

GSDM Program

Rules governing long-term travel support program

1. Outline of support

The following rules regulate support for overseas travel by GSDM students lasting approximately one to six months. The decision for authorizing support shall be made after strict judgement based on the application from program students. Concerning the length of support when used as an international project, the "Rules for International Project of GSDM Students" apply.

2. Applicant eligibility and conditions for dispatch

- (1) GSDM students who have passed their Qualifying Examinations. Students can obtain support only once during their GSDM program period.
- (2) Japanese students are, in principle, eligible for support only for the purpose of travel abroad for their international project.
- (3) International students are eligible for support even if they participate in an international project taking place in Japan.
- (4) If a student does not receive support for international project, the student is otherwise eligible for long-term dispatch support.
- (5) The supervisor understands, supports, and permits the dispatch.

3. Examination

Strict examination of the application document and face-to-face interview will occur before the final decision.

4. Amounts of allowances

- (1) The total allowance amount for overseas dispatch from GSDM shall be of 1,000,000 yen maximum in principle.

Airfare, accommodation charges, a daily allowance and visa fee shall be paid; provided, however, that an economy class air ticket be purchased at the lowest available price either at the coop Hongo Travel Center or Nippon Travel Agency, charging the cost to the University of Tokyo (Kouhibarai). Accommodation charges shall be the actual amount, and a daily allowance shall be paid of up to ¥3,000 for a dispatch period of the first thirty days, and for a dispatch period exceeding thirty days, a daily allowance of up to ¥1,500 shall be paid. In the case of International Project in Japan, for those staying at an accommodation other than one's Japanese domicile, a daily allowance of up to ¥2,300 shall be paid for the first thirty days of the dispatch, and a daily allowance of up to ¥1,500 will be paid for each day exceeding the thirtieth.

5. Period of overseas dispatch

- (1) From one to six months, exceptionally a longer period up to one year might be approved.

6. Documents required and to whom they shall be submitted

Students who apply for the support shall submit the following documents to the GSDM Office gsdm-ppoffice@pp.u-tokyo.ac.jp by e-mail generally at least two months before departure. After strict examination and interviewing, the Office will notify the result of application.

(1) Application materials

- 1) “GSDM Application Form for Long-term Travel Support Program”
- 2) In the case of international joint research, attach a document describing the conditions for acceptance including the period of joint research by the accepting institution.
- 3) In the case of international internship, an acceptance letter stating the period of internship from the accepting institution must be attached.
- 4) Estimate for airfare. The applicant is not required to purchase an air ticket upon submitting the application.

(2) Examination of the documents and interviewing

- 5) The program will examine the application document and interview applicants and make a final decision as to students to be dispatched overseas.

(3) Documents to be submitted after approval

- 6) Original application form with a signature or a seal from the supervisor
- 7) Documents indicating the cost of accommodation and the period of stay
- 8) Proof of insurance (Copy is acceptable.)
- 9) List of emergency contacts

(4) During overseas dispatch

- 10) Selected students shall report their progress through their supervisors within a week after they reach their destination. Later a progress report has to be submit every two weeks. Formats of the report can be downloaded from the GSDM web site.
- 11) If any substantial change occurs in the implementation plan of joint research and the conditions for acceptance of the accepting institution for joint research and internship after dispatch, the student must promptly notify the supervisor and the GSDM office.

(5) Upon return to Japan (within 2 weeks)

- 12) Final report
- 13) Round-trip air ticket stubs
- 14) Original receipt of the accommodations