

# **JSPS RONPAKU (DISSERTATION PhD) PROGRAM APPLICATION GUIDELINES FOR FY 2013**

July, 2012

Japan Society for the Promotion of Science



## **1. Outline of JSPS RONPAKU Program**

The Japan Society for the Promotion of Science (JSPS) has been carrying out the RONPAKU (Dissertation PhD) Program since 1978. The aim of this program has been to provide tutorial and financial support for promising researchers in Asia and Africa who wish to obtain their PhD degrees from Japanese universities through the submission of a dissertation without matriculating a doctoral course.

Grantees under the program (RONPAKU fellows) are required to conduct their dissertation research under the joint supervision of a Japanese advisor and an advisor in their home country, and are expected to obtain their PhD degrees within a maximum period of three years. RONPAKU fellows are allowed to visit a Japanese university to conduct research under the direct supervision of their Japanese advisor. The Japanese advisor may visit the RONPAKU fellow's home university or research institution when deemed necessary to supervise the fellow's research together with his/her home advisor.

## **2. Eligible Fields**

All fields within the humanities, social sciences and natural sciences are included.

## **3. Applicable Countries**

Candidates must be a researcher whose university/institution is in one of the following countries:

### ASIA (including Middle East countries)

Afghanistan, Armenia, Azerbaijan, Bahrain, Bangladesh\*, Bhutan, Brunei, Cambodia, China\*, Georgia, India, Indonesia\*, Iran, Iraq, Israel, Jordan, Kazakhstan, South Korea, Kuwait, Kyrgyz, Laos, Lebanon, Malaysia\*, Maldives, Mongolia\*, Myanmar, Nepal, Oman, Pakistan, the Philippines\*, Qatar, Saudi Arabia, Singapore, Sri Lanka, Syria, Tajikistan, Thailand\*, Timor-Leste, Turkey, Turkmenistan, UAE, Uzbekistan Vietnam\* and Yemen

### AFRICA

Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Republic of the Congo, Democratic Republic of the Congo, Cote d'Ivoire, Djibouti, Egypt\*, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Togo, Tunisia, Uganda, Zambia and Zimbabwe

\* These nine countries have JSPS nominating organizations. The application procedure for RONPAKU candidates in those countries differs from that used for the other countries.

Please see item 9.

## **4. Eligibility of Japanese Advisor**

The candidate's Japanese advisor must be a full-time researcher who, as of 1 April 2013, is engaged in implementing a doctoral course at the Japanese university to which the prospective

RONPAKU fellow will submit his/her PhD thesis.

## **5. Eligibility of RONPAKU Fellow**

The candidate must be a researcher

- (1) Who has not obtained a PhD degree from a university
- (2) Who wishes to obtain a PhD degree from a Japanese university through the submission of a dissertation
- (3) Who has already achieved substantial research results and is likely through dissertation research under the program to successfully obtain a PhD degree
- (4) Who is employed full time at a university or research institution in his/her home country or will likely be appointed to such a position by April 1, 2013  
(JSPS also treats Taiwanese and Palestinian researchers in this manner.)
- (5) Who is 45 years of age or younger as of April 1, 2013.

## **6. Number of Fellowships to be Awarded**

Approximately 30

## **7. Fellowship Tenure**

Maximum 3 years from 1 April 2013

## **8. JSPS Financial Support**

- (1) Total funding provided to Japanese host university  
Maximum of 3.6million yen (Up to 1.2million yen per fiscal year)
- (2) The following expenses can be covered by the above funding:  
Travel expenses between Japan and RONPAKU fellow's home country, and within Japan by the fellow and his/her Japanese advisors; expenses incurred in conducting research in Japan and fellow's home country; and other expenses related to the fellow's dissertation submission (based on Japanese host university's regulations), etc.

※Each fiscal year, at least 70% of total funding must be used for travel expenses.

- (3) Details  
JSPS will contract the Japanese host universities, conclude a contract with them to commission the RONPAKU program operation, and provide them with funding of up to ¥ 1.2 million per fiscal year. RONPAKU fellows will receive travel expenses and other necessary expenses through the Japanese host universities based on its regulations.  
As this program is administered based on the annual budget for each Japanese fiscal year (from 1 April to 31 March), JSPS cannot carry over the remittance of any allowances or other payments to the following fiscal year.

