As of September 2023

APPLICATION GUIDE DISASTER MANAGEMENT PROGRAM (Ph.D.) 2024-2025

1. Objectives

Water-related disasters are intensifying in frequency and magnitude due to such worldwide phenomena as urbanization, industrialization, and climate change. These disasters cause devastating loss of human life and livelihood, and seriously impede economic development.

It is increasingly evident that capacity development and human empowerment are the necessary foundation to ensure that societies are resilient against disasters and capable of sustainable development. In order to enhance that foundation, it is urgent that countries increase their capacity to train researchers, educators and strategy/policy specialists in risk management.

In the interest of supporting countries in such capacity building, the National Graduate Institute for Policy Studies (GRIPS) and the International Centre for Water Hazard and Risk Management (ICHARM) of the Public Works Research Institute (PWRI) jointly launched a Ph.D. program in October 2010. The broad aim of the program is to nurture professionals who can train researchers and take leadership in planning and implementation of national and international strategy and water-related risk management policy.

2. Target Group

Technical officials, engineers, and researchers in the fields of water-related disasters and disaster risk management policy in developing countries. After completing the program, graduates are expected to hold leadership positions in water-related disaster management.

3. Financial Support

There are two funding opportunities available for applicants, described below. In addition, applicants are allowed to find other sources of financing for their studies.

1. ICHARM Research Assistantship

PWRI is calling for applications for ICHARM Research Assistant positions. Students employed in these positions will work at ICHARM as ICHARM Research Assistants. This is an excellent opportunity to advance one's learning and experience the practical work of ICHARM while carrying out one's own research. Those interested in the assistantship should visit the PWRI website for further information. (https://www.pwri.go.jp/icharm/training/phd/phd_index.html)

2. JICA Scholarship "Disaster Risk Reduction (DRR) Leaders Capacity Development for the Sendai Framework Implementation (FY2023)"

This scholarship is open only to applicants from the following 11 countries (TBD): Philippines, Viet Nam, Indonesia, Fiji, India, Sri Lanka, Mongolia, Nepal, Bangladesh, Pakistan, and Iran. It is provided by Japan International Cooperation Agency (JICA) and implemented as part of the Official Development Assistance (ODA) of the Government of Japan, based on bilateral agreements between Japan and each country. To apply for this scholarship, it is necessary to complete JICA's entry process by the beginning of February 2024. Those interested in the scholarship should contact the JICA office in their country for further information.

4. Enrollment Limit

This Ph.D. program will accept one to three students per year.

5. Admission

The National Graduate Institute for Policy Studies (GRIPS) offers a three-year Ph.D. program admitting doctoral students in October.

To be eligible for admission to the program, an applicant must have research or practical experiences of more than one year in the field of water-related risk management in organizations including universities, or have written a Master's thesis related to water-related risk management.

Admissions Policy, Curriculum Policy and Degree-granting Policy https://www.grips.ac.jp/en/education/3policies/

6. The Application Process

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please <u>carefully</u> review the following details of the application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

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.

Ensure that all supporting documents meet our requirements (see Section 7, Supporting Documents). Send a complete hard copy set of your required supporting documents by post, to reach the Admissions Office no later than the designated deadline. Your official TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040).

Walk-in submissions will not be accepted.

Mailing address

Admissions Office National Graduate Institute for Policy Studies (GRIPS) 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN TEL: +81-3-6439-6046

All of your supporting documents must reach GRIPS by the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Deadline: March 1, 2024

Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., FedEx, DHL) well ahead of the deadline.

Applicants must send all required supporting documents, except for the original TOEFL/IELTS test score(s), together in one package. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances. Make sure to write your name on the envelope.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

This guide is intended only for applicants who are residing in countries other than Japan. If you:

- 1. are currently residing in Japan; or
- 2. are residing in a country other than Japan and plan to move to Japan in the near future,

you may be considered a domestic applicant. Prior to applying, you should contact the Admissions Office by e-mail for clarification and to seek information about the application process.

Use one e-mail address for all GRIPS communications

All communication you receive from GRIPS Admissions Office will be via e-mail.

To make our communication quick and effective, provide an e-mail address that you will check regularly. Update your spam filters to ensure that all GRIPS communications go to your inbox.

