

**ADVANCED TRAINING PROGRAM FOR TEACHERS
OF THE JAPANESE LANGUAGE
PROGRAM APPLICATION INSTRUCTIONS****NC-AJT**

For Fiscal 2010-2011

1. Outline

The Advanced Training Program at the Japan Foundation Japanese-Language Institute, Urawa, provides teachers of Japanese with more advanced expertise and skills, as well as addressing specific challenges or issues relevant to teaching the Japanese language. (e.g. the development of Japanese teaching materials, teaching methods, or curriculums, etc).

Teams can apply for the program to accomplish certain projects. However, only three people from any team can participate in the program.

Applications for this course can be accepted from both native and non-native speakers of Japanese.

2. Eligibility

Overseas educational organizations that carry out Japanese-language education (applications from individuals will not be accepted. Team application should be submitted by the team leader's institution).

The following candidates are eligible:

- (1) Those who are employees of the applying organization and who will continue working in that organization after their return to their home country. Full-time teachers will be given preference. For team applications, the members do not have to belong to the same institution in the same country;
- (2) Those who have a proficiency in Japanese of Level 1 in the Japanese-Language Proficiency Test (Nihongo Noryoku Shiken) or its equivalent (i.e. be able to read Japanese research documents, hold discussions in Japanese, and write research reports);
- (3) Those who have at least five years experience in teaching the Japanese-language as of December 1, 2009 (private lessons not included);
- (4) Those who have not participated in a Japanese-language teacher training program conducted by the Japan Foundation (including the Short-Term Training for Foreign Teachers of the Japanese Language) or any other academic institutions in Japan for more than two months during the period from October 1, 2008 to December 1, 2009. Individuals who have taken the Special Training Program for Young Teachers of the Japanese Language from South Asia / East Asia that is implemented as part of "The Japan-East Asia Network of Exchange for Students and Youths" (JENESYS) program are able to apply;
- (5) Those between the ages of 30 and 55 as of December 1, 2009;
- (6) Those who are Japanese nationals or who have a nationality of a country that has diplomatic relations with Japan; and
- (7) Those who are in good physical and mental health.

3. Duration

May 26, 2010 - July 23, 2010 (tentative)

4. Course Venue and Lodging

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

5. Description of the Program

Based on the Study Plan: Outline of Research and Challenges detailed in the application, research activities will be further developed through lectures, one-on-one guidance and discussion among participants. These challenges and issues on a variety of themes and may include pedagogic method research, syllabus development, and textbook compilation planning. Participants are requested to submit reports on the results of the training by the end of March of the following year. It is expected these results will ultimately be made public and published, in the form of an academic paper, syllabus, or as a text book.

In cases where the program requires long-term investigation and work, whereby it is recognized that a return visit to Japan would have a significant effect on the results of training, it is also possible to reapply to join the training course in the following fiscal year.

6. Number of Participants

About 10 individuals or teams

FY2009-2010: Accepted 8 (7teams) / Applicants 33 (21teams)

7. Screening Criteria

Applicants who meet the application requirements will be judged on four aspects: 1) necessity, 2) effectiveness, 3) efficiency of the training program and 4) possibility of further development of the candidate.

The first point will be examined by considering the importance of Japanese-language teaching programs in the applicant's country and the necessity of the whole project in relation to the Japan Foundation's overseas Japanese-language education.

The second aspect will be judged by looking at the applicant's teaching position, influence in and out of school and other factors.

The third point will be judged by considering the applicant's Japanese language proficiency, and academic ability to accomplish the project.

The fourth point will be examined by looking at the applicant's motivation to be a leader in the academic world of Japanese education in the applicant's country, and also by examining the recommender's description of the applicant.

8. Examples of Accepted Projects

See the Japanese version of the Application Instruction.

9. Expenses to be borne by the Institute

The Institute will bear the following expenses in accordance with its regulations.

- (1) A round-trip airline ticket (as a general rule, discount economy class) for the most direct route between the airport nearest to the participant's residence and the New Tokyo International Airport.
- (2) Airport tax and foreign travel tax
- (3) Accommodation (a single room for each participant) in the Institute.
- (4) Meals
The Institute will provide participants with breakfast, lunch, and dinner in kind or in cash.
- (5) Daily allowance
- (6) Transport allowance
- (7) Reference books & teaching materials allowance
- (8) Carriage allowance
- (9) Expenses for field trips in Japan
- (10) Overseas travel accident insurance for disease and injury during the period of the program

10. Obligation of the Participants

The participants are required to adhere to the following:

- (1) To obey 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 the Institute;
- (4) To come to Japan no earlier than the commencement of the program;
- (5) As a general rule, not to go abroad or return to their home countries for the duration of the program;
- (6) To return to their home country as soon as the official period of the program expires, unless the Institute permits an extension of stay in Japan beyond the program; and
- (7) Not to be accompanied by their family.

