

Rikkyo University International Academic Research Exchange
2024 Academic Year “Invited Visiting Scholar Program” Guidelines for Applicants

July 10, 2023
Research Initiative Center

Rikkyo University invites researchers and specialists from overseas for the purpose of enhancing Rikkyo’s academic research and educational standards, as well as furthering international academic cooperation.

1. Eligible Fields

Fields in the Humanities, Social Sciences, or Natural Sciences found acceptable by Rikkyo University

2. Eligible Candidates

Invited Visiting Scholars: Based on the expectation that research results will offer value or interest to the University, Invited Visiting Scholars must be affiliated with an overseas university or research institution. They should be individuals who either hold a full-time appointment, or who can be considered to possess superior knowledge, abilities, or achievements in a specialized field.

Host Faculty Members: Full-time faculty members at Rikkyo University, including those who hold the rank of Professor, Associate Professor, or Senior Specially Appointed Professor, Lecturer (including Chaplain, Counsellor), Specially Appointed Professor, Specially Appointed Associate Professor, Assistant Professor (excluding D/R).

3. Restrictions on Application

- 1) Faculty members may accept only one Invited Visiting Scholar in an academic year.
- 2) Applicants who were Invited Visiting Scholars at Rikkyo in the previous academic year may not apply as candidates.
- 3) Faculty members who accepted Invited Visiting Scholars in the previous academic year may not apply as Host faculty members.

* However, should there be less than 20 successful applicants, and an additional call for applications is issued, restrictions 2) and 3) will not apply.

4. Number of Applicants Accepted

20 applicants

5. Period of Stay

No less than 7 days and no more than 1 month (31 days)

The period of stay must commence and finish during the period after April 1, 2024 and before March 31, 2025.

- * The stay may not extend into the following academic year.

6. Conditions of Appointment

Invited Visiting Scholars must conduct seminars, lectures, workshops, etc. in their academic field of specialization at least once a week during their time at Rikkyo University.

- * Lectures with honorariums and lectures conducted outside Rikkyo University are not counted.
- * Host faculty members need to carry out necessary university administrative procedures for holding various programs.

7. Compensation

1) Travel Expenses

- (1) Rikkyo will provide a round-trip economy class ticket from/to the international airport nearest to the Invited Visiting Scholar's affiliated institution, limited to a maximum one-way amount of 150,000 yen. (The upper limit applies only to the airfare portion of the purchase cost of the air ticket and excludes fuel surcharges, taxes, etc., which shall be paid separately)
- (2) Rikkyo will also provide round-trip limousine bus fare between Narita/Haneda Airport and the Ikebukuro area.

2) Living Expenses (Stipend): 18,000 yen per day

- * Rikkyo will not provide the cost of transportation between Ikebukuro and Niiza Campuses even for the Invited Visiting Scholar's activities.
- * Rikkyo will not provide the cost of transportation for persons who take the Invited Visiting Scholar from/to airport.

8. How to Apply

The Host faculty member must submit the following application documents to the Research Initiative Center by email by the deadline, after receiving approval from the host college, graduate school, or institute.

1) **Application Documents:**

(1) **Application for 2024 Academic Year "Invited Visiting Scholar Program" (Word File)**

※ No seal necessary

Host faculty members need to obtain the prescribed Word document from the Research Initiative Center's website and prepare the application.

(2) **Resume/CV**

Specific highlights of professional history and research history of the candidate for Invited Visiting Scholar. In preparing the CV, the applicant should focus on areas related to the goals of the visit and select from achievements contributed within the past five years. In the case that the CV is written in a language other than English or Japanese, a Japanese translation must be attached.

(3) Email showing evidence of the Head of Faculty's approval of the application content

Applicants should submit an approval email from the relevant Head of Faculty which specifies the following within the body of the email: name and affiliation of the applicant (host faculty member), host academic unit (e.g., department name), period of the visit, visiting scholar's name and home affiliation.

2) Application Period and Deadlines:

Application period starts: September 20, 2023 (Wednesday)

Applications close: November 6, 2022 (Monday) No later than 17:00

<Deadline must be strictly observed>

3) Email address for submission

Invited Visiting Scholar Officer: researcher@rikkyo.ac.jp

9. Selections

After being screened, selections will be made by the "University-wide Research Aid Committee, Rikkyo University".

