

## Pledge for overseas travel

To the President of Kochi University of Technology

I hereby pledge that I will conduct myself with dignity and pride as a student sent overseas by Kochi University of Technology as a part of university activities such as education, research and extra-curricular activities, and will observe strictly the items stipulated in *Items subject to consent in pledge for overseas travel* below. In the case where I violate any of the pledged items, I will never raise an objection even if the overseas travel should be cancelled or terminated, or if the support, such as scholarship or subsidy, is cancelled.

Name of course or school	Engineering Course, Graduate School of Engineering
Student ID number	
Name of pledging person (student), printed	
Signature of pledging person (student)	
Date of signing	yyyy / mm / dd

**Guarantor's statement** \*Not necessary for international students or doctoral students

I approve the overseas travel by the above student, having confirmed the risks involved in that travel, and will serve as a joint guarantor for the above pledge. Also, I approve the breakdown of expenses for the overseas travel and jointly guarantee the expenses incurred by the student.

Name of joint guarantor, printed			
Signature of joint guarantor			
Relationship to the pledging person		Date of signing	yyyy / mm / dd

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[Continued from *Pledge for overseas travel*]

### Items subject to consent in *Pledge for overseas travel*

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| <ol style="list-style-type: none"> <li>1. Since KUT's decision to dispatch students and the overseas host institution's approval of reception of the students are made separately, students must understand that there might be a case where acceptance is not granted as a result of the circumstances of the host.</li> <li>2. Students must understand that in the case where before departure, circumstances arise such that the student is considered not appropriate for dispatch overseas as a representative of KUT (e.g. matters such as his/her academic performance fell significantly or he/she was the subject of disciplinary action) there might be cases where the decision to dispatch overseas is revoked.</li> <li>3. Students must read carefully Preparations for travelling abroad: risk management for students, provided by KUT and obtain sufficient information</li> </ol> | <p style="text-align: right;">Kochi University of Technology</p> <p>necessary regarding the overseas destination and the avoidance of danger there, and must make thorough preparation for their trip.</p> <ol style="list-style-type: none"> <li>4. Students must check the various procedures for overseas travel in advance (e.g. submission of necessary documentation to the host institution, acquisition of a passport and visa, arrangement of air tickets and accommodation, procedure for payment of necessary expenses, and procedure related to recognition of credits) and complete those procedures on their own responsibility.</li> <li>5. Students must attend all orientation or training provided, before and/or after the trip. If students cannot attend for some unavoidable reason, they are required to inform the faculty member or staff member in charge.</li> <li>6. Students must confirm that they have no health</li> </ol> |
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problems that could affect their overseas travel. In the case where there is some existing medical condition or points of concern regarding the students' physical or mental health, they must inform the faculty member or staff member in charge before departure. In the case of some existing medical condition, students must consult with their doctor about the advisability of overseas travel and about methods of coping with the condition.

