

**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 2019**

**AUN/SEED-Net Project**

**As of June, 2018**

## **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 JSU 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 highly qualified doctoral degree holders in engineering needed for the ASEAN countries is materialized 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

#### Doctoral Degree Sandwich Program students

The number of study and its duration 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). During three (3) years of scholarship period, students are eligible to have either one (1) or two (2) trip(s) to JSU for joint supervision.

#### **Option 1: Long SSJP (Once)**



*Figure 1: Long-term Study in Japan once, for a total maximum duration of 240 days*

### Option 2: Short and Long SSJP (Twice)



Figure 2: Short-term Study (10-30 days) + Long-term Study (30 up to 210 days)

In case students choose to have Short-term Study in Japan twice, it is required that one of the two trips must be within 10-30 days and another must be from 30 up to 210 days, 2 application forms are required to be submitted separately.

### 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 300 days. There are 3 options of training period available. The decision is, however, based on the consultation between advisors at Host Institutions (HIs) and co-advisors at Japanese Supporting Universities (JSUs):

### Option 4: Short-Short-Long SSJP (1+1+8 months)



Figure 1: Short-term Study (10-30 days) + Short-term Study (10-30 days) + Long-term Study (30-240 days)

### Option 5: Short-Long -Short SSJP (1+8+1 months)



Figure 2: Short-term Study (10-30 days) + Long-term Study (30-240 days) + Short-term Study (10-30 days)

### Option 6: Long-Short-Short SSJP (8+1+1 months)



Figure 3: Long-term Study (30-240 days) + Short-term Study (10-30 days) + Short-term Study (10-30 days)

### Remark:

Students are not accepted to travel overseas during the stay in Japan under this program as the study period at JSU should be maximized. Unless indispensable for the thesis/degree of completion.

## 6. Application Procedure

### 6.1 Short-SSJP (10 - 30 days)

Procedure	Action
Pre-application	<ul style="list-style-type: none"> <li>- Before going to Japan, applicants must meet all requirements set by HI.</li> <li>- HI advisor contacts co-advisor at JSU to define SSJP period, procedure, and requirements at JSU.</li> <li>- HI advisor needs to ask JSU co-advisor to read the guide of PhD SW Program written in Japanese.</li> </ul>
Scheduling	<ul style="list-style-type: none"> <li>- HI advisor and applicant consult with AUN/SEED-Net via Program Officer about tentative schedule.</li> <li>- HI advisor and applicant check the validity of visa and re-entry permit issued by Host Country.</li> <li>- AUN/SEED-Net double checks if the period fits with JICA's rules. (10-30 days)</li> </ul>
Application and agreement <sup>1</sup> (4 months prior to departure)	<ul style="list-style-type: none"> <li>- HI advisor and applicant email to AUN/SEED-Net via Program Officer and submit the following documents:               <ol style="list-style-type: none"> <li>1. SSJP application form (by HI advisor and JSU co-advisor)</li> <li>2. SSJP agreement (by applicant, HI advisor, and JSU co-advisor)</li> </ol> </li> </ul>
Acknowledgement	<ul style="list-style-type: none"> <li>- AUN/SEED-Net acknowledges SSJP application and agreement form, then provide explanation about procedures required for short SSJP.</li> </ul>
Trip Preparation	<ol style="list-style-type: none"> <li>1. Applicant checks visa application documents at Embassy of Japan or by its website and applies.</li> <li>2. Applicant obtains a round-trip ticket booking (btw the city where HI and JSU located) and "Letter of Guarantee" from AUN/SEED-Net for visa application.</li> <li>3. Applicant requests for an invitation letter, "Letter of Reason for Invitation" and schedule from JSU co-advisor for visa application.</li> <li>4. Applicant makes a request on logistic support, including accommodation, assistance at airport, and orientation from JSU co-advisor.</li> <li>5. Applicant submits copy of visa, bank account form, and allowance application documents to AUN/SEED-Net.</li> <li>6. Applicant obtains a round-trip ticket confirmation, travel insurance, accommodation allowance from AUN/SEED-Net 1-2 weeks</li> </ol>

<sup>1</sup> Application and agreement forms must be submitted by the respective deadline given in the Implementation Guidelines of the respective Japanese Fiscal Year.

	prior to departure date.
Post training	Progress report submission.

