

# Application Guideline

## 1. Application Period

April 1<sup>st</sup> – May 10<sup>th</sup> 2021

## 2. Program starting date

October 1<sup>st</sup> 2021

**Due to the spread of Covid-19 (corona virus), ARIISW may change the starting date of the program.**

## 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) Buddhist Social Work

## 6. Degree to be awarded

Ph.D. in Social Welfare, Shukutoku University

## 7. Qualifications

Applicants must:

- (1) be the holder of a master's degree (or its equivalent, preferably in social work).
- (2) be ready to submit a completed thesis draft, or be ready to write a thesis from the program starting day at the latest. (Applicants must have a thesis topic and a conceptual framework, and preferably will have already written some parts of the thesis.)
- (3) be able to attend and understand the courses (below 11.(1) which the Asian Research Institute for International Social Work (hereinafter referred to as ARIISW) will provide
- (4) be a member of a school of social work or a social work agency/organization in Asia or its equivalent. (See 8.(2) below)
- (5) be non-Japanese, and not residing in Japan when applying for the program.

(6) be ready to submit the following three letters of recommendation/reference:

a. One by the applicant's school/university or agency which includes following "guarantees":

(i) permission to be off campus, (ii) having no school/university or agency assignments, and (iii) the guarantee of good conduct, for the two years' residence in Japan as a Visiting Researcher; and (iv) the guarantee of a position upon return 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 the applicant's research capabilities.

c. One character reference.

[One of the three letters should refer to the applicant's English and/or Japanese proficiency.]

(7) have the following experience as a researcher after graduating from school:

a. at least three years' research experience since the completion of a master's course, or

b. at least five years of research experience since the completion of an undergraduate course, or

c. be recognized by the Shukutoku University graduate school as having research experience equivalent to the above.

See the attached Appendix, Q & A, or contact us for more information about the Qualifications.

## **8. Selection**

(1) The core criterion for selection is our confidence in the applicant's ability to complete the 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 the event that the levels of above (1) are similar: Applicants who are affiliated with 1) APASWE (Asian and Pacific Association for Social Work Education) member schools, 2) non-APASWE member schools in Asia, 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.

(4) Applicants will be selected by a fair and independent committee. No details concerning the process of the selection will be provided. The Selection Committee will

consider that the applicant's eligibility may be subject to certain conditions which may affect the acceptance or the rejection.

(5) Please note that the Selection Committee may determine the acceptance under certain conditions, (See Q&A p.10)

(6) Conditional Acceptance

For the applicant who would be selected on his/her valuable topic and conceptual framework. ARIISW will support and advices to submit the draft within one year after the selection.(See Q&A pp.10-11)

## **9. Process and schedule (Participants should consult with ARIISW to determine their schedule.)**

- ① Application Period (April 1<sup>st</sup> – May 10<sup>th</sup> 2021)
- ② Online Interview with the Selection Committee
- ③ Acceptance notification (June, 2021)
- ④ Visa Application (ARIISW will submit your Certificate of Eligibility to the the Immigration Services Agency of Japan.)
- ⑤ Arrival at ARIISW (October 2021)
- ⑥ The writing of the thesis while receiving ARIISW's support and services including several courses (from October 2021 to June 2023; the applicant may complete the writing of the thesis at anytime up to this date. The Graduate School accepts applications twice (June/December) in a Fiscal Year).
- ⑦ Submission of your thesis to ARIISW. (June 1<sup>st</sup>, 2023)
- ⑧ Final submission of your thesis to the Graduate School by June 30<sup>th</sup>,2023.
- ⑨ The Review and judgment by the Preliminary Examination Committee in the Graduate School (July – September 2023).
- ⑩ Return home (September 2023).
- ⑪ Examination by the Dissertation Committee (September 30<sup>th</sup> 2023).
- ⑫ The Review, oral examination, and judgment by the school's dissertation committee and the faculty meeting. Applicants attend the oral examination to defend the dissertation thesis (October 2023 – March 2024).
- ⑬ The award of Ph.D. (March 2024)

## **10. Thesis writing**

- (1) **Applicants should write their theses completely independently. No supervisor will be assigned by ARIISW although assistance and advice are provided as a resource. If**

**necessary, applicants should find their own supervisors for assistance.**

- (2) Applicants may submit their theses to Shukutoku University anytime once they are completed, but this must be done within the program's time framework.
- (3) Language: English or Japanese. In the case of English submissions, an additional summary in Japanese must be attached. The translation of this summary should be arranged by the applicant.
- (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

**Several courses are provided by ARIISW as a service to master future skills. See more details in the Q&A, pp.13-14.**

### (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 The 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 subjects such as poverty, the elderly, children, disabilities, disasters and HIV/AIDS are offered.]

### (2) Method

Courses are tutorials. The sessions are given face to face in a classroom, online, or combination of both. The language is in 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 of leading professors from various universities both inside and outside of Japan.

