

Nagasaki University “Doctoral Program for
World-leading Innovative and Smart Education” for Global Health

Kyoiku Kenkyu Shien Keihi (“Stipend”) Student’s Handbook

Administrative Office for the Nagasaki University WISE Programme

This handbook is for Nagasaki University (NU) WISE Programme students, WISE candidates, supervisors and staff who support them. The contents are based on the university’s regulations, policies and procedures agreed by the relevant university’s committees, thus the original language was set in Japanese and this English outline was set as a reference to help non-Japanese speakers for a better understanding of the Programme. Therefore, the Japanese language is given the sole priority for mutual understanding.

Every effort has been made to ensure that the information contained in this handbook is accurate at the time of disclosure. Changes to the information may need to be made due to unforeseen circumstances and students will be notified of any changes in advance. In the event of any inconsistency between the information in this handbook and any other documents, the decision of the Administrative Office of NU WISE Programme shall be considered the most up to date information.

October 2021 version

1. Introduction of the Nagasaki University's World-leading Innovation and Smart Education Programme for Global Health

Nagasaki University is responsible for management and operation of the NU WISE Programme, which is part of the WISE Programme of MEXT. MEXT has allocated financial grants to the university to finance this programme. In this respect, the university has drawn up the regulations, policies and T&C for the programme in line with the financial grants regulations set by MEXT.

2. The Aim of the Programme

The aim of this Programme is not only to seek leaders with academic excellence but also to foster global professionals who possess extensive knowledge and ability to build a substantial global network in multi-disciplinary fields in order to tackle the global health issues for improving health worldwide.

3. List of Abbreviations

MEXT	Ministry of Education, Culture, Sports, Science and Technology, Japan
JASSO	Japan Student Services Organisation
NU / the University	Nagasaki University
TMGH	School of Tropical Medicine and Global Health, Nagasaki University
LSHTM	London School of Hygiene and Tropical Medicine
WISE Programme	World-leading Innovative and Smart Education Programme of MEXT
NU WISE Programme	Nagasaki University's World-leading Innovative and Smart Education Programme
the Programme	Nagasaki University "Doctoral Programme for World-leading Innovative and Smart Education" for Global Health
the Committee	The Programme Steering Committee for Global Health
the Office	Administrative office of the Nagasaki University WISE Programme
the stipend	Kyoiku Kenkyu Shien Keihi for WISE students/ candidates
T&C	Terms and conditions
Student	Those who acquired a successful admission to the programme
Candidate	Those who acquired a conditional admission to the programme

4. Aim of Kyoiku Kenkyu Shien Keihi (“Stipend”)

Highly talented students have been selected for the Nagasaki University “Doctoral Programme for World-leading Innovative and Smart Education” for Global Health (Selected in 2018), which aims to train global health professionals who can build a healthier world, and possess in-depth understanding of environmental issues on a global scale.

Along with the ability in education and research to solve these issues, it is our aim to train leaders with both practical and social skills with the ability to apply their academic knowledge to areas such as global policy planning and implementation.

Kyoiku Kenkyu Shien Keihi (stipend) is a financial scheme for doctoral students of the Programme to nurture leaders with practical expertise in the field of global health. It was established to reduce a student’s financial burden and allow him/her to concentrate on his/her studies.

5. Duration of the Stipend

In principal, the duration of the stipend is set in line with the calendar of the School to which the awardee is affiliated, and the maximum duration of the stipend is for one Japanese fiscal year (April to March); however, the maximum duration of stipend may be extended up to three years, if approved by the Qualifying Examination.

6. Amount of Stipend and Payment Method

Students: JPY 200,000 per month

Candidates: JPY 100,000 per month

The stipend will be paid into the awardee’s bank account by bank transfer.

Please note that the amount of the stipend may change due to unforeseen circumstances.

Also, students who were selected as a WISE Programme Student / Candidate but engage in a full-time paid job, they are not entitled to receive the Stipend.

7. Notification of Successful Awardees

The name of the successful awardee, student ID, grade and affiliation will be officially announced on the Programme’s website.

8. Responsibilities of Awardees

Upon confirmation of stipend receipt, awardees are required to submit a monthly stipend report by the designated submission deadline every month. In addition, all awardees are required to attend events related to the Programme, and participate in the Doctoral Human Resources Database upon completion of their PhD and other educational activities which are relevant to the Programme.

9. Application

By submitting the prescribed application form and supporting documents to the Chair of the Committee; the applicant:

- 1) confirms that information provided on the application form, and all supporting documents, are true and accurate.
- 2) consents to share his/her application documents, including uploaded supporting documents and references with their proposed supervisor and the Committee.
- 3) commits to devote to research under the direction of their supervisor(s).
- 4) agrees to inform the Office immediately of any changes in information provided in the application form.

- 5) acknowledges that the duration of the stipend is for one Japanese academic year (April – March) . The payment duration may be extended if the awardee passes the assessment; however, the maximum payment duration will be for 3 years.
- 6) must agree that the stipend is subject to suspension, and/or changes due to the unforeseen social changes and/or force majeure.
- 7) agree to submit progress reports at the end of each fiscal year to the chair of the Programme Committee.
- 8) agree to submit the monthly Kyoiku Kenkyu Shien Keihi Report upon confirmation of receipt of the stipend every month.

