

2018 JFT SUMMER LANGUAGE BRUSH UP & PD WORKSHOP FOR JAPANESE-LANGUAGE TEACHERS PROGRAM APPLICATION INSTRUCTIONS

This program is designed for Japanese-language teachers who are non-native speakers of Japanese in Canada to provide the opportunity to brush up their Japanese-language skills and experience new teaching methodologies by participating in the program in Burnaby, British Columbia

1. Organizational Eligibility

Canadian educational organizations that are conducting Japanese-language education (Applications from individuals will not be accepted).

2. Outline

An intensive four-day course in the Japanese language and teaching methods will be conducted for Canadian teachers who are non-native speakers of Japanese.

(1) Duration:

Wednesday, July 4 – Saturday, July 7, 2018

(2) Venue:

Simon Fraser University, Burnaby Campus, BC (Details will be announced later.)

(3) Eligible Candidates:

The following individuals are eligible to participate in the program:

- a) In principle, those who are currently employed by the applying organization as a Japanese-language teacher and who will continue teaching in the aforementioned organization after their return.
* If you are a Japanese-language teacher who does not meet the above eligibility requirements but still wishes to participate in this program, please contact Ms. Noriko Saito at nsaito@jftor.org.
- b) Those who did not complete their compulsory education (elementary and junior high school, 9 years) in Japan.

(4) Number of Participants: Up to 15 teachers (in total)

3. Grant Coverage

JFT will bear the following expenses in accordance with its regulations.

- a) Accommodation (shared) * Please note that the participants who apply after May 22 may not be able to receive accommodation provided by JFT.
- b) Training program and necessary expenditures for participation in the program (such as teaching materials)

The participants will bear the following expenses:

- a) Cost for travel
- b) Meals during the program

4. Obligation of the Participants

The participants are required to adhere to the following items:

- a) To participate in all scheduled activities.
- b) To devote themselves to the program and not to make use of their stay in Burnaby, BC for any other purposes.

- c) To understand that they are invited as members of a group, and to attend every activity of the program, under the direction of JFT.
- d) To not be accompanied by their family and friends.

5. Application Procedures

- 1) Applications should be submitted via e-mail to Ms. Noriko Saito (nsaito@jftor.org) at the Japan Foundation, Toronto no later than June 10, 2018.
- 2) The application form consists of 3 pages.

8. Selection and Notification

The applications will be screened by JFT and decisions will be announced in June 2018. Please understand that we cannot answer inquiries in regard to the reasons of our decisions.

9. Disclosure of Information

- 1) Information of successful projects including the name of the participant and affiliation/institution will be made public on the Japan Foundation's website and in other public relations materials.
- 2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No.140 of December 5, 2001), submitted application forms and related materials will be disclosed, except for information stipulated by law as not to be disclosed.

10. Handling of Personal Information

Please inform the candidate of the following.

- 1) The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). For the Japan Foundation's undertakings for the protection of personal information, please see the following website. <http://www.jpf.go.jp/e/privacy/>
- 2) The application form and other related documents cannot be returned to the applying institution under any circumstances.
- 3) Copies of applications, including recommendation forms, may be given to those who evaluate the applications in the screening process.
- 4) In some cases, the Japan Foundation may use the contact information provided on the application form to inform candidates of other Japan Foundation activities or to send public relations materials.
- 5) Participants' personal information such as name, country, gender, affiliation, program period, etc. will be published in the Program Guide, and may be published in the activities report of the Japan Foundation, the Detailed Annual Report of the Japan Foundation Activities, on the Japan Foundation website, and in other publications of the Japan Foundation. They will also be used in compiling statistics for the Annual Report, the Detailed Annual Report of the Japan Foundation Activities, the Japan Foundation's website and other public relations materials.
- 6) In some cases, participants' personal information such as name, country, gender, affiliation, program period, etc. may be used to evaluate the training programs or for other academic purposes.
- 7) The personal information of participants such as their names, countries, genders, dates of birth, home addresses, affiliations, program periods, etc., will be provided to the following institutions: Related hotels etc.
- 8) By applying to this program, the applicant agrees to the use of personal information for the above-mentioned purposes.