



**Application Guidelines**

**For**

**The Project for Human  
Resource Development  
Scholarship (JDS) 2025  
(Academic Year 2025-2027)**

**Master's Degree Programme**

**Japan International Cooperation Agency  
Japan Development Service, Co. Ltd.**

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## **1. WHAT IS THE JDS SCHOLARSHIP PROGRAMME?**

The Project for Human Resource Development Scholarship (JDS) is designed to foster exceptional human resources capable of working to resolve various development challenges in Nepal in future by imparting advanced expertise to JDS Fellows through studying at Japanese universities. JDS contributes to strengthen the partnership between Japan and the recipient country by graduating a wide range of Fellows who have deep understanding of Japan.

The JDS Programme is now accepting potential applicants wishing to obtain their Master's degrees at Japanese universities during the academic year of 2025-2027. The Graduate Programme will be instructed in English, will take 2 years, and the total number of participants from Nepal will be a maximum of 20 per year.

## **2. FIELDS OF STUDY**

The fields of study in the JDS Programme are called Sub-Programmes (target priority areas) and Components (development issues). By obtaining Master's degrees in these fields, JDS fellows selected from Target Organizations (see the list on Page 7-8) are expected to acquire the skills and knowledge necessary for formulating and implementing social and economic development plans in Nepal. See the later part of this section for more information on the Sub-Programmes/Components of the JDS Programme. Japanese ODA is intended in promoting peace, and subjects which may facilitate international disputes and/or risk utilization for military purposes are to be avoided.

## Fields of Study and Corresponding Graduate Schools

Priority area (Sub-programme)	Development Issues (Component)	Presumed research fields and preferred major subjects <sup>1</sup>	Corresponding Graduate Schools, Degree to be obtained & URL	Number of Acceptance per batch
1. Social and economic development which directly leads to economic growth and the national livelihoods improvement	1-1. Financial Policy, Economic Policy	<ul style="list-style-type: none"> <li>National development policy, macroeconomic policy, fiscal policy, monetary policy, tax policy, econometrics, investment environment development, industrial promotion policy, foreign investment promotion policy, business environment development, international development cooperation, foreign aid, and debt management, etc.</li> </ul>	<b>Waseda University</b> <b>Graduate School of Asia-Pacific Studies (GSAPS), International Studies</b> Degree: MA in International Relations <a href="https://www.waseda.jp/fire/gsaps/en">https://www.waseda.jp/fire/gsaps/en</a>	2
			<b>Rikkyo University</b> <b>Graduate School of Business, Master of International Business Program</b> Degree: Master of Public Management and Administration (MPMA) <a href="https://mpma.rikkyo.ac.jp/index.html">https://mpma.rikkyo.ac.jp/index.html</a>	2
			<b>Hiroshima University</b> <b>Graduate School of Humanities and Social Sciences, International Economic Development Program</b> Degree: Master of Economics, Master of Business Administration, Master of International Cooperation Studies, Master of Philosophy <a href="https://www.hiroshima-u.ac.jp/en/gshs">https://www.hiroshima-u.ac.jp/en/gshs</a>	2
2. Governance Enhancement and Basic Framework Development for Democracy	2-1. Development of Human Resource and Administrative Capacity of Civil Servants	<ul style="list-style-type: none"> <li>Decentralization, local administration, administration, personnel management policy, fiscal management, local self-governance, labor policy, public policy, etc.</li> </ul>	<b>Meiji University</b> <b>Graduate School of Governance Studies, Public Policy Programme</b> Degree: Master of Public Policy <a href="https://www.meiji.ac.jp/cip/english/graduate/governance/index.html">https://www.meiji.ac.jp/cip/english/graduate/governance/index.html</a>	2
			<b>Yamaguchi University</b> <b>Graduate School of Economics, Public Administration Programme</b> Degree: Master of Economics (with a certificate of completion of Public Administration Programme) <a href="https://www.yamaguchi-u.ac.jp/econo/english/index.html">https://www.yamaguchi-u.ac.jp/econo/english/index.html</a>	2

<sup>1</sup> It does not mean applicants must choose from the listed study fields.