10. Criteria for Selection

Applications should show the concrete necessity of inviting an overseas researcher or specialist. The priority criteria indicated below are designed to reflect this position.

1. Preference will be given to candidates who are deemed to offer value or interest to Rikkyo University.
2. Preference will be given to candidates who are able to promote research exchange or collaboration between Rikkyo University and their home institution.
3. Preference will be given to candidates who have interacted with Rikkyo University or host faculty members prior to use of the Invited Visiting Scholar Program.
4. Preference will be given to candidates and host faculty members who have not previously taken part in the Invited Visiting Scholar Program within a certain time frame (approximately within 5 years.)
5. Effort will be made to ensure that no individual host college, graduate school, institute or candidate for Invited Visiting Scholars is unfairly favored over others (during an approximately 5-year period).

11. Decision of Acceptance/Rejection

Mid-December, 2023 (planned)

- * In the case that the University decides that it cannot accept Invited Visiting Scholars from abroad due to natural disaster, spread of infectious disease or instructions from government administrations, there is the likelihood that payments will not be made, even if such a decision occurs after approval of the application.

- * If there are less than 20 successful applicants, a second call for applications (Application Deadline: Mid-April, Selection: Late May) will be issued. Details will be publicized on the Research Initiative Center's website.

12. Invitation Procedures

Host faculty members must responsibly carry out procedures related to invitation of the Invited Visiting Scholar, make contact with him/her, and provide support during his/her stay, etc. Also Host faculty members must submit the "Implementation Plan of the 2024 Academic Year 'Invited Visiting Scholar Program'" two weeks before arrival and the "Report of the 2024 Academic Year 'Invited Visiting Scholar Program'" within one month after completion of the program.

The Research Initiative Center will arrange an air ticket, an ID, a library card, and a Wi-Fi access ID for use on campus. Under the Invited Visiting Scholar Program, the Center will not provide a private office or assist with accommodation reservations.

13. Additional Notes

- 1) Rikkyo University's contribution to travel expenses cannot be combined with other research grants, etc. during the invitation period.
- 2) If the Invited Visiting Scholar will be accompanied by family members when visiting Japan, the passport information of the accompanying members may be requested after approval of the application. Necessary expenses for family members, such as travel and living expenses, shall be borne by the Invited Visiting Scholar.
- 3) Any member of "University-wide Research Aid Committee, Rikkyo University" who applies for the program as a host faculty member needs to inform the Research Initiative Center when submitting the application.
- 4) Candidates for Invited Visiting Scholar status who intend to obtain technical skills (Design, Manufacturing, Specification) restricted under the Foreign Exchange and Foreign Trade Act need to obtain approval in advance from the Ministry of Economy, Trade and Industry. The Host faculty member should confirm the items below on the website of the Research Initiative Center:

1. Whether the candidate is affiliated with an institution on the End User List
2. Whether it is allowable for the candidate to pursue research related to restricted technical skills (Design, Manufacturing, Specification).

If any of these apply, it will be a condition of acceptance that the candidate not acquire restricted technical skills during the period as an Invited Visiting Scholar. If there are any concerns, advice should be sought from the Research Initiative Center prior to application.

※1 Export Control for National Security Handbook(Requires V-Campus ID and password)
<https://www3.rikkyo.ac.jp/research/initiative/export/papers/#handbook>

※2 End User List <https://www.meti.go.jp/policy/anpo/law05.html#user-list>

14. Contact/Submitting Documents

Research Initiative Center

(2nd Floor of Building No. 12 at Ikebukuro Campus, 3rd Floor of Building No.6 at Niiza Campus)

Contact: Wakana MOMOSE (Ms.) / Megumi TANAKA(Ms.)

Tel: 03-3985-4674 (Ext. 4674) E-mail: researcher@rikkyo.ac.jp

International Academic Research Exchange Website:

<https://www3.rikkyo.ac.jp/research/initiative/aid/interior/international/>

- * In the case of discrepancies between the meanings or wordings of any translated version of this guideline, the meanings and wordings of the Japanese (original) version shall apply and prevail.