

## 2020-2021 Japanese-Language Programs for Foreign service Officers and Public Officials Guidelines

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The Japan Foundation, in cooperation with the Ministry of Foreign Affairs of Japan, shall accept applications for the “2020-2021 Japanese-Language Programs for Foreign Service Officers and Public Officials.” Young foreign service officers and other public officials who are engaged in or expected to be engaged in duties that require a command of the Japanese language will be invited to Japan to participate in an 8-month intensive training course in Japanese language as well as activities to understand Japanese culture and society. In principle, the programs are designed for total beginners or those who are still at an introductory level in the Japanese language.

**1. Program Period:** From September 24, 2020 to May 21, 2021 (approx. 8 months)

**2. Location:** The Japan Foundation Japanese-Language Institute, Kansai  
(Tajiri-cho, Osaka, Japan)

**3. Maximum Number of Participants:** Foreign service Officers and other National Public  
Officials 35 persons

### 4. Outline of the Program:

#### (1) Japanese-Language Training

This intensive course aims to enable participants to develop practical skills in the Japanese language that will be useful for their services, through an efficient curriculum especially designed for their occupational needs.

In principle, this program is designed for total beginners who have no experience or those who are still at an introductory level in the Japanese language.

The participants are expected to achieve the A2 (Elementary) level\* of the JF Standard for Japanese-Language Education by completing the course.

\*A2 level

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

—JF Standard for Japanese-Language Education 2010

## **(2) Understanding Japanese Society and Culture**

Activities such as lectures, discussion and seminars in English, visits, field trips, and cultural experiences will be organized in order to offer the participants opportunities to learn and become familiar with various aspects of Japanese culture and society. In order to participate in these activities, participants are required to have a functional command of English.

## **(3) Networking (Meeting People)**

The programs provide opportunities to meet people such as diplomats, public officials, business people, and university students. The network built throughout the program will become a valuable asset for the participants. The common language for the communication is English.

## **5. Eligibility**

The Foreign Ministry (or its equivalent) and other public organizations of the countries and areas that are invited to apply to the “2020-2021 Japanese-Language Programs for Foreign Service Officers and Public Officials” are eligible to nominate any of their staff members who fulfill, in principle, all of the following conditions. Note that applications must be completed and authorized by the organization, with approval by the personnel section, not by the individual who wishes to participate.

The nominee must:

- (1) be an officer of the Ministry of Foreign Affairs or its equivalent and a governmental or a public organization who is expected to be involved in policy planning in the future;  
Candidates who are expected to use their Japanese language skills for the following specific and limited services are not eligible for the programs:
  - technical staff only for translating, interpreting
  - receptionist, information clerk
  - receiving and guiding Japanese speakers
  - assistant or secretarial work for Japanese speakers
  - lecturer including language instructor
- (2) be under the age of 35 at the time of application. Spouse or families are not allowed to accompany him/her.
- (3) have at least one-year working experience in his/her organization as of the starting day of the programs(September 24th, 2020);
- (4) be expected to be assigned to a post in Japan or a Japan-related section; (those who are already assigned to a post in Japan at the time of application must be excluded);
- (5) hold a university degree or its equivalent;
- (6) be a total beginner or at an introductory level in the Japanese language.
- (7) be able to participate in the program for its entire duration;

- (8) not be a technical specialist (the programs are intended to train officials primarily in the political, economic, and cultural fields);
- (9) not be scheduled to come to Japan for study or training under other similar programs;
- (10) have a functional command of English. In order to participate in Japanese-language class taught in English, Japan-related lectures given by university(graduate school) professors in English and discussions with Japanese diplomats, public officials, business people, university(graduate school) students in English, a good command of English is required of the participants, in principle;
- (11) have not completed the Japanese-Language Programs for Foreign Service Officers and Public Officials in the past;
- (12) be in good physical and mental health.
- (13) be provided with expenses, other than those provided by the organizer of the Programs (indicated in Section 8 below), necessary to complete the Programs (ex. living expenses), by the Ministries/organizations to which he/she belongs.

## **6. Selection Criteria, Priorities**

The Japan Foundation will give higher priority to the candidates who are expected to be assigned to a post in Japan, or who have an urgent need to learn the Japanese language for their Japan-related tasks.

Those who lack strong motivation will find it difficult to complete this eight-month course. Therefore, it is important for the applying organization to strongly motivate the candidate to study the Japanese language, as well as to inform them of their future assignment in which they could put their experience to practical use.

## **7. Visas Provided for Participants**

Regardless of the type of the passport (Ordinary / Official / Diplomatic), participants will be provided with an ordinary visa (as a trainee) to Japan.

## **8. Expenses and Services Provided for Participants**

The Japan Foundation offers the following expenses and facilities to the participants during the program period. No tuition is required.

