



2018 AUE Visiting Academic/Clerical Staff Program

Application Guideline

1. Purpose

Aichi University of Education (AUE) will invite academic/clerical staff (hereinafter referred to as "Visiting Staff") from AUE's sister universities/institutions to promote international exchange of academic research and staff training.

2. Subject fields

- Academic staff majoring in humanities, social science, natural science, art and sports.
- Clerical staff for all types of administrative work

3. Qualification for Application

- (1) A person who works for one of AUE's sister universities/institutions as a full time academic/clerical staff.
- (2) A person with excellent research performance (or job experience for clerical staff) who is recommended by the head of the university/institution that he/she belongs to.
- (3) A person who has clear research objectives (or training objectives for clerical staff) and enthusiasm toward international exchange activities.
- (4) A person who is able to have daily conversation in English or Japanese.

4. Visiting Period and Number of visiting staff accepted

3 persons in total

- (a) between Jun. 2018 and Aug. 2018 : 1 person
- (b) between Sep. 2018 and Nov. 2018 : 1 person
- (c) between Dec. 2018 and Feb. 2019 : 1 person

Note:

- Applicants for Visiting Academic Staff status can choose their visiting period ranging from 80 days up to 89 days.
- Applicants for Visiting Clerical Staff status can choose their visiting period ranging from 30 days up to 89 days.
- The number of applicants recommended by one sister university/institution is one.

5. Expenses covered by AUE

- (1) Travel expenses: Actual expenses for economy-class roundtrip air ticket between the airport nearest from the applicant's university/institution and the Chubu International Airport. (Maximum 300,000 yen.)
- (2) Living expenses: 5,000 yen per day (tax-exempt)

【Accommodation】

On-campus accommodation will be provided with Individual charge:

International house (single room, monthly rates: 7,927 yen/month)

Note:

- Utilities (water, gas and electricity) are not included.
- Visiting staff are required to pay a cleaning fee of 15,000 yen and Incidental cost (the bedding sets' fee, etc.) of 6,500 yen upon moving in.
- Internet connection fee: 900 yen/ month

6. Documents to be submitted

- (1) "Application for 2018 AUE Visiting Academic/Clerical Staff Program"
- (2) Letter of Recommendation signed by the head of the applicant's university/institution

7. Application Procedure

The division in charge of international affairs of the applicant's university/institution is requested to submit the documents (PDF) mentioned in 6. above to the Center for International Exchange, Aichi University of Education (kokusaikoryu@m.auecc.aichi-edu.ac.jp) during the below-mentioned application period.

(*Direct applications are not accepted.)

8. Application period

Tuesday, March 20, 2018 to Monday, April 9, 2018

9. Notification of Result

The result is announced to the head of the applicant's university/institution or the applicant by late April, 2018.

10. Obligation of Visiting Staff

- (1) Visiting staff are required to conduct the research/administrative work they applied for beforehand and submit a report of the research/training results to the AUE president after completion of the Program.
- (2) Visiting staff are required to interact with AUE academic staff and students in a positive manner, participate in classes and deliver lectures.
- (3) After completion of the program, visiting staff are encouraged to promote international exchange activities between their universities/institutions and AUE.

11. Personal Information Protection

Personal information included in the application documents is strictly controlled pursuant to AUE Personal Information Handling Rule and is used exclusively for the purpose.

12. Others

- (1) Incomplete or late applications will not be considered.
- (2) Family members are not allowed to accompany visiting staff.
- (3) Applicants (for Visiting Academic Staff status) are strongly recommended to find a AUE host researcher they wish to work with. (※Please write the name of the AUE host researcher in the application form.)

If the AUE host researcher is not available, AUE will try to find a suitable researcher based on the applicant's research interest.

The details of AUE researchers can be found on the following website.

(<http://souran.aichi-edu.ac.jp/souran/index.html?hl=en>)

※In the case of Visiting Clerical Staff, the AUE Center for International Exchange will be responsible for their training.

- (4) In the case that the selected applicant damages or loses the property of AUE either intentionally or by gross negligence, the selected applicant shall pay for such damage or loss.
- (5) AUE shall not be liable for any illness or injuries sustained by the selected applicant.
- (6) The selected applicant shall comply with the rules and regulations of AUE.
- (7) The selected applicant needs to sign the written consent based on the above contents.
- (8) If the selected applicants need apply for a Japanese visa, please contact the nearest Japanese Embassy/Consulate General for detailed information on the application procedures and required documents before they decide the visiting period.
- (9) The selected applicant must purchase the traveler's insurance before departure from home country.

13. Contact

Center for International Exchange,
Aichi University of Education
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