

Daiwa Scholarships 2018 Application Notes

Please read these notes before starting the Application Form.

INTRODUCTION

Daiwa Scholarships

The Daiwa Scholarship is a unique 19-month programme of language study, work placement and homestay in Japan, following a period of Japanese tuition in the UK. Daiwa Scholarships offer young and talented UK citizens with strong leadership potential, the opportunity to acquire Japanese language skills, and to access expertise and knowledge relevant to their career goals.

No previous experience of Japan or Japanese is necessary.

Since 1991, 165 Daiwa Scholars - including scientists, artists, academics, lawyers and architects - have benefited from the Daiwa Scholarships. Up to **eight** Daiwa Scholarships will be awarded in March 2018 to start in summer 2018 and finish at the end of March 2020.

The Daiwa Anglo-Japanese Foundation

The Daiwa Anglo-Japanese Foundation is a UK charity, established in 1988 with a generous benefaction from Daiwa Securities Co Ltd. The Foundation's purpose is to support closer links between Britain and Japan. It carries out its activities through grant-giving, a comprehensive events programme, the Daiwa Scholarships and the Daiwa Scholarships in Japanese Studies.

PROGRAMME STRUCTURE

Duration

Daiwa Scholarships 2018 last approximately 20 months, starting in summer 2018 and finishing at the end of March 2020.

Language Study in the UK – summer 2018

In summer 2018, the selected Daiwa Scholars will undertake a Japanese language course in the UK.

Orientation

Following the UK-based language course, the selected Daiwa Scholars will move to Japan for the rest of the Scholarship. There will also be an orientation programme on arrival in Tokyo.

Language study in Tokyo (September 2018 to September 2019)

All Daiwa Scholars undertake intensive Japanese language study. After 15 months, they are expected to reach an upper-intermediate level of language ability and are encouraged to sit Level N2 of the Japanese Language Proficiency Test (JLPT).

Level N2 is the second most advanced stage in the JLPT and is a challenging but achievable objective. To attain this level, candidates must demonstrate an understanding of a high level of grammar, kanji (Chinese characters), vocabulary and the ability to converse, read and write about matters of a general nature.

Seminars (October/November 2018)

A series of weekly seminars in English are held for Daiwa Scholars at Hosei University in Tokyo. These are designed to give Scholars an introduction to Japanese life, culture and society.

Homestay (September to October 2019)

Daiwa Scholars spend one month with a family outside Tokyo at the end of the first year to improve their language ability and to enhance their understanding of Japan.

Work placements (October 2019 to March 2020)

The Foundation arranges individual work placements appropriate to each Daiwa Scholar's career goals. Previous Daiwa Scholars have been based at organisations including NGOs, universities, think-tanks, media companies, architecture practices and law firms. A high standard of Japanese is essential to benefit from a successful work placement.

Graduation

Completion of the programme is marked by a ceremony in Tokyo in March 2020 at which each graduating Scholar gives a short speech in Japanese.

EMOLUMENTS

Tuition

The Foundation meets all tuition and examination fees throughout the Scholarship.

Maintenance grant

Daiwa Scholars receive a maintenance grant for the duration of the Scholarship which is to cover accommodation and living costs for a single person. While on the programme, Scholars may not undertake remunerated work.

Travel

The Foundation meets the cost of economy-class travel to and from Japan at the beginning and end of the scholarship.

Accommodation

For their first weeks in Japan, Daiwa Scholars are accommodated in a hotel in central Tokyo. During this period, they will look for rented apartments in which they will live for the remainder of the scholarship.

Medical insurance

All Daiwa Scholars contribute to the compulsory Japanese Government Health Scheme from their maintenance grant. In addition, the Foundation provides Scholars with standard private medical insurance while they are in Japan on the programme.

ELIGIBILITY

Candidates must be:

- British citizens
- aged between 21 and 35 years of age as of 1 September 2018.

Candidates should be:

- graduates or due to graduate by September 2018
- equipped with a strong degree in any subject* or with a strong record of achievement in their field
- in possession of clear career objectives combined with a serious interest in Japan.

Preference will normally be given to candidates no older than 30.

*Graduates in Japanese language studies are not eligible to apply for Daiwa Scholarships but may wish to apply for support through the Foundation's grant schemes.

APPLICATION TIMETABLE

Deadline

The deadline for applications is **Thursday 7 December 2017**. The Foundation will accept applications submitted on 7 December 2017. If candidates' circumstances change (for instance, change of address) after submitting an application, they must inform the Foundation in writing. **Three reference letters** must also be submitted by 7 December 2017. See the notes below in relation to **Application Form Page E, Question E9** for more details.

Interviews

There are three stages to the interview process. The Foundation assumes that all selected candidates will be able to attend interview at Daiwa Foundation Japan House in London during the schedule indicated below. While the Foundation is unable to reimburse travel expenses for candidates to attend the first two interview stages, it will reimburse reasonable travel expenses to attend the final interview. The Foundation regrets that it is unable to reimburse any accommodation costs, should these be incurred.