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

7. Supporting Documents

Important notes

- All documents must be in English.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

Application for admission (use the designated form) Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.
Two (2) letters of recommendation (use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. <u>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.</u>

☐ **Certificate of employment** (use the designated form)

You are required to submit this if you are currently employed. New graduates and those not currently employed need not submit this document.

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.

$\hfill \Box$ Official transcripts of academic record and graduation/degree certificates

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents <u>issued</u> by the university and bearing the seal or signature of the <u>registrar</u>, and they must be submitted in sealed, <u>unopened envelopes</u> with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

• Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period

- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

• Official graduation/degree certificates

Official certificates should state <u>the name of your degree and the date the degree was awarded</u>. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- ➤ If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. 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.
- > If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
 - The <u>official</u> 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 <u>official</u> verbatim English translation of the document, prepared by an accredited translator.

☐ Official evidence of English ability

One of the following test scores is required:

1. TOEFL iBT: 79 or higher

2. IELTS Academic: 6.0 or higher

Your <u>official</u> TOEFL/IELTS test score report must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040. There is no GRIPS institution code for IELTS.). <u>Test score reports sent by applicants will not be accepted</u>.

Please note that English test scores are valid for two years from the test date, and therefore, <u>tests must have</u> been taken within two years of the time of enrollment at GRIPS.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement (There are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an <u>accredited institution located in the USA</u>, the UK, Canada, Australia, New Zealand, or <u>Ireland</u> will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.

If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted <u>entirely</u> in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

sealed, unopened envelope with the
signed or stamped across the flap b
You are advised to show these instr
when you request issuance of the de
Statement of purpose (use the designated form)
Research proposal (use the designated form)

☐ Hard copy of your master's thesis or equivalent

If your thesis or its equivalent was written in a language other than English, please prepare and submit an English version of the abstract. In this case, you do not need to submit your master's thesis or its equivalent.

If your program does not require a thesis, you can submit a paper that you wrote during your study and that is related to your area of research.

If you are currently a student, you can submit the thesis you have been working on even if it is incomplete. If you think it is not enough, you can also submit a term paper or some other paper related to your research.

☐ Application documents for ICHARM Research Assistant position at ICHARM (if applicable) For further information, please visit the PWRI website:

(https://www.pwri.go.jp/icharm/training/phd/phd_index.html)

☐ Financial statement

If you are not applying for an ICHARM Research Assistant position or JICA Scholarship, you are required to submit a financial statement, as detailed below.

To show that you have the necessary funds to cover the total cost of your studies (tuition and living expenses in Japan; estimated at JPY 2,800,000 for the first year), please submit one of the following documents:

- 1. An <u>original</u> bank statement or an <u>original</u> letter from a bank dated within the past two months showing the necessary funds <u>in Japanese yen or US dollars</u>;
- 2. An <u>original</u> award letter from a scholarship provider showing the total sum of the scholarship <u>in Japanese</u> <u>yen or US dollars</u> as well as the general terms and conditions of the scholarship; or
- 3. An <u>original</u> statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an <u>original</u> bank statement or an <u>original</u> letter from a bank dated within the past two months and showing the necessary funds <u>in Japanese yen or US dollars</u>.

A hard copy of a screen shot from a bank website will not be accepted.

The bank account shown in your statement must be of the type that allows you to withdraw funds upon your request.

☐ Application fee

An application fee is required, due upon request from GRIPS, in the amount of JPY 30,000.

Please DO NOT pay the fee before we advise you to do so.

If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

Upon request from GRIPS, the application fee, in the amount of JPY 30,000, must be paid by bank transfer to the account shown below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation

Branch name: Tokyo Koumubu, Japan 096

Account number: 151884

Account name: The National Graduate Institute for Policy Studies

Swift code (BIC code): SMBCJPJT

8. Tuition and Fees

What	How much	Frequency	Due date
Application Fee 30,000 yen Once		Once	Upon request from GRIPS
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition	642,960 yen	Yearly	In two installments, due October 31 and April 30

^{*}Transaction fees and other handling charges must be paid by the applicant.

*Tuition and fees are subject to change.

9. After You Apply

Notify GRIPS of any changes

You must notify GRIPS by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Admissions results

Once we have received your complete application with supporting documents, it is sent to our screening committee. The final results of screening are announced by e-mail by the end of June 2024. Both successful and unsuccessful applicants receive the notification e-mail.