Priority area (Sub-programme)	Development Issues (Component)	Presumed research fields and preferred major subjects <sup>1</sup>	Corresponding Graduate Schools, Degree to be obtained & URL	Number of Acceptance per batch
			<b>International University of Japan (IUJ) Graduate School of International Relations (GSIR), Public Management and Policy Analysis Programme (PMPP)</b> Degree: Master of Arts in Public Management, Master of Arts in Public Policy * You can earn one of two degrees of your choice. <a href="https://www.iuj.ac.jp/gsir/pmpp/">https://www.iuj.ac.jp/gsir/pmpp/</a>	2
	2-2. Building of International Relations	<ul style="list-style-type: none"> <li>International politics, international economy, foreign policy, South Asian regional integration, diplomatic relations between Nepal and other countries, Nepal's development as a landlocked country, relations with developing countries, international diplomacy on labor issues, labor politics, migration issues, etc.</li> </ul>	<b>Ritsumeikan University Graduate School of International Relations, Global International Relations Program (English-Based Program)</b> Degree: Master of Arts in International Relations <a href="http://www.ritsumei.ac.jp/gsir/eng/">http://www.ritsumei.ac.jp/gsir/eng/</a>	2
			<b>Hiroshima University Graduate School of Humanities and Social Sciences, International Peace and Co-existence Program</b> Degree: Master of International Cooperation Studies, Master of Philosophy <a href="https://www.hiroshima-u.ac.jp/en/gshs/student_handbook/binran2023/program-e16">https://www.hiroshima- u.ac.jp/en/gshs/student_handbook/binran2023/progr am-e16</a>	2
	2-3. Improvement of Legal and Judicial System	<ul style="list-style-type: none"> <li>Civil law, criminal law, corporate and commercial law (including bankruptcy law), and Laws for trade and investment promotion, IT laws, intellectual property laws, international treaty laws, etc.</li> </ul>	<b>Kyushu University Graduate School of Law, LL.M. Program</b> Degree: Master of Laws (LL.M.) <a href="http://www.law.kyushu-u.ac.jp/programs/english/">http://www.law.kyushu-u.ac.jp/programs/english/</a>	2
			<b>Keio University Law School, LL.M. in Global Legal Practice</b> Degree: LL.M. degree <a href="https://www.ls.keio.ac.jp/en/">https://www.ls.keio.ac.jp/en/</a>	2

The following are Sub-Programmes and Components of the JDS Programme in Nepal.

Sub-Programme	<b>1. Social and economic development which directly leads to economic growth and the national livelihoods improvement</b>
Component	<b>1-1 Financial Policy, Economic Policy</b>
Background	
<p>Nepal is a country with a gross national income (GNI) per capita of US\$1,190 (World Bank, 2020), and is classified under least developed countries (LDC) (OECD/DAC, 2022/23). Nepal’s latest national development plan, the 15th Five Year Plan (2019/20 to 2023/24), calls for the country to move out of the LDC category by 2026 and becoming an upper middle-income country by 2030. On the other hand, Nepal’s per capita GDP remains low, although it has been growing steadily over the past decade at an average annual rate of about 4%, driven by remittances from overseas workers, which account for about 20% of the country’s GDP.</p> <p>In addition, due to underdeveloped industries and widening gap between urban and rural areas, the unemployment rate among young people is high in urban areas, and unemployed young people tend to go abroad to work. The private sector is faced with the challenge of creating domestic employment. To attain the national goal of breaking out of LDCs, Nepal needs to achieve sustainable economic growth. To this end, there is an urgent need to develop human resources and improve the capacity of administrative officials and practitioners who can formulate and implement national development policy, macroeconomic policy, fiscal policy, and monetary policy at a high level to overcome various problems comprehensively and strategically in the economic policy field that Nepal faces.</p> <p>The JDS program is expected to develop and improve the capacity of government officials and practitioners who can plan and implement national development policies, macroeconomic policies, fiscal policies, financial policies, business environment improvement, and strategizing of internationally competitive industries in order to achieve sustainable economic growth in the future through diversification of economic structure and promotion of foreign investment, complementing the “Private Sector Development Program” implemented by JICA.</p>	

