

July 7, 2016

## **Guide to The Hitachi Scholarship Doctoral Program**

The Hitachi Global Foundation (“the Foundation”) offers doctoral scholarship to faculty members of the universities in Southeast Asian countries (“Eligible Universities I” listed in the attached) who intend to obtain the doctoral degree in the field of science and technology at Japanese graduate schools under the following conditions:

### **1. Term of Scholarship**

Three (3) years in the Doctoral Course

### **2. Contents of Scholarship**

The Foundation will provide the following:

#### 2-1 Travel expenses:

Economy class round-trip airfare between the nearest airport of the grantee’s university and the airport in Japan, and the travel expenses between the airport in Japan and the place of grantee’s graduate school in which he/she will be enrolled.

#### 2-2 Stipend: ¥180,000 per month

#### 2-3 Housing allowance (at cost but maximum amount per month):

<u>Place of Residence</u>	<u>With or Without Family</u>
Any place in Japan	¥40,000

#### 2-4 Tuition and other school related expenses listed in the following:

- 1) Registration fee
- 2) Tuition fee
- 3) Facility fee, if any

#### 2-5 Travel expenses for field study in Japan or making oral presentation at a conference in Japan where a grantee will make a presentation as the outcome of his/her research:

At cost but maximum ¥50,000 per year

Application should be submitted to the Foundation in advance together with a recommendation letter from the host scientist for our review and approval.

Procedures for such application and settlement of the expenses shall be in accordance with the policies and rules of the Foundation.

2-6 Expenses to make an oral presentation at an international conference to be held outside of Japan where a grantee will make a presentation as the outcome of his/her research:

One time a year at cost but maximum ¥200,000 per year

Application should be submitted to the Foundation in advance together with a recommendation letter from the host scientist for our review and approval.

Procedures for such application and settlement of the expenses must be in accordance with the policies and rules of the Foundation.

2-7 Expenses to attend the activities of the Foundation

### 3. Application and Selection

3-1 Eligibility and qualification of applicants

Only the faculty members of the Eligible Universities I who satisfy the following conditions will be accepted as applicants:

- 1) Master's degree holder who intend to obtain doctoral degree at a Japanese graduate school in the field of science and technology focusing on energy, environment, urban development, transportation, health care and other related area, that contribute to solve societal challenges.
- 2) Below 36 years old as of October 1, 2017 (born on or after October 2, 1981)
- 3) Firm position or profession in the university

3-2 Applicants are requested to consult with their host scientists about the schedule on the university admission process including entrance examination and the starting timing of the doctoral course (from October 2017 or April 2018) before they apply.

3-3 Application procedure

Application shall be endorsed by the President's office of the applicant's university and be submitted to the following address through the said office **by October 31, 2016**, using the courier service or registered mail. Neither personal nor direct application to the Foundation is accepted.

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

Application shall be submitted with all the required documents. Any applications missing required documents will be automatically rejected. The Foundation reserves the right to request any other additional documents or information.

### 3-4 Documents required for application

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

- 1) Type-written Application Form along with 3cm x 4cm size photograph taken within the past 6 months. The Application Form is attached hereto and all blanks should be filled.
- 2) Certificate of graduation from the last school attended
- 3) Transcript of academic records of the master's course and the undergraduate school
- 4) Letter of recommendation from the head and/or dean of the faculty to which the applicant belongs to. This letter needs to be endorsed by the office of the President. Other additional recommendation letters, if any.
- 5) Letter of acceptance from the host scientist at Japanese graduate school
- 6) Physical examination certificate

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 applicants' proposed host scientists at Japanese graduate school.

### 3-5 Method of selection

- 1) Preliminary selection  
The representatives of 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 hold a meeting to make a final selection.

### 3-6 Criteria of selection

- 1) Support by the senior management of the applicant's university in relation to their human development program
- 2) Academic exchange program between the applicant's university and the proposed graduate school in Japan
- 3) Academic performance and achievement by the applicant
- 4) Potentiality of the applicant
- 5) Motivation to study in Japan
- 6) Proposed plan of study
- 7) Academic necessity of the applicant to undertake his/her study and research at the graduate school in Japan
- 8) Communication skill
  - \* As the foreign students who conduct their graduate studies and research in the field of science and technology in Japan are normally required to submit their thesis in English unless they have enough Japanese language proficiency. As a measure of English language proficiency, above 530 points of TOEFL (Test of English as a Foreign Language) is preferred.
- 9) The applicant's health and general aptitude for adaptability to the academic and social environment in Japan.
- 10) For the purpose of avoiding plural scholarship award to one applicant and in order to offer more opportunities to other applicants, the Foundation will not select any applicants who will receive other scholarships.

