

## Hakuhodo Foundation

# 12th Japanese Language Exchange Program Application Guide for Overseas Schools

Applications for next year's "Japanese Language Exchange Program" (former "Hakuho Japanese Language Exchange Program") are now open.

We look forward to receiving many applications.

January 7, 2020

Organizer: Hakuhodo Foundation

Support: Ministry of Education, Culture, Sports, Science and Technology Japan



## **1. Objective**

In a global society, mutual understanding and acceptance of the diversity of lifestyles and cultures in other countries is crucial. The Japanese Language Exchange Program aims to provide opportunities for Japanese and overseas students to deepen their understanding of each other and to grow into internationally-minded people through intercultural experiences and international exchanges in Japanese language.

## **2. Program overview**

The Japanese Language Exchange Program (“the Program”) is a program open to middle schools outside of Japan that teach a Japanese curriculum. The Program invites students studying Japanese at overseas schools and their accompanying teachers to Japan to visit participating Japanese schools for international exchanges and intercultural experiences in Japanese with Japanese students of the same age.

### **(1) Japanese Language Exchange Program**

- (a) Program period: Wednesday 19 May – Thursday 3 June 2021 (tentative)
- (b) Program content: School visit, cultural and social experiences, exchange events, etc.  
(There may be a home stay.)
- (c) Number of schools: Around 10 schools
- (d) Participants per school: 4 students and 1 accompanying teacher (participation of school officials in addition to the 1 accompanying teacher is not permitted)
- (e) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers’ insurance

To ensure the success of the program, teachers who accompany students to Japan will be invited to Japan in the year prior to the Program for preparatory training (Preparatory Training in Japan for Overseas Teachers).

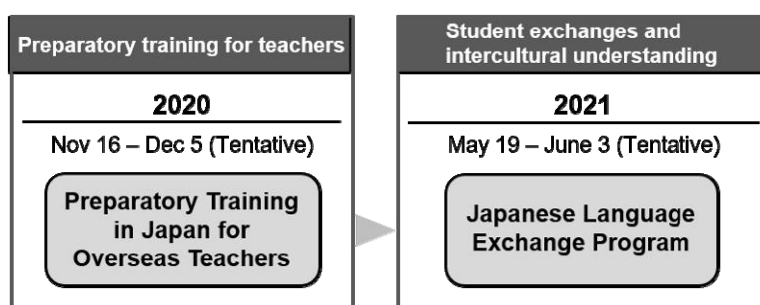
- Teachers who accompany students from schools selected to participate in Japanese Language Exchange Program must attend the following Training in Japan for Overseas Teachers program.

### **(2) Preparatory Training in Japan for Overseas Teachers**

Accompanying teachers from schools selected to participate in the Program come to Japan for

training in methods to increase their students' motivation to study Japanese and prepare for their visit/exchange experiences, and to experience the Program prior to their students' visit.

- (a) Program period: Monday 16 November – Saturday 5 December 2020 (tentative)
- (b) Training content: Methods of helping students to prepare for their visit, experiencing a school visit, and Japanese cultural and social experiences, etc. that the students will have
- (c) Planned support: Return airfare to Japan; departure and airport taxes; Japan visa fee; accommodation, meals and activities (including training and travel) while in Japan; international travelers' insurance



### 3. Eligibility

Applications for the Japanese Language Exchange Program are open to schools only. Applying schools must meet all the following requirements.