- Accommodation (a single room at the Institute)
- Study material used in the programs
- Transportation or trip expenses for the program activities
- Overseas travel insurance for accident, illness and injury for the duration of the programs (Note: Chronic diseases and dental treatments, etc. are not covered.)

Detailed conditions, including the exact amounts of the allowances, will be announced to successful candidates with the notice of admission. Their participation will be finally

confirmed with their acceptance of the terms and conditions set by the Japan Foundation.

The Japan Foundation provides participants who are nationals of the countries and areas shown in the following list with round-trip air tickets (economy class), meals (partly in the form of cash allowances).

Asia	Bangladesh, Bhutan, Cambodia, India, Indonesia, Lao People's Democratic Republic, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Timor-Leste, Viet Nam
Oceania	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Central and South America	Antigua and Barbuda, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint. Lucia, Saint. Vincent and Grenadines, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela
Europe and Central Asia	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, North Macedonia, Georgia, Kazakhstan, Kosovo, Kyrgyz, Moldova, Montenegro, Saint Helena, Serbia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
Middle East and North Africa	Afghanistan, Algeria, Egypt, Iran, Iraq, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Turkey, Yemen
Africa	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Rwanda, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

## 9. Obligations of Participants

All the participants in the programs hosted by the Japanese-Language Institute, Kansai will be under the obligations stipulated below:

- (1) To observe the law of Japan.
- (2) To undertake the educational training according to the curriculum of the program in good faith.
- (3) Not to make use of one's stay in Japan on the program for any other purposes or activities.
- (4) Not to take part in any activity that is not allowed under one's visa status, nor engage in any paid work.
- (5) To obey "**The Institute's Rules and Regulations for the Participants.**"
- (6) Not to visit other countries for any private purpose when the participants come to Japan and return to their own countries.
- (7) To cooperate with the Institute and fill out the questionnaire when the Institute conducts a follow-up survey.
- (8) To understand that the participants are invited as members of a group, and to attend every activity of the program, under the direction of the Institute.
- (9) To report the Institute immediately when the participants are infected by infectious disease(s) prescribed in the Prevention of Infectious Diseases and Medical Care for Infectious Patients Act (Act No. 114 of 1998)

### **Cancellation of Participation**

The Institute reserves the right to cancel and discontinue enrollment of a participant before/during the course of the program, if the Director of the Institute determines that the participant either:

- (1) has given a false description in the application or other documents;
- (2) is not able to join the program from the date of commencement of the program;
- (3) has seriously violated the obligations stipulated above;
- (4) is not fully devoted to the activities required in the courses designed to realize the aims of the program;
- (5) suffers from some problem concerning physical or mental health that has made it impossible or unsuitable to continue participation in the program.

**Rules and Regulations for the Participants  
of the Japanese-Language Programs  
of the Japan Foundation Japanese-Language Institute, Kansai**

All participants of the Japanese-language programs of the Japan Foundation Japanese-Language Institute, Kansai (hereinafter referred to as "Participants"), must comply with the rules and regulations of the following 13 articles.

1. All participants must take part in group activities in the curriculum to ensure the smooth operation of the activities.
2. Participants must not absent themselves from a class or an activity in the curriculum in which they are enrolled unless there is an unavoidable reason. When they cannot avoid being absent, they must inform the educational or administrative staff in charge of the class or activity in advance (if not possible, as soon as possible after the class or the activity).
3. Participants must obey the instructions of the Director of the Educational Training section on matters related to their curriculum and the Institute's administration.
4. Participants must stay in the dormitory rooms of the Institute allocated to them.
5. The Institute curfew is 12 midnight.
6. Participants are not allowed to stay out of the Institute if you have a class the next day. On holidays, participants may stay out of the Institute for a few days, but must inform the Institute of their contact addresses two business days in advance.
7. Participants must use the facilities and equipment of the Institute with care. Participants will be liable for any damage caused by their improper use of the facilities and equipment, and they shall be requested to make compensatory payment for any damage, under the instructions of the Institute.
8. Participants must not let anyone enter the Institute except for the Hall, Main Lobby, and the cafeteria, without the Institute's permission. (In particular, it is strictly forbidden to let anyone enter the dormitory floors and dormitory rooms.)
9. Participants must comply with the rules and regulations of using the rooms and

facilities in the Institute.

10. Each participant should respect the cultures, religions, and customs of the other participants in the spirit of tolerance. Participants must not cause any nuisance, disadvantage, or discomfort to other participants.
11. Participants should maintain friendly relations with the citizens of the neighboring community, and must not do anything that may cause nuisance to the community or disrupt public order.
12. Participants are not allowed to drive during the stay even in their free time.
13. Participants must not do anything that disrupts public order or brings dishonor to the Institute.