JAPANFOUNDATION 国際交流基金

NC-MT

For FY 2021

# Comprehensive Japanese Teaching Methods Program for Teachers of the Japanese Language Application Instructions

## 1. Objectives

This program is designed to provide teachers of the Japanese language, who have more than two years of experience in teaching the Japanese language, with an opportunity to improve their teaching methodology and to cultivate their ability to understand other cultures. There will be no lessons for improving Japanese language skill.

Special condition is set for this program aimed at Japanese language teachers of Japanese descendants who teach in Japanese language educational organizations for Japanese descendants in Central and South America. Please refer to "Special condition for Teachers of the Japanese-Language for Japanese descendants" (p.2).

## 2. Program Outline

(1) Duration

January 12, 2022 - February 25, 2022 [tentative]

(2) Course Venue

The Japan Foundation Japanese-Language Institute, Urawa (JFJLI, Urawa) (Saitama City, Saitama Prefecture)

(3) Description of the Program

a. Japanese Language Teaching Methodology

This program is aimed to introduce, organize and expand knowledge on Japanese teaching methodology by reading Japanese language materials or discussing in Japanese language with the aim of improving expertise as a teacher. In addition, participants will review each participant's educational site and consider how to solve the problem utilizing the content of this training program. In the class, participants will read literature and materials written in Japanese, or discuss in Japanese.

b. Japanese Culture／Japanese Society

Participants will take lectures and workshops to consider the contents and methods of culture introduction as part of Japanese-language education or cross-cultural understanding education. There are programs which participants will visit educational institutions or companies for listening to stories from people concerned so that participants can provide information to their learners who wish to study or get a job in Japan in the future.

(4) Number of Participants

Approximately 32 teachers

## 3. Eligibility

Overseas educational organizations that offer Japanese language education. Applications from individuals will not be accepted. The following individuals are eligible to participate in the program:

* Qualified Areas: Worldwide.

* In China excluding Hong Kong and Macau, secondary educational institutions (junior high school and high school) are not applicable

(1) Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;

(2) Individuals who are nationals of a country that has diplomatic relations with Japan;
* Taiwanese are eligible to apply for this program

(3) Individuals who have not completed their compulsory education (9 years of elementary and junior high school) in Japan;

(4) Individuals who have no mental or physical conditions that would impede participation in the program;

(5) Individuals with more than two years of experience in teaching Japanese language as of December 1, 2020 (private lessons and teaching practice not included);

(6) Individuals who have a proficiency in Japanese as either of the following at the time of application;

a. Level N3 in the Japanese-Language Proficiency Test (JLPT), Level 2 of the old JLPT, or their equivalent
Please view the official website of the JLPT [https://www.jlpt.jp/e/about/levelsummary.html] for a summary of linguistic competence required for each level of the JLPT.

b. Level B1 in the JF Standard for Japanese-Language Education (JFS), or the equivalent
Please view the official website of the JF Standard [https://jfstandard.jp/pdf/1_global_scale_eng.pdf] for a summary of the levels of the JF Standard; and

(7) Individuals who have not participated in a Japanese language teacher training program conducted by the Japan Foundation or any other academic institutions in Japan for more than one month during the period from April 2015 to December 1, 2020 (*1).
(*1) The recipient of the "Japan Foundation Japanese-Language Institute Executive Director's Award" of the "Long-Term Training Program for Teachers of the Japanese-Language" will be exempted from this restriction. Applicants who fall under this category should attach a copy of the notification received upon being given the Director's Award to the application form.

【Special Condition for Teachers of the Japanese-Language for Japanese descendants】
Special conditions will be applied to the organizations and Individuals which meet the following requirements.

<Eligibility>
Educational organizations for Japanese descendants that provide Japanese language education in qualified areas (Argentina, Bolivia, Brazil, Chile, Colombia, Cuba, Dominican Republic, Mexico, Paraguay, Peru, Uruguay, Venezuela).
The following individuals are eligible to participate in the program:

a. Teachers who have an employment relationship with the applying organization where it is agreed that they will continue to work after completing this program. Individuals studying to become Japanese language teachers at the time of application are not eligible;
b. Individuals who are Japanese nationals or nationals of the countries in the qualified areas, and residents in the same country;
c. Individuals who are Japanese emigrants or their offspring (in principle, up to the third generations);
d. Individuals who are free from any mental or physical disabilities that would impede participation in the program.
e. Individuals with more than one year of experience in teaching the Japanese language as of December 1, 2020 (private lessons and teaching practice not included);
f. Please check "3 Eligibility" (6) in page 2 for the Japanese proficiency; and
g. Individuals who have not participated in a Japanese language teacher training program conducted by the Japan Foundation or any other academic institutions in Japan for more than one month during the period from April 2015 to December 1, 2020.