- (1) The school must be recognized as a formal middle school-level educational institution by its national government.
- (2) The school must be engaged in teaching formal Japanese classes to students between the ages of 12 and 16, the target age of the Program.
- (3) The school must be able to obtain any necessary government or other permission required for participation in the Program and the Preparatory Training in Japan for Overseas Teachers.
- (4) The school must be able to actively and collaboratively prepare for and undertake the Program and Preparatory Training in Japan for Overseas Teachers if selected.
  - Schools that have participated in the Program previously are eligible to apply.
- (5) The school must be able to select and send an accompanying teacher to Japan to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
- (6) In accordance with the rules of the country, state, upper educational institution, school, etc., there must be no personnel that are required to accompany participants other than one lead teacher and four students.
- (7) School must select an accompanying teacher who meets the following requirements:

- (a) The teacher must be employed by the applying school as a Japanese language teacher until at least the end of the Program.
- (b) The teacher must be able to participate in both the Program and Preparatory Training in Japan for Overseas Teachers.
- (c) The teacher must have Japanese ability of at least Japanese-Language Proficiency Test level N3\* at the time of application.
- (d) The teacher must not be a graduate of Japan's compulsory education system (defined as the nine years from elementary school through junior high school).
- (e) The teacher must be physically and mentally fit.

\* N3 level: Able to understand Japanese used in everyday situations to some degree.

- (8) Schools must have enrolled students that meet the following requirements.
  - (a) Aged 12–16
  - (b) Have studied Japanese for at least six months at the time of their participation in the Program.
  - Following selection of a school for participation in the Program, teachers and students who are found by the Foundation through examination of submitted documents, etc. to not meet the requirements for participation, or who are ineligible for the Foundation's nominated international travelers' insurance scheme may be disqualified from participation.

#### **4. Application procedure**

##### (1) Application documents

###### (a) Participant Application Form

Complete the provided form in the language specified.

Applications that are not completed as specified, or that are submitted without the handwritten signature of the head of the educational institution (school principal) will be invalid.

Part 3 (3-1/3-2) of the Participant Application Form must be handwritten in Japanese by the accompanying teacher.

###### (b) Japanese ability self-assessment checklist

The accompanying teacher should fill in the provided checklist and submit it together with their application.

###### (c) Japanese Language Proficiency Test (JLPT) Certificate of Proficiency

Accompanying teachers who hold a Certificate of Proficiency from the Japanese Language

Proficiency Test are requested to submit a copy with the application form.

(d) Consent for the Handling of Personal Data

A consent form regarding the provision and protection of personal data is included in the application documents. It must be completed by the accompanying teacher. Applications submitted without the consent form will be not be considered.

(2) Where to obtain the application documents

Application documents are available on the Hakuhodo Foundation website:

<https://www.hakuhodofoundation.or.jp/en>

(3) Application period and address for submission of applications

Application period: Applications must arrive at the designated address between Tuesday 7 January and Friday 6 March 2020.

- The designated address for submission of applications is different for each country. Please refer to pages 6-9 for the designated address for submission in your country.
- Only applications that reach the designated organization by Friday 6 March 2020 will be considered.
- Application documents must be submitted by post. Applications received by fax or email will not be considered.

## 5. Screening

Applications will be screened rigorously, giving weight to the following, by a judging panel chosen by Hakuhodo Foundation. The screening criteria and process are confidential.

- (1) Motivations and objectives for participation are clear and in line with the intentions of the Program.
- (2) Positive effects from the exchange can be expected for participating Japanese schools.
- (3) The school and accompanying teacher have applied understanding the objectives of the Program.
- (4) The accompanying teacher has sufficient Japanese language ability to be able to participate in the Program.
- (5) The school is deemed by the judging panel to be suitable for participation in the Program.
  - As a means of expanding opportunities to participate, teacher participation in only the “Preparatory Training in Japan for Overseas Teachers” program may be allowed.

## 6. Notification of results

Applying schools will be notified as to whether they have been selected in June 2020.

Note that we cannot respond to individual inquiries about selection results.

## **7. Disclosure of information about participating schools**

The name and other information about schools selected to participate in the Program will be posted on the Hakuhodo Foundation's website, etc.

