

**The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS)
For Doctoral Degree Program
Application Guidelines for 2019 Fellows
(selection process during JFY2018)**

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 the Democratic Socialist Republic of Sri Lanka
2. Be a **JDS Returned Fellow (those completed Master's course of JDS), or those who completed Master's course in Japan**
3. Be **the age of 45 and under** (as of April 1st, 2019)
4. **Have returned to and served for the country for a certain years set by his or her organization** after completion of Master's course
5. Belong to the **Target Group of JDS and his/ her research theme is relevant to the Development Issues of Sri Lanka**
6. 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.)
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 obtained any Doctor's degree overseas under other foreign government scholarship programs.
9. Not be currently awarded or to be awarded a scholarship from other foreign donors.

Components (JDS Development Issues)		Target Group	Maximum Slots
1-1	Public Policy and Public Finance	"Executives/ Senior Executives", those who are mentioned in the Public Administration Circular No.06/2006, Annexure II, Page 2, IV Senior Level, and Page 5, 3.10 & 3.11. * Board of Investment (BOI) staffs can apply for 1-3. ** 4 Semi-government organization staffs can apply for 1-4)	2
1-2	Economics including Development Economics		
1-3	Business Management		
1-4	Environment Management/ Disaster Management and Climate Change		

** 4 Semi-government organizations: National Building Research Organization (NBRO), Central Environmental Authority (CEA), National Water Supply and Drainage Board (NWSDB), Waste Management Authority (WMA)

【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 in Japan. Due to some circumstances, enrollment to other graduate school of the university will be also acceptable.
2. Present a research proposal relevant to the development Issues of their country referred to in the framework of Sub-Programs and Components.
3. Those satisfy work obligation at current workplace after the completion of master's course and their return to the country (e.g. minimum years of work after return, etc.)
4. Be in good health both physically and mentally.

Note: Applicants need to take and pass all medical check-up prior to the technical Interview. This medical check-up is arranged by JDS Project Office. Applicant who cannot take or pass all medical check-up will be disqualified from JDS scholarship.

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 2019, Graduation: September 2022)
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. The procedures may be revised for the next year and thereafter.

1. **Application Period: Beginning of August, 2018 to November 1st 2018**
2. **Selection by JDS Operating Committee (O/C): November 2018 to December 2018**
After the Basic Check of applications, the interviewers appointed by the O/C will conduct the **interview**.
In case where the total number of applications is more than six (triple of the number of slots),
document screening by the O/C will be conducted before the interview.
3. **Approval of the Candidates by JDS Operating Committee: March 2019**
The number of the final candidates must not exceed the maximum number of slots.
4. **Application to the University : from March 2019 to June 2019**

5. Screening by the University: from April 2019 to July 2019

Each university will conduct its entrance examination for the candidate(s). Each universities has their own evaluation criteria, and some universities require an interview or a written test in Japan. (In such case, JDS will support the candidates for the travel cost to Japan)

6. Notification of Screening Result by the University: July, 2019

7. Announcement of Successful Candidates by the Operating Committee: July, 2019

【Tentative Schedule from Application to Enrollment】

2018	2019				
Aug. – Nov.	Nov. – Dec.	Mar. – Jun.	Apr. – July.	Aug.	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),
- 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 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.

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	JICE		His/ Her Ministry or Organization	ERD
			Original/ Certified True Copy	Copy of the Original	Copy of the Original	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 of the 3 sets. ➤ Affix your signature on the lower right-hand corner of EACH PAGE. 	1		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 one-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 course	<ul style="list-style-type: none"> ➤ Must contain grades for all the credits earned 	1			
4	University Certificate (Master's degree)	<ul style="list-style-type: none"> ➤ 3 certified true copies of the original 	1			
5	Professional Reference Letter (Use designated form.)- employment	<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. 	1			
6	Academic Reference Letter (Use designated form) - University	<ul style="list-style-type: none"> ➤ Must be filled out by the expected academic supervisor of the applying university ➤ Must be directly submitted from the supervisor to JICE JDS Office via e-mail by the deadline of applications. 	1			
7	Copy of Passport	<ul style="list-style-type: none"> ➤ Identification pages only. 		1	1	1
8	Service Confirmation Letter (Use designated form.)	<ul style="list-style-type: none"> ➤ Copy of the confirmation letter with English translation by a sworn translator 	1			

Notes

- Three (3) sets of Application Documents are required. To prepare the sets, you need to distinguish three types of documents. (Original / Certified True Copy / Copy of Original)
- All documents written in the language other than English need official English translation. (Self- translation is not acceptable.)
- Use only **A4** size paper for all Copy Sets.
- Do not staple the documents. Place a paperclip instead.
- 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

- Applicants will be fully responsible for submitting all necessary documents as listed in 9. (1) by the deadline.
- Application Documents 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

Complete set of Application Documents must be submitted to the Department of External Resources, Ministry of National Policies & Economic Affairs by November 1st, 2018 by 16.00 pm Local time.

10. Contacts

JICE JDS Project Office in Sri Lanka

e-mail: jds.srilanka@jice.org

Tel: 011 259 3331

Add: No. 93 A 2/1, Thimbirigasyaya Road, Colombo 05, the Democratic Socialist Republic of Sri Lanka