

# Foreign Researcher Invitation Program

## Application Process

JILPT

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### 1. Conditions

- (1) Term of invitation: Within one year, in principle.
- (2) Obligations under invitation program: As a rule, foreign researchers invited under the invitation program (hereafter referred to as “visiting researchers”) are expected to remain in Japan and conduct research on a specified theme at the Japan Institute for Labour Policy and Training (hereafter referred to as the “Institute”) and cooperate in research activities of the Institute upon its request throughout the term of invitation.
- (3) Research report and presentation: Visiting researchers are required to conduct research on a specified theme during the term of invitation, submit a research report and present the report to a research report seminar at the Institute before the end of their stay.
- (4) Follow-up activities: It is expected that visiting researchers will participate in future joint research activities with the Institute after returning to their home countries.

### 2. Eligibility

- (1) Visiting researchers must satisfy all of the following conditions:
  - a. Must be a foreign researcher who is currently affiliated with a labor-related research institute or overseas university (excluding graduate students).
  - b. Must have more than five years of research experience in the field of labor issues.
  - c. Must possess sufficient command of Japanese or English to conduct research in Japan.
  - d. Must be able to remain in Japan and conduct research at the Institute throughout the term of invitation.
  - e. Must be in good health enough to carry out and complete intended studies in Japan as a visiting researcher for the Institute.
  - f. Must not have previously been invited to Japan under the research program.
  - g. Must not seek other sources of financial support such as fellowships during the term of invitation.
- (2) Visiting researchers must select a theme that falls under any of the following six research projects of the Institute, carry out and complete the research plan based on the theme during the term of invitation, and cooperate in research activities of the Institute.

- a. Research and Study of a Society in which All Demographics Could Participate in a Time of Population Declines
- b. Research on Factors Changing the Regional Structure for Employment / Unemployment
- c. Research and Study of the Development of Social Systems and Employment Environments for Work - Life Balance and Variety of Work Options
- d. Comprehensive Research for Building Stable Labor and Management Relations in Individualized Labor Relations
- e. Research on Human Resource Development and Career Support in the New Economic Society
- f. Research and Development on the Strengthening of Supply and Demand Control Function and Career Support Function in the Labor Market

### **3. Application and selection process**

#### (1) Information of the invitation program

The Institute invites, in line with the purpose of the program, visiting researchers selected from the public. Specifically, the department in charge of the invitation program prepares 'Guideline for Application' and informs relevant foreign and Japanese research institutes and persons engaged in labor-related research activities.

#### (2) Letters of recommendation:

- a. Applicants for the visiting researcher invitation program must attach two letters of recommendation (using the attached form) in accordance with the 'Guideline for Application': One letter should be from the research institute or university the applicant is currently affiliated with, and one letter should come from a Japanese scholar.
- b. If applicants do not personally know a Japanese scholar who can provide a letter of recommendation, they must indicate this in their application and instead name a Japanese scholar they are familiar with (through papers, books, international conferences, etc.), provide the name and institutional affiliation of the scholar and how they have come to know the scholar.

#### (3) Application process

Applicants must fill in the application form required information as follows:

- a. Name, date of birth, sex, current address, education history, day/year when appointment at current research institution commenced, position/title held at research institution, and research activities since the appointment.
- b. Intended research theme and plan during the stay in Japan
- c. Documents supporting proficiency in Japanese or English
- d. Desired schedule of research in Japan

Applicants must indicate their desired schedule of research in accordance with the 'Guideline for Application'

#### (4) Selection process

The Institute will, within one month after the expiration of the application period, select candidates and will notify them and the institutions they are affiliated with based on the examination by the selection/evaluation committee consisting of the president and other persons concerned of the following items:

- a. Eligibility: Whether applicants satisfy the conditions specified in 2.(1) above.
- b. Proposed research theme and plan: Whether the research theme and plan satisfy the conditions specified in 2.(2) above. Applicants will be able to change their theme and research plan according to the suggestions made through the examination process.
- c. Personality evaluation: Whether applicants possess clear problem consciousness on the research theme and the aptitudes required for staying in Japan and conducting research activities at the Institute based on the documents for application and letters of recommendation.
- d. Language proficiency: Whether applicants' language ability is sufficient to conduct research and stay in Japan.

