

1. 2015 OFW Overall Schedule*

Task	Period/Due Date	Details
Detailed Orientation	April 10, 2015 (Fri.) 13:00-14:00	Explanation on the objective of OFW and application procedure.
Application Period	April 10– 20, 2015 Submission Deadline: April 20 (Mon.), 12:00 p.m.	Fill in the application form, available at GSID Overseas Fieldwork Program HP (http://www2.gsid.nagoya-u.ac.jp/blog/fieldwork/), and submit one copy to Prof. LIU Jing's, Assistant Professor in charge of fieldworks, mailbox on the 1 st floor of GSID.
Announcement of Participants and Grouping	April 23, 2015 (Thu.) 10:00a.m. Room 306	List of Participants for each WG will be announced on the door of Room306.
Preparatory Seminar	Apr.24 – Jul.31, 2015 (In principle, every Wednesday, 14:45-16:15 at GSID 8F Auditorium)	Please see preparatory seminar schedule for details. The final output of the preparatory seminar will be a research plan by each WG.* <i>We will distribute schedule of Office Hours of external experts and professors who can assist group work by April 24.</i>
Selection of Group Leader and Sub-leader in Each WG	April 24, 2015-April 27, 2015	Each WG should select their leader and sub-leader. Leaders should duly inform their group advisor and Prof. LIU Jing of their names by E-mail by April 27 (Mon.) 12:00 p.m.
Research Preparation by WGs	May through July, 2015 (Detailed schedule must be fixed by each WG by July 22)	<u>A research plan</u> should be prepared by each WG under the leadership of the group leader in consultation with the group advisor. When places for visits are determined, arrangement for visits shall be started with help from Prof. Aser Javier, GSID Visiting Professor from the University of the Philippines, Los Banos. Deadline for finalized research plans: July 31, 2015 17:00 (These plans should be approved by group advisors beforehand.) Please submit to Assistant Prof. LIU Jing.
Deadline for Submitting a Written Pledge	June 24, 2015 (Wed.) 17:00	Download the Written Pledge file from the OFW Program HP, read it through, sign the document, and submit it to Assistant Prof. LIU Jing's mailbox on the 1 st floor.
Deadline for Payment of Participation Fees	June 24, 2015 (Wed.)	Please pay the participation fees to the OFW bank account as shown on the program HP. The exact amount of the fee will be announced soon.
Deadline for Submitting a Copy of Your Insurance Policy and Visa	Jul. 29, 2015 (Wed.)	A copy of travel insurance policy should be submitted to Assistant Prof. LIU Jing. (Make sure that it is a copy of the policy, not that of your application form)
Preparatory Orientation for Overseas Fieldwork	Sept.7, 2015, 13:00-14:00 (Mon.) at GSID 8F Auditorium	Guidance of Fieldwork and relevant preparation
Overseas Fieldwork	Sept. 12 – Sept. 27, 2015	The fieldwork will be conducted in Municipal Government of Coron, Province of Palawan, Republic of the Philippines
Group Report Writing	October - November, 2015	<u>A group report</u> on your research findings should be written by each WG. (Length of the report will be informed in due course.)
Presentation of Research Findings at GSID	The end of October (TBC)	Each group makes a 20 min. presentation of your research findings to share the results among OFW participants.
Deadline for Submitting the First Draft of Your Group Report	Nov. 30, 2015 (Mon.) by 17:00 p.m.	Each group leader should submit the draft of group report to your GSID Group Advisor.
Feedback from the Group Advisor	Dec. 11, 2015 (Fri.)	The group report should be improved with comments from your group advisor. A final approval should be obtained from the group advisor by Dec. 10, 2015 (Wed.)
Deadline for Submitting the Group Report Approved by the Group Advisor for English Check	Dec. 22, 2015 (Tue.) by 17:00 p.m.	For language corrections, each group leader should turn in the group report already approved by the GSID group advisor to a student assistant for OFW who is an English native speaker. Who will it be shall be announced in due course.
Deadline for Submitting the list of Places Visited and the Addresses	Dec. 22, 2015 (Tue.)	Group leaders should send two files: 1) a list of places visited and activities carried out during the field survey using WORD; 2) a directory of addresses for sending a OFW report using

		EXCEL to Assistant Prof. LIU Jing by E-mail
English Edition	December-January	Reports will be English-edited by a native speaker.
Deadline for Submitting the Final OFW Report.	Feb. 5, 2016 (Fri.) by 17:00.	Each group leader must send a final draft with corrections made to Assistant Prof. LIU Jing in soft copies both in Word and PDF files.
Editing and Sending off	Mar. 15, 2015	---

2. Credits

Those who have successfully completed the course by attending lectures, actively participating in research activities, and producing the final output of quality will be given:

2 credits for the preparatory seminar; and

2 credits for the overseas fieldwork in the Philippines*

(***Only those who plan to go for overseas fieldwork must complete both the preparatory seminar and the fieldwork to receive four credits.**)

3. Participation Fee

This year, the airfare will be shouldered by Campus ASEAN Project and other sources of fund. Participants will be asked to pay only for accommodation fees, miscellaneous costs such as souvenirs, parties, and other personal expenses. Personal expenses here include food, laundry, weekend excursions, visa applications, and travel insurance, etc. Detailed information regarding the method of payment will be given in the OFW website after announcing the names of participants.

