

Advanced Training Program for Teachers of the Japanese-Language Application Instructions

For FY 2016

1. Objectives

The Advanced Training Program at the Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) provides teachers of the Japanese language who have specific challenges they wish to address or have issues they want to resolve in the teaching of the Japanese language (e.g., the development of teaching materials, teaching methods, or curriculums, etc.) with an opportunity to acquire advanced expertise and skills concerning the issues, and develop their problem-solving ability.

2. Program Outline

(1) Duration

October 18, 2016 – December 15, 2016 (tentative)

(2) Course Venue

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

(3) Description of the Program

Research activities will consist of lectures, one-on-one (or team) guidance and discussion among participants. Program structure will depend on challenges and issues submitted at the time of application. Challenges and issues can relate to a variety of themes; including pedagogic method research, syllabus development and textbook compilation planning. Participants are requested to submit reports on the results of the training within three months after the training is completed. It is expected that the results are ultimately made public and published, in the form of an academic paper, syllabus, or textbook.

(4) Number of Participants for FY 2016

Approximately 10 teachers or teams (9 out of 18 applications (7 out of 14 teams) for FY 2015)

Examples of Accepted Projects: see the Japanese version of the Application Instruction

3. Eligibility

Overseas educational organizations that offer Japanese language education. Applications from individuals will not be accepted. Team applications should be submitted by the team leader's affiliated institution.

Application as a team is accepted to accomplish certain projects. However, only three persons from each team can participate in the program. Both native and non-native speakers of Japanese may apply to this program.

The following individuals are eligible to participate in the program:

- (1) Individuals who have an employment relationship with the applying organization where it is agreed they will continue working in the aforementioned organization after completing this program. In case of a team application, it is not necessary for the members to belong to the same institution of the same country;
- (2) Individuals who have a proficiency in Japanese of Level N1 Japanese-Language Proficiency Test, Level 1 of the old JLPT, or their equivalent (please view the official website of JLPT <http://www.jlpt.jp/e/about/levelsummary.html> to find the summary of the linguistic competence required for each level);
- (3) Individuals with at least five years of experience in teaching the Japanese language as of December 1, 2015 (private lessons not included);
- (4) Individuals 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 institution in Japan for more than two months during the period from October, 2014 to December 1, 2015;
- (5) Individuals between the ages of 30 and 55 as of December 1, 2015;
- (6) Individuals who are Japanese nationals or nationals of a country that has diplomatic relations with Japan (※Taiwanese are eligible to apply for this program.); and

(7) Individuals in good physical and mental health.

4. Expense Coverage

- (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) Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence, airport tax, foreign travel tax and set amount of in-kind allowances (prepaid multi-purpose card to cover expenses necessary for the participation in the program such as public transportation fee, etc.) are provided to participants who are nationals of the countries of 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 Barbados, the Bahamas, Saint Christopher and Nevis, and Trinidad and Tobago), Eastern Europe, Middle East and North Africa (excluding U.A.E., Israel, Qatar, Kuwait, Oman, Saudi Arabia and Bahrain), Africa.

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

*Participants who are nationals of countries other than the regions 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 applicant's country/region.
 - b. Applicant's teaching position and influence on the academic world of Japanese language education in applicant's country/region.
 - c. Applicant's Japanese-language proficiency, sufficient academic ability, etc.
- (2) Preference will be given to projects in which the feasibility of the project written in the plan is high. (e.g. Projects already underway related to developing teaching materials and syllabuses.)
- (3) Preference will be given to full-time teachers.

6. Application Procedures

- (1) The application form consists of 9 pages. When applying, please submit this application form together with one copy collated and stapled, respectively.
- (2) Applicants and supporting documents must be submitted to the nearest Japan Foundation office or Japanese diplomatic mission no later than December 1, 2015. 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) 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.
- (4) 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: Advanced 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.
- (5) In case of any changes to the information provided in the application materials after the submission, please submit the notification as soon as possible.
- (6) The entire application form, especially the Study Plan part, 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.
- (7) For team applications, the team leader's institution should submit the application. (Submit one copy of the Study Plan part [pages 4-7] as well as data on each member of the team [pages 1-3 and 8-9])
- (8) For pages 4-7, please choose either 4 or 5-7, depending on whether the project is Research Paper Writing (page 4)

or Syllabus & curriculum Development (page 5-7).

