

Application Guideline

1. Application Period

April 1st – May 10th, 2019

2. Program starting date (Arrival day)

October 2nd, 2019

3. Residency in Japan

Two (2) years, maximum

4. Program Period

Three (3) years, maximum

5. Thesis Topics

(A) International Social Work/Social Welfare Studies or

(B) Asian Buddhist Social Work

6. Degree to be awarded

Ph.D. in Social Welfare, Shukutoku University

7. Qualifications

You must:

- (1) be a master's degree (or its equivalent) holder (preferably in social work) .
- (2) be ready to write a Ph.D. thesis. (You must have a thesis topic and a conceptual framework, and preferably you have already written some parts of your thesis.)
- (3) be able to attend and understand the courses (below 10 (1) which the Asian Research Institute for International Social Work (hereinafter referred to as ARIISW) will provide
- (4) be non-Japanese, and not residing in Japan when applying for the program.
- (5) be ready to submit the following three letters of recommendation/reference:
 - a. One by your school/university or agency which includes following "guarantees":
 - (i) the permission to be off campus, (ii) having no school/university or agency assignments, and (iii) the guarantee of good conduct, for the two years as a Visiting Researcher; and (iv) the promise for a position after the two years expire.
[A substitute letter in case of an independent researcher without affiliation would be discussed with the ARIISW.]
 - b. One referring to your capability of research.
 - c. One referring to your character.[One of three letters should refer to your English and/or Japanese proficiency.]

- (6) have experience as a researcher after graduating from school as follows:
 - a. At least three years' research experience since completion of a master's course, or
 - b. at least five years research experience since completion of an undergraduate course, or
 - c. be recognized by the Shukutoku University graduate school as having research experience equivalent to the above.

8. Selection

- (1) The core criterion for the selection is our certainty of the completion of the applicant's dissertation within two years, as well as the quality of the proposed thesis.
- (2) The priority for selection is given in the following order in case the levels of above (1) are similar: Applicants who affiliate with 1) APASWE (Asian and Pacific Association for Social Work Education) member schools, 2) non-APASWE member schools, 3) social work agencies/organizations, and 4) no institutions.
- (3) Higher priority is assigned to applicants who have started their research. We will consider your readiness level for writing the thesis.

9. Process and schedule (Following schedule reflects the case when the participant finish his or her thesis writing within the residency period (two years). Participants should consult with ARIISW to determine their schedule.)

- ① Application Period (April 1st – May 10th, 2019)
- ② Acceptance by ARIISW as Visiting Researcher (May 24th, 2019)
- ③ Application for visa (ARIISW submits your Certificate of Eligibility to the Immigration Bureau.)
- ④ Your arrival at ARIISW (October 2nd, 2019)
Writing of your thesis while receiving ARIISW's support and services including several courses (from October 2019 to June 30th, 2021; You may finish writing anytime until this date.)
- ⑤ Submission of your thesis to Shukutoku University Graduate School via ARIISW. (June 1st, 2021; ARIISW forwards it the Graduate School by June 30th, 2021. Graduate School accepts applications twice (June/December) in a Fiscal Year.)
- ⑥ Review and judgement by the Preliminary Examination Committee in the Graduate School (July 1st – September 30th, 2021).
- ⑦ Return home.
- ⑧ Submission to the dissertation committee. No changes of your submitted dissertation will be allowed after this date.
- ⑨ Review, oral examination, and judgement by the school's dissertation committee and the faculty meeting. Applicants attends the oral examination to protect the dissertation thesis (October 2021 – March 2022).
- ⑩ The award of Ph.D. (March 2022)

10. Thesis writing

- (1) You should write your thesis independently, entirely by yourself. No supervisor is assigned by ARIISW although assistance and advice is provided as a resource. You should find a supervisor for assistance if necessary by yourself.
- (2) You can submit your thesis anytime once you complete it to Shukutoku University Graduate School via ARIISW, but must do so within the program time framework.
- (3) **Language:** English or Japanese. In case of English submissions, you must attach a summary in Japanese in addition.
- (4) The dissertation committee is usually composed of three Shukutoku University Graduate School professors and one or two professors from other universities in or outside Japan.