* Individuals who have completed their compulsory education (nine years of elementary and junior high school) in Japan are also eligible.

## 4. Benefits

(1) Accommodations (a single room for each participant) within JFJLI, Urawa.
(2) Meals during the program, partly in the form of cash allowances.
(3) Expenses necessary for participation in official curriculum, such as teaching materials (in kind).
(4) Overseas travel insurance with an upper limit on coverage (the insurance will cover the necessary expenses for sickness and injury up to a limit on the policy. The insurance will not cover the expenses for a chronic or preexisting disease or injury contracted before arrival to Japan or dental care.).
(5) For those participants whose institution is located in the regions listed in [Appendix] below, the Japan Foundation will provide the following:
   a. Round-trip air tickets (discount economy class) to and from the nearest international airport from home residence;
   b. Airport tax, foreign travel tax;
   c. Set amount of in-kind allowances (to cover expenses necessary for participation in the program).

<Appendix>

| Region | Exceptions |
|---|---|
| Asia Pacific | South Korea, Hong Kong, Macau, Taiwan, Singapore, Brunei, Australia, and New Zealand are considered exceptions. |

| | |
|---|---|
| Centraland South America | Bahamas, Barbados, Saint Christopher and Nevis, and Trinidad and Tobago are considered exceptions |
| East Europe | (No exceptions) |
| Middle East and North Africa | United Arab Emirates, Israel, Oman, Qatar, Kuwait, Saudi Arabia, and Bahrain are considered exceptions |
| Africa | (No exceptions) |

＊ For those participants whose institution is not located in the regions listed above, have to bear these expenses.

## 5. Selection Policy

(1) Screening will be made in line with the following criteria: need for Japanese language teaching programs in candidate's region/country, application from the Sakura Network, candidate's Japanese language proficiency, teaching experience, teaching position (full-time or part-time) and influence in and out of the institution, etc.

＊ Please visit the following website for information on the Sakura Network.
https://www.jpf.go.jp/e/project/japanese/education/network/

(2) Higher priority will be given to individuals aged 55 or under as of December 1, 2020.

## 6. Application Procedures

(1) Application Documents

a. Please visit the following website to download the Application Forms.
https://www.jpf.go.jp/e/program/list.html

b. The application form consists of 13 pages. When applying, please submit this application form together with one copy collated and stapled, respectively. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

(2) Application Deadline

No later than **December 1, 2020**

(3) Submission (cf. II. Contact Information)

a. Countries/areas where the Japan Foundation overseas offices are located: to the nearest office

b. Countries/areas where there are no overseas offices of the Japan Foundation: to the nearest Japanese diplomatic mission (Embassies, Consulates, etc.)

c. Residents in Taiwan: to the Interchange Association, Japan, Taipei office

(4) Acknowledgement of receipt of the application

If an acknowledgement of receipt of the application is required, applicants should enclose a stamped, self-addressed postcard with the application, on which applicants should write as follows:

"Name of the program: Comprehensive Japanese Teaching Methods Program for Teachers of the Japanese-Language.
Please send acknowledgement of receipt of the application."

The postcard will be returned with the signature of the officer-in-charge at the Japan

Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that a postcard that lacks the applicant's name, address, the name of the program, or the necessary postage stamp will not be returned.

(5) Points to be noted

a. We do not accept applications via E-mail or FAX. Due to the influence of COVID-19, it may take longer than usual to send in your application, so please allow sufficient time to meet the deadline.
If there are significant difficulties in the preparation and mailing of the required documents due to social conditions during the application period, please contact the below II (1) and ask for instructions.

b. Once submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

c. In case there are changes to the project after submitting a proposal, please inform the Japan Foundation of these changes.

## 7. Notification of Results

(1) Applications will be screened by JFJLI, Urawa, and decisions will be announced in April 2021.

(2) Please understand that we cannot answer enquiries in regard to the reasons for our decisions.

