



**Application Guideline of
Subsidies for 2011 Educational Tour for Singaporean Students to Japan**
(This programme is funded by the Japan-East Asia Network of Exchange
of Students and Youth (JENESYS) Programme)

1. Aim and general outline of this programme:

1) Aim of this programme

This subsidized Educational Tour programme for Singaporean Students to Japan (hereinafter called the “programme”) aims to further engage in and diversify exchange between Singapore and Japan, and eventually to deepen its friendly and cooperative relationship between the two countries. This aim is in accordance with fundamental principles of the Japan-East Asia Network of Exchange for Students and Youths (JENESYS) programme to help lay the stalwart foundation for a common future vision and solidarity in East Asia and promote mutual understanding among younger generation in the region through youth exchange. This programme is expected to be continued until the year 2011.

2) Background of the JENESYS programme

At the Second East Asia Summit (EAS), which was held in January, 2007, Mr. Shinzo Abe, the then Prime Minister of Japan, announced a plan to implement a 35-billion-yen youth exchange programme, inviting about 6,000 young people to Japan mainly from the EAS member states (ASEAN, Australia, China, India, New Zealand, and the ROK) every year for five years, with a view to establishing a basis of Asia’s stalwart solidarity by expanding youth exchange. Based on this plan, the Government of Japan has launched the JENESYS programme in 2007.

2. Definition of eligible Educational Tour:

Educational Tour to Japan which will be planned and carried out by educational institutions such as secondary school, polytechnic, junior college or university etc. in Singapore, which should be carried out within the period described below (article 6).

3. Definition of Eligible Candidates:

Student at the time of each educational tour only; any escorting teacher has no eligibility.

4. Amount of Subsidies:

A total of one thousand Singapore Dollars (S\$ 1,000) per Participating Student.

5. Scheduled number of students for this year:

500 students (20-25 schools)

6. Tentative schedule of eligible tour period, application period and notification of the result:

1) 1st Period

Eligible tour period : September, 2011 —December, 2011

Application period : 1 July, 2011 —31 July, 2011

Notification of the result : Middle of August, 2011

Briefing session : Middle of August, 2011

2) 2nd Period

Eligible tour period : November, 2011 —December, 2011

Application period : 1 September, 2011 —15 October, 2011

Notification of the result : Late October, 2011

Briefing session : Late October, 2011

3) 3rd Period

Eligible tour period : June, 2012

Application period : 1 February, 2012 — 29 February, 2012

Notification of the result : Middle of March, 2012

Briefing session : Middle of March, 2012

7. Requirement for Subsidies:

To apply for this programme, following conditions should be satisfied;

- 1) Destination of educational tour should be Japan.
- 2) Applicant should be a secondary school, polytechnic, junior college or university etc. in Singapore. Individual applications are not accepted.
- 3) Subsidized students (excluding escorting teachers hereinafter called the “Participating Students”) should be Singaporean or Permanent Resident (PR): provided, however, that any and all Participating Students having PR should come only from ASEAN countries. More than three quarters of the total number of Participating Students should be of Singapore nationality in principle.
- 4) The number of students participating in educational tour, excluding escorting teachers, should be between fifteen (15) and twenty five (25) students in principle. More than twenty five (25) students will not be subsidized even though more than

twenty five (25) students participate in the tour.

5) Educational Tour should be carried out among the following period.

1st eligible tour period : September, 2011 – December, 2011

2nd eligible tour period : June, 2012

Duration of stay in Japan should be six-day and five-night or more. Flying overnight can be included to the tour period.

6) The tour consists of educational activities such as inter-school exchange. Homestay is highly appreciated, although it is not a strict requirement.

7) Visit to the Ministry of Foreign Affairs of Japan is advisable if the programme is implemented in Tokyo or its neighboring province, although it is not an essential requirement. After the notification of the result, the visit to the Japanese Ministry of Foreign Affairs will be arranged by the Embassy of Japan in Singapore.

8) Participating Students are responsible for purchasing overseas insurance equivalent to or more than the insurance category described in the attachment on their own accord.

9) The Number of escorting teacher should be restricted from 2 to 3 persons in principle considering the balance with the number of Participating Students. Any escorting teacher has no eligibility to be subsidized as described on article 3.

8. Documents required:

Please prepare the following documents for application.

