

## **Report of the 7th Japan-China-Korea Graduate Student Forum by the Support Team**

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The Support Team for China-UT Collaborations in  
the Academic Service Office for the Life and Environmental Sciences Area

The mission of the Support Team is to support collaborative projects between Chinese institutions and the Faculty of Life and Environmental Sciences, UT. It comprises four members, each from four different sections of the Academic Service Office for the Life and Environmental Sciences Area, i.e. Academic Affairs, Services for Researches, Accounting, and General Affairs. We helped to organize the 7th Japan-China-Korea Graduate Student Forum, held in 2014, hosted by China University of Geosciences (CUG) in Beijing, China.

### **1 Our Goals**

The Forum is an international event designed to provide opportunities for students to actively participate in presentation of their research, inter-university interactions, as well as in organization of the event itself. We set our goals as follows:

- We provide administrative work so that the participating students can concentrate on their own tasks in the organization of presentations and exchanging events.
- We assist the Student Leader Group so that they can provide good leadership to the participating students.

### **2 Reports of Our Activities**

We engaged in the following activities to support organizing the forum. We appointed a responsible person for each activity, but we tried to work as a team, instead of individuals, by sharing information, discussing, and cooperating.

#### **2.1 Administrative Coordination with Other Sections in UT (reported by Yuko Mizushiro)**

We consulted the responsible member of the 2013 Support Team, and obtained information about administrative procedures and items that require coordination. We placed an order for the commemorative gifts for the host university, CUG, making contact with Dr. Yang who is the representative of the UT Committee for the forum, Student Leader Group, and the Office of Global Initiative. We are now

preparing the report book of the forum working together with the Supporting Center of UT. We also had miscellaneous items that require administrative coordination with other sections in UT, and we accomplished the tasks smoothly by working together with, and sharing information among members of the Support Team, Dr. Yang, and the Student Leader Group.

## **2.2 Administrative Coordination with Organizations Outside of UT (reported by Yuko Masaoka)**

We obtained quotes from travel agencies, and booked air and bus tickets. We sought agencies with decent reputation within the reach of the limited budget. It required careful coordination and confirmation to arrange transportation of a total of 25 people.

We also did the paperwork for the visa applications of foreign students. We learned that a visa to China can be difficult to obtain for students from certain countries, so we felt relieved to hear that visas were issued to all student.

As one of my day-to-day office works, I have been engaged in a process of paperwork for business travels. Through the experience of the Support Team, I understood that a considerable amount of work and time is involved in the preparation of business trip documents before they come to our office, and I renewed my sense of admiration for the hard work and fast processing skills of faculty members.

## **2.3 Accounting and Budget Management (reported by Miku Takahashi)**

The function of accounting is paying the cost of the forum including transportation tickets and the commemorative gifts, and management of the budget. For payments, we confirmed the delivered items and required documents such as bills, and registered data like the prices into the accounting system. For budget management, we decided how to use the budget for the forum that came from three sources, Faculty, Graduate School, and Undergraduate School, through discussion among members of the Support Team and Academic Service Office.

Being a newcomer to the Accounting Section of the Academic Service Office, I felt a little nervous about being responsible for the accounting and budget management. However, with the support of the team members and my superior officers, I have almost finished all the work by now.

It was a valuable experience to be involved in this project, and I learned processes in carrying out and completing a project. The experience also gave me

a wider perspective through the interactions with faculty members, students, and people outside of the Accounting Section.

#### **2.4 Schedule Management and Attendance at the Forum (reported by Ryusuke Otsubo)**

To manage our schedule and progress, we sorted our entire supporting activities into smaller tasks, and appointed a responsible person for each task. Although we occasionally encountered tasks that require some try-and-error process, we accomplished the entire project working as a team.

I attended the forum together with the students and faculty members. At the forum, I did documentation work by taking pictures of the events, and observed the meeting of professors. The students of UT gave excellent presentations at the forum, and won 13 prizes. At the party, they organized an origami workshop which facilitated interactions between students from the three countries. I felt that our students showed a great teamwork in organizing events, and also sociable attitude by actively interacting with students from other universities. It was a valuable experience for a university officer like me.

### **3 Remarks**

Through this project, we had opportunities to work with faculty members and students, and also to experience international interactions. We feel that the new experience allowed all the team members grow as university workers.

At the startup of the project, experienced people in the Academic Service Office gave us important advices. Also, we consulted with Dr. Yang and Student Leader Group at meetings. Looking back, we feel that we were able to accomplish the project thanks to the support of many people. Here, we express our sincere thanks to the people who helped us in many ways.

UT will host the forum next year. We will be grateful if our work and experience contribute to make a foundation to hold the events in the future.



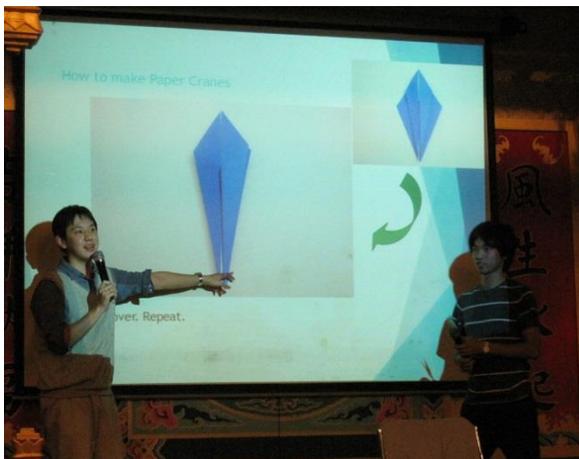
The members of the Support Team for China-UT Collaborations



A meeting with Dr. Yang and Student Leader Group



Presentations by students



Origami Workshop by students