## 8. Obligations

The participants are required to adhere to the following:

(1) To observe the laws of Japan during their stay in Japan;

(2) To devote themselves to the program and not to make use of their stay in Japan for any other purposes, such as religious or political purposes;

(3) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFJLI, Urawa;

(4) Not to arrive in Japan before the beginning date of the training program;

(5) Not to go abroad nor return to their home country for the duration of the program;

(6) To return to their home country as soon as the official period of the program expires, unless JFJLI, Urawa permits an extension of stay in Japan beyond the program; and

(7) Not to be accompanied by their family members.

## 9. Disclosure of Information

(1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.

(2) When a request for information based on the "Act on Access to Information Held by Independent Administrative Agencies" (Act No. 140 of 2001), is received, materials

such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

## 10. Handling of Personal Information

Applicants are requested to inform all individuals whose personal information appears on the application materials of the following:

(1) The Japan Foundation handles personal information appropriately and in accordance with the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc." (Act No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:
https://www.jpf.go.jp/e/privacy

(2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:

a. Details of participant's information, such as name, gender, job and position, affiliation, project duration, and project description, are published in the Program Guide, the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the *Annual Report*, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.

b. There may be cases in which these information are released to Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where participant lives in order to applies for a visa.

c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.

d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.

e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

(3) There may be cases in which the project reports and other related publication are released to the public.

(4) Information is offered only to the extent necessary for the persons concerned who get cooperation to voyage arrangements or training programs (the insurance company and its agencies, airline companies, local governments, etc.)

(5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

## 11. Contact

(1) Division in charge

Teachers Training Section, JFJLI, Urawa

Tel. +81-(0)48-834-1182 Fax. +81-(0)48-834-1170 E-mail: urawakenshu@jpf.go.jp

(2) Application from Overseas

Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. If there are no Japan Foundation overseas offices in the applicant's country, please contact the nearest Japanese diplomatic mission.

a. The Japan Foundation Overseas Offices: https://www.jpf.go.jp/e/world/index.html

b. Japanese Diplomatic Missions:
https://www.mofa.go.jp/about/emb_cons/mofaserv.html

## 12. Remarks

(1) In addition to the above programs, the following training programs are provided. Applications of these programs are not open to public and participants are decided by the recommendation of the government, the Japan Foundation, and the Japanese diplomatic mission in the participants' countries. Please contact the relevant Japan Foundation overseas office for details.

a "The Intensive Training Program for Secondary School Teachers of the Japanese Language from the Republic of Korea"

b "The Intensive Training Program for Secondary School Teachers of the Japanese Language from the People's Republic of China"

(2) Please be aware that these programs may be cancelled depending on the situation of coronavirus cases, even after the selection. The contents of the programs may change due to the same reason, even if the programs are duly implemented.

# Instructions to Fill in the Application Forms

1. Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.

2. Please type or write with a ballpoint pen in black ink, printing clearly in block letters.

3. The entire application form should be filled out in Japanese if there are no specific directions, such as "in English" or "in Native Language." Applicants are strictly requested to fill out the application form alone without assistance from others.

JAPANFOUNDATION 国際交流基金

NC-MT

令和３（2021）年度用
For FY 2021

# 海外日本語教師教授法総合研修
# 申 請 書
# Comprehensive Japanese Teaching Methods Program for Teachers of the Japanese Language Application Form

年　　月　　日
Year　Month　Day

国際交流基金日本語国際センター所長殿
To the Executive Director of the Japan Foundation Japanese-Language Institute, Urawa

私は令和３年度海外日本語教師教授法総合研修に下記の者を参加させたく申請いたします。
I hereby recommend the person named below to participate in the 2021-2022 Comprehensive Japanese Teaching Methods Program for Teachers of the Japanese-Language.

