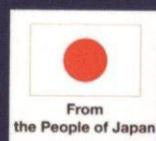


JDS Application Guidelines



The Project for Human Resource Development Scholarship
by Japanese Grant Aid in the Kingdom of Bhutan 2018



I. Application Guidelines

1. About JDS Scholarship

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) was launched by the Bhutanese government with the assistance of the Japanese government in 2018.



JDS is funded by the Japanese government through its ODA (Official Development Assistance) budget.

JDS targets young government officials and others who are expected to play a leadership role in the development of their countries.

JDS provides scholarships to Bhutanese civil servants to study at two-year master's degree programs (instructed in English) of Japanese universities.

Beneficiaries of JDS

- **For Participants (JDS Fellows)**
JDS Fellows will acquire expertise to use for policy making and institutional building for the development of their country, and also build human network in and out of Japan through the two-year study in Japan.
- **For Organizations (The Fellows' Workplaces)**
The Fellows' workplace will attain highly-capable and motivated returnees (JDS Fellows) who can effectively contribute to the organizational missions.
- **For the Country (The Fellows' Country)**
The Fellows will improve institutional capability of the belonging organizations which leads to foster the country's development

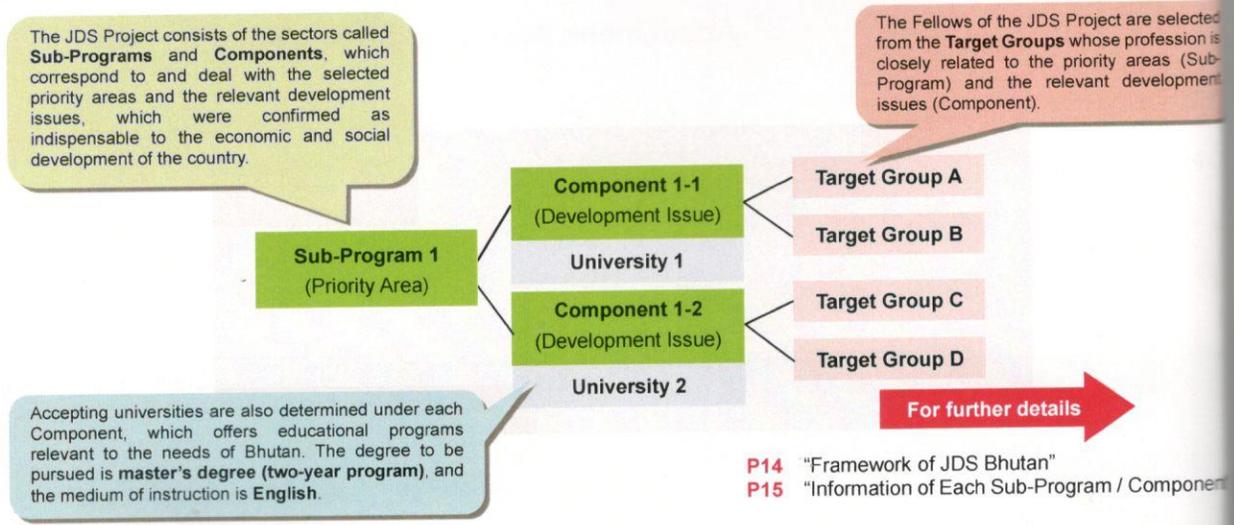
Objectives of JDS

- **To Support Human Resource Development**
JDS's objective is to strengthen the government's administrative capacities in Bhutan through providing the opportunity to obtain a master's degree to the young capable government officials who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.
- **To Enhance Bilateral Relationships**
JDS Fellows are expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through academic and social activities while in Japan.



2. System of JDS Bhutan

The JDS Project was introduced to Bhutan in 2018. It gives its importance on "selection and concentration" on the priority areas to enhance effectiveness and efficiency of the program. A single program (one phase) is designed to accept four batches of Fellows (Fellows dispatched in each fiscal year constitute one batch).



3. Applicant Eligibility

Nationality	Citizens of the Kingdom of Bhutan
Age	Age of 39 or younger as of April 1, 2019 (Born on/after April 2, 1979)
Academic Background	<ul style="list-style-type: none"> Holds a bachelor's degree from universities authorized by Royal Government of Bhutan or other countries
	<p>Other requirements or desirability of academic background Some accepting universities have other requirements or desirable academic background. Check "Accepting University" in "Information of Each Sub-Program / Component" on P15-18 and "University Information" on P20-27.</p>
Work Experience	<ul style="list-style-type: none"> Has 2 years or more of work experiences at his/her belonging organization at the time of application (such experiences shall be related to applying Sub-Program/Component) Must be a regular (permanent) government employee who are in Professional & Management Category (PMC) Belongs to Major Occupational Groups (MOG) listed for each Component under specified Super Structure Groups. See "Framework of JDS Bhutan" on P14 for details.
English Proficiency	Has a good command of both written and spoken English
Health Condition	Has a sound mind and body
Ineligibility	<p>A person who falls under the following is NOT eligible to apply.</p> <ul style="list-style-type: none"> Currently engaging in a Japan International Cooperation Agency (JICA)'s Technical Cooperation Projects as a main counterpart Currently awarded or scheduled to receive another scholarship Has already obtained a master's or higher degree Military personnel registered on the active list or person on alternative military service cannot apply for JDS

