

Training Program for Teachers of the Japanese-Language on a Specific Theme

Application Instructions

For FY 2017

1. Objectives

This program is designed to provide teachers of the Japanese language with an opportunity to deepen knowledge on theories and methodologies related to the theme and to improve educational capacity, with the aim of resolving issues in educational settings. Training is provided on specific themes of (1) Course Design and (2) Development of teaching materials in fiscal 2017.

2. Program Outline

(1) Duration

- a. "Course Design": May 30, 2017 - July 6, 2017 (tentative)
- b. "Development of teaching materials": November 13, 2017 - December 20, 2017 (tentative)

*The program may be cancelled if there are less than ten training participants.

(2) Course Venue

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

(3) Description of the Program

Theories and knowledge on Japanese language teaching methodologies and teaching techniques regarding a specific theme will be confirmed and shared, with the aim of improving the capacity of the participants to provide Japanese-language education and of resolving problems in the Japanese course or classes.

(4) Number of Participants

Each research theme: About 25 participants

3. Eligibility

Overseas educational organizations that provide Japanese language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program:

Both native and non-native speakers of Japanese may participate in this program

- (1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Undergraduates and individuals studying to become Japanese language teachers at the time of application are not eligible;
- (2) Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan;
*The Taiwanese are eligible to apply for this program
- (3) Individuals who are 55 years old or under as of December 1, 2016;
- (4) Individuals who are free from any mental or physical disabilities that would impede participation in the program;
- (5) Individuals with more than three years of experience in teaching Japanese language as of December 1, 2016 (private lessons not included);
- (6) Individuals who have a proficiency in Japanese of Level N2 in the Japanese-Language Proficiency Test (JLPT) , Level 2 of the old JLPT, or their equivalent at the time of application (please view the official website of JLPT <http://www.jlpt.jp/e/about/levelsummary.html> for a summary of the linguistic competence required for each level); and
- (7) Individuals who have not participated in a Japanese-Language Teacher Training Program conducted by the Japan Foundation (including the "Short-Term Training Program for Teachers of the Japanese-Language") or any other academic institution in Japan for more than two months during the period from April 2016 to March 2017(including plans to attend).

※Candidates for this program may simultaneously apply to other programs such as other "Training Programs for Teachers of the Japanese-Language (Short-Term/Project-based)." However, candidates can only be allowed to participate in one

program at most.

※Candidates may apply to both “Course Design” and “Development of teaching materials”. However, candidates can only be allowed to participate in one theme at most.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa.
- (2) Meals during the program, partly in the form of cash allowances.
- (3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
- (4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and in jury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
- (5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
 - a) Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
 - b) Airport tax, foreign travel tax;
 - c) Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

Region	Exceptions
Asia Pacific	South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions.
Central and South America	Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions
East Europe	(No exceptions)
Middle East and North Africa	United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions
Africa	(No exceptions)

※For those participants whose institution is not located in the regions listed above, have to bear these expenses.

5. Selection Policy

- (1) Screening will be made in line with the following criteria:
 - a. Need for Japanese language teaching programs in candidate’s country/region.
 - b. Candidate’s teaching position and influence in and out of the institution.
 - c. Candidate’s Japanese language proficiency, teaching experience, etc.
 - d. Application from the Sakura Network

* Please visit the following website for information on the Sakura Network.
<https://www.jpf.go.jp/e/project/japanese/education/network/>
- (2) Preference will be given to applicants from organizations in the Sakura Network.

6. Application Procedures

(1) Application Documents

The application form consists of 8 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

When the organizations of the Sakura Network which candidates belong are not educational organizations that provide Japanese language (the Society for Teaching Japanese, the association of Japanese Language Teachers etc.), the documents that certify candidates belong to organizations of the Sakura network should be attached with the application form. (The certifications should be issued by the organizations of the Sakura network.)

(2) Application Deadline and Place for submission

Applications and supporting documents must be submitted to the nearest Japan Foundation office or Japanese

diplomatic mission no later than December 1, 2016. In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.

(3) Points to be noted

- a) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- b) The entire application form should be filled out in Japanese if there are no specific directions, such as “in English” or “in Native Language.” Applicants are strictly requested to fill out the application form alone without assistance from others.
- c) Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- d) In case there are changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

7. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in March 2017.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Obligations

The participants are required to adhere to the following:

- (1) To observe the laws of Japan during their stay in Japan;
- (2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;
- (3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;
- (4) Not to arrive in Japan before the beginning date of the training program;
- (5) To not go abroad or return to their home country 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) Not to be accompanied by their family members.

