

Guide to Various Procedures

Fieldwork Manual

Travelling Overseas for Fieldwork

This manual is designed to be used by students of the Kyoto University Graduate School of Asian and African Area Studies (ASAFAS) when undertaking fieldwork and similar activities overseas. It sets out fundamental ideas of fieldwork, as well as the procedures necessary prior to departure, and ways to deal with unforeseen situations while staying abroad.

1. Fundamental Ideas

- (1) ASAFAS conducts education and research based on fieldwork in order to promote interdisciplinary area studies going beyond ordinary frameworks of academic disciplines. Among our activities for such education and research, fieldwork has great importance. One of the main reasons that we offer a five-year integrated program is to enable students to undertake long-term fieldwork, and we believe such fieldwork will facilitate area studies research that grasps the ecologies, societies, and cultures of Asia and Africa in a comprehensive manner.
- (2) ASAFAS provides students undertaking fieldwork with necessary and sufficient research supervision and accurate information. Students should make efforts to grasp the content thereof fully before departure, and make periodic reports on their activities to ASAFAS and their supervisors while staying abroad.
- (3) The planning and implementation of fieldwork should be connected organically with each student's research topic, framework, and plans. For this purpose, it is essential to formulate a solid fieldwork plan before departure.
- (4) In order to establish themselves as researchers or expert practitioners, students are required to conduct themselves responsibly and with the awareness expected of an adult not only in their fieldwork but across all their research activities.
- (5) Students should exercise moderation and afford priority to health and safety and accomplishment of their research goals during fieldwork. In the unlikely event of an emergency, ASAFAS will furnish all possible support. This is another reason why students must be sure to submit all documents required for the procedures to travel abroad and related information prior to departure.
- (6) Even with adequate measures, a variety of things can happen in the field. While some unexpected fresh turns of events may please us, some others may turn out to be dreadful encounters. Such experiences are themselves part and parcel of fieldwork activity and subjects thereof. Encountering many different situations, gaining experience, and cultivating a capacity to adapt flexibly are essential to students' growth as a researcher or expert practitioner. The experiences gained through fieldwork should be used to the full. However, depending on the experiences you encounter, it may be better to consult with someone immediately. Please do not hesitate to consult with a faculty member without making a self-judgment.

2. Categories of Overseas Travel

There are 5 categories of overseas travel by students, as shown in the table below. It is essential to register your overseas travel online in KUIESM and also upload the required documents in all cases, even travel for private purposes. Confirming the whereabouts of students travelling abroad is crucial for risk management and safety in the graduate school where fieldwork is a cornerstone of education and research. Please be aware of this necessity and be sure to travel only after completing online submission in KUIESM and receiving approval from ASAFAS.

◎ : Essential ○ : Recommended – : Voluntary

Category	Submission of necessary documents in KUIESM (To the Dean, main supervisor and Division Office via Student Affairs Office: SAO)	Confirmation by the main supervisor (Signature or seal on “Research plan check sheet-Pledge”)	Application of travel insurance by the student	Application of “rescue insurance” by the SAO	Remarks
Fieldwork, supported by public fund	◎	◎	◎	◎	Submission of other documents may be required depending on the support program
Fieldwork with private fund	◎	◎	◎	◎	
Private trip with private fund	◎ *	–	○		*KUIESM registration only.
Overseas study without a leave of absence	◎	◎	◎	◎	If research guidance is commissioned to an overseas university, there are another set of documents.
Overseas study with a leave of absence	◎	◎	○		

* ASAFAS does not permit leave of absence for fieldwork. When applying for leave of absence for overseas study, please submit proof of acceptance from the host institution.

3. Actual Guidelines

- (1) Planning of fieldwork: Please make an appropriate plan for your fieldwork, in consultation with your supervisors.
- (2) Please gather information related to the fieldwork, including the resources referred to in this manual. Textual information is often not sufficient, so please obtain up-to-date advice from specialists who are familiar with the areas you plan to visit. If your supervisors are not exactly related to the areas you plan to visit, please ask them to introduce the appropriate specialists to you.
- (3) Please explain your fieldwork plan to your main supervisor, and get his/her signature or seal on “Research plan check sheet-Pledge”. And then, please submit a fieldwork plan online in KUIESM and also upload the required documents, which is mentioned in (4). The plan will be submitted to the Dean via the Student Affairs Office after your supervisor approves it. The Dean reports students’ fieldwork plans to the Graduate School Council, so all faculty members are aware of students traveling overseas.

