

Criteria for Conducting Overseas Fieldwork and Internships

Information for all students considering registering in fieldwork-related courses

Students who will conduct overseas activities such as fieldwork, internships, etc., for fieldwork-related courses (see 1. “Courses”) are required to undertake a comprehensive assessment of measures for safety in relation to public security in the relevant overseas country/region.

Students should discuss the security situation and risk factors for overseas travel with the faculty member in charge of the course before making a comprehensive decision on whether or not to conduct overseas activities, taking into consideration any safety warnings issued for the country/region to which they will travel (refer to the Japanese Ministry of Foreign Affairs Overseas Safety Homepage and 2. “Conditions for Travel”).

Once a decision has been made, students should fill in the “Travel Safety Assessment” section of the “Research Plan” or “Plan for Fieldwork Research / Internship”, placing a check in the box of the determined travel safety level.

Students are advised to confirm the travel safety warnings for the relevant country/region both before and during the travel period, and undertake the measures outlined in 2. “Conditions for Travel” as required.

Please contact the Academic Affairs Office (sfc-kyomu@sfc.keio.ac.jp) if you have any questions.

Courses and conditions for travel for overseas fieldwork and internships

1. Courses

Graduate Courses

- a) Fieldwork A/B/C/D
- b) Internship A/B
- c) Global Partners Networking
- d) Practical Research Work for Global Issues

Undergraduate Courses

- e) Field Research 1/2

Students who will conduct overseas activities in courses other than those listed above may also use the criteria and follow the “Conditions for Travel”.

2. Conditions for Travel

The following table summarizes the conditions for travel, based on the four travel advice and warning categories listed in the Japanese Ministry of Foreign Affairs Overseas Safety Homepage “Travel Advice and Warning”. (<http://www.anzen.mofa.go.jp/masters/explanation.html#index2>)

Category \ Issued	At the time of application	At the time of screening	Immediately before or during travel period
Level 0: Currently no travel warning issued	Travel is possible	Travel is possible	Travel is possible
Level 1: Exercise Caution	Submit a briefing paper (*)	Submit a briefing paper (*)	Students should pay close attention to the situation in the country/region of travel, and take appropriate measures (cancel travel plans, or depart from the relevant country/region) if the travel warning level changes.
Level 2: Avoid Non-essential travel			
Level 3: Avoid all travel	Cannot apply to travel	Cannot apply to travel	If issued before travel commences, students are required to cancel their travel plans. If issued after travel has commenced, students are required to depart immediately from the relevant country/region.
Level 4: Evacuate and Avoid all travel			

*Include the reasons why you still consider conducting the activity despite the travel warning, your plans for conducting the activity safely, and a risk reduction plan in case of trouble while overseas.

3. Notes

- a) Both students and guarantors should carefully consider any risks involved in travelling to the overseas country/region.
- b) Refer to information about infectious diseases on the Japanese Ministry of Foreign Affairs Overseas Safety Homepage in advance, to confirm any epidemics and the recommended vaccinations for the country/region of travel.
- c) You are obligated to enroll in the Overseas Students Safety Management Assistance Service designated by the Faculty of Policy Management, Faculty of Environment and Information Studies, and the Graduate school of Media and Governance (hereafter, the undergraduate and graduate schools), as well as a comprehensive overseas travel insurance policy that meets the requirements of the undergraduate and graduate schools.
- d) Please be aware that the University cannot do anything more than is determined in the crisis management framework in the occurrence of an incident in the country/region of travel.
- e) Students should submit a signed Written Oath after having read and agreed to the cautionary notes above.

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