

Appendix 2 Q & A

	Q	A
<i>"Rompaku"</i>	What is the <i>"Rompaku"</i> program?	<i>"Rompaku"</i> is the doctoral program through submitting a dissertation. It literally means "A thesis only Ph.D. program" with no supervisor and no course work. In Japan there are two ways of getting a Ph.D. One is similar to the Western (American) process, i.e. through course work and thesis, the other is the traditional Japanese way, i.e. through thesis only. While the former degree, which is usually obtained in one's late 20s or early 30s as a sort of "entrance ticket" to the university/academic community, the latter degree has been considered more prestigious, as sort of an "award" for academic achievement. Ph.D. applicants submit a quasi-life work thesis usually in their 50s or 60s. Until approximately 20 years ago, Japan only had the latter program. Our program basically belongs in the latter category, but some original conditions such as age have been eased and some course requirements have been added. Please note that <i>Rompaku</i> is not a discounted Ph.D. program, and may be more difficult to complete than a typical one.
	What is the difference between <i>"Rompaku"</i> program and Ph.D. course program?	There is a significantly difference between the western-style Ph.D. course and <i>"Rompaku"</i> program. The western-style Ph.D. course provide the doctorate through the advanced courses of the Graduate School. In <i>"Rompaku"</i> program candidates have to finalize their thesis by themselves, ARIISW does not provide the supervision. Candidates must be experienced and/or promising scholars ready to write their thesis. ARIISW will support you basically as the time-keeper.
	It seems to be a shortcut program to get the Ph.D. in only two (2) years.	Two years are designed for writing and finalizing your thesis not for attending the advanced courses of the Graduate School. Please note that the course work is designed to provide candidates level-up opportunity as future educators. Applicants are expected to have

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		completed or to start data collected, analysis and necessary supervision prior application at least partly. Applicants are also expected to have sufficient academic achievements and/or experience.
	Who would be my supervisor?	The program does not provide a supervisor while provides support as much as possible. This is the program for matured researchers. You may of course find and assign a supervisor by yourself.
Eligibility	What is the definition/range of "international social work" and "Buddhist social work"?	There is leeway regarding both definitions. It is possible to convincingly justify the definition depending on your own situation.
	To what extent do you require us to have started writing the thesis theme and framework?	It is required that the applicant finish his/her thesis definitely within two-years. Higher priority will be given to projects already in the writing process and/or with well-developed content.
	Am I ineligible if I could not obtain a recommendation letter from my university?	The recommendation letter is strongly requested. Please explain the reason why you could not get the letter from your university/faculty. Please note that priority will be given to those who have obtained the recommendation letter.
	I don't live in the Asian region. May I apply to this fellowship? What is the scope of "Asia"?	This fellowship is primarily for universities in Asia. Please judge for yourself the range of Asia region.
	Is it possible to participate in the program even if I could not get the fellowship?	Yes, you may join the program at your own cost. Facility usage and course fees will be waived for the non-fellowship researcher. However, the program does not cover travel, accommodation, living and research expenses of non-fellowship participants. The Asian Research Institute for International Social Work (ARIISW) will always open the door to all

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		people who wish to use it as a "research base". We welcome you as a general visiting researcher/research fellow. It is also possible to come as non-participant of the program.
Content of the fellowship (financial support)	Do you have medical insurance for us? What is covered under the medical insurance plan?	All people registered as residents in Japan are required to take part in the National Health Insurance (NHI) system operated by the Japanese Government. It will cover most of the medical treatment for injuries and diseases (including dental treatment). Thirty-percent (30%) of medical expenses will be charged to you directly when you are treated. Participants in this program are required to join the NHI system. Registration procedures will take at least one (1) week after entry in Japan, so please cover this initial period with general travel insurance.
	Are travel expenses of accompanied family and/or other allowances covered by the fellowship?	No. This program provides no provision for accompanied persons. There is no financial support for the family.
	When the family accompanies the participant, is there any reasonable space for them to live in the apartment? How should the participant arrange for schooling of their children?	A small American style apartment/flat will be prepared. If you are accompanied by your family, you are responsible for finding housing at your own expense. ARIISW will support you in finding housing and schooling for your children as long as possible.

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	Does it cover the utility cost in the apartment?	The utility cost (gas, water and electricity) are on your own. Note that phone is not equipped in the apartment. If you want to use phone, purchase it on your own. You will be responsible for the telephone bill payments.
	Is a Visiting Researcher allowed to find a part-time job during their stay in Japan?	Please note that the intent of this program is to fully concentrate the Ph.D. thesis. If you want to work part-time, please consult with ARIISW. Remember that additional permission and procedures may be requested according to your visa status.
Selection Process and Methods	Who will select the participants for this fellowship program, and how are they selected?	Applicants will be selected by a fair and independent committee. No details concerning the process of the selection will be provided.
	When and how will the applicants be notified of the results?	ARIISW will send all official documents (including visa application forms) by PDF promptly after the selection date written in the application form and on guidelines for all applicants.
Application	May I apply on line? How should I send application to you?	You may send all application documents 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. Anyway, please inform us your application by email when you send it by postal mail. All application documents must arrive at ARIISW by the deadline.
Preparation for travel	What kind of visa is required? Do you send all required documents to apply for the visa?	Although your status is the Visiting Researcher, "Student visa" is the resident status designated by the Immigration Bureau of Japan. All necessary documents will be sent to you.
	How and when will the participant receive travel costs?	It will be paid in Japanese yen at the same time as the October stipend, after arrival in Japan.

