

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

NC-AJT

For Fiscal 2012-2013

1. Outline

The Advanced Training Program at the Japan Foundation Japanese-Language Institute, Urawa (JFJLI, 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 N1 in the Japanese-Language Proficiency Test (Nihongo Noryoku Shiken)(Level 1 of the old JLPT) or its equivalent (please view the official website of JLPT <http://www.jlpt.jp/e/about/levelsummary.html> to find the summary of linguistic competence required for each level);
- (3) Those who have at least five years experience in teaching the Japanese language as of December 1, 2011 (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, 2010 to December 1, 2011;
- (5) Those between the ages of 30 and 55 as of December 1, 2011;
- (6) Individuals who are nationals of a country that has diplomatic relations with Japan (* Taiwanese are eligible to apply for this program.); and
- (7) Those who are in good physical and mental health.

3. Duration

October 24, 2012 - December 20, 2012 (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 within a year after completing the program. It is expected these results will ultimately be made public and published, in the form of an academic paper, syllabus, or as a textbook.

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

FY2011-2012: Accepted 11 (6 teams) / Applicants 34 (26 teams)

7. Screening Criteria

Candidates who meet the application requirements will be judged on four aspects: 1) necessity, 2) effectiveness and 3) efficiency of the training program.

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 candidate's teaching position, influence in and out of school and other factors.

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

8. Examples of Accepted Projects

See the Japanese version of the Application Instruction.

9. Grant Coverage

JFJLI, Urawa will bear the following expenses in accordance with its regulations.

- (1) A round-trip airline ticket (as a general rule, discount economy class), to and from the nearest international airport to the home residence of the program participant, airport tax and foreign travel tax, as well as set amount of in-kind allowances necessary for the participation in the program (Pre-paid multi-purpose card to cover expenses necessary for the participation in the program such as public transportation fee and communication fee, etc. will be provided.) will be provided to participants who are nationals of the countries in the following regions; Asia Pacific (excluding Korea, Taiwan, Singapore, Brunei, Australia, New Zealand, Hong Kong residents in China who hold a BNO or Hong Kong SAR passport, and Macau residents in China who hold Macau SAR passport), Central and South America (excluding the Bahamas), Eastern Europe, Middle East and North Africa (excluding U.A.E., Israel, Qatar, Kuwait, Saudi Arabia and

Bahrain), Africa.

* These expenses are provided to participants who are nationals of Japan and living in the regions above.

*Participants who are nationals of countries other than the regions above have to bear these expenses.

- (2) Accommodations (a single room for each participant) within JFJLI, Urawa
- (3) Meals during the program
JFJLI, Urawa will provide participants with breakfast, lunch, and dinner in kind or in cash.
- (4) Necessary expenditures for participation in the program
(such as teaching materials)
- (5) overseas travel insurance with an upper limit on coverage (The insurance will cover the necessary expenses for sickness and injury up to a limit on the policy during the period from your departure from the airport nearest your residence until your return to the airport nearest your residence. The insurance will not cover the expenses for chronic or preexisting disease or injury contracted before your arrival of Japan or dental care).

10. Obligation of the Participants

The participants are required to adhere to the following items:

- (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 JFJLI, Urawa;
- (4) To come to Japan no earlier than the commencement of the program;
- (5) As a general rule, to not 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 JFJLI, Urawa permits an extension of stay in Japan beyond the program; and
- (7) To not 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, 2011. In Taiwan, applications should be submitted to the Interchange Association, Japan, Taipei office.
- (2) The application form consists of 8 pages.
- (3) For team applications, page 4 and 5 should be submitted one copy by a team. Page 1-3 and 6-8 should be submitted by each member of the team.
- (4) For page 4, choose either 4A or 4B, depending on whether the project is Research Paper Writing (4A) or Syllabus & Curriculum Development (4B).
- (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 an 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 JFJLI, Urawa and decisions will be announced in April 2012. In screening, JFJLI, Urawa 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 via 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 candidates 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 inform candidates of other Japan Foundation activities or to send them some public relations materials.
- (5) Participant's personal information 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, on the Japan Foundation website, in other publications by the Japan Foundation. They are also used in compiling statistics for 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, participant's personal information such as name, country, gender, affiliation, program period, etc. may be to evaluate training programs or for other academic purposes.
- (7) The personal information of the program participants such as their names, countries, genders, dates of birth, home addresses, affiliations, program periods, 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 the preparation of air tickets)
 - Related local governments, cultural and educational entities (for various cultural activities)
 - Related transport companies, hotels etc. (for the preparation of field trips)
- (8) It is considered that applying to this program agreed to the use of personal information by the above-mentioned purpose.

