International Conference Presentation Support (ICPS)
Application Requirements

1. Eligibility: You must be a graduate student fully enrolled in a master's or doctoral program at the Graduate School of Education, Kyoto University, at the time of application and presentation, and will give an oral or poster presentation at an internationally recognized academic conference or a major international conference in the relevant field. However, only presenters who are the first presenter of a solo or joint presentation are eligible.
   While students with Research Fellowship for Young Scientists or other grant supports are eligible to apply, but it is not permitted to combine support with other grants.

2. Amount: Up to the following amounts, depending on the location of the conference (destination).
   Asia 200,000 yen, Near and Middle East and Oceania 250,000 yen,
   North America and Europe 300,000 yen, South America and Africa 350,000 yen,
   Domestic Japan 100,000 yen

   Support is limited to the cost of airfare (economy), accommodation, daily allowance, and domestic travel expense. If you also wish to receive support for the conference registration fee, the maximum amount of travel support will be the above support amount minus JPY 50,000, and up to JPY 50,000 will be provided for the conference registration fee.

※The maximum daily allowance and accommodation expenses are based on the university regulations (see the end of this document).
※When claiming conference participation fees paid in advance, a finalised version of the receipt, documentation showing the amount of the conference registration fee, and credit card statement will be required.
※If you have other activities before or after the conference, transportation (including airfare and domestic travel expenses to or come back from the conference), daily allowance and accommodation expenses for the activities are NOT covered. If this applies to you, please consult with our office in advance.

3. How to Apply: submit the following materials to the Global Education Office via email, with a subject as "FY2026 Request for International Conference Presentation Support ".
   ・Attachment 1 Application Form
   ・Attachment 2 Recommendation
   ・Attachment 3 Travel Itinerary Plan
   ・Accept notification of conference (In any style. If you do not receive an Accept notification at the time of this application, please let us know the approximate date of notification instead.)

Where to submit: globaledu@mail2.adm.kyoto-u.ac.jp

4. Support quota, period of support eligibility, application period, and timing of decision on adopters for additional application.

Conference Presentation Period	Application Period	Timing of decision on adopters	Support quota
January 15, 2027 – March 15, 2027	Tuesday, November 24, 2026 - Tuesday, December 8, 2026	**Mid December** 2026	Approx. 6

*Support may be provided only once per person during FY2026.

The applicant and his/her supervisor will be notified of the acceptance or rejection of the support by e-mail as soon as possible after the review in the office.
In the case of a large number of applicants, priority will be given to those who (1) have not

received this support, (2) do not apply to any of the following categories: JSPS Research Fellow, recipients of the Graduate Education Support Organisation Programme, and recipients of other research grants, and (3) are in a higher grade than that of the applicant.

5. Procedures after selection

- Please refer to the website below for the application documents for this support program and the flowchart for receiving the support funds. (https://global.educ.kyoto-u.ac.jp/international-education/support-for-students/icps)
- This support is provided in accordance with Kyoto University's regulations on travel expenses. If the applicant does not comply with the University's internal regulations or fails to submit the required documents by the designated deadlines, travel expense support cannot be provided. The applicant must strictly observe all submission requirements and deadlines.
- In order to receive reimbursement of travel expenses from Kyoto University, the applicant must register their bank account information for bank transfer and complete user registration for the travel expense system. These registrations must be completed promptly after the support decision has been made. For details, the applicant should refer to the Office's website.
- For overseas travel, the applicant must independently enroll in overseas travel insurance. A plan with unlimited coverage for medical treatment and assistance expenses is mandatory.
- Conference registration fees will be processed on a reimbursement basis. To claim reimbursement for the conference registration fee:
  1. If payment has already been completed before the selection decision is made, the applicant must submit the receipt and documentation showing the amount of the conference registration fee promptly after the selection decision, and must submit the finalized credit card statement promptly after it is issued.
  2. If payment is made after the selection decision is made, the applicant must submit the receipt and documentation showing the amount of the conference registration fee promptly after completing the payment procedure, and must submit the finalized credit card statement promptly after it is issued. Please ensure that the finalized credit card statement is submitted no later than the end of March of the academic year in which the conference is attended.
- The support funds will be transferred to the registered bank account approximately three weeks after all procedures have been completed, and no later than three months afterward.
- If, after being selected for this support, the applicant decides to cancel their presentation, they must notify the Office immediately. If any support funds have already been paid at that point, the applicant will be required to return them. In addition, if the applicant withdraws from this support for personal reasons, they will not be allowed to reapply for this support again during the same academic year.

6. Documents to be submitted and obligations after the conference presentation

- After the presentation, the recipient is required to submit Appendix 4, "Report for International Conference Presentation Support (ICPS)" to the Office and to share the outcomes of the conference presentation and the experience on the Office's website (reports from the previous academic year are available at https://global.educ.kyoto-u.ac.jp/international-education/support-for-students/icps). In addition, the recipient is expected to submit research outcomes based on the presentation to an academic journal.
- Certain designated items in Appendix 4, "Report for ICPS," will be published on the Office's website.
- The recipient must submit the following three items within 10 days after returning to Japan:
  - Appendix 4, "Report for ICPS" (Word file) and approximately three photographs: to be submitted as email attachments
  - Appendix 4, "Report for ICPS" (PDF with signature): to be submitted either as an email

attachment or in person at the Office
- Boarding pass stub (to be signed at the Office): to be submitted in person at the Office

If these materials are not submitted on time, please note that (1) the recipient will be deemed to have withdrawn from the travel support and the procedures will be terminated, and (2) the recipient will not be permitted to apply again in the following academic year.

- The recipients are required to participate in a reporting session or other events organized by the Office.

7. Office to contact
Global Education Office, Graduate School of Education
(Room 207, 2F, Faculty of Education Main Building)
Ext: 3046 Email: globaledu@mail2.adm.kyoto-u.ac.jp

【Reference】

Not available in the web version.
More information, please refer to the relevant announcement on KULASIS.