

## 2025 Student Auxiliary Business by the Supporters Association of School of Engineering, Hiroshima University

# Application Guidelines

(This program is conducted under the assumption of the approval of the budget for the fiscal year 2025 by the Supporters Association of School of Engineering.)

In order to support international activities for our students, we are accepting applications for the following Categories.

### 1. Application qualification

Category A to D : In addition to following ①, applicants or applicant parent(s)/guardian(s) who is a member of the Supporters Association of School of Engineering, Hiroshima University (HU).

Category E : Privately Founded International Students corresponding to ①. (Membership in the Supporters Association of School of Engineering at HU is not required)

- ① Regular Students/Graduate Students  
at School of Engineering,  
Graduate School of Engineering (GS-E) and  
the following programs of the Graduate School of Advanced Science and Engineering (GS-ASE).
- Applied Chemistry Program,
  - Chemical Engineering Program,
  - Electrical Systems and Control Engineering Program,
  - Mechanical Engineering Program,
  - Transportation and Environmental Systems Program,
  - Architecture Program,
  - Civil and Environmental Engineering Program,
  - Smart Innovation Program

- If applicants are uncertain about their membership in this Association, please kindly contact the support office for the fields of engineering by email. EMAIL: [kou-gaku-daigakuin@office.hiroshima-u.ac.jp](mailto:kou-gaku-daigakuin@office.hiroshima-u.ac.jp)
- Furthermore, please include 'Confirmation of Membership' in the subject line, and ensure that the applicant's name and student number are included in the email

### 2. Activity Period

The activity period should be from April 1, 2025 to March 31, 2026

- You may submit applications for activities which you have already been conducted as long as the activities completed during the eligibility period.

### 3. Categories of Applicants

Categories of Applicants		Requirements	Maximum eligible amount per application	Presentation Video screening	Number of Recipients
A	Study Abroad Scholarship	When studying abroad at a foreign university ➤ More than 31 days ➤ Required: Submit “留学願”, "Request to Study Abroad".	Less than 62 days: ¥200,000 More than 62 days: ¥300,000	Required	A Few Recipients
B	Double Degree Scholarship	When studying abroad at an overseas agreement schools using the double degree program	Will be decided later	Required	Only a Few Recipients
C-1	Conference Presentation Scholarship (Dispatch type)	Making a presentation at <b>international conferences held overseas</b>	¥100,000	/	About 15 Recipients including both C・D

C-2	Conference Presentation Scholarship Students (Exchange type)	Making a presentation <b>at international conferences held overseas and visiting to research institute to interact with researchers prior and/ or post conference</b> <ul style="list-style-type: none"> <li>➢ Visit period requires at least 5 days</li> <li>➢ The place conference held and research institute can be the same; however, the periods must be clearly distinguished.</li> </ul>	¥200,000	Required	
C-3	Conference Presentation Scholarship Students (Online type)	Making a presentation at <b>international conferences held online.</b>	¥100,000		
D	International Activity Scholarship	When participating international exchange type of activities <ul style="list-style-type: none"> <li>➢ <b>The proposed activities are limited to the field of engineering.</b></li> <li>➢ <b>Must be approved by the committee.</b></li> <li>➢ START program, HUSA program and language training program are not eligible.</li> </ul>	¥100,000 (Outside Japan) ¥50,000 (Inside Japan)		
E	Privately Founded International Students	<b>Privately Founded International Students in Doctoral students</b> making a presentation at <b>Conferences in Japan</b>	¥50,000		A Few Recipients

#### 4. Eligible Applicants / Application Method/ Payment Method

	Whether there are the procedures at HU	Eligible Expenses	support amount	Payment Method
Other than C-3	When conducting the travel expense reimbursement at HU	The applicable travel expenses at HU.	The lower of the following: “The maximum eligible amount for each category (*1)” or “The amount that can be returned to the faculty member’s budget”.	<b><u>Students will receive travel expense reimbursements directly from HU, which are funded by a faculty member’s budget and the grant is not paid directly to the student.</u></b> <b><u>This grant is used to refund the faculty member’s budget afterward.</u></b> The grant process involves the following three steps: (1) The student submits required documents for the travel expense reimbursement to HU. After completing the procedure, the student receives the reimbursement from HU. (2) At the same time, the student submits the required documents for this grant to the Support Office. (3) The Supporters’ Association donates the grant to HU, which is then used to refund the faculty member’s budget. ※ The student only needs to complete steps (1) and (2).
	When NOT conducting the travel expense reimbursement at HU	Domestic transportation expenses  International airfare  Accommodation fees	The lower of the following: “The maximum eligible amount for each category” or The amount calculated based on the receipts and the rules established this project.	The grant will be transferred to the selected student’s bank account.