- (4) Please complete online submission including the upload of the following 7 documents (or 8 if necessary) in KUIESM at least 3 weeks prior to your departure (deadline enforced strictly). However, for private travel (sightseeing, returning home, etc.), the upload of the documents in KUIESM is not required. Simply register your travel information on KUIESM.

- 1) Research plan check sheet-Pledge
- 2) A copy of your passport (pages containing your ID)
- 3) A copy of the visa(s) to the countries you will visit
- 4) A copy of E-ticket
- 5) A copy of your travel insurance
- 6) A copy of either your health insurance eligibility verification certificate or your notice of eligibility information(PDF)
- 7) A copy of "Ryokoukagai" (in case of the Kyoto Uni. paying for your trip/ Download from the 【bt-Ace】 travel expense application system) or a copy of "Ryokonittei" (in case of the Kyoto Uni. not paying for your trip/ Complete the prescribed form)
- 8) If the destination country is classified as Danger Information Level 2 of the Ministry of Foreign Affairs Safety Information or Danger Information Level 3 or Level 2 on Infectious Diseases, upload a letter of explanation written by your supervisor in the designated form.

“Research plan check sheet-Pledge” and “Ryokonittei” can be downloaded from ASAFAS website.

- (5) You must purchase an overseas travel insurance that ensures to cover both the whole period of your stay abroad and unlimitedly medical & rescuer's expenses while travelling abroad. (If you purchase an insurance which only covers the period from the emigration date at the airport to the entry date, and the departure date of your residence place is different from the emigration date (or, the date of returning home is different from the entry date at the airport), some travel insurances do not cover medical & rescuer's expenses while travelling abroad. If you want to purchase the insurance which only covers the period from the emigration date at the airport to the entry date, please carefully read the insurance policy regarding whether the insurance can cover medical & rescuer's expenses while travelling abroad, and contact the insurance company in advance if you need any clarifications.) The international students must also purchase the overseas travel insurance with the same conditions (coverage of the whole period of the itinerary and unlimitedly medical & rescuer's expenses) when they travel outside their home country. They do not have to purchase an overseas travel insurance that covers unlimitedly medical & rescuer's expenses when they leave for their own country with any purposes although they must still purchase the insurance that covers the whole period of the itinerary.
- * Please be informed that travel insurance which is automatically set by a credit card membership is usually quite limited, slow to respond to emergencies, and may incur huge expenditures for uncovered items, especially for emergency cases. So, please get the appropriate travel insurance, independent of a credit card.
- * ASAFAS itself is also enrolled in the Japan IR&C Risk Management Support System. In order to complete the procedure for this system, please be sure to finish your procedures at least three weeks prior to departure.
- (6) Please enter the required information on the “Emergency Contacts in Times of Crisis during Overseas Travel form” and keep it with you at all times, for example by inserting it in your passport. The form is available at the Student Affairs Office or Division Office. In order to prepare for the possibility of accident or incident requiring rescue or assistance while you are overseas, please make sure you take note in

advance of the contact details for local police, emergency services, and Japanese Embassy and Consulate in your destination country/region. The Student Affairs Office can also send the form by e-mail on request.

- (7) When residing overseas, please be sure to register your residence with your local Japanese Embassy or Consulate-General (for stays of less than 3 months, you may use the “Tabi-Reji” system). The process is simple if you use the online Overseas Residential Registration system (ORRnet).
- (8) While overseas, please ensure that you can always receive communications from the university promptly, and be sure to notify your supervisors and the Student Affairs Office if your contact details change or you obtain a local mobile telephone number.
- (9) Please make family members and close relatives remaining in Japan aware of your purposes and plans for overseas travel.
- (10) When you have to change your travel plan while abroad, please inform your supervisors (both main and sub-supervisors), the Division Office, and the Student Affairs Office as soon as possible by email or by phone.

e-mail: kyoumu@asafas.kyoto-u.ac.jp

Phones: Student Affairs Office +81-75-753-7374

Division Offices: +81-75-753-7800 (Division of African Area Studies)

+81-75-753-7801 (Division of Southeast Asian Area Studies)

+81-75-753-9623 (Division of Global Area Studies)

(When calling Japan from overseas, use the format: +81-75-753-XXXX)

(+81 is Japan's country code; 75 is the area code 075 minus the zero)

Fax: +81-75-753-7350

- (11) Beside the above-mentioned addresses, please immediately send a message to the contact addresses below, as well as to your supervisors, in the case of an emergency including an accident.