#### **4. Procedures for visiting Japan**

- (1) In principle, visiting researchers should take care of the necessary procedures for visiting Japan (such as applying for a visa) on their own, but the Institute will provide support deemed as necessary.
- (2) Visiting researchers should submit specific schedule to the Institute for approval.
- (3) Departments in charge of the invitation program should have close contact with the visiting researchers and advance preparations so that they can conduct their research activities smoothly in Japan.

#### **5. Responsibilities of visiting researchers**

- (1) Devotion to the proposed research: Visiting researchers must devote themselves to their research activities on the proposed theme. This must be done within the term of invitation and in accordance with the submitted research plan.
- (2) Reporting to the Institute during the term of invitation: Visiting researchers are required to submit a research progress report using a specified form upon request by the Institute during the term of invitation.
- (3) Upon request by the Institute, visiting researchers are expected to report on the following in research seminars:
  - a. Research trends at the researchers' affiliated institutions
  - b. Labor situations in researchers' home countries
- (4) Observance of regulations: Visiting researchers must sincerely observe all the regulations established by the Institute.
- (5) Approval process for changing the research plan: In principle, visiting researchers are not expected to change their proposed research theme or shorten or extend the agreed term of invitation. However, if they have appropriate reasons for doing so,

they must notify the Institute in advance and seek its approval.

(6) Research report:

- a. Visiting researchers must submit a research report on their proposed theme and present it at a research report seminar before the end of their stay.
- b. In the event that they are unable to complete their research report, visiting researchers are required to submit an abstract of their research findings and explain in writing why they have not been able to complete their research on time. They must give a presentation based on the abstract before the end of their stay, and complete and submit their report within two months of returning to their home country.
- c. The selection/evaluation committee of the Institute will examine the submitted research reports and, if necessary, recommend revisions. In such cases, visiting researchers must submit a revised report within one month of such recommended revisions.

(7) Activities after the conclusion of the invitation program:

- a. When publishing results of research conducted during the term of invitation, foreign researchers must acknowledge that the research was made possible by the Institute's foreign researcher invitation program. Moreover, it is expected that a copy of the journal in which the report has appeared will be submitted to the Institute.
- b. It is expected that visiting researchers will continue to maintain contact and exchange information with the Institute after returning to their home countries and cultivate networks for future joint international research between the Institute and the institutions they are affiliated with.

(8) In principle, the items listed below are not allowed for visiting researchers. However, if they have genuine reasons, visiting researchers may report such circumstances using a specified form and seek the Institute's approval.

- a. Shortening or extending of term of invitation
- b. Change of route of travel
- c. Being accompanied by family
- d. Departing Japan before the end of the term of invitation

## **6. Expenses**

(1) The Institute covers the following expenses for conducting proposed research:

- a. Travel expenses (economy-class air ticket), miscellaneous for travel, living expenses (accommodation fee and daily allowances) and overseas travel insurance.
- b. Other expenses deemed necessary for conducting research.

(2) The Institute will advise each candidate individually of the total amount of expenses to be covered.

## **7. Support for research activities, etc.**

The Institute will provide visiting researchers with the following support for conducting research:

- (1) Provision of an office and stationery, and access to facilities necessary for conducting research
- (2) Advice on their research, as necessary
- (3) Use of the title “Visiting Researcher” during the term of invitation
- (4) Other support deemed necessary by the president of the Institute.

#### **8. Treatment of research results**

The department in charge of the invitation program will publish a compilation of the research results on the Institute’ web site approved by the selection/evaluation committee.

#### **9. Cases in which the Institute might take action**

Should any of the following cases apply to visiting researchers, the Institute might take action that it deems necessary in accordance with the original purpose of this project:

- (1) Failure to conduct the proposed research without any justifiable reason.
- (2) Changing the research theme, or shortening or extending the term of invitation without obtaining approval as specified in 5.(5).
- (3) Failing to submit the research report as specified in 5.(6) without any justifiable reason.
- (4) Violating regulations established by the Institute, developing a serious health problem or encountering any other condition that makes continuation of the research very difficult.

#### **10. Department in charge**

International Affairs Department will take charge of the matters provided in this ‘Application Process’, and other detailed rules necessary to follow this ‘Application Process’ will be separately provided by the president of the Institute.

#### **11. Effective Date**

This ‘Application Process’ will be applied as from the 1<sup>st</sup> day of April, 2009.