

## About procedures of domestic travel and research

To conduct research (fieldwork, literature research, internship, etc.) in Japan as a graduate student at Kyoto University, the following procedures are required. Please adhere to the deadline.

- Please submit the required documents at least two weeks before departure (strict adherence).
- If you complete all the procedures by the deadline, *Gakkensai* (personal accident insurance for students pursuing education and research) may be applied, but in the case of unsafe fields, please be sure to take out domestic travel insurance individually.
- From the research planning stage, proceed in consultation with your supervisors.

### Required documents

#### When receiving support from the Domestic Explorer Program

(Please submit to “Center for On-Site Education and Research” (*Shienschitsu*))

【Two weeks before departure】

- Notification of Domestic Travel and Research Plan
- University’s Travel Form

【Within three weeks after the end of the travel】

- Report

#### When using private expenses or other than the Domestic Explorer Program (such as *Gakushin*)

(Please submit to the Student Affairs Office)

【Two weeks before departure】

- Notification of Domestic Travel and Research Plan

【Within three weeks after the end of the travel】

- Report

### About the description of the Notification of Domestic Travel and Research Plan

- (1) Purpose  
“On-site research” includes fieldwork and literature search.
- (2) Period

If the schedule is not continuous, please write the details on a separate sheet (free format) and submit it.

- (3) Destination

Please write in detail as far as you know the name, the address, etc.

- (4) ASAFAS credit from the travel

If you have already obtained the “On-site Seminar” by on-site research, please check the “Guided Research”. (Please see the Student Manual for requirements for On-site Seminar I, II, and III.) If you have already obtained the “Open Seminar” for presentations at academic conferences, please check “Guided Research”.