

**GRADUATE PROGRAM ON
JAPANESE LANGUAGE AND CULTURE
(Master's Course)
PROGRAM APPLICATION INSTRUCTIONS**

NC-GP

For Fiscal 2010-2011

1. Program Description

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

This graduate program is offered jointly by the following two institutions;

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

2. Curriculum

Participants should acquire at least 33 credits of the prescribed subjects of the following fields (for details, please refer to the attached sheet);

Japanese Language
Language Education
Society, Culture and Area Study
Seminar for Special Theme

3. Duration and Program Calendar

September 2010-September 2011 (1 year)

(There is a one-week break between terms.)

Fall term: October 2010-January 2011

Winter term: February 2011-March 2011

Spring term: April 2011-July 2011

Summer term: August 2011-September 2011

4. Academic Degree

Those who have successfully completed the required credits will be conferred a Master's degree in Japanese Language and Culture by the JFJLI/GRIPS Admissions Committee, and a Certificate by JFJLI.

Those who have not completed the required credits will receive only a Certificate of Participation issued by JFJLI.

5. Eligibility

Applications from individuals can be accepted, and a recommendation from a representative of the institutions with which candidates are affiliated is also required.

The following candidates are eligible:

- (1) Candidates should be teachers of the Japanese language abroad, belong to institutions conducting Japanese-language education, or an Administrative Organ (e.g., Ministry of Education), and can get approval from a representative of the institutions to which candidates are affiliated;
- (2) Those who hold a Bachelor's degree or its equivalent from an accredited university;
- (3) Those who have a proficiency in Japanese of Level 1 of 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);
- (4) Those who have at least two years of experience in teaching the Japanese language as of December 1, 2009 (private lessons and assistant teachers not included);
- (5) As a general rule, those who are under the age of 44 as of April 1, 2010;
- (6) Those who have not completed their compulsory education (elementary and junior high school, 9 years) in Japan;
- (7) Those who have not taken a Japanese-language teacher-training program conducted by the Japan Foundation (including the Short-Term Training Program for Foreign Teachers of the Japanese Language) or any other academic institutions in Japan for more than two months (during the period from October 2009 to September 2010);
- (8) Those who have nationality of a country that has diplomatic relations with Japan.
- (9) Those who are in good physical and mental health; and
- (10) Those who are expected to contribute to the Japanese language education in their home country after the program.

6. Lodging

The Japan Foundation Japanese-Language Institute, Urawa, in a single room
 Address: 5-6-36, Kita Urawa, Urawa Ku, Saitama City, Saitama Prefecture 330-0074, Japan
 TEL:+81-48-834-1180
 FAX: +81-48-834-1170

Note: Participants are not allowed to be accompanied by spouses, children and/or other dependants.

8. Grant Coverage

The JFJLI will bear the following expenses for those who have been accepted:

- (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 during the program (partly in the form of cash allowance), and a set amount of allowances to cover miscellaneous living expenses.
- (5) Expenses necessary for participation in the curriculum (tuition, teaching materials, daily transportation in the curriculum, etc.).

- (6) Overseas travel accident insurance for disease and injury during the period of the program.

8. Method of Application

- (1) Deadline: Applications and Supporting documents must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission no later than December 1, 2009. The application form and other related documents can not be returned to the Candidate under any circumstances.
- (2) Documents to be submitted:
 - a. Application for admission.
 - b. Letter of Recommendation from the Representative of the Institute (or Department) of Candidate (to be sealed). This letter should be handwritten on the attached form.
 - c. Letter of Recommendation from another person who can evaluate the Candidate (to be sealed). Japan Foundation staff member and Japanese-language expert dispatched by the Japan Foundation are not allowed to write this letter. This letter should be handwritten on the attached form,
 - d. Academic transcript (issued by the University from which the Candidate graduated.)
 - e. An essay (A) in Japanese in the type of research which you would like to execute on this Master program. This essay should be handwritten on the both two pages of attached form.
 - f. An essay (B) in Japanese on your prospects and action plans which you would like to execute, as a leader of the academic world of Japanese-language education in your country, after completion of this Master program. This essay should be handwritten on the both two pages of attached form.
 - g. Documents to show Japanese proficiency (please refer to the attached application for admission 13.).

9. Acknowledgement

When applicants need to have acknowledgement of receipt of the application, they should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:

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

10. Selection and Notification

- (1) End of January 2010: Notification of results for the 1st examination.

Candidates will be screened by examining their applications and supporting documents.

- (2) February 2010: The 2nd examination will be held.

JFJLI will announce the details about the 2nd examination, which may include an interview and a written test, to those candidates satisfying the eligibility requirements.

- (3) Middle of April 2010: Notification of final decisions.

The screening and final decisions will be done by JFJLI/GRIPS Admissions Committee.

11. Number of Participants

about 10 teachers

FY2009-2010 : Accepted 8 / Applicants 38

12. 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 also the necessity of the whole project in relation to the Japan Foundation's oversea Japanese-language education.

