

1. 2016 OFW Overall Schedule*

Task	Period/Due Date	Details
Preparatory Seminar	Apr.27 – Jul.27 (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 Roles in Each WG	By April 27	Each WG should select main coordinator, sub coordinator, secretary, activities coordinator, and medico. Main coordinator should duly inform their group advisor and Prof. LIU Jing of their names.
First presentation: Research Question, etc.	June 17, 16:30-18:00	Each WG should present (1) research question, (2) related concepts, etc.
Research Preparation by WGs	May through July (Detailed schedule must be fixed by each WG by July 22)	<u>A research plan</u> should be prepared by each WG under good collaboration of all members and in consultation with the group advisors. Possible visiting institutions, places or interview candidates shall be also listed with help of Prof. Aser Javier. Deadline for finalized research plans: July 29, 2016, 17:00 (These plans should be approved by group advisors beforehand.) Please submit to Assistant Prof. LIU Jing.
Deadline for Submitting a Written Pledge and a deposit	May 10 (Tue.) 12:00 (noon)	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 with a deposit.
Deadline for Payment of Participation Fees	June 17 (Fri.) 12:00 (noon)	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. If you are applying for JASSO scholarship, please submit a copy of transcripts and the result of an English language proficiency test to Prof. Shimazu of Campus ASEAN program (Room513) by this date.
Deadline for Submitting a Copy of Your Insurance Policy and Visa	Jul. 27 (Wed.) 10:00	A copy of travel insurance policy and your visa 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	Sep.16, 13:00-14:00 (Fri.)	Guidance of Fieldwork and relevant preparation
Overseas Fieldwork	Sep. 18 – Oct. 2, 2016	The fieldwork will be conducted in Municipality of Rizal, Province of Laguna, Republic of the Philippines
Deadline for Submitting the list of Places Visited and the Addresses	Oct. 7 (Fri.)	Main-coordinators should send a list of places visited to Assistant Prof. LIU Jing by E-mail.
Group Report Writing	October - November, 2016	<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	Oct. 26, 16:30-18:00 (to be confirmed)	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 (Wed.) by 17:00 p.m.	Each main-coordinator should submit the draft of group report to your GSID Group Advisor.
Feedback from the Group Advisor	Dec. 9 (Fri.)	The group report should be improved with comments from your group advisor. A final approval should be obtained from the group advisor by this date.
Deadline for Submitting the Group Report for English Check	Dec. 22 (Thu.) by 17:00 p.m.	For language corrections, each main-coordinator should turn in the group report already approved by the GSID group advisor to teaching assistants for OFW.
English Edition	Dec. 2016-Jan. 2017	Reports will be English-edited.
Deadline for Submitting the Final OFW Report.	Feb. 8, 2017 (Wed.) by 17:00.	Each main-coordinator 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, 2017	---

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

*The preparatory seminar is open only for the overseas fieldwork participants. And all overseas fieldwork participants should take the preparatory seminar.

*The followings will be evaluated negatively: delayed attendance, any cheating on attendance, delay to deadlines, or any irresponsibility

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 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. 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 3,900 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.27, 2016.**

5. Travel Insurance (**with participant's own responsibility**).

All participants **must** buy travel insurance for participating in OFW. The Study Abroad Insurance provided by Nagoya University should be paid to a designated bank account by July 27, 2016. A copy of *Power of Attorney* with your signature should be submitted to Assistant Prof. Jing Liu by **Jul. 27, 2016, 10:00am**. If you decide to buy other travel insurance for OFW, you need to submit a copy of the insurance policy to Assistant Prof. Jing Liu by **Jul.27, 2016, 10:00am**. *Insurance attached to a credit card is NOT accepted*. For further information, please contact Assistant Prof. Jing Liu.