## 12. ARIISW's Recommendation to the Graduate School

The following three items must be submitted to ARIISW to obtain the 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 (See 11. above) which ARIISW provided for the Visiting Researcher.
- (3) The applicant's 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 payments will be made in Japanese yen.

- ① A roundtrip international economy class air ticket between the home country and Tokyo
- ② An allowance for initial expenses (JPY50,000)
- ③ A stipend during your residency up to for two years (JPY200,000 per month) (The stipend will be provided from the arrival in Japan to the submission of the thesis upon the departure from Japan for the home country. (See 9. 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 fees and thesis review and examination fees (exempted)
- ⑥ The English-Japanese translation fee for the summary of the final thesis, if necessary.
- ⑦ A roundtrip international air ticket between the home country and Tokyo and the 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 Draft of the Ph.D. thesis (if available)
- ③ Three (3) recommendation letters (See 7.(6) above)
- ④ Certificates of degrees (in English)
- ⑤ 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.

All these application documents (①-③above) may be sent in PDF form by email or in hardcopy form by postal mail by the application deadline. In the case of postal mail, registered mail is preferable considering the 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](mailto:asiainst@soc.shukutoku.ac.jp)

**Feel free to contact us for more information.**

	Q	A
<i>“Rompaku”</i>	What is the <i>“Rompaku”</i> program?	<p><b><i>“Rompaku”</i> is a dissertation-only doctoral program. There is no supervisor and no course work required at the Graduate School.</b> In Japan, there are two ways to receive a Ph.D. One is similar to the Western (American) process, i.e. through course work and thesis; the other one 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-lifework thesis usually in their 50s or 60s. Until approximately 20 years ago, Japan only had the latter program. Basically, our program belongs in the latter category, but some original conditions such as age have been eased and some courses at ARIISW have been added to improve your teaching skills not as a Ph.D. candidate but as a future member of faculty staff.</p> <p><b>Please note that <i>Rompaku</i> is not a discounted Ph.D. program, and may, in a sense, be more difficult to complete than the more internationally common western-style program.</b></p>
	What is the difference between a <i>“Rompaku”</i> program and Ph.D. course program?	<p>There is a significant difference between the western-style Ph.D. program and the <i>“Rompaku”</i> program. The western-style Ph.D. course provides the doctorate through advanced courses at the Graduate School. <b>In the <i>“Rompaku”</i> program, candidates have to finalize their thesis by themselves, and ARIISW does not provide supervision. Candidates must be experienced and/or promising scholars ready to write their thesis.</b> However, ARIISW will give the normal “between colleagues” support.</p>

	Q	A
	It seems to be a shortcut program to get a Ph.D. in only two (2) years.	Two years are designed for writing and finalizing your thesis, not for attending advanced courses of the Graduate School. Please note that the coursework at ARIISW is designed to provide candidates with an opportunity to increase their skills as future educators. <b>Applicants are expected to have completed at least some data collection, analysis, and necessary supervision prior to application. Applicants are also expected to have sufficient academic achievements or experience.</b>
	Who would be my supervisor?	<b>The program does not provide a supervisor</b> , but, ARIISW provides faculty support for the visiting researcher as colleagues. This is a program for mature researchers. You may of course find and assign your own supervisor.
Eligibility	What is the definition/range of "international social work" and "Buddhist social work"?	There is leeway regarding both definitions. It is possible to justify either definition convincingly depending on your own situation.
	To what extent do you require us to have started writing the thesis theme and framework?	The applicant is required to finish his/her thesis within the 2-year-stay (within the 3-year-program in some cases). Higher priority will be given to projects already in the writing process or with well-developed content.
	Am I ineligible if I could not obtain a recommendation letter from my university?	The applicant is strongly requested to provide a letter of recommendation, and will be required to explain the reason why it was not possible to obtain one from the university/faculty. Please note that priority will be given to those who were able to provide a letter of recommendation.
	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 the members of universities, agencies and organizations of social work in Asia. Please judge for yourself what comprises the area of the Asian region.

	Q	A
	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 its door to all 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 receive treatment. 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 for accompanying family covered by the fellowship?	No. This program provides no provision for accompanying 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 will be responsible for finding housing at your own expense. ARIISW will support you in finding housing and schooling for your children as long as possible.

	Q	A
	Does the fellowship program cover the utility cost in the apartment?	The utility costs (gas, water and electricity) must be paid by the resident. Note that the apartment is not equipped with a phone. If you want to use a phone, you must purchase it yourself. You will be responsible for the monthly telephone charges.
	Is a Visiting Researcher allowed to find a part-time job during their stay in Japan?	Generally not. Please note that the intent of this program is to fully concentrate on the Ph.D. thesis. Remember that additional permission and procedures will be requested, in the case that you need to work part-time. Please refer to the Immigration Services Agency of Japan for details.
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 on the application form and on the guidelines for all applicants.
	Will I have an interview at the Selection?	Yes. It will depend on how far the work on your dissertation has progressed.
	Though I have idea for my dissertation research, I am not ready to start writing yet.	The Selection Committee might advise the applicant to delay his/her arrival in Japan because of his/her insufficient readiness. In such cases, the Selection Committee will agree to a <b>conditional acceptance</b> and you will be allowed to use the VRPhD status from ARIISW. A VRPhD may make a short-visit to Japan for the formulation of the writing plan at ARIISW. In this case, VRPhD is expected to resubmit the draft to ARIISW. The Selection Committee will reexamine the draft.