Sub-Programme	<b>2. Governance enhancement and basic framework development for democracy</b>
Component	<b>2-1 Development of Human Resource and Administrative Capacity of Civil Servants</b>
Background	
<p>The new constitution enacted in September 2015 introduced Nepal’s first federal system, establishing a three-tiered system of governance consisting of the federal government, provincial governments, and local governments. Local elections were held in 2017 and 2022 in accordance with this new constitution to elect representatives of the provincial and local governments, finally resolving the long-standing absence of local government in the past. However, the local administrative system is expected to remain in disarray until the above three-tier structure is established. Another issue is the lack of full access to administrative services among the socially vulnerable (e.g., the poor, low caste, ethnic minorities, women, the disabled, and residents of remote areas). Furthermore, the central government has low ownership and an inadequate financial base, and the staff implementing development projects lacks capacity and has low morale. In order to address these problems, there is a need to enhance the capacity of central and local government staff in charge of development projects and increase administrative transparency and citizen participation.</p> <p>The JDS program will provide support for developing human resources with basic knowledge of administrative finance, human resource management, labor policy at both the central and local levels, policy research on decentralization, and the division of roles between central and local governments.</p>	

Sub-Programme	<b>2. Governance enhancement and basic framework development for democracy</b>
Component	<b>2-2 Building of International Relations</b>
Background	
<p>Nepal has been strongly influenced by South Asian countries and China in various aspects such as in politics, trade, industry and culture. It is essential to construct effective and strategic international relations with these countries for the stability and sustainable development of the country. It is extremely important for the stable development of Nepal to plan and implement policies which will lead to a win-win situation without leaving the country with any disadvantages.</p> <p>With these background factors, there is a need for human resources development which will allow administrative officers to plan, formulate and implement effective and viable policies.</p> <p>JDS Programme will support human resource development for the improvement of the policy planning abilities of the administrative officers who will respond to the priority issues of building international relations expressed in the National Development Plan, such as expansion of export through the diplomatic mechanism, promotion of foreign direct investment and technology, development of tourism, promotion of systematization of employment in foreign countries and resolving issues in attracting foreign direct investment through mutual dependence within the region.</p>	

Sub-Programme	<b>2. Governance enhancement and basic framework development for democracy</b>
Component	<b>2-3 Improvement of Legal and Judicial System</b>
Background	
<p>In Nepal, a new constitution was established in September 2015. To ensure the implementation of the new constitution and to make a stable transition to becoming a democratic nation, is a prerequisite to promote economic development.</p> <p>As for the transition to the three-tier federal system (federal, provincial and local), the judicial administration will be transferred to the local level, but several concerns have been raised, starting with infrastructure such as lack of buildings necessary for judicial administration, need for an alternative conflict resolution methodology and ways to tackle increasing crime rate.</p> <p>JDS Programme will support the human resource development for the improvement of the policy planning abilities of the administrative officers who will respond to the priority issues of the judicial area expressed in the National Development Plan, such as modernization of judicial administration through judicial process reform, access to the judicial system by simplification/ fairness/ promptness of the judicial process, promotion of judicial administration based on the judicial control by people and protection of human rights and democracy, alternative method for resolving disputes including potential conflict, reconstruction of judicial system towards the local level judicial structure oriented by the constitution, etc.</p>	

