

## **Application Guidelines for the 2023 IIST Information & Consultation Session by IIST Students and Alumni**

To publicize the attractiveness of IIST and increase the number of applicants, we are looking for a wide range of IIST students and alumni who would like to conduct information & consultation session for students and faculty members of the institutions (universities or graduate schools, etc.) where they are from, or to cooperate the session conducted by other institutions or Hosei faculty members.

### 1. Eligibility

Students who are enrolled in or have completed their studies at IIST at the time the session takes place. However, students on leave of absence are not eligible.

### 2. Outline of the session

- (1) The session should be conducted online. (If you wish to do it face-to-face, contact us in advance.)
- (2) There should be at least 5 participants.
- (3) Participants should be current university or graduate school students or faculty members.
- (4) Each session should be 30-60 minutes.
- (5) Provide information about studying in Japan, Hosei University, IIST, etc., including your own experiences, and offer advice to the participants. Recommend use of photos and other materials. In such a case, be careful to protect the portrait rights of any person in the photo.
- (6) PowerPoint presentation materials in English will be provided in advance, so translate the presentation into your own language, arrange the content, and modify it as necessary.
- (7) Instruct participants to complete the questionnaire (Google Form) provided by the university after the session.

### 3. Number of times to be conducted, upper limit

- (1) Planning and implementation of sessions at the institutions they are from... 3 times/year
- (2) Participation in sessions led by faculty members as a supporting member...3 times/year

About the (2) supporting members, the office will announce the recruitment information when needed.

### 4. Honorarium

- (1) Planning and implementation of sessions at the institutions they are from: 5,000 yen
- (2) Participation in sessions led by faculty members as a supporting member: 3,000 yen
- (3) Others: The amount will be set according to the content of cooperation. Consult with the Graduate Schools Section in advance.

### 5. Implementation Period

October 16, 2023 (Mon.) - February 29, 2024 (Thu.)

\*Except 12/23 (Sat.) to 1/8 (Mon.)

## 6. Application

Once you have a plan of a session, apply via Google Form below. Application must be submitted at least 10 days prior to the session.

The Google Form includes below;

- (1) Outline of the session (date, time, etc.)
- (2) Institution and number of participants (e.g., ●● University, ●● faculty, ●● students, etc.)
- (3) List of expected participants

Google Form URL <https://forms.gle/Aw4RyFLXTb2w4hwP6>



## 7. Report Submission

Submit the following to the Graduate Schools Section (hge@hosei.ac.jp) within one week after the consultation.

- (1) Report on the implementation of the session (university designated form)
- (2) Screenshot or other evidence of the implementation of the session (e.g., Zoom screenshot screen showing the participants).

## 8. Contact information

Graduate School Section, Koganei Office, Hosei University

TEL: 042-387-6014 EMAIL: hge@hosei.ac.jp