

**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 2021

AUN/SEED-Net

1. About AUN/SEED-Net

JICA project for AUN/SEED-Net Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net project) was established in 2001. AUN/SEED-Net project has proved to be successful in strengthening university-industry relations, enhancing research capacities of academic staff in ASEAN member countries, and fostering a network of quality higher-education in engineering in the ASEAN region. Thus, the continuation of this program in Phase IV will have the following objectives:

- (1) To enhance education and research capacities of Member Institutions (MIs)¹ through their collaboration among ASEAN and Japanese academia
- (2) To strengthen industrial relations and applications
- (3) To address developmental issues in ASEAN
- (4) To improve the quality of higher education through the expansion of ASEAN academic networks

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.

¹ The network of AUN/SEED-Net is composed of 26 Member Institutions (MIs) selected from leading institutions in the field of engineering from 10 ASEAN countries, and 14 Japanese Supporting Universities (JSUs). Please refer to Annex 1- List of Member Institutions (MIs) and Japanese Supporting Universities (JSUs).

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)

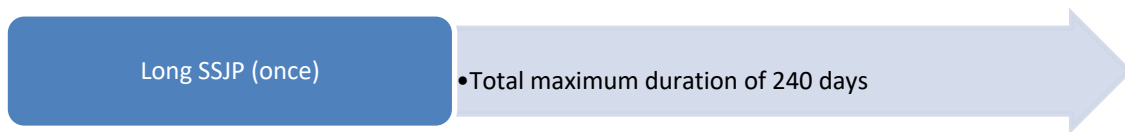


Figure 1: Long-term Study in Japan once, for a total maximum duration of 240 days

Option 2: Short SSJP and Long SSJP (Twice)

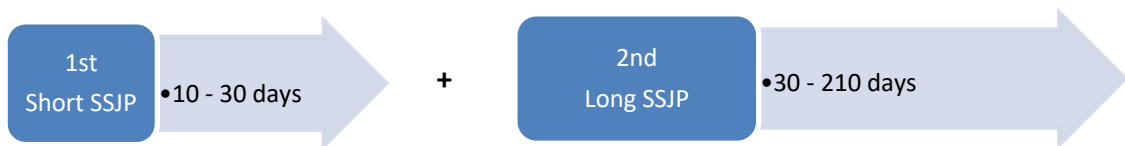


Figure 2: Short-term Study (10-30 days) + Long-term Study (30 up to 210 days)

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 1: Short-Short-Long SSJP (1+1+8 months)

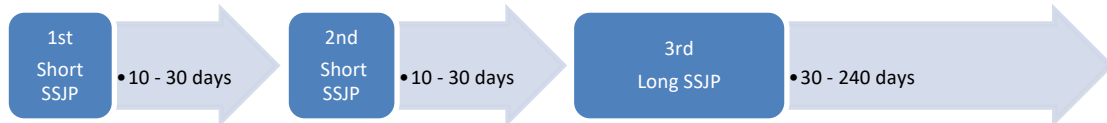


Figure 1: Short-term Study (10-30 days) + Short-term Study (10-30 days) + Long-term Study (30-240 days)

Option 2: Short-Long -Short SSJP (1+8+1 months)

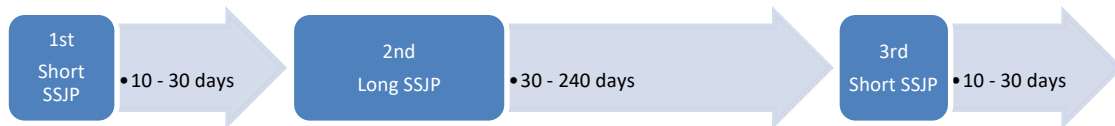


Figure 2: Short-term Study (10-30 days) + Long-term Study (30-240 days) + Short-term Study (10-30 days)

Option 3: Long-Short-Short SSJP (8+1+1 months)

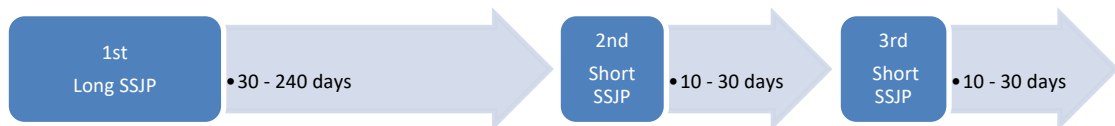


Figure 3: Long-term Study (30-240 days) + Short-term Study (10-30 days) + Short-term Study (10-30 days)

Remarks:

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"> - Before going to Japan, applicants must meet all requirements set by HI. - HI advisor contacts co-advisor at JSU to define SSJP period, procedure, and requirements at JSU.