Notes: These terms are subject to change.

## **9. Application Procedure and Deadline**

Prospective Japanese advisors will be required to use JSPS's online application system to apply for the program. For detailed procedures, please refer to the online application system

guide at <http://www.shinsei.jps.go.jp/> (in Japanese).

RONPAKU candidates are to prepare Forms 2 and 3 and send them to their prospective Japanese advisor. Then, the advisor is to fill out Form1 and submit it with all the other forms to JSPS through his/her university.

(1) Forms

| Form No. | Form Name                  | Person who prepares the form (How to prepare)   |
|----------|----------------------------|---|
| Form 1   | Application Form 1         | Prospective Japanese Advisor<br>(Pages 1 to 4 are to be printed out from online application system; the format for other pages can be downloaded from the program website.) |
| Form 2   | Application Form 2         | RONPAKU candidate   |
| Form 3   | Letter of Recommendation 1 | RONPAKU candidate's home advisor and the president of his/her affiliated university/research institution  |

**\*The steps for applying differ based on the candidates' affiliated institution in their home country.**

Type A. Those whose home institution comes under the jurisdiction of a JSPS nominating organization listed in the accompanying table MUST contact that nominating organization to be nominated to JSPS. JSPS will use a list of nominees submitted by each nominating organization to confirm whether RONPAKU candidates are recommended.

Type B. Those whose home institution does NOT come under such jurisdiction are not required to contact any nominating organization.

(2) Steps to apply

**Step 1:** Eligible researchers wishing to receive a RONPAKU fellowship must contact a prospective Japanese advisor and discuss applying for the program with him/her.

**Step 2:** RONPAKU candidates must fill in Form 2.

**Step 3:** A. RONPAKU candidates whose home institution comes under the jurisdiction of a JSPS nominating organization must contact that organization in their home country (listed in accompanying table) to be nominated to JSPS.

B. RONPAKU candidates whose home institution does NOT come under such jurisdiction are not required to contact any nominating organization.

**Step 4:** RONPAKU candidates must have Form 3 filled out by their home institution. After completing Form 2, they are to submit the application package (Forms 2 and 3) to their prospective Japanese advisor.

**Step 5:** Japanese advisors submit Form 1 via their university to JSPS along with the package of documents received from the RONPAKU candidate. Concurrently they take the necessary steps for application submission using JSPS's online application system.

Notes:

- a. As some nominating organizations have their own application deadlines, Type A RONPAKU candidates should contact the nominating organization in their country to confirm the

recommendation procedure and time frame.

- b. Each nominating organization is to submit a list of its successful candidates to JSPS. Any application from Type A candidates not included in the list will be rejected by JSPS.
- c. Applications submitted directly by candidates to JSPS will not be accepted.

### **Application Deadline**

September 4, 2012(JSPS will accept applications through the Japanese advisors' universities by September 4, 2012.)

Notes:

- a. The date stipulated above is the submission deadline for the Japanese advisor's university.
- b. Candidates must send their application documents to their prospective Japanese advisor well in advance of this deadline. (As some universities have their own deadline, candidates should consult their prospective Japanese advisor with regard to the time frame.)

## **10. Additional Point regarding Application Form 1**

When preparing their applications, prospective Japanese advisors who are currently involved in a JSPS international exchange activities or project or who have been within the past 5 years are required to describe the results or anticipated results of that activity and any connection it has with making this nomination under the RONPAKU Program.

## **11. Selection and Notification of Results**

### **(1) Selection process**

Screening is conducted by JSPS's selection committee based on the three criteria listed below.

### **Selection Criteria**

- (i) Based on their record of scientific results (e.g., publication of international journals, record of awards), candidates must be seen as "mature" researchers.
- (ii) The candidate's research proposal should be suited to pursuing a PhD degree through submission of a dissertation without matriculating a doctoral course. The feasibility should be very high that the candidate will obtain a PhD degree within a maximum of 3 years.
- (iii) The Japanese advisor must be suitable for supervising the candidate's research; sufficient advance communication must have been carried out between the advisor and the candidate; the research supervision plan must be well-prepared and specific.