機関名
**Name of Institution**

代表者の名前
**Name of the Representative of the Institution**

代表者署名
**Signature of the Representative of the Institution**

日系特別条件を使って申請する方は、（　）に✓を入れてください。
※　申請要領「3　申請資格」　を参照
* Refer to the Application Instructions ”3 Eligibility”
Please check ✓ if you apply for the special condition for Japanese descendants.
（　　）　**日系特別条件 Special condition for Japanese Descendants**

## 1　候補者について　Information about the candidate

| | | | |
|---|---|---|---|
| 名前 Name | 漢字又はカタカナ In Kanji or Katakana | 姓 | 名 |
| | 英語 In English alphabet | Last Name | First Name |
| | パスポートに記載の表記 Name as written on your passport in English alphabet | | |
| 性別　Sex | | 国　Nationality | |
| 生年月日 Date of | 年　月　日 Year　Month　Day | 年齢 Age | 2020 年 12 月 1 日現在 As of December 1, 2020 |

| | | | |
|---|---|---|---|
| Birth | | | 歳<br>years old |
| 連絡先（ローマ字） Contact（in English alphabet） | | | |
| 住所 Address<br><br>Tel. FAX.<br>e-mail | | | |

| | 所属日本語教育機関名<br>Name of the Affiliated Institution | 部門名<br>Faculty/ Department/ Program, etc. | 地位<br>Position | 専任/非専任<br>Full time or Part time |
|---|---|---|---|---|
| 漢字又はカタカナ<br>In Kanji or Katakana | | | | □専任（Full time）<br><br>□非専任（Part time） |
| 英語<br>In English | | | | |
| 原語<br>In Native Language | | | | |
| 所属日本語教育機関住所<br>Address of Affiliated Institution<br><br>Tel. FAX. | | | | |
| 機関 ID<br>ID of affiliated institution _____<br>※ 日本語教育機関検索データベース（https://jpsurvey.net/jfsearch/do/index）にて所属機関の機関 ID を確認の上、記入してください。所属機関が同データベースへ未登録の場合は記入不要です。<br>＊ The ID of affiliated institution can be found on the "Search engine for institutions offering Japanese-language education"（https://jpsurvey.net/jfsearch/do/index）. No need to fill this column if your affiliated institution is not registered on the "Search engine". | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 最終学歴<br>Last school attended | 機関名<br>Name of institution | | | | 取得地<br>Location | |
| | 取得年<br>Year of completion | | 学位<br>Degree conferred | □ 学士(Bachelor)<br>□ 修士(Master)<br>□ 博士(Doctor)<br>□ その他(Other)<br>(_____) | 専攻<br>Major | |
| 学位取得論文タイトル（修士号、博士号を取得の場合には必ず記入してください）<br>Thesis title（Required for applicants who have obtained their Masters or Doctoral degrees | | | | | | |

**さくらネットワーク**に所属していますか？
Do you belong to organizations of the **Sakura Network**?
For "Sakura Network", please visit the following website;
https://www.jpf.go.jp/j/project/japanese/education/network/ (Japanese)
https://www.jpf.go.jp/e/project/japanese/education/network/ (English)

☐ はい Yes
⇒さくらネットワークメンバー（機関、団体）名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
Name of the Sakura Network member
(institution, organization..etc.): ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
☐ いいえ No

**日本で**義務教育を修了しましたか？ ☐ はい ☐ いいえ
Did you complete your compulsory education **in Japan**? Yes No

## 2 候補者の日本語運用力について Japanese language proficiency of the candidate

| | 期間 Term | 総時間 Total Hours | 機関 Institution | 使用教材 Textbook |
|---|---|---|---|---|
| ＊日本語学習歴 Previous Japanese language study | From 年(yy) 月(mm)～ To 年(yy) 月(mm) | | | |
| | From 年(yy) 月(mm)～ To 年(yy) 月(mm) | | | |
| | From 年(yy) 月(mm)～ To 年(yy) 月(mm) | | | |

| | 受験年/月 Test Year/Month | JLPT 取得級 Passing Grade (Level) | 認定番号 Certificate Number |
|---|---|---|---|
| ＊日本語能力試験 Japanese-Language Proficiency Test (JLPT) | | ☐ N1 ☐ 1 級<br>☐ N2 ☐ 2 級<br>☐ N3<br>☐ N4 ☐ 3 級<br>☐ N5 ☐ 4 級 | |

○ **運用力についての自己評価　Self-assessment on Japanese language proficiency**

自分の日本語運用力を表していると思うレベル(1～5)を選んで1つ✓をつけてください。

Please check ✓ one appropriate box (Level 1～5) that you think represents your Japanese language proficiency.

