

Application Guidelines 2022 For Doctoral Degree Program (Selection process during JFY2022)

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS)

1. Purpose (Basic Principle)

This project aims at fostering future leaders with a good-understanding of Japan and are capable of;

- 1) Making policy formulation and decision from a broader perspective by drawing on their advanced knowledge and expertise,
- 2) Leading international discourses on various policy issues on behalf of their countries, and
- 3) Exercising their positive influence within their countries and beyond from the global viewpoints by fully utilizing personal networks developed through this doctoral program,

Prospective Applicants must have the potential for becoming future leaders rather than academic researchers who can substantially influence policy affairs.

2. Eligibility Requirements and Conditions

【Eligibility Requirements】

The applicant must;

1. Have a citizenship of Kingdom of Bhutan
2. Have obtained a master's degree in fields below* (in any country):
 - **Economics**
 - **Engineering**
 - **Seismology**
 - **Flood Disaster**
 - **Data Analytics/mining or AI**
3. Be the **age of 45 or younger as of April 1st, 2023**
4. Be a regular (permanent) government employee
5. Have served for twice the duration of the LTT (long-term training) to obtain the master's degree.
6. Have a **recommendation from the supervisor of his/her current duty office.**
(Reference Letter should contain evaluation of applicant's performance at work and relevance of his/her research theme to his/her career.)
7. Have a **recommendation from the expected academic adviser(s) of the applying university**
(Submission of a draft academic guidance outline or a supervisory plan is desirable.)
8. Not have already obtained a doctoral degree.
9. Not be currently awarded or to be awarded a scholarship from other foreign donors
10. **have published at least one peer-reviewed article/ paper*.**

** The following applicants are included under the requirement:*

- 1) *the article/paper that has been submitted to a journal and is currently being reviewed.*

2) *an applicant who has a concrete plan to publish a peer-reviewed article in an academic journal in collaboration with prospective academic supervisor in applying university.*

11. Have proficiency in English, sufficiently fluent for studying in Japan.

【Other Conditions】

The applicant must;

1. Present a research proposal relevant to the development Issues of their country referred to in the framework of Sub-Programs and Components.
2. A JDS Fellow must work in his/her country at least nine years after return.
3. Be in good health both physically and mentally.
4. **Complete the course within, and not exceeding, three (3) years. However, if it is judged that the Doctoral degree is likely to be obtained, the extension up to 6 months will be accepted.**

3. Application and Selection Process

Call for application and selection will be conducted as below. The procedures may be revised for the next year and thereafter.

1. Application Period

Step 1: Please submit a set of application documents to RCSC
by Oct14, 2022.

- Performance Rating Score for last two years
- Copy of system generated CV
- Class XII certificate and mark sheet
- Degree Certificate and mark sheet
- Merit Certificates (Leadership, volunteerism, Publication, and professional Recognition)

Step 2: **Apply through online JDS application (Nov 5 - Dec 30, 2022).**

**Only shortlisted candidates can apply for JDS application*

Online Application Flow



1. Download the prescribed forms from JDS Website

Please access to JDS Bhutan HP, then download the prescribed forms to be filled in.



2. Prepare the required documents

Make sure to start preparing the documents well in advance.



3. Access the online application system

Link to the Online Application Form is available on JDS Website. Complete your application by filling out the necessary information and uploading the required documents.

4. Receive an email

[Submission Succeeded]

You will receive a confirmation email.

[Submission Failed]

You will receive an error message - please contact JICE JDS Project Office immediately, and make sure to complete your application before the deadline. You will receive a password from JICE JDS Project Office by email.

Important Notice

- *If you cannot access the online application system, or you have any problem filling out the form, please contact JICE JDS Project Office.*
- *Once you submit your application, you will not be allowed to modify it.*
- *Application lacking necessary documents will not be accepted.*
- *Application after the deadline will not be accepted.*
- *Application will be disqualified in case any false statement or plagiarism is found.*

2. Selection:

(1) Basic Check by JICE

* This is not a selection but a verification of eligibility and submitted documents.

(2) (If required) Document screening by the Committee (January 2023)

* This screening will be conducted only when the number of applications exceed a certain upper limit.

(3) **Health check-up** (January 2023)

(4) **Interview by the JDS Operating Committee (March 2023)**

(5) **Approval of the final candidates by the Committee (March 2023)**

* This is a “conditional acceptance” in this stage since further selection process by each university follows.

(6) Application for the universities (March – June 2023)

(7) Screening by the universities (April – July 2023)

* The application and screening process (6) and (7) varies depending on the universities. Some require an interview or written exam in Japan (the traveling cost for those exams will be covered by JDS).

(8) Notice of acceptance by the universities (July 2023)

* Upon acceptance by the university, the candidate will be awarded with the status of JDS Fellows.