7. Notification of Results

- (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2016.
- (2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.
- (3) Candidates for this program may also simultaneously apply to “Graduate Program in Japanese-Language and Culture (Master’s Program)” or other “Training Programs for Teachers of the Japanese-Language (Long-Term / Short-Term / for Japanese descendants)”. However, candidates will only be allowed to participate in one program even if they are successfully accepted to several programs.

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) Not to 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, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyō 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.jpjf.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, etc. are published in the Program Guide, the *Kokusai Koryu Kikin Jigyō 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 information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. 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. +81-48-834-1182 Fax. +81-48-834-1170

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) The application form consists of 9 pages. When applying, please submit this application form together with one copy collated and stapled, respectively.
- (2) 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.
- (3) Applications and supporting documents must be submitted no later than December 1, 2015. It's highly recommended to submit applications well in advance of the deadline.
- (4) 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.
- (5) 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: Advanced 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.
- (6) 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) The entire application form, especially the Study Plan part, 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.
- (2) For team applications, the team leader's institution should submit the application. (Submit one copy of the Study Plan part [pages 4-7] as well as data on each member of the team [pages 1-3 and 8-9])
- (3) For pages 4-7, please choose either 4 or 5-7, depending on whether the project is Research Paper Writing (page 4) or Syllabus & curriculum Development (page 5-7).

海外日本語教師上級研修プログラム

2016 (平成 28) 年度用
For FY 2016

申請書

ADVANCED TRAINING PROGRAM FOR TEACHERS OF THE JAPANESE-LANGUAGE
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. 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 in 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 _____ 年 月 日
To the Director of the Japan Foundation Japanese-Language Institute, Urawa _____
Year Month Day

私は平成 28 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 2016-2017 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)
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	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		生年月日 Date of Birth	19 年 月 日 Year Month Day	年齢 Age	2015 年 12 月 1 日現在 As of December 1, 2015 歳	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。 *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>					
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
学位取得論文タイトル 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
学位取得論文タイトル 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*

	期間 Term	総時間 Total Hours	機関名 Institution	使用教材 Textbook
	*日本語学習歴 Previous Japanese language study	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) Participation in training programs for Japanese language teachers, 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)			
	From 年 (yy) 月 (mm) ~ To 年 (yy) 月 (mm)			
	From 年 (yy) 月 (mm) ~ To 年 (yy) 月 (mm)			

	期間 Term	機関名 Institution	対象者 Students in class		使用教材 Textbook
			年齢 Age	レベル Level	
日本語教授歴 Japanese language teaching experience	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	From 年 (yy) 月 (mm) ~ To 年 (yy) 月 (mm)				
	From 年 (yy) 月 (mm) ~ To 年 (yy) 月 (mm)				
現在の担当科目 Japanese classes currently taught	科目名 Subject Taught	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)	
				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 <u>aside from</u> Japanese				週 () 時間 (per week) 年 () 時間 (per year)	

*日本語能力試験 Japanese-Language Proficiency Test	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
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日本滞在歴 Previous stay in Japan 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)		

日本語教育の分野における授業以外での活動 (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 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, etc.)	1. 2. 3.
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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 it will have on Japanese education in your country/region upon completion of the plan.

テーマ Theme of the project	

2. 研究の方法 (調査の方法、データの種類の、分析方法など)
Methods of the research and analysis

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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 plan after completion of the Program

4. 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 that the project goals are achieved? (Advice, guidance, etc.)

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5. 成果物の公表方法（予定）

How would the results be made public? (tentative)

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6. 参考にしてている文献

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 for academic meetings or seminars, teaching materials or a curriculum you have developed, etc. Write an outline of these achievements in Japanese (around 400 characters) in the space 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 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)
学年歴（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 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ください） Staff of 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