〔日本語運用力レベル/Japanese language proficiency levels〕

| | | |
|---|---|---|
| 聞く<br>Listening | Level 1<br>☐ | ゆっくり話してもらえば、自分のことや生活などに関してよく使われることばや基本的なことばが理解できる。<br>I can recognize basic phrases and familiar words concerning myself and daily life when people speak slowly. |
| | Level 2<br>☐ | 自分の仕事や生活に関してよく使われることばや表現を聞いて理解できる。<br>I can understand phrases and expressions frequently used in relation to my work and daily life when I hear them. |
| | Level 3<br>☐ | 仕事や生活の場面でよく話題にのぼる話やテレビ番組の内容がだいたい理解できる。<br>I can understand most discussions on familiar matters regularly encountered in work and daily life, and the content of TV programs. |
| | Level 4<br>☐ | いろいろなトピックのニュース、映画の内容がほとんど理解できる。<br>I can understand most movies and TV news covering a variety of topics. |
| | Level 5<br>☐ | 幅広い話題の議論や専門の講義もあまり問題なく理解できる。<br>I have no difficulty understanding discussions about a wide range of topics and specialized lectures. |
| 読む<br>Reading | Level 1<br>☐ | メニューやウェブサイトなどを見て、よく知っているものや人の名前、簡単なことばがわかる。<br>When I look at materials, such as menus and websites, I can understand familiar items and names, as well as simple phrases. |
| | Level 2<br>☐ | 短い、簡単な文が理解でき、必要なものや時間などの大事な情報を探すことができる。<br>I can understand short, simple texts. I can find important, required information, such as time. |
| | Level 3<br>☐ | 身近な話題について書かれた、決まった形の文章や手紙が理解できる。<br>I can understand texts and letters that consist mainly of common everyday language and which relate to familiar topics. |
| | Level 4<br>☐ | 書いた人の意見や立場がわかる記事やレポート、簡単な小説が理解できる。<br>I can understand articles and reports in which the writers express particular attitudes or viewpoints. I can understand simple novels. |
| | Level 5<br>☐ | 自分の専門に関する長い論文や複雑な小説の内容が理解できる。<br>I can understand the contents of complex novels and long essays related to my field of specialization. |

| | | |
|---|---|---|
| 話す<br>Speaking | Level<br>1<br>☐ | 自分やよく知っている人について簡単なことばで話すことができる。<br>I can use simple phrases to talk about myself and people I know well. |
| | Level<br>2<br>☐ | 家族や周囲の人々のこと、これまでの経験などを簡単なことばや文で説明できる。<br>I can use simple phrases and sentences to describe my family and other people around me, as well as my background. |
| | Level<br>3<br>☐ | 経験やこれからの予定、やりたいことなどを、基本的な接続のことばを使って説明できる。<br>I can connect phrases in a simple way in order to describe my background, future plans and ambitions. |
| | Level<br>4<br>☐ | 関心のある内容について、くわしく説明したり意見やその理由を言うことができる。<br>I can present detailed descriptions and my viewpoint, and give reasons for my opinions on subjects related to my fields of interest. |
| | Level<br>5<br>☐ | 研究会などで専門的な話題や複雑な話題について論理的な構成で話すことができる。<br>At seminars and other events, I can talk about specialized subjects and complex subjects using a logical structure. |
| 会話する<br>（やりとり）<br>Oral interaction | Level<br>1<br>☐ | 相手がゆっくり話してくれれば、自分のことについて簡単なやりとりができる。<br>When the other party speaks slowly, I can participate in simple communication about myself. |
| | Level<br>2<br>☐ | 自分のことや仕事などについて、簡単で具体的な情報のやりとりができる。<br>I can communicate simple and concrete information related to myself and my work. |
| | Level<br>3<br>☐ | 日常生活の様々な場面で、家族、趣味、仕事など身近な話題の会話を続けることができる。<br>I can sustain conversations on familiar topics relating to my family, hobbies, and work, within various social settings in daily life. |
| | Level<br>4<br>☐ | いろいろな話題の会話に途中から入って、自分の意見を言ったり普通にやり取りができる。<br>I can enter unprepared into conversation on a variety of topics, presenting my own views and interacting normally with people. |
| | Level<br>5<br>☐ | 人間関係に配慮しながら、様々な立場の人となめらかで自然な会話や議論ができる。<br>I can participate in conversations and discussions smoothly and naturally with people from various walks of life, with consideration for interpersonal relations. |
| 書く<br>Writing | Level<br>1<br>☐ | 誕生日や新年などの時、「おめでとう」「ありがとう」などの決まったあいさつのカードを書くことができる。<br>For occasions, such as birthdays and the New Year, I can write cards with specific greeting messages, such as “Congratulations” and “Thank you.” |

