

1. 2013 OFW Overall Schedule*

Task	Period/Due Date	Details
Overall Orientation	April 5, 2013 (Fri.)	Overall introduction of OFW (5 minutes)
Detailed Orientation	April 10, 2013 (Wed.) 17h00-18h00	Explanation on the objective of OFW and application procedure.
Application Period	April 10– 26, 2013 Deadline: April 26 (Fri.), 17:00 p.m.	Fill in the application form, available at GSID Intranet (Overseas Fieldwork), and submit one copy to Prof. Penghuy's, Assistant Professor in charge of fieldworks, mailbox on the 1 st floor.
Announcement of Participants and Grouping	May 3, 2013 (Fri.)	List of Participants for each WG will be uploaded on the OFW intranet.
Preparatory Seminar	May 8 – Jul. 24, 2013 (Every Wednesday) 14:45-16:15 p.m. 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.
Selection of Group Leader and Sub-leader in Each WG	After the first seminar on May 8, 2013.	Each WG should select their leader and sub-leader. Leaders should duly inform their group advisor and Prof. Penghuy of their names by E-mail by May 14 (Tue.).
Research Preparation by WGs	May through July, 2013 (Detailed schedule must be fixed by each WG by July 30)	<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. Vuthy, GSID visiting Professor from the Royal University of Phnom Penh.
Deadline for Submitting a Written Pledge	June 12, 2013 (Wed.)	Download the Written Pledge file from the OFW intranet, read it through, sign the document, and submit it to Prof. Penghuy's mailbox on the 1 st floor.
Deadline for Payment of Participation Fees	June 28, 2013 (Fri.)	Please pay the participation fees (40,000 yen) to the OFW bank account as shown in the intra-net.
Deadline for Submitting a Copy of Your Insurance Policy	Aug. 2, 2013 (Fri.)	A copy of travel insurance policy should be submitted to Prof. Penghuy. (Make sure that it is a copy of the policy, not that of your application form)
Overseas Fieldwork in Siem Reap Province	Sep. 15 – Sep. 30	Departing Nagoya on Sep. 15 and arriving Nagoya on Sep. 30.
Group Report Writing	September - November, 2013	<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	Mid 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. 13, 2013 (Wed.) by 17:00 p.m.	Each group leader should submit a group report to your GSID Group Advisor.
Feedback from the Group Advisor	Nov. 27, 2013 (Wed.)	The group report should be improved with comments from your group advisor. A final approval should be obtained from the group advisor by Dec. 13, 2013 (Wed.)
Deadline for Submitting the Group Report Approved by the Group Advisor for English Check	Dec. 11, 2013 (Wed.) 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. 13, 2013 (Fri.)	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 Prof. Penghuy by E-mail
Deadline for Submitting the Final OFW Report.	Feb. 7, 2013 (Fri.) by 17:00 p.m.	Each group leader must send a final draft with corrections made to Prof. Penghuy in soft copies both in Word and PDF files.
Editing and Sending off	Mar. 15, 2014	---

*This schedule is a tentative one, thus it is subject to change.

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*

(*Only those who have completed both the preparatory seminar and the fieldwork are eligible to receiving the 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 intranet website after announcing the names of participants.

4. Number of Participants

Approximately 32 participants at maximum (8 students per WG)

5. Selection of Participants and Grouping:

If the number of applicants exceeds 32, 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 32, 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

Although Japanese students and some international students are eligible for visa on arrival at Phnom Penh International Airport, you are required to obtain visa before departure available at the Honorary Consulate of Cambodia in Nagoya (<http://www18.ocn.ne.jp/~camryoji/index.html>). The cost for the visa is 2500 Yen. 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.

7. Other Requirements for Participating in OFW

a) Travel Insurance

All participants **must** buy travel insurance for participating in OFW. A copy of the insurance policy should be submitted to Prof. Penghuy by Aug. 2, 2013. *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.

*For further inquiries: Contact OFW Assistant Professor, Ngov Penghuy
penghuy@gsid.nagoya-u.ac.jp*

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