

Japanese Government (MEXT) Scholarship 2019 for Research Students  
Embassy Recommendation (Application through Japanese Embassies)

Complementary Guideline for Swiss Applicants

This document is edited for Swiss applicants by the Embassy of Japan in Switzerland, in order to complete the official guideline “JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2019 (RESEARCH STUDENTS)”.

While the 1<sup>st</sup> part is to be read by all applicants, the 2<sup>nd</sup> part gathers information for successful candidates of the primary screening. For a better comprehension, it is recommended to read the official guideline first.

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## SCHEDULE FROM APPLICATION TO DEPARTURE FOR JAPAN

### All applicants

<b>June 9, 2018 (post mark)</b>	<b>Application deadline</b> for submission at swissuniversities
<b>End of June (TBD)</b>	<b>Primary screening (written language tests &amp; interview)</b> at the JICC, Embassy of Japan in Switzerland
<b>Second half of July 2018</b>	Announcement of the result of primary screening by the Embassy of Japan in Switzerland

### Successful candidates of primary screening

<b>August 24, 2018</b>	<b>Submission of documents for second screening</b> to the Embassy of Japan
<b>August 24, 2018</b>	<b>Contact with universities</b> in order to obtain admission or provisional acceptance
<b>October &amp; November 2018</b>	Second screening by MEXT and beginning of consultation with universities over the matter of placement of successful candidates
<b>End of December 2018/ Beginning of January 2019</b>	Announcement of the result of the second screening: candidates who successfully passed the second screening receive a temporary notice of appointment as grantee
<b>Beginning of February 2019</b>	Placement process by MEXT completed: candidates having obtained a temporary notice will receive a final notice of appointment as grantee, as soon as the placement in a preferred university has come to an arrangement.  <i>If placement process needs to be extended, the final notice of appointment as grantee would be announced only:</i> <ul style="list-style-type: none"> <li>▪ <i>at the beginning of March 2019 (for candidates wishing to leave for Japan in April)</i></li> <li>▪ <i>at the beginning of August 2019 (for candidates wishing to leave for Japan in October)</i></li> </ul>

### MEXT scholarship students leaving for Japan in April

<b>February/March 2019</b>	<b>Pre-departure orientation</b> at the Embassy of Japan, including issue of visa and handover of flight ticket to Japan
<b>First week of April 2019</b>	<b>Departure</b> for Japan

### MEXT scholarship students leaving for Japan in October

<b>August/September 2019</b>	<b>Pre-departure orientation</b> at the Embassy of Japan, including issue of visa and handover of flight ticket to Japan
<b>First week of October 2019</b>	<b>Departure</b> for Japan

## PART I

### Information for all applicants

#### **JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2018 RESEARCH STUDENTS – EMBASSY RECOMMENDATION (APPLICATION THROUGH JAPANESE EMBASSIES)**

- As part of a reciprocal exchange, the government of Japan (MEXT) offers one or two scholarships to Switzerland for the academic year 2019.
- Swiss students and artists who wish to study as research students at Japanese universities are invited to apply.
- The Embassy of Japan in Switzerland and the swissuniversities conduct the primary screening which consists of document inspection, written language examinations (Japanese, English) and an interview.
- Successful candidates of the primary screening will receive a recommendation from the Embassy of Japan in order to proceed to the second screening conducted by MEXT in Japan.
- MEXT confers with the selection committee, deliberates with the host schools and then makes its final selection.

\* There is also “MEXT SCHOLARSHIP, RESEARCH STUDENT – UNIVERSITY RECOMMENDATION (APPLICATION THROUGH JAPANESE UNIVERSITY)”. Based on the university agreement, Japanese universities conduct their examinations of the international candidates, with recommendations made to MEXT as research students. MEXT confers with the selection committee, and then makes its selections. For further details, candidates should contact their current school of enrollment.

#### **APPLICATION**

- Application documents are available at:  
[www.swissuniversities.ch](http://www.swissuniversities.ch) > Services > Regierungsstipendien (dt) OR > Services > Bourses d’États (fr)  
or on request by e-mail to: [stip@swissuniversities.ch](mailto:stip@swissuniversities.ch)
- Reception deadline for students, researchers and artists:  
**June 9, 2018** at swissuniversities, Effingerstrasse 15, Postfach 3001 Bern
- The deadline cannot be extended.
- Applicants must strictly observe the application criteria and submit all listed documents (see official guideline, page 6). **Incomplete application documents or postmarked after the deadline will not be considered.**
- Only successful candidates of the primary screening have to submit the following document:  
Placement preference form/配置希望大学申請書

- Documents must be written in either Japanese or English. If written in any other language, a Japanese or English translation must be attached.
- Candidates submitting documents in Japanese are requested to attach an overview in either German or French enabling the swissuniversities to evaluate the application.
- If candidates cannot obtain an English version of the following documents from their universities, they are allowed to make English translations themselves:
  - Academic transcript
  - Graduation certificate or degree certificate

In this case, the translator's name and the date of translation should be stated on the document. Further, the translation should be signed by the translator.

