

## GUIDE TO THE HITACHI SCHOLARSHIP

The Hitachi Scholarship Foundation (“Foundation”) offers postgraduate scholarship awards to faculty members of the universities in Southeast Asian countries (“Eligible Universities” listed in the attached) who intend to study at Japanese graduate schools for Doctoral Course in the field of science and technology under the following conditions:

### 1. Term of Scholarship

Three (3) years in the Doctoral Course

### 2. Contents of Scholarship

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 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 a 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 expenses listed in the following:

- 1) Registration fee
- 2) Tuition
- 3) Facility fee, if any
- 4) Seminar and laboratory fee, if any

#### 2-5 Travel expenses for field study in Japan or making oral presentation at a domestic conference where a grantee will make presentation of 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 of the host scientist for 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 oral presentation at an international conference to be held outside of Japan where a grantee will make presentation of the outcome of his/her research:

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

Application in advance as same as 2-5 above is required. 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, who satisfy the following conditions, of the Eligible Universities invited by the Foundation will be accepted as applicants:

- 1) Master's degree holder who wishes to obtain PhD degree in the field of science and technology, except veterinary science, at a Japanese graduate school
- 2) Below 36 years old as of October 1, 2015 (born on or after October 2, 1979)
- 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 PhD course (from October 2015 or April 2016) before their application to the Foundation.

3-3 Application procedure

Application shall be endorsed by the President's office of the university to which the Foundation has offered the scholarship award and be submitted to the following address through the said office **by October 31, 2014**, using the courier service or registered mail. Neither personal nor direct application to the Foundation is accepted.

The Hitachi Scholarship 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.

### 3-4 Documents required for application

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  
\* Please use the Application Form attached hereto and fill in all the data requested.
- 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. This letter needs to be endorsed by the office of the President. Other additional recommendation letters, if any.
- 5) Letter of acceptance from the proposed Japanese host scientist
- 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 Japanese host scientists.

### 3-5 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.

### 3-6 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, proficiency of English language above 530 points of TOEFL (Test of English as a Foreign Language) is preferred.
- 9) The applicant's health and general aptitude for the environmental conditions of academic and social life 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 as a grantee of the Hitachi Scholarship any person who has been awarded Japanese Government (Monbukagakusho) Scholarship.  
This policy shall be applied to those who wish to apply for the Japanese Government (Monbukagakusho) Scholarship and the Hitachi Scholarship in the same Japanese fiscal year starting in April.

### 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 - March	Interview of pre-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 the applicant's university in June, 2015.

\* The selected applicant is requested to consult with his/her host scientist to fix the schedule on the university admission process including entrance examination, the timing of his/her entry to Japan, and the starting timing of the PhD course (from October 2015 or April 2016).

End of September or March (depending on the start timing of PhD course)  
Departure for Japan

\* The Foundation will provide the grantees with an orientation in Tokyo as soon as the grantees arrive in Japan before individual PhD course will start.

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

Grantees are requested to make arrangement for enrollment at their intended Japanese graduate schools by themselves in consultation with the host scientist. They are generally required to pass the entrance examination of their intended graduate schools, and are responsible for taking the examination by their own expenses. The award of the scholarship will become effective when the admission of the selected applicant to his/her intended school has been confirmed. The scholarship will not be awarded to the selected applicant when such an applicant fails in obtaining permission for enrollment before the end of March, 2016 (the end of Japanese school year 2015).

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

Grantees are required to submit the following to the Foundation to obtain the Certificate of Eligibility. It usually takes two (2) months to obtain this certificate and this certificate is necessary to obtain a valid entry visa from a Japanese embassy or consulate before coming to Japan.

- 1) A copy of passport
- 2) Three (3) copies of the photograph, with 3cm x 4cm, taken within the past three (3) months
- 3) Record of past entry into / stay in Japan (including number of times of entry)

#### **6. Accommodation**

The grantee is responsible for finding his/her own 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 expense:

- 1) Key money (deposit) which is to be returned later, if any
- 2) Agency commission, if any
- 3) Expenses to purchase any items to be equipped in the room such as room lights, curtain and electric/gas table, if not furnished
- 4) Restoration fee, if any, at the time of vacating a room (normal wear and tear only)
- 5) Property and fire insurance

In view of the fact that the grantee may have to pay much more than the amount he/she will receive as stipend for the first month, the Foundation may pay each grantee, during or soon after the period of orientation held by the Foundation, the lump sum amount equaling 3 to 4 month stipend to each grantee upon request, as advance payment of stipend, so that the grantee can pay the above.

#### **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 to the head and/or dean of the faculty of his/her university in home country a progress report of his/her research and other activities every two months 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:

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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 of Japan.

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

The grantees of the Hitachi Scholarship 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. Effective date of the Guide to Hitachi Scholarship**

This Guide to Hitachi Scholarship has been revised and became effective on June 1, 2014. This revised version of the Guide shall be applicable to the grantees selected for the year 2015 and thereafter.

## **Eligible Universities**

### **Indonesia**

University of Indonesia  
Bandung Institute of Technology  
Gadjah Mada University  
Surabaya Institute of Technology

### **Singapore**

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The National University of Singapore

### **Malaysia**

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University of Malaya  
University of Technology Malaysia

### **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

### **Vietnam**

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