



**Appendix 1**

**THE ROLE OF SUPERVISORS**

JST will make a group of five or six students with one supervisor. Prior to departure, the list of assigned students will be forwarded to the sending authority. All the supervisors should be responsible for securing the students' safety from departure to return to their home country/region. For the effective and smooth operation of the exchange program, the supervisors are expected to cooperate with each other, taking care of all the students of their country/region collectively.

**【Before Departure // At the Departing Airport】**

1. Accommodation for overnight stay en route to Japan / to home country  
Make sure that the group has all the information on overnight stays and transport/meals arrangements on the inbound/outbound journey. In general, a pick-up service is provided to/from the hotel.  
Necessary information will be provided to the sending authorities or/the person(s) designated by the sending authorities.
2. In case of no-show/last minute cancellation and missed (connecting) flight  
Supervisors are expected to carry out the following actions:  
Please send text in English to the e-mail addresses separately provided by JST  
if last minute cancellation and/or "no show" happens  
if the group missed a connecting flight or the group must change the original flight route (flight change) on the inbound journey to Japan

**【After Arrival】**

**1. SAFETY AND HEALTH MANAGEMENT FOR PARTICIPATING STUDENTS**

Supervisors are expected to carry out the following tasks to safeguard each participating student's health and safety during the program:

- 1) Keep a close watch on students for any health (physical and mental) signs and/or symptoms such as a high fever, loss of appetite, or lethargy;
- 2) Carry out a roll call of students in the group before moving to a new location or board the bus; \*Please note that the grouping composition may change.
- 3) Read the "SSHP booklet" carefully, and carry it with them during the program to ensure access to contact numbers and other important information in case of an emergency;
- 4) Cooperate with staff members of a JST-contracted program organizer to stay up-to-date with the latest information, including any small changes of itinerary or agenda during the program;
- 5) When necessary, ask the students about any food allergies or restrictions in advance.



## **2. EMERGENCY RESPONSE**

If a participant is faced with an emergency, whether it is an illness, injury, accident, natural disaster, or fire during their stay in Japan, supervisors will be the first persons he/she contacts. If they receive an emergency call, please contact staff members of JST-contracted program organizer or JST personnel for further instructions.

## **3. WHEN YOUR STUDENT FALLS ILL**

(In response to illness)

Supervisors may be requested to accompany a student to the hospital when he/she falls ill or gets injured and stay with the student based on doctor's advice, deviating from the scheduled itinerary.

(Possible Extended Stay)

JST may request that the supervisor extend his/her stay to accompany the student based on the doctor's request/advice of postponed departure.

In case of extended stay (or when this arises), JST takes care of the expenses during the extended stay (accommodation, meals, local transportation, extended travel insurance, etc.) and rearranges a return flight.

**Student's safety should be your first priority.**