	Q	A
	What does it mean “the conditional acceptance”?	For the applicant whose readiness for writing is judged as insufficient by the selection committee, but the topic and conceptual framework is valuable, may be conditionally accepted. The VR with the conditional acceptance will complete the thesis draft in a year (He/she can request some advice to ARIISW), and submit it to the following year's review. If accepted, the applicant will come to Japan as a VR and start writing in the following October.
Application	May I apply online? How should I send the 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 the postal conditions in some countries. When sending your application by postal mail, please inform us of your application submission by email. All application documents must arrive at ARIISW by the deadline.
Preparation for travel	What kind of visa is required? Will you be sending me all the required documents to apply for the visa?	Although your status is Visiting Researcher, "Student visa" is the resident status designated by the Immigration Services Agency 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.
Arrival at Shukutoku University	What date should the participant arrive in Japan?	The participant is expected to arrive in Japan on the program starting date- Due to the spread of Covid-19 or in case of a disaster, ARIISW may change the starting date of the program based on the mutual agreement.

	Q	A
	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 name card at the arrivals lobby after passing through Customs. A member of staff will also accompany you to your hotel/residence.
Writing Ph.D. Thesis	When should 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 to be 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 a half year. Ph.D. degree candidates who submit their thesis 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, is it necessary to return to Japan for the oral examination and the examination at the public reviewing board (public defense)?	Yes, but ARIISW will provide you necessary travel expenses for the oral examination and the examination at the public reviewing board (public defense).
	Should the participant prepare a Japanese translation of his/her Ph.D. thesis summary himself/herself?	Yes. Prepare it yourself. It is the author's responsibility to find a translator, if necessary, and submit a quality abstract. ARIISW cannot take responsibility for the quality of translation. If a translation fee is necessary, ARIISW will provide it within reason.

	Q	A
	What happens when the participant is not able to finish and submit the Ph.D. thesis within 2-year-stay?	The participant can apply for the Ph.D. degree of Shukutoku University Graduate School as a Visiting Researcher of ARIISW within 3 years from the starting date of this program. However, we recommend you finish and submit the thesis during your 2-year-stay in Japan to avoid the inconvenience of online communication.
	What happens if the participant is not able/allowed to stay in Japan, or not able to continue the research and writing of the thesis anymore?	In this case, the fellowship will be terminated. 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.
	I have heard that in some cases the fellowship can be terminated. Can you describe such cases?	Such cases include: If the participant doesn't earnestly continue research and thesis writing activities. If the participant acts in a way that doesn't reflect the values of ARIISW or Shukutoku University. In the case of false statements on the application form. If the participant violates Japanese law or rules. If the type of visa status is changed. If the participant receives any other scholarship or fellowship.
Course work	Which courses will be provided?	Several courses described in the information and guidance materials will be provided. After consultation with the participants, ARIISW may provide courses or some special seminars, if necessary.
	What is the subject matter of the courses?	A syllabus with details on all courses will be provided at the start of the program.

	Q	A
	How will be these courses conducted?	At least one participant 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 coursework. The sessions of courses are given face to face in a classroom, online, or combination of both. The contents of the coursework may be different from other common Ph.D. programs because the participant is already an 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 coursework for students, so there are no credits. But the subject matter of courses to be provided are as or more challenging than the regular Ph.D. program courses at university. Participants who accomplish the coursework will receive the certificate issued in the ARIISW director's name.
	What happens if the participant is not able to accomplish the course work?	If the participant doesn't accomplish the program 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.

	Q	A
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 Graduate School of Shukutoku University. The Preliminary Examination Committee 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 of Japan. After passing this examination, you will have the presentation (including questions and comments) at public defense, and your Ph.D. thesis will be submitted to the Committee of the Graduate School of Integrated Human and Social Welfare Studies at Shukutoku University where it will be finally reviewed. If successful, 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 deadline for the preliminary examination is December and June.) The degree is conferred 6 months after submitting the thesis, i.e. the following September or March.
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 but it is not compulsory. No monetary reward will be provided.

	Q	A
Temporary return	During the two years of the program am I allowed to leave or return home temporarily?	Please note that the intent of this program is to fully concentrate on your Ph.D. thesis in our Institute. Please consult ARIISW first about any temporary leave. Then the director will permit it or not depending on the reason. No travel expenses will be provided in the case of a temporary return. The fellowship may be reduced, depending on how many days you leave Japan.