11. Courses to be offered

(1) Subjects

- ① Research Methods and Research Design I: Quantitative Research
- ② Research Methods and Research Design II: Qualitative Research
- ③ Program designing-monitoring-evaluation (currently closed)
- ④ Thesis writing skills
- ⑤ International Social Work
- ⑥ Essence of Social Work (for non-MSW holders)
- ⑦ Japanese Language and Culture (currently closed)
- ⑧ Special lecture/seminar (depending on the interest of participants)

[No courses on relevant subjects such as poverty, the elderly, children, disabilities, disasters and HIV/AIDS are offered.]

(2) Method

Courses are tutorial. The first several sessions are given face to face in a classroom and the remaining sessions are conducted online. The language of instruction is English.

(3) Certificate

Certificates are issued in the ARIISW director's name after the satisfactory completion of each course.

(4) Lecturers

A Lecturers' Panel is composed by leading professors from various universities in and out of Japan.

12. ARIISW's Recommendation to the Graduate School

The following three items must be submitted to ARIISW to get its recommendation:

- (1) The completed dissertation manuscript, which after review by ARIISW judges has been deemed to meet the standards of the Graduate School.
- (2) The certificates of all courses (above 10 (1)) which ARIISW provided for the Visiting Researcher.
- (3) Your books and refereed and non-refereed articles, which satisfy the Graduate School's

requirement for all Ph.D. candidates. The Graduate School usually requires a few refereed articles in addition to the Ph.D. thesis.

The Graduate School of Shukutoku University requires a) more than one book relating to your Ph.D. thesis, b) more than three peer-reviewed articles relating to your Ph.D. thesis published in academic journals, c) more than two peer-reviewed articles published in academic journals or more than five articles approved by the Graduate School as academic papers, or d) the recognition by the Graduate School that the Ph.D. candidate has reached the equivalent academic level. The applicant may be able to write one or two articles with or without peer-review during his/her stay with the program, if making effort.

(Shukutoku University Graduate School of Integrated Human and Social Welfare Studies Degree Thesis Evaluation Criteria)

13. Fellowship (financial support)

All payment will be made in Japanese yen.

- ① A roundtrip international economy class air ticket between your country and Tokyo
- ② An allowance for initial expenses (¥50,000; approximately US\$450 as of April 2019 rate)
- ③ A stipend during your residency up to for two years (¥200,000 per month; approximately US\$1800 as of April 2019 rate) (The stipend will be provided from the arrival at Japan to the submission of the thesis when you leave Japan for the country. (cf.8 ⑥ above)
- ④ Accommodation (an apartment room for a single. The utility costs (gas, water and electricity) are to be paid by the resident.)
- ⑤ Course fee and thesis review and examination fee (exempted)
- ⑥ The English-Japanese translation fee for the summary of the final thesis, if necessary.
- ⑦ A roundtrip international air ticket between your country and Tokyo and accommodation fee for the oral examination

14. Number of fellowships to be awarded

One (1) per year

15. Documents to be submitted

- ① Application form
- ② Three (3) recommendation letters (See 6(5) above.)
- ③ Certificates of degrees (in English)
- ④ Health form (Only for those accepted as the Visiting Researcher.) The Visiting Researcher will be required to send the form to ARIISW after the acceptance notification.

You may send all these application documents (①-③above) in PDF form by email or in hardcopy form by postal mail by the application deadline. In case of postal mail, registered mail is preferable considering postal conditions in some countries. If the documents are sent by postal mail, please inform us by email of their submission. All application documents must arrive at ARIISW by the deadline.

16. More information

See the attached Appendix, **Q & A**, which is regarded as part of this guideline.

17. Submit your application to:

Asian Research Institute for International Social Work

Shukutoku University

200 Daiganji-cho, Chuo-ku, Chiba-City, Chiba 260-8701 Japan

Tel +81(43)265-9879 Fax +81(43)265-7339

Email asiainst@soc.shukutoku.ac.jp

Feel free to contact us for more information.