

SOKENDAI Student Dispatch Program 2025 Application Guide

1 Purpose of the Program

With the intention to promote the development of researchers as human resources with advanced specialties, a broad perspective and international competitiveness, the SOKENDAI Student Dispatch Program (“the program”) provides necessary financial assistance to SOKENDAI students who wish to present research results at international conferences, or those who seek long-term collaborative research in Japan or abroad that could shape their professional trajectory.

2 Application Requirements

- 1) Applicants must be regular students of SOKENDAI.
- 2) Applicants must have ORCID iD and should have completed the linkage with SOKENDAI.

*Non-regular students or students on leave are not eligible for the application.

*Support under this program is limited to the period of enrollment in SOKENDAI.

*One project per category may be adopted in the same fiscal year.

*One application per category is allowed per call.

*Students who have not yet registered for ORCID iD should ask the department in charge of the ORCID (orcid(at)ml.soken.ac.jp) to send a registration guidance email.

Ref: <https://www.soken.ac.jp/en/campuslife/orcid/>

3 Application Category

Please select one of the three categories below that corresponds to your plan.

Category	Category 1	Category 2	Category 3
	International Conference / Meeting	Study Abroad	Domestic Study Away
Purpose	Presentation of research results at international conferences, symposiums, research meetings, and so on	Collaborative research, investigation abroad, and so on (includes study abroad for international collaborative degree programs)	Long-term collaborative research, investigation, etc. in Japan
Period of Dispatch	Unlimited (however, the itinerary must be completed within FY2025)	8 days to 1 year (however, the departure date must be within FY2025)	28 days to 1 year (however, the itinerary must be completed within FY2025)

Contents of Support	1) Research support grant (fixed amount × number of days) 2) Round-trip airfare 3) Conference participation fee	1) Research support grant (fixed amount × number of days) 2) Round-trip airfare 3) Tuition fees, bench fees, etc. paid to the host institute	1) Research support grant (fixed amount × number of days) 2) Transportation expenses to destination 3) Tuition fees, bench fees, etc. paid to the host institute
Maximum Amount of Support	JPY500,000	JPY1,200,000	JPY1,200,000
Notes	<ul style="list-style-type: none"> • Presentations at conferences held in Japan are not eligible for the application • Conference presentations during the dispatch period of Category 2 or 3 are also eligible • The dispatch plan may include study sessions, research meetings, laboratory visits, and so on, before or after the conference 	<ul style="list-style-type: none"> • Plans to visit more than 1 country are acceptable • Plans that span across fiscal years and are divided into several parts are also eligible 	<ul style="list-style-type: none"> • Plans for dispatch due to the transfer of a supervisor to another institute are not eligible • Dispatch to Inter-University Research Institutes other than the *parent institute are eligible • Plans that are divided into several parts are also eligible

*Parent Institute: The Inter-University Research Institute where your program (department) is located.

4 Application Schedule

As shown in the attached sheet.

5 Application Documents

(○: All applicants must submit. △: To be submitted only if necessary.)

	Application Documents	Category		
		1	2	3
1)	[Form 1-1] Application Form (for Category 1) (Word)	○	△	△
	[Form 1-2] Application Form (for Category 2) (Word)	△	○	△
	[Form 1-3] Application Form (for Category 3) (Word)	△	△	○
2)	[Form 2] Itinerary (Excel)	○	○	○
3)	[Form 3] Recommendation Letter (Word)	○	○	○
4)	Copy of a program of the international conference, etc. and documentation confirming you will be presenting your research results there	○	△	△

5)	Letter of acceptance from the host institute or host researcher	/	○	○
6)	Estimate of airfares	○	○	△
7)	Documents showing the amount of tuition fees, bench fees, etc. to be paid to the host institute	/	△	△

[Details and preparation methods for each document]

1) [Form 1-1,1-2 or 1-3] Application Form (all categories)

Refer to the examples provided for completing the form.

2) [Form 2] Itinerary (all categories)

Refer to the instructions and examples provided for completing the form.