Form1 and Form2 below have designated formats. Each form is available for download from the English website of Japan International Cooperation Center (JICE), the secretariat of this programme (http://jice.org/e/jenesys_sgp/index.htm) .

1) Application form (Form1)(hard & soft copy)

2) Itinerary of educational tour and detailed schedule (hard & soft copy)

3) List of Participating Students (Form 2)(hard & soft copy)

(Participating Students' nationality should be stated. And, for non-Singaporean, proof of permanent residence in Singapore should be attached)

*In case the participants have not been decided at the time of application, it is not necessary to submit the list of names. (It should be submitted at least one month before the date of the tour). However, in such a case, please submit the following three items instead of the list of names.

- Reason/s for requesting a subsidy
- Criteria and method for selecting participants
- Purpose of the educational tour to Japan

- 4) Recommendation letter from the principal of the applicant institution with his/her signature.
- 5) Document describing past educational tours organized by the applicant institution.
- 6) Document indicating total participation fee for the educational tour such as an estimate sheet issued by the travel agent.
- 7) Document detailing the travel agent such as company's outline, the name of the person in charge, emergency contact number, etc.
- 8) Document detailing overseas insurance that has been, or will be, purchased by the applicant such as the name of insurance company, category and contents of insurance, etc.

9. Notes on the application:

- 1) As for the documents 1) Application Form, 2) Itinerary of educational tour and detailed schedule and 3) List of Participating Students indicated in article 8, electronic data ([Excel] or [Word] format) shall be submitted as well. Please send CD or USB flash memory that contains the above mentioned data together with the application documents.
- 2) Please note that the application will be invalid if documentation is incomplete.
- 3) Applicants are requested to keep a copy of all of the documents.
- 4) Documents will not be returned regardless of the result.

10. Application and inquiries:

Please send your interest of application to the address below by email.

Thereafter, JICE will send the information regarding the method for sending the documents.

International Exchanges Division, International Exchanges Department

Japan International Cooperation Center (JICE)

E-mail: jenesys-sin@jice.org

Fax: +81 3 5925 7531

11. Procedure after the application period:

- 1) Selection will be carried out after the deadline of each application period. Each applicant institution will be notified of the result by post.
- 2) Tentative offer of subsidies will be sent to the selected schools only.

For the schedule of notification, please refer to the article 6.

- 3) The date and place of the briefing session will be notified by the secretariat. The Absence at this session shall be regarded as withdrawal.
- 4) The list of participants should be submitted to JICE at least one month before the starting date of the tour. If submission is not made by the due date, the tentative offer of subsidy will be canceled.
- 5) Agreements upon the Use of Personal Information (designated form prepared by JICE) signed by every Participating Student and escorting teacher should be submitted after the notification of the examination result. The personal information provided by applicant for this programme should be used in accordance with the provisions of Japanese Act on the Protection of Personal Information.
(See http://www5.cao.go.jp/seikatsu/kojin/index_en.html, for details)
- 6) Seventy five percent (75%) of the subsidy will be transferred to the designated account approximately two weeks before the actual educational tour departure date. The transfer should be checked by each applicant. The designated bank account shall not be a private account but an official school bank account. Please note that transfer of subsidies will not take place in cases where the schedule or participants' name have yet been confirmed.
- 7) The remainder of the subsidy (25%) will be transferred promptly to the designated bank account after confirmation of the submission of the report from the applicant.

- The following procedures will be taken after the notice of tentative offer of subsidy;
The schedule indicated below is subject to change.

Tentative offer of subsidies



Briefing Session

(Absence shall be regarded as withdrawal)



Submission of 'Agreements upon the Use of Personal Information'



Transfer of subsidies

(Seventy five percent (75%) of total subsidies will be transferred two weeks before the actual educational tour departure date in principle.)



Implementation of educational tour



Submission of report

(within one month after the educational tour. The remainder of the subsidies will be transferred after acceptance of the report from applicant.)

12. Criteria of examination:

Examination will be carried out with the following three points.

Please note that these criteria are only reference materials for the examination. Even if the criteria are fulfilled, adaptation is not guaranteed. Inquiries about process and reason for the decision to the result will be confidential.

1) Purpose of educational tour:

-Whether proposed educational tour is to promote friendly relationship between Singapore and Japan and to deepen well-balanced understanding of the various aspects of Japanese culture.