	- HI advisor needs to ask JSU co-advisor to read the guide of PhD SW Program written in Japanese.
Scheduling	- HI advisor and applicant consult with AUN/SEED-Net via Program Officer about tentative schedule. - HI advisor and applicant check the validity of visa and re-entry permit issued by Host Country. - AUN/SEED-Net double checks if the period fits with JICA's rules. (10-30 days)
Application and agreement ² (4 months prior to departure)	- HI advisor and applicant email to AUN/SEED-Net via Program Officer and submit the following documents: 1. SSJP application form (endorsed by HI advisor and JSU co-advisor) 2. SSJP agreement (endorsed by applicant, HI advisor, and JSU co-advisor)
Acknowledgement	- AUN/SEED-Net acknowledges SSJP application and agreement, then provides explanation about required procedures for Short SSJP.
Trip Preparation	1. Applicant checks visa application documents at Embassy of Japan or by its website and applies. 2. Applicant obtains a round-trip ticket booking (between the city where HI and JSU located) and "Letter of Guarantee" from AUN/SEED-Net for visa application. 3. Applicant requests for a "Letter of Reason for Invitation" and schedule from JSU co-advisor for visa application. 4. Applicant makes a request on logistic support, including accommodation, assistance at airport, and orientation from JSU co-advisor. 5. Applicant submits a copy of visa, bank account form to AUN/SEED-Net. 6. Applicant obtains a round-trip ticket confirmation, travel insurance, accommodation allowance from AUN/SEED-Net 1-2 weeks prior to departure date.
Post training	Progress report submission.

² Application form and agreement must be submitted by the respective deadline given in the Implementation Guidelines of the respective Japanese Fiscal Year.

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

Procedure	Action
Pre-application	<ul style="list-style-type: none"> - Before going to Japan, applicants must meet all requirements set by HI. - HI advisor contacts co-advisor at JSU to define SSJP period, procedure, and requirements at JSU.
Scheduling	<ul style="list-style-type: none"> - HI advisor and applicant consult with AUN/SEED-Net via Program Officer about tentative schedule. - HI advisor and applicant check the validity of visa and re-entry permit issued by Host Country. - AUN/SEED-Net double checks if the period fits with JICA Center’s rules. (JICA Center’s Conditions for Long SSJP)
Application ³	<ul style="list-style-type: none"> - HI advisor and applicant email to AUN/SEED-Net via Program Officer and submit endorsed SSJP application form (e-mail communication is acceptable).
Acknowledgement	<ul style="list-style-type: none"> - AUN/SEED-Net acknowledges SSJP application form then provides explanation about required procedures for Long SSJP.
KCCP application	<ol style="list-style-type: none"> 1. Applicant obtains KCCP form (home country basis) and training course number from AUN/SEED-Net. 2. Applicant completes KCCP form and submits to: <ul style="list-style-type: none"> - hard copy: submitted to Sending Institution (SI) for endorsement - soft copy: submitted to AUN/SEED-Net (endorsed KCCP submission is preferable.) <p><u>KCCP process</u></p> <ol style="list-style-type: none"> a) 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. b) 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. c) Ministry of Foreign Affairs (MFA) completes and submits the KCCP form to JICA Overseas Office in applicant’s home country. <p>(D number⁴ is required during this stage, please obtain it from AUN/SEED-Net.)</p>

³ Application form must be submitted by the respective deadline given in the Implementation Guidelines of the respective Japanese Fiscal Year.

⁴ D number will be issued 2-3 months prior to the departure date.

	<p>d) JICA Overseas Office stores the KCCP form (hard copy) and forwards (soft copy) to JICA Headquarters for further arrangements.</p> <p>e) JICA Overseas Office in applicant's host country facilitates trip arrangement including briefing session in applicant's host country.</p> <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 and shares to AUN/SEED-Net.</p> <p>6. Applicant submits a 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>
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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 ⁵	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.	30 September 2020	15 May 2021 – 1 March 2022
	Short ⁴	One short visit taking less than 30 days. (10-30 days)	4 months prior to expected departure date	15 May 2021 - 1 February 2022
PhD Integrated (4 years period)	Long	One visit taking longer than 30 days, Total duration must be less than 300 days.	30 September 2020	15 May 2021 – 1 March 2022
	Short ⁵	Two short visits, each visit taking less than 30 days. (10-30 days)	4 months prior to expected departure date	15 May 2021 - 1 February 2022

⁵ Application form 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 ⁶	Arranged by AUN/SEED-Net	Arranged by JICA
Travel insurance	Arranged by AUN/SEED-Net	Arranged by JICA
Visa to visit Japan ⁷	Visa is arranged by each applicant. AUN/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.	Paid by JICA ⁸
Accommodation ⁹	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.

10. Visa at Host Country

It is the applicant's responsibility to hold a valid passport and 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.

After completing Long SSJP at JSU, Myanmar applicant (whose host institution is located in Indonesia) who travels back to Myanmar is recommended to stay in Myanmar for visa issue no longer than 30 days. The applicant is required to inform his/her supervisor at Host institution as well as AUN/SEED-Net regarding this matter.

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 each Sending Institution.

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

⁷ Visa related cost is already included in "Relocation allowance" of AUN/SEED-Net scholarship. Applicant is recommended to consult with Japanese co-advisor for visa application.

⁸ Staying expense in Japan is subjected to change due to review by JICA Center. Monthly allowance through HI will not be paid during the SSJP Long period.