3) [Form 3] Recommendation Letter (all categories)

Ask your supervisor to prepare it.

4) Copy of a program of the international conference, etc. and documentation confirming that you will be presenting your research results there (Category 1)

A copy of the program of the conference/research meeting, etc. (with confirmation of the location, schedule, registration fee, cost of the proceedings, applicant's name, and so on) and documents that can confirm that the applicant will make a presentation (a copy of an e-mail is acceptable) must be submitted.

*If the presentation of research results is still pending (not yet accepted) at the time of application, please indicate this in the “Notes” column of the [Form 1] Application Form and submit it as soon as it is accepted.

5) Letter of acceptance from the host institute or host researcher (Categories 2 and 3)

Ask the host researcher or the responsible person at the host institute to prepare a letter of acceptance (any format is acceptable).

*If the letter of acceptance has not been prepared at the time of application, please indicate this in the “Notes” column of [Form 1] Application Form and submit it as soon as it is prepared.

*If it is difficult to submit a letter of acceptance, the following documents should be submitted.

- Documents confirming the negotiation process with the host institution
- Documents confirming the negotiation process with the research site or object
- Documents confirming the basic information and conditions of use of the facilities to be visited

6) Estimate of airfares (if you are travelling by air)

Submit documents confirming the itinerary, seat class, fare, etc. of the flight to be taken.

7) Documents showing the amount of tuition fees, bench fees, etc. to be paid to the host institute (only if such expenses are incurred in Category 2 or 3).

Submit documents, such as invoices, copies of the host institute's website, copies of emails from the host institute, and so on.

6 Where and How to Submit Application Documents

After confirmation by the supervisor, application documents should be submitted as e-mail attachments to your program (department) office.

7 Screening Method

The SOKENDAI Student Dispatch Program Screening Committee reviews applications while considering the recommendation order of the program (department) and decides whether to accept or reject them.

8 Support Details

1) Research Support Grants (all categories)

The research support grants are calculated using the unit price specified in the table below, and the number of days of dispatch will be paid.

Region		Unit Price (per day)
Overseas	Region A	JPY8,000
	Region B	JPY6,000
	Region C	JPY5,000
Japan		JPY3,200

*Refer to the Appendix “Area separation for international travels” for the regional classification.

*Days spent engaged in activities other than those for dispatch are not eligible for support.

*For days when lodging expenses are not incurred for reasons, such as staying at a friend's house, conference participation fees, or tuition fees including accommodation (these prices cannot be separated), half of the unit price specified in the above table will be paid.

*For the first 7 days of overseas stay, JPY5,000 shall be added to the unit price specified in the above table.

*If the period of stay in the same place overseas exceeds 30 days from the day following arrival, 90% of the unit price shall be paid for days exceeding that period; if the period exceeds 60 days, 80% of the unit price shall be paid for days exceeding that period.

*For multicountry travel days, research support grant will be calculated in accordance with the region

with the highest unit price among the countries; however, countries via transit will not be considered. If an overnight flight is required when departing from or arriving in Japan, the research support grant for the departure date or arrival date shall be paid in accordance with the unit price for “Japan.”

2) Round-trip airfare (if you are travelling by air)

In principle, a discounted round-trip economy class (or lowest class if there is more than one economy class) airfare, including fuel surcharges, airport service charges, and ticketing fees from an airport in Japan to the international airport nearest to the destination, will be paid.

*Even if the dispatch plan is to be divided into multiple visits, the airfare will be paid for only one round trip.

3) Transportation expenses to destination (Category 3)

In principle, round-trip transportation from SOKENDAI or the parent institute to the destination is paid.

*The method of calculating travel expenses shall be in accordance with the travel expense regulations of SOKENDAI.

*Even if the dispatch plan is divided into multiple visits, transportation expenses will be paid for only one round trip.

4) Conference participation fee (Category 1)

The registration and proceedings fees for international conferences are covered.

*Annual membership fees are not covered.

*If the conference participation fee includes meals or banquets, and prices can be separated, they will not be covered. If they cannot be separated, the reimbursement amount is reduced according to the table below.