- e-mail: sos@asafas.kyoto-u.ac.jp

- Telephone: (1) Student Affairs Office: +81-75-753-7374

(2) Division Office: +81-75-753-7800 (Division of African Area Studies)

7801 (Division of Southeast Asian Area Studies)

9623 (Division of Global Area Studies)

- Fax: +81-75-753-7350

- Local Japanese Embassy or Consulate-General

- (12) After you return to Japan, please report your return in KUIESM. And, please submit a fieldwork report (a special form) within 3 weeks, which is signed or sealed by your main supervisor, to the Dean through the Student Affairs Office counter.

4. Security and safety information system

- (1) If any of the following occurs while students are residing overseas for purposes such as fieldwork, ASAFAS will promptly confirm the students' safety and share information.
Natural disasters, such as earthquakes, floods, and tsunamis, outbreaks of infectious diseases such as Ebola, and political disorder caused by revolutions or large-scale demonstrations, as well as other situations which require our attention.
- (2) Main supervisors act immediately when such events are known, by informing all faculty members, gathering information on the events, and enquiring about the safety of our students by email, telephone and other media.
- (3) The Kyoto University ASEAN Center, Center for Southeast Asian Studies Bangkok Liaison Office and Jakarta Liaison Office, and faculty members based at field stations will gather local information and communicate it to the university.

- (4) All students, when responding to inquiry emails and phone calls, or making contact voluntarily even before this, must send emails to confirm their safety to their main supervisors. They take care of the ASAFAS students staying in the same country, and send emails to confirm the safety of their friends as well as useful information on the situation of the country where they are staying. The information will be shared by all faculty members through the supervisors.
- (5) The main supervisors give instructions to the students, in consultation with the Dean, in case there ought to be a transfer of the students from one country to another, for example. If the students are supported by a public fund or a special program, the main supervisors will get in touch with the respective secretariats and the faculty members in charge of such a program, in order to respond in a prompt and appropriate manner. These methods have all been implemented multiple times in relation to natural disasters and political unrest, and ASAFAS has a fully-established system for responding to such situations.
- (6) In order to enable us to confirm your safety promptly in emergencies, if you are taking a smartphone with you, please install and set up the Japan IR&C safety confirmation app “Pro Finder” (free of charge; Japanese only) before you leave. The ID required to use the app can be obtained by undertaking a procedure at the Student Affairs Office after submitting your overseas trip notification in KUIESM. The ID will then be sent to your e-mail addresses (KUMOI and the e-mail address for contact registered on KULASIS). (The ID is different for each overseas trip, so please repeat this procedure every time you travel overseas.) As a secondary method of confirming safety in emergencies, a URL will be sent to these e-mail addresses. (You can confirm that you are safe by clicking on this URL.) Pro Finder is just one method of confirming safety promptly in cases of emergency, and it may not function in some cases depending on local communication conditions and user settings. Please be sure to register your residence overseas with the Ministry of Foreign Affairs (for stays of less than 3 months, you may use the “Tabi-Reji” system), and maintain other means of emergency contact as before.

5. Useful resources and information

- (1) Please learn about the diseases we find in Asia and Africa.
Professor NISHIYAMA Toshimasa teaches Tropical Diseases second period on Tuesday in the first semester.
- (2) The following web sites are useful:
 - ①For general information:
 - MOFA <https://www.mofa.go.jp/index.html>
 - MOFA's overseas security page <https://www.anzen.mofa.go.jp/>
 - ②For medical information:
 - Quarantine Information Office, Ministry of Health, Labour, and Welfare <https://www.forth.go.jp/>
 - Travel Clinic, National Center for Global Health and Medicine <https://travelclinic.ncgm.go.jp/>
 - Kyoto University Occupational Welfare Division <https://www.hoken.kyoto-u.ac.jp/en/>
 - Ministry of Health, Labour, and Welfare <https://www.mhlw.go.jp/>
 - Outside Japan:
 - United Nations: World Health Organization <https://www.who.int/en/>
 - United States: Centers for Disease Control and Prevention <https://www.cdc.gov/>
 - United States: Travel State, State Department <https://travel.state.gov/content/travel/en.html>
 - United Kingdom: Foreign & Commonwealth Office
<https://www.gov.uk/government/organisations/foreign-commonwealth-office>