To international graduate students (regular students) of Kanazawa University,

This scholarship is provided to individuals who go abroad and take part in research exchange with the researchers belong to the educational institutions ranked in the World's Top 400 Universities. Please follow the procedures below to apply.

1. Eligibility
   - A regular graduate student of Kanazawa University
   - An individual who will take part in academic conferences, trainings, researches or labotations during the period from 1st April 2018 to 31st March 2019 with researchers or graduate students of educational institutions ranked in the World's Top 400 Universities. (For the list of World's Top 400 Universities, see table b, Japanese institutions are excluded.)

*1 You may apply to this scholarship as many times as you want. However, we give priority to the students who are awarded for the first time. You will have low priority from second application.

*2 In order to receive this scholarship, the recipients must complete all overseas travel procedures (Overseas Travel Notification, Overseas Travel Insurance, The Crisis and Risk Management Service etc.) mandated by Kanazawa University.

2. Number of recipients
   108 persons per year (within the upper limit of the fiscal budget, calculated in case of within 7 days support)

3. Scholarship
   We award the scholarship according to the duration of your research as follows.

   - Within 7 days: 50,000 yen
   - From 8 days to 1 year: 60,000 yen to 100,000 yen/month *depends on a destination and Implementation period. We will inform you the details based on JASSO scholarship calculation when we notify you of the selection result.

   *Benefit period will be within one year, and basically within 3 months for international students.

4. Multiple benefit
   1) If you are awarded another scholarship that does not permit receiving other scholarships, you will not be selected for this one. If the other scholarship specifies caps for total amount awarded, we will deduce the scholarship awarded to match the specified amount.
      Scholarship Example which you cannot receive this scholarship:
      • Japanese Government (MEXT) Scholarship
      • Program for Leading Graduate Schools
      • JASSO scholarship
      • Tobitate!(Leap for Tomorrow) Study Abroad Initiative
      • Research Fellowships for Young Scientists by JSPS
      • Study Abroad Scholarship (Type: Undergraduate and Graduate-Level Support a,b,c)

   2) If you are eligible for other scholarships at your graduate school, we advise you to apply for them in priority. If you receive/plan to receive other scholarships, you will have low priority in the selection for Study Abroad Scholarship. If you are a previous recipient of this scholarship in
FY2018, you will also have low priority.

5. How to apply
If you are eligible for the scholarship, prepare the following documents, submit (1) and (2) by Acanthus Portal and (3) and (4) to Study Abroad Section located on 4th floor of the Administration Office.
*Students at Takara-machi and Tsuruma Campus may also submit to your Student Affairs Section.
※Form 1 are attached to the question column on WebClass. Please download the form by yourself.

<table>
<thead>
<tr>
<th>Application</th>
<th>Documents</th>
<th>Where to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Documents must be sent before you go abroad!!</em></td>
<td>(1) Application (form 1)*Excel file</td>
<td>Web Class(by data)</td>
</tr>
<tr>
<td></td>
<td>(2) Materials that provide details about research exchange and its duration (i.e. permission for exchange, event announcement, homepage news) *PDF</td>
<td>Web Class(by data)</td>
</tr>
<tr>
<td></td>
<td>(3) Invoice (form 2)</td>
<td>Study Abroad Section By paper(originals)</td>
</tr>
<tr>
<td></td>
<td>(4) Bank account registration form (On the back side of the form, paste photocopy of cash card or the first 2 pages of bank book of your own bank account.)</td>
<td>Study Abroad Section By paper(originals)</td>
</tr>
</tbody>
</table>

*(4)’s bank account must be under your own name.
*There is no need to submit (4) if you already have registered a bank account for receiving Tutor’s reward. If you are unsure if you have a registered bank account or if you worked as TA (Teaching Assistant) or RA (Research Assistant), submit the form.

| Change the Plan or Cancel Application | “Notification of Change” (form 4) | Web Class(by data) |

In order to receive this scholarship, the recipients must complete all overseas travel procedures (Overseas Travel Notification, Overseas Travel Insurance, The Crisis and Risk Management Service etc.) mandated by Kanazawa University. https://www2.adm.kanazawa-u.ac.jp/ryukou/sgu/htdocs/international/risk/index.html (You can find English version in the bottom of the home page.)

【How to access WebClass】
Method 1. Open the following the website.
https://lms-wc.el.kanazawa-u.ac.jp/webclass/login.php?group_id=768e421af5aa6741b8b8774cb8c3b2de&auth_mode=SHIB

Method 2. Log in to “Acanthus Portal” and follow the menu links below
教學/LMS Course/Global Affairs Support Office/Study Abroad Scholarship 2018 Graduate-Level Research Exchange/Assessment

We also accept (3) and (4) by postal mail. The documents must be received before you go abroad.

[Mailing address]:
Study Abroad Section, Global Affairs Support Office
Administration Building 4th Floor
Kanazawa University
Kakuma-machi, Kanazawa, Ishikawa
6. Where to submit
   Acanthus Portal “WebClass” and Study Abroad Section *varies depending on document form

7. Deadlines *(Documents must be sent before you go abroad!!!)*
   We accept application any time **before you go abroad**, regardless of your departure date. However, we will end the call regardless of the final deadline if our budget is expired.
   Final deadline is as follows:
   **28th February (Thu) 2019, 17:00**

8. Selection and Result Notification
   We will screen applicants based on application documents and inform you the selection result according to the schedule below. The scholarship will end with the budget phase. In case of deficient documents, screening may take longer and the notification may be delayed.
   Example:
   The candidate who will go study abroad in May submits on 30th April, the decision will be notified by the end of May.