6. Vaccinations (**with participant's own responsibility**)

All participants are strongly recommended to take vaccinations. The list of those vaccinations necessary and recommended for trip to the Philippines is distributed. Please be noticed that some vaccinations need to be taken multiple times and in advance of some months before the trip. For further information, please contact Assistant Prof. Jing Liu.

7. Written Pledge

All participants **must** sign a written pledge regarding limited liabilities of GSID and safety precautions for OFW. The format will be uploaded in due course. The written pledge should be submitted to Assistant Prof. LIU Jing by **May.11, 2016, 12:00 (noon)**. If we do not receive your written pledge and a deposit by this deadline, the OFW committee will cancel your status of OFW participant and transfer that status to the candidate who is next in line of the waiting list, based on the evaluation points and the group preference. For those candidates, May 18, 2016, 12:00 is the deadline.

*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*

OFW2016 Preliminary Seminars

Updated May 3, 2016

	Date	Place	Theme	Lecturer(s)
1	April 27, Wed. 14:45-16:15	Auditorium, GSID (8F)	Introduction to OFW2016 & Campus ASEAN Team building	Prof. Okada, Prof. Shimazu, Prof. Liu
2	May 11, Wed. 14:45-16:15	Auditorium, GSID (8F)	The Philippines on the Globe and the Global Filipinos	Prof. Mamoru Tsuda
3	May 18, Wed. 14:45-16:15	Auditorium, GSID (8F)	Poverty in Rural Philippines	Prof. Jonna Estudillo
4	May 25, Wed. 14:45-16:15	Auditorium, GSID (8F)	From Fieldwork Experiences in the Philippines	Prof. Kusaka
5	June 1, Wed. 14:45-16:15	Auditorium, GSID (8F)	On Research Site	Prof. Aser
6	June 8, Wed. 14:45-16:15	Auditorium, GSID (8F)	Current Situation of Local Development and the Roles of LGU	Prof. Aser
7	June 15, Wed. 14:45-16:15	Auditorium, GSID (8F)	OFW 2015 Experience & Research Experience in the Philippines	TA & Participants of OFW 2015
8	June 17, Fri. 16:30-18:00	Auditorium, GSID (8F)	Discussion: Research Question, Concepts, and Research Design	OFW Committee
9	June 20, Mon. 18:00-19:30	Auditorium, GSID (8F)	Research Ethics (Joint slot class with DFW seminar)	Prof. Nishikawa
10	June 22, Wed. 14:45-16:15	Auditorium, GSID (8F)	How to make research proposal (Joint slot class with DFW seminar)	Prof. Peddie
11	June 23, Thu. 16:30-18:00	Auditorium, GSID (8F)	Mayors' Attributes and Performance of Local Governments in the Philippines	Prof. Nishimura
12 &1 3	June 29, Wed. 14:45-18:00	Auditorium, GSID (8F)	How to conduct Interview (Joint two-slots class with DFW seminar)	Prof. Ueda, Prof. Okada, Prof. Kusaka
14	July 7, Thu. 16:30-18:00	Auditorium, GSID (8F)	Gender & Migration in the Philippines	Prof. Chiho Ogaya
15	July 13, Wed. 14:45-16:15	Auditorium, GSID (8F)	Different Research Methods (Joint slot class with DFW seminar)	Prof. Okada,
16	July 20, Wed. 14:45-16:15	Auditorium, GSID (8F)	Risk Management	Dr. Sakai, Prof. Hoshino, Prof. Liu, Prof. Okada
	July 27, Wed. 10:30-12:30	Auditorium, GSID (8F)	Group Presentation of Research Proposal	OFW Committee

EVALUATION:

Attendance: 2 points for each class, total 30 points

Active participation in the class: 10 points

Preparation and presentation on June 17: 20 points (all collaborating group members)

Preparation and presentation on Research Proposal: 40 points (all collaborating group members)

*For further learning and preparing on the fieldwork methods, you are strongly recommended to take the following course:

-Introduction to Fieldwork course by Prof. Robert Croker