### **3. ELIGIBILITY**

#### **Applicants should be/have:**

1. Nepali nationals.
2. between the ages of 25 and 40 (both inclusive) as of April 1<sup>st</sup>, 2025 (Should be born between April 2<sup>nd</sup>, 1984 and April 1<sup>st</sup>, 2000).
3. a Bachelor's degree (Those who will apply to Kyushu University & Keio University have to have a Bachelor's degree in Law).
4. at least 3 years of work experience in Civil Service at the time of application.
5. gazetted civil servants governed by Civil Service Act of Nepal, currently employed in the following organizations
  - All ministries
  - All agencies under ministries
  - All constitutional bodies
  - All other institutions and authorities
  - All courtsor civil servants (Level 7 and above) originally recruited by the federal government and deputed/adjusted to 7 provincial and 753 local governments.
6. a strong will to work for the development of Nepal after their return home.
7. in good health.
8. English language proficiency sufficiently fluent for studying in Japan.

#### **Applicants should not be/have:**

1. serving in the military.
2. previously acquired a master's degree after studying abroad on a scholarship awarded by the Government of Nepal or any other development partners.
3. currently receiving, or planning to receive, another scholarship to acquire a master's or doctoral degree through assistance from the Government of Nepal or any other development partners.<sup>2</sup>

\* JDS Programme values diversity and inclusion. Competent women, Dalit, Janajatis, Madhesi, other minority groups and persons with disability are encouraged to apply.

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<sup>2</sup> JDS Programme will request applicants to declare whether they would be applying to another scholarship before the Comprehensive Interview again.



#### 4. TARGET ORGANIZATIONS

वैदेशिक अध्ययनमा मनोनयन प्रयोजनार्थ **Target Organization** भन्नाले आफू कार्यरत कार्यालयको तालुक मन्त्रालय वा निकाय भन्ने बुझ्नुपर्दछ । प्रदेश तथा स्थानीय तहमा कार्यरत कर्मचारीको हकमा सम्बन्धित प्रदेशको मुख्यमन्त्री तथा मन्त्रिपरिषद्को कार्यालयमा सम्पर्क राख्नुपर्नेछ ।

No.	Organization
1	Office of the Prime Minister and Council of Ministers
2	Ministry of Agriculture and Livestock Development
3	Ministry of Land Management, Cooperatives and Poverty Alleviation
4	Ministry of Culture, Tourism and Civil Aviation
5	Ministry of Defence
6	Ministry of Education, Science and Technology
7	Ministry of Energy, Water Resource and Irrigation
8	Ministry of Federal Affairs and General Administration
9	Ministry of Finance
10	Ministry of Foreign Affairs
11	Ministry of Forest and Environment
12	Ministry of Health and Population
13	Ministry of Home Affairs
14	Ministry of Industry, Commerce and Supplies
15	Ministry of Communication and Information Technology
16	Ministry of Labour, Employment and Social Security
17	Ministry of Law, Justice and Parliamentary Affairs
18	Ministry of Physical Infrastructure and Transport
19	Ministry of Urban Development
20	Ministry of Water Supply
21	Ministry of Women, Children and Senior Citizen
22	Ministry of Youth and Sports
23	Commission for the Investigation of Abuse of Authority
24	Public Service Commission
25	Election Commission, Nepal
26	National Human Rights Commission
27	National Natural Resources and Fiscal Commission
28	National Women Commission
29	National Dalit Commission
30	National Inclusion Commission
31	Adibasi Janajati Commission
32	Madhesi Commission
33	Tharu Commission
34	Muslim Commission
35	Water and Energy Commission
36	National Information Commission
37	Nepal Law Commission
38	National Planning Commission
39	Truth & Reconciliation Commission
40	Commission of Investigation on Enforced Disappeared Persons Nepal
41	National Language Commission
42	Office of the Auditor General
43	Office of the President of Nepal
44	Office of the Vice-President of Nepal
45	Financial Comptroller General Office
46	Judicial Council Secretariat
47	National Vigilance Centre
48	Office of the Nepal Trust