## Addresses for submission of application documents

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- **Australia: The Japan Foundation, Sydney** (<http://www.jpff.org.au/>)  
The Japan Foundation, Sydney  
Level 4, Central at Central Park, 28 Broadway, Chippendale, NSW 2008, Australia  
Tel: +61-2-8239-0055
- **Brazil: Fundação Japão** (<http://fjfsp.org.br/>)  
The Japan Foundation, São Paulo  
Avenida Paulista 52, 3º andar Bela Vista CEP 01310-900, São Paulo, SP, Brasil  
Tel: +55-11-3141-0843 / +55-11-3141-0110 Fax: +55-11-3266-3562
- **Canada: The Japan Foundation, Toronto** (<http://www.jftor.org/>)  
The Japan Foundation, Toronto  
2 Bloor Street East, Suite 300, PO Box 130, Toronto, Ontario, M4W 1A8, Canada  
Tel: +1-416-966-1600 Fax: +1-416-966-9773
- **France: Maison de la culture du Japon à Paris** (<http://www.mcjp.fr/>)  
The Japan Cultural Institute in Paris  
101 bis, Quai Branly, 75740 Paris Cedex 15, France  
Tel: +33-1-44-37-95-00 Fax: +33-1-44-37-95-15
- **Germany: Japanisches Kulturinstitut, Köln** (<http://www.jki.de/>)  
The Japan Cultural Institute in Cologne  
Universitätsstraße 98, 50674 Köln, Bundesrepublik Deutschland, Germany  
Tel: +49-221-9405580 Fax: + 49-221-9405589
- **Hungary: Japán Alapítvány Budapesti Iroda** (<http://www.jfbp.org.hu/>)  
The Japan Foundation, Budapest  
Oktogon Ház 2F, 1062 Budapest, Aradi utca 8-10, Hungary  
Tel: +36-1-214-0775 Fax: +36-1-214-0778
- **India: The Japan Foundation, New Delhi** (<http://www.jfindia.org.in/>)  
The Japan Foundation, New Delhi  
5-A, Ring Road, Lajpat Nagar-IV, New Delhi, 110024, India  
Tel: +91-11-2644-2968 Fax: +91-11-4172-9128



- **Indonesia: The Japan Foundation, Jakarta**  
 (<http://www.jpjf.or.id/> \*This site is currently unavailable. Please use one of the The Japan Foundation, Jakarta's official social media)  
 accounts: [http://www.jpjf.go.jp/j/policy/official\\_accounts.html](http://www.jpjf.go.jp/j/policy/official_accounts.html)  
 The Japan Foundation, Jakarta  
 Summitmas I, 2-3F, Jalan Jenderal Sudirman, Kav. 61-62  
 Jakarta Selatan 12190, Indonesia  
 Tel: +62-21-520-1266 Fax: +62-21-525-1750
- **Italy: Istituto Giapponese di Cultura in Roma** (<http://www.jfroma.it/>)  
 The Japan Cultural Institute in Rome  
 Via Antonio Gramsci 74, 00197 Roma, Italy  
 Tel: +39-06-322-4754 Fax: +39-06-322-2165
- **Korea: 일본 국제 교류 기금 서울 문화 센터** (<http://www.jpjf.or.kr/index/>)  
 The Japan Foundation, Seoul  
 Office Bldg. 2F&4F, Twin City Namsan, 366 Hangang-daero, Yongsan-gu, Seoul 04323 Korea  
 Tel: +82-2-397-2820 Fax: +82-2-397-2830
- **Malaysia: The Japan Foundation, Kuala Lumpur** (<http://www.jfkl.org.my/>)  
 The Japan Foundation, Kuala Lumpur  
 18th Floor, Northpoint Block B, Mid-Valley City, No.1, Medan Syed Putra, 59200, Kuala Lumpur, Malaysia  
 Tel: +60-3-2284-6228 Fax: +60-3-2287-5859
- **Mexico: Fundación Japón en México** (<http://www.fjmex.org/>)  
 The Japan Foundation, Mexico  
 Av. Ejército Nacional #418 Int. 207, Col. Polanco V sección, C.P. 11560 CDMX México  
 Tel: +52-55-5254-8506 Fax: +52-55-5254-8521
- **Mongolia: Монгол-Японы Хүний Нөөцийн Хөгжлийн Төв** (<http://www.japan-center.mn/>)  
 Mongolia -Japan Center for Human Resources Development  
 The Mongolia-Japan Center Bldg., P.O.Box 190, Ulaanbaatar-46a, Mongolia  
 Tel: +976-75110879 Fax: +976-11-317528

