

## **Outline of Hitachi Scholarship Foundation's Program 2015**

### **HITACHI SCHOLARSHIP PROGRAM**

This program is offered to the university staffs who wish to study at Japanese graduate schools for Doctoral Course in the area of science and technology and intend to contribute to their university for promotion of higher education after completion of study in Japan. Under this program, we have invited 175 university staffs since 1985.

### **HITACHI RESEARCH FELLOWSHIP PROGRAM**

This program intends to encourage the university staffs having keen interest in conducting post-doctoral research in the area of science and technology to enhance their professional backgrounds and promote academic collaboration through building mutual human network with Japanese universities and/or institutions. We have invited 167 university staffs since 1986.

### **KOMAI FELLOWSHIP PROGRAM**

This program started in 1989 under the auspices of late Mr. K. Komai, the first Chairman of the Hitachi Scholarship Foundation, to encourage interactions between Southeast Asian countries and Japan. The program, therefore, intends to encourage the university staffs having keen interest in conducting study and research to enhance their academic and professional backgrounds in the area of social and cultural science related to Japan. We have invited 45 university staffs to date.

Our web site: <http://www.hitachi-zaidan.com/global/scholarship/index.html>

Attachments:

1. GUIDE TO THE HITACHI SCHOLARSHIP and APPLICATION FORM
2. GUIDE TO THE HITACHI RESEARCH FELLOWSHIP and APPLICATION FORM
3. GUIDE TO THE KOMAI FELLOWSHIP and APPLICATION FORM

## **GUIDE TO THE KOMAI FELLOWSHIP**

The Komai Fellowship Program was inaugurated under the auspices of late Mr. Kenichiro Komai, the first chairman of the Hitachi Scholarship Foundation (“Foundation”), to encourage interactions between Southeast Asian countries and Japan in the field of social and cultural science. In this program, fellowships are offered to the scholars and researchers at universities in Southeast Asian countries (“Eligible Universities” listed in the attached) who have keen interest in conducting the research on Japan such as Japanese culture, Japanese economy and Japanese industry under the following conditions:

### **1. Term of Fellowship**

Maximum ninety (90) days

\*The fellowship begins on the day of the grantee’s arrival in Japan and ends on the day of departure from Japan.

### **2. Contents of Fellowship**

The Foundation will support the following costs and expenses:

2-1 Travel expenses: Economy class round-trip airfare between the nearest airport of the grantee’s university and the airport in Japan, the travel expenses between the airport in Japan and the place of grantee’s research affiliation, and the travel expenses to visit the office of the Foundation.

2-2 Maintenance allowance: ¥12,000 a day

\* This rate is applied to the number of nights the grantee stays in Japan.

### **3. Application and Selection**

3-1 Eligibility and qualification of applicants

- 1) The faculty members who belong to the Eligible Universities invited by the Foundation
- 2) Research proposals have to be related wholly or in substantial part to Japan
- 3) Firm position or profession in the university
- 4) Below 46 years old as of October 1, 2015 (born on or after October 2, 1969)

### 3-2 Application procedure

Application shall be endorsed by the President's office of the university to which the Foundation has offered the fellowship award and submitted to the following address through the said office by **October 31, 2014**, using the courier service or registered mail. Neither personal nor direct application to the Foundation is accepted.

The Hitachi Scholarship Foundation  
12F Marunouchi Center Building  
6-1, Marunouchi 1-chome  
Chiyoda-ku, Tokyo 100-8220  
Japan  
Phone: +81-3-5221-6679  
Fax: +81-3-5221-6680

Application shall be submitted with all the documents as required below and the application missing any of them will be automatically rejected. The Foundation reserves the right to request any other additional documents or information.

### 3-3 Documents required for application

The research plan should be discussed in detail with the host scientist in Japan before making application and reflected to the proposal in the application form.

The documents required are one (1) original and one (1) copy of

- 1) Type-written Application Form along with 3cm x 4cm size photograph taken within the past 6 months
- 2) Letter of recommendation from the head and/or dean of the faculty to which the applicant belongs
- 3) Letter of acceptance from the host scientist
- 4) List of publications by the applicant
- 5) Proposed schedule for the research

\* The Foundation reserves the right to distribute a copy of the above documents to any person for the purpose of evaluation and selection. A copy of the above documents may also be distributed to the proposed Japanese host scientists of the applicants.