9. Disclosure of Information

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

10. Handling of Personal Information

The applying institution shall inform candidates of the following:

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

- d) There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
- e) There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc.)
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

11. Contact

Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170

E-mail: urawakenshu@jpf.go.jp

Please visit the following website to download the Application Forms.

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

Instructions to Fill in the Application Forms

General Instructions

- (1) Please visit the following website to download the Application Forms.
<http://www.jpf.go.jp/e/program/list.html>
- (2) The application form consists of 8 pages. When applying, please submit this application form together with one copy collated and stapled, respectively.
- (3) Applications and supporting documents must be submitted to the nearest Japan Foundation overseas office or Japanese diplomatic mission. In Taiwan, applications must be submitted to the Interchange Association, Japan, Taipei office. Application materials submitted by e-mail or by FAX will not be accepted.
- (4) Applications and supporting documents must be submitted no later than December 1, 2016. It is highly recommended to submit applications well in advance of the deadline.
- (5) The application form and the other related documents cannot be returned to the candidate under any circumstances. The applicant must be sure to keep one copy of the application for him/herself.
- (6) If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:
“Name of the program: Training Program for Teachers of the Japanese-Language on a Specific Theme. Please send 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.
- (7) In case of any changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.

Points to be noted

- (1) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- (2) The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.
- (3) When the organizations of the Sakura Network which candidates belong are not educational organizations that provide Japanese language (the Society for Teaching Japanese, the association of Japanese Language Teachers etc.), the documents that certify candidates belong to organizations of the Sakura network should be attached with the application form. (The certifications should be issued by the organizations of the Sakura network.)

海外日本語教師テーマ別研修
申請書

Training Program for Teachers of the Japanese-Language on a Specific Theme
Application Form

申請書を国際交流基金の海外拠点又は日本国大使館や総領事館等の在外公館にご提出ください。台湾所在の機関は(公財)交流協会の台北事務所にご提出ください。国際交流基金本部・附属機関では海外からの申請を受け付けません。インターネットやe-mailによる申請書の提出は受け付けません。申請書は、活字体でご記入ください。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「10.個人情報の取扱い」をご覧ください。

Applications should be submitted to the Japan Foundation office in your country or Japanese 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. Applications will not be accepted through the Internet or by e-mail. This application form should either be printed or written using block letters. For details on the use of personal information included in the application form and attached documents, please see "10. Handling of Personal Information" in the Application Instructions.

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 29 年度海外日本語教師テーマ別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 2017-2018 Training Program for Teachers of the Japanese-Language on a Specific Theme.

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

研修テーマ Specific Themes (<input type="checkbox"/> に印を付けてください。 Please check a box.)	
<input type="checkbox"/> コースデザイン "Course design"	2017 年 5 月 30 日 ~ 2017 年 7 月 6 日 (予定) May 30, 2017 to July 6, 2017 (tentative)
<input type="checkbox"/> 教材作成 "Development of teaching materials"	2017 年 11 月 13 日 ~ 2017 年 12 月 20 日 (予定) November 13, 2017 to December 20, 2017 (tentative)
* 両方選択した場合、() に優先順位の番号 (1, 2) を書き入れてください。希望通りの研修テーマで採用されない場合があります。 In case of choosing both themes, please indicate the order of your preference (1 or 2). Please note that the Institute may be obliged to offer a theme other than your preference.	
() コースデザイン Course Design () 教材作成 Development of Teaching Materials	

候補者 (以下は候補者が記入のこと)
CANDIDATE (The following form should be filled in by the candidate.)

氏名 Name	漢字又はカタカナ In Kanji or Katakana	姓 Last Name	名 First Name			
	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	生年月日 Date of Birth	19 年 月 日 Year Month Day	年齢 Age	2016 年 12 月 1 日現在 As of December 1, 2016	国籍 Nationality	

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	専任/非専任 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.			
機関 ID ID of affiliated institution						
<p>※日本語教育機関検索データベース (https://jpsurvey.net/jfsearch/do/index) にて所属機関の機関 ID を確認の上、記入してください。所属機関が同データベースへ未登録の場合は記入不要です。</p> <p>*The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education" (https://jpsurvey.net/jfsearch/do/index). No need to fill this column if your affiliated institution is not registered on the "Search engine."</p>						
最終学歴 Last school attended	機関名 Name of institution				取得地 Location	
	取得年 Year of completion		学位 Degree conferred		専攻 Major	
学位取得論文タイトル (修士号、博士号を取得の場合には必ず記入してください) Thesis/dissertation title (Required for applicants who have obtained their Masters or Doctoral degrees)						

さくらネットワークに所属していますか?
Do you belong to organizations of the **Sakura Network**?