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

The third point will be judged by considering the applicant's Japanese language proficiency, teaching experience, studies in Japan, and academic ability to accomplish the Master's course.

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.

13. Personal Information

- (1) JFJLI/GRIPS 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) There may be cases in which the Japan Foundation uses 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.
- (3) Copies of applications including recommendation forms may be given to those who evaluate the applications in the screening process and evaluation procedure.
- (4) If you are accepted, personal information of the participants such as name, country, gender, affiliation, program period, etc. are 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 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.
- (5) There may be cases in which personal information of the participants such as name, country, gender, affiliation, program period, etc. are used in analysis for evaluation of the training programs or for other academic purposes.

- (6) Personal information of the participants such as name, country, gender, date of birth, home address, affiliation, program period, etc. are provided to the following institutions;
- the Japanese Ministry of Foreign Affairs and its overseas entities (for the issue of visa and sending of documents concerning the participation)
 - 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)
- (7) It is considered that applying to this program agreed to the use of individual information by the above-mentioned purpose.

14. Disclosure of Information

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), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed. Please see the following website for information about the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc."

<http://law.e-gov.go.jp/htmldata/H13/H13HO140.html>

Overview of Graduate Program on Japanese Language and Culture

1. Requirements for the Master's degree

(1) Credit Requirements

Students must earn a minimum of 33 credits including all required courses.

(2) Special Theme Research

In principle, this program does not require a Master's thesis, but the program does require special theme research based on it.

a) Special Theme Research Paper

Students 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. Students 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. Seminar for Special Theme.

b) Special Theme Research Thesis

Those students who desire to go on to a doctorate program, or those who absolutely need to write a full thesis because of homeland policy concerning the giving of a master's degree, can choose to write a "Special Theme Research Thesis." In this case, students must pass an examination to judge whether they have acquired certain levels of Japanese language abilities, submit grades, and submit a specific research plan 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

Taken from 4 fields, and totaling 22 courses that equal 47 credits.

(See separate "Outline of Courses.")

(2) Lecturer

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

(3) Registration Recommendations

Due to the fact that this curriculum is a short-term program and even though students are allowed to take any course freely in principle, the professor in charge is responsible to give advice and make recommendations upon registration.

3. Seminar for Special Theme

(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 can provide practical results to other teachers in their areas and also provide opportunities for improving overall individual language teaching techniques.

(2) Term by Term Progress

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

The student should select his/her research theme based on relevant problems and tasks in the student's own nation or community. The student should work out the internship (it does not have to be done in class, but can be completed through investigation or research) plan well, and sound out potential supporters and supportive organizations before visiting Japan.

b) [fall and winter terms]

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

c) [spring term]

In principle, the student goes back to his/her nation for the internship.

d) [spring and summer terms]

The direct 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 students, 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 visiting Japan.)
- b) Collection and organization of data about the status of Japanese language education in the student's home country and community.
- c) Specific 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 student's own lectures for analyzing.
- e) Collection of other data, etc., to be used in exercises in each class.

**Graduate Program on
Japanese Language and Culture
APPLICATION FOR ADMISSION**

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 does not accept applications from overseas applicants. It is also necessary that you contact the overseas agency mentioned above to inform them of your planning to apply in advance of submitting your application to them. We do not accept applications through the Internet or by e-mail. With regard to the purpose of use of personal information entered in the application, please see "14. Personal Information" in the Program Application Instructions.

Color Photograph

Your name on the
opposite side of the
photograph

Taken within three
months of the time of
application

The following form should be filled in by the applicant

(Type or write in block letters)

1. Name: _____

(Romaji)	Family name	First name	Middle name / initial(s)	
				[] Female
				[] Male

(Katakana) Family name First name Middle name / initial (s)

Name written in the passport: _____

2. Date of Birth: _____ 3. Age (as of April 1, 2010): _____

4. Nationality: _____ (Those who are under the age of 44, who are born after April 2, 1965, are eligible)

5. Present position, with the name & address of the Institution

(Position) _____ (Full Time or Part Time)

(Name) _____

(Address) _____

_____ Phone _____ Fax _____ e-mail

8. Names of the two people you have requested to write letters of recommendation:

Name	Title	Organization/Institution
(1) Institute (or Department) Head		
(2) Referee other than (1)		

9. Study of the Japanese Language

Term	Total Hours	Institution	Textbook
~ Mo./Yr. Mo./Yr.			
~ Mo./Yr. Mo./Yr.			
~ Mo./Yr. Mo./Yr.			
~ Mo./Yr. Mo./Yr.			

10. Career in Teaching Japanese

Total years months	Those who have at least two years of experience in teaching Japanese language are eligible
--------------------	--

Term	Institution	Students	
		Age	Level
~ Mo./Yr. Mo./Yr.			
~ Mo./Yr. Mo./Yr.			
~ Mo./Yr. Mo./Yr.			

11. Professional Experience, other than Teaching Japanese

Term	Employer's name	Job title and description
~ Mo./Yr. Mo./Yr.		
~ Mo./Yr. Mo./Yr.		
~ Mo./Yr. Mo./Yr.		

