, should be submitted to AUN/SEED-Net ([support@aun-seed.net](mailto:support@ aun-seed.net)) by **4 January 2017**.

7. Process of Implementation

- (1) AUN/SEED-Net screens applications.
- (2) Successful applicants and Japanese academic staff finalize the visits (duration, accommodation arrangement) then confirm AUN/SEED-Net **more than 5 weeks prior to the departure date**.
- (3) If necessary, Japanese academic staff may be requested to assist successful applicants in issuing visa supporting documents.
- (4) After the successful applicants complete the Japanese Visa process and inform AUN/SEED-Net of its completion, AUN/SEED-Net remits trip allowance to the successful applicants’ personal bank account around 1 week before the trip starts.
- (5) AUN/SEED-Net arranges air tickets for successful applicants.

8. Obligation

(1) After the trip, the successful applicants must submit a technical report together with photos (in separate digital format file) to AUN/SEED-Net within 30 days and AUN/SEED-Net will conduct evaluation on the submitted report to be considered in future screening.

(2) Applicant and research team agree to the condition that AUN/SEED-Net has the right to use photos of the person engaged in AUN/SEED-Net activities for advertising or promotional purposes of PR and reporting without consent for each individual case.

APPLICATION FORM
Short-term Research Program in Japan (SRJP)
2017
INSTRUCTION

To fill in the application form, it is advised to study the Program Guideline of Short-term Research Program in Japan (SRJP) 2017.

To fill in the application form, please print or type all entries. Handwritten application is prohibited.

The application form of " Short-term Research Program in Japan 2017" or "SRJP 2017" is consisted of **TWO parts**.

Part 1, in Microsoft Word format, contains 4 sections

- Once completed, you may convert Part 1 into either Microsoft Word or PDF
- AUN/SEED-Net will only accept completed with photo and signature of applicant and Head of Department.

Part 2, in Microsoft Excel format, contains 3 sections

- In each section, applicants must strictly follow the instructions
- Once completed, **DO NOT** convert Part 2 into any other file type other than **Microsoft Excel**

In addition to the two parts, following "Supporting Document" is required.

- Letter, e-mail, or any evidence showing a consent from the Japanese academic staff of prospective visiting

Both parts, including "Supporting Documents" must be emailed to support@aun-seed.net with subject line "Application: SRJP 2017"