

1. Hokkaido University Ambassador/Partner FAQ

No.	Question	Answer
1-1	What are Hokkaido University Ambassadors?	Hokkaido University (HU) appoints Hokkaido University Ambassadors (“ambassadors”) to play central roles in supporting HU in their countries or regions. Ambassadors work with HU to raise its international profile and build a global network of personal connections. They also work on expanding and enlivening the HU community, which supports the university in a variety of ways.
1-2	Who can be an ambassador?	As a general rule, candidates should be active in a variety of fields and have considerable influence in their country or region. They should also fully understand the Hokkaido University Ambassador and Partner System (“the system”), and be strongly committed to working with HU in their ambassador roles. They should be university presidents, high-ranking government officials, presidents of HU overseas alumni associations, executives of large world-renowned corporations, or individuals in similarly senior positions, and should be prepared to serve a term of three years. It is preferable that qualified candidates are HU alumni residing outside Japan, but non-alumni satisfying the above requirements may also be eligible. Determining factors in an ambassador’s appointment include the candidates’ achievements, expected contributions and the geographical balance of current ambassadors. If you would like to recommend an outstanding individual who does not meet the above requirements, please consult the HUAP coordinator.
1-3	What exactly do ambassadors do?	Ambassadors are expected to engage in the following activities in their regions as much as possible: <ul style="list-style-type: none"> ● Networking. ● Providing support to local students aspiring to study at HU and to HU students aspiring to study in the ambassador’s region. ● Providing support to HU visitors and those organizing related events. ● Promoting HU to local universities and other organizations and providing related information. ● Finding internship sites, etc. ● Finding local companies and other benefactors willing to provide donations. ● Forming alumni associations and networking with alumni.
1-4	Who are Hokkaido University Partners?	Hokkaido University (HU) appoints Hokkaido University Partners (“partners”) in the same way as ambassadors to support HU in their country or region, but with greater flexibility in their roles. They work with HU to raise its international profile and build a global network of personal connections. They also work on expanding and enlivening the HU community, which supports the university in a variety of ways.

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1-5	Who can be a partner?	<p>As a general rule, partner candidates should be HU alumni living overseas, but the following are also eligible: (1) Japanese alumni working outside Japan on short-term assignments (i.e. on a short-term contract) for trading companies, other private corporations or Japanese government organizations such as JICA; and (2) individuals expected to contribute to expanding and enlivening the HU community.</p> <p>If you would like to recommend an outstanding individual who does not meet the above requirements, please consult the HUAP coordinator.</p>
1-6	What exactly do partners do?	<p>In addition to the ambassador activities listed in 1-3, partners are expected to distribute information on HU in the local language via social media, etc. and to support ambassador activities as necessary.</p>
1-7	Are ambassador and partner roles exclusive to HU alumni?	<p>As stated in 1-2 and 1-5, non-alumni who fully understand the system and demonstrate a strong commitment to working closely with HU are also eligible, even though the system is intended primarily for HU alumni.</p>
1-8	Are there terms of office for ambassadors and partners?	<p>Ambassadors serve a term of three academic years and may be reappointed for subsequent terms. There is no limit to the number of terms that an ambassador may serve.</p> <p>Partners have no fixed term, but will be consulted on their future intentions regarding the role upon submitting an annual activity report at the end of each academic year.</p>
1-9	Do ambassadors and partners have compulsory duties?	<p>Both roles primarily involve engagement in the activities described in 1-3 and 1-6. These are either voluntary or based on specific requests from HU.</p> <p>Ambassadors and partners must submit an annual activity report.</p>
1-10	Are ambassadors and partners required to engage in all activities? Are work-related availability limitations an issue?	<p>Such limitations are not regarded as problematic. Ambassadors and partners can simply contribute as much possible in consideration of professional and/or personal commitments. Requests from HU may be declined if impractical or difficult due to local circumstances.</p>
1-11	Do ambassadors and partners receive remuneration or benefits?	<p>Ambassadors and partners work in principle as volunteers without remuneration. However, compensation may apply for work involving interpretation, presentation and guidance/advice services. In such cases, the department assigning the work will arrange remuneration based on the relevant HU regulations.</p> <p>Ambassadors and partners are given a certificate of appointment as well as a badge, business cards and postcards bearing the HU logo. Ambassadors are also provided with a desktop business card holder and multi-purpose greeting cards bearing the HU logo.</p>