- **Philippines: The Japan Foundation, Manila** (<http://www.jfmo.org.ph/index.php>)  
 The Japan Foundation, Manila  
 23 Fl., Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City,  
 Metro Manila, 1226, Philippines  
 Tel: +63-2-811-6155 Fax: +63-2-811-6153
- **Romania: Asociația Profesorilor de Limba Japoneză din România**  
 (<http://kyoushikai.wordpress.com/>)  
 Association of Japanese Language Teachers in Romania (APJR)  
 C/O Angela Dragan, President  
 Str. Lt. Col. Paul Ionescu 18, ap. 2, sector 1, 011084, Bucharest, Romania  
 Tel. +40-745-740-321
- **Russia: Отдел Японской Культуры "Japan Foundation" во ВГБИЛ**  
 (<https://jpfmw.ru/?lang=ru>)  
 The Japanese Culture Department "Japan Foundation" of the All-Russia State Library for Foreign  
 Literature  
 4th Floor, Nikoloyamskaya Street, 1, Moscow, Russian Federation, 109189  
 Tel: +7-495-626-5583 Fax: +7-495-626-5568
- **Spain: Fundación Japón, Madrid** (<http://www.fundacionjapon.es/>)  
 The Japan Foundation, Madrid  
 2a planta del Palacio Cañete Calle Mayor, 69 28013 Madrid, Spain  
 Tel: +34-91-310-1538 Fax: +34-91-308-7314
- **Sri Lanka: The Japanese Teachers' Association of Sri Lanka**  
 (<https://sites.google.com/site/nihongokyoshikaisuriranka/>)  
 The Japanese Language Teachers' Association of Sri Lanka  
 C/O, Mrs. Nayomi Wijesekara, The Librarian, Embassy of Japan, 20, Srimath R. G. Senanayake  
 Mawatha, Colombo-07. Sri Lanka  
 TEL: Vice-President +94-77- 807-2994  
 FAX: Embassy of Japan +94-11-2698629
- **Taiwan: 吳鳳科技大學 應用日語系** (<http://www.wfu.edu.tw/wufeng/index.htm>)  
 Department of Applied Japanese, College of Tourism & Hospitality, WuFeng University,  
 117, Sec 2, Chiankuo Rd, Minhsiung, Chiayi County 62153, Taiwan, R.O.C.  
 Tel: +886-5-2267125 #61602 Fax: +886-5-2260293

- Thailand: เจแปนฟาวน์เดชัน กรุงเทพฯ** ([http://www.jfbkk.or.th/index\\_th.php?lang&lang=th](http://www.jfbkk.or.th/index_th.php?lang&lang=th))  
 The Japan Foundation, Bangkok  
 Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road)  
 Bangkok 10110, Thailand  
 Tel: +66-2-260-8560 Fax: +66-2-260-8565
- Turkey: Türk Japon Vakfı** (<http://www.tjv.org.tr>)  
 The Turkish Japanese Foundation Culture Center  
 Ferit Recai Ertuğrul. Cad. No.2 06450 Oran, Ankara, Turkey  
 Tel: +90-312-491-1748 Fax: +90-312-491-1752
- UK: The Japan Foundation, London** (<http://www.jpff.org.uk/>)  
 The Japan Foundation, London  
 101-111 Kensington High Street, London, W8 5SA, United Kingdom  
 Tel: +44-207-492-6570
- USA: The Japan Foundation, Los Angeles** (<http://www.jflalc.org/>)  
 5700 Wilshire Boulevard, Suite 100 Los Angeles, CA 90036, USA  
 Tel: +1-323-761-7510 Fax: +1-323-761-7517
- Vietnam: Trung tâm Giao lưu Văn hóa Nhật Bản tại Việt Nam** (<http://www.jpff.org.vn/>)  
 The Japan Foundation Center for Cultural Exchange in Vietnam  
 No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam  
 Tel: +84-4-3944-7419 Fax: +84-4-3944-7418
- Other Countries: Hakuodo Foundation Program Secretariat**  
 “Japanese Language Exchange Program” Secretariat  
 C/o e-side, Inc., B1 Fl., Shiba-Daimon MF Bldg., 2-1-16 Shiba-Daimon, Minato-ku, Tokyo  
 105-0012, Japan  
 Tel: +81-(0)3-6435-8789 Fax: +81-(0)3-6435-8790  
 E-mail: hakuho.gn@e-side.co.jp

