

Short-Term Training Program for Teachers of the Japanese-Language (Summer / Winter / Japanese descendants)

Application Instructions

For FY 2017

1. Objectives

This program is designed to provide teachers of the Japanese language, who have more than two years of experience in teaching the Japanese language, with an opportunity to improve their Japanese language skills and teaching methodology, and to cultivate their ability to understand other cultures. The program offers two courses (Summer Course and Winter Course).

Special Quota for Teachers of the Japanese-Language for Japanese descendants will be set for the Short-Term Training Program for Teachers of the Japanese-Language (Winter Course) aimed at Japanese language teachers of Japanese descendants who teach in Japanese language educational organizations for Japanese descendants in Central and South America. The participants making use of this special quota will attend some special classes. Please refer to “Special Quota for Teachers of the Japanese-Language for Japanese descendants” (p.3).

2. Program Outline

(1) Duration

Two courses will take place of about two months each.

(Please note that the Institute may be obliged to offer a course other than the candidate's desired course.)

a. Summer Course: June 27, 2017 - August 17, 2017 [tentative]

With optional field trip: June 27, 2017 - August 21, 2017 [tentative]

b. Winter Course: January 10, 2018 - March 3, 2018 [tentative]

With optional field trip: January 10, 2018 - March 7, 2018 [tentative]

(2) Course Venue

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

(3) Description of the Program

a. Subjects: Participants will be divided into two groups based on the result of a placement examination to be taken upon arrival in Japan. Each group will follow either course A or B.

[Course A]: This course will emphasize improvements in the participants' communication skills using Japanese. The Japanese language classes will aim to improve the Japanese language proficiency of participants enabling them to apply their language skills to various situations and topics. In the classes on teaching methodology, the participants will check the basic content, and study how to set concrete class objectives and classroom activities.

[Course B]: This course will emphasize improvements in the participants' specialized skills as teachers. The Japanese language classes will aim to improve the Japanese language proficiency of participants so that they are capable of more than daily conversation by acquiring complex linguistic skills (i.e. explanation, description, and argument). In the classes on teaching methodology, the participants will examine how to use the teaching methods in their own classes, while introducing, arranging, and expanding their basic knowledge of teaching methods through lectures and workshops.

(Example of total class hours)

	Course A	Course B
Japanese-language	65~70 hours	50~55 hours
Japanese-language teaching methodology	35~40 hours	50~55 hours
Japanese culture and society	20~25 hours	
Others (Placement examination, Instruction course on computers, etc.)	20~25 hours	

b. Cultural programs (example)

Home-stay program, visits to local schools, cultural demonstrations of calligraphy and other traditional arts, theatre excursions, etc. An optional field trip is planned after the training program.

(4) Number of Participants

Approximately 92 teachers for FY 2017

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:

*Organizations in China (excluding Hong Kong and Macau) are not eligible and may participate in a separate program (“The Intensive Training Program for University Teachers and Secondary School Teachers of the Japanese-Language from the People’s Republic of China”). Please contact the Japan Foundation, Beijing for details.

- (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 nationals of a country that has diplomatic relations with Japan (individuals who complete their compulsory education [nine years of elementary and junior high school] in Japan are ineligible);
*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 two 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 N4 in the Japanese-Language Proficiency Test (JLPT), Level 3 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)(*1); and
(*1) Candidates who have never taken the Japanese-Language Proficiency Test are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application. Please note that applications without the test score filled in may not be accepted.
- (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 2011 to December 1, 2016 (*2).
(*2) 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.
The recipient of the "Japan Foundation Japanese-Language Institute Director's Award" of "Long-Term Training Program for Teachers of the Japanese-Language" will be exempted from this restriction. Applicants who fall under this category should attach a copy of the notification received upon being given the Director's Award to the application form.

【Special Quota for Teachers of the Japanese-Language for Japanese descendants (Winter Course)】

Duration and Eligibility differ from the “Short-Term Training Program for Teachers of the Japanese-Language (Winter Course)”.

(1) Duration

January 10, 2018 – March 9, 2018 [tentative]

*With a field trip (participation in the field trip is obligatory).

(2) Eligibility

Educational organizations for Japanese descendants that provide Japanese language education in qualified areas (Argentina, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Mexico, Paraguay, Peru, Uruguay, Venezuela). Applications from individuals will not be accepted.

The following individuals are eligible to participate in the program:

- a. Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program;
- b. Individuals who are Japanese nationals or nationals of the countries in the qualified areas, and residents in the same country;
- c. Individuals who are Japanese immigrants or their offspring (in principle, up to the third generations);
- d. Individuals who are 55 years old or under as of December 1, 2016;
- e. Individuals who are free from any mental or physical disabilities that would impede participation in the program.
- f. Individuals with more than one year of experience in teaching the Japanese language as of December 1, 2016 (private lessons not included);
- g. Individuals who have a proficiency in Japanese of Level N4 in the Japanese-Language Proficiency Test (JLPT), Level 3 of the old JLPT, or their equivalent (please view the official website of the JLPT [<http://www.jlpt.jp/e/about/levelsummary.html>] to find the summary of linguistic competence required for each level); and
- h. 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 institutions in Japan for more than two months during the period from April 2011 to December 1, 2016.

4. Benefits

- (1) Accommodations (a single room for each participant) within JFJLI, Urawa. In the case of field trips, participants may be required to share a room.
- (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 injury 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

Screening will be made in line with the following criteria:

- (1) Need for Japanese language teaching programs in candidate's country/region.
- (2) Candidate's teaching position and influence in and out of the institution.
- (3) Candidate's Japanese language proficiency, teaching experience, etc.
- (4) 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/>

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.

(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 April 2017.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

8. Number of Participants

The number of participants in the previous year was 58 out of 131 applications.

9. 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.

10. 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).

11. 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.jpff.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.

12. Contact

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

E-mail: urawakenshu@jpff.go.jp

Please visit the following website to download the Application Forms.

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

13. Remarks

In addition to the above programs, the following training programs are provided. Applications of these programs are not open to public and participants are decided by the recommendation of the government, the Japan Foundation, and the Japanese diplomatic mission in the participants' countries. Please contact the relevant Japan Foundation overseas office for details.

- (1) "The Intensive Training Program for Secondary School Teachers of the Japanese-Language from the Republic of Korea"
- (2) "The Intensive Training Program for University Teachers and Secondary School Teachers of the Japanese-Language from the People's Republic of China"

Attachments

Japanese Proficiency Self-Check Test

Instructions to Fill in the Application Forms

General Instructions

1. Please visit the following website to download the Application Forms. The application form consists of 8 pages.
<http://www.jpf.go.jp/e/program/list.html>
2. 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: Shot-Term Training Program for Teachers of the Japanese-Language. 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. If candidates have never taken the Japanese-Language Proficiency, they are requested to answer the questions in the Japanese Proficiency Self-Check Test attached to the application form and to write down the test score in the designated column in the application. Please note that applications without the test score filled in may not be accepted.