



## **Swiss-Japan Association for Engineers and Scientists**

### Regulations for the SJA grant

#### **Art 1 Objective**

The Swiss-Japan Association for Engineers and Scientists (SJA hereafter) fund serves the general objective of encouraging qualified graduates and senior students to gain professional experience in Japan and supporting them with financial contributions. This support takes the form of a small grant to assist the incorporation of a so-called "Japan stay" in their professional education for acquainting themselves with the Japanese lifestyle and culture, characteristics of the Japanese economy and business, and the Japanese language. By such a training term for studies and professional activities in Japan, the selected grant recipients will have a chance to enhance their knowledge and experience of Japanese business administration, technologies and working methodologies, as well as Japanese language and culture.

The experience gained shall contribute a long-term benefit in its broadest sense to the Swiss economy and promote bilateral trade and business relationships between Switzerland and Japan.

#### **Art 2 Property**

The SJA fund represents a special asset of the property of the SJA and is administered by the SJA.

#### **Art 3 Administration**

The investments, administration and application of the financial means of the SJA fund is entrusted to the committee of the Swiss-Japan Association for Engineers and Scientists.

#### **Art 4 Application and requirements for the SJA grant**

SJA grants are open to graduates and senior students of both sexes with residence in Switzerland enrolled at the following institutions of higher education in all four national language regions of Switzerland:

- The Swiss Federal Institutes of Technology (ETH/EPF).
- The technically oriented faculties of the Swiss Universities.
- The engineering faculties of the Universities of Applied Sciences (Ecole d'ingénieurs HES / Hochschule für Technik FHS).

Applicants for the SJA grant, whose age should in general not exceed 28 years, are obliged to present in writing their determined objectives for their future professional activity.

The application for the SJA grant must be submitted personally by the candidate in writing to the committee, with enclosure of a curriculum vitae, copies of the certificates of passed examinations in their last educational programme, and a reference letter from their principal teacher. The applicant should also give a description of his/her available financial means for the planned professional training programme in Japan.

The duration of the training programme in Japan must be at least several months (typically between 3 and 6 months).

In principle, it is the applicant's obligation to search and apply for the appropriate training at an institution, host organization, or company providing trainee job positions or postgraduate training. However, the SJA considers it a special task of its objectives to promote exchanges between Japan and Switzerland and to assist applicants in the search and selection of appropriate training institutions and companies. The SJA committee will provide this help within the limits of its ability.



#### **Art 5 Return in Switzerland and publication of experience**

After the training period in Japan and returning in Switzerland, the SJA grant recipient agrees to deliver a report to the SJA committee.

This report should contain a summary of the professional activities undertaken in Japan (if not confidential) as well as experiences about daily life in Japan.

On request, a presentation can be made by the recipient to the members of the SJA during an organised event.

The recipient agrees for his/her experience (or part of it) to be published on the SJA website. ([www.swiss-japan.org](http://www.swiss-japan.org))

#### **Art 6 Selection of Recipients**

In addition to the requirements set forth in article 4, the following selection criteria are to be applied in deciding on the qualification of a candidate for a SJA grant by the committee:

- the educational or professional qualification of the applicant
- the professional objectives and the economic and business value of the training programme or professional activity to be undertaken in Japan
- the financial status and the degree of self-interest (moral and financial) of the applicant with respect to the postgraduate or professional training programme to be undertaken in Japan.

In particular cases that should be exceptional, the SJA committee can accept and give an SJA grant to an applicant who does not fulfil all the above-mentioned requirements.

Once the SJA committee has taken its decision concerning an application, no further claim will be accepted.

The Committee of the  
Swiss-Japan Association  
for Engineers and Scientists