

[B] Announcement of GSST Financial Support for International Activities in 2023

Support for registration fee and travel expenses for international conferences held in Japan (Fall Semester)

To promote international experiences of the GSST students, GSST offers financial support for presentations at international conferences as follows.

1. Eligibility

Master's and Doctoral students of GSST

Exchange students are not eligible.

2. Support Target

Financial support will be provided for;

(1) Registration fee for International Conference (held in Japan and abroad or online)

-Applicants should be a presenter at an international conference which is held in Japan and abroad or online in English.

(2) Travel Expenses for International Conference (held in Japan)

-Applicants should be a presenter at an international conference which is held in Japan in English.

3. Amount of financial support

(1) Registration fee for International Conference (held in Japan or online)

The maximum support is ¥30,000.

(2) Travel Expenses for International Conference (held in Japan)

Transportation and accommodation expenses up to ¥80,000 will be covered.

【Transportation】 Actual expenses up to the maximum shown in the table below will be covered.

※The shortest traveling route should be used.

※Use economy class when you travel by air.

※Kyushu Shinkansen can be used only when travel distance is 50 km or more.

Region	Kyushu	Kinki/Shikoku/ Chugoku/Okinawa	Kanto/ Chubu	Tohoku/ Hokkaido
Maximum support for transportation	¥10,000	¥30,000	¥40,000	¥50,000

【Accommodation】 ¥5,000 per night (fixed)

4. Required documents for application

- ① Financial Support Application Form: International Conference
(Prescribed form 1 / Fill out in English)
- ② Application summary (Prescribed form2)
- ③ Pdf file of website or official announcement of the conference with conference name, date and venue
- ④ Pdf file of the website or official announcement of the conference with its registration fee (if you apply for registration fee)
- ⑤ Pdf file of TOEFL (including TOEFL-ITP), TOEIC (including TOEIC L&R IP) or IELTS score
Note: Scores obtained before April 2021 are not valid. Native speakers of English are exempted. Scores should be entered to ASO system.

Note: Applicants, whose activities were already completed and would like to apply for the support, are required to submit the following additional documents.

[Application for registration fee]

- PDF file of the program where the title and authors appear
- Receipt of registration fee which shows a payer, payee and price

[Application for travel expenses]

- PDF file of the program where the title and authors appear
- All boarding passes/boarding certificates and receipts showing the price (if you travel by air)
- For travel by train or other transportation except air, documents to prove boarding and the price (if you travel by train or another transportation except air)
- Receipt of accommodation fee which shows a payer, payee and price

5. Minimum Requirement for English Language Proficiency

TOEIC : 500; TOEFL-iBT : 52 (TOEFL-PBT:470); IELTS : 5.0

Note: Scores obtained before April 2021 are not valid.

6. Application period

	Period for conducting proposed activities	Application period
Spring Semester	April 1 - September 30, 2023	June 12, 2023- July 28, 2023, 4 pm
Fall Semester	October1, 2023 - March 31, 2024	September 11, 2023 – October 20, 2023 4 pm

7. Submission of application

Submit required documents after receiving your supervisor's consent.

Submit to: Moodle site below

<https://md.kumamoto-u.ac.jp/course/view.php?id=84543>

8. Restriction for applications

You are not eligible for the support, if you already received or will receive financial support for travel/accommodation expenses from another source for the same activity.

Any evidence of the name of the payer of the registration fee other than your own may not be acceptable.

9. Selection procedure

The committee will select successful applicants by reviewing the submitted documents. Academic records may be required when needed. Priority will be placed for applicants;

-with higher English scores.

-who are in Terada Torahiko fellowship program, double degree program (DDP), Aim-High program, or enrolled in the regular Japanese program but registered in IJEP.

-who have not received any financial support from GSST previously.

-who plan to give an oral presentation rather than a poster presentation.

10. Notice of selection results

Results of selection will be informed to the applicants and their supervisors by the end of August and by the end of January, respectively.

11. Required documents and procedure for successfully selected students

Submit the following documents to Academic/International Affairs Section before the international conference. If you have already completed, submit them within two weeks after you were selected.

※Submission details and forms will be announced to recipients later.

•Itinerary

•Bank Account and Profile Registration Form

12. Required documents after conference

Submit following documents to Academic/International Affairs Section within two weeks after conference.

※Submission details and forms will be announced to recipients later.

(Recipient for registration fee of international conference)

① Report of International Conference

② Copy of the program where the title and authors appear

③ Receipt of registration fee which shows a payer, payee and price

※②、③・・・Not required if you have already submitted.

(Recipient for travel expense)

① Report of International Conference

- ② Copy of the program where the title and authors appear
 - ③ All boarding passes or boarding certificates and receipts showing the price. (If you travel by air)
 - ④ For travel by train or other transportation except air, documents to prove boarding and the price (if you travel by train or another transportation except air)
 - ⑤ Receipt of accommodation fee which shows a payer, payee and price
- ※②、③、④、⑤・・・Not required if you have already submitted.
- ※Travel expense recipients who also received a registration fee must also submit receipts (documents showing the payer, payee, and amount).

13. Responsibility after conference

- Give an oral presentation in English at a seminar to report international activities (details will be given later).
- Submit an English score (TOEFL (including TOEFL-ITP), TOEIC(including TOEIC L&R IP) or IELTS) taken within 6 months after returning to Japan. Really English practice exam score is also acceptable. Scores should be entered to ASO system.

【Important Notes】

- ① Accommodation for other than the above-mentioned purposes shall not be supported.
- ② This financial support cannot be combined with a travel fund provided from other budget.
- ③ Support shall be paid in two or three months after your activity is completed. If the activity was cancelled by unavoidable circumstances, neither financial support nor cancellation fees for flight and accommodation will be paid.
- ④ GSST may revoke the payment of the support;
 - if recipient declines the financial support
 - if any false statement is found in the application documents
 - if recipient loses eligibility.
- ⑤ Notify your professor and GSST Personnel Affairs Section if you are hired by Kumamoto University as a teaching assistant (TA), research assistant (RA) or technical assistant.
- ⑥ One student can apply for both registration fee and travel expense, but only one application to each activity is allowed.
- ⑦ If you decline our support due to unavoidable circumstances, you have to inform Academic Affairs Section of GSST immediately.
- ⑧ Consult Academic Affairs Section of GSST if you cannot submit some of required documents for application such as English scores due to unavoidable circumstances.
- ⑨ Delay in submitting the proof of registration fee may result in a wait of six months or more for the transfer of the support amount.