**Guideline for Fund for Fostering Presentation in Academic Conferences**

(Enacted in March 2, 2017)

Purport

1. This guideline prescribes the regulation on the financial assistance for presentations in academic conferences (referred to as “the financial assistance” hereafter) to be made by students in the master’s, doctoral and professional degree courses.

Purpose

2. The financial assistance prescribed in this guideline aims for enhancing the self- awareness as researchers and the motivation for researching of students in the master’s, doctoral and professional degree courses, through encouraging them to present their achievement in academic conferences.

(Those eligible for the financial assistance)

3. Those in the following list are eligible for the financial assistance, exclusive of those in temporary leaves.

(1) Students in the master’s course in the School of Economics and Business;

(2) Students in the doctoral course in the School of Economics and Business; and

(3) Students in the professional degree course.

(Scale of the conference)

4. The financial assistance assists the presentations in the nationwide conferences, whose programs list the names of the applicants (presenters).

(Scope of the financial assistance)

5.1 Based on the applications, the fund provides financial assistance for traveling and accommodation expenses and daily allowances.

5.2 The payment of the financial assistance prescribed in 5.1 is to be calculated according to the regulation on the travel expenses by staffs of Hokkaido University, with its maximum payment set at 70,000 yen.

5.3 The fund may close new applications during the application period in case the aggregate expense for the financial assistance exceeds the budget in the corresponding academic year.

(Application)

6.1 The student wishing for the financial assistance shall apply to the Dean of the School of Economics and Business a month prior to the departure, with permission by his/her supervisor. The application period is up to Jan. 31 of the academic year when the presentation is to be made.

6.2 The applicant must attach the program of the conference in which he/she is to make presentation, to the application format.

6.3 A student can apply for the financial assistance only once an academic year.

6.4 A student cannot apply for the financial assistance for the presentation financed by any other source.

(Notification of the decision)

7.1 The decision for an application shall be noticed to the applicant through his/her supervisor.

7.2 In case the application is adopted, the applicant shall submit the documents for the payment of expenses immediately.

(Report)

8. The student who receives the financial assistance shall report the achievement of the presentation to the Dean of the School of Economics and Business immediately after the presentation, through the report formal of the Appendix 2, with the confirmation by his/her supervisor.

(Administration)

9. The administrative procedure shall be done by the administrative office of the School of Economics and Business.

Supplementary note

This guideline is to be enacted from April 1, 2017.