11. Application Procedures

- (1) Applications should be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission no later than December 1, 2009.
- (2) The application form consists of 7 pages.
- (3) For team applications, page 3 and 4 should be submitted one copy by a team. Page 1, 2, 5, 6, 7 should be photocopied or printed out from the website and submitted by each member of the team.
- (4) For page 3, choose either 3A or 3B, depending on whether the project is Research Paper Writing (3A) or Syllabus & Curriculum Development (3B).
- (5) When applying, please submit this application form together with one copy collated and stapled. The applicant must be sure to keep one copy of the application for him/herself.

12. Remarks

The entire application form, especially in the Study Plan part, should be filled out in Japanese if there are no specific directions such as "in English" or "in Native Language." You are strictly requested to work alone without assistance from others.

13. Acknowledgement

If acknowledgement of the receipt of the application is required, applicants are to enclose a stamped, self-addressed postcard with the application, with the following information clearly written:

"Name of the program: Advanced Training Program for Teachers of the Japanese Language.

Please send us acknowledgement of receipt of the application."

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. Please note that a postcard without the applicants' name, address, *the name of the program, or the necessary postage stamp will not be returned.*

14. Selection and Notification

The applications will be screened by the Japan Foundation Japanese-Language Institute, Urawa, and decisions will be announced at the end of March to the beginning of April 2010. In screening, the Institute shall give priority to organizations that have positively supported seminars or training courses for Japanese-language teachers in their countries.

Candidates for this program may also apply to the other programs such as Training Programs for Teachers of the Japanese Language or Graduate Program on Japanese Language and Culture (Master's Course), at the same time. However candidates may only receive one grant, even if they are successfully accepted to several programs.

Please understand that we can't answer the reasons of our decisions.

15. Disclosure of Information

- (1) Information of successful projects including the name of the applicant and project descriptions will be made public on Kokusai Koryu Kikin Nihongo Kokusai Center Jigyo Hokoku (Detailed Annual Reports of the Japan Foundation Japanese-Language Institute, Urawa Activities), the Japan Foundation's website and other public relations materials.
- (2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No.140 of December 5, 2001), submitted application forms and related materials will be disclosed, except for information stipulated by law as not to be disclosed.

16. Handling of Personal Information

Please inform the candidate of the following.

- 1) The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). For the Japan Foundation's undertakings for the protection of personal information, please see the following website.
<http://www.jpf.go.jp/e/privacy/>
- 2) The application form and other related documents can not be returned to the applying institution under any circumstances.
- 3) Copies of applications including recommendation forms may be given to those who evaluate the applications in the screening process.
- 4) In some cases the Japan Foundation may use the information written on the application form to contact you to inform candidates of other Japan Foundation activities or to send them some public relations materials.
- 5) Personal information of the participants such as name, country, gender, affiliation, project's category, topic, program period, etc. will be published in the Program Guide, and may be published in the activities report of the Japan Foundation Japanese Language Institute, Urawa, the Detailed Annual Report of the Japan Foundation Activities, website, application instruction, and other publications by the Japan Foundation. They are also used in compiling statistics to be carried in the Annual Report, the Detailed Annual Report of the Japan Foundation Activities, the Japan Foundation's website and other public relations materials.
- 6) In some cases personal information of the participants such as name, country, gender, affiliation, program period, etc. may be used in analysis for evaluation of the training programs or for other academic purposes.
- 7) Personal information of the program participants such as name, country, gender, date of birth, home address, affiliation, program period, etc. will be provided to the following institutions;
 - the Japanese Ministry of Foreign Affairs and its overseas entities (for the purpose of obtaining a visa and confirming participation in the program)
 - the insurance company and its agencies (for overseas travel accident insurance)
 - related airline companies (for preparation of air tickets)
 - related local governments, cultural and educational entities and host families (for various cultural activities)
 - related transport companies, hotels etc. (for preparation of field trips)

NC-AJT

**ADVANCED TRAINING PROGRAM FOR TEACHERS OF
THE JAPANESE LANGUAGE
APPLICATION FORM**

For Fiscal 2008-2009

Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no office in your country, the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo and affiliated organizations do not accept applications from overseas applicants. It is also necessary to contact the overseas agency mentioned above to inform them of your intention to apply in advance of submitting your application. Applications are not accepted through the Internet or by e-mail. This application form should be typed or written in block letters with a ball-point pen in black ink.

To the Director of the Japan Foundation Japanese-Language Institute, Urawa
I hereby apply for the person named below to participate in the _____ / _____ / _____
2010-2011 Advanced Training Program for Teachers of the Japanese Language.
Year Month Day

Name of Institution _____

Signature of the Representative of the Institution _____

Name of the Representative of the Institution _____

CANDIDATE (The following form should be filled in by the candidate. For details on the use of personal information included in the application form and attached documents, please see "16. Handling of Personal Information" in the Application Instructions.)

