

JST Sakura Science Plan

“Young Leaders' Workshop Training on Geo-Disaster Science and Mitigation Technologies”

*For the graduate students of
Tribhuvan University Institute of Engineering (Nepal),
Tribhuvan University Central Department of Geology (Nepal),
Kathmandu University (Nepal),
Peradeniya University (Sri Lanka), and
Hasanuddin University (Indonesia)*

1 – 9 Feb 2018
Ehime University, Japan

Terms of Reference

(Students Selection Procedure and a few other relevant information)

The following points must be considered while selecting the students interested in participating in this program.

- Selection Committee:** A three member Students Selection Committee led by the counterpart faculty (as identified at the time of application for the program) member will have to be formed at each participating institution, i.e., Tribhuvan University Institute of Engineering of Nepal (*hereinafter* TU-IoE), Tribhuvan University Central Department of Geology of Nepal (*hereinafter* TU-CDG), Kathmandu University of Nepal (*hereinafter* KU), Peradeniya University of Sri Lanka (*hereinafter* PU), and Hasanuddin University of Indonesia (*hereinafter* HU). Other two members of the committee shall be appointed by the counterpart faculty member from the same institution, preferably working in or associated with the field of disaster risk reduction.
- Application call:** The Student Selection Committee will have to call for application from interested graduate students (i.e., master program students) studying disaster-related topics, preferably with science and engineering background.
- Age and past Japan visit restrictions:** The applicants (students) must be under 40 years of age and must not have visited Japan in the past.
- Application documents:** The application material will consist of i) a filled out specified form including academic and job histories (if any), ii) academic transcript of immediate previous course attended (i.e., Bachelor program or master program first year course), and iii) a write up on the applicant's knowledge and interest in disaster science, technology, research, and education on a specified format.
- First-stage evaluation:** First stage evaluation will be based on the submitted application materials. The application materials will have to be assessed and categorized in three classes: A, B, and C. Applicants in A and B categories will only be called for second stage evaluation while a C will be disqualified.
- Second-stage evaluation:** Second-stage evaluation will consist of face-to-face interview by the Selection Committee members for about 10 minutes per applicant. The interview questions will have to be the same for all applicants, but in addition a few extra questions may be asked on the basis of the write up content. Interview mark will be given in a maximum limit of 100, and the successful applicants will be selected on the merit basis of the interview marks.
- Marking reference:** A well prepared application form, excellent marks in immediate previous course (i.e. >75%), and impressive write up will get an “A,” a well prepared application form, good marks in immediate previous course (i.e. 60% to 74%), and impressive write up will get a “B,” and a poorly prepared application form and poor write up will get a “C” regardless of the marks in immediate previous course.

8. **Number of students:** A total of 20 graduate students will be invited from the participating institutions, and it will consist of 4 graduate students from TU-IoE, 4 graduate students from TU-CDG, 4 students from KU, 4 graduate students from PU, and 4 graduate students from HU.
9. **Students' gender balance:** The selected male and female students must be proportionate (in round figures) to the number of male and female applicants.
10. **Faculty members:** One faculty member from each participating institution will be invited in this program to lead the teams of graduate students. All faculty members must be under 40 (age) and must not have visited Japan in the past while this restriction does not apply for one faculty member from Nepal, who will have to play the role of team leader of the program.
11. **Cancellation after confirmed selection:** It is strictly undesirable that any selected student/s and/or faculty member/s cancel his/her/their visit after the final list is sent to Ehime University. As it is associated with confirmed domestic ticket booking and visa application paper preparation, any cancellation will result in payment of direct cost in cancellation of booked ticket/s. The Selection Committee will have to explain this to all participating students and faculty members.
12. **Language to be used in the program:** English will be the main medium of instruction during the program. However, local field visits and a few lectures will be conducted in Japanese along with English interpretation. So, it is desirable that the participants have a good command in English.
13. **Financial aspects:** The organizers will pay all cost involved in this program except for visa application fee, domestic travel cost in the participants' home country, and any other cost incurred while still in the home country.
14. **Air tickets:** The participants will have to purchase the international tickets themselves and bring the payment receipt for reimbursement. Domestic ticket inside Japan will be purchased by Ehime University and sent to all participants.
15. **Hotel:** Hotel for all participants will be booked by Ehime University but payment will have to be made by the participants themselves. Ehime University will pay a daily allowance of about 11,500 yen per day including the hotel cost to each participant.
16. **Schedule for selection:** The following schedule will have to be **strictly** followed during the selection procedure. (*Note:* Any delays in the selection process may result in difficulties during post-selection formalities such as ticketing, visa application, etc.)

2017.10.23	Acceptance of the TOR (<i>by the counterpart faculty members</i>)
2017.10.26	Formation of Student Selection Committee and confirmation of the faculty members to be invited
2017.10.26	Call for application from the interested graduate students
2017.10.30	Application deadline (until 17:00 local time)
2017.11.1	Publication of first list of selected students (document-based assessment)
2017.11.6	Second stage evaluation (Interview)
2017.11.7	Publication of final list of selected students
2017.12.9	Confirmation of participation by the selected students
2017.11.10	Confirmed list of students and faculty members is sent to Ehime University along with scanned copies of all participants' passport (Note: Please note we may not have time to make passport after the selection and it will be late if we process to get passport after the selection. So, it is desirable that we pick up only those who already have passports)