

August, 2021

University of Tsukuba Study Abroad Support Programs (Habatake! Scholarship)  
**Overseas Academic Conference Participation Support Program**  
Application Guidelines for AY 2021  
(2021 Supplementary Call Application)

University of Tsukuba encourages and financially supports students who wish to participate in an overseas academic conference, symposium or seminar to make a presentation. If you wish to receive a grant, read the guideline below and apply.

⓪IMPORTANT⓪

The conditions for travelling abroad are:

- The destination is at Level 1 or none of Travel Warning and Infectious Disease Warning by Ministry of Foreign Affairs<sup>(\*)</sup>.

\*1 The university does not admit students' travels to countries at Level 2<sup>(\*\*)</sup>. Refer to *Travel Guidelines for Students, Faculty Members and University Employees in Case of a Crisis Overseas by University of Tsukuba President*.

\*2 Level 2: Avoid unessential travels

- The destination country issues student visas and the partner university grants international students' admissions.
  - Students' safety and security are prioritized in the program at the partner university.
- If the destination country does not move down to Level 1 or none at the time of the departure, the grant shall be revoked based on the Item 8-(4) of this guideline.

In case travel abroad is restricted due to the COVID-19 pandemic and you attend the host university classes, conferences or training programs of overseas online, you can receive the Grant for Online Participation. For more details, refer to The Summary of the Grant for Online Participation.

## HOW TO APPLY

### 1. Eligibility and Terms

Students must fully meet the criteria (1) to (3) below.

Students must:

- (1) be registered as a full-time degree undergraduate or graduate program student of University of

Tsukuba as of December 1, 2021 and will participate in an overseas conference for maximum two weeks.

NOTES:

- As to undergraduate students, preference is given to those who plan to go to graduate school.

**-The following students are NOT eligible to apply:**

- Students who are on a leave of absence, both upon application and during the travels and the conference
- International students of Double Degree Program and/or Joint Degree Program (DDPs)

(2) be approved to make a presentation at the conference by the Chair of the college/course.

(3) make an oral or poster presentation in the conference

## 2. Grant Period

The conference must start and end between December 1, 2021 and March 31, 2022.

## 3. Number of Grant Recipients

Approximately 120 students are eligible to receive a grant in the AY 2021

## 4. Grant Amount

East Asia	¥50,000
South East Asia, South Asia, Central Asia, Oceania	¥100,000
Other areas	¥150,000

### ⚠IMPORTANT⚠

- You must notify the university if you are applying for other awards for the same conference.
- You cannot receive both the scholarship of OACP Support Program and other awards for the same study abroad program except cases the academic supervisor permits to use the university's Education Research Fund (Governmental Management Expense Grant) or external awards to cover the shortage. (To use an external award, please carefully check the award use regulations and the eligible purposes when you apply or got selected.)
- If it is found that you (will) receive any other awards for the OACP Support Program, you must relinquish the grant or we shall revoke the offer.
- You must return the all grant in case you decline the offer after you became a recipient.
- The university does not pay cancellation fees for reserved airfare, hotel, etc. caused by travel

cancellation or revocation of the grant after you became a recipient, except cases the university is reliable for or unavoidable cases caused by natural disasters or terrorism. Please make sure that the university does not pay cancellation fees when the applicant is reliable for the case, ill or injured.

- The university does not pay any cancellation fees when the travel is cancelled because the Travel Warning and Infectious Disease Warning for the destination remains in higher than Level 1 for the COVID-19 pandemic. Therefore, pay careful attention when you make reservations for flights, hotels, etc.
- MEXT scholarship students to participate in a conference in their home country are not eligible for the OACP grant because it is equivalent to the return travel allowance by MEXT.

## 5. Required Document

- (1) **Application Form** (OACP Support Program Application Form) [Form 1]
- (2) **A proof document of the conference** that includes the conference dates such as the brochure

NOTES:

- Students are required to submit an electric Application Form (1) and (2) to the program office or Academic Service Office in advance.
- The submission method and place for application may vary depending on schools/programs. Ensure the details with your school/program office.

## 6. Application Deadline and Place to Submit Documents

Application documents should be submitted online by the Chair the college/course to the Academic Service Office of the students' school/program by 5:00 pm, Wednesday, October 20, 2021. If there are multiple applicants, recommendation ranking should be put on the documents.

The deadline for application to your school/program office may be set earlier. Ensure the deadline date with the office.

## 7. Selection and Result

Grant recipients will be selected at the discretion of the Vice President in charge of student affairs after the Planning and Screening Committee at The International Exchange Support Office of Student Support Center reviewed applications. The final decision will be made by President of University of Tsukuba. The results will be informed to the Chair of the college/course.

Should any changes to the contents written on the application documents are made after the selection, the grant offer may be revoked. It is not allowed to use the grant to attend another conference.

## 8. General Notes

- (1) You can download the application form from:  
<https://www.tsukuba.ac.jp/en/campuslife/support-student-scholarship/>
- (2) Students must submit OACP Support Program Report (Form 2) to the Academic Service Office within two weeks from the day of return. The approval of the report by the Chair of the college/course is required before submitting to the office.
- (3) Register TRIP (Tsukuba Risk-ready Itinerary Planner). If you fail to register, you cannot receive the grant.
- (4) For the safe trip and stay overseas, complete the following procedures.
  - Check the security conditions of the destination country on the website of Ministry of Foreign Affairs/OVERSEAS SAFETY HP (<http://www.global.tsukuba.ac.jp>).
  - Make registration of the Oversea Travel “Tabi-Regi” or complete Overseas Residential Registration.
  - Purchase an overseas travel insurance.  
One option is to join Study Abroad Insurance, the supplemental insurance of *personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)*.
  - Register at OSSMA, Overseas Student Safety Management Assistance. (The university is paying the annual basic fees.)
  - In case the travel to the destination country/area becomes restricted according to the university’s travel guidelines <sup>(\*)</sup>, which is subject to the government’s security and pandemic warnings <sup>(\*\*)</sup>, the travel may be cancelled and the support revoked. If the travel restriction for the country/area is issued after you arrived there, the university issues a return request.  
*\*1 University of Tsukuba Travel Guidelines for Students and Staff at an Emergency Case Overseas*  
*\*2 Travel Warning and Infectious Disease Warning on Ministry of Foreign Affairs/OVERSEAS SAFETY HP*
- (5) NOTE TO FULL-TIME DEGREE PROGRAM STUDENTS who are receiving a travel allowance from other funding organizations, such as JSPS:  
Based on the policy of the University of Tsukuba Study Abroad Support Programs (Habatake! Scholarship), the university aims to send more students to study abroad and support students who don’t have sufficient financial resources. Hence, preference is given to students who wish to study abroad but have not received any other grants.
- (6) Students who will earn credits by making a presentation at a conference are eligible for the grant.

## 9. Inquiry

- Academic Service Office
- Division of Student Exchange Office (Email: [isc-kaigai@un.tsukuba.ac.jp](mailto:isc-kaigai@un.tsukuba.ac.jp))