12. Previous Stay in Japan

Term	Days	Purpose; Grants Received, if any
~ Mo./Yr. Mo./Yr.		
~ Mo./Yr. Mo./Yr.		
~ Mo./Yr. Mo./Yr.		

13. Japanese Language Proficiency Test grade & scores (and the year of the test taken) or any other qualifications to show Japanese proficiency:

(Attach a genuine score sheet or its photocopy)

(1) JLPT: Passing grade _____ Scores _____

Certificate Number _____ The year taken _____

(2) Others: _____ The year taken _____

14. Qualifications:

	the year taken
	the year taken
	the year taken
	the year taken
	the year taken

15. Awards:

	the year
	the year
	the year

16. Activities on Japanese-language Education...Describe specifically if any contributions to promotion of Japanese-language Education (e.g. academic society, government policy, development of teaching materials.):

	Term	Project's name	Job title and description
~	Mo./Yr. Mo./Yr.		
~	Mo./Yr. Mo./Yr.		
~	Mo./Yr. Mo./Yr.		

17. Research Performance:

	Date	Title of Research Paper / Theme of your Presentation	Title of Journal / Title of Academic Conference
~	Mo./Yr. Mo./Yr.		
~	Mo./Yr. Mo./Yr.		
~	Mo./Yr. Mo./Yr.		

Graduate Program on Japanese Language and Culture (Master's Course)

LETTER OF RECOMMENDATION 1

Name of applicant: _____
Family name First name Middle name(s)

I recommend above person as an applicant to the Graduate Program on Japanese Language and Culture (Master's Course) which is jointly offered by GRIPS/JFJLI.

To the recommender: Please complete this form, seal in an envelope, sign across the seal and return it to the applicant. If you prefer, you may write a separate letter and attach it to this form.

* There may be cases in which this recommendation form is provided to outside consultants in the screening process and evaluation procedure.

Name of person completing this form: _____

Position/ Title: _____

Organization: _____

Address: _____

fax number: _____ e-mail: _____

How long have you known the applicant? _____ years _____ months

Under what circumstances have you known the applicant?

How often have you observed him/her? Daily Weekly Monthly Rarely
() () () ()

In comparison with other teachers/staff in the same field whom you have known, how would you rate the applicant's overall scholastic or administrative ability?

- TRULY EXCEPTIONAL - One of the best you have known..... ()
OUTSTANDING - Highest 5% ()
EXCELLENT - Next highest 5%..... ()
GOOD - Strong ability, but not in top 10% ()
AVERAGE - Upper 50% ()
BELOW AVERAGE - Lower 50%, but recommended ()
NOT RECOMMENDED ()

Describe the applicant's competence in his/her area of study, as well as the applicant's career possibilities as a professional worker, researcher or educator.

Evaluate the applicant's character and personality (such as in maintaining personal relationships with others, leadership) and describe reasons for your evaluation.

General recommendation: How would you evaluate the applicant as a candidate to be admitted to the Graduate Program on Japanese Language and Culture offered by GRIPS/JFJLI/NIJLA?

- Outstanding Average
 Good Poor

Additional comments/ General recommendation, if any:

Signature: _____ Date: _____

Graduate Program on Japanese Language and Culture (Master's Course)

LETTER OF RECOMMENDATION 2

Name of applicant: _____
Family name First name Middle name(s)

I recommend above person as an applicant to the Graduate Program on Japanese Language and Culture (Master's Course) which is jointly offered by GRIPS/JFJLI.

To the recommender: Please complete this form, seal in an envelope, sign across the seal and return it to the applicant. If you prefer, you may write a separate letter and attach it to this form.

* There may be cases in which this recommendation form is provided to outside consultants in the screening process and evaluation procedure.

Name of person completing this form: _____

Position/ Title: _____

Organization: _____

Address: _____

fax number: _____ e-mail: _____

How long have you known the applicant? _____ years _____ months

Under what circumstances have you known the applicant?

How often have you observed him/her? Daily Weekly Monthly Rarely
() () () ()

In comparison with other teachers/staff in the same field whom you have known, how would you rate the applicant's overall scholastic or administrative ability?

- TRULY EXCEPTIONAL - One of the best you have known..... ()
OUTSTANDING - Highest 5% ()
EXCELLENT - Next highest 5%..... ()
GOOD - Strong ability, but not in top 10% ()
AVERAGE - Upper 50% ()
BELOW AVERAGE - Lower 50%, but recommended ()
NOT RECOMMENDED ()

Describe the applicant's competence in his/her area of study, as well as the applicant's career possibilities as a professional worker, researcher or educator.

Evaluate the applicant's character and personality (such as in maintaining personal relationships with others, leadership) and describe reasons for your evaluation.

General recommendation: How would you evaluate the applicant as a candidate to be admitted to the Graduate Program on Japanese Language and Culture offered by GRIPS/JFJLI/NIJLA?

- Outstanding Average
- Good Poor

Additional comments/ General recommendation, if any:

Signature: _____ Date: _____