4. JDS Operating Committee (OC)

JDS Operating Committee (OC) is the decision-making committee of JDS Project. It consists of both members of Bhutanese and Japanese governments. The OC doesn't only set the framework and selection policies but also evaluates candidates in the final selection.

JDS Operating Committee (OC) of Bhutan



Government of Bhutan

Royal Civil Service Commission (RCSC)
Gross National Happiness Commission (GNHC)



Government of Japan

JICA Bhutan Office
Embassy of Japan in India



JICE (Japan International Cooperation Center)

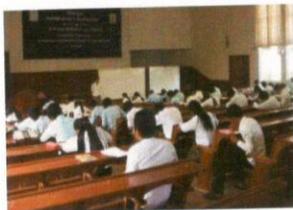
JICE supports a smooth implementation of JDS Project as an agent of Royal Civil Service Commission (RCSC), which covers a wide range of services such as arrangements of recruitment and selection, and assistances for JDS Fellows studying in Japan.

5. Selection Process

Schedule	Steps	Description
Aug. 27 – Oct. 29, 2018	Application	Closing Date: 4:30 pm on October 29 (Mon), 2018 at JICE JDS Project Office Note: You have to be short-listed after screening by RCSC to apply for JDS. Further details → P6 "Application Documents"
	▼	
November 2018	Academic Aptitude Test	IELTS and Math Tests¹: The test results will be used as references by the universities in later selection stages.
	▼	
December 2018	1 st Selection	Document Screening: Application Documents and research plan will be examined by the universities.
	▼	
January 2019	Health Check-up	The health check-up will be arranged at a designated hospital in Thimphu.
	▼	
January 2019	2 nd Selection	Technical Interview: Faculty members of the universities will visit Thimphu to conduct their interview exams.
	▼	
February 2019	3 rd Selection	Comprehensive Interview: The Operating Committee members will conduct the interview exams.
	▼	
March 2019	Approval by the OC	Successful candidates will be approved and notified.
March – April 2019	Application Procedure	JICE will support application for each university.
July – August 2019	Orientations	Provided by JICA, RCSC and JICE
August 2019	Departure for Japan	JICE will arrange air-ticket and visa, and also support after the arrival in Japan.

<Important Notes>

- ✓ All the selection costs will be covered by JDS Project.
- ✓ Limited transportation and accommodation allowances will be provided to candidates coming from provincial areas for the selections.
- ✓ Application Documents will NOT be returned for any reasons. (Please keep a photocopy of your documents for yourself.)
- ✓ Application Documents with false statements or plagiarism will be immediately disqualified.
- ✓ A result of each selection will be announced only to successful candidates by e-mail by JDS Project Office.
- ✓ In principle, reasons of the selection results will not be disclosed.



IELTS & Math Test



1st Selection
Document Screening



2nd Selection
Technical Interview



3rd Selection
Comprehensive Interview

¹Applicants for the following Component/Sub-Component will be exempted from the math test: Component 1-1. Agriculture and Rural Development (The University of Tokyo); Sub-Component 1-2-2. Public Policy / Administration (Ritsumeikan University) under Component 1-2. Industrial Foundation Development.

6. Selection Criteria

Selection Process	Criteria	Intent and Purpose
1st Selection Document Screening	<ul style="list-style-type: none"> Academic records and background Possibility of future contribution by utilizing acquired knowledge Contents of research plan Relevance between research plan and Sub-Program / Component (Development issues set by JDS) Reference Letter (Annex in the Application Document) 	The Japanese universities evaluate applicants' basic knowledge, ability and academic background. Compatibility to the university course will be also examined.
2nd Selection Technical Interview	<ul style="list-style-type: none"> Academic background and learning ability Capacity for completing the study in Japan Possibility of contributing to the development of the country Compatibility to the university course 	The universities mainly evaluate <u>academic knowledge, candidates' idea about research plan</u> , etc. Communication and logical thinking skills are also checked through the interview.
3rd Selection Comprehensive Interview	<ul style="list-style-type: none"> Capacity for completing the study in Japan Capacity to utilize outcomes of the study over the long term Possibility of contributing to the development of the country 	After the universities check the candidates' academic abilities, the Operating Committee evaluates the <u>candidates' capacity of future contribution to the development of the country</u> such as purpose of study in Japan, career plan after the study, etc.

