

Reporting Requirements for Fellows of the UN – The Nippon Foundation Fellowship Programme

The submission of the reports as outlined below is one of the responsibilities accepted by Fellows. Note that if reports are not completed and submitted in a timely manner, confirmation of completion of the Programme will not be issued and relevant nominating authorities and Governments will be formally notified. DOALOS reserves the right to modify the Fellowship Reporting Requirements at any time. Candidates are advised to visit the Fellowship website regularly for Programme updates.

Note that the above requirements do not preclude the Fellowship Programme from assigning additional and/or alternate requirements

I. First Phase

Fellows are required to complete an academic research paper (thesis) as an output of the Programme. The precise scope of this paper will be determined through consultations with the Academic Supervisor and the Programme Advisor during the initial stages of the First Phase placement.

📖 Fellows are required to provide the Programme Advisor and Academic Supervisor with a detailed draft table of contents as per the mandatory outline structure (available in MS Word format) and a one-page abstract before they begin drafting their paper – this should normally be done within the first three weeks of the first phase placement.

🕒 Fellows will be required to present their research thesis to an audience of Fellows and staff members. The presentation will last no more than 30 minutes, and will be immediately followed by a 30 minute question and answer session. Fellows should be prepared to address substantive questions and justify their research topic and approach.

📖 Fellows will be required to undertake a national / regional ocean policy and law inventory for their State and/or Region during their tenure with DOALOS. A standardized format has been developed and Fellows will be provided with customized assignments in this respect upon arrival at DOALOS.

II. Second Phase

📖 The final research paper should be no less than 100 pages, not including bibliography and annexes (12 point font and 1.5 line spacing). It must be edited to the standard of an academic journal publication (including proper referencing and footnotes) and include the following: title page, abstract page, disclaimer page, acknowledgement page, table of contents, list of tables and list of figures (as required), list of acronyms, bibliography and annexes (as required). Unless otherwise instructed, Fellows are required to provide 1 printed copy of their final research paper to the Academic Supervisor and 1 printed copy to the Programme Advisor. **NB.** The Alumni have created a paper format guide available on the Fellows' News Group and the Alumni website.

📖 Fellows are also required to provide 1 electronic copy to the Programme Advisor upon completion of the second phase placement.

Note that the above requirements do not preclude the Academic Host Institution from, with the concurrence of the Fellowship Programme, assigning relevant requirements to the Fellow during their tenure with the said institution.

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☞ Fellows must submit a printed (1 copy) final fellowship report containing 2 sections: (A) critical evaluation of the programme addressing all aspects from the application to the end of placements; and (B) explanation of how and to what extent the Programme provided Fellows with the opportunity to gain the necessary knowledge so as to enable them to assist their States. Fellows may wish to include recommendations and suggestions for their nominating authority, together with comments justifying them in the light of a realistic appraisal of the limitations imposed the country's resources and difficulties of adaptation. The report should not exceed 20 pages in addition to relevant supporting annexes necessary for the full understanding of the conclusions and proposals.