2. Hokkaido University Ambassador/Partner Appointment Procedures

No.	Question	Answer
2-1	How do I recommend an ambassador/partner?	<p>To recommend ambassador or partner candidates, submit a Hokkaido University Ambassador and Partner Recommendation Form and the candidate's resume to the Global Relations Team at the International Affairs Department's Division of International Planning. Candidates are selected based on discussions in meetings and appointed by the President of HU.</p> <p>In addition to recommendations from HU departments, the Global Relations Office may also gather information on candidates and recommend/select/appoint ambassadors and partners as appropriate.</p>
2-2	What should referees do?	<p>Referees should first explain the system to potential candidates and check their willingness to be recommended. The Hokkaido University Ambassador and Partner System Handout for Candidates (JP/EN) can be used to provide information on the system. To recommend an ambassador candidate, contact the Global Relations Team in advance; not all recommendations are necessarily accepted.</p> <p>If the candidate agrees to the recommendation, a completed Hokkaido University Ambassador and Partner Recommendation Form and the candidate's resume should be submitted to the Global Relations Team via the administration section of the relevant department.</p> <p>The Global Relations Team may ask the referee to provide additional information during pre-appointment procedures and/or post-appointment activities.</p>
2-3	May I contact the candidate before the screening result is known to provide verbal assurance of informal approval?	<p>As stated in 2-1, successful candidates are selected based on discussions in meetings and appointed by the HU President. Referees should refrain from mentioning informal approval to the candidate until the screening result is officially issued. HU appreciates referees' contributions and their understanding in this regard.</p>
2-3	Can I recommend an overseas professor who really helped me out when I was a student as an ambassador?	<p>As stated in 1-2, ambassadors must have considerable influence in their country or region, and must be in suitable positions. Ambassador selections are also made in consideration of achievements, expected contributions and the geographical balance of current ambassadors.</p> <p>Recommendations do not necessarily result in appointments. The Global Relations Team may offer to appoint a candidate as a partner rather than as an ambassador. To recommend an ambassador candidate, contact the Global Relations Team in advance as stated in 2-2.</p>
2-4	Is the seal of the departmental supervisor enough for the recommendation form?	<p>No. It should have the signatures/seals of both the referee and the dean of the department.</p>

No.	Question	Answer
2-5	Is there a list of current ambassadors and partners? I'm not sure whether the candidate I plan to recommend has already been appointed.	No such list is currently provided, although one may be published for internal reference after a certain number of appointments have been made. Contact the Global Relations Team for further information because in addition to candidates already appointed, some will be in the selection/appointment process.
2-6	When should recommendations be submitted?	Recommendation forms can be submitted at any time, but selection is performed on a quarterly basis in late December, late March, late June and late September.
2-7	How long is the process from recommendation to appointment?	Appointments are made around a month after the selection described in 2-6. Contact the Global Relations Team to change the schedule of an appointment in consideration of factors such as the timing of the candidate's presence in Japan or a referee visit to the candidate.

3. Hokkaido University Ambassador and Partner System Usage Procedures

No.	Question	Answer
3-1	How do I use ambassador/partner services?	<p>An Application for Use of the Hokkaido University Ambassador and Partner System should be submitted to the Global Relations Team via the administration section of the relevant department. The Global Relations Team will then check with ambassadors/partners regarding their availability and, if appropriate, send a Hokkaido University Ambassador/Partner Introduction Form to the applicant as well as the administration section of the relevant department.</p> <p>Subsequent communication and coordination should take place between the applicant and the ambassador or partner. After using the system, the applicant should promptly submit a Report on Use of the Hokkaido University Ambassador and Partner System to the Global Relations Team.</p>
3-2	What kind of work can ambassadors and partners engage in?	Refer to 1-3 and 1-6. In regard to other activities, contact the Global Relations Team.
3-3	The faculty I'm affiliated with plans to publish and distribute pamphlets to prospective international students in Southeast Asia. What procedures should be completed to be able to use the system?	Refer to 3-1. Note that ambassadors/partners may not be able to contribute due to their own circumstances.
3-4	Should ambassadors and partners receive remuneration?	Matters of remuneration are left to the discretion of the departments using the system. However, remuneration should be arranged whenever possible for activities payable under HU regulations, such as interpretation, presentation and guidance/advice services. Individual departments are responsible for completing the relevant remuneration procedures.

3-5	What if there is a problem with an ambassador/partner?	Immediately contact the Global Relations Team, who will coordinate with both parties to discuss the situation for a quick resolution.
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