

APPLICATION GUIDELINES
JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2019
YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF LOCAL GOVERNANCE)

I OUTLINE

1. Objectives

The Young Leaders' Program (YLP) aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute to establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders through deepening their understanding of Japan. The YLP is one of the Japanese Government (MEXT*) Scholarship Programs.

*MEXT: Ministry of Education, Culture, Sports, Science and Technology

2. Eligible Countries and Participants

Participants are selected from the countries listed below. They should be young public administrators and government officials who are expected to play active roles in the future as national leaders in their home countries.

Eligible Countries:

P. R. China, Rep. of Korea, Indonesia, Malaysia, Philippines, Thailand, Viet Nam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Uzbekistan, India, Pakistan, Turkey, Hungary, Czech Republic, Poland, Romania (20 Countries)

3. Host University

National Graduate Institute for Policy Studies (GRIPS)

4. Number of Students

Approximately 10 students

5. Recruitment and Selection

(1) Method of Recruitment

Recruitment will be conducted through the recommending authorities of each eligible country. Please ask the Japanese Embassy for further information.

(2) Screening Procedure

- ① First screening by the recommending authorities
- ② Second screening by GRIPS
- ③ Final screening by the YLP committee organized by MEXT

6. Curriculum (Please refer to the appendix "Curriculum Guidelines".)

(1) Basic Concepts

The curriculum is designed to train and cultivate young leaders in their respective fields of government, who are seeking to take advantage of Japan's experiences of interaction with both Western and Asian countries and also to establish a human network through various activities, such as special lectures, colloquium, research paper, workshops, etc.

(2) Course Duration and Qualification

Course duration is one year, resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

(3) Language

All lectures are conducted in English.

7. Commencement of the Program

October 2019

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to foreign students who wish to study at GRIPS as YLP students in local governance for the academic year 2019 under the MEXT Scholarship Program. The conditions are as follows:

1. Field of Study

Local Governance

2. Qualifications

- (1) Nationality: Applicants must be nationals of countries eligible for the YLP (School of Local Governance). An applicant who has Japanese nationality at the time of application is not eligible.
- (2) Age: Applicants must be, in principle, under 40 years of age as of October 1, 2019 (i.e. born on or after October 2, 1979).
- (3) Academic Background: Applicants must hold a Bachelor's degree or equivalent from a recognized/accredited university or college, and have achieved excellent academic performance.
- (4) Work Experience: At least 3 years of full-time work experience in public administration (preferably 5 years or more).
- (5) English Ability: A minimum TOEFL iBT score of 79, IELTS Academic score of 6.0 or equivalent.
- (6) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (7) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by GRIPS, within two weeks before and after the first day of the course conducted by the accepting university. If the applicant cannot arrive in Japan during the specified period for personal reasons, travel expenses to Japan will not be paid.
- (8) Visa Requirement: In principle, a selected applicant must obtain a "Student" (留学) visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student." Applicants who change their residence status to any states other than "Student" (留学) after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
- (9) Non-Eligibility: Applicants who meet any or all of the following conditions are not eligible. If identified after acceptance of the scholarship grantees, the applicants will be required to withdraw from the scholarship:
 - ① Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
 - ② Those who cannot arrive in Japan by the last date of the period designated by GRIPS;
 - ③ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student" (留学) or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant's country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university, verifiably complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the "Student" residence status and come to Japan;
 - ④ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant's country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
 - ⑤ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;
 - ⑥ Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application; or
 - ⑦ Those who will lose their status as public administrators or government officials following the time of application or before completion of the program.

3. Period of Scholarship

One year, from October 2019 to September 2020

4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. The scholarship will not be paid to a grantee who takes a leave of absence or is long absent from the assigned university.
- (2) Traveling Costs:
 - ① Transportation to Japan: In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket from the international airport nearest to his/her home address (in principle, the country of nationality) to Narita or Haneda International Airport. The grantee shall bear at his/her own expense all costs related to domestic travel from his/her home address to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The present address in the country of the grantee's nationality stated in the application form is in principle regarded as the recipient's "home address". If, however, the address stated in the application form will be changed at the time of leaving from his/her country, the changed address will be regarded as the "home address".
 - ② Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate the accepting university and return to the home country by the end of the final month of the period of scholarship (See "3. Period of Scholarship") designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from Narita or Haneda International Airport to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to Narita or Haneda international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.
- (3) Education Fees: Fees for entrance examination, matriculation and tuition will be paid by MEXT.
- (4) Accommodations:
 - ① In principle, grantees may reside at residence halls provided by GRIPS.
 - ② Private Boarding Houses or Apartment Houses:

Those who cannot accommodate in the facilities described above will be arranged at private boarding houses or apartments recommended by the GRIPS Student Office.

