

**Graduate Program in Japanese Language and Culture
(Master's Program)
Application Instructions**

For FY 2018

1. Objectives

This program is designed to provide teachers of the Japanese-language working abroad and government officials who have experience in teaching the Japanese-language abroad and are expected to be leaders of the academic world of Japanese-language education in their own countries and regions, with an opportunity to obtain a Master's degree in Japanese-language education.

This graduate program is offered by the following two institutions:

- (1) The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa)
- (2) The National Graduate Institute for Policy Studies (GRIPS)

2. Program Outline

(1) Duration

September 2018-September 2019 (1 year) *There is a break of a few days between terms.

Fall term: October 2018-January 2019

Winter term: February 2019-March 2019

Spring term: April 2019-July 2019

Summer term: August 2019-September 2019

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

For certain coursework: The National Graduate Institute for Policy Studies (GRIPS)

(3) Description of the Program

a. Graduation Requirements

Participants must complete at least 33 credits of coursework in the prescribed subjects.

b. Degree

Individuals who have successfully completed all of the requirements will be conferred a Master of Japanese Language and Culture or Master of Japanese Language Education by the JFJLI, Urawa and GRIPS.

(4) Number of Participants

Approximately 4 teachers for FY 2018

3. Eligibility

Individuals with a recommendation from a representative of the institution(s) with which they are affiliated.

The following individuals are eligible to apply:

- (1) Teachers of the Japanese-language belonging to institutions providing Japanese-language education overseas or governmental organizations (e.g., Ministry of Education), or government officials who have taught Japanese-language in the past, who are able to obtain approval from a representative of the institution(s) with which they are affiliated to participate in the program;
- (2) Individuals who hold a Bachelor's degree or its equivalent from an accredited university;
- (3) Individuals who are nationals of a country that has diplomatic relations with Japan;
 - * The Taiwanese are eligible to apply for this program
- (4) Individuals who have not completed their compulsory education [nine years of elementary and junior high school] in Japan;
- (5) Individuals who are 44 years old or under as of April 1, 2018;
- (6) Individuals with more than two years of experience in teaching the Japanese-language as of December 1, 2017 (private lessons and assistant teaching experience not included);
- (7) Individuals who have a proficiency in Japanese of Level N1 in the Japanese-Language Proficiency Test, Level 1 of the old JLPT, or their equivalent, or higher proficiency in Japanese (please refer to the official website of JLPT)

“<http://www.jlpt.jp/e/about/levelsummary.html>” for a summary of the linguistic competence required for each level);

- (8) Individuals who have not participated in a Japanese-language teacher training program conducted by the Japan Foundation (including the Short-Term Training Program for Teachers of the Japanese-Language) or any other academic institutions in Japan for more than 50 days during the period from October 2017 to September 2018(including plans to attend); and
- (9) Individuals who are expected to contribute to Japanese-language education in their home country/region after completing the program.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa (NB: participants are not permitted to be accompanied by their family, friends or partners).
- (2) Meals during the program (partly in the form of cash allowance).
- (3) Expenses necessary for participation in the official curriculum, such as tuition at GRIPS.
- (4) National Health Insurance fee and overseas travel insurance fee with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival in Japan or dental care).
- (5) Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence, airport tax, foreign travel tax and set amount of in-kind allowances (pre-paid multi-purpose card to cover expenses necessary for the participation in the program such as public transportation fee and communication fee, etc.).

5. Selection Policy

- (1) Screening will be made in line with the following criteria:
 - a. Need for graduate programs for the teachers of the Japanese-language in the applicant’s country/region.
 - b. Applicant’s teaching position and influence on the academic world of Japanese language education in the applicant’s country/region.
 - c. Applicant’s Japanese-language proficiency, sufficient academic ability as a researcher to obtain a Master’s degree, etc.
- (2) Preference will be given to applicants from countries and regions where it is difficult to obtain a Master’s degree in Japanese-language education at institutions of higher education (e.g., universities).
- (3) Preference will be given to applicants who have research plans which contribute greatly to the development of Japanese-language education in their countries and regions.

6. Application Procedures

(1) Application Documents

An application must contain the following components. 1 copy of the application for admission (from page 1 to 9) should be submitted together, collated and stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

- a. Application for admission (use the designated form)
- b. 2 letters of recommendation (use the designated form)

Your letters of recommendation must be written by a representative of the institute (or department) of the applicant and another person who can evaluate the applicant. Japan Foundation staff members and Japanese-language experts dispatched by the Japan Foundation are not allowed to write this letter. You are required to obtain the letters from your recommenders using the designated form and submit them by post along with the rest of your application documents, all in one package. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. For details, please see the explanation on the designated form.
- c. Official transcripts of academic record and graduation/degree certificates

You must submit by post official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

- Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English or Japanese transcript/certificate, you are required to submit both an official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English or Japanese translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

d. An essay (A) on the type of research which the applicant would like to execute during the Master's program. This essay should be handwritten on the two pages of the attached form in Japanese.

e. An essay (B) on the prospects and action plans which the applicant would like to execute, as a leader in Japanese language education in his/her country/region, after completion of the Master's program. This essay should be handwritten on the two pages of the attached form in Japanese.

f. Official evidence of Japanese proficiency (please refer to the attached application for admission 15.)