Meals included in the conference fee	Amount to be reduced per meal
Breakfast	JPY1,000
Lunch	JPY2,000
Dinner	JPY2,000

*If the conference participation fee includes accommodation, and prices can be separated, they will not be covered. If they cannot be separated, the amount of research support grants for the days in question is reduced to half the fixed amount.

5) Tuition fees, bench fees, etc. paid to the host institute (categories 2 and 3)

If tuition or bench fees are paid to the host institute, such fees should be covered.

*If tuition fees, bench fees, etc. include meals or accommodation, the amount to be paid shall be adjusted in the same manner as in the case of the conference participation fee.

9 Payment Method

1) Research support grants

[Before departure]

After the dispatch plan (schedule) is finalized, the full amount is transferred to a bank account (in Japan) in advance of the applicant's name.

(However, in the case of a dispatch plan that extends over several fiscal years in Category 2, only the amount for the first fiscal year is transferred and the remaining amount is paid in the following fiscal year.)

[After dispatch completion]

If the schedule is changed from the original dispatch plan, an excess amount will be refunded, or an additional payment will be made for the shortfall.

(In the case of a dispatch plan that extends over several fiscal years in Category 2, settlement for the first fiscal year must be made at the end of the first fiscal year.)

2) Round-trip airfare (categories 1 and 2) or Transportation expenses to destination (Category 3)

[Before departure]

After the dispatch plan (schedule) is finalized, the full amount is transferred to a bank account (in Japan) in advance of the applicant's name.

(However, in the case of a dispatch plan that extends over several fiscal years in Category 2, only half the amount (for outbound trips) will be transferred, and the remaining amount (for return trips) will be paid in the following fiscal year.)

[After dispatch completion]

If the schedule is changed from the original dispatch plan, an excess amount will be refunded, or an additional payment will be made for the shortfall.

(In the case of a dispatch plan that extends over several fiscal years in Category 2, settlement for the first fiscal year must be made at the end of the first fiscal year.)

3) Conference participation fee (Category 1)

In principle, these fees are paid in advance by students and reimbursed upon their return to Japan.

4) Tuition fees, bench fees, etc. paid to the host institute (Category 2 or 3)

[For JPY300,000 or more]

SOKENDAI pays directly to the host institute based on the invoice.

[For less than JPY300,000]

In principle, these fees are paid in advance by the student and reimbursed at a later date.

1 0	Course Credit for “International Internship”
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“International Internship” is a course in which students will improve their global communication skills and research management skills by finding a host institute, conducting research there, communicating with colleagues, experiencing life abroad, and so on. Students selected for Category 2 and dispatched for 28 days or more can receive the credit for this course. It is necessary for your supervisor to prepare “Opinion from Advisor” after the dispatch as well as for you to submit documents required for the program. If you apply for Category 2 and wish to receive course credit, please check the registration guidelines and syllabus on the website (<https://www.soken.ac.jp/en/education/curriculum/iip/>) and state that you will accept course credit in the [Form 1] Application Form. You can take this course only once during your university enrollment.

1 1	Duplicate Receipt with Other Financial Support
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If the following two conditions are met, you may receive duplicate financial support (limited to those provided for supporting expenses related to the dispatch concerned, including support from the parent institute to which you belong): However, even in such cases, the actual expenses (domestic transportation, airline tickets, conference participation fees, tuition fees, and bench fees) may not be received in duplicate.

- 1) Receipt of financial support from the other party shall not interfere with the activities of this program.
- 2) The rules for the other financial support do not prohibit duplicate receipt of the support from this program.

*Duplicate receipt of fellowships granted to the SOKENDAI Special Researcher or stipends granted to the JSPS Doctoral Course Research Fellow is also possible.

*If a Japanese Government Scholarship student leaves SOKENDAI or his/her parent institute from the beginning to the end of a month due to a dispatch under this program, he/she will not receive a scholarship for that month (this does not apply if “Signing by proxy” is approved by the MEXT).

