

**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 2018

AUN/SEED-Net Project

As of September, 2017

1. Project Background

The concept of AUN/SEED-Net evolved at the ASEAN-Japan Summit Meeting held in December 1997, at the time of Asian financial crisis and economic downturn that had struck the region, particularly the growing economies in Southeast Asia. The central issue of the Meeting became how to upgrade higher engineering education by means of creating network of ASEAN-wide engineering education initiative. 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 Phase 2 and 3 of the five-year project cooperation. The Project Phase 3 ends in March 2018. The network of AUN/SEED-Net consists of 26 Member Institutions (MIs) from 10 ASEAN countries and academic support from 14 leading Japanese Supporting Universities (JSUs) with financial and technical supports from Japanese Government through Japan International Cooperation Agency (JICA).

With the remarkable achievements in Phase 1, 2, and 3, the ASEAN Member Countries, MIs, Government of Japan and JICA have strong intention to put forth the AUN/SEED-Net Phase 4 with aims to bring about larger impacts not only on other universities in the region and Japan, but also industry and community by fostering direct contribution to socio-economic development in the region and Japan. After a series of discussions, the objectives of AUN/SEED-Net Project Phase 4 are set as follows;

- (1) To enhance education and research capacity of Member Institutions through collaboration among Member Universities in ASEAN and Japan
- (2) To strengthen capacity of Member Institutions to collaborate with industry
- (3) To address development issues in the region
- (4) To improve quality of international education program by advancing and expanding academic network

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 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 increase the number of highly qualified faculty staff with doctoral degree in engineering at Member Institutions which would be necessary for contribution to sustainable development of ASEAN countries.
- (2) To strengthen doctoral degree programs at Host Institutions so that the production of high quality doctoral degree holders in engineering needed for the region is materialized within the region in collaboration with Member Institutions and Japanese Supporting Universities.
- (3) To strengthen human networking among teaching staff of Member 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. Those with following health conditions must inform AUN/SEED-Net at the time of application.

- Pregnant
- Diagnosed with chronic diseases i.e. respiratory diseases, cardiac diseases, metabolic diseases, renal dysfunction, immune insufficiency, systemic steroid administration, mental illness, and psychiatric disability
- Other serious/terminal illness

5. Period of Study in Japan

- (1) For Doctoral Degree Sandwich Program students, 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.
- (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 (<u>PhD Sandwich-</u> 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 2017 | 15 May 2018 – 1 March 2019 |
| Long SSJP (<u>PhD Integrated-</u> 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 2017 | 15 May 2018 - 1 March 2019 |

Submission Deadline of the Application Forms (Contd.)

| Type of SSJP | Expected Duration of Study in Japan | Application Deadline | Trip START date between |
|--------------|-------------------------------------|---|--|
| Short SSJP | 10-30 days* ** | 4 months prior to expected departure date | 15 May 2018 - 1 February 2019 |

Remarks:

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

**The short SSJP days including the departure date from ASEAN country and the arrival date at the ASEAN country

8. Details of Support for Short SSJP and Long SSJP

| Supported items | Program | |
|-----------------------|--|--|
| | Short SSJP | Long SSJP |
| Round-trip air ticket | Arranged by AUN/SEED-Net | Arranged by JICA and AUN/SEED-Net* |
| Travel insurance | Arranged by AUN/SEED-Net | Arranged by AUN/SEED-Net |
| Visa to visit Japan | Visa is arranged by applicant. SEED/Net issues a visa application support letter on request. | JICA Country Office explains to student about visa application, and issues a support letter to Embassy of Japan. |
| Daily allowance | Not paid as scholarship program covers daily allowance | Staying expense is paid by JICA Center in Japan*** |
| Accommodation** | Allowance USD 80 per night is paid by AUN/SEED-Net | |

Remarks:

* The domestic air ticket and visa related cost are already included in “Relocation allowance” of AUN/SEED-Net scholarship.

** 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.

11. Information Sharing

To share the information of your visit to Japan with your government and Sending Institution, the applicant is required to contact the focal person of Sending Institution.

**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. Hirofumi HINODE | 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. Kazuhiko HAMAMOTO | hama@keyaki.cc.u-tokai.ac.jp |
| 4. | Electrical and Electronics Engineering | Tokyo Institute of Technology | Prof. Dr. Junichi TAKADA | takada@ide.titech.ac.jp |
| 5. | Geological and Geo-Resource Engineering | Kyushu University | Prof. Dr. Koichiro WATANABE | wat@mine.kyushu-u.ac.jp |
| 6. | Material Engineering | Toyohashi University of Technology | Prof. Dr. Atsunori MATSUDA | matsuda@ee.tut.ac.jp |
| 7. | Mechanical & Manufacturing Engineering | Keio University | Prof. Dr. Shinnosuke OBI | obsn@mech.keio.ac.jp |
| 8. | Energy Engineering | Kyoto University | Prof. Dr. Hideaki OHGAKI | ohgaki@iae.kyoto-u.ac.jp |
| 9. | Environmental Engineering | Tokyo University | Prof. Dr. Satoshi TAKIZAWA | takizawa@env.t.u-tokyo.ac.jp |
| 10. | Natural Disaster | Kyoto University | Prof. Dr. Junji KIYONO | kiyono.junji.5x@kyoto-u.ac.jp |

*This list is based on the information as of 19 September 2017. Please contact AUN/SEED-Net for the most update information if you need the list of the coordinators in Project Phase 4 after 11 March 2018.