   ### Selection schedule for the recipients

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision date (roughly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline1 2018/03/30/Fri</td>
<td>The end of April</td>
</tr>
<tr>
<td>Deadline2 2018/04/30/Mon</td>
<td>The end of May</td>
</tr>
<tr>
<td>Deadline3 2018/05/31/Thu</td>
<td>The end of June</td>
</tr>
<tr>
<td>Deadline4 2018/06/29/Fri</td>
<td>The end of July</td>
</tr>
<tr>
<td>Deadline5 2018/07/31/Tue</td>
<td>The end of August</td>
</tr>
<tr>
<td>Deadline6 2018/08/31/Fri</td>
<td>The end of September</td>
</tr>
<tr>
<td>Deadline7 2018/09/30/Sun</td>
<td>The end of October</td>
</tr>
<tr>
<td>Deadline8 2018/10/31/Wed</td>
<td>The end of November</td>
</tr>
<tr>
<td>Deadline9 2018/11/30/Fri</td>
<td>The end of December</td>
</tr>
<tr>
<td>Deadline10 2018/12/31/Mon</td>
<td>The end of January</td>
</tr>
<tr>
<td>Deadline11 2019/01/31/Thu</td>
<td>The end of February</td>
</tr>
<tr>
<td>Final Deadline 2019/02/28/Thu</td>
<td>The end of March</td>
</tr>
</tbody>
</table>

9. How to receive scholarship
   You must submit a report (see 10. Report) within 2 weeks after your trip (We will let you different procedures if your overseas study period over 3 months). The final payment decision will be made by the screening based on all submitted documents. If successfully permitted, the scholarship will be paid into your registered bank account after your trip. We will inform you when the bank transfer is complete. The payment procedures will be separated if the duration of your travel extends into next fiscal year.

<table>
<thead>
<tr>
<th>If you submitted your report in the following period (Deadline is Within 2 weeks after your trip)</th>
<th>Notice of Payment Day</th>
<th>Payment Month (Rough Schedule, Payment day 10th or 24th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April 1-May 30</td>
<td>in June</td>
<td>July</td>
</tr>
<tr>
<td>2 June 1-July 30</td>
<td>in August</td>
<td>September</td>
</tr>
<tr>
<td>3 August 1-September 30</td>
<td>in October</td>
<td>November</td>
</tr>
<tr>
<td>4 October 1-November 30</td>
<td>in December</td>
<td>January</td>
</tr>
<tr>
<td>5 December 1-January 30</td>
<td>in February</td>
<td>March</td>
</tr>
</tbody>
</table>
10. Report
You must submit the following documents within 2 weeks after your trip by Acanthus Portal “WebClass.”
※Form 3 are attached to the question column on WebClass. Please download the form by yourself.

<table>
<thead>
<tr>
<th>What to Submit</th>
<th>Where to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report (Deadline is Within 2 weeks after your trip)</td>
<td>Web Class(by data)</td>
</tr>
<tr>
<td>1) Report (Form 3) *Excel file</td>
<td></td>
</tr>
</tbody>
</table>
Attach one of the following items.  
・1 Photo of research exchange activity, in which you are included.  
・1 photocopy of a name card of the researcher who belongs to the educational institution in the World’s Top 400 Universities.  
・1 memo (note) of the research activity written by researchers who belong to the educational institution ranked in the World’s Top 400 Universities. |  |
| 2) Photocopies of your passport (the pages of your face photo and immigration stamps) *PDF |  
* Submit report by the deadline; otherwise you will not be selected for the scholarship. |  
Web Class(by data) |

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Method 1. Open the following the website.
https://lms-wc.el.kanazawa-u.ac.jp/webclass/login.php?group_id=768e421af5aa6741b8b8774cb8c3b2de&auth_mode=SHIB

Method 2. Log in to “Acanthus Portal” and follow the menu links below
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11. Recipient’s obligations
1) Recipients must submit Notification of Change(form 4) immediately when the contents of your application have changed. ※Form 4 are attached to the question column on WebClass. Please download the form by yourself
2) The recipients are required to write articles for brochures to promote research exchanges, participate in report sessions and make presentations about the scholarship and research exchanges whenever requested to do so.

12. Others
1) Individuals who match any of the items below will not be included in screening.
   ・ An individual who notified the university of his/her withdrawal and clearly have the inclination to leave the university.
   ・ An individual who has received disciplinary punishment for cheating on examinations or criminal actions.
2) In case a recipient of scholarship receives disciplinary punishment for cheating on examination or criminal actions during the fiscal year of the scholarship, the Vice President for International Affairs will cancel the decision for selection.
3) The individual whose scholarship decision has been canceled must return the entire amount of the scholarship that he/she has already received.

4) The individual who receives other scholarships after being awarded this scholarship must return the entire or partial amount of this scholarship in accordance with the other scholarships’ conditions. In such cases, the recipient must return this scholarship entirely if awarded a scholarship that does not permit receiving other scholarships. The recipient must return the amount of difference if awarded a scholarship that specifies the cap of total amount that can be received from other scholarships.

【Contact】
Study Abroad Section, Global Affairs Support Office
E-mail: studyabroad@adm.kanazawa-u.ac.jp