

Translation as of December 26th, 2014.
Please refer to Japanese version as the legal text.

Guideline for the Scholarship in the Program for Leading Graduate Schools at
Ochanomizu University

Effective
January 31st, 2014

(Purpose)

Article 1: This Guideline stipulates matters pertaining to the incentive scholarship (hereinafter referred to as "the Scholarship") provided for students through the "Program for Leading Graduate Schools" at the Ochanomizu University (hereinafter referred to as the "Degree Program").

(The Scholarship)

Article 2: The Scholarship may be provided to the graduate students who have been selected for the Degree Program and recognized for academic excellence. The scholarship shall be paid within the standard term of the master and doctor courses. The Scholarship is intended to support students financially and allow them to concentrate on their studies and research.

(Eligibility for the Scholarship)

Article 3: Students who receive the scholarship must meet all of the following conditions.

- (1) A student must be continuously enrolled in the Degree Program for one year after the scholarship payment begins.
- (2) A student must not receive a Research Fellowship for Young Scientists (Doctoral Course student) from the Japan Society for the Promotion of Science.
- (3) A student must receive neither scholarship nor loan from Japan Student Services Organization.
- (4) An international student must not receive the "Scholarship to International Students (Research Students)" supported by the Ministry of Education, Culture, Sports, Science and Technology, Japan.
- (5) An international student must not receive any scholarship from organizations or foundations in her home country.

- (6) A student must not receive any other financial aid, be it a gift-aid or a loan.
- (7) As a general rule, the Scholarship holders are not allowed to earn money with extra works including part-time jobs. However, the following rewards are allowed as exceptions:

TA (Teaching Assistant) or RA (Research Assistant) activities that are requested to conduct education and research for the Degree Program, with total working hours in a week being equal or less than 5 hours, payment for publication of research result, royalties on books or remuneration from transfer of royalty, that from transfer of industrial property right on service invention to the competent corporation, and others, if these activities and rewards are approved by the President of Ochanomizu University (hereinafter referred to as the "President").

(Application for the Scholarship)

Article 4: A student seeking to receive the Scholarship must submit the Application of Scholarship (Appended Form 1) to the President within the specified period in each academic year.

(Selection Process)

Article 5: On the basis of the decision by the Leading Graduate School Student Selection Committee (hereinafter referred to as the "Committee") which is specified in Paragraph 1, Article 11 of the Ochanomizu University Leading Graduate School Promotion Center Regulations, the President shall determine the recipients of the Scholarship (hereinafter referred to as the "Recipient") and notify the results to them.

(Announcement of Recipient)

Article 6: The President shall publicly announce the names of the Recipients on the website or by other means before the Scholarship payment begins.

(Refusal of the Scholarship)

Article 7: If a Recipient refuses to receive the Scholarship, she must submit the Notice of Refusal of Scholarship (Appended Form 2) to the President.

(Amount of the Scholarship)

Article 8: The amount of the Scholarship shall be specified in Appended Table.

(Payment Method)

Article 9: The Scholarship money shall be paid to Recipients by bank transfer.

(Termination of the Scholarship)

Article 10: If any of the events listed below occur for a Recipient, the President may suspend or terminate the scholarship payment on the basis of the decision of the Committee.

- (1) A Recipient takes a leave of absence, or is quitted from school or removed from the school register.
 - (2) A Recipient is deceased.
 - (3) A Recipient receives disciplinary action.
 - (4) A Recipient displays unsatisfactory behavior in academic performance or in character and conduct.
 - (5) A Recipient becomes unable to meet one of the conditions specified in Article 3.
 - (6) A Recipient can no longer pursue the Degree Program.
- 2 When the termination of the Scholarship is determined, the President shall notify the Recipient that her scholarship is to be terminated.
- 3 Besides the provision of Paragraph 1, the President may reduce the amount of the Scholarship or terminate the payment on the basis of the decision of the Committee.

(Return of the Scholarship)

Article 11: The President shall be able to request a Recipient to return whole or part of the scholarship paid already, if she falls under any of the following items.

