



IDE ADVANCED SCHOOL

INSTITUTE OF DEVELOPING ECONOMIES-

JAPAN EXTERNAL TRADE ORGANIZATION, JETRO

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Terms and Conditions for IDEAS Training Program

Article 1. IDEAS Training Program

The Institute of Developing Economies Advanced School (hereafter “IDEAS”) shall provide a person invited to participate as the overseas fellow (hereafter “the Fellow”) with IDEAS Training Program (hereafter “the Program”). The Program runs from late September, 2018 and continues until the end of January, 2019.

Article 2. Invitation and Acceptance

- (1) Invitation to participate in the Program shall be made by a letter of invitation from IDEAS.
- (2) The Fellow shall indicate their acceptance of the invitation by returning IDEAS a signed copy of “Letter of Acceptance.”
- (3) IDEAS will reserve round-trip economy class airplane tickets after receiving the participant’s Letter of Acceptance.
- (4) Any cost due to Fellow’s cancellation or withdrawal from the Program, and the compensation to the accommodation facility for damages caused with intent or through negligence on the part of a Fellow shall be borne by the Fellow.

Article 3. Services to be provided

- (1) Round-trip economy-class airline tickets between the nearest international airport to the Fellow’s residence and Tokyo, Japan.(CHANGES NOT PERMITTED)
- (2) Arrangement of designated accommodations. (CHANGES NOT PERMITTED)
- (3) Arrangements for the Program-related transportation within Japan during the period of the Program. IDEAS will not arrange transportation for personal reasons.

(4) Textbooks and lecture materials.

(5) An individual locker, desk and web-connected computer for rent.

(6) Access to the IDE-JETRO library.

Article 4. Expenses

(1) IDEAS shall bear the following expenses:

a. Round-trip airline tickets as stipulated in Article 3-(1).

IDEAS shall not cover the cost for domestic transportation.

b. Aviation and airport taxes paid by the Fellow when embarking for/from Japan (to be reimbursed to the Fellow upon presentation to IDEAS of receipts for such taxes).

c. Transportation expenses as stipulated in Article 3-(3).

d. Monthly stipend of 320,000 yen.

(Stipend will be paid on a pro-rate basis in cases when the Fellow is not staying in Japan for the entire month. Stipend for September and January will be paid under this rule.) All the expenses, including accommodation*, transportation, telephone, cellular and fax communication, meals, packing, etc., shall be paid directly by the Fellow from the stipend.

*Accommodation will cost 6,000 yen per night.

(2) Notwithstanding anything herein to the contrary, IDEAS shall not bear the following expenses for the Fellow. If for any reason expenses are incurred, the Fellow shall assume the obligation to bear all costs without limitation:

a. Incidental or personal expenses, including but not limited to laundry service, mini bar service, food, alcoholic drinks, telephone calls, facsimile transmittals, massage services, gifts and souvenirs, sports facility (exercise room), and postage charges.

Article 5. Overseas Travel Insurance

(1) IDEAS shall obtain and pay for overseas travel insurance (through Tokio Marine & Nichido Fire Insurance Co, Ltd.) for the Fellow, who shall be named beneficiary of such policy (or his/her legal heir). An outline of the coverage, including maximum payout amounts, is given below:

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| a. Injury death: 50 million JPY |
| b. Injury Permanent Disability: 50 million JPY |
| c. Medical and Rescuer's Expenses: 30 million JPY |
| d. Sickness Death: 20 million JPY |
| e. Liability (Deductible ¥0): 60 million JPY |
| f. Baggage (Deductible ¥0): 300,000 JPY |

(2) The insurance shall be applicable only for the Program period (from the departure date from home country till the return date to home country). The Fellow is expected to obtain, at his/her own expense, insurance for any periods outside of the invitation dates.

(3) IDEAS shall not take any responsibility for any cases (i.e., injury, damage and/or cost of the Fellow and/or the third party that fall outside of the coverage area—except those clearly stipulated in the coverage—unforeseeable delays, etc). Moreover, IDEAS shall not be held liable, without limitation, for any case that is beyond its reasonable control, such as natural disasters, acts of God, war, labor strikes, etc.

(4) IDEAS shall not be responsible or financially compensated for medical conditions resulting from an undisclosed pre-existing condition, which may terminate the program.

Article 6. Waiver of Liability

IDEAS assumes no responsibility or liability for any injury, damage, additional expense, accidental delay or other irregularities suffered by the Fellow or any third party other than those which may be caused by the willful or negligent acts or omissions on the part of IDEAS; and IDEAS shall not be responsible or liable for consequences of natural calamities, labor strikes, acts of God, war or other factors beyond IDEAS' reasonable control.

Article 7. General Obligations

The Fellow shall not engage in the following:

- (1) Any act that damages the positions or reputation of JETRO, IDE and IDEAS.
- (2) Any act that defames the names of JETRO, IDE and IDEAS.
- (3) Provision of secrets or other confidential information of IDEAS, or anyone related to IDEAS, to a third person.

Article 8. Additional Obligations

- (1) The Fellow is required to attend IDEAS classes and school activities, or perform other tasks in keeping with the position as the Fellow.
- (2) The Fellow shall submit necessary documents when requested by IDEAS for administrative reasons (eg. their boarding pass stubs to IDEAS as soon as possible upon arriving in Japan and returning to the Fellow's home country).
- (3) While staying in Japan during the Program, the Fellow shall not bring family members to Japan, as per IDEAS regulations.
- (4) The Fellow shall not leave Japan or return home temporarily during the Program, except with the prior written request to IDEAS of leaving Japan by the dispatched organization in case of an emergency.
- (5) The Fellow shall inform IDEAS of any change of address or employment between the time of their acceptance of IDEAS invitation to participate in the Program and the conclusion of the Program.

Article 9. Photo Use Permission

To provide the relevant information for the website which is related to the Program, IDEAS can upload a photographic portrait provided by IDEAS or the Fellow.

Article 10. Cancellation of Participation

IDEAS may cancel the Fellow's participation in the Program at any time for reasons including:

- (1) The Fellow violates any provision of "Terms and Conditions."
- (2) IDEAS judges that it would be difficult or inappropriate for the Fellow to continue participating in the Program for matters of personal health or other reasons, including cheating, deception or inappropriate behavior.
- (3) The Fellow requests said cancellation for personal reasons.

I have read and accept these "Terms and Conditions" .

Signature

Date (Day/Month/Year)

Printed name
