

Forefront Physics and Mathematics Program to Drive Transformation (FoPM)
AY2024 Application Guidelines for the International Research Experience

1. Objective

The Forefront Physics and Mathematics Program to Drive Transformation (FoPM) aims to maximize students' potential to become internationally competitive Doctoral graduates with outstanding specialist skills. To this end, all FoPM students are required to take part in the International Research Experience. These guidelines outline the requirements for application.

2. Eligibility

FoPM students who are between their second year of the Master's course and their second year of the Doctoral course at the time of participation. Students will be selected only once, and if they wish to participate again, they are to do so at their own expense.

(*) Students who enter the Master's course in Spring can apply from the January of their second year of the Master's course. Students who enter the Master's course in Autumn can apply from the July of their second year of the Master's course.

3. Period and activities

The following are accepted as International Research Experience.

1) Joint research at other universities or research institutions abroad (for approximately two weeks to three months. Students may attend international conferences during their visit, but solely attending a conference will not be counted as International Research Experience).

2) A corporate internship abroad (for approximately two weeks to three months)

(*) In general, the activity must take place abroad; however, it may also be accepted if the activity is more meaningful in Japan. Describe the reason why activity in Japan is more appropriate in the Research Proposal (Form 2). In this case, the term "abroad" above shall be replaced with "in Japan".

4. Number of applicants to be admitted

About 40

(*) The above number may not be applicable if students receive financial support from their hosts or other organizations to participate.

5. Expenses to be covered

Expenses will be paid on an actual basis. FoPM provides only expenses 1) and 2) below.

1) Transportation expenses

Round-trip airfare (discount economy class ticket). To keep the airfare at the lowest price, take a transit flight if it is cheaper than a direct flight. Note that bus and train fares within the same city are not covered.

2) Accommodation expenses

While considering your safety, try to find the lowest price accommodation possible. FoPM covers a maximum of 90 days accommodation (not including overnight flights). Note that according to MEXT rules, students are not allowed to receive a daily allowance from FoPM.

* FoPM grant is not allowed to be used for • daily allowance • passport issuance fee • VISA fee • immunization fee • travel accident insurance fee • overseas travel insurance fee due to the government rules but can be paid with unrestricted budgets such as management expenses grants and donations. Be sure to check with the section in charge of those budgets to see if it can be paid.

Notes:

- If students receive financial support from their host or other organizations to participate in the International Research Experience, the financial support provided by FoPM will be adjusted depending on the amount provided.
- The activity must start and be completed within AY2024 (2024.04.01-2025.3.31) if students receive financial support from FoPM.
- Depending on the amount requested, all expenses may not be covered in some cases.

6. Application procedure

Those wishing to be considered must submit the following documents in PDF format by the deadline (see [11. Documents to submitted to]). Prior application is necessary for the activity to be counted towards the course requirement.

-Application Form (Form 1)

-Research Proposal (Form 2)

-Itinerary (Form 3) *

- Recommendation Letter (Form 4) *
 - Approval letter from host research institution (email correspondence also suffices) *
 - Document(s) to prove the estimate of necessary costs in Form 3 *
- (*) If applicants plan to participate entirely with other financial support, they do not need to submit the documents marked with *.

7. Application deadline and result announcement

Starting date of activity	Application deadline	Result announcement
Round 1: April through June 2024.	Wednesday, January 31, 2024 at 17:00	Late February, 2024
Round 2: July through September 2024.	Friday, May 31, 2024 at 17:00	Late June, 2024
Round 3: October through December 2024.	Friday, August 30, 2024 at 17:00	Late September, 2024
Round 4: January through March 2025.	Friday, November 29, 2024 at 17:00	Late December, 2024

8. Selection process

Selection will be made by the FoPM Committee.

9. Result

Will be announced by email. At the same time, you will be informed of the necessary codes for your business trip application (出張申請). Please forward the result email and your itinerary to the secretary of your lab or someone who can use the business trip application system. If you do not know, ask your supervisor who will take care of your business trip application.

If there are any major changes in your schedule or estimated expenses after you receive the result, please contact the WINGS Desk ASAP.

10. Report submission

Students are required to submit a Report (Form 5) in PDF format within two weeks of their return (see [11. Document to be submitted to]). The submitted report will be posted on the FoPM website.

11. Documents to be submitted to:

WINGS Desk, Academic Affairs Office of the Graduate School of Science, The University of Tokyo

wings.s@gs.mail.u-tokyo.ac.jp

11. Miscellaneous

If you stay abroad for research purposes, the host organization may require you to get a visa. As this will probably take a few months, check if you need a visa well in advance.

When participating in joint research or a corporate internship **overseas**, students need to purchase insurance (e.g., study abroad insurance) that suits the period and purpose of their stay at least three weeks before departure.

Students at the Graduate School of Science:

Students at the Graduate School of Science may take out the “JEES *Futai Kaigaku*” insurance through the [Graduate School Office](#). (daigakuin.s@gs.mail.u-tokyo.ac.jp)

Students going abroad must also submit an Application for Overseas Travel for Academic Research (2 or more months) or Notice (Less than 2 months) online. (<https://www.s.u-tokyo.ac.jp/ja/current/notification-forms-grad.html>).

If you intend to stay overseas for two months or more, your supervisor must fill out the “Opinion Brief by Academic Advisor” after you submit the above application and obtain prior approval from the Graduate School of Science faculty meeting.

International students who plan to stay abroad for more than two months for research purposes must contact the [International Team](#) (intl.s@gs.mail.u-tokyo.ac.jp)

Students at the Graduate School of Mathematics and Graduate School of Engineering:

Students at the Graduate School of Mathematics and Graduate School of Engineering should follow the regulations of their respective graduate schools.

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