海外日本語教師上級研修プログラム 申請書

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

NC-AJT

2012 年度(平成 24 年度)用
For Fiscal 2012-2013

国際交流基金

申請書を国際交流基金(以下「基金」という。)の海外拠点又は在外公館に提出してください。台湾所在の機関は(財)交流協会の台北事務所に提出してください。基金本部・附属機関では海外からの申請を受け付けません。また、海外拠点又は在外公館に申請する旨を事前に連絡していない場合は、申請書を提出しても無効となることがあります。インターネットやメールによる申請書の提出は受け付けません。タイプライター又はボールペンを用いて活字体で記入してください。

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. In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. The Japan Foundation Headquarters in Tokyo and affiliated organizations will 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 will not be accepted through the Internet or by e-mail. This application form should either be typed or handwritten using block letters with a ball-point pen in black ink.

国際交流基金日本語国際センター所長殿

To the Director of the Japan Foundation Japanese-Language Institute, Urawa

年 月 日
Year Month Day

私は平成 24 年度海外日本語教師上級研修に下記の者を参加させたく申請いたします。

I hereby elect the person named below to participate in the 2012-2013 Advanced Training Program for Teachers of the Japanese-Language.

機関名 _____ 代表者署名 _____
Name of Institution Signature of the Representative of the Institution

代表者氏名 _____
Name of the Representative of the Institution

候補者(以下は候補者が記入のこと。なお、申請書に記入される個人情報の利用目的については、申請要領の「16. 個人情報の取扱い」をご覧ください。)
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.)

氏名 Name	漢字又はカタカナ In Kanji or Katakana	姓	名									
	ローマ字 In Roman alphabet	Last Name	First Name									
	パスポートに記載の表記 Name as written on your passport in Roman alphabet											
性別 Sex	<input type="checkbox"/> 女 Female	<input type="checkbox"/> 男 Male	生年月日 Date of Birth	19 年 月 日 Year Month Day	年齢 Age	2011 年 12 月 1 日現在 As of December 1, 2011	国籍 Nationality	歳				
連絡可能な住所(ローマ字) Contact Address (in Roman alphabet)												
Tel.			Fax.			E-Mail.						
		所属日本語教育機関名 Affiliated Institution	部門名 Faculty/ Department/ Program, etc.		地位 Position	常勤/非常勤 Full time or Part time						
漢字又はカタカナ In Kanji or Katakana												
英語 In English												
原語 In Native Language												
所属日本語教育機関住所 Address of Affiliated Institution												
				Tel.					Fax.			
学士 BA	機関名 Name of institution					取得地 Location						
	取得年 Year of completion		学位 Degree conferred			専攻 Major						
修士 MA	機関名 Name of institution					取得地 Location						
	取得年 Year of completion		学位 Degree conferred			専攻 Major						

学位修得論文タイトル Thesis title					
博士 Ph.D	機関名 Name of institution			取得地 Location	
	取得年 Year of completion		学位 Degree conferred	専攻 Major	
学位修得論文タイトル Thesis title					

日本語の母語話者である申請者は * 印の欄に記入する必要はありません。
Applicants who are native Japanese speakers need not fill in the columns with*

*日本語学習歴 Previous Japanese language study	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook	
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
日本語教師 研修受講歴 (国際交流基金日本語 国際センターでの研修を 含む) Training programs for Japanese language teachers undertaken, including the programs of the Japan Foundation	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook	
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
日本語教授歴 Japanese language teaching experience	期間 Term	機関名 Institution	対象者 Student		使用教材 Textbook
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)		年齢 Age	レベル Level	
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
	From 年(yy) 月(mm)~ To 年(yy) 月(mm)				
合計 In total 年 月 Years Months					
現在の担当科目 Japanese classes currently taught	科目名 Subject Taught	対象者 Student		担当時間数(週・年) Loading Hours/Week/Year	使用教材 Textbook
		年齢 Age	人数 Number		
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
				週 () 時間 (per week) 年 () 時間 (per year)	
日本語以外の 担当科目 Subjects currently taught aside from Japanese				週 () 時間 (per week) 年 () 時間 (per year)	

*国際交流基金日本語能力試験 The Japan Foundation Japanese-Language Proficiency Test		受験年 Test Year	取得級 Passing Grade	認定番号 Certificate Number
日本滞在歴 Previous stay in Japan	期間 Term	日数 Days	滞在目的・受けたグラント・当センター研修会 Purpose; Grant Received, Training Programs at the Institute (if any)	
	From 年(yy) 月(mm)～ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)～ To 年(yy) 月(mm)			
	From 年(yy) 月(mm)～ To 年(yy) 月(mm)			
日本語教育の分野における授業以外での活動歴 (例:開発した教材、日本語教育についての学会・セミナー発表、日本語教師会等での活動歴等) Your contribution to Japanese language education outside the class activities (For example, teaching materials that you have developed, papers on Japanese language education that you have presented at academic conferences or seminars, your involvement in the Association of Japanese Language Teachers or other activities, etc.)		1. 2. 3.		

