

## Guideline for Academic Year 2023 Student Conference Funding 2<sup>nd</sup> period

The Graduate School of Humanities and Social Sciences subsidizes conference registration, participation, transport, accommodation expenses to support graduate students who present their research outcome at domestic and international conferences.

We are inviting applications for the 2023 financial support. Please go through the following details before application.

### Eligibility for application

Students in master's, doctoral and professional degree programs at the Graduate School of Humanities and Social Sciences are eligible to apply for this funding if they meet all the following conditions.

Those who will present the research outcome (oral or poster presentation) as the principal presenter

Those who have not received any financial support from the conference organizer or other organizations for the presentation

Those who have not received any financial support under this funding system for the relevant fiscal year.

Those who were not on leave

### Target conferences, etc

As a general rule, domestic conferences are those that are held at the national level, and the international conferences are those that are held with approximately 100 or more participants, and all the presentations must be peer reviewed.

### Period of Target conferences

The dates for the domestic and international conferences, more specifically presentation, must be held between August 1<sup>st</sup>, 2023, and January 31<sup>st</sup>, 2024.

### Subsidy amount

Domestic in Japan      maximum amount of 30,000 yen per person

Outside of Japan      maximum amount of 100,000 yen per person

All or a part of the conference registration, participation, transport, accommodation fees, will be reimbursed based on the receipts submitted after the conferences.

### Subsidized expenses

Conference registration and participation fees (Annual membership fees are excluded.)

Round-trip transportation expenses to reach the conference venue

(It is limited to the use of public transportation. However, for international academic conferences, it includes the airfare for reaching the airport closest to the venue [including the cost of transportation such as train and bus between the place of departure/ arrival and the airport in Japan]. The taxi fares are excluded.)

Accommodation expenses (limited to the accommodation at the venue)

In the case of an online conference, only the conference registration and participation fees will be covered.

### How to apply

After entering the necessary information on the application website (Microsoft Forms), upload the documents to be submitted during the application. Please be sure to obtain the approval of your main academic advisor before applying.

Documents to be uploaded during application:

[Attachment 1: required] File of the submitted abstract

[Attachment 2: required] Acceptance letter or email for the presentation from the conference

[Attachment 3: required] Email or document indicating the approval from the main academic advisor for the application

[Attachment 4] (for peer-reviewed papers) Documents showing the paper to be presented is peer-reviewed

### Application

### Application period

From December 1, 2023 to December 31, 2023

### Selection process

The Research Promotion Committee of the Graduate School of Humanities and Social Sciences will make the selection decision after students are selected by the director of the program to which the students are affiliated.

### Selection results

The applicants will be notified of the result sometime after February 1, 2024. Meanwhile, all applicants should keep the following documents because those, who are selected, will be required to submit them.

Documents showing that you participated the conference

An original receipt for the conference registration and/or participation fees

Original receipts of the transportation and accommodation expenses, airline ticket stubs etc.

### Obligations of those selected

After the presentation, promptly submit a report on the presentation of the research outcome (Appendix Form 1) to the support office in charge of the program of your affiliation by attaching the documents showing your participation in the conference, receipts, and air ticket stubs (if the documents are not submitted by the specified date, your selection may be cancelled).

### Points to note

Approval of the main academic advisor is required for the application

Each applicant shall be selected only once in a year

Transportation and accommodation expenses shall be the amount calculated via the adoption of an economical route and a method based on the submitted documents

In the event the submitted research presentation is changed or cancelled, the student must promptly report about this to the support office in charge of the program to which the student is affiliated to, regardless of whether it is during the selection or after the selection is decided

If the dates for the domestic or international academic conferences are scheduled in February or March 2024, those who are enrolled in this graduate school after April 2024 can apply for this funding next period, thus, be sure to keep the receipts, etc. in

hand. Note that those who are scheduled to complete their studies in March 2024 are not eligible to apply for the presentations during this period.

The contact details for each program (where to submit documents, etc.) are as follows:

Humanities Program

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Economics Program

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Integrated Arts and Human Sciences Program

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Psychology Program/Educational Design for Teacher Educators Program/Educational Studies Program/Teaching Japanese as a Second Language Program/Professional Development for Teachers Program

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International Peace and Co-existence Program / International Economic Development Program / International Education Development Program / Joint International Master's Program in Sustainable Development, Hiroshima University - University of Graz

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Law and Politics Program /Management Program