(2) Application Deadline and Place for Submission

Applications must be submitted to the nearest Japan Foundation office or the Japanese Embassy/Consulate General (hereinafter referred to as the "Japanese diplomatic mission") no later than December 1, 2017. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Applications will be accepted by regular mail or express delivery service, but will not be accepted through the Internet and by fax.

(3) If an acknowledgement of receipt of the applications is required, applicants should enclose a stamped, self-addressed postcard with the applications, on which applicants should write as follows:

"Name of the program: Graduate Program in Japanese Language and Culture

Please send acknowledgement of receipt of the applications."

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office, Japanese diplomatic mission or the Japan-Taiwan Exchange Association to acknowledge receipt of the applications. However, please note that a postcard that lacks the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.

(4) Points to be Noted

- Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- In case there are changes to the information provided in the applications after the submission, please notify the Japan Foundation overseas office, Japanese diplomatic mission or the Japan-Taiwan Exchange Association as soon as possible.

7. Notification of Results

- (1) End of January 2018: Notification of results for the 1st screening
Applicants will be screened by examining their applications (listed above 6.(1) a.-f.).
- (2) February 2018: The 2nd screening will be held.
JFJLI, Urawa will announce the details about the 2nd screening, which may include an interview and a written test, to those applicants have passed the 1st screening.
- (3) Mid-April 2018: Notification of final results
The screening and final decisions will be done by the JFJLI, Urawa/GRIPS Admissions Committee.
Note: Successful applicants must submit the required certificate of health sent to them with their acceptance notices at the time of admission, as it is necessary to obtain an examining physician's assessment that the applicant is medically capable of pursuing studies in Japan.
- (4) Applicants for this program may also simultaneously apply to "Training Programs for Teachers of the Japanese-Language." However, applicants will only be allowed to participate in one program at most.
- (5) Please understand that we do not answer enquiries in regard to the reasons for our decisions.

8. Number of Participants

The number of participant in the previous year was 3 out of 3 applications.

9. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) To come to Japan no earlier than the commencement of the program;
- (5) Not to go abroad or return to their home country for the duration of the program, except the internship in his/her nation;
- (6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family members.

10. Disclosure of Information

- (1) Details of the program supported by the Japan Foundation (e.g., the name of the applicant and program descriptions) will be made public in the *Kokusai Koryu Kikin Jigyō Jisshū* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted applications will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:
<http://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the applications for screening, implementation, and evaluation procedures of the program. They may also be used for the following purpose:
 - a. Details of participant's information, such as name, gender, job and position, affiliation, program duration, and program description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyō Jisshū* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to apply for a visa.
 - c. There may also be cases in which copies of applications, the program reports and other related publication, including documents containing some personal information, are provided to outside consultants in order to facilitate

the screening process and the evaluation of the results of the program. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.

d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application form after the program has ended.

e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

(3) There may be cases in which the program reports and other related publication are released to the public.

(4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (The insurance company and its agencies, airline companies, local governments, etc.).

(5) All personal information that we receive from applicants will be used for the purpose of admission screening, collecting statistical information, student registration, educational affairs, and collection of tuition.

(6) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Contact

Teachers Training Section, JFJLI, Urawa

Tel: +81-(0)48-834-1182 FAX: +81-(0)48-834-1170 E-mail: urawakenshu@jpf.go.jp

Please visit the following website to download the Application Forms.

<http://www.jpf.go.jp/e/program/japanese.html>

Attachments

Overview of Graduate Program in Japanese Language and Culture

Instructions to Fill in the Application Forms

General Instructions

1. The application form consists of 13 pages. When applying, please submit this application form (from page 1 to 9) together with one copy collated and stapled, respectively.
2. Applications must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Taipei office. Applications submitted by e-mail or by FAX will not be accepted.
3. Applications must be submitted no later than December 1, 2017. It's highly recommended to submit applications well in advance of the deadline.
4. You will NOT be registered as an applicant until we have received all of your applications by post.
5. The applications will not be returned to the applicant for any reason. The applicant must be sure to keep one copy of the applications for him/herself.
6. Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.
7. If an acknowledgement of receipt of the applications is required, applicants should enclose a stamped, self-addressed postcard with the applications, on which applicants should write as follows:
 “Name of the program: Graduate Program in Japanese Language and Culture
 Please send acknowledgement of receipt of the applications.”
 The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office, Japanese diplomatic mission or the Japan-Taiwan Exchange Association to acknowledge receipt of the applications. However, please note that a postcard that lacks the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.
8. In case there are changes to the information provided in the applications after the submission, please notify the Japan Foundation overseas office, Japanese diplomatic mission or the Japan-Taiwan Exchange Association as soon as possible.