⁹ Applicant is recommended to consult with Japanese co-advisor for accommodation arrangement. (SSJP Short only).

12. Remarks

SSJP Program in JFY 2021 is subject to the availability of project budget. Applicants may be asked to cancel a trip or reschedule it due to unexpected circumstances including COVID-19.

13. Attachments

Attachment 1: SSJP application form (Short and Long)

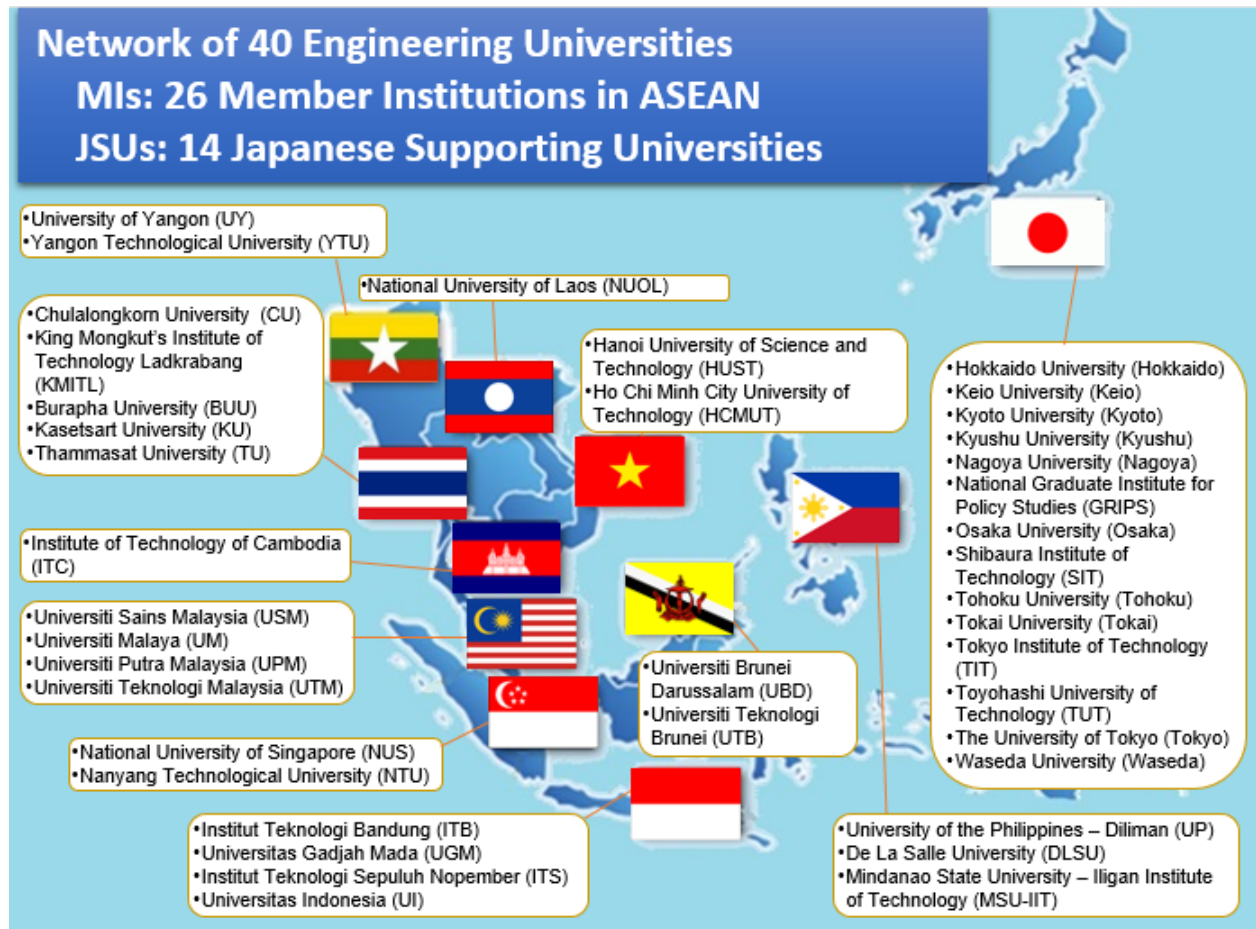
Attachment 2: List of Japanese Field Coordinators (Short and Long)

Attachment 3: Short SSJP agreement (Short SSJP only)

Attachment 4: Information for Japanese co-advisor (Short SSJP only)

Annex 1

List of Member Institutions (MIs) and Japanese Supporting Universities (JSUs)



List of 10 Engineering Fields

- Chemical Engineering (ChE)
- Civil Engineering (CE)
- Computer and Information Engineering (CIE)
- Electrical and Electronics Engineering (EEE)
- Energy Engineering (EneE)
- Environmental Engineering (EnvE)
- Geological and Geo-Resource Engineering (GeoE)
- Materials Engineering (MatE)
- Mechanical and Manufacturing Engineering (ME/Manu)
- Natural Disaster (ND)