10. Eligibility Requirements

The awardees of the stipend must satisfy **all** the following conditions:

- 1) must be officially accepted as an NU WISE Programme student or candidate.
- 2) must be a student registered for a Doctoral course at NU who is expected to be enrolled on the Programme for at least one academic year from the award offer date.
- 3) must not be receiving non-refundable funds, grants, scholarship or any other financial supports of this kind.
- 4) must not be engaged in paid work during the period of this offer, except the following work:
 - Teaching assistance and/or research assistant which are necessary for the NU WISE Programme (OR his/her research project).
 - Clinical practice which are necessary for his/her research
 - Part-time teaching at higher educational institutions.
 - Assistance at academic conferences, which relates to his/her research (except for long-term engagement and/or non-research related tasks).
 - Teaching assistant for research related subjects and activities at high schools such as Super Science High Schools.
 - Work at venture companies that is required for the social implementation of his / her research.
 - Other work that the Programme Coordinator approves necessary for his/her research.

11. Duplicate Payments and Other Conditions

Applicants receiving other financial support listed below are not eligible to receive the WISE stipend (Scholarship to cover the admission and tuition fees are allowed):

- a student loan from the Japan Student Services Organisation (JASSO Scholarship)
- a scholarship from the Government of Japan (Ministry of Education, Culture, Sports, Science and Technology [MEXT]), JASSO or financial assistance from his/her home country.
- other scholarship from Nagasaki University (hereinafter “the university”), excluding the university’s supplementary support for tuition fees.
- any other financial support which is (are) equivalent to the above three schemes.

12. Application for other research funds

Students are permitted to apply for other research funds which are essential to his / her research for the Programme. Such applications must have prior notification and permission from the Chair of the Programme Committee in writing.

13. Suspension of the stipend

The stipend will be suspended in the event of the following circumstances:

- 1) leave of absence
- 2) withdrawal or completion of the doctoral course
- 3) unable to continue the course due to health reasons
- 4) not selected as a Programme Student / Candidate
- 5) unsatisfactory academic performance
- 6) violation of the University's rules and regulations
- 7) discovery of false statements in the award application
- 8) failure to submit the progress reports at the end of each academic year to the Chair of the Programme Committee.
- 9) other cases where awardees are deemed unsuitable

Please note that the stipend will be suspended if any of the [11. Duplicates payments and other conditions] occur even after the stipend is transferred to the awardee's bank account.

14. Refund and return of the stipend

The stipend is financial support with no requirements to return it. In the event that an awardee significantly deviates from social norms, the awardee will be disqualified and s/he may be required to return the stipend even after it is transferred to the awardee's account.

15. Application

Application documents

Please submit the following documents to the Office. The selection of the awardee of the stipend will be assessed based on their application documents. The applicants will be individually informed of the results before the stipend is paid.

- 1) Application for the KYOIKU KENKYU SHIEN KEIHI (Form 1)
- 2) Proof of Non-employment or Expected Termination of Employment (Form 2)
- 3) NU WISE Programme Application Form (Form A)
- 4) CV (Form B)
- 5) Research Proposal (Form C)

Documents required from selected awardees

- 1) Affirmation
- 2) Bank Registration Form
- 3) A copy of bankbook
- 4) Individual Number ("My Number", social security and tax number in Japan)

16. Income tax on Kyoiku Kenkyu Shien Keihi (Stipend)

Following the announcement from MEXT that the stipend is subject to Japanese income tax, we are providing you with the following information.

- 1) Residents in Japan

The stipend awardees who have residential status in Japan are required to file an income tax return under the category of "*miscellaneous income*". Upon calculating annual gross income, the amount of miscellaneous income is the amount remaining after deducting expenses for your research such as the admission fee, tuition fees and other expenditures related to your study. Please keep all records and evidence of expenditure, excluding items covered by Kenkyu Shido

Keihi (“research grant”), starting from 1st January to 31 December of every Japanese tax year.
Necessary documents are;

- Shiharai Chosho (支払調書 or payment record): posted to your home address at the end of January from Nagasaki University
- Original copies of receipts for expenditure which are necessary for your research
The items subject to deduction: admission fee, tuition fees, textbooks, dictionary, White lab coats, bags, stationary, commuting costs (i.e. bus, train, bicycle etc.)
- Proof of National Insurance payment, Life Insurance payment

* Please note that the final decision of tax income exemption will be determined by the National Tax Agency. If you have any queries related to the tax exemption and its procedures, please contact the tax agency directly.

2) Non-residents in Japan

The stipend awardees who do not have residential status in Japan are considered as non-residents in Japan. Please follow the tax system of the country of your residence.

3) Notes

The stipend is a financial scheme for doctoral students of the WISE Programme, which was established to reduce their financial burden and to allow them to dedicate themselves to research and study. This award does not preclude application to the fellowship of the Japanese Society for the Promotion of Science (JSPS, DC) or similar schemes. However, in the event that awardees are accepted for the fellowship of the JSPS, please report this matter without any delay to the Office.

17. Miscellaneous

Information updates

For the smooth operation of the Programme, the Office requests all students to update information when changes occur in the following information:

- 1) Residential address
- 2) Name
- 3) Bank details
- 4) Email address
- 5) Telephone number
- 6) Any other information declared on the student registration form.

TERMS OF the UNIVERSITY’S FISCAL YEAR & ACADEMIC YEAR OF THE PROGRAMME

Academic year for NU WISE Programme starts from 1st October and ends on 30th September of each year. On the contrary, the University’s fiscal year starts from 1st April and ends on 31st March each year. Thus, please make sure to check each document carefully as the submission deadline for documents falls under the above terms.

18. Contact

Administrative Office for the Nagasaki University WISE Programme (TMGH Admin office)

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