NOTE: we do not respond to any individual inquiries about reasons for non-acceptance.

Admissions inquiries

If you have any questions or need further information, please refer to the Application FAQs at https://www.grips.ac.jp/en/admissions/faqs/

If the answer to your question is not in the FAQs or in this Guide, please feel free to contact us by e-mail at admissions@grips.ac.jp

For GRIPS use: Application ID	
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APPLICATION FOR ADMISSION

TO DISASTER MANAGEMENT PROGRAM (Ph.D.) 2024-2025

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

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.

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

40 mm

PERSONA	AL DATA						(30 mm wide x
1. Full name	e:	• •		S	n "1 11 1	. 1)	
4. Gender:6. Nationalit	Male	Month/Day	Year	ft to right, top to bottom (3. Age 5. Marital Status:	(as of Octob	er 1, 2024): _	ed
7. I Tesent er	(Does your o		long to a central	or regional authority? be given study leave by n	Central		Neither)
8. Present po	osition, depar	tment/secti	on:				_
9. Work add	lress:						
Postal co	de:			Country:			
Phone: _	untry code - con	- nplete number					
10. Resident	tial address:						
Phone:				•			
11. Preferred	d mailing add	lress: es idence	Other, na	amely (Fill in the follo	wing fields.)		
Address:	:						
Phone: _ Con	untry code - con	nplete number					
E-mail 2							

APPLICATION INFORMATION

13. Education History

- List the names of the undergraduate and graduate institutions you attended or are currently attending **in chronological order**.
- Enter the names of the degrees you received and the dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A:55, B:3, C:0, Excellent:3, Good:10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

			attendance	Duration			
From primary to secondary education (before tertiary education)		(from) Month, year	(to) Month, year	of schooling			
				years and months			
Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA	Honors/ class/rank/ division (if available)
Undergraduate				years and months			
(Bachelor's)				years and months			
Graduate level				years and months			
(Master's/ Doctoral)				years and months			
	f years and months of educat ary education to undergradua		ducation	years and months			

^{*}Calculate and write the total number of years and months of education you will have completed (as detailed above) at the time of your enrollment at GRIPS.

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment at GRIPS.**

☐ TOEFL iBT:			The minimum acceptable test score is 79.
	Score	Month/Day/Year	
☐ IELTS Academic	:		The minimum acceptable test score is 6.0.
	Score	Month/Day/Year	
Other information:	_	uate education instruc	C

undergraduate/graduate degree:			
☐ The USA,	the UK, Canada, Australia, New Z	ealand, or Ireland	
☐ Other cou	ntry		
Please choose at least one of the follow GRIPS. Prioritize your choices and en			our studies at
	cess for the JICA Scholarship.	nancial statemen	
Your options: 1st2nd	3rd		
6. Are you applying to other universities O Yes No	?		
7. List below two persons familiar with y requested letters of recommendation.	your academic and/or professional a	bilities, from who	om you have
1. Name	Position a	nd affiliation	
2	Position a	nd affiliation	
	yment (up to five positions) in rev el de part-time work and internship.	erse chronologic	al order, startin
with your most recent position. Exclude	de part-time work and internship.		al order, startin
with your most recent position. Exclude	de part-time work and internship. Job title and description	(from)	ntes (to)
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with your most recent position. Exclude	de part-time work and internship. Job title and description	(from)	ntes (to)
with your most recent position. Exclude	de part-time work and internship. Job title and description (maximum 20 words)	(from)	ntes (to)
with your most recent position. Exclusion Organization, type, & city	de part-time work and internship. Job title and description (maximum 20 words)	(from)	ntes (to)

21.	Title of your master's thesis or its equivalent	
	CERTIFICATION I certify that to the best of my knowledge all information given understand that any omission or misinformation may invalidate in	
	Signature of the applicant	Month/Day/Year

Please submit this form to the Admissions Office along with other supporting documents by courier or registered mail.