### 3-4 Method of selection

- 1) Preliminary selection

The Selection Committee of the Foundation will conduct preliminary selection based on the application documents.

- 2) Interview

The preliminary-selected applicants will be interviewed by the representatives

of the Selection Committee of the Foundation at their universities.

3) Final selection

The Selection Committee of the Foundation will make final selection after the interview.

3-5 Criteria of selection

- 1) Support by the senior management of the applicant's university on his/her research
- 2) Academic performance and achievement by the applicant
- 3) Proposed plan and significance of research

3-6 Schedule of selection

End of October	Deadline to accept application at the Foundation
November - December	Preliminary selection based on the application documents
December - March	Interview of preliminary-selected applicants at their universities
April - May	Final selection

\* The result of selection will be informed to the applicant through the President's office of his/her university in June, 2015. The grantee is requested to come to Japan by the date agreed with the host scientist in Japan, and has to finish the research and leave Japan no later than the end of March, 2016.

**4. Preparation for Entry to Japan**

To the extent applicable, the grantee is suggested to contact Japanese embassy or consulate to confirm the procedure for a valid entry visa, including the documents required, to obtain the visa.

**5. Visit to the Foundation**

The grantee is requested to drop by the office of the Foundation in Tokyo before going to the place of grantee's research affiliation. He/she is also requested to come to the office of the Foundation to report the result of research briefly on the way back to his/her university.

**6. Accommodation**

The grantee is responsible for finding his/her own accommodation.

As some universities and institutions have their own accommodations, it is

recommended to inquire the host scientist about their availability.

**7. Liaison**

The grantee should keep close contact with the Foundation and keep them informed of any change of his/her address or other pertinent matters.

**8. Report**

The grantee is required to submit to the Foundation a report on his/her research and activities in Japan within one (1) month after completion of the fellowship. When his/her research is presented for publication or dissemination, the Foundation's support should be acknowledged in an appropriate way. A copy of such publication or offprint is requested to be sent to the Foundation.

**9. Insurance**

The grantee is required to buy the traveler's insurance on his/her own account for the period from the date of departure from his/her home country until the date of his/her departure from Japan. The amounts stated below are examples of the insurance to be bought by the grantee during the period of fellowship:

- |                          |                  |
|--------------------------|------------------|
| 1) Death from injury:    | ¥15 million      |
| 2) Treatment of injury:  | Up to ¥2 million |
| 3) Death from illness:   | ¥2 million       |
| 4) Treatment of illness: | Up to ¥2 million |

Illness contracted before the grantee's arrival in Japan, chronic disease and dental care will not be covered by the insurance.

The Foundation will make arrangement for such insurance on behalf of the grantee, and the insurance fee will be deducted from the maintenance allowance provided by the Foundation.

**10. Compliance with the Laws and Regulations**

The grantee must abide by the laws and regulations of Japan.

**11. Suspension or Termination of the Fellowship**

The grantees of the Komai Fellowship Award must stay in Japan during the term

of the fellowship and devote themselves full-time to their intended research. They shall not be employed in Japan with or without remuneration during the period of fellowship unless such employment has been specifically approved by the Foundation. The Foundation may withdraw this fellowship and terminate payments if it judges that the foregoing terms and conditions are not observed in good faith.

**12. Effective date of the Guide to Hitachi Scholarship**

This Guide to Hitachi Scholarship has been revised and became effective on June 1, 2014. This revised version of the Guide shall be applicable to the grantees selected for the year 2015 and thereafter.

## **Eligible Universities**

### **Indonesia**

University of Indonesia  
Bandung Institute of Technology  
Gadjah Mada University  
Surabaya Institute of Technology

### **Singapore**

The National University of Singapore

### **Malaysia**

University of Malaya  
University of Technology Malaysia

### **Thailand**

Chulalongkorn University  
Chiang Mai University  
Khon Kaen University  
King Mongkut's Institute of Technology Ladkrabang  
King Mongkut's University of Technology Thonburi

### **The Philippines**

University of the Philippines

### **Vietnam**

Hanoi University of Science and Technology  
Ho Chi Minh City University of Technology

## **Eligible Universities**

### **Indonesia**

University of Indonesia  
Bandung Institute of Technology  
Gadjah Mada University  
Surabaya Institute of Technology