However, successful candidates of the primary screening will be required to certify the translation for the second screening. Therefore, it is recommended that candidates verify beforehand, whether their current school of enrollment accepts to certify translations made by students.

## PREPERATION FOR THE PRELIMINARY SCREENING

According to the official guideline, "8-(3)-③ Interview", applicants must have a clear and precise idea about Japanese universities in which they wish to make their postgraduate study or research.

Candidates invited to an interview (primary screening) are required to explain during the interview, the reason for their choice about future host universities.

(\* Besides, successful candidates in the preliminary screening are required to contact directly Japanese universities of their choice and make request for an admission or a provisional acceptance. This procedure must be done until August 24, 2018)

For this reason the applicant is demanded to collect information about Japanese universities and make a search for schools / professors whose subject of study/research meets the applicant's study plan.

The following websites are recommended by MEXT to search for Japanese universities and researchers:

- ❖ **Directory Database of Research and Development Activities** (English)  
<http://researchmap.jp/?lang=english>
- ❖ **The International Priority Graduate Programs** (English)  
[http://www.mext.go.jp/a\\_menu/koutou/ryugaku/kokuhi/tokubetu/07032702.htm](http://www.mext.go.jp/a_menu/koutou/ryugaku/kokuhi/tokubetu/07032702.htm)
- ❖ **J-Global** (English)  
<http://jglobal.jst.go.jp/en/>
- ❖ **Program for Leading Graduate Schools** (English)  
<https://www.jsps.go.jp/english/e-hakasekatei/index.html>

Important points to be considered for the search:

- To find a professor / an academic advisor, whose direction and coaching the applicant wishes to have for his/her project of study in Japan.
- To verify what qualifications are necessary to be accepted by the professor / academic advisor.
- To find a professor / an academic advisor who is leading a research team which the applicant wishes to join.
- To verify what qualifications are necessary to be allowed to join the team.
- To verify in which language research guidance such as lectures, experiments and practical training at universities is conducted (in Japanese or in English?).

### **WRITTEN LANGUAGE EXAMINATION**

- Written examinations consist in Japanese and in English tests.
- The Japanese and the English test must be taken by all applicants.
- When a candidate participates in two tests, the better result will be taken in consideration for the selection.
- Applicants who desire to pursue fields of study such as Japanese linguistics, Japanese literature, Japanese history or Japanese law, need to obtain scores better than a certain level in order to be selected as a grantee.
- The result of applicants who desire to pursue other fields of study than Japanology (mentioned above), will be used just as reference data for the first six-month Japanese-language training after his/her arrival in Japan.
- When a grantee is considered by his/her host-university to have sufficient ability in Japanese for conducting his/her study/research in Japan, he/she may be placed in the university as research student or a regular graduate student without going through the first six-month Japanese-language training.

### **INTERVIEW (LANGUAGE)**

The interview will be held in English, German or French, and in Japanese, when candidates can do it.

## PART II

### Information for successful candidates of the primary screening

#### I. HOW TO PROCEED TO SECOND SCREENING

In order to proceed to the final screening<sup>1</sup>, successful candidates in the primary screening are required to:

- 1) Contact directly Japanese universities of his/her choice no later than **by the 24th of August 2018**, in order to obtain admission as a graduate student<sup>2</sup> or research student<sup>3</sup>, or a letter of provisional acceptance as a research student
- 2) Submit to the Embassy of Japan the application form (Attachment)/日本政府 (文部科学省) 奨学金留学生申請書 (別紙) and document(s) certifying admission or provisional acceptance

1. *MEXT conducts the second screening in October/November 2018, based on the results of the primary screening, and selects as national scholarship grantees those applicants for whom the placement at a university is finished. Please see the official guideline, "11. SECOND SCREENING AND PLACEMENT AT UNIVERSITY".*
2. *Graduate student: Degree student enrolled in a master/doctoral course as a regular student, etc. Please see the official guideline, "4. Period of Scholarship" - (2).*
3. *Research student: Non-degree student, auditor, etc.*