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Arrival at the Shukutoku University	What date should the participant arrive in Japan?	The participant is expected to arrive in Japan on the program starting date (In case of 2017, the program will start on October 4th, Wednesday.)
	May participants expect help with transfer from the airport to the hotel/residence?	Yes. ARIISW will dispatch staff to welcome you at the airport. The staff will wait with your nametag at the lobby after passing through Customs. The staff person will also accompany you to the hotel/residence.
Writing Ph.D. Thesis	When should be the Ph.D. thesis be finished and submitted?	Submit your Ph.D. thesis as soon as it is completed. The conferment of the Ph.D. degree is scheduled 6 months after submitting the thesis. Therefore, participants who want to get their Ph.D. in 2 years should finish and submit their thesis in one and half years. The Ph.D. degree participants who submit their Ph.D. after 2 years when they leave ARIISW and Japan will be conferred 6 months after submittal.
	In the case of a participant leaving Japan after submitting their Ph.D. thesis, it's necessary to return back to Japan for the oral examination?	Yes. But ARIISW will provide you necessary travel expenses.
	Should the participant prepare a Japanese translation of his/her Ph.D. thesis summary by himself/herself?	Yes. Prepare it by yourself. If you can't find a proper translator, please consult ARIISW. We will support you as much as we can. If a translation fee is necessary, ARIISW will provide it within reason.
	What happens if the participant is not able/allowed to stay in Japan, or not able to continue the	In this case fellowship will be stopped. Depending on why the participant was not able to continue/finish the Ph.D. thesis, in some cases the participant may be requested to refund fellowship funds already received.

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	research and writing of the thesis anymore? What happens when the participant is not able to finish and submit the Ph.D. thesis within 2 years?	
	I have heard that in some cases the fellowship can be stopped. Can you describe such cases?	Such cases include: If the participant doesn't earnestly continue research and thesis writing activities. / If the participant doesn't finish and submit the Ph.D. thesis within 2 years. / If the participant acts a way which is disloyal to the ARIISW and/or to the Shukutoku university. / In case of false statements on the application form. / If the participant violates Japanese law or rules. / If the type of visa status has been changed. / If the participant receives any other scholarship or fellowship.
Course work	Which courses will be provided?	Eight courses described in the information and guidance materials will be provided. From those, the participant will complete 5 or 6 courses in all. After consultation with the participants, ARIISW may provide some special seminars or additional courses.
	What is the subject matter of the courses?	A syllabus with details on all courses will be provided at the start of the program, in the same way as other university Ph.D. programs.
	How will be these courses conducted?	At least one participant (2 participant's starting from 2 nd year) will take part in these courses. In some cases, a visiting researcher from Japan or from abroad (both without fellowship) may take part in the course work. At the beginning of the semester there will be face-to-face course work provided for one or two weeks. The rest of the course will be conducted via internet. The contents of the coursework may be different from the common Ph.D.

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		program because the participant is already on university staff, and because this is the Ph.D. through thesis program (" <i>Rompaku</i> ").
	Do participants get credits in these courses?	No. This is not course work for students, so there are no credits. But the subject matter of courses to be provided is the same as or more challenging than the regular Ph.D. program course at university. Participants who accomplish the course work will receive the certificate issued in the university president's name.
	What happens if the participant is not able to accomplish the course work?	If a participant doesn't pass all of the required courses, he/she will not receive ARIISW's recommendation to the Graduate School of Shukutoku University. Of course, the participant may submit his/her Ph.D. thesis to the University as a common " <i>Rompaku</i> " thesis, without the recommendation.
From thesis submission to the Ph.D. degree conferment	Can you describe the procedure from submitting the Ph.D. thesis to receiving the Ph.D. degree conferment?	After finishing your thesis, submit it (including Japanese and English summary) to the university via ARIISW. After receiving your Ph.D. thesis the Graduate School of Shukutoku University will review it and judge whether to accept it or not. If accepted, your Ph.D. thesis will be examined via documents and oral examination by the referee (dissertation) committee composed of three Shukutoku University graduate school professors and one or two professors from other universities in or outside Japan. After passing this examination your Ph.D. thesis will be submitted to the Committee of Graduate School of Integrated Human and Social Welfare Studies at Shukutoku University where it will be finally decided whether to pass or fail. Lastly, the Ph.D. degree will be awarded.
	When will be the participant be awarded the Ph.D. degree?	The deadline for Ph.D. thesis submission is March and September every year. The degree is conferred 6 months after submitting the thesis, i.e. in March or September of every year.

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Taking part in the ARIISW activities	As a visiting researcher, may I take part in some ARIISW research activities (besides my Ph.D. thesis writing and course work)? Or is the participation in some ARIISW activities compulsory?	During guidance at the start of your stay, ARIISW provides information about its research activities. If you are interested, you can join ARIISW activities. No monetary reward will be provided.
Temporary return	During the two years of the program am I allowed to return home temporarily?	Please note that the intent of this program is to fully concentrate to your Ph.D. thesis in our Institute. No travel expenses will be provided in case of temporary return. The fellowship will be reduced. (It depends on how many days you leave Japan.)