Name	In Kanji or Katakana		Family name			Given name		
	In Roman alphabet							
	Name written in passport							
Sex	<input type="checkbox"/> Female	Date of Birth	19	/	/	Age (As of December 1, 2009)		Nationality
	<input type="checkbox"/> Male		Year	Month	Day			
Home Address (in Roman alphabet or Kanji)								
Tel.		Fax.		E-mail				
			Affiliated Institution			Faculty/ Department/ Program, etc.		
In Kanji or Katakana								
In English								
In Native Language								
Address of the Affiliated Institution				Tel.				
				Fax.				
BA.	Name of Institution					Location		
	Term	From ____ / ____ to ____ / ____.		Degree		Major		
MA.	Name of Institution					Location		
	Term	From ____ / ____ to ____ / ____.		Degree		Major		
Ph.D.	Name of Institution					Location		
	Term	From ____ / ____ to ____ / ____.		Degree		Major		

Applicants who are native Japanese speakers need not fill in the columns with*

*Previous Japanese-language study	Term	Total Hours	Institution		Textbook
	From (m/y) to (m/y)				
	From / To /				
	From / To /				
Training program for Japanese-language teachers undertaken at the Japan Foundation Japanese-Language Institute, Urawa	Term	Name of the Course			
	From / To /				
	From / To /				
	From / To /				
Training program for Japanese-language teachers undertaken at other institutions	Term	Total Hours	Institution		Name of the Course
	From / To /				
	From / To /				
	From / To /				
Training program for Japanese-language teachers undertaken at other institutions	Term	Institution	Students		Textbook
			Age	Level	
From / To /					
In Total: ____ Years ____ Months	From / To /				
	From / To /				
Current teaching position	Subject Taught	Students		Hours per week/ year	Textbook
		Age	Number		
				() Hours/w () Hours/y	
				() Hours/w () Hours/y	
				() Hours/w () Hours/y	
				() Hours/w () Hours/y	
*The Japan Foundation Japanese-Language Proficiency Test		Test Year	Passing Grade		Certificate Number
Previous stay in Japan	Term	Days	Purpose; Grants Received (if any)		
	From / To /				
	From / To /				
	From / To /				
Contribution in the field of Japanese-language education outside the class activities (e.g. serving as a board member of an association of teachers of Japanese or experiences of planning a seminar or academic meeting on Japanese-language teaching, etc.)		1. 2. 3.			

Study Plan (for Research Paper Writing)

1. Purpose and meaning of your project, and the outcome you expect for the Japanese education in your country upon completion of the plan.

Theme of the project	

2. Methods of the research and analysis.

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Study Plan (for Syllabus & Curriculum Development)

Theme of the Project	
Category	<input type="checkbox"/> Syllabus & Curriculum Development <input type="checkbox"/> Resource Development <input type="checkbox"/> Others ()
Language Used	
Target Learners	<input type="checkbox"/> Primary Education <input type="checkbox"/> Secondary Education <input type="checkbox"/> Higher Education <input type="checkbox"/> Adult Education
Age of Learners	
Nationality	
Mother Tongue	
Purpose of Learning Japanese	
Level of Japanese	<input type="checkbox"/> Beginner <input type="checkbox"/> Beginner Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Intermediate Advanced <input type="checkbox"/> Advanced <input type="checkbox"/> Superior

1. Purpose and meaning of your project, problems of current materials, and the outcome you expect upon completion of the project.

2. Describe briefly the content of the material you wish to develop, i.e. its structure, contents, characteristic features that current materials lack, how it could solve problems that you are facing now, and so on.

3. Project Planning

Present status of the project
Preparation before starting the Program
Agenda during the Program
Action plans after completion of the Program

What do you expect the Institute to provide to ensure the project goals are achieved?
(advice, guidance, etc.)

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How would the results be made public? (tentative)

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4. References

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Outline two academic achievements you have made in the field of Japanese-language education. If possible, demonstrate how these achievements are related to the project in this application. Academic achievements may include an academic paper, draft paper on Japanese-language teaching at academic meetings or seminars, teaching materials or a curriculum you have developed, etc. Write an outline of these achievements in Japanese of around 400 characters in the columns below or on a separate attached sheet.

1. Theme:

Outline

2. Theme:

Outline

Outline of the Institution

Please attach some general information on your institution (introductory brochure, etc).

History of the Institution and the Japanese-Language Course
Outline of the Japanese-Language Course (state the length of the course, hours of study per week, the number of students.)
Term / Semester (state the beginning and the end of each term or semester.)

<p>Attributes of Students</p> <p>Please choose A or B and check appropriate box.</p> <p>A. Formal Institutional education <input type="checkbox"/> Primary-school students <input type="checkbox"/> Secondary-school students <input type="checkbox"/> University / College students</p> <p>B. Education other than formal institutional education <input type="checkbox"/> Children <input type="checkbox"/> Adults</p>

Staff of the Japanese-Language Course including the candidate.

Name	Position	Full Time or Part Time	Age	Japanese-language teaching experience	Number of students	Hours per week	Hours per year	Year of Participation in JF Program if any

Advanced Training Program for Teachers of the Japanese Language: Recommendation Form

Name of the Candidate		
Referee	Name	Address
	Position	Tel.
	Institution	Fax.
1. As the representative of the institution, please explain on what basis you are recommending the candidate.		
2. Please explain the outcome you expect the candidate's participation in this program to have on your institution.		
On this recommendation, I hereby witness that the candidate is an employee of our institution, and he/she will continue to work at the institution upon his/her return to the home country.		
Date	Signature	
_____	_____	

In some cases this recommendation form may be provided to outside consultants during the screening process.