計画書(調査・研究用)
Study Plan (for Research Paper Writing)

1. 研究の目的と必要性(その研究を行うことによりあなたの国・地域の日本語教育についてどんな課題が解決できるのか)

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

テーマ Theme of the project	
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2. 研究の方法(調査の方法、データの種類、分析方法など)

Methods of the research and analysis

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計画書(開発・作成用)
Study Plan (for Syllabus & Curriculum Development)

テーマ Theme of the Project						
種別 Category	<input type="checkbox"/> シラバス・カリキュラム開発 Syllabus & Curriculum Development	<input type="checkbox"/> 教材開発 Resource Development	<input type="checkbox"/> その他 Others ()			
使用される言語 Language Used						
対象となる学習者 Target Learners	<input type="checkbox"/> 初等教育 Primary Education	<input type="checkbox"/> 中等教育 Secondary Education	<input type="checkbox"/> 高等教育 Higher Education	<input type="checkbox"/> 成人 Adult Education		
年齢層 Age of Learners						
国籍 Nationality						
母語 Mother Tongue						
日本語学習目的 Purpose of Learning Japanese						
日本語学習段階 Level of Japanese	<input type="checkbox"/> 初級 Beginner	<input type="checkbox"/> 初中級 Beginner - Intermediate	<input type="checkbox"/> 中級 Intermediate	<input type="checkbox"/> 中上級 Intermediate-Advanced	<input type="checkbox"/> 上級 Advanced	<input type="checkbox"/> 超級 Superior

1. シラバス・カリキュラム開発や教材開発が必要な理由を簡潔に述べてください。今あるシラバス・カリキュラムや教材の何が問題なのか。あなたが作ろうとしているものはその問題をどのように解決できるのか、など。

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

2. 制作物の具体的な内容について、簡潔に述べてください。構成、目次、既存教材にはない特色、あなたの現場の問題解決を図る工夫、など。

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. 計画の手順 Project Planning

申請時点の進捗状況 Present status of the project
来日までの計画 Preparation before starting the Program
研修中の計画 Agenda during the Program
研修後の計画 Action plans after completion of the Program

上記内容を実現する上で本研修に期待すること(必要な助言・指導等)

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

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成果物の公表方法(予定)

How would the results be made public? (tentative)

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4. 参考にしてしている文献

References

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日本語教育の分野における過去の業績(論文、学会・セミナー等での発表原稿、作成した教材やカリキュラム等)があれば、そのうち代表的なもので、かつ、なるべく今回の計画に関係のあるものを2点上げて、その概要・要旨をそれぞれ400字程度で記入してください。(概要・要旨については、別紙での添付も可。)

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. 題名 Theme :

概要・要旨 Outline

[論文・研究発表の掲載誌・学会名等:
Title of Journal /Title of Academic Conference

発表年:]
Year

2. 題名 Theme :

概要・要旨 Outline

[論文・研究発表の掲載誌・学会名等:
Title of Journal /Title of Academic Conference

発表年:]
Year

申請機関の概要 Outline of the Institution

できれば機関の紹介パンフレットなどを添付してください。

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

機関及び日本語コースの設立の経緯と歴史 History of the Institution and the Japanese Language Course
日本語コースの概要(修学年限、週あたり授業時間数、学習者数等を記入して下さい。) Outline of the Japanese Language Course (state the length of the course, hours of study per week, the number of students.)
学年歴(授業の開始月、修了月及び学期区分を記入して下さい。) Term / Semester (state the beginning and end of each term or semester.)

学生の構成 Attributes of Students AかBのいずれかを選び、 <input type="checkbox"/> に印を付けて下さい。 Please choose A or B and check all appropriate boxes. A.学校教育の場合 Formal Institutional education <input type="checkbox"/> 小学生 Primary-school students <input type="checkbox"/> 中学生・高校生 Secondary-school students <input type="checkbox"/> 大学生 University/College students B.学校教育以外の場合 Education other than formal institutional education <input type="checkbox"/> 年少者(小・中・高校生を含む) Children <input type="checkbox"/> 成人(大学生含む) Adults
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日本語教育スタッフ(候補者を含め全員記入して下さい) Staff of the Japanese Language Course including the candidate.

氏名 Name	地位 Position	専任・非専任 Full-time or Part-time	年齢 Age	日本語 教授年数 Experience as a Japanese language teacher	対象 者数 Number of students	週あたり 時間数 Hours per week	年時間数 Hours per year	国際交流基金 研修参加年 Year of participation in JF program, if applicable

海外日本語教師上級研修参加推薦書

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

候補者名 Name of the Candidate		
推薦者 Recommender	氏名 Name 現職 Position 所属機関 Instituon	住所 Address Tel. Fax.
<p>1. 推薦理由(機関の責任者として、どのような方針のもとに候補者を推薦したか説明して下さい。) As the representative of the institution, please explain on what basis you are recommending the candidate.</p> <p>2. 当研修に参加した場合に、あなたの機関に期待される効果 Please explain the outcome you expect the candidate's participation in this program to have on your institution.</p> <p>推薦にあたり、候補者は私が代表を務める機関と雇用関係にあり、研修会参加後もこの関係は継続することを確約いたします。 On this recommendation, I hereby declare 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.</p> <p>日付 Date _____</p> <p>署名 Signature _____</p>		

・採否審査のため、この推薦書を外部有識者等に提供することがあります。

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