C-3	Applicants must make the payment on their own.	Conference registration fee	The lower of the following: “The maximum eligible amount” or “The conference registration fee”.	The grant will be transferred to the selected student's bank account.
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\*1 "If the School of Engineering's International Exchange Committee specifies a support limit at the time of approval, “The maximum eligible amount for each category” will be replaced with the support limit set by the Committee."

➤ **Notes**

- ① The support provided through this program cannot be combined with funding from other organizations.
- ② **An applicant may apply up to two different activities from one category.**  
However, the applicants who have never been given this subsidy may be the first priority if there are many applicants.
- ③ No restriction on the location (Countries/Regions) of activities.
- ④ Travel itineraries should follow the most reasonable and economical routes possible.
- ⑤ **When NOT conducting the travel expense reimbursement at HU, accommodation costs are eligible for reimbursement for either “one day before and after the conference” or “international exchange activity period”.**  
Additionally, actual expenses will be reimbursed within the limit of 10,000 JPY per night.  
If you plan to have any other research activities other than the main purpose of the trip, those activities must not exceed the duration of the main activities.  
For example, if the main purpose is to present at conferences and the conference is held for three days, activities other than the main purpose on-site must be limited to two days.  
Accommodation expenses related to activities other than the main purpose are not covered by the subsidy.)
- ⑥ For domestic travel, student discounts must be used whenever available.
- ⑦ International airfares include airport tax.
- ⑧ As Category E is only eligible for domestic conferences, international flight fees will not be covered.
- ⑨ The applicants need to make a payment for the conference registration fee by themselves in category C-3.

## 5. Application Method

(1) Submission Procedure

Please upload the required documents in following “Microsoft Forms”

<https://forms.office.com/r/zqTIPSqwM1>



The email will be sent to the applicant's HU email address from the support office after each application deadline.  
Please contact the support office, **if you do not receive the email within 3 business days after the deadline.**

(2) Submission Period/Result Notification

	Application Deadline	Result Notification
First Call	May 13th	Mid June
Second Call	June 20th	Late July

- The application will close when the total amount reaches the maximum budget. It will be announced on MOMIJI bulletin board.
- The selection results will be notified via email to the applicant's Hirodai mail address (@hiroshima-u.ac.jp) from the Support Office.

(3) Submission (Please download the prescribed form from “Message from your Faculty, School” page of My MOMIJI.)

	Submitted material	Remarks
①	<b>Application Form</b> (Prescribed Form) <b>Both 1 and 2</b> are required for submission. <b>1: PDF file including signature and seal.</b> <b>2: Excel file without signature.</b>	<ul style="list-style-type: none"> <li>● Please name both files as 「Student ID-Applicant's Name-Form」 ex: 「Dxxxxxx Yamada Form」)</li> <li>● The signature of the supervisor and the stamp of <b>the Program Office Staff on Building A1-A4</b> are required.</li> <li>● If you are unsure about <b>the Program Office Staff on Building A1-A4</b>, please contact the Support Office.</li> </ul>

②	Documents indicating the date, location and content of the activity	<ul style="list-style-type: none"> <li>● Please name file as 「Student ID-Applicant's Name_Activity」</li> <li>【Presenting at an Academic Conference】 <ul style="list-style-type: none"> <li>➢ Submit the Conference Program, etc. containing applicant's presentation</li> <li>➢ Mark your own presentation</li> <li>➢ If you have not yet determined your presentation at the conference or if the conference program is not finalized, please submit any available information such as a notification email from the conference.</li> </ul> </li> </ul>
③	(Only C-3) Proof of Conference Registration Fees	<ul style="list-style-type: none"> <li>● Submit the screenshot of the website contained registration fees</li> <li>● <b>Please mark your own registration fee category.</b></li> <li>● Please name the file as 「Student ID-Applicant's Name-Conf Fee」</li> </ul>
⑦	(Only A, B, C-2) Presentation video related to the activities	<ul style="list-style-type: none"> <li>● Please create a slide video presentation about the activities using Microsoft PowerPoint added audio following the instructions below. <ul style="list-style-type: none"> <li>➢ Video duration: 5 minutes</li> <li>➢ Language: English</li> <li>➢ Please make sure your upper body is visible in the video.</li> <li>➢ Ensure that the audio is clear and audible</li> <li>➢ Please chose HD for the video file quality</li> <li>➢ Please name both video and PPT files as 「Student ID-Applicant's Name-Presentation」</li> <li>➢ Please use the pointer function.</li> <li>➢ <u>The selection will be based on this video.</u></li> </ul> </li> </ul>

## 6. Selection Method

After reviewing all required documents by the School of Engineering's International Exchange Committee, recipients will be selected.