- (1) A Recipient whose scholarship is terminated pursuant to the provision of the preceding article has committed gross negligence such as making false statements at the application to the Scholarship.
 - (2) A Recipient leaves the Degree Program in the middle for a personal reason.
 - (3) A Recipient expends improperly the scholarship.
- 2 A Recipient must promptly return the scholarship canceled upon request made pursuant to the provision of the preceding paragraph.

(Receipt of Competitive Funding)

Article 12: Notwithstanding the provision of Article 3, if it is essential for a Recipient to receive other competitive funding in order to conduct her research, she

may be allowed to apply for the competitive funding.

- 2 If a Recipient applies for any other competitive funding pursuant to the provision of the preceding paragraph, she must submit the Inquiry of Application for Competitive Funding (Appended Form 3) and obtain permission from the President in advance.

(Affairs of the Scholarship)

Article 13: Academic Affairs Office deals with the Scholarship affairs.

(Other)

Article 14: In addition to the provisions of the Guideline, any other matters pertinent to the Scholarship shall be stipulated separately.

Supplementary Provisions

This Guideline shall come into effect on January 31st, 2014.

Supplementary Provisions (April 10th, 2014)

This Guideline shall come into effect on April 10th, 2014.

Supplementary Provisions (May 21st, 2014)

This Guideline shall come into effect on May 21st, 2014.

Supplementary Provisions (August 1st, 2014)

This Guideline shall come into effect on August 1st, 2014.

Appended Table (Referring to Article 8)

Category	Monthly Payment (Unit: Japanese Yen)	Notes
1	200,000	Monthly Payment shall be determined considering research plan and research achievement etc.
2	170,000	

Appended Form 1 (Referring to Article 4)

平成 年 月 日

お茶の水女子大学博士課程教育リーディングプログラム奨励金申請書

お茶の水女子大学長 殿

申請者

専攻名：

フリガナ

氏名：

㊞

指導教員

専攻名：

職名：

氏名：

㊞

下記のとおり、お茶の水女子大学博士課程教育リーディングプログラム奨励金を受給したく申請します。

なお、受給期間中、国立大学法人お茶の水女子大学博士課程教育リーディングプログラム奨励金要項（以下「奨励金要項」という。）第3条各号に定める奨励金受給に係る基準を全て満たすこと及び申請にあたっては、虚偽の記載がないことを誓約します。

また、奨励金の受給期間中は、副専攻の履修に専念します。

記

区分	新規 ・ 継続
学籍番号	
申請者の現住所・連絡先	〒 TEL E-mail @
受給期間	年 月 日 ～ 年 月 日 (カ月)
研究題目名	

<p>受給期間中の 研究計画書</p>	<p>1 研究概要(500 字程度)</p> <p>2 見込まれる業績(500 字程度)</p> <p>3 成果など(500 字程度)</p>
<p>現在受給して いる又は貸与 を受けている奨 学金等</p>	

※受給期間は年度を超えることはできません。

※本奨励金の申請時点に奨励金要項第3条各号に定める基準を満たしていないが、
受給開始までにその基準を満たす場合、本奨励金の受給を申請することができます。

Appended Form 2 (Referring to Article 7)

平成 年 月 日

お茶の水女子大学博士課程教育リーディングプログラム奨励金辞退届

お茶の水女子大学長 殿

辞退者

専攻名:

フリガナ

氏名:

㊞

指導教員

専攻名:

職名:

氏名:

㊞

下記の理由により、お茶の水女子大学博士課程教育リーディングプログラム奨励金を辞退します。

記

辞退年月日	年 月 日
研究題目名	
奨励金金額	月額 円、 年額 円
辞退理由	

Appended Form 3 (Referring to Paragraph 2, Article 12)

平成 年 月 日

競争的資金応募伺

お茶の水女子大学長 殿

応募者

専攻名：

フリガナ

氏名：

㊞

指導教員

専攻名：

職名：

氏名：

㊞

下記の理由により、競争的資金に応募してもよろしいか伺います。

記

学籍番号	
副専攻における研究活動等と競争的資金の関係	1 応募する競争的資金の内容 2 応募理由 3 副専攻における研究活動等に与える効果

※必要に応じて応募する競争的資金に係る資料を添付してください。