### **Singapore**

The National University of Singapore

### **Malaysia**

University of Malaya  
University of Technology Malaysia

### **Thailand**

Chulalongkorn University  
Chiang Mai University  
Khon Kaen University  
King Mongkut's Institute of Technology Ladkrabang  
King Mongkut's University of Technology Thonburi

### **The Philippines**

University of the Philippines

### **Vietnam**

Hanoi University of Science and Technology  
Ho Chi Minh City University of Technology



**APPLICATION FORM FOR KOMAI FELLOWSHIP**

Name: \_\_\_\_\_  
(Family Name) (First Name) (Middle Name)

Nationality: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
(Year) (Month) (Day)

Sex (circle): Male or Female

Marital Status (circle): Single or Married

Current Title/Position in University: \_\_\_\_\_

Department/ Faculty: \_\_\_\_\_

Address (University): \_\_\_\_\_

Home Address: \_\_\_\_\_

TEL: \_\_\_\_\_  
(Office) (Mobile Phone)

FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
(Office)

Contact in case of Emergency

Name & Relation: \_\_\_\_\_

TEL/FAX/E-Mail: \_\_\_\_\_

Proposal on Fellowship

Place of Research: \_\_\_\_\_

Period(\*): From \_\_\_\_\_ To \_\_\_\_\_  
(Year) (Month) (Day) (Year) (Month) (Day)

\*To propose the period, please consider that the result of selection will be announced in early June, 2015 and the fellowship program should be completed by the end of March 2016.

Japanese Host Scientist

Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Institute: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Reason for Proposal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FORM FOR KOMAI FELLOWSHIP**

Name: \_\_\_\_\_  
(Family Name) (First Name) (Middle Name)

Nationality: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
(Year) (Month) (Day)

Sex (circle): Male or Female

Marital Status (circle): Single or Married

Current Title/Position in University: \_\_\_\_\_

Department/ Faculty: \_\_\_\_\_

Address (University): \_\_\_\_\_

Home Address: \_\_\_\_\_

TEL: \_\_\_\_\_  
(Office) (Mobile Phone)

FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
(Office)

Contact in case of Emergency

Name & Relation: \_\_\_\_\_

TEL/FAX/E-Mail: \_\_\_\_\_

Proposal on Fellowship

Place of Research: \_\_\_\_\_

Period(\*): From \_\_\_\_\_ To \_\_\_\_\_  
(Year) (Month) (Day) (Year) (Month) (Day)

\*To propose the period, please consider that the result of selection will be announced in early June, 2015 and the fellowship program should be completed by the end of March 2016.

Japanese Host Scientist

Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Institute: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Reason for Proposal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE HITACHI SCHOLARSHIP FOUNDATION

Relation with Proposed Host Scientist

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Educational Background

Name of School	Place/Country	Degree	Year	Field	Financed by

Honors Awarded: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Language Ability

1. Please evaluate your language ability by Excellent, Good, Fair or Poor.

	Reading	Writing	Listening	Speaking
English				
Japanese				

2. Please describe how long and where you have studied English and Japanese.

	Institute	Location	Period
English			
Japanese			

3. Please describe your score if you have taken the Test of English as a Foreign Language (TOEFL) or similar test.

Score: \_\_\_\_\_

When: \_\_\_\_\_

(Year)

(Month)

Record of Past Entry into / Stay in Japan

No. of Times \_\_\_\_\_

Former Stay in Japan

Location	Period (YY/MM – YY/MM)

THE HITACHI SCHOLARSHIP FOUNDATION

Work Experience

School/Institution (Location)	Period (YY/MM – YY/MM)	Position	Type of Work

Field of Specialization

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Outline of Current Research

Title: \_\_\_\_\_

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Major Publication: Please attach the list.

Proposed Research Plan in Japan (Please attach a proposed schedule as well.)

Title: \_\_\_\_\_

Summary

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THE HITACHI SCHOLARSHIP FOUNDATION

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Goal and Significance of Proposed Research

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Are you applying for any fellowship other than Komai Fellowship? If yes, please indicate to which fellowship the application has been made.

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Are you planning to be accompanied by any dependent? If yes, please indicate their names and relationship.

Name (Family/First/Middle)	Relation

Date: \_\_\_\_\_

Signature: \_\_\_\_\_