### 6.1 Long-SSJP (more than 30 days – maximum 240 days)

Procedure	Action
Pre-application	<ul style="list-style-type: none"> <li>- Before going to Japan, applicants must meet all requirements set by HI.</li> <li>- HI advisor contacts co-advisor at JSU to define SSJP period, procedure, and requirements at JSU.</li> </ul>
Scheduling	<ul style="list-style-type: none"> <li>- HI advisor and applicant consult with AUN/SEED-Net via Program Officer about tentative schedule.</li> <li>- HI advisor and applicant check the validity of visa and re-entry permit issued by Host Country.</li> <li>- AUN/SEED-Net double checks if the period fits with JICA Center's rules. (JICA Center's Conditions for SSJP-Long)</li> </ul>
Application <sup>2</sup> (by the end of November for SSJP-Long in the next fiscal year)	<ul style="list-style-type: none"> <li>- HI advisor and applicant email to AUN/SEED-Net via Program Officer and submit endorsed SSJP application form. (e-mail communication is acceptable)</li> </ul>
Acknowledgement	<ul style="list-style-type: none"> <li>- AUN/SEED-Net acknowledges SSJP application form then provide explanation about procedures required for long SSJP.</li> </ul>
KCCP application	<ol style="list-style-type: none"> <li>1. Applicant obtains KCCP form (country basis) and training course no. from AUN/SEED-Net.</li> <li>2. Applicant completes KCCP form and submits to: <ul style="list-style-type: none"> <li>- hard copy: submitted to SI for endorsement</li> <li>- soft copy: submitted to AUN/SEED-Net (endorsed KCCP submission is preferable.)</li> </ul> <p style="margin-left: 20px;"><u>KCCP process</u></p> <ul style="list-style-type: none"> <li>- SI completes and endorses the KCCP form, then submits the KCCP form to Ministry of Education, Ministry of Education and Culture, etc. in applicant's home country.</li> <li>- Ministry of Education, Ministry of Education and Culture, etc. completes and submits the KCCP form to Ministry of Foreign Affairs (MFA) in applicant's home country.</li> <li>- Ministry of Foreign Affairs (MFA) completes and submits the KCCP form to JICA Overseas Office in home country.</li> </ul> </li> </ol>

<sup>2</sup> Application and agreement forms must be submitted by the respective deadline given in the Implementation Guidelines of the respective Japanese Fiscal Year.

	<p>(J number<sup>3</sup> is required during this stage, please obtain it from AUN/SEED-Net.)</p> <ul style="list-style-type: none"> <li>- JICA Overseas Office stores the KCCP form (hard copy) and forwards (soft copy) to JICA Headquarters for further arrangements.</li> <li>- JICA Overseas Office in host country facilitates trip arrangement including briefing session in applicant's host country.</li> </ul> <p>3. Applicant keeps checking KCCP status and report to AUN/SEED-Net.</p> <p>4. Applicant applies for a visa at Embassy of Japan following the instruction of JICA Overseas Office in Host Country.</p> <p>5. Applicant obtains air ticket confirmation and travel schedule from JICA Overseas Office.</p> <p>6. Applicant submits soft copy of visa to AUN/SEED-Net.</p> <p>7. Applicant reports to AUN/SEED-Net if no document is received by applicant one month prior to departure.</p>
Post training	Progress report submission.

## 7. Submission Deadline of the Application Forms

Application Form for **Short-term Study Program in Japan (SSJP)**, 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:

Program	Type of SSJP	Expected Duration of Study in Japan	Application Deadline <sup>4</sup>	Trip START date between
PhD Sandwich (3 years period)	Long	One visit taking longer than 30 days Total duration must be less than 240 days.	25 October 2018	15 May 2019 – 30 June 2019
			31 October 2018	1 July 2019- 1 March 2020
	Short <sup>5</sup>	One short visit taking less than 30 days. (10-30 days)	4 months prior to expected departure date	15 May 2019 - 1 February 2020

<sup>3</sup> J number will be issued 2-3 months prior to the departure date.

<sup>4</sup> Application must be submitted by the timeline even if the plan is tentative. The delay of submission may result in cancellation of the plan.

<sup>5</sup> The short SSJP days include the departure date from ASEAN country and the arrival date at the ASEAN country.

PhD Integrated (4 years period)	Long	One visit taking longer than 30 days, Total duration must be less than 300 days.	25 October 2018	15 May 2019 – 30 June 2019
			31 October 2018	1 July 2019- 1 March 2020
	Short <sup>5</sup>	Two short visits, each visit taking less than 30 days. (10-30 days)	4 months prior to expected departure date	15 May 2019 - 1 February 2020

## 8. Details of Support for Short SSJP and Long SSJP

Supported items	Program	
	Short SSJP	Long SSJP
Round-trip air ticket <sup>6</sup>	Arranged by AUN/SEED-Net	JICA (International) AUN/SEED-Net (Domestic)
Travel insurance	Arranged by AUN/SEED-Net	Arranged by JICA
Visa to visit Japan <sup>7</sup>	Visa is arranged by applicant. SEED/Net issues a visa application support letter upon 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 <sup>8</sup>
Accommodation <sup>9</sup>	Allowance USD 80 per night is paid by AUN/SEED-Net	

## 9. Portrait Rights

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

<sup>6</sup> The International air ticket will be arranged by JICA while domestic air ticket is already included in “Relocation allowance” of AUN/SEED-Net scholarship.

<sup>7</sup> Visa related cost is already included in “Relocation allowance” of AUN/SEED-Net scholarship. Applicant is recommended to consult with Japanese Advisor for visa application.

<sup>8</sup> Amount is subjected to change due to review by JICA Center in Japan.

<sup>9</sup> Applicant is recommended to consult with Japanese Advisor for accommodation arrangement. (Short SSJP only)



## **10. Visa at Host Country**

It is the applicant's responsibility to hold a valid visa in Host Country **until the time the applicant 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.

## **12. Remarks**

SSJP Program in JFY 2019 is subject to the availability of project budget. Applicants may be asked to cancel a trip or reschedule it due to unexpected circumstances.

## **Attachments**

Attachment 1: List of Japanese Field Coordinators

Attachment 2: Short-SSJP agreement

Attachment 3: SSJP Application form

Attachment 4: Information for Japanese Co-supervisor (PhD SW)