

Essentials of the International Exchange Incentive Grant
from the Saga University Alumni Association

1. Purpose

The Saga University Alumni Association International Exchange Encouragement Fund will be provided to encourage Saga University students to improve their learning and research skills and to deepen international exchange by participating in international study and research activities.

2. Application Requirements

Applicants for the incentive grant shall be those who fall under all of the following.

- (1) Students enrolled in regular undergraduate and graduate courses of the University (including the United Graduate School of Agricultural Sciences Kagoshima University and International Students)
- (2) Students who are Saga University Alumni members
- (3) Students who have been recommended by their academic advisor (primary advisor) who is a member of Saga University Alumni

3. Activities of Students Eligible for Incentive Grant

- (1) Overseas research activities
- (2) International classes, etc. conducted by the University in collaboration with overseas universities, etc.
- (3) Other overseas activities

4. Amount to be paid

Up to 50,000 yen, will be paid as part of travel expenses, accommodation expenses, conference registration fees, and other expenses deemed necessary within the budget.

5. Number of expected recipients

A few people

6. Application Procedure

Students who wish to receive this benefit should apply to the president of the Alumni Association through their academic advisor and the head of the faculty or graduate school to which they belong in accordance with the following guidelines.

(1) Forms to be submitted

① Saga University Alumni Association International Exchange Encouragement Grant Application Form (Form 1)

Must contain the signature of the applicant, with the seal of the supervisor and the head of the faculty or graduate school.

② Itinerary (any format)

③ Airfare estimation (any format)

④ Academic transcript

Please submit the most recent version of the transcript.

Applicants for Master's and Doctoral programs must submit all academic transcripts from the previous program to the most recent one.

⑤ Documents that show the name and amount of benefit received (any format)

If you are receiving benefits for expenses from other organization.

⑥ Other attachments

a) In the case of overseas research activities

A statement for the need of research (any format)

If you participate in or present at an international conference as part of your activities, please provide a summary of your presentation (Title, including the name of the presenter) (any format), letter of invitation (or application form), conference schedule and documents showing conference registration fee (if applicable)

b) In the case of international classes conducted jointly with overseas universities

Schedule of the classes (any format)

Syllabus (any format)

Other documents indicating the detail of the program in which you will participate (any format)

c) In the case of other overseas activities

Other documents showing the detail of overseas activities (any format)

(2) Submission method: Written and electronic files

All application documents should be submitted in A4 size, in the order listed above, and with the upper left corner clipped. In addition, for the application form (Form 1), the electronic file used to prepare it must also be submitted separately by e-mail or other electronic media.

(3) Submit to International Affairs Division <student-int@mail.admin.saga-u.ac.jp>

7. Application period and deadline

Period of activity	Deadline	Selection period
April 1 st – September 30 th	March 2 nd	March
October 1 st – March 31 st	September 2 nd	September

8. Selection and Recommendation of Candidates for Incentive

The Director of the Center for International Exchange will recommend candidates for the award of the scholarship to the President of the Alumni Association after discussion by the Steering Committee of the International Office based on the selection criteria specified separately, referring to the submitted documents and the recommendation of the academic advisor.

9. Notification of results

The Alumni Association will notify the applicant and their academic advisor of the result of the screening through the head of the organization.

10. Changes or cancellation of activity

If there are changes or cancellation to the activities for which the students has applied, the student must report immediately to their academic advisor and the head of their department. In the case of having changes, please submit the revised application form for Saga University Alumni Association International Exchange Grant (Form 1) and in the case of cancellation, please submit the Saga University Alumni Association International Exchange Grant Declination Form (Form 2) to the International Affairs Division and report to the President of the Alumni Association.

11. Submission of Activity Results Report

Students who have been awarded the scholarship should report to the President of the Alumni Association within one month of their return to their home country in the following manner.

(1) Forms to be submitted

① Saga University Alumni Association International Exchange Incentive Grant Activity Report (Form 3)

② Submission of receipts (Form 4)

(2) Submission method

Electronic form such as E-mail

(3) Submit to International Affairs Division <student-int@mail.admin.saga-u.ac.jp>