**Memorandum of Understanding**

Attachment 4

**NF-JLEP Fellowship Program**

This Memorandum of Understanding (MOU) on the NF-JLEP Fellowship Program (the “Program”) is entered into by and between the Tokyo Foundation (the “Foundation”) and \*\*\*\*\*\*\* (the “Fellow”), a student currently enrolled in an undergraduate/master’s/doctoral program at the University of \*\*\*\*\*\*\*, WHEREAS:

1. The Foundation administers the Program whereby students at NF-JLEP institutions receive fellowships to pursue an academic degree/conduct research for his/her master’s thesis/doctoral dissertation.
2. The Fellow has applied to the Program through the University of \*\*\*\*\* and been selected by the Foundation as a Fellow under the Program.
3. The Foundation agrees to provide a fellowship to the Fellow in accordance with the terms and conditions set forth as follows:

1. Purpose of the Fellowship: The Fellow shall use the fellowship in accordance with the *Information on Fellow’s Studies/Research* (hereinafter called the “*Information*”)attached to this Memorandum of Understanding.

2. Amount and Disbursement of the Award: The Foundation provides the fellowship under the following terms and conditions. The amount of the award is not negotiable, and the Fellow may not request additional funding from the Foundation.

 Amount of Award: US$\*\*\*\*\*\*

 Disbursement: Disbursement shall be made in US dollars and into the account designated below. This MOU, signed by the Fellow, shall serve as the invoice for the disbursement from the Foundation.

 Bank Name: \*\*\*\*\*\*\*\*\*\*\*\*

 Branch Name: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Bank Address: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 Account No.: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 Account Holder’s Name: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 SWIFT Code (Europe): \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 Routing Number/ABA Number (US): \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

IBAN: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

(IBAN applies to: Iceland, Ireland, UK, Italy, Austria, Netherlands, Greece, Gibraltar, Switzerland, Sweden, Spain, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, and Luxemburg)

3. Final Report: The Fellow shall submit a narrative report to the Foundation within 30 days after the fellowship period is completed, as stated in the *Information* of this MOU. The report shall be in the format and according to the instructions provided in the *NF-JLEP Fellowship Report* (hereinafter called the *“Report*”) attached to this MOU.

4. Alterations: If the Fellow wishes to make any changes to his/her studies or research activities, as stated in the *Information*, the Fellow shall consult with and obtain prior approval from the Foundation.

5. Refund: If the Fellow is found to have used all or part of the fellowship received from the Foundation for any purpose other than to pursue activities as stated in the *Information* of the MOU, or if the Fellow is no longer capable of carrying out the activities as contemplated in this MOU, the Fellow shall promptly, upon the Foundation’s request, repay all funds not expended or committed for the purpose of the Program.

6. Academic Misconduct: The NF-JLEP institution shall promptly notify the Foundation should it learn of any academic misconduct (and any penalties incurred) by the Fellow. The Foundation may subsequently void the status of the Fellow as a fellowship recipient under the Program and request, at its sole discretion, a refund of the fellowship in full or in accordance with Article 5 of this MOU.

7. Public Relations: The Fellow agrees to the inclusion of his/her name as a fellowship recipient in the Foundation’s annual report. The Foundation may also, with the Fellow’s permission, post part or all of the *Report* on the Foundation-managed website and/or in printed publicity materials.

IN WITNESS WHEREOF, the parties hereto sign this MOU on the day and year set forth below.

THE TOKYO FOUNDATION

Roppongi Grand Tower, 34th Floor

3-2-1 Roppongi, Minato-ku, Tokyo

106-6234 Japan

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Takeo Hoshi

 Chair of the Board

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By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Information on Fellow’s Studies/Research**

The fellowship will be used by the Fellow for the following:

Period of Fellowship

01/09/2014 to 31/05/2015, for a total of one academic year

Degree Status

 year of undergraduate/master’s/PhD program

Program of Study/Title of Research

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Description of Study/Research (only for master’s /PhD student)

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**NF-JLEP Fellowship Report**

Please use this form as the cover page of your Program report. The report should be signed and submitted via email within 30 days of the completion of your NF-JLEP fellowship period.

**About Yourself**

Name: □Mr. □Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Given name(s) Family name

Institution attended while receiving the fellowship:

Faculty/department:

Title of master’s thesis/doctoral dissertation (if applicable):

Anticipated date of:

* Submission of master’s thesis/doctoral dissertation (if applicable): / (month/year)
* Graduation: / (month/year)

**Profile**

自己紹介を、300～400字程度で述べてください。

**About Your Study/Research**

Amount of NF-JLEP Fellowship received:  (indicate currency)

If you received additional support from other sources, please indicate source and amount, including tuition/fee waivers:

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate currency)

**Study/Research Highlights**

以下の質問のうち、いずれか（どちらでも好きな方）に、800～1000 字程度で答えてください。

1. 修士論文または博士論文の研究について、簡潔に説明してください。研究の進捗状況によって、以下に関する記述を含みます：研究目的、過去の文献研究について、用いられる理論・モデル・仮説について、研究の結果と示唆、今後の研究予定
2. 自分の日本語学習について、専門分野、興味のあること、学習の目的、これまでの進捗などにふれて、述べてください。

**Career Objectives**

将来のキャリアについての目標、そしてその選択の理由を、800～1000 字程度で書いてく

ださい。

Your signature

Date of submission