7. Students must be aware of the infectious diseases that are prevalent at the destination or that could possibly be contracted there, and take the necessary preventive vaccinations.
8. Students must submit to the secretariat of KUT the Notification of Overseas Travel and the necessary documentation (an itinerary including flight information, accommodation, a list of emergency contacts and a passport copy) at least two weeks prior to departure. Copies of the itinerary, accommodation and list of emergency contacts must also be given to the faculty member or staff member in charge and the students' families.
9. Students must inform the KUT secretariat, the KUT faculty member or staff member in charge and their families in advance of (a) any changes in details such as the dates of departure and return, itinerary, accommodation and the emergency contacts list, and (b) any temporary return to Japan in the midst of a long term stay abroad.
10. Japanese students must register at tabi-reji, provided by Japan's Ministry of Foreign Affairs, before departure (for travel lasting less than three months) or must submit a Residence report no later than immediately upon arrival at the destination country (for travel lasting three months or more).
11. Students must be constantly aware that they are representatives of KUT and behave accordingly.
12. Students must observe the rules and regulations of the destination country and the host institution and never violate their social order.
13. Students must obey the instructions of KUT faculty member or staff member in charge and the host faculty members and staff members.
14. Students must understand thoroughly the major objective of the overseas travel and make every effort to achieve the objective. In the case where some problem arises regarding a student's attitude to work and the student is instructed to return in the midst of the study period, he/she must obey without objection.
15. In the case of group activity, students do not have the option of non-participation in such programs due to their personal circumstances, nor do they have the option of individual activity during group activities.
16. Students must submit regular reports to KUT at the designated timing. Also, students must promptly report to the KUT faculty member or staff member in charge, the university secretariat and their family any accident or disease which they incur during the stay abroad.
17. Students must be aware that there are restrictions on their travel since they are dispatched by the university, not travelling privately.
18. Students must recognize that any private travel during the dispatch from KUT is entirely their responsibility. As a general rule, travel between Japan and the destination is not permitted. If students wish to go on private travel during the dispatch period, the itinerary must be reported to the KUT faculty member or staff member in charge and students must obtain their approval at least one week before departure (Due to possible instructions to change or cancel travel plans, communication should be made as early as possible). Early communication with both the KUT administration and family is also required. In case the KUT or the host organization issues instructions to change or cancel the travel plans, those instructions must be followed.

19. Students must be aware that all of their activities during the travel are their own responsibility, and must make every effort to maintain security and avoid any sort of trouble. The student must take full responsibility for any accident or trouble incurred by him/her, intentionally or not. Students must not take part in activities such as driving a car or a motorbike or dangerous sports during their overseas travel.
20. During the period from departure from home in Japan to return, in the case where the student is judged to need emergency measures such as hospitalization, anesthesia, blood transfusion, surgery, or emergency transport, if the student is not in a condition to judge the situation and there is no time to consult with the student's emergency contact, the student must agree that the accompanying faculty or staff member, the faculty or staff of the host institution or the travel agency tour escort approve the emergency measures on the student's behalf.
21. Unless the university is at fault or has been negligent, students must cope with matters such as accident, illness and injury incurred during the period from departure from home in Japan to the return as their own responsibility. Students must not question the responsibility of KUT or the host institution, including matters mentioned item 20 above, and may not claim compensation. In anticipation of such possibilities, students must obtain travel insurance with ample coverage.

**Note:** KUT students who travel overseas as part of their university activities (e.g., education, research and extracurricular activities) must take out overseas travel insurance ("Gakkensai futai kai gaku") or other insurance with the same coverage. They must pay for that insurance before the designated date. For further details about insurance, inquire to the KUT Secretariat.

22. Students may not claim from KUT or the host institution compensation for damages resulting from unavoidable incidents unrelated to the trip activities (incidents such as natural hazards, fire, war, and terrorism).
23. In the case of emergency, students must agree to the usage and sharing of their personal information by organizations including KUT, hospitals, police, the Ministry of Foreign Affairs, the travel agency and the insurance company.
24. In matters regarding the shortening of the planned period of overseas travel or cancellation of the travel due to special circumstances, students must comply with the judgment of KUT or the host institution.
25. In cases of the student declining to travel or returning home in the middle of the travel period due to personal circumstances, or cancelling or returning home halfway through the overseas travel on his/her personal responsibility, or cancelling or returning home for reasons related to items 2, 14 and 24 above, the student must pay all related expenses incurred and all expenses which cannot be canceled.
26. When the student travels, he/she must neither provide nor carry out a possession of KUT to outside without permission. If either of the two following cases applies, the student must consult his/her supervisor. And if deemed necessary, the student must implement the procedures prescribed by the Japan's Foreign Exchange Trade Act and other relevant regulations.
  - a) In the case where student wishes to provide research-related technology information to non-residents of Japan or individuals who is under the strong influence of a non-resident during the travel.
  - b) In the case where the student wishes to bring out devices or materials used in his/her research or tangible objects gained from the research.