

July 7, 2016

Guide to The Hitachi Scholarship Research Fellowship

The Hitachi Global Foundation (“the Foundation”) provides fellowship opportunities to faculty members of the universities in Southeast Asian countries (“Eligible Universities II” listed in the attached) to conduct post-doctoral cooperative research in the field of science and technology at Japanese universities or research institutes 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 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 research affiliation including the expenses to visit the office of the Foundation.

2-2 Maintenance allowance: ¥12,000 per 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

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

- 1) PhD holder who wishes to conduct post-doctoral cooperative research at Japanese universities or research institutes 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 46 years old as of October 1, 2017 (born on or after October 2, 1971)
- 3) Firm position or profession in the university

3-2 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.

3-3 Documents required for application

The research plan should be discussed in detail with the host scientist in Japan before making application and be reflected to the proposal in the application form. 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) PhD Certificate
- 3) Letter of recommendation from the head and/or dean of the faculty to which the applicant belongs to.
- 4) Letter of acceptance from the host scientist with confirmation on the availability of research facilities and materials
- 5) List of publications by the applicant
- 6) 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 applicants' proposed host scientists.

3-4 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.

3-5 Criteria of selection

1) Support by the senior management of the applicant's university on his/her post-doctoral cooperative research

2) Academic performance and achievement by the applicant

3) Proposed plan and the 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 -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. Preparation for Entry to Japan

The grantee is requested to consult with host scientist to fix his/her research schedule and inform it to the Foundation. The end date of the schedule has to be before the end of March 2018. The grantee is also requested to contact the Embassy of Japan in his/her country to obtain an entry visa if necessary.

5. Visit to the Foundation

The grantee is requested to drop by the office of the Foundation in Tokyo before going to his/her research affiliation. The grantee 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 home country to the extent possible.

6. Accommodation

The grantee is responsible for finding his/her 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 a report on his/her research and activities in Japan to the Foundation 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 travel 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 an 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 covering the entire period:

- | | |
|--------------------------|------------------|
| 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 may make arrangement of travel insurance as shown in the above on behalf of grantee if so desired, and deduct the amount of insurance fee from the maintenance allowance. 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 in Japan.

11. Suspension or Termination of the Fellowship

The grantees of the Hitachi Scholarship Research Fellowship award must stay in Japan during the period of 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 the fellowship and terminate payments if the Foundation judges that the foregoing terms and conditions are not observed in good faith.

12. Effectiveness of the Guide to Hitachi Scholarship Research Fellowship

This Guide to Hitachi Scholarship Research Fellowship shall be applicable to the grantees selected for the year 2017 (The grantee who completes research in Japan by the end of March 2018).

Eligible Universities II

Indonesia

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

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