| | | |
|---|---|---|
| | Level 2 ☐ | 簡単な内容の伝言や、友達への短い手紙を書くことができる。<br>I can write simple messages and short letters to friends. |
| | Level 3 ☐ | 自分の関心のある話題や旅行での経験や印象などを、短いがまとまった文章で書くことができる。<br>I can write short summaries on topics of personal interest, or descriptions of travel experiences and impressions. |
| | Level 4 ☐ | 興味のあるいろいろな話題について、読む人にわかりやすく、くわしく説明したり自分の意見やその理由を書くことができる。<br>I can write clear, detailed texts on various subjects related to my interests, explaining my views and giving reasons to support my opinions. |
| | Level 5 ☐ | 重要だと思う点を強調した複雑な内容を、読む人にわかりやすい構成にして、手紙や論文が書ける。<br>I can write letters and essays with a structure that highlights significant points, and which helps the recipient to understand complex content. |

3　候補者の教授年数等について　Candidate’s resume

| 日本語教授年数<br>Japanese language teaching experience<br><br>合計 In total<br>年　　か月<br>Years　　Months<br><br>※日本語教授年数が２年未満の方は申請資格がありません。<br>* Those who have less than two years of experience of teaching Japanese language are not eligible. | 期間<br>Term | 機関名<br>Institution | 対象者<br>Students in class | | 使用教材<br>Textbook |
|---|---|---|---|---|---|
| | | | 年齢<br>Age | レベル<br>Level | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | | |

| 現在の担当科目<br>(「日本語」)<br>Japanese classes currently taught | 科目名<br>Subject Taught | 対象者<br>Students in class | | 担当時間数<br>(週・年)<br>Loading Hours<br>Week/Year | 使用教材<br>Textbook |
|---|---|---|---|---|---|
| | | 年齢<br>Age | 人数<br>Number | | |
| | | | | 週(　　)時間<br>(per week)<br>年(　　)時間<br>(per year) | |
| | | | | 週(　　)時間<br>(per week)<br>年(　　)時間<br>(per year) | |
| | | | | 週(　　)時間<br>(per week)<br>年(　　)時間<br>(per year) | |
| | | | | 週(　　)時間<br>(per week)<br>年(　　)時間<br>(per year) | |

| | | | | | |
|---|---|---|---|---|---|
| 現在の担当科目<br>(「日本語」以外)<br>Subjects currently taught aside from Japanese | | | | 週(　　)時間<br>(per week)<br>年(　　)時間<br>(per year) | |

| | | | | |
|---|---|---|---|---|
| 日本以外での<br>日本語教師研修受講歴<br>(国際交流基金海外拠点による研修を含む)<br>Training programs for Japanese language teachers undertaken outside of Japan, including programs of the Japan Foundation | 期間 Term | 総時間<br>Total Hours | 機関名<br>Institution | 使用教材<br>Textbook |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | | |

| | | | |
|---|---|---|---|
| 日本滞在歴<br>(国際交流基金での研修を含む)<br>Previous stay in Japan including Programs at the Japan Foundation<br><br>留学の場合は、留学先機関を明記してください。<br>If you have studied in Japan, be sure to specify the name of institutions. | 期間<br>Term | 日数<br>Days | 滞在目的・受けたグラント・当センター研修等<br>Purpose; Grant Received, Training Programs at the Institute (if any) |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | |
| | From<br>年(yy)　月(mm)～<br>To<br>年(yy)　月(mm) | | |

○ **授業以外での日本語教育への貢献**

**Your contribution to Japanese language teaching outside of class activities**

授業以外での日本語教育への貢献があれば具体的に記入してください。(例：日本語教師会等での活動、開発した教材、日本語教育についての学会・セミナー発表等)

Please write in the space below, if you are making (or have made) a contribution to Japanese language teaching in your country outside of class activities (For example, your involvement in the Association of Japanese Language Teachers teaching materials that you have developed, papers on Japanese language education that you have presented at academic conferences or seminars, or other activities)

4　作文　Essay in Japanese

あなたの授業の問題点や改善したい点、日本語国際センターで学びたいことについて、できるだけ具体的に、日本語で 400 字ぐらいで書いてください。今までに当センターの教師研修に参加したことがある人は、そのときに学んだことを帰国後どのように生かしたか、そして今回は研修に何を期待するか書いてください。ボールペンを使って、手書きで、自分の力で書いてください。制限時間は 1 時間です。これらの規則を自分で守ってください。

Reflect on your own teaching and write an essay in Japanese of around 400 characters on the problems you face in teaching Japanese and how you would like to improve them and/or what you would like to study at the Institute.