* The English and math test results will be used as references by the universities in the selection stages.

7. Award Benefits

The awards are offered for the minimum period necessary for the individual to complete the academic program specified by JDS Project. The following benefits generally apply:

- Full tuition fees
- Air fare
- Arrival allowance
- Accommodation allowance
- Monthly scholarship
- Book allowance
- Shipping allowance
- Travel and seminar attendance allowance
- Overseas travel insurance
- Supports from the agent
 - Finding accommodation
 - Initial settlement of your life in Japan
 - Emergency situation etc.



8. Important JDS Rules

JDS has specific rules in order to realize its project goals and to ensure favorable study environment for the Fellows.

Before departure

- JDS Fellows must submit a JDS pledge to the Operating Committee to commit themselves to follow JDS Rules.

During the stay in Japan

- The Fellows are allowed to bring their family members to Japan only after 3 months from the date of arrival.
- The Fellows are prohibited from
 - Working,
 - Driving motor vehicles, and
 - Applying for further studies such as a doctoral course in Japan
- The Fellows must complete the study within the predetermined period of study, and return to Bhutan immediately after the completion of study.

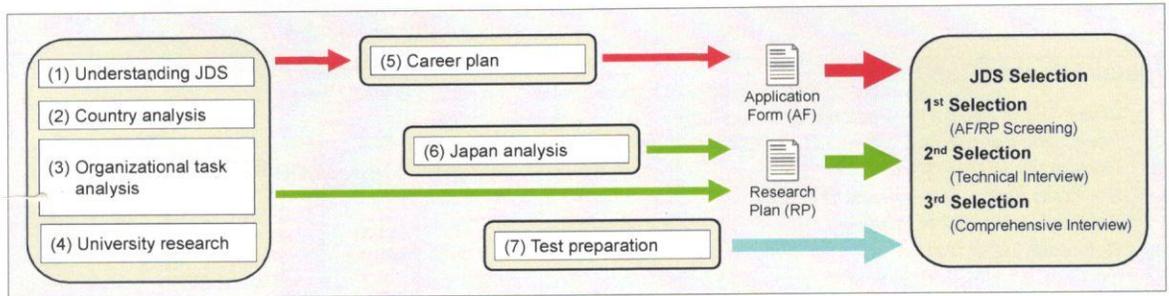
After returning to home country

- The Fellows must attend a report meeting held by the Operating Committee.
- The Fellows are obliged to **return and work in Bhutan at least four (4) years** in compliance with the pledge required by the Operating Committee.

Further details will be explained in an orientation conducted after the selection.

2. Tips on Application and Selection (Reference)

The better you prepare the Application Documents, the more chances to pass the selection. Here are some tips on the preparation of Application Form (AF) and research plan (RP).



About the selection and criteria

As shown in the chart above, you are advised to collect detailed information about JDS, Japan and the universities through literature survey and so on before challenging the JDS. Also, it is important to know in advance about its selection and its evaluation criteria (P5) and prepare your AF and RP *with a view to winning the selection*.

(1) Understanding JDS

Objectives and framework

"Objectives of JDS" are written in P2. **Sub-Programs and Components (SP/CP)** and **Target Groups (TG)** are shown in P14. But, here, most importantly, you have to note the reasons why JDS is provided to the government sector, why SP/CP and TG are set in the JDS framework. The answers to those questions will be an important basis in making preparation for AF and RP.

- JDS is designed to support the human resource development of Bhutan.
- Government sector can directly and widely contribute to the development.
- SP/CP are set based on the development plan of Bhutan and Japan aid policy.
- TG are considered to be closely involved in the development.

(2) Country analysis

As mentioned in "(1) Understanding JDS" above, "SP/CP" is set based on the development plan of Bhutan. First, read and understand a background of the SP/CP you wish to apply for (P15-18) to know what kind of development issues are assumed and what kind of research are expected under JDS. Then, obtain information on development issues of Bhutan to deepen your understanding on the status of the development. This analysis of present development status will be important not only for making a RP but also for later selection steps (interviews).

- Read and understand a background of the SP/CP you apply for (P15-18).
- Check such materials as Five Year Plan of Bhutan, issues of your organization, etc.

(3) Organization task analysis

As shown in JDS framework (P14), TG is set under the each CP and considered to be closely related with the development issues. Therefore, it is essential for you to know what kind of mission your occupation has in the context of the development of Bhutan. Also it is important to observe what kind of issues your organization is tackling with and what are lacking to solve the issues. Those observations will help you conduct further analysis.

- Check missions and roles of your occupation in the context of the development of your country.
- Also observe what is necessary in your organization to solve the development issues of your workplace. Those observations will help you find reasons to study in Japan.