1 2	Ensuring Safety Abroad (Categories 1 and 2)
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- 1) SOKENDAI will not allow overseas travel to areas where the risk warning (including risk warnings concerning infectious diseases) issued by the Ministry of Foreign Affairs is at Level 2 or higher.

However, even the traveling destinations fall under Level 2 or higher, the application will be screened based on the determination criteria written in “The Overseas Travel Guideline for the SOKENDAI Students” and will be determined the propriety of going abroad, as an exceptional case, provided that going abroad is indispensable.

2) In principle, students are required to join the overseas travel insurance specified by SOKENDAI (insurance fees are paid by SOKENDAI); thus, there is no need for them to purchase overseas travel insurance on their own. However, this does not apply to those who purchase other insurance at their own expense or through external funding. Additionally, if one of the departures and arrival points is outside Japan, it is not possible to join the insurance program, and the student must make his/her own arrangements for insurance.

3) Students must join the “Anshin Support Service,” an overseas crisis management service under contract with SOKENDAI (SOKENDAI will undertake membership procedures and pay membership fees). For instructions on how to use the service, please check the details of the email forwarded to you from the Anshin Support Service, and install and register on the Anpi Kakunin app on your smartphone.

This app is linked to the Ministry of Foreign Affairs overseas travel registration “tabiregi,” so Japanese students can check the latest safety information and information, which will be forwarded when there is an emergency at the stay destination.

“tabiregi”: <http://www.ezairyu.mofa.go.jp/tabireg>

1 3	Publication of Results
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1) When publishing research results in a program or papers, voluntarily indicate that you have received support from the university, referring to the example below.

This study was partially supported by The Graduate University for Advanced Studies, SOKENDAI.

2) You must consent to publishing your Introductory Research Summary concerning your research results from the program.

3) SOKENDAI may ask you to present a manuscript or give an oral presentation on the use of the programme for public relations or other purposes. Please cooperate if you receive this request.

1 4	Others
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1) You are responsible for making your overseas travel arrangements, including obtaining a visa, arranging and purchasing airline tickets, and submitting documents to the host institute.

*There have been frequent cases in which students were unable to obtain a visa to stay in the

country after being selected for this program, and they had to cancel their dispatch. Please check the eligibility and time required to obtain a visa and take the necessary procedures well in advance.

2) [For JSPS Doctoral Course Research Fellow only] If the period of travel is longer than 28 days, the applicant must contact JSPS at least 1 month prior to the start of the travel, register the completion of return home after the completion of the travel, and submit an “Overseas Travel Notification <Form 3-1>” and “Overseas Travel Report <Form 3-2> (to be prepared by the Host Researcher)” within 1 month after the end of the travel.

1 5	Precautions
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- 1) As a general rule, no changes to the plan will be allowed after the selection. If a change of plan is unavoidable, "Form 4 Change of Plan and a revised "Form 2 Itinerary" must be submitted promptly. If it becomes necessary to change plans after departure, notify the program office as soon as possible.
- 2) If there is a major change in the dispatch plan after the selection has been made, the adoption may be cancelled.
- 3) During the dispatch period, SOKENDAI will not be liable for any damage caused to others because of the student's intention or negligence or for any unforeseen accidents, including damage caused by theft due to the carelessness of the student.
- 4) During the dispatch period, SOKENDAI will not be liable for any damages caused by natural disasters, fire, unforeseen accidents, epidemics, or other force majeure; damages caused by the student, including theft, fraud, illness, and injury; or damages caused by acts contrary to the laws or public order and morals of the destination country.
- 5) In the event that the student does not submit various reports (monthly report, final report, report at the end of the first year, and a brief description of research) that are required to be submitted during or after dispatch, SOKENDAI may request a refund of the grant money.

1 6	Contact
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SOKENDAI Student Dispatch Program Office

Email: [internship\(at\)ml.soken.ac.jp](mailto:internship@ml.soken.ac.jp)

Tel.: 046-858-1590 Student Support Planning Section (in charge of application and screening)

046-858-1526 Student Affairs Section (in charge of Category 1)

046-858-1583 Academic Affairs Section (in charge of Categories 2 and 3)