If you have taken a course at the Institute before, please describe how you are using what you have studied in your teaching and what else you would like to study at the Institute. This essay should be handwritten with a ball-point pen. You are strictly requested to work alone without any assistance from others. The time limit is one hour.

| 国・地域名<br>Name of country/region | | 所属機関名<br>Affiliated Institution | |
|---|---|---|---|
| 名　前<br>Name | | | |

5　**申請機関の概要 Outline of the Institution**

できれば機関の紹介パンフレットなどを添付してください。

Please attach some general information on your institution (introductory brochure, etc.).

| |
|---|
| 機関及び日本語コースの設立の経緯と歴史<br>History of the Institution and Japanese Language Course |
| 日本語コースの概要（修学年限、週当たり授業時間数、学習者数等を記入してください。）<br>Outline of Japanese Language Course (state the length of the course, hours of study per week, the number of students) |
| 学年暦（授業の開始月、終了月及び学期区分を記入してください。）<br>Term / Semester (state the beginning and end months of each term or semester) |

学生の構成 Attributes of Students

あなたの所属機関について、**A か B のどちらか**に✓を付け、その下の設問にも答えてください。

About your institution, Please check✓ either **A or B,** and answer the following question.

**☐A. 学校教育の場合**
**Formal Institutional education**

**☐B. 学校教育以外の場合**
**Education other than formal institutional education**

**生徒や学生について、１つだけ✓を付けてください。**
**About students in your institution, please check✓ one appropriate box.**

**☐小学生 Primary-school students**
**☐中学生・高校生 Secondary-school students**
**☐大学生 University/College students**

**☐年少者(小・中・高校生を含む)Children**
**☐成人(大学生含む)Adults**

| 日本語教育スタッフ（候補者を含め全員記入してください）<br>Staff of the Japanese Language Course, including the candidate. | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 名前<br>Name | 地位<br>Position | 専任・<br>非専任<br>Full-time<br>or<br>Part-time | 年齢<br>Age | 日本語<br>教授年数<br>Years of experience as a Japanese language teacher | 対象者数<br>Number of students | 週当たり<br>時間数<br>Hours per week | 年時間数<br>Hours per year | 国際交流基金<br>日本語教師研修参加年<br>Year of participation in JF Training Program for Teachers of the Japanese Language, if applicable |
| | | | | | | | | |
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# 海外日本語教師教授法研修　推薦書

Japanese Teaching Methods Program for Teachers of the Japanese Language: Recommendation Form

| | | |
|---|---|---|
| 候補者名<br>Name of<br>the Candidate | | |
| 推薦者<br>（機関代表者）<br>Recommender<br>(the Representative of the Institution) | 名前<br>Name<br><br>現職<br>Position<br><br>所属機関<br>Institution | 住所<br>Address<br><br><br><br>Tel.<br><br>FAX |

1　推薦理由（機関の代表者として、どのような方針のもとに候補者を推薦したか説明してください）
As the representative of the institution, please explain on what basis you are recommending the candidate.

2　当研修に参加した場合に、あなたの機関に期待される効果
Please explain the outcome you expect from the candidate's participation in this program to your institution.

推薦にあたり、候補者は私が代表を務める機関と雇用関係にあり、研修参加後もこの関係は継続することを確約いたします。
On this recommendation, I hereby declare that the candidate is an employee of our institution, and he/she will continue to work at the institution upon his/her return to our country.

日付
Date

代表者署名
Signature of the Representative of the Institution

※ 推薦書は、日本語または英語で記入してください。採否審査のため、この推薦書を外部有識者等に提供することがあります。

* Please fill in this recommendation form in Japanese or English. In some cases, this recommendation form may be provided to outside consultants during the screening process.