**Memorandum of Understanding**

**Sylff Fellowship Program**

This Memorandum of Understanding (MOU) on the Sylff Fellowship Program (the “Program”) is entered into by and between the Tokyo Foundation (the “Foundation”) and \*\*\*\*\*\*\* (the “Fellow”), a student currently enrolled in a master’s/doctoral program at the National and Kapodistrian University of Athens , WHEREAS:

1. The Foundation administers the Program whereby graduate students at Sylff institutions receive fellowships to pursue an academic degree/conduct research for his/her master’s thesis/doctoral dissertation.
2. The Fellow has applied to the Program through the National and Kapodistrian University of Athens and has been selected by the Foundation as a Fellow under the Program.
3. The Foundation agrees to provide a fellowship to the Fellow in accordance with the terms and conditions set forth as follows:

1. Purpose of the Fellowship: The Fellow shall use the fellowship in accordance with *Information on Fellow’s Studies/Research* (hereinafter called the “*Information*”)attached to this Memorandum of Understanding.

2. Amount and Disbursement of the Award: The Foundation provides the fellowship under the following terms and conditions. The amount of the award is not negotiable, and the Fellow may not request additional funding from the Foundation.

Amount of Award: US$ 8,300

Disbursement: Disbursement shall be made in US dollars and into the account designated below. This MOU, signed by the Fellow, shall serve as the invoice for the disbursement from the Foundation.

Bank Name: \*\*\*\*\*\*\*\*\*\*\*\*

Branch Name: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Bank Address: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Account No.: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Account Holder’s Name: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

SWIFT Code (Europe): \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

IBAN: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

(IBAN applies to: Iceland, Ireland, UK, Italy, Austria, Netherlands, Greece, Gibraltar, Switzerland, Sweden, Spain, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, and Luxemburg)

3. Final Report: The Fellow shall submit a narrative report to the Foundation within 30 days after the fellowship period is completed, as stated in the *Information* of this MOU. The report shall be in the format and according to the instructions provided in *Sylff Fellowship Report* (hereinafter called the *“Report*”) attached to this MOU.

4. Alterations: If the Fellow wishes to make any changes to his/her studies or research activities, as stated in *the Information*, the Fellow shall consult with and obtain prior approval from the Foundation.

5. Refund: If the Fellow is found to have used all or part of the fellowship received from the Foundation for any purpose other than to pursue activities as stated in the *Information* of the MOU, or if the Fellow is no longer capable of carrying out the activities as contemplated in this MOU, the Fellow shall promptly, upon the Foundation’s request, repay all funds not expended or committed for the purpose of the Program.

6. Academic Misconduct: The Sylff institution shall promptly notify the Foundation should it learn of any academic misconduct (and any penalties incurred) by the Fellow. The Foundation may subsequently void the status of the Fellow as a fellowship recipient under the Program and request, at its sole discretion, a refund of the fellowship in full or in accordance with Article 5 of this MOU.

7. Public Relations: The Fellow agrees to the inclusion of his/her name as a fellowship recipient in the Foundation’s annual report. The Foundation may also, with the Fellow’s permission, post part or all of the *Report* on the Foundation-managed Sylff website and/or in printed publicity materials.

IN WITNESS WHEREOF, the parties hereto sign this MOU on the day and year set forth below.

THE TOKYO FOUNDATION

The Nippon Foundation Building, 3rd Floor

1-2-2 Akasaka, Minato-ku, Tokyo 107-0052

Japan

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Masahiro Akiyama

President

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Information on Fellow’s Studies/Research**

The fellowship will be used by the Fellow for the following:

Period of Fellowship

01/09/2017 to 31/08/2018, for a total of one academic year

Degree Status

year of master’s/PhD program

Program of Study/Title of Research

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Description of Study/Research

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Sylff Fellowship Report**

Please use this form as the cover page of your Program report. The report should be signed and submitted via email within 30 days of the completion of your Sylff fellowship period.

**About Yourself**

Name: □Mr. □Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Given name(s) Family name

Institution attended while receiving the fellowship:

Faculty/department:

Title of master’s thesis/doctoral dissertation (if applicable):

Anticipated date of:

* Submission of master’s thesis/doctoral dissertation (if applicable): / (month/year)
* Graduation: / (month/year)

**Profile**

Please provide a brief profile of yourself in 100-200 words

**About Your Study/Research**

Amount of Sylff Fellowship received:  (indicate currency)

If you received additional support from other sources, please indicate source and amount, including tuition/fee waivers:

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate currency)

**Study/Research Highlights**

Please write either of the following (whichever is more appropriate) in 300-500 words

1. Provide the highlights of your research (for a master’s thesis or doctoral dissertation). Depending on your state of progress, identify your research objectives; works studied; theories, models, or hypotheses applied; findings made and their implications; or your plans for future research.
2. Provide information about your study, such as field of specialization, focus of interest related to your study, purpose of your study, and progress made to date.

**Career Objectives**

Please write a short essay (300-500 words) about your career objectives and the reasons why you chose those objectives.

Your signature

Date of submission