Support with the Cost of Proofreading of Papers Written in
Foreign Languages for Students of the Graduate School 2025
Application Requirements

## Support with the Cost of Proofreading of Papers Written in Foreign Languages for Students of the Graduate School: Application Requirements

1. Aim: To support students of the Graduate School of Education in developing their ability to write papers in foreign languages to submit their papers to foreign academic journals and have the results of their studies widely publicized.

2. Eligibility: Graduate students enrolled in a master's or doctoral program of the Graduate School of Education while applying for this support and submitting qualified papers to academic journals, and those who meet any of the following conditions:

· The applicant who has written papers qualified for support (see 3.) or be able to submit the paper to an academic journal (peer-reviewed) whose official language is a language other than his/her mother language by the end of January 2026 (including the case where an international student submits a paper to an academic journal (peer-reviewed) written in Japanese).

3. Papers qualified for support: Those that meet ALL of the following four conditions:

· Single-authored or co-authored papers written by the applicant (and all co-authors) in their non-native languages (restricted to those written by the applicant as the first author, and whose other co-authors are all affiliated with Kyoto University)

· Papers to be submitted to peer-reviewed academic journal (except for *Kyoto University Research Studies in Education*).

· Papers to be submitted by the applicant as a student at the Graduate School of Education, Kyoto University.

· Papers written based on studies for which the applicant has not received any other subsidies.

4. Details of support, amount and scope of subsidies, number of support, and support quota:

| Amount of subsidies | Number of support | Support quota |
| --- | --- | --- |
| Up to 100,000 yen | One support per student/year | Approx. 10 |

The standard cost is calculated at approximately 2,600 yen for 800 Japanese characters and 300 non-Japanese words, based on the criteria of Grants-in-Aid for Scientific Research.

※ The following expenses are not covered by the support.
Costs for expedited delivery, submission guidelines check, writing of cover letters to editors or reviewers (excluding the case of free-of-charge responses), re-proofreading (excluding the case of free-of-charge responses), and packaging.

5. Requirements for receiving support:

· Submit proofread or copy-edited papers to an academic journal (peer-reviewed) whose official language is a language other than the applicants' (and all co-authors) mother languages by the end of January 2026.

· Acknowledge this support in the paper.

6. Application Deadline: **Friday, December 19, 2025, 1:00 pm**

7. How to apply: Send the documents listed below via email to the Office (globaledu@mail2.adm.kyoto-u.ac.jp).

   In the email subject, write your name and "Support for the proofreading of paper written in foreign-language" applicable.

· Attachment 1 "Application for paper proofreading support"

· Attachment 2 "Recommendation for Grant for foreign-language paper proofreading "

   ※ Download Attachments 1 2from the Office's website.

8. Timing of selection of successful applicants and payment:

  The Office selects applicants based on the contents of the applications and determines whether to provide support at any time.

  However, as it may take up to <u>Two weeks</u> from the receipt of the application to notification of the selection results, it is advised to plan your schedule carefully before proceeding with your preparations.

9. Process after applicants have been selected:

A) If the student directly commissions the proofreading to a service provider:

· The student contacts the provider and requests the service.

· After the proofreading has been completed, the student promptly submits the following to the Office: an email confirming the completion of proofreading, the original quote of the estimated cost and the delivery of the service, the original invoice, and the certificate of proofreading.

· As soon as the student learns the result whether the paper has been accepted for publication, they should report it to the Office.

B) If the student commissions the proofreading to a service provider through the Office, in principle:

· The student submits the paper to the Office.

· A week after the submission, the Office obtains samples from three providers and sends them to the student.

· Within three days of receiving the samples, the student selects a provider for the task and notifies the Office of their selection.

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· The Office asks the provider to proofread the paper. Approximately seven working days after being notified of the provider selection, the Office sends the edited text to the student.

· As soon as the student learns the result whether the paper has been accepted for publication, they must report it to the Office.

10. Notes

· If the student used an overseas proofreading service provider after the selection of their paper for support (i.e., if the receipt is in a foreign currency), they must apply for an equivalent amount in Japanese yen calculated at the exchange rate on the date the receipt was issued.

· If the number of applications reaches the proposed maximum of the support early, the Office may close the applications in the middle of the academic year.

· In principle, if the expenses exceed the maximum support amount, the student will bear or share the excess cost with the co-author(s). Please note that the applicants cannot use this subsidy alongside external funds (competitive external funds, commissioned research funds, scholarship donations, grants from the MEXT, Grants-in-Aid for Scientific Research, etc.).

Contact:
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