(9) Announcement of final successful candidate (July 2023)

【Tentative Schedule from Application to Enrollment】

2022				2023			
By Oct 14	Nov. 4	By Dec. 30	Feb. – Mar.	Mar. – Jun.	Apr. – Jul.	Aug.	Sep. or Oct.
Apply for RCSC	Shortlist Announcement	Apply for JDS	Selection by O/C*	Application for the University	Screening by the University	Arrival in Japan	Enrollment in the University

*O/C=JDS Operating Committee

4. Selection (Evaluation) Criteria by O/C

The JDS Operating Committee will evaluate and select candidates based on the following criteria:

1. Leadership Qualifications

- Track records of demonstrating leadership
- Accomplishments and visions to contribute to the development of the country
- Enthusiasm for future development and growth of the country
- Achievements at work (e.g. work history, contributions, utilization of outcomes of JDS),
- Consistency between the career up to the present and the research theme/future vision in terms of contribution to the policy making and implementation
- Concrete plans to contribute to bilateral relations with Japan
- Positive and cooperative attitude towards strengthening relations with Japan

2. Relevance of the Research Theme to the Development Issues of the Target Country

Prospect of the achievement of their research towards improvement of the development issues in their country, etc.

3. Academic Transcripts and Academic Accomplishments in the Master's Course

Sufficient academic results, experiences of publishing peer reviewed papers, experiences of presenting

at academic conferences/seminars, etc.

4. Readiness of the Accepting University

Availability of the recommendation letter, evaluation by the expected academic advisor/s, and academic guidance outline, etc.

5. Award Benefits

1. The scholarship grant is equivalent to that of MEXT Scholarships for Doctoral course
2. Amount for each allowance is equivalent to that of JDS Master's program.
3. Round-trip airfare to/from Japan

6. Expenses Paid to the Accepting University

Application fee, admission fee, tuition fee, and travel costs for the academic advisor/s visiting Fellow's country to assist his or her research will be borne by the JDS Project.

7. Support for the Fellows while in Japan

Support services for the Fellows in Doctoral courses will be equivalent to those for Master's courses. JICE will provide post-arrival support services including settlement assistance, monitoring, payment of allowances, and emergency assistance.

8. Application Procedures

1. Application Documents:

Applicants are required to submit a set of necessary documents in the following manner.

1) Check list of JDS Application

Application Documents	File Type	Notes
1. Short Essays	PDF (ONE file only)	*Prescribed form
2. Research Plan	PDF (ONE file only)	*Prescribed form
3. University Certificate of Degree <i>* Master's degree course (Attested)</i>	PDF (ONE file only)	Must contain all the grades earned from the university. Written in English or accompanied with official translation.
4. University Transcript of Academic Records <i>* Master's degree course (Attested)</i>	PDF (ONE file only)	
5. Professional Reference Letter	PDF (ONE file only)	*Prescribed form
6. Academic Reference Letter	PDF (ONE file only)	*Prescribed form Must be attached: a copy of a peer-reviewed Article /

		Paper or a concrete plan.
7. Passport (or CID) <i>*No need to have attested.</i>	PDF (ONE file only)	If you don't have Passport, please submit color soft copy of CID.
8. Photo	JPG, JPEG, PNG, GIF	<ul style="list-style-type: none"> ✓ A Color photo, taken within the last 3 months ✓ 4:3 (height: width) aspect ratio ✓ Must be taken against a plain background
9. [If any] IELTS Certificate	PDF (One file only)	✓ The Test taken on/after 1 Nov 2021.

***Prescribed form can be downloaded from JDS Bhutan HP.**

<https://jds-scholarship.org/country/bhutan/index.html>

2) Notes

- All documents written in the language other than English need notarized English translation. (Self-translation is not acceptable.)
- Submit a "Letter of Explanation" in case wrong information (e.g. wrong spelling of name, birthday, etc) is contained in official documents due to administrative errors.

3) Submission of Application Documents

■ Notes

- Application lacking necessary documents will not be accepted.
- Application will be disqualified in case any deliberate falsifications or forgeries found in the documents.
- **Once completed online application, you will receive confirmation email with JDS registration number. Please keep your registration number.**

- **Deadline for Online Application at JDS Bhutan website: Dec. 30 (fri), 2022**

9. Important JDS Rules

JDS has specific rules in order to realize its project goals and to ensure favorable study environment for the Fellows.

Before departure

- JDS Fellows must submit a JDS pledge to the Operating Committee to commit themselves to follow JDS Rules.

During the stay in Japan

- The Fellows are allowed to bring their family members to Japan only after 3 months from the date of arrival.
- The Fellows are prohibited from
 - Working
- Driving motor vehicles, and

- The Fellows must complete the study within the predetermined period of study and return to his/her country immediately after the study completion.

After returning to home country

- The Fellows must attend a report back meeting held by the Operating Committee.
- The Fellows are obliged **to return and work in Bhutan at least the period of three times of the studying period (at least nine years in service)**.

*Further details will be explained in an orientation conducted after the selection.

10. Contacts

JICE JDS Project Office in the Kingdom of Bhutan

Address: 1st Floor, Building No. 16, Zeri Lam-4, Changzamtok, Thimphu, Bhutan

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