4. Number of Participants

20 participants at maximum (5 students per WG)

5. Selection of Participants and Grouping:

If the number of applicants exceeds 20, we may need to select participants by giving the first priority to GSID M1 students, and then determine the rest by examining the reasons for application written in the application form. If the number of M1 applicants already exceeds 20, the participants will be selected in the same manner. Grouping will be made in consideration to the applicant's preference for a particular working group as expressed in the application form. However, not all may be allocated to the group of their first choice. The final decision for grouping rests with the OFW Committee.

6. Visa

Some international students are required to obtain visa before departure available at the Philippine Consulate General in Osaka, Japan. (<http://osakapcg.dfa.gov.ph/index.php/temporary-visitor-s-visa-for-non-japanese-nationals>). The cost for the visa is 4,450 Yen (**With participant's own responsibility**). For those who need to apply for the visa, please obtain one **at least one month before your departure**. Please make sure that your passport is **more than 6 months** before the expiration date. **Please submit a copy of your VISA to Assistant Prof. LIU Jing by Jul.29, 2015.**

7. Other Requirements for Participating in OFW

a) Travel Insurance (**With participant's own responsibility**).

All participants **must** buy travel insurance for participating in OFW. A copy of the insurance policy should be submitted to Assistant Prof. Jing Liu by **Jul. 29, 2015**. *Insurance attached to a credit card is NOT accepted.* The **minimum** coverage of the travel insurance is set as follows:

- Death due to sickness 30 million yen;
- Death due to accidents 30 million yen;
- Medical expenses due to sickness 10 million yen;
- Medical expenses due to accidents 10 million yen; and
- Rescue expenses 10 million yen.

b) Written Pledge

All participants **must** sign a written pledge regarding limited liabilities of GSID and safety precautions you should take for participating in OFW. The format will be uploaded in due course. The written pledge should be submitted to Assistant Prof. LIU Jing by **Jun.24, 2015, 17:00**.

For further inquiries: Contact OFW Assistant Professor, LIU Jing liujing@gsid.nagoya-u.ac.jp

For URGENT inquiries, Visit Room 306 or Call Ext. 3993

OFW2015 Preliminary Seminars

Updated April 10, 2015

	Date	Place	Theme	Lecturer(s)
1	April 24, 2015 16:30-18:00	Auditorium, GSID (8F)	Introduction to OFW2015 & Campus ASEAN Group leader/sub-leader selection	Prof. Shinkai, Prof. Shimazu, Prof. Liu
2	May 13, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to the Philippines 1: Economic Development, Green Revolution, and Food Security in the Philippines	Prof. ESTUDILLO,
3	May 20, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to the Philippines 2: Overall introduction to the Philippines	Prof. Aser
4	May 27, 2015 16:30-18:00	Auditorium, GSID (8F)	Introduction to the Philippines 3: Comparative education on the Philippines	Prof.Nagahama
5	June 3, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to the Philippines 4: About Coron Island	Prof. Aser
6	June 10, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to the Philippines 5: Governance in the Philippines	Prof. Kusaka
7	June 17, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to the Philippines 6: Culture and Community Development	Prof. Aser
8	June 24, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to Fieldwork 1: How to make a research question	Prof. Peddie, Prof. Isamu Okada, Prof. Liu
9	July 1, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to Fieldwork 2: Introduction to PCM	Prof. Umemura
10	July 8, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to Fieldwork 3: Why and how we need Integrated Disaster Risk Management- Ongoing challenges in Japan and other Asian countries	Prof. Norio Okada
11	July 15, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to Fieldwork 4: How to conduct interview	Prof. Peddie, Prof. Isamu Okada, Prof. Liu
12	To be announced*	Auditorium, GSID (8F)	Introduction to Fieldwork 5: Infectious Disease Risks and the Precautionary Principle	Dr. Kikuchi
13	July 22, 2015 14:45-16:15	Auditorium, GSID (8F)	Introduction to Fieldwork 6: How to make questionnaire	Prof. Peddie, Prof. Isamu Okada, Prof. Liu
14	July 29, 2015 14:45-16:15	Auditorium, GSID (8F)	Group Presentations of Research Proposals	
15	July 31, 2015 To be confirmed*	Auditorium, GSID (8F)	To be confirmed. *More details about this lecture will be announced soon.	