## 7. Procedure after subsidy grant approval

(1) For categories other than C (Category A, B, C1, C2, D, E)

### ① Submission Deadline

A) When conducting the travel expense procedure at HU :

Submit the documents listed in section ② to the Support Office within a week after signing the trip report "旅行報告書."

- The documents 1 and 2-1 (excluding photos) as hard copies to the Support Office.
- The document 3 (photos) via email as electronic copies to the Support Office.

B) When not conducting the travel expense procedure at HU :

Submit the document ③ within a week after the business trip.

- The documents 1 and 2-2 (excluding photos) as hard copies to the Support Office.
- The document 3 (photos) via email as electronic copies to the Support Office.

### Submission Destinations and Methods

The items listed as 1, 2-1, and 2-2, excluding photos, below should be submitted as hard copies to the Support Office.

The items listed as 3 (Photos) should be submitted Submit digital photos via email to the Support Office.

### ② Required Documents

	Required Documents	Remarks
1	Activity report	<ul style="list-style-type: none"> <li>• Prescribed form</li> <li>• Supervisor's signature</li> <li>• Seal from the program office in building A</li> </ul>
2-1	(When conducting the travel expense procedure at HU) • Copy of the trip report "旅行報告書"	<ul style="list-style-type: none"> <li>• Only the submission of a copy of the is required.</li> <li>• No Receipt and proof documents are required.</li> </ul>
2-2	(When not conducting the travel expense procedure at HU) ① Registration form of your bank account ② Copy of the bankbook of registered	<ul style="list-style-type: none"> <li>① Prescribed format</li> <li>② Copy of the page showing the account name with Katakana</li> <li>③ A receipt is required in all cases. However, a receipt is not necessary for travel between Higashihiroshima City and Hiroshima Airport.</li> </ul>

	account number ③ Receipt for domestic transportation ④ Receipt for airfare / E-ticket / Boarding pass ⑤ Receipt for accommodation	④ If a e-tickets is not issued, the flight itinerary will be acceptable. ④ and ⑤ <ul style="list-style-type: none"> <li>• Even if you book online, in many cases a receipt can be issued from the website.</li> <li>• If the amount paid in JPY is unknown, please submit the following documents in addition to the receipt:             <ul style="list-style-type: none"> <li>➢ Document indicating the payment amount in JPY (credit card statement, etc.).</li> <li>➢ A document showing the exchange rate between JPY and the local currency (if the payment was made in local currency and in cash)</li> </ul> </li> <li>• If you don't have none of above, the amount will be calculated at Support office.</li> </ul>
3	1-2 photos of your activity	<ul style="list-style-type: none"> <li>• Please name the files as 「Name_Photo」 (ex: Hirodai_Photo)</li> <li>• Please write 「The Supporters Association of School of Engineering, HU_Photo」 in the subject line.</li> <li>• Please note that the submitted photos may be used in project reports to the Supporters Association of School of Engineering</li> </ul>

(2) Category C-3

① Submission Deadline, Method, and Destination

Submit the hard copies of the documents listed ② to the Support Office within one week after attending the conference.

② Required Documents

	Required Documents	Remarks
1	Activity report	Prescribed format
2	① Registration form of your bank account ② Copy of the bankbook of registered account number	① Prescribed format ② Copy of the page showing the account name with Katakana
3	Receipt of registration fee of the conference	—

**7. Other**

- (1) Changes to the submitted itinerary are not permitted.
- (2) If you wish to discontinue your activities after receiving the approval, please report to the Support Office immediately.
- (3) If there is any conflict between the English and Japanese versions, the Japanese version shall be considered the authoritative version.

**8. Inquiry Contact / Submission Location**

The Support Office for the fields of Engineering, Hiroshima University

Tel : 082-424-4361

E-mail : [kou-gaku-daigakuin@office.hiroshima-u.ac.jp](mailto:kou-gaku-daigakuin@office.hiroshima-u.ac.jp)