

VI. JAPANESE LANGUAGE TRAINING

JSPS provides a limited allowance for JSPS Postdoctoral Fellows whom it recognizes to need Japanese language training. The program, which supports language training at a Japanese language school or by an approved tutor, is meant to help Fellows obtain a basic level of language proficiency needed for living in Japan.

As a rule, the cost of training is paid directly to a language school that satisfies a certain standard of quality education. In cases where no such language schools exist in the vicinity of the host institution, or for other special reasons, and provided that permission has been granted by JSPS, the Fellows may be allowed to use a private language tutor.

1. PURPOSE

Acquisition of Japanese proficiency necessary for life in Japan.

2. ELIGIBILITY

Eligible Fellows are those who need Japanese language training and meet either one of conditions stipulated below.

- (1) Fellows who will stay in Japan for the first time.
- (2) Fellows who have already stayed in Japan for no more than a total of 12 months.

3. TRAINING PROGRAM

(1) Content

Fellows need to describe content in the Application for Admission to a Japanese Language Training Course (Form 14), which must be submitted in advance. No change is allowed after submission.

(2) Schools/tutors

Japanese schools or tutors approved by JSPS

(3) Period of Training

Within the tenure of the Fellowship

(4) JSPS's fee coverage

50,000 yen or less

4. PROCEDURE

(1) Documents for submission

Postdoctoral Fellows are to submit the following documents to TEI via their host researcher.

- ① When training will be received at a Japanese language school:
 - a. Application for Admission to a Japanese Language Training Course (Form 14)
 - b. Copy of Brochure of the school (including tuition fee, admission fee, etc.)

- c. An estimate from the language school (must be submitted even when ¥50,000 is only part of the overall fee.)
- d. Others as requested
- ② When training will be received by a tutor:
 - a. Application for Admission to a Japanese Language Training Course (Form 14)
 - b. Certificate of Japanese teaching qualification and curriculum
 - 1) The tutor's CV ※
 - 2) Copies of other documents related to the tutor (as available)
 - Certificate of bachelor's degree in Japanese language education
 - Certificate of Results of Japanese Language Teaching Competency Test
 - Certificate of completion of 420-hour Japanese Language Teacher Training Course
 - Certificate of employment
 - c. Training plan ※
 - d. Training schedule ※
 - e. Statement of reason for wanting a private tutor ※

Note: Documents marked ※ have prescribed forms which can be obtained from TEI.

(2) Number of applications

Only one application is permitted.

(3) Deadline for application

Two weeks before the start of training.

(4) Confirmation

Within two weeks after all the documents have been submitted, TEI will notify the Fellow, his/her host, and the language schools (or tutor) as to whether or not the application has been approved. In the case of using a tutor, it may take longer than two weeks to receive notification.

5. TUTOR QUALIFICATIONS

A tutor must have two of the following three qualifications:

- A bachelor's degree in Japanese language education
- Passed Japanese Language Teaching Competency Test or completed 420-hour Japanese Language Teacher Training Course
- Approximately one year of experience as an instructor in language education (with exception of teacher training and volunteer teaching)

6. TUTOR REMUNERATION

¥3,000 per hour (Rate does not apply to lessons at a language school)

7. PAYMENT

The Japanese language school or tutor shall submit bills (must be submitted even when

¥50,000 is only part of the overall fee) directly to TEI (invoices should be made out to JSPS and sent directly to TEI). A form is prepared for private tutors. JSPS pays the cost of the training directly to the Japanese school or tutor.

8. NOTES

- (1) Before beginning the application procedure, Fellows are to inform TEI of their intention to take Japanese language training.
- (2) JSPS does not pay fees for any training received before its approval.
- (3) Fellows who desire the information about appropriate schools and tutors should contact TEI.
- (4) After the training is completed, the language school or tutor is to submit a report to TEI. A report form is prepared for tutors.
- (5) Costs for purchasing dictionaries, videos, CDs and DVDs, textbooks, and other publications are not covered. Neither are travel expenses to/from school.
- (6) If a Fellow receives language training from a member of the teaching staff (including a part-time teacher) or a graduate student at the host institution, remuneration is not paid to the teacher, as a rule. Under special circumstances, however, such remuneration may be approved based on the submittal documents. In this case, contact TEI.
- (7) As a rule, the application for language training should be submitted after the fellowship starts.