### **\* Research plans that require approval processing within the affiliated institution**

Judgments regarding handling are required when the implementation of a research plan includes such aspects as the need for a counterpart's consent or collaboration, for handling personal information, for taking bio-ethics or safety measures, or other researcher aspects that require processing based on laws or regulations. Specific examples of such research would be questionnaire or interview surveys that include private information, surveys of cultural properties either in or outside Japan, the use of donated specimens, analyses of the human genome, genetic recombination

experiments, and animal experiments. That is, surveys, research or experiments that require approval by an information-protection committee or ethics committee in or outside the host institution.

(2) Notification of selection results

- a. Notification of the selection results will be made in writing through the head of the applying institution to RONPAKU candidates by the end of January 2013.
- b. Regarding unsuccessful candidates, their Japanese advisors will receive a notice of their approximate ranking among all the applicants.

Non-selected applicants will be ranked in the following three tiers.

Non-selected A (upper tier)

Non-selected B (middle tier)

Non-selected C (lower tier)

All notifications will be made via sealed letter.

## 12. Supervision of Research

- (1) Over the period of their tenure (up to three years), RONPAKU fellows will visit a Japanese university to conduct research under the supervision of a Japanese advisor based on a visit plan approved by JSPS. No maximum is set on the number of times or length of periods of their stays within the limits of total funding for each fiscal year. However, the funding may not be used for travel to third countries.
- (2) When deemed necessary, the Japanese advisor may visit the RONPAKU fellow's home university or research institution to supervise his/her research based on a visit plan approved by JSPS. No maximum is set on the number of times or length of periods of their stays within the limits of total funding for each fiscal year. However, the funding may not be used for travel to third countries.
- (3) Travel plans should be made so that the combined days of visits by the fellow and his/her advisor is at least 30days during a fiscal year.
- (4) At the end of each fiscal year, JSPS evaluates each fellow's research progress based on a report submitted by their Japanese advisors, and notifies the fellow (via the nominating organization) of its decision on whether to continue the fellowship in the following fiscal year.
- (5) When considered necessary to advance the fellow's research, the Japanese advisor may, with JSPS's approval, appoint Japanese co-advisor(s), who is to be a full-time researcher at the university (or equivalently qualified person). The co-advisor(s) is to cooperate in supervising the dissertation research of the fellow and may, when deemed necessary, visit the fellow's home institution in place of the Japanese advisor.

## 13. Obligations of the RONPAKU Fellow

RONPAKU fellows should bear the following three points in mind. After selection, they will be expected to observe the regulations and procedures stipulated in the "PROCEDURES AND PROVISIONS FOR RONPAKU FELLOWS UNDER THE JSPS RONPAKU (DISSERTATION PhD) PROGRAM." If the RONPAKU fellow should fail to do so, the fellowship may be withdrawn and already-paid allowances reclaimed.

Note: Regarding paragraph (2) below, please see the separate document “About the Proper Use of Competitive and Other Funds.”

- (1) During their tenures, RONPAKU fellows shall not, either in or outside the host institution, infringe in any way on the human rights of others, including racial or gender discrimination or other forms of abuse.
- (2) RONPAKU fellows are not to misuse competitive or other funds or to commit any act of misconduct with regard to their research and educational activities, including fabrication, falsification or plagiarism. With regard to these activities, they are to follow the rules prescribed by the Ministry of Education, Culture, Sports, Science and Technology, (MEXT), JSPS, their Japanese advisor’s affiliated institution, and the university scheduled to award their dissertation PhD degree.
- (3) RONPAKU fellows must submit research reports using the separately prescribed format.

#### **14. Role of Japanese Advisor (including Japanese co-advisors) and Host University**

Japanese advisors and host universities should bear the following seven points in mind. Once the RONPAKU fellowship is awarded, they will be expected to observe the regulations and procedures stipulated in the “PROCEDURES AND PROVISIONS FOR RONPAKU FELLOWS UNDER THE JSPS RONPAKU (DISSERTATION PhD) PROGRAM.” If either the adviser or university should fail to do so, the fellowship may be withdrawn and already-paid allowances reclaimed.

