

Guide to The Komai Fellowship

The Komai Fellowship Program was inaugurated under the auspices of late Mr. Kenichiro Komai, the first chairman of the previous Hitachi Scholarship Foundation, to encourage interactions between Southeast Asian countries and Japan in the field of social and cultural science. In this program, The Hitachi Global Foundation (“Foundation”) offers fellowships 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, 2016 (born on or after October 2, 1970)

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, 2015**, using the courier service or registered mail. Neither personal nor direct application to the Foundation is accepted.

The Hitachi Global 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 by the end of May, 2016. 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, 2017.

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 to the extent possible.

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 arrival in his/her home country from Japan. It is required to provide a copy of the insurance policy to the Foundation before departure from his/her country. 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 |

The Foundation will make arrangement for an insurance as shown in the above on behalf of the grantee if so desired, and the insurance fee will be deducted from the maintenance allowance provided by the Foundation. Illness contracted before the grantee's arrival in Japan, chronic disease and dental care will not be covered by the insurance.

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 Komai Fellowship shall be applicable to the grantees selected for the year 2016.

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 (Diliman, Los Banos)

Vietnam

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