LETTER OF RECOMMENDATION 2024-2025

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				Fo	r GRIPS use: Application ID	
orm seal	to your recommender who knows	s you well. ap, and ret	Have your rurn the lette	ecommend r to you. In	and "Recommender's name"), and give this der complete the form, put it in an envelope, clude this letter with your application and all	
Υοι	ur name:					
		As wri	tten in your passp	oort, from left to r	right, top to bottom (English alphabet only)	
Red	commender's name:					
an ei direc	nvelope, seal the envelope, and stry to the GRIPS Admissions Off	sign it acro ice. This re	ss the flap. ecommenda	Return the tion letter v	for the above applicant, sign it, enclose it in sealed envelope to the applicant or send it will remain confidential and will be used for if the space provided is insufficient.	
1.	How long have you known the a	applicant?		years	months	
2.	In what capacity have you know	n the appli	cant?	_ `		
3.	How often have you interacted to Daily	with the ap	-) Monthly	Rarely	
4.	applicant's overall academic at		•	e known in	the same field, how would you rate the	
	_	ellent (top				
	O Goo	od (top 20%	6)			
	O Ave	rage (top 5	0%)			
	O Belo	ow average	e (lower 50%	%)		
	O Una	able to com	ment			
5.	applicant's overall professiona Out Exc		op 5%) 10%) 6)	e known in	the same field, how would you rate the	
	O Belo	ow average	e (lower 50%	%)		
	O Una	able to com	ıment			
6.	Please evaluate the applicant in	the areas	below as ex	cellent, av	erage, poor, or unable to comment.	
		Excellent	Average	Poor	Unable to comment	
	Academic performance	0	0	0	0	
	Intellectual potential	0	0	0	0	
	Creativity & originality	0	0	0	0	
	Motivation for graduate study	\cap	0	\cap	0	

7.	Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.
8.	Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.
9.	For university professors and instructors only Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.
10.	Additional comments, if any.
11.	How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies? Outstanding OGood OAverage OPoor
Nam	ne of person completing this form:
	ition/title:
	ne of organization:ress:
Phor	
Sign	nature: Date:

Month/Day/Year

CERTIFICATE OF EMPLOYMENT 2024-2025

		GRIPS II	D:
This form must be completed by, or under the note that the official stamp or seal of, and sig considered as invalid. This certificate must contain the same informathat stated in the applicant's Application Form	nature by, any person other than the ation (e.g., position, department/sect	above per	sons will be
EMPLOYER DETAILS			
Name of organization:			
Address:			
	Post	al code:	
Phone:	E-mail:		
Country code - complete numbe			
EMPLOYEE DETAILS			
This is to certify that			
	Full name of applicant (as written in the application	ant's passport)	
has been employed by this organization from	Month/Day/Year		Month/Day/Year Please write "Present" above if the person is on a permanent contract.
Present position, department/section:			
Responsibilities:			
Civil servant qualification (e.g., BCS, IAS, IF applicable:	RS, CSS), if		
This applies to applicants from Bangladesh, India and Pakistan.			
LEAVE OF ABSENCE APPROVAL			
Please select one of the two options below.			
O I will approve a leave of absence for the a GRIPS if he/she is admitted for a period of	above employee to study at of		
O one O two O three O fo	ur O five year(s).		
Please select the appropriate num	ber of years.		
I will not approve a leave of absence for t at GRIPS if he/she is admitted.	he above employee to study		
Authorized person completing this form:		Diagram	out an efficial atoms an
Name:		seal in the	out an <u>official stamp or</u> nis space.
Position/title:		in your l	icial stamp or seal is ocal language and an
Signature:		available	version is not e, please write its
Date:			translation in the of this form.

STATEMENT OF PURPOSE 2024-2025 For GRIPS use: Application ID (You can change the size of the boxes.) 1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words) 2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

soc	3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)					

RESEARCH PROPOSAL 2024-2025 For GRIPS use: Application ID (You can change the size of the boxes.) 1. What is the research question you wish to answer? What are the gaps in academic knowledge and/or policy that you intend to fill with your research? You may include references. (Up to 500 words) 2. Describe the hypotheses of your research as concretely as possible. (Up to 700 words)

3. Indicate the methodology you plan to use. More specifically, explain the materials/data as well as the analytical

ran hat	mework you p t we can dete	plan to use. I ermine the fea	Explain how ar asibility of your	nd where you research plar	will obtain you n. (Up to 1,000	r data. Please words)	provide sufficien	t detail so
	Simply lay o	out the chapte	er titles of your	proposed thes	sis without exp	lanations.		

5. woi	Explain clearly what expertise your proposed advisor has that will be essential to your study. (Up to 300 rds)