No.	Organization
49	Public Procurement Monitoring Office
50	Supreme Court of Nepal
51	Office of the Attorney General
52	Federal Parliament Secretariat, Nepal
53	Office of the Chief Minister and Council of Ministers, Koshi Province
54	Office of the Chief Minister and Council of Ministers, Madhesh Province
55	Office of the Chief Minister and Council of Ministers, Bagmati Province
56	Office of the Chief Minister and Council of Ministers, Gandaki Province
57	Office of the Chief Minister and Council of Ministers, Lumbini Province
58	Office of the Chief Minister and Council of Ministers, Karnali Province
59	Office of the Chief Minister and Council of Ministers, Sudurpashchim Province

## 5. MILESTONES

### Promotion Seminars/Webinars

- Promotion Seminars/webinars will be held Physically and online in October 2024.

### Preparing and Submitting the Application Documents

- Applicants must select ONE graduate school only for their application.
- Prepare your application documents carefully. See "How to Prepare Your Application Documents" of this Guideline for further detailed instruction.
- Application must be completed online between Wednesday 16<sup>th</sup> October at 12:00 noon and Tuesday 12<sup>th</sup> November 2024 at 17:00 PM. If delayed, application will be invalid and will NOT be accepted.
- Notarized Copy of Official Certificate and Notarized copy of Official transcript must be sent to the JDS Project Office within 7 working days of application deadline.

### English and Mathematics Examination

- Applicants must take IELTS Academic Module by the mid of December 2024 unless presenting IELTS Score within 2-year validity (as of 31<sup>st</sup> May 2025).
- All applicants except Ritsumeikan, Kyushu and Keio University must take Maths exam.
- You will be required to pay examination fee of IELTS (approx. NPR 28,800) if you cancel either IELTS or Maths exam without prior notification to JDS Project Office.

### Screening of Application Documents (1<sup>st</sup> Selection)

- Screening of Application Documents by graduate school faculties.
- Long-listed candidates from the first selection will be notified by the JDS Nepal Office by mid-January 2025.

### Technical Interview & Medical Check-up (2<sup>nd</sup> Selection)

- The interviews will be held in Kathmandu, by the faculty members of the graduate school
- Candidates will be required to take a medical check-up at a designated hospital.
- Short-listed candidates from the second selection will be notified by the JDS Nepal Office by the end of February 2025.

### Comprehensive Interview (Final Selection)

- The interviews will be undertaken by interviewers appointed by the JDS Operating Committee members (Ministry of Finance, Ministry of Foreign Affairs, Ministry of Federal Affairs and General Administration, Embassy of Japan and JICA) in March 2025.
- Successful candidates from the final selection will be notified by the JDS project office by the end of March 2025.

### Admission Process for Graduate School

- The JDS Project Office will assist successful final candidates with the necessary application procedures for graduate school. (March to April 2025)
- Upon acceptance from graduate school, candidates will be considered as JDS Fellows.
- JDS Fellows are required to submit a "Pledge of Compliance with the Rules of JDS".

### Enrolment at Graduate School in Japan

- JDS Fellows will undertake Japanese Language lesson and a pre-departure orientation in Kathmandu in July/August 2025.
- Fellows are scheduled to arrive in Japan by the end of August 2025. (You may not leave for Japan as scheduled, if the government boarder control is tightened due to current covid 19 pandemic, etc.)
- Fellows will enrol at each accepting graduate school between September and October 2025.
- The study period, before graduation, is anticipated to be 2 years.

## 6. HOW TO PREPARE YOUR APPLICATION DOCUMENTS

Before starting to prepare application documents, you MUST read this section of the Guideline carefully. It will avoid unnecessary disqualification due to missing or incomplete documents or information.

1. Download Prescribed Forms 1 and 2 from JDS Website.

<https://scholarship.jds21.com/nepal/>

2. A reference letter (Prescribed Form 1) should be filled by your work supervisor as a Referee. Follow the procedures A to F shown below:

- A) Download Prescribe Form1 and Instruction for Referees.