#### 1) Contact with preferred universities

- ① For presenting your candidature, please contact universities in which you wish to be placed.
  - You are allowed to contact up to three universities
  - Contact address of universities can be also provided by the Embassy of Japan, upon request of candidates
- ② With agreement of the contacted university, please submit, **not later than by 24th of August 2018** the following documents to the university in order to obtain an admission or a provisional acceptance.  
*(After the primary screening, successful candidates will receive from the Embassy of Japan, the documents mentioned below.)*
  - One set of application documents, confirmed by the seal of the Embassy of Japan in Switzerland
  - Passing certificate of the primary screening issued by the Embassy of Japan
  - Prescribed form of Letter of acceptance for provisional acceptance  
(used only by applicants who wish "Research student" status)
  - You may make necessary number of copies of the above mentioned documents.

➤ Additional documents may have to be submitted upon request of the university.

③ After having submitted the required documents, please follow instructions of the university

➤ In case of a candidate wishing to enrol in a regular graduate course as a degree student, it is not excluded that some universities would not give admission, unless he/she takes the entrance examination. Please note that the MEXT does not allow money for travel expenses to Japan for this purpose.

## 2) **Submit to the Embassy of Japan necessary documents for proceeding to the second selection**

① Please fill in the application form (Attachment), indicate the universities of your choice (up to three universities), and the names of professors / academic advisors.

➤ Candidates, who have obtained admission as a regular or a research student, may not, in principle, need to indicate additional universities in this form, for the reason mentioned in the paragraph II-2). However, it is preferable to give the name of other universities by way of precaution.

② Please submit the following documents:

- Application form (Attachment) / 日本政府 (文部科学省) 奨学金留学生申請書 (別紙)
- Documents certifying admission or provisional acceptance issued from the host university of your choice (when you've already obtained)
- Certified translation of the documents such as academic transcript, graduation certificate or degree certificate (when you translated it by yourself at the time of application)

To                      Japan Information and Cultural Center (JICC)  
Embassy of Japan in Switzerland  
Postfach  
3000 Bern 9

By                        Monday, August 24, 2018

➤ When it is difficult to obtain by the deadline mentioned above, the certifying document for an admission or a provisional acceptance from the university because of its annual schedule (e.g. summer holidays), the submission of these documents may be put off until the beginning of October 2018. In this case, please let us know it in advance.

➤ In case of more than 2 admissions, please submit only one admission document of your preferred university.

➤ In case of more than 2 letters of provisional acceptance, all of those should be submitted.

## II. PLACEMENT PROCESS

### 1) Placement in a host university

- Over the matter of placement, MEXT consults only with the universities which the candidate indicated in the application form (Attachment).
- The university having delivered the document certifying admission or provisional acceptance will be firstly consulted by MEXT.
- The university which has not accepted to deliver the document certifying admission or provisional acceptance will be not consulted by MEXT.

### 2) Difference between admission and letter of provisional acceptance

- An Admission as a research student allows the candidate to be placed with priority in the host university.
- Any candidate who has obtained admission as a regular graduate student will be placed directly in the regular graduate course of the host university.
- When a candidate has obtained a letter of provisional acceptance as a research student from a university, MEXT will, as a matter of priority, request the university to receive the grantee and place him/her there upon the university's approval. However, without approval, the placement could be end in failure.

\* If a candidate wants to enter a public or private university, the grantee's preference may not be met due to budgetary reasons concerning school fees, etc. In this case, the candidate is not allowed to raise an objection against the decision.

## III. ADDITIONAL INFORMATION

### 1. Departure postponement

When the placement process for a candidate hoping to leave for Japan in April is not concluded at the beginning of February 2019, his/her departure will be postponed to October 2019.

### 2. Cancellation of temporary notice of appointment as grantee

In spite of a temporary notice of appointment as grantee (announced end of December 2018/Beginning January 2019), if the placement at a university ends in failure by the end of July 2019, the appointment as a grantee will be automatically cancelled.

### 3. Extension of term of scholarship

*(See also "5. EXTENSION OF PERIOD OF SCHOLARSHIP" of the MEXT Application Guideline)*

- If grantee desires to proceed to a regular graduate course from a research student course, or to a doctoral course from a master's course or a professional graduate course, he/she may have the term



of his/her scholarship extended upon successful examination by MEXT provided that he/she has outstanding academic achievement that meets certain criteria.

*\* Grantee as research student cannot have the term of his/her scholarship extended.*

*\* If grantee proceeds to a higher level of education without receiving approval for an extension of the term of the scholarship, the scholarship will be cancelled. He/she may, however, proceed to a higher level of education or continue with his/her study as a privately-financed student.*

## **CONTACT**

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