

Guideline for FY 2017 JPI Researcher Exchange Program

1. INTRODUCTION

Japan Petroleum Institute (JPI) invites a researcher (RESEARCHER) on JPI Researcher Exchange Program in Fiscal Year 2017 based on the following conditions.

2. PROGRAM

In the Researcher Exchange Program, you can select either one of the two courses as follows

- Course1. Acquisition of advanced knowledge and skills through training in a laboratory
- Course2. Preparatory research for a Joint Development or a Joint Project

Course1 is mainly practical training. JPI searches for accepting organizations according to the researcher's desire.

Course2 is mainly information exchange. JPI searches for the appropriate Universities or Research Institutes according to the researcher's desire. In the order of descending priorities, JPI provides a researcher the opportunity for talking with the professor and leading person in the Japanese Universities or Research Institutes

Both Course1 and Course2 covers the following items.

- (1) Petroleum refining technologies and the related catalyst development
- (2) Development of simulation program on overall distillation to treating of petroleum refining fields
- (3) Light gas and synthesis gas separation
- (4) Hydrogen production from hydrocarbon sources and the purification
- (5) Olefins and aromatics production technologies and the related catalyst development
- (6) Corrosion and material selection
- (7) Quality, Maintenance, Safety and Environment

3. DURATION

The program period is usually 1 to 2 months, depending on program contents. The duration is in a reasonable period of time from the beginning of June to the end of November. JPI requires 1.5 to 2 months for our preparations before starting the program in Japan.

4. ACCEPTANCE

Based on attached APPLICATION FORM submitted by RESEARCHER, JPI Secretariat prepares a list of candidates. JPI's International Cooperation Committee will deliberate and recommend candidates for the program to JCCP. JCCP decides the final invitees and have JPI in charge of caretaker.

5. FINANCIAL ARRANGEMENT

JPI bears following expenses:

(1) Daily Allowance (Japanese Yen 16,000/day)

A daily allowance of ¥ 16,000 per day is granted for RESEARCHER's stay in Japan.

The Accommodation Fee is Yen 11,000 and the Miscellaneous Expenses is Yen 5,000.

JPI books RESEARCHER's accommodations in Japan and pay the fee and other personal expenses, if necessary, for RESEARCHER from daily allowance.

A standard cost per day is ¥7,000-¥9,000 for hotel room charge, ¥2,000-¥3,000 for standard meals and 2,000-¥3,000 for miscellaneous expense.

JPI pays RESEARCHER's temporary payment of daily allowance at the date of arrival in Japan, and adjust the balance at the date of departure in Japan.

(2) Air Ticket

JPI bears round trip Air tickets (Class: Business) fare from/to RESEARCHER's nearest airport in RESEARCHER's country and Japan's territorial airport for RESEARCHER. RESEARCHER can get RESEARCHER's air ticket (e-ticket) through JPI's travel agent in Japan within one month before leaving RESEARCHER's country.

Flight schedule will be finally settled by RESEARCHER's request and JPI's recommended suggestion. RESEARCHER should return to RESEARCHER's home country directly after finishing the program, and cannot change RESEARCHER's flight schedule and routes for RESEARCHER's private journey or reasons.

(3) Official transportation Fee

JPI bears all of official transportation fee (Train, Bus, Airplane and so on) for RESEARCHER in Japan, but excluding private transportation fee in Japan and land transportation fee in RESEARCHER's country

(4) Overseas Travel Accident Insurance

According to JPI's policy that RESEARCHER shall be covered by comprehensive insurance policies during stay in Japan, JPI takes out "Overseas Travel Accident Insurance" for RESEARCHER. The period is covered for RESEARCHER from arrival to departure at Japan's

territorial international airport.

Risk and coverage are as follows;

(a) Death by Injury	¥50,000,000
(b) Residual Disability by Injury	¥50,000,000
(c) Medical Expense by Injury	¥5,000,000
(d) Death by Sickness	¥30,000,000
(e) Medical Expense by Sickness	¥3,000,000

However, please note that RESEARCHER's subjective symptoms, chronic disease and allergies on Medical Certificate attached APPLICATION FORM submitted by RESEARCHER are not covered to this insurance in accordance with Insurance Company's regulation.

At the date RESEARCHER will arrive in Japan, JPI asks RESEARCHER to sign on Insurance Company's application form, "Letter of Consent to the Designation of Beneficiary".

6. SUPPORT and SERVICE

JPI supports RESEARCHER during stay in Japan.

(1) Entry VISA

JPI submits RESEARCHER JPI Invitation Letter in order to issue RESEARCHER's single entry VISA at Japanese Embassy in RESEARCHER's country prior to one month before leaving RESEARCHER's country.

(2) Selection of Japanese organizations that RESEARCHER performs

JPI selects the best and most effective Japanese organizations based on RESEARCHER's desired research theme that RESEARCHERS describe in APPLICATION FORM. JPI, as a matter of course, preferentially contacts the organization if RESEARCHER described a specified and desired organization in APPLICATION FORM.

(3) Arrival date

JPI or Japanese travel agent will guide and support RESEARCHER's disembarkation procedures and domestic transit at the exit of the customs clearance of Japan's territorial International Airport and check-in at accommodation for RESEARCHER.

(4) Under Research in Japan

JPI completely supports your researcher during stay in Japan. JPI accompanies RESEARCHER to Japanese organization at first and final day. And JPI visits the organization at RESEARCHER's suitable requests

(5) Research Report

RESEARCHER prepares Research Report as the result of achievement of the research investigation performed at Japanese Organizations and submits them to both Japanese Organizations and JPI at the final day of RESEARCH.

(6) Conference attendance

JPI arranges for RESEARCHER to attend the Conference at JPI's expenses if a RESEARCHER will be interested in the Conference and RESEARCHER's research area is related to the theme of the Conference during the stay in Japan.

(7) Related organizations' visit

JPI may arrange with the related universities, national institutes, private companies such as refining and petrochemical companies for a RESEARCHER to visit in case a RESEARCHER would like to visit the related organizations for RESEARCHER's research activities during the stay in Japan.

7. GENERAL RULES

JPI guarantees RESEARCHER's fidelity to execute his academic research during stay in Japan.

RESEARCHER must keep following items:

- (1) Pay serious attention to keep RESEARCHER's health condition
- (2) Keep confidential information, which RESEARCHER has obtained during stay in Japan unless it is a public knowledge.
- (3) Refrain from engaging in political activities, religious campaigns, sales activities or in any form of employment
- (4) Stay at the designated accommodation

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