

# Japanese-Language Program for Specialists (Specialists in Cultural and Academic Fields) Application Instructions

For Fiscal 2023-24 [KC-G 2023]



JAPAN FOUNDATION  
国際交流基金

## 1. Objectives

With the aim of providing support to specialists who require Japanese-language proficiency in order to smoothly execute their specialist work and research activities (such as researchers, graduate students, librarians, and museum and art museum curators), this program provides training for the acquisition of practical Japanese-language proficiency through a curriculum that is tailored to the characteristics of the respective specialist work.

## 2. Program Outline

### (1) Duration

There will be two courses as described below. Partial participation will not be accepted in either courses.

- a. Two-month course: From mid-January 2024 to early March 2024
- b. Five-month course: From mid-July 2023 to mid-December 2023

### (2) Course venue

The Japan Foundation Japanese-Language Institute, Kansai (JFJLI, Kansai) (Tajiri-cho, Sennan-gun, Osaka, Japan)

### (3) Description of the program

#### a. Two-month course

This course focuses on general Japanese-language proficiency and aims to assist participants improve speaking, listening, reading, and writing skills for their specialist work and research activities. There are also classes aimed to improve Japanese skills necessary to gather and output information for the participants' specialist work and research activities. In addition to Japanese language classes and exchange programs, at the end of the course there is also a presentation where participants will introduce their own research theme.

#### b. Five-month course

The five-month course is a course where participants work on increasing their level of functional Japanese, and especially the required language abilities for conducting actual specialist work and research activities. During the training course, participants will independently conduct interviews with specialists in their field as well as plan their own trips to visit related facilities and, as they gather and understand research materials, they will be able to acquire the skills needed to exchange, collect, and report information in Japanese. In addition to learning Japanese in classrooms, there are also periods for participants to focus on their specialized activities, so participants will need to independently plan their activities with a specific theme. At the end of the course participants are required to make a

presentation about their research themes as their accomplishments of the course and specialized activities conducted during their stay in Japan.

- \* Both programs are primarily language courses for participants requiring Japanese-language proficiency for specialist work and research activities. Professional education in their specific area of expertise is not included in the curriculum. Participants, in principle, must attend all classes and activities in the curriculum.

### 3. Eligibility

Individuals must fulfill the following to apply:

- (1) Individuals who fulfill a. or b. and need Japanese-language proficiency to carry out their specialist work and research activities.
  - a. Individuals who fulfill at least one of the following requirements and have an employment relationship with the organization outside Japan they are currently affiliated with, at the time of participation in the program. It is expected that participants will continue working in the aforementioned affiliated organization after completing this program.
    - (a) Individuals who carry out research activities as teachers (professors, instructors, teaching assistants, etc.), researchers, etc., at institutions of higher education, such as universities, research centers, or other research organizations.
    - (b) Individuals who are engaged in a job of specialized research work in public sector organizations, such as government agencies, think tanks, etc.
    - (c) Individuals who are currently engaged in full-time librarian work at universities, colleges, other institutions of higher education, academic research institutions, cultural exchange organizations, or public libraries.
    - (d) Individuals who are currently engaged in full-time curatorial work at museum and art museum and who are working for international exchange programs that concern Japan.
  - b. Individuals who are officially registered as full-time students in a Master's or Doctoral course of a graduate school outside Japan at the time of application and participation in the program (excluding non-degree students) and who are planning to write their Master's or Doctoral dissertation on a subject related to Japan.
    - \* For the two-month course ONLY: concerning undergraduate students of universities and colleges that issue a Master's degree upon graduation, applicants will be considered to fulfill this requirement, if they are in the final year and their age is 22 or older as of December 2, 2022.
- (2) Individuals applying for this program must obtain the permission of the representative of their affiliated organization mentioned above.
- (3) Individuals must be in a field of Japan-related social sciences or humanities.
  - \* For the five-month course ONLY: Japanese-language study and Japanese-language education majors are excluded.
- (4) For the five-month course ONLY: Individuals who have a specific and detailed theme related to Japan in their study or work, and plan to make a presentation on the achievements.