Points to be noted

1. Essay (A) on the type of research and essay (B) on the prospects and action plans must be handwritten in Japanese.
2. Official transcripts and graduation/degree certificates must be issued or officially certified by the university. Copies certified by the notary public are not accepted.
3. If the university (or graduate school) where you enrolled does not issue transcripts or (prospective) graduation/degree completion certificates, please consult the URL below and proceed with the application procedure outlined there.

Website of the GRIPS *Graduate Program in Japanese Language and Culture* (Master's Program) and *Graduate Program in Japanese Language and Culture* (Doctoral Course):

<http://www3.grips.ac.jp/~jlc/inf/entrance.html>

Overview of Graduate Program in Japanese Language and Culture

1. Requirements for the Master's Degree

In addition to earning a minimum of 33 credits, participants must pass the final test and examination of the results of "Special Theme Research."

(1) Required Courses, Recommended Courses and Elective Courses

Participants must earn more than 33 credits (7 credits for Special Theme Research), including 29 credits from the required 13 courses, from among the 41 credits possible from a total of 19 courses.

(2) Special Theme Research

Participants must submit a "Special Theme Research Paper." However, if there are special circumstances, such as described in b), it is acceptable for them to write a "Special Theme Research Thesis."

a) Special Theme Research Paper

Participants must submit the results of their research in a "Special Theme Research Paper" on the subject, "Seminar for Special Theme III," in the final term of their program. Participants formally present these research papers before the instructor(s), and answer oral questions from the instructor(s) on the research. This research must be conducted according to the policy and process described later in 3. Special Theme Research.

b) Special Theme Research Thesis

Those participants who are required by their organizations, or need to write a full thesis because of homeland policy concerning the conferring of a master's degree, can choose to write a "Special Theme Research Thesis." In this case, participants must pass an examination to judge whether their Japanese language ability, grades, and specific research plan are above a certain level at the end of the fall term and after the internship to indicate they are eligible for thesis instruction.

2. Courses Planned to Be Offered and Course Guidance

(1) Courses Planned to Be Offered

A total of 41 credits for the Required Courses, Recommended Courses and Elective Courses (including 9 credits for Special Theme Research).

*Overview of Courses of Graduate Program: see the Japanese Version of the attachment of Application Instructions

(2) Lecturer

Full-time faculty members (considered to be the professors in charge) are responsible for all program course design, curriculum development, examination preparation, etc. These professors are selected from each of the two associated institutions (The Japan Foundation Japanese-Language Institute, Urawa, and The National Graduate Institute for Policy Studies). All classes will be taught by the full-time instructors chosen from the two institutions. However, faculty from outside of the program can be invited to participate, if necessary or desired.

(3) Registration Recommendations

As for the registration of the courses other than the required courses, the professor in charge is responsible for giving advice and making recommendations upon registration in accordance with the participant's research theme.

3. Special Theme Research

(1) Purpose

The graduates of this program are expected to be leaders in Japanese language education when they return to their home countries. Therefore, it is important that both the research theme and the internship associated with it provide practical results to other teachers in their communities and also provide opportunities for improving their overall individual language teaching techniques.

(2) Term by Term Progress

a) [BEFORE arriving in Japan and starting the program]

The participant should select his/her research theme based on relevant problems and challenges in the participant's country or community. The participant should plan out his/her internship (it does not have to be done in class, but can be completed through investigation or research), and finalize as much as possible potential supporters and supportive organizations before arriving in Japan.

b) [Fall and Winter Terms]

The participant should deepen the scope of the research theme and plan a definite direction of the internship through classes and individual instruction.

c) [Spring Term]

In principle, the participant goes back to his/her country for the internship.

d) [Spring and Summer Terms]

The process of completing a research plan, scheduling implementation, and summarizing the report must be completed in accordance with the guidelines of the Special Theme Research Paper (or the Special Theme Research Thesis), as described in 1. (2).

4. Preparative Task

For participants accepted into the program, the following preparative tasks are scheduled to be assigned:

- a) Preparation using specified textbooks related to instruction methods (an exam to confirm the degree of language understanding will be given just after arriving in Japan).
- b) Collection and organization of data about the status of Japanese language education in the participant's home country and community.
- c) Determination of a research theme and sounding out of that theme to potential supporters and supportive organizations.
- d) Video recording or tape recording of the participant's own lectures for analyzing.
- e) Other tasks assigned by lecturers.