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

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 each educational setting. Training is provided on specific themes of (1) Teaching Japanese Grammar, (2) Business Japanese, (3) Course Design in fiscal 2020. This program is targeted for teachers who are interested in the theory of Japanese-language education. The participants are required to have the adequate Japanese language proficiency and experience in teaching Japanese language to learn through intensive lectures and discussions concerning Japanese-language teaching methodology based on one of the themes. Pre-assignment will be imposed in any of the courses.

2. Program Outline
   (1) Duration
      c. “Course Design”: November 10, 2020 - December 17, 2020 (tentative)
* The program may be cancelled if there are fewer than 10 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.
         Aiming at expanding the knowledge and skills for teaching Japanese grammar, participants will learn about Japanese grammars in terms of what and how to teach considering the second language acquisition study and educational grammars in order to improve the practice of their own lessons. This course also provides the classes such as: discussion by participants; summarization of the knowledge about grammatical items difficult to teach; and deepening understandings on them.
         This program is targeted for teachers who are or will be in charge of the design of business Japanese course in higher education organization (including vocational schools) or private Japanese language school, whose students’ proficiency in Japanese will be Level N3 or N2 of the JLPT in their graduates.
         In this program, participants will discuss about “Goal Setting of classes”, “Classes Design (including material analysis and material making)” and “Performance Evaluation” based on needs of business Japanese. Participants will discuss with other participants about these themes and will design and share with each other.
      c. “Course Design”
         This program is targeted for teachers who want to improve the course design of the Japanese language course in the organization which participants belong.
         Participants will learn the theories and methods necessary for course design, with a focus on the consistency of goals, lessons and evaluations. In the first half of the course, participants will learn mainly the theories through the lecture and workshop, and in the second half of the course, participants will work on two practical trainings (task-accomplishing type of course design and revision of the Japanese language course design of their participating institution).
   (4) Number of Participants
      Each research theme: About 15 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. Individuals who are Japanese nationals may participate in this program.
* Qualified Areas: Worldwide
(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. 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) Higher priority will be given to individuals aged 55 or under as of December 1, 2019;
(4) Individuals who have no mental or physical conditions that would impede participation in the program;
(5) Individuals with more than three years of experience in teaching Japanese language as of December 1, 2019 (private lessons and teaching practice not included);
(6) Individuals who have proficiency in Japanese as either of the following at the time of application;
   a. Level N2 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
   b. Level B2 in the Japan Foundation Standard for Japanese-Language Education (JFS), or the equivalent
   * Please view the official website of the JLPT [https://www.jlpt.jp/e/about/levelsummary.html] for a summary of linguistic competence required for each level of the JLPT.
   * Please view the official website of the JF Standard [https://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard
(7) Individuals who have not previously participated in the training program of the same specific theme of "Training Program for Teachers of the Japanese-Language on a Specific Theme" conducted by the Japan Foundation.
   * Candidates for this program may simultaneously apply to plural themes (Teaching Japanese Grammar, Business Japanese, Course Design). 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 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>

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

* 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: need for Japanese language teaching programs in candidate's region/country, application from the Sakura Network, candidate's Japanese language proficiency, teaching experience, teaching position (full-time or part-time) and influence in and out of the institution, etc.
* 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
   a. Please visit the following website to download the Application Forms.
      https://www.jpf.go.jp/e/program/list.html
   b. The application form consists of 13 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
   In Taiwan, applications must be submitted to the Japan-Taiwan Exchange Association, Japan, Taipei
   office.

(3) Acknowledgement of receipt of the application
   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.

(4) Points to be noted
   a. Application materials submitted by e-mail or by FAX will not be accepted.
   b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to
      set aside a copy for yourself.
   c. In case there are changes to the information provided in the application materials after the submission,
      please submit the notification as soon as possible.
   d. For other points, please check “Instruction to Fill in the Application Forms” in page 5.

7. Notification of Results
   (1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2020.
   (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) Not to go abroad nor 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 “Act on Access to Information Held by Independent
       Administrative Agencies” (Act 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
   Applicants are requested to inform all individuals whose personal information appears on the application
   materials of the following:
   (1) The Japan Foundation handles personal information appropriately and in accordance with the "Act on the
       Protection of Personal Information Held by Incorporated Administrative Agencies, etc." (Act No. 59 of
2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website: https://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 information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to applies 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

(1) Division in charge
Teachers Training Section, JFJLI, Urawa Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170
E-mail: urawakenshu@jpf.go.jp

(2) Application from Overseas
Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant’s country, please contact the nearest Japanese diplomatic mission.

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

Instructions to Fill in the Application Forms

(1) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.

(2) Please type or write with a ballpoint pen in black ink, printing clearly in block letters.

(3) 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.