Note: Regarding paragraphs (4), (6) and (7) below, please see the separate document “About the Proper Use of Competitive and Other Funds.”

- (1) So as to ensure the smooth progress of the fellow’s research in Japan, before submitting an application, the Japanese advisor shall fully inform the candidate of conditions at the host institution, including his/her status under the fellowship, and ascertain the candidate’s acceptance of those conditions.
- (2) The host researcher will, in cooperation with the administration office of the host institution, provide a suitable environment for the fellow to pursue his/her joint research. The host will also assist the fellow, when needed, with immigration processing (including applying for a “certificate of eligibility”), securing domicile and other matters related to his/her stay in Japan.
- (3) During the fellow’s tenure, the Japanese advisor shall not, either in or outside the host institution, infringe in any way on the fellow’s human rights, including racial or gender discrimination or other forms of abuse.
- (4) To ensure that no misuse of funds or research/education misconduct occurs, Japanese advisors shall conduct RONPAKU-related research in conformance with the rules prescribed by MEXT, JSPS, their affiliated institutions, and the university scheduled to award the dissertation PhD degree.
- (5) Japanese advisor must submit research reports using the separately prescribed format.
- (6) To ensure that no misuse of funds or research/education misconduct is committed by the

RONPAKU advisor or fellow, the advisor's affiliated institution and the university scheduled to award the PhD degree shall promulgate and strictly enforce the rules (includes penalties for misuse and misconduct) prescribed by MEXT, JSPS and their own institutions.

- (7) Japanese advisors, their affiliated institutions and the universities scheduled to award the PhD degree are to take ultimate responsibility for the RONPAKU fellows. As such, they are to take proactive measures to prevent misuse and misconduct and to resolve any problems that may arise.

## **15. Handling of Personal Information**

With regard to personal information contained in application materials, it shall be strictly controlled in accordance with laws to protect personal information held by administrative institutions and JSPS's rule of protect personal information.

Using personal information in implementing the JSPS Program, including the provision of such information to private companies commissioned to conduct data processing management, JSPS shall observe these laws and regulations.

If selected for a RONPAKU fellowship, the fellow should note that his/her name, research theme, host institution, name and title of host researcher, and research reports will be given public access, including on JSPS's homepage. Fellows will be asked to participate in surveys aimed at improving the fellowship program.

## **16. Notes**

- (1) JSPS does not support any research project related to military affairs.
- (2) Candidates are to ascertain in advance the requirements for PhD certification in their own country before submitting an application.
- (3) With regard to Paragraph 14 (3) above, should a host researcher be found guilty by the host institution of violating a candidate's or RONPAKU fellow's human rights, s/he shall be disqualified for a period of five years from hosting RONPAKU fellows under this program, the Postdoctoral Fellowship Program for Foreign Researchers, and the Postdoctoral Fellowship Program (Short-term) for North American and European Researchers.
- (4) In the following cases, JSPS may cancel a RONPAKU fellowship:
  1. When a fellow is found to have submitted false information in his/her application
  2. When it is determined that it would be difficult for a fellow to obtain his/her PhD degree within the approved fellowship tenure
  3. When a fellow withdraws from his/her position as a full-time researcher at the home institution
  4. When a fellow violates a Japanese law or is so indicted
  5. When a fellow does not follow JSPS's instruction or causes harm to JSPS.
- (5) You can see the application guidelines and download the application forms from the following website:  
<http://www.jsps.go.jp/j-ronpaku/>  
<http://www.jsps.go.jp/english/e-ronpaku/>

## 17. Contact

Please contact either the nominating organization (see Table) in your home country or JSPS at the following address or numbers.

