

**The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS)
For Doctoral Degree Program
Application Guidelines for 2020 Fellows
(Selection process during JFY2019)**

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,
- 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 the Kyrgyz Republic
2. Be a civil or municipal servant of the Kyrgyz Republic who completed a Master's course in Japan
3. Not older than 50 (born on or after April 2nd, 1969)
4. Have returned to and served for the Kyrgyz Republic more than three (3) years as a civil or municipal servant after completion of Master's course in Japan
5. Receive 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)
6. 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)
7. Not have obtained any Doctor's degree overseas under other foreign government scholarship programs
8. Not be currently awarded or to be awarded a scholarship from other foreign donors

【Other Conditions】

The applicant must;

1. In principle, enroll in the same graduate school of the university where he or she obtained a Master's degree
2. Present a research proposal relevant to the development Issues of their country referred to in the framework of Sub-Programs and Components
3. Have fulfilled the work obligation stipulated in the JDS contract / JDS pledge letter, e.g. A JDS Fellow must work in his/her country at least three years after return
4. Be in good health both physically and mentally
5. Complete the course within, and not exceeding, three (3) years

3. Period and Recommended Modality of Study

1. Study Period: Maximum three (3) years (Enrollment: September 2020, Graduation: September 2023)
2. Recommended Modality of Study:

It is recommended that the Fellows stay in Japan up to two (2) years for research and obtain a Doctoral degree within three (3) years, since it is deemed difficult for competent civil servants to leave their country for a long period of time. Following is a recommended modality.

An applicant makes sufficient preparation for the collaborative research under the guidance of the expected academic advisor(s). Once admitted, the Fellow stays in Japan to study for two (2) years. During the two years in Japan, the Fellow experiences presentations at international academic conferences and seminars. In the third year, the Fellow returns to the home country and resumes working at the belonging organization. During this time, the Fellow receives remote assistance and guidance by the academic advisor(s). In addition, both the Fellow and the academic advisor(s) make alternate visits to each other's countries. (Travel expenses will be covered within the JDS budget framework.)

4. Application and Selection Process

Call for application and selection will be conducted as below.

1. Application Period: August 21st, 2019 to October 18th, 2019

Announcement and promotion will be made to the JDS Returned Fellows and by JDS HP.

2. Selection

- (1) Basic Check (by JICE)
※ This is not a selection but a verification of eligibility and submitted documents
- (2) (Document screening by the Committee) (Nov. 2019)
※ This screening will be conducted only when the number of application exceeds a certain upper limit.
- (3) Health check-up (arranged by JICE) (Jan. 2020)
- (4) Interview by the Operating Committee (Jan. 2020)
- (5) Approval of the final candidates by the Committee (Jan. 2020)
※ This is a "conditional acceptance" in this stage due to further selection process by each university follows
- (6) English Examination (TOEFL iBT) if necessary (Feb. 2020)
- (7) Application for the Universities (Mar. – Jun. 2020)
- (8) Screening by the University (Apr. – July 2020)
※ The application and screening process (6), (7) and (8) varies depending on the universities. Some require an interview or written exam in Japan (the traveling cost for the exam will be covered by JDS)
- (9) Notice of acceptance by the University (July 2020)
- (10) Announcement of Final Successful Candidate (July 2020)

【Tentative Schedule from Application to Enrollment】

2019	2020				
Aug. – Oct.	Nov. – Jan.	Mar. – Jun.	Mar. – Jun.	Aug. – Sep.	Sep. or Oct.
Call for Application	Selection by O/C	Application for the University	Screening by the University	Arrival in Japan	Enrollment in the University

*O/C=JDS Operating Committee

5. 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 or other program),
- Consistency between the career up to the present and the research theme/future vision in terms of contribution to the policy making and implementation

2. Relevance of the Research Theme to the Development Issues of the Kyrgyz Republic

Prospect of the achievement of their research towards improvement of the development issues in the Kyrgyz Republic, 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.

6. 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 Japan

7. 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.

8. 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.

9. Application Procedures

1. Application Documents:

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

1) List of Application Documents

Doc No.	Application Documents	Remarks	Required number to be submitted	
			Original/ Certified True Copy	Copy of the Original
1	Application Form – with Photo (4cmX3cm) (Use Designated Form)	<ul style="list-style-type: none"> ➤ Attach a photo (taken within the past 3 months) to the 1st page of each set of AF. ➤ Affix your signature on the lower right-hand corner of EACH PAGE. 	1	1
2	Official Certificate of English Ability	<ul style="list-style-type: none"> ➤ Submit a grade certificate from an English Language Ability Test such as TOEFL or IELTS. (Photocopies are acceptable). *Only the Test taken in the two-year period preceding the application deadline is acceptable **If you do not have such test result, please consult with JICE JDS Office. 		1
3	Official Transcript of Records of Master's Degree	<ul style="list-style-type: none"> ➤ Must contain grades for all the credits earned ➤ 2 notarized copies of the original 	2	
4	University Certificate/Diploma of Master's Degree	<ul style="list-style-type: none"> ➤ Written in English. If not, with notarized translation 	2	
5	Professional Reference Letter (Use Designated Form)	<ul style="list-style-type: none"> ➤ Must be filled out by the current supervisor ➤ Must be sealed in a legal sized envelope upon submission ➤ Must be written in English. If not, with notarized translation 	1	
6	Academic Reference Letter (Use Designated Form)	<ul style="list-style-type: none"> ➤ Must be filled out by the expected academic advisor of the applying university ➤ <u>Must be directly submitted from the supervisor to JICE JDS Office via e-mail</u> 	1	
7	Passport (International Passport or ID)	<ul style="list-style-type: none"> ➤ The page of holder's name and date of expiry 		2
8	Official Service Record (Work Book)	<ul style="list-style-type: none"> ➤ Attested by Personnel Department. ➤ Accompanied with notarized official English translation 		2

9	ID of Public Servant	<ul style="list-style-type: none"> ➤ Attested by Personnel Department. ➤ Accompanied with notarized official English translation 		2
10	Permission Letter (Use Designated Form)	The head of your organization must authorize you to apply for the program and permit you to participate in the JDS events if you are selected as a final candidate	1	1

2) Notes

- Two (2) sets of Application Documents are required. To prepare the sets, you need to distinguish three types of documents. (Original / Certified True Copy / Copy of the Original)
- All documents written in the language other than English need notarized English translation. (Self-translation is not acceptable.)
- Use only **A4** size paper for all Copy Sets.
- Do not staple the documents but clip on them.
- 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.
- Make your own extra copy of the Application Documents before submission.

3) Submission of Application Documents

■ Notes

- Application lacking necessary documents will not be accepted.
- Application submitted after the deadline will not be accepted.
- Application will be disqualified in case any deliberate falsifications or forgeries found in the documents.
- Application Documents will not be returned for any reasons.

■ Deadline for Applications

Applications must be submitted to JICE JDS Project Office in the Kyrgyz Republic **by 17:00 p.m. on October 18th (Fri.), 2019.**

10. Contacts

JICE JDS Project Office in the Kyrgyz Republic

Address: Room No 25, 1st floor "OlolohausErkindik", 64B Erkindik Ave., Bishkek, the Kyrgyz Republic

Email: jds.kyrgyz@jice.org or jds.kyrgyz1@jice.org

TEL: 0312-986-546