2) Content of educational tour:

- Whether the programme of educational tour is in accordance with the purpose and condition of this programme.
- Whether plan of the educational tour is detailed.

3) Implementation system:

- Whether the schedule of educational tour is specific and concrete.
- Whether the estimate cost is reasonable.

13. Ineligible Educational Tour:

Each of the following educational tours to Japan should not be eligible for applying subsidies.

- 1) Profit or commercial oriented
- 2) Religious purpose (such as missionary purpose, etc.)
- 3) Political purpose (such as political activities, election campaign, etc.)
- 4) Relatively no significant effect or no contribution to promote friendly and cooperative relationship between Singapore and Japan

14. Submission of implementation report:

Implementation report with the form designated by the secretariat should be submitted to the secretariat within one month after the educational tour. Materials mentioned below should be attached to the implementation report. Please note that

photographs, etc., submitted to the secretariat may be used on the web sites of the Embassy of Japan in Singapore or JICE.

- 1) Final list of the participants (hard & soft copy)
- 2) Final itinerary (hard & soft copy)
- 3) Photographs (hard & soft copy)
Approximately six photos of interaction with Japanese student and home-stay family, Cultural or other performance by the participants, Discussion, Observation trip, Group gathering, Courtesy visit to Japanese Foreign Ministry etc.
- 4) A copy of the receipt for the total expense of the tour (hard copy only)
- 5) Airplane ticket stubs for all Participating Students (two stubs per participant)(Original)
- 6) Pre-tour and Post-tour questionnaire filled out by all Participating Students (hard copy only)
- 7) Tour report / booklet made by the subsidized educational institution besides this implementation report (if any)
- 8) Media coverage/ article (if any)

15. Location where the implementation report should be submitted:

International Exchanges Division, International Exchanges Department
Japan International Cooperation Center (JICE)
Nishishinjuku KF Bldg., 3rd Floor
8-14-24 Nishi-shinjuku, Shinjuku-ku, Tokyo 160-0023

16. Subsidies for the same institution:

Under the consideration of fairness, public interest and limited budget allocation, subsidies are given to the same institution only once per fiscal year, in principle. However, subsidies may be given to the same institution if they have received subsidies in different fiscal year.

17. Cancellation of the approval and obligation of the restitution of subsidy:

- 1) Please inform the secretariat by e-mail as soon as possible in the event of cancellation of the subsidized educational tour or change of the contents of the educational tour including schedule or number of participants.
- 2) Please inform the secretariat by e-mail in the event of changes of the Participating Students. Changes may be approved if the replaced participants satisfy the requirements for this programme.
- 3) Under the circumstance where the number of participants decreases, the applicant concerned is obliged to make restitution of subsidy by the number of

decrease.

- 4) In each of the followings, the whole or a part of decision of subsidy may be cancelled, and the applicant concerned may be required to retribute whole or a part of the subsidy received;
 - the implementation report described in the Article 14 is not be submitted within due date;
 - the applicant is found to have received the subsidy mendaciously or by means of any other unfair procedure;
 - the subsidy is found to be used for any purpose other than for the educational tour to Japan, or in violation of the contents, conditions or instructions for the admission of the subsidy; or,
 - the applicant is found not to implement whole or a part of the subsidized educational tour.
 - The requirement of application can't be fulfilled.

18. Miscellaneous:

- 1) The applicant should, at its own responsibility and costs, make the plan of subsidized educational tour, take schedule coordination, book appointments at hotels or homestays, etc., purchase suitable overseas insurance, take appropriate and necessary procedures to emigration and immigration of Singapore and Japan, or take any other necessary procedure or preparation. Japanese Government, the Embassy of Japan in Singapore and JICE should in no manner be liable for such matters and procedures.
- 2) Any loss or damages incurred by the applicant or the participants due to any accident, theft, crime or any other reason during the subsidized educational tour should, regardless of such reason, be borne by the applicant and/or the Participants. Japanese Government, the Embassy of Japan in Singapore and JICE should in no manner be liable for such losses and damages.
- 3) Any dispute arising out of the application and admission of, or relating to, this programme between the applicant or participants and Japanese Government or JICE should be governed by and construed in accordance with the internal laws of Japan, without regard to principles of conflicts of laws, and should be subject to the exclusive jurisdiction of the applicable courts in Japan.