Stage 1

The preliminary screening of applications will take place during January 2018. In mid to late January 2018, candidates will be notified whether or not they are invited to a Stage 1 interview, which will take place in early to mid-February 2018.

Stage 2

Candidates who successfully pass Stage 1 will be invited to sit a language aptitude test and attend a lunch at Daiwa Foundation Japan House in mid to late February 2018. Candidates will be notified whether they are invited to Stage 3 interview shortly afterwards.

Stage 3

The final shortlist of candidates will be interviewed by the Trustees in March 2018. Candidates will be notified of the final outcome soon afterwards.

BEFORE YOU START THE ONLINE APPLICATION

• Registering:

When you start an application for the first time you will need to register and set up an online account using your email address and a password. You only need to register once. You can leave the application form at any time by clicking on the 'Save and Exit' button at the bottom of the form pages. You can log back in to return to a partially completed form.

• Eligibility test:

You will be asked to answer some eligibility questions to enable us to check whether your application is viable.

• Mandatory questions and the Help button:

Mandatory questions: Many questions on the online application form are mandatory and marked with “*”.

Help: Many questions on the online application form have online help or guidance – please use the “?” to access this before you complete your answer.

• Navigation:

To navigate through the form please use the PREVIOUS and NEXT buttons at the bottom of each page. Please do not use internet browser buttons as this may result in loss of data between pages. Our online application form consists of seven pages.

• Word limit:

Many of the answers are limited to a maximum number of characters (which includes spaces and punctuation). We

suggest that you write your answers in Word and use the 'Word Count' tool to calculate the number of characters before copying and pasting your final answer into the application form.

- **Submitting an application:**

The application is only sent to us when you click the COMPLETE button on the review page. Only click on the COMPLETE button if you have finished your application. If you just wish to amend or save your application, then click on the REVISE button and then SAVE & EXIT.

- **What happens next:**

Once your application has been submitted you will see a message acknowledging receipt. You should also receive an email, which confirms receipt of your application, gives you your reference number and advises what happens next in the application process. A copy of your application will be attached to the email. Please advise us if you do not receive the email, which also quotes your reference number.

COMPLETING THE APPLICATION FORM

Please read the application notes carefully before completing the form on-screen and submitting it.

Application Form Page A

Complete your personal details as requested. Please be aware that the Foundation may need to contact candidates from January to April 2018.

Application Form Page B

The Foundation is interested in extra-curricular activities and positions of responsibility as well as qualifications.

Application Form Page C, Question C7

Please list your experiences of travelling outside the UK for more than two weeks at a time, whether for business or for private travel.

Application Form Page C, Questions C9 – C11

Please give details of your foreign-language abilities. Candidates should also indicate their interest in Japan and any knowledge of the Japanese language.

Beginner – you have made some initial study and/or you can make yourself understood in the language

Intermediate – you are able to hold conversations and write grammatically correct text in the language

Advanced – you are fluent in the language

Application Form Page D, Question D1

The Foundation is seeking individuals who have the potential to become leaders in their chosen field and are able to demonstrate a clear idea of their future plans. Be as specific as you can.

Application Form Page D, Question D2

This is the most important section of the application and candidates are advised to think very carefully about how they respond. The Foundation is looking for an insight into candidates' career goals and motivations for applying. The word limit is 500.

Application Form Page E, Question E1

Please give details of any skills not covered in earlier sections.

Application Form Page E, Questions E4 – E6

As the Scholarship involves a 19-month stay in Japan, please give details of any relevant medical conditions about which the Foundation should be made aware. Under current customs arrangements, those entering Japan can bring only one month's supply of prescribed medication and some British medication may be unavailable or prohibited from import into Japan. Any information provided in this section, as with the rest of the form, will be treated in the strictest confidence.

Application Form Page E, Question E9

Candidates must provide confidential reference letters from three different referees by the application deadline. Each reference must be provided in its own sealed envelope with the referee's signature across the seal. The Foundation cannot obtain references on your behalf. References must be written in English. If you are a student or a recent graduate, then your references should come from your academic tutors. If you graduated some years ago or have relevant professional experience, then it is advisable to obtain a reference from your supervisor or line manager and at least one academic reference. The references are a vital part of the application and should come from people who know you and your work in an official capacity. Please collect the three reference letters and send them together to the Daiwa Foundation Japan House address (see below).

Conditions of submission

The Foundation regrets that it cannot reconsider or discuss unsuccessful applications. The decision of the Foundation is final.

CHECKLIST

- Have you carefully completed the form?
- Have you uploaded a passport-sized photograph to your form?
- Have you submitted or arranged for three confidential reference letters, each in a sealed envelope and with the referee's signature over the seal?