5. Suspension of Payment of Scholarship

Payment of the scholarship will be topped for the reasons given below. Should any of the following reasons apply, the grantees may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- ① A grantee is determined to have made a false statement on his/her application;
- ② A grantee violates any article of his/her pledge made to the Minister of Education, Culture, Sports, Science and Technology;
- ③ A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period of exceeding 1 year;
- ④ A grantee is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with school regulations of the accepting institution;
- ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard time period because of poor academic grades or suspension or absence from the university;
- ⑥ A grantee came to Japan without newly acquiring the "Student" (留学) residence status, or changed his/her residence status to one other than "Student";
- ⑦ A grantee has received another scholarship (excluding those specified for research expenses);
- ⑧ If a grantee's government and/or other state institutions request such cancellation.

6. Selection

- (1) Based on the recommendation of authorities, GRIPS will select initial candidates from among applicants by means of an interview, and a review of the submitted documents. If it is not possible to hold an interview in the applicant's home country, an interview may be conducted by telephone or the Internet.
- (2) Those who have been selected initially by GRIPS will be put forward to the YLP committee established by MEXT for the final selection.

7. Education at GRIPS

All lectures and practical training are conducted in English.

8. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Applicants must submit the following documents to their recommending authorities by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

9. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If for some reason (e.g. marriage) your current name is different from that on the document(s) you submit, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

Number the documents from ① to ⑩ (the items numbered in the list below) in the upper right corner of each document.

- ① Application for Japanese Government (MEXT) Scholarship (1 original and 3 photocopies, use the designated form)

Please paste a clear photograph of your face (6 x 4 cm), taken within the past 6 months, onto each of the 4 application forms.

- ② Recommendation letter from the recommending authority (1 original and 3 photocopies)

- ③ 2 letters of recommendation (1 original and 3 photocopies for each letter, use the designated form)

Your letters of recommendation must be written by your immediate superior at work or supervising professor of the university you attended. At least one and preferably two should be written by your immediate superiors at work.

You are required to request each of your recommenders to write a letter of recommendation using the designated form and submit them along with the rest of your supporting documents, all in one package. Each of your letters must contain four A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. For details, please see the explanation on the designated form.

- ④ • ⑤ Official transcripts of academic record and graduation/degree certificates (1 original and 3 photocopies for each document)

You must submit official transcripts and graduation/degree certificates from all undergraduate and graduate

institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

④ Official transcripts of academic record

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in the class included in the information. If you are currently attending a university, please submit your most recent transcript.

⑤ Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English transcript/certificate, you are required to submit both an official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

⑥ Official evidence of English ability (1 original and 3 photocopies)

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher
3. Other equivalent test score

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment. If you submit the results of a different test of English proficiency, please submit a conversion of the score to TOEFL or IELTS.

How to apply for a waiver of the English language proficiency requirement

(Please note that there are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document

must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.

⑦ Copy of your passport (4 photocopies)

You must submit a copy of the page(s) with your name, nationality, date of birth and photo. If you do not possess a passport, please submit a copy of your family register or certificate of citizenship.

⑧ Essay explaining applicant's aspirations and future plans following program completion (1 original and 3 photocopies)

You must submit 3-page essay describing your reason/motivation for applying; future plans and expectations from the program as well as future career goals.

⑨ Answer to the essay questions (1 original and 3 photocopies)

⑩ Certificate of health (1 original and 3 photocopies, use the designated form)

A certificate of health must be issued by the medical institution designated by Japanese Embassy; all items must be completed, and all comments must be written in English in block letters.