### 3-7 Schedule of selection

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

\* The result of selection will be informed to all applicants through the President's office of their university by the end of May, 2017.

## 4. Admission to Graduate School and Award of the Scholarship

The selected applicant is requested to confirm the admission process of Japanese graduate school and consult with his/her host scientist to fixed the schedule including entrance examination, the timing of his/her entry to Japan, and the

starting timing of the doctoral course (from October 2017 or April 2018). The Foundation is to provide the financial support for three-year doctoral course. Any expenses associated with taking the entrance exam are on the selected applicant's own responsibility. The scholarship will not be awarded to the selected applicant when he/she failed in obtaining enrollment permission before the end of March 2018.

#### **5. Preparation for Entry to Japan**

Grantee is required to obtain the Certificate of Eligibility ("COE") to apply for an entry visa at the Embassy of Japan or the Consulate General of Japan in his/her country before departing for Japan. Primarily the Japanese graduate school will help grantee to obtain the COE, but if not, the Foundation will assist him/her accordingly.

#### **6. Accommodation**

The grantee is responsible for finding his/her accommodation. As some graduate schools have their own accommodations, it is recommended to inquire the host scientist about their availability. The grantee will be responsible for payment of the following on his/her own expenses:

- 1) Initial expenses such as key money, deposit and agency fee, if any
  - \* If requested, the grantee may receive a few month's stipends and housing allowances in advance to cover such expenses.
- 2) Expenses to purchase any items to be equipped in the room such as room lights, curtain and electric/gas table, if not furnished
- 3) Property and fire insurance
- 4) Restoration fee when vacating a room, if any

#### **7. Bank Account**

The grantee is requested to open an account at a Japanese bank upon his/her arrival and inform the Foundation of the bank account details sending a copy of bankbook.

#### **8. Resident Card**

A resident card will be issued to the grantee at Narita or Haneda Airport. After entering into Japan, the grantee has to visit the municipal office where he/she lives with his/her resident card, and notify the Ministry of Justice where he/she lives within 14 days of finding a place to settle down.

**9. 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.

**10. Report**

The grantee is required to submit a progress report of his/her research and other activities every two months to the head and/or dean of the faculty of his/her university in home country with a copy to the host scientist and the Foundation. 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.

**11. Insurance**

The Foundation will provide the grantee with a traveler's insurance covering the following for the period of one (1) month from the date of the grantee's departure from his/her home country for the departure of commencement of doctoral course:

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|--------------------------|------------------|
| 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 grantee is required to enroll in the National Health Insurance (NHI) plan on his/her own account. The grantee shall sign up for the NHI at the municipal office where the grantee registers as a resident. (See the Section 8 hereof) When medical treatment for illness or injury is received, 70% of the cost will be covered by the NHI.

**12. Japanese Language**

It is important for foreign students to know and understand Japanese language to such an extent that they can pursue their study and research at the graduate school and spend social life in Japan. Some Japanese graduate schools require Japanese language proficiency to certain level. The Foundation recommends that each grantee study on his/her own account Japanese language prior to or while living in

Japan.

**13. Compliance with Laws and Regulations**

The grantee shall abide by the laws and regulations in Japan.

**14. Suspension or Termination of the Scholarship**

The grantees of the Hitachi Scholarship Doctoral Program award are expected to devote themselves full-time to their studies and research described in their applications and any employment in Japan during the term of the scholarship may not be accepted. The scholarship will be suspended or terminated if the Foundation judges that the foregoing terms and conditions are not observed in good faith or in the following cases:

- 1) When it becomes impossible to continue study or research because of illness or other reasons.
- 2) Poor result of study record
- 3) Misconduct

**15. Effectiveness of the Guide to Hitachi Scholarship Doctoral Program**

This Guide to Hitachi Scholarship Doctoral Program shall be applicable to the grantees selected for the year 2017 (The grantee who enters the doctoral course from October 2017 or April 2018).

## **Eligible Universities I**

### **Indonesia**

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University of Indonesia  
Bandung Institute of Technology  
Gadjah Mada University  
Institut Teknologi Sepuluh Nopember

### **Thailand**

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

### **The Philippines**

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University of the Philippines (Diliman, Los Banos)

### **Vietnam**

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