For "Sakura Network", please visit the following website; <https://www.jpf.go.jp/j/project/japanese/education/network/> (Japanese)
<https://www.jpf.go.jp/e/project/japanese/education/network/> (English)

はい Yes
⇒ さくらネットワークメンバー (機関、団体) 名 : _____
Name of the Sakura Network member : _____
(institution, organization, etc.)

いいえ No

日本で義務教育を修了しましたか? はい Yes いいえ No
Did you complete your compulsory education in Japan?

日本語の母語話者である方は、*印の欄を記入する必要はありません。
Applicants who are native Japanese speakers need not to 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)			
	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 (国際交流基金での研修を含む) Training programs for Japanese language teachers undertaken outside of Japan, including 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 Students in class 年齢 Age レベル Level	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)			
	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 か月 Years Months 日本語教授歴が、3年未満の方は申請資格がありません。 Those who have more than three years of experience in Japanese language are eligible.				
現在の担当科目 Japanese classes currently teaching	科目名 Subject	対象者 Students in class 年齢 Age 人数 Number	担当時間数 (週・年) Loading Hours Week/Year	使用教材 Textbook
			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 teaching <u>aside from Japanese</u>	科目名 Subject	対象者 Students in class		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)	
日本語能力試験 Japanese-Language Proficiency Test (JLPT)		受験年 Test Year		JLPT 取得級 Passing Grade (Level) <input type="checkbox"/> N1 <input type="checkbox"/> 1 級 <input type="checkbox"/> N2 <input type="checkbox"/> 2 級 <input type="checkbox"/> N3 <input type="checkbox"/> 3 級 <input type="checkbox"/> N4 <input type="checkbox"/> 4 級 <input type="checkbox"/> N5	認定番号 Certificate Number
日本滞在歴 留学の場合は、所属機関を 明記してください If you have studied in Japan, be sure to specify the name of institutions.	期間 Term	日数 Days	滞在目的・受けたグラント・当センター研修等 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)				

授業以外での日本語教育への貢献 Your contribution to Japanese language teaching outside of class activities

授業以外での日本語教育への貢献があれば具体的に記入してください。(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)

Please write in the space below, if you are making (or have made) a contribution to Japanese language teaching in your country outside of 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).

1. これまで受講した教師養成課程や教師研修の内容について、簡単に書いてください。

(例：初級の教授法についての講義、教育実習、聴解の教え方など)

Please briefly describe any Japanese language teacher education programs or any Japanese language teacher training programs you have attended so far (lectures about novice teachers, teaching practices, listening comprehension teaching methods, etc.).

2. 現在実施しているコースや授業の問題点や課題を書いてください。

Please describe a problem or challenge that you face in your current classes.

3. 参加を希望するテーマについて、研修に参加する目的と意義を書いてください。

Purpose of participating and expectations of the specific program you applied to

(1) 研修テーマ 「コースデザイン」 Specific Theme; “Course design”

2で回答したこととの関連を含めて、あなたが「コースデザイン」の研修に参加する目的と意義を記載して下さい。

Please describe why you wish to participate in the training program below in the Course Design, and its correlation to what you described in Question 2 (problems /challenges).

(2) 研修テーマ 「教材作成」 Specific Theme “Development of teaching materials”

2で回答したこととの関連を含めて、あなたが「教材作成」の研修に参加する目的と意義を記載して下さい。

Please describe why you wish to participate in the training program below in the Development of Teaching Materials, and its correlation to what you described in Question 2 (problems /challenges).

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 (e.g., introductory brochure).

機関及び日本語コースの設立の経緯と歴史 History of the Institution and Japanese Language Course
日本語コースの概要（修学年限、週当たり授業時間数、学習者数等を記入してください。） Outline of Japanese Language Course (state the length of the course, hours of study per week, the number of students, etc.)
学年暦（授業の開始月、修了月及び学期区分を記入してください。） Term / Semester (state the beginning and end months 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"/>に印を付けてください。 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 <input type="checkbox"/> 中学生・高校生 <input type="checkbox"/> 大学生 Primary-school students Secondary-school students 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) <input type="checkbox"/> 成人(大学生含む) Children Adults

日本語教育スタッフ（候補者を含め全員記入してください） 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 Years of experience as a Japanese language teacher	対象者数 Number of students	週当たり時間数 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