Asian Program Division

Japan Society for the Promotion of Science (JSPS)

8 Ichibancho, Chiyoda-ku, Tokyo 102-8472

JAPAN

Telephone: +81 (0)3 3263 2368; Facsimile: +81 (0)3 3234 3700;

Email: [ronpaku2@jsps.go.jp](mailto:ronpaku2@jsps.go.jp)

<http://www.jsps.go.jp/english/e-ronpaku/>



**Table: Nominating Organizations**

| Country     | Nominating Organizations   |
|-------------|--|
| Bangladesh  | University Grants Commission of Bangladesh (UGC)<br>Agargaon, Dhaka-1207 BANGLADESH<br>Tel. +88-02-9133464 Fax (880) 2-812-2948  |
| China       | Chinese Academy of Sciences (CAS)<br>Bureau of International Cooperation<br>Division of Asian and African Affairs<br>52 Sanlihe Rd., Beijing, 100864 CHINA<br>Tel. +86-10-68597226, Fax+86-10-68511095<br>中国科学院<br>国际合作局亚非处<br>北京市三里河路 52 号(100864)                                    |
|             | Chinese Academy of Social Sciences (CASS)<br>International Cooperation Bureau<br>Asian and African Division<br>No.5, Jianguomennei Dajie, Beijing, 100732 CHINA<br>Tel. +86-10-8519-6406, Fax+86-10-85196143<br>中国社会科学院<br>国际合作局亚非处<br>北京市建国門内大街 5 号<br>(100732)                       |
|             | China Scholarship Council (CSC)<br>Division of Study Abroad Affairs<br>Level 13, Building A3, No. 9, Chegongzhuang<br>Avenue, Beijing, 100044 CHINA<br>Tel. +86-10-6609-3900/8839-3619,<br>Fax +86-10-8839--3620<br>中国国家留学基金管理委员会<br>秘书处出国事务部<br>北京市西城区车公莊大街 9 号<br>A3 楼 13 階 (100044) |
| Indonesia   | Directorate General of Higher Education (DGHE), Ministry of National Education<br>Jalan Jenderal Sudirman, Pintu I, Senayan. Tromol Pos 190, Jakarta, 10002 INDONESIA<br>Tel. +62-21-57946100, Fax +62-21-57946052   |
|             | Indonesian Institute of Sciences (LIPI)<br>Bureau for Cooperation and Promotion of Science and Technology<br>Jl. Jenderal Gatot Subroto No.10, Jakarta 12710 INDONESIA<br>Tel. +62-21-5225711 ext 380/466, Fax +62-21-5207226  |
| Malaysia    | Vice Chancellors' Council of National Universities in Malaysia (VCC)<br>JSPS-VCC Coordinator<br>c/o Chancellery, University of Malaya, 50603 Kuala Lumpur MALAYSIA<br>Tel. +603-7967 3202, Fax +603-7957 5451  |
| Mongolia    | Ministry of Education, Culture and Science (MECS)<br>Department of Science and Technology<br>14200 Baga Toiruu 44, Zasgiin gazriin III bair, Sukhbaatar duureg, Ulaanbaatar MONGOLIA<br>Tel. +976-11-26-24-80, Fax +976-11-32-31-58  |
| Philippines | Department of Science and Technology (DOST)<br>Bicutan, Taguig, Metro Manila, P.O. Box 3596 Manila PHILIPPINES<br>Tel. +63-2-837-2071 ext.2030/2049, Fax +63-2-837-2940  |
| Thailand    | National Research Council of Thailand (NRCT)<br>Section of Asia and Africa Cooperation, Office of International Affairs<br>196 Phaholyothin Road, Chatuchak, Bangkok 10900 THAILAND<br>Tel. +66-2579-2690, Fax +66-2561-3049   |
| Vietnam     | Vietnam Academy of Science and Technology (VAST)<br>International Cooperation Department<br>18 Hoang Quoc Viet Road, Cau Giay, Hanoi VIETNAM<br>Tel. +84-4-3756-4607, Fax +84-4-3756-2764  |
| Egypt       | Ministry of Higher Education (MHE)<br>Sector of Cultural and Missions Affairs<br>101 Kasr El-Aini Street, Cairo, Egypt<br>Tel. +202-2794-8210, Fax +202-2795-2327<br><a href="http://www.mohe-casm.edu.eg">http://www.mohe-casm.edu.eg</a>   |

\* Contact information subject to change.