

**1. 2017 OFW Overall Schedule\***

<b>Task</b>	<b>Period/Due Date</b>	<b>Details</b>
Preparatory Seminar	<b>Apr.26 – Jul.19, 2017 (In principle, every Wednesday, 14:45-16:15 at GSID 8F Auditorium)</b>	<b>Please see preparatory seminar schedule for details.</b> 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 26, 2017	Each WG should select main coordinator, sub coordinator, secretary, equipment manager and healthcare assistant. Main coordinator should duly inform their group advisor and Prof. LIU Jing of their names.
First presentation: Research Question, etc.	June 14, 2017 14:45-16:30	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 <b>July 12, 2017</b> )	<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. <b>Deadline for finalized research plans: July 12, 2017, 17:00 (These plans should be approved by group advisors beforehand.) Please submit to Assistant Prof. LIU Jing.</b>
<b>Deadline for Submitting a Written Pledge and a deposit</b>	May 10 (Wed.), 2017 12:00pm	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 <sup>st</sup> floor.
<b>Deadline for Payment of Participation Fees</b>	June 21 (Wed.), 2017 12:00pm	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. <b>If you are applying for JASSO scholarship, please submit the relevant documents to Assistant Prof. Yuki Shimazu of MEXT Inter-university Exchange Project (Room513) by June 7, 2017.</b>
<b>Deadline for Submitting a Power of Attorney with your signature</b>	Jul.5 (Wed.), 2017 12:00pm	Please submit the document to Assistant Prof. LIU Jing
<b>Deadline for Submitting a Copy of Visa, Vaccination report</b>	Jul.19 (Wed.), 2017 12:00pm	A copy of your visa should be submitted to Assistant Prof. LIU Jing. Healthcare assistant of each group should submit a report on vaccinations each group member took to Assistant Prof. LIU Jing.
Preparatory Orientation for Overseas Fieldwork	Aug.18, 13:00-14:00 (Fri.)	Guidance of Fieldwork and relevant preparation
<b>Overseas Fieldwork</b>	<b>Aug. 20 – Sept. 2, 2017</b>	<b>The fieldwork will be conducted in Pursat Province, Cambodia</b>
Deadline for Submitting the list of Places Visited and the Addresses	Sept. 8 (Fri.), 2017	Main-coordinators should send a list of places visited to Assistant Prof. LIU Jing by E-mail.
Group Report Writing	Sept - November, 2017	<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. 25, 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.
<b>Deadline for Submitting the First Draft of Your Group Report</b>	Nov. 10 (Fri.), 2017 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	Nov. 20 (Mon.), 2017	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.
<b>Deadline for Submitting the Group Report for English Check</b>	Nov. 27 (Mon.), 2017 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. 2018	Reports will be English-edited.
Deadline for Submitting the Final OFW Report.	Feb. 5, 2018 (Mon.) by 10:00.	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.

## 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 Cambodia

\*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. 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 10, 2017, 12:00pm**. 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 17, 2017, 12:00pm is the deadline.

## 4. Participation Fee

This year, the airfare will be shouldered by MEXT Inter-university Exchange 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 insurance, etc. Detailed information regarding the method of payment will be given in the OFW website after announcing the names of participants.

## 5. Visa

Some students are required to obtain visa before departure available at Honorary Consulate of the Kingdom of Cambodia in Nagoya, Japan.

(<http://cambodia-hc-nagoya.com/>).

The cost for the visa is 4,900 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 submit a copy of your VISA to Assistant Prof. LIU Jing by Jul.19, 2017.**

Please make sure that your passport is **more than 6 months** before the expiration date.

## 6. Insurance

All participants **must** take out the following travel insurances for participating in OFW.

→Gakkensai (Insurance for injuries from accidents): 1,000Yen (with participant's own responsibility)

→The Study Abroad Insurance provided by Nagoya University: GSID will cover the cost.

A **Power of Attorney** with your signature should be submitted to Assistant Prof. Jing Liu by **Jul. 5, 2017, 12:00pm**. For further information, please contact Assistant Prof. Jing Liu.

## 7. 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 Cambodia 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.

**\*For further learning and preparing on the fieldwork methods, you are strongly recommended to take the following course:-Introduction to Questionnaire Survey and Interview by Prof. Ayako Ido**

*For further inquiries: Contact OFW Assistant Professor, LIU Jing [liujing@gsid.nagoya-u.ac.jp](mailto:liujing@gsid.nagoya-u.ac.jp)  
For URGENT inquiries, Visit Room 306 or Call Ext. 3993*

## OFW2017 Preliminary Seminars

Updated April 11, 2017

	<b>Date</b>	<b>Place</b>	<b>Theme</b>	<b>Lecturer(s)</b>
1	April 26, Wed. 14:45-16:15	Auditorium, GSID (8F)	Introduction to OFW2017& Team building	OFW Committee
2	May 10, Wed. 14:45-16:15	Auditorium, GSID (8F)	Cambodia 1: About Cambodia/Pursat Province	Dr. C. Sopheak Keng, Royal University of Phnom Penh
3	May 17, Wed. 14:45-16:15	Auditorium, GSID (8F)	Cambodia 2: Buddhism and Development	Prof. Satoru Kobayashi, Kyoto University
4	May 24, Wed. 14:45-16:15	Auditorium, GSID (8F)	Cambodia 3: Contemporary History and Administration System of Cambodia	Prof. Kuong Teilee, Nagoya University
5	May 31, Wed. 14:45-16:15	Auditorium, GSID (8F)	Cambodia 4: Community Development	Prof. Ayako Ido, Nagoya University
6	June 7, Wed. 14:45-16:15	Auditorium, GSID (8F)	How to make research proposal (Joint session with DFW seminar)	Prof. Frank Peddie Nagoya University
7	June 14, Wed. 14:45-16:15	Auditorium, GSID (8F)	Interim Presentation	OFW Committee
8	June 21, Wed. 14:45-16:15	Auditorium, GSID (8F)	Cambodia 5: Education	Dr. C. Sopheak Keng, Royal University of Phnom Penh
9	June 21, Wed. <b>16:30-18:00</b>	Auditorium, GSID (8F)	Research ethics (Joint session with DFW seminar)	Prof. Yoshiaki Nishikawa, Ryukoku University
10	June 28, Wed. <b>14:45-18:00</b>	Auditorium, GSID (8F)	Research Methodology (Joint session with DFW seminar)	OFW Committee
11	<b>July 5, Wed. 16:30-18:00</b>	Auditorium, GSID (8F)	Group Presentation of Research Proposal	OFW Committee
12	July 12, Wed. 14:45-16:15	Auditorium, GSID (8F)	Risk Management	Prof. Akinari Hoshino Prof. Takashi Sakai, Nagoya University
13	July 19, Wed. 14:45-16:15	Auditorium, GSID (8F)	Presentation of past OFW experience	OFW2016
14	July 21, Fri. 16:30-18:00	Auditorium, GSID (8F)	Khmer Language	Cheb Hoern & Vannpoly Chhay

### EVALUATION:

**Attendance:** 2 points for each class, total 30 points

**Active participation in the class:** 10 points

**Preparation and presentation on June 14:** 20 points (all collaborating group members)

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