- (5) Individuals who are nationals of a country that has diplomatic relations with Japan.
  - \* Taiwanese are eligible to apply for this program.
- (6) Individuals who have not received compulsory education in Japan for more than three years.
- (7) Individuals in good physical and mental health.
- (8) Individuals who have Japanese-language proficiency that is equivalent to or higher than Level N4 in the Japanese-Language Proficiency Test (JLPT), Level 3 of the old JLPT, A2 level in the JF Standard for Japanese-Language Education at the time of application (please visit the official website of the JLPT <https://www.jlpt.jp/e/about/levelsummary.html>, or the website for the JF Standard for Japanese-Language Education <https://jfstandard.jp/summaryen/ja/render.do> to find the summary of linguistic competencies required for each level.)
- (9) Applicants must not have participated in Teacher Training Programs organized by the Japan Foundation Japanese-Language Institute, Urawa in the last five years as of December 2, 2022.
- (10) Individuals who have not participated in the "Japanese-Language Program for Librarians", "Japanese Language Program for Researchers and Postgraduate Students", or "Japanese-Language Program for Specialists (in Cultural and Academic Fields)" organized by JFJLI, Kansai.
  - \* However, the above excludes cases in which individuals who have participated in a two-month or four-month program that ended more than five years ago, counting back from December 2, 2022, are applying for a 5-month course.
- (11) Individuals who are NOT scheduled to study abroad at a Japanese educational institution, participate in other training in Japan, work in Japan, or engage in other activities during the training program.

#### 4. Expense Coverage

- (1) Accommodation (a single room for each participant) within JFJLI, Kansai
- (2) Meals during the program period (partly in the form of cash allowances)
- (3) A limited amount of expenses necessary for participation in program field trips
- (4) Textbooks and other materials
- (5) Overseas travel insurance with an upper limit on coverage (The insurance will cover the necessary expenses for sickness and injury up to a limit on the policy during the period from participants' departure from the airport nearest participants' residence until participants' return to the airport nearest participants' residence. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before participants' arrival to Japan or dental care.). 5-month course participants will apply for National Health Insurance.
- (6) Tuition
- (7) Discount round trip airline ticket (economy class) to and from the airport nearest from the participant's home residence, airport tax and foreign travel tax, and a set amount of in-kind allowances necessary for the participation in the program (to cover public transportation fee, etc.) will be provided for participants who are nationals of, and will be residing in the countries of the following regions upon the commencement of the program, as well as upon application.

Asia and Oceania (**excluding** Korea, Taiwan, Brunei, Singapore, Australia, Cook Islands, New

Zealand, Palau, Hong Kong residents in China who hold a BNO or Hong Kong SAR passport, and Macau residents in China who hold a Macau SAR passport), Central and South America (**excluding** Antigua and Barbuda, the Bahamas, Barbados, Saint Kitts and Nevis, Trinidad and Tobago, Uruguay and Chile), Eastern Europe (**excluding** Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Russia, Slovakia and Slovenia), Middle East and North Africa (**excluding** Bahrain, Israel, Kuwait, Oman, Qatar, Saudi Arabia and U.A.E.), Africa (**excluding** Seychelles)

## 5. Selection Policy

Selection will be made in line with the following criteria, which will be comprehensively judged: the applicants' current Japanese-language proficiency, their needs for Japanese-language training, their research/work achievements and content, the possibility of their success in their specialized areas, and the possibility of improvement in their language skills. The following applicants will be given priority.

- (1) Specialists who have made outstanding achievements in their specific fields;
- (2) In the case of graduate school students, applicants in a Doctoral course rather than applicants in a Master's course;
- (3) Applicants with a specific and concrete theme in their study, who have a high need to study in Japan;
- (4) For the five-month course, applicants who are highly specialized in their field and have the ability to independently conduct their specialized work/research will be given priority, since they are expected to study the Japanese language and conduct their work/research during the course.
- (5) Those who have no experience of studying or living in Japan and who have no plans to do so.
- (6) In the view of ripple effect, applicants who belong to such affiliations as major institutions of higher education, research organizations or public sector organizations.
- (7) Individuals who are the age of 39 or under as of December 2, 2022.