This program is undertaken with the cooperation of the Japan Foundation, the Association for Japanese-Language Teaching (AJALT), the Association of Japanese Language Teachers in Romania, the Japanese Teachers’ Association of Sri Lanka, the Mongolia-Japan Center for Human Resources Development, the Turkish Japanese Foundation Culture Center, and WuFeng University.

## ■ Handling of Personal Data

(1) HAKUHODO FOUNDATION (“the Foundation”) will strictly manage personal data received from you, and will use such personal data for the purpose of evaluation and selection of participants, notification of selection or otherwise, announcement of successful candidates or decisions regarding participation, communications regarding implementation of the Program, reporting and introduction on activities on the Foundation’s homepage, and in newspapers and magazines, etc., the issuance of questionnaires targeted at improving the Foundation’s programs and activities, and the dissemination of information about the Foundation’s future activities, issuance of greeting letters and other publications. Personal data received from you will not be disclosed or provided to third parties other than service providers except as required by relevant laws or regulations, etc.

(2) Video and photographic images and other products of the Program may be used or introduced on the Foundation’s homepage, in the Foundation’s newspapers, SNS, magazines and other reports for the introduction about the Foundation’s activities or invitation notices about its business, etc. While the information regarding individual names or contact details will not be listed, information that could result in identification of a school or individual (including, without limitation, photographs and videos, etc.) may be listed to the extent that consent is obtained upon contacting the relevant schools and individuals.

(3) If you have any questions regarding the processing of personal data, or other inquiries, request rectification or erasure of the same, or have any complaint regarding personal data, please contact the following individual. Upon confirming your identity, the individual will notify you of the necessary procedures regarding your request, etc.

Contact: Secretariat Office for Hakuho Foundation Japanese Language Exchange Program

E-mail: [hakuho.gn@e-side.co.jp](mailto:hakuho.gn@e-side.co.jp)

Contact for persons in the EU/EEA:

Special Secretariat Office for the General Data Protection Regulation (GDPR) Compliance- Hakuho Foundation Japanese Language Exchange Program

Special form for persons in EU/EEA: <https://www.hakuhodofoundation.or.jp/en/contact/form/eeapd/>

\* Please refer to the following website for details of the Foundation’s policy and principles regarding the processing and protection of personal data:

<https://www.hakuhodofoundation.or.jp/en/privacy/>

The Foundation processes personal data of individuals residing within the EU/EEA regions\* appropriately in compliance with the General Data Protection Regulation (GDPR) of the European Union. For more information, please refer to the following website:

<https://www.hakuhodofoundation.or.jp/en/privacy/>

\*"EU/EEA regions" means the 28 member states of the European Union and Iceland, Liechtenstein, and Norway

The Hakuodo Foundation was established in 1970, aiming at helping children grow and develop rich human qualities. It is our 50th anniversary in 2020 and we continuously provide various different types of support for activities carried out by teachers and researchers on the frontline of child and language education, including not only the Hakuho Award which honors schools, organizations and educators working tirelessly in education, Research Grant for Child Education, and Teacher Development Scholarship at the center of our activities, but also the Japanese Research Fellowship, Japanese Language Exchange Program, and Survey Research Program.

公益財団法人 **博報堂教育財団**

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