

Guidelines for Grants from the Program for Leading Graduate Schools at Tokyo
Institute of Technology

March 2, 2012

Revised: November 26, 2012; January 31, 2013; August 1, 2014; February 5, 2016;
May 13, 2016

Article 1: Purpose

These guidelines concern grants provided to students as financial aid through the "Program for Leading Graduate Schools" at Tokyo Institute of Technology ("Institute").

Article 2: Definitions

Below are terms used in these guidelines and their respective meanings.

- i. The term "Academy" refers to the organizations as prescribed in Article 29, paragraph 1, items ii to v of the National University Corporation Tokyo Institute of Technology Organization Management Regulations (Regulation No. 81 of 2015).
- ii. The term "Educational Program" refers to the educational programs as prescribed in Article 30, paragraph 1 of the Tokyo Institute of Technology Graduate School Regulations (Institute Regulation No. 4 of 2011; "Graduate School Regulations").
- iii. The term "Student" refers to a student enrolled in an Educational Program.

Article 3: Grant Payment

The grant may be provided to Students who have been selected for their academic achievements and are eligible to receive a degree from an Educational Program. The grant will be paid throughout the standard term of the doctoral program as specified in Article 6, paragraph 1 of the Graduate School Regulations. The grant will enable Students to commit to their educational research.

Article 4: Conditions to Receive Grant

The Student must meet the following conditions to receive the grant.

- i. The Student must be continuously enrolled in an Educational Program for one year or longer after the grant payment begins.
- ii. The Student must not receive any financial aid, whether it be a grant or a loan, from the Japanese government or the Institute (excluding tuition assistance approved by the Institute).
- iii. The Student must not engage in any part-time work as a general rule.

- iv. The Student must submit a Confirmation of Enrollment in an Educational Program, approved by his or her academic supervisor, to the Director of the Academy that offers the Educational Program in which he or she is enrolled ("Academy Director") every month.

Article 5: Grant Application

A Student seeking to receive the grant must separately submit the designated documents to the Academy Director by the date specified.

Article 6: Selection Process

The Academy Director will determine who will receive grants after discussions with the Academy Management Committee ("Committee").

2. The Academy Director will publicly announce the names of the Students who have been selected to receive grants ("Receiving Student") before the payment begins.

Article 7: Amount of Grant

The amount of the grant will be separately specified by the Academy. However, the monthly amount per Receiving Student must not exceed 200,000 yen.

2. Notwithstanding the provisions of the preceding paragraph, a Receiving Student who is recognized for his or her excellence by the Academy Director may receive a maximum of 240,000 yen per month after discussion with the Committee.

Article 8: Payment

As a general rule, the monthly grant will be paid on the 17th of the month. (Payment will be made on the 15th, 16th, or 18th if the 17th falls on a Sunday, Saturday, or national holiday, respectively.) The monthly grant will be transferred to the bank account designated by the Receiving Student.

2. Notwithstanding the provision of the preceding paragraph, if payment is not made for reasons such as facts pertaining to the conditions to receive the grant not being able to be verified before the designated payment date, payment will be made on the payment date of a later month.

Article 9: Termination of Grant

If any of the following items applies to a Receiving Student, the Academy Director may suspend or terminate grant payment after discussion with the Committee. The suspension or termination will take effect from the day following the occurrence of the event.

- i. The Receiving Student takes a leave of absence, leaves the Institute,

- or is expelled.
- ii. The Receiving Student receives disciplinary action.
 - iii. The Receiving Student displays unsatisfactory academic performance, character, or conduct.
 - iv. The Receiving Student fails to submit a Confirmation of Enrollment in an Educational Program specified in Article 4, paragraph 1, item iv.
 - v. The Receiving Student is no longer eligible to receive a degree from the Educational Program after evaluation by the Academy.
 - vi. The Receiving Student is no longer enrolled in the Educational Program after evaluation by the Academy.
2. If a Receiving Student departs, the Academy Director will discuss this with the Committee and suspend grant payment from the month following the passing of the Student.

Article 10: Return of Grant

The Academy Director will be able to request the return of the canceled grant from the Receiving Student who was terminated pursuant to the provision of the preceding paragraph.

2. The Student must promptly return the canceled grant upon request.

Article 11: Grant with Special Conditions

If deemed necessary, the Academy Director may, after discussion with the Committee, continue to provide the grant for up to one year as long as the Receiving Student remains enrolled in the Educational Program, even if his or her grant has been terminated in accordance with the provision of Article 9, paragraph 1, item v.

Article 12: Payment of Competitive Research Fund

Notwithstanding the provision of Article 4, paragraph 1, item ii, the Receiving Student may be allowed to apply for other competitive research funding if it is essential to conduct research.

2. If the Receiving Student applies for any other competitive research funding pursuant to the provision of the preceding paragraph, he or she must follow the designated procedure and obtain permission from the Academy Director.

Article 13: Grant Termination Due to Special Circumstances

The Academy Director may, after discussion with the Committee, terminate the grant payment or reduce the amount due to budget circumstances, etc.

Article 14: Other Matters

If the Receiving Student studies abroad for a long period or participates in an

internship, the Academy Director may provide him or her with necessary expenses (including accommodation) separate from the grant within the budget.

Article 15: Miscellaneous Provisions

In addition to the provisions of the guidelines, any other matters pertinent to the grant payment will be stipulated separately.

Supplementary Provisions

These guidelines come into effect on April 1, 2012.

Supplementary Provisions (November 26, 2012)

These guidelines come into effect on November 26, 2012.

Supplementary Provisions (January 31, 2013)

These guidelines come into effect on February 1, 2013.

Supplementary Provisions (August 1, 2014)

These guidelines come into effect on August 1, 2014.

Supplementary Provisions (February 5, 2016)

These guidelines come into effect on April 1, 2016.

Supplementary Provisions (May 13, 2016)

These guidelines come into effect on April 1, 2016.