10. Notes

- (1) Each grantee is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the differences between the Japanese legal system and that of his/her home country before departing for Japan.
- (2) As the first installment of the scholarship payment will be made from one month to one and a half months after the grantee's arrival in Japan, the grantee is recommended to bring at least approximately US\$2,000 with him/her to Japan to cover immediate living expenses and other necessary expenses.
- (3) The scholarship payments will be transferred to the bank account opened by each grantee after the arrival in Japan. The bank account has to be opened at a Japanese financial institution designated by MEXT.
- (4) Grantees must enroll in National Health Insurance (Kokumin Kenko Hoken) upon arrival in Japan.
- (5) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).
Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of overseas students in Japan, particularly in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.
These terms and conditions are included in the Pledge stipulating rules and regulations which MEXT Scholarship recipients must comply with and submit when they have been granted the Scholarship. Excluding exceptional circumstances, only those concurring with these conditions will be accepted as MEXT Scholarship Students.
- (6) All personal information that we receive from applicants will be used for the purposes of admissions screening, collecting statistical information, student registration, and educational affairs.
- (7) If there are any questions about the content of the written text in this Application Guideline or any other matters, applicants/grantees should inquire the Japanese diplomatic mission in the applicant's country and follow their instructions.
- (8) In addition to the regulations stipulated in this Application Guideline, those that are necessary to implement the Japanese Government Scholarship programs shall be determined by the Japanese Government.

Young Leaders' Program (School of Local Governance) Curriculum Guidelines

I Basic Concepts

1. Each subject will deal with theories based not only on the experiences of the so-called modern Western World, but also on those concerned with the historical experiences of Japan and other non-Western countries. While analyzing commonalities in the modernization process along with its various possibilities, the courses seek to find the most desirable method for each country's modernization. (Comparative Approach)
2. Through modernization, our thoughts and ideas undergo deep transformations. However, the curriculum will not be concerned with modern ideas alone, but will also incorporate basic premises from the classical civilizations and ideas of the great thinkers. (Emphasis on liberal arts education aiming at self-relativization and critical thinking)
3. Going beyond instruction that is related to skills and knowledge, the curriculum will emphasize the fostering of students' ideas; identifying problems; and developing the ability to arrive at their own solutions. (Emphasis on discussion and self-study)
4. Through encounters with leading figures from all areas (including other promising young students), the curriculum aims to create human networks and further understanding about Japan.
5. As decentralization progresses in line with a country's economic development, the demand for local governance and government that is capable of responding to various regional issues such as education, health, welfare, and local development rises. This program aims to cultivate leaders and core personnel for such local governance in their respective countries by equipping them with advanced theories on local governance and practices in Japan.

II Students

The course is designed for young public administrators and government officials, who are expected to play active roles in Asia and Central Europe as future leaders in local governance.

III Courses (in alphabetical order; courses offered are subject to change)

1. Required Courses (11 credits)
 - Global Governance: Leadership and Negotiation
 - Introduction to Japan
 - Introduction to Public Policy Studies
 - Local Governance in the Changing World
 - Local Government Finance
 - Local Government System
 - The World and the SDGs
2. Recommended Courses (at least 4 credits)
 - Economic Development of Japan
 - Essential Microeconomics
 - Government and Politics in Japan
 - International Relations
 - Microeconomics I
 - Structure and Process of Government

3. Elective Courses (Credits for the graduation requirement)
 - Development Economics
 - East Asian Economies
 - Government and Market
 - International Security Studies
 - International Trade
 - Japanese Foreign Policy
 - Macroeconomics I
 - Small and Medium Enterprise and Technology
 - Social Science Questions and Methodologies
 - Social Security System in Japan

4. Colloquium (2 credits) (Required Course)

This course will provide an opportunity to listen and discuss various issues with many distinguished government leaders and business executives. The colloquia will be organized fifteen or sixteen times a year, divided between the fall and spring terms.

5. Research Paper (4 credits) (Required Course)

Students will produce a research paper on a topic of their choice that pertains to local governance, with a perspective of comparison between their home country and another, such as Japan. Designated advisors will provide them with writing instruction/guidance.

6. Workshop (4 credits) (Required Course)

Workshops, including a field trip on local governance in Japan, will be conducted twice in association with central government ministries, local governments and NPOs.

7. Other Educational Activities
Japanese Language Class:
All lectures are conducted in English, making it unnecessary for students to master Japanese. However, Japanese language courses will be offered to students who wish to further their knowledge of Japanese language and culture.

IV Further information

For more information on GRIPS, please visit: <http://www.grips.ac.jp/en/>