

Kumamoto University Ph.D. Work-Scholarship Guideline

Purpose

Kumamoto University offers half-tuition Ph.D. work-scholarships to students with superior academic records who are enrolled in Ph.D. programs (except Master's courses and School of Law). Recipients of this work-scholarship will be employed as Research Assistants or Teaching Assistants (referred hereafter as RA/TA) to strengthen education and research at the university.

Status of recipients

Each recipient will become either an RA or TA, as decided by the Dean of their Graduate School.

Candidate eligibility

To be eligible to receive the work-scholarship, the applicant must be currently enrolled in a Ph.D. Degree program at Kumamoto University. However, the work-scholarship cannot be awarded to the following types of applicants:

1. Those who receive a tuition waiver of one-half or more of their tuition fees
2. Students with national scholarships, those who have been sent from governments, or those with a full-tuition waiver based on a university-level exchange program
3. Those who are on an employer-funded study, or those who receive a salary from an employer
4. Students in the *JSPS Research Fellowships for Young Scientists* programs
5. Those who receive any scholarship that covers one-half or more of their annual tuition fees (exempt payments)
6. Students who have been subject to disciplinary action
7. Students who receive a salary from Kumamoto University that covers one-half or more of their annual tuition fees
8. Those who do not wish to be employed as an RA/TA by Kumamoto University

Application procedures

1. Applicants who wish to receive the work-scholarship must submit the following application documents to the Dean of their Graduate School after consultation with their current supervisors:
 - Application Form (attached Form 1)
 - Research Proposal (as a rule, this form should be the same as the application form for the 'JSPS Research Fellowships for Young Scientists' programs)

Note 1) With regard to students who have prepared an exceptional Research Proposal, their supervisors can recommend them to the *JSPS Research Fellowships for Young Scientists* programs.

Note 2) At Graduate Schools where Master's courses are not available, the Deans of each Graduate School will determine what form is to be submitted.

2. Employment as an RA/TA under this work-scholarship program will be carried out every term - spring (April) term / autumn (October) term. The application deadlines are the last day of May for the spring (April) term and the last day of September for the autumn (October) term. Those who have applied for the previous term do not need to submit a Research Proposal for the autumn (October) term.
3. The application deadline for applicants who are not eligible for a tuition waiver or who are being considered for autumn admission will be decided by the Dean. As a rule, the deadline will be roughly one month after the tuition waiver selection or autumn admission.
4. Each candidate will be screened by the Dean of their Graduate School, who will examine the Application Form as well as the Research Proposal. The Dean will then submit advice on employment to the President.

Selection

Final selection will be carried out by the President on the basis of the Dean's advice.

Working hours

The working hours for an RA/TA are a maximum of 20 hours per week, a total of approximately 100 hours per term. For those students who have been hired or will be hired by Kumamoto University under different employment schemes, their working hours must be calculated by half-tuition hours minus salary hours.

Termination

The employment will terminate when:

- The recipient takes a leave of absence or withdraws from the university
- The recipient is missing or unavailable
- The recipient is found to be disqualified during the hiring period

Employment/compensation/duties

Conditions for employment, compensation and duties of each RA/TA under this work-scholarship are stipulated in the *Kumamoto University Research Assistant Guidelines* and *Kumamoto University Teaching Assistant Guidelines*.

Administration

The work-scholarship will be managed by Planning Division of Kumamoto University.

Others

The work-scholarship is effective from the 1st of April 2009, and is open to those students who are enrolled in AY2009.