## 6. Application Procedures

- (1) Application deadline  
December 2, 2022, 12 noon (Japan Standard Time)
- (2) How to apply
  - a. Download the application documents from the website below:  
<https://www.jpof.go.jp/e/program/japanese.html>
  - b. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
  - c. Upload your application documents to the Online Application Portal.  
Online Application Portal: <https://www.apply.jpof.go.jp>  
\* Visit the website to view the manual for this procedure.
  - d. Please request that your referees upload the reference forms and Japanese-language ability assessment form to the dedicated URL, which you can issue via the Online Application Portal.
- (3) Notification of results

Late April 2023

- (4) We cannot respond to any inquiries about reasons for selection.

## 7. Number of Approved Application

- (1) The number of participants for FY 2022 was 19 out of 34.  
(2) Please see the following website for past participants.  
<https://www.jpff.go.jp/e/kansai/index.html>

## 8. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

### (1) Obligations of participants

The participants are required to adhere to the following:

- a. To observe the laws of Japan during their stay in Japan;
- b. 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;
- c. Not to take part in any activity that is not allowed under your visa status, nor be engaged in any job or work;
- d. To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Kansai;
- e. Not to arrive in Japan before the beginning date of the program;
- f. Not to go abroad or return to their home country for the duration of the program;
- g. To return to their home country as soon as the official period of the program expires, unless JFJLI, Kansai permits an extension of stay in Japan beyond the program; and
- h. To understand that the program is only for the participant to the program, and anyone other than them is not allowed to participate in the program.

### (2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

### (3) Handling of personal information

#### a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated

authority, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information and bank account information

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants' contact information

- (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
- i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
  - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
  - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iv. News media and other organizations (for public relations for the projects)
  - v. Other organizations and individuals who receive the information as needed for the projects
- (b) The applicant's medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies, organizations or individuals who provide cooperation for training (including host families) and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and health care and safety control after entry into or departure from Japan.
- (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
- (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
- (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may

provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "9. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of COVID-19

Depending on the state of the spread of COVID-19, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. These programs may be cancelled depending on the situation of COVID-19 cases, even after the selection. The contents and the participation requirements of the programs may be changed, or specialized activities may be restricted, due to the same reason, even if the programs



are duly implemented.

## 9. Contact

### (1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

### (2) In Japan

Educational Training Section, The Japan Foundation Japanese-Language Institute, Kansai

Tel. +81-72-490-2600 Fax. +81-72-490-2800

E-mail: [jpf-kansai@jpf.go.jp](mailto:jpf-kansai@jpf.go.jp)

\* The Application Instructions end here. The Application Documents Completion Guide follows.

# Application Documents Completion Guide

## 1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Application Form	Specified (PDF)	Required
	Personal Statement	Specified (PDF/Word)	Required
	Institutional Information (only for Librarians/Curators and Museum researchers)*	Specified (PDF/Word)	(Required)
	Applicant CV*	Specified (PDF/Word)	Required
	Information Sheet on Applicant's Japanese-Language Ability	Specified (PDF/Word)	Required
	Copy of major achievements For graduate students, undergraduate and graduate school transcripts are also acceptable. For librarians, your library reports, and achievements in your library service such as making catalogues of books, developing a cataloguing system, etc. would also be acceptable.	Free (PDF)	Required

\* The forms for the institutional information and the applicant CV differ depending on the applicant's status. Please fill out the appropriate form for the status you selected on the application form. If you are a "Librarian" or "Curator, Museum researcher" and have selected "Researcher" or "Graduate student (master's/doctoral)" at the same time, please fill out the form for "Librarian" or "Curator and Museum researcher".

## 2. List of Documents to be Submitted by Concerned Persons

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/ Optional
	Recommendation Sheet (by two individuals)	Specified (PDF/Word)	Required
	Assessment Form of Japanese-Language Ability	Specified (PDF/Word)	Required

## 3. Application Form

Please fill out the application documents in Japanese or in English, except where "original language" is indicated.