- B) Request your work supervisor to write a reference letter with sharing Prescribed Form1 and Instruction for Referees. When agreed, get an email address of your work supervisor.

- C) Login the application system (The Admission Office, TAO) via <https://scholarship.jds21.com/nepal/>, scroll down the list of application documents shown left side and select "Prescribed Form 1".

- D) Choose "request" and put the email address of your work supervisor in "Email address of the requestee" and click the "Request". Then it shows "Request Completed". By doing this, your work supervisor will receive an email from TAO, requesting for a reference letter and instructing as to how to send it.

- E) Follow up your work supervisor to write a reference letter and send it as instructed by the email from TAO.

- F) After your work supervisor sends the reference letter, you will receive a Confirmation Email. The same will be displayed as "submitted" in your online application page under "Request Status".

3. Form 2 needs to be filled and signed by an official who can authorize your study leave (Joint Secretary or above) of the Human Resource Division or designated division for JDS Scholarship from the target organization (listed on Page 7-8) in which you work for or is your line ministry. Provincial Officials and Local Level Officials should contact the respective Office of the Chief Minister and Council of Ministers. An official seal is necessary. Scan the filled form and save as PDF in Max 20MB.

- Download Prescribed Form 3A, 3B, 3C or 3D based on the university you apply to and prepare Research Plan following the instruction on the form. Save as PDF, Max 20MB.

University	Specified Format
Hiroshima (International Economic Development Program, International Peace and Co-existence Program), Waseda, Meiji, Ritsumeikan, Keio	Prescribed Form 3A
Yamaguchi	Prescribed Form 3B
Kyushu	Prescribed Form 3C or without Format*
Rikkyo	Prescribed Form 3D
IUJ (GSIR)	Without Format*

If you prepare your research plan without format, word limit of 700 words (except references/bibliography and footnotes).

- Scan the biometrics page (with photo) of your valid passport and save it as PDF in Max 20MB.
- Prepare your passport-size digital photo in JPEG or png (150 dpi or more resolution, 413x531 pixels) in Max 20MB. (Close up your head and top of your shoulders so that your face takes up 70-80% of the photograph, in sharp focus and clear, showing you looking directly into the camera, in front of plain background, taken within 6 months).
- Scan the IELTS Academic Module Test Report Form (TRF) within two years validity as of May 31, 2025, if you have and save it as PDF in max 20MB.
- Scan notarized degree certificates and degree transcripts (one of the Original or Provisional or Character Certificate and transcripts of bachelor's degree and above). SLC, +2 are NOT required. Save each certificate/transcript separately as PDF in max 20MB each.

## 7. HOW TO SUBMIT YOUR APPLICATION DOCUMENTS

- Access to the online application system from the JDS Nepal Official Website (<https://scholarship.jds21.com/nepal>) from **Wednesday, 16<sup>th</sup> October at 12:00 noon to Tuesday, 12<sup>th</sup> November at 17:00.**

Regarding the detail of the information, you will fill in through the above online application system, please refer to the Application Form section at the end of this Guidelines.

2. Submit hard copies of the following documents that you digitally submitted to the JDS Office within 7 working days after the application deadline. You may send them by post/courier.
  - Notarized copy of your degree certificates (bachelor and above)
  - Notarized copy of your degree transcripts (bachelor and above)

Please note that late submission and/or incomplete application documents shall result in automatic disqualification. Application documents will NOT be returned for any reason.

Once an application has been accepted, it cannot be withdrawn. However, in exceptional circumstances, the applicant must submit a written withdrawal request from the nominating organisation which the applicant obtained Prescribed Form 2.

**Your application may be disqualified with:**

1. Certificates/transcripts were not notarized (just a photocopy).
  - Ensure all certificates and transcripts are photocopied and notarized.
  - Notarized certificates/transcripts were blurry and unable to read the contents properly.
2. A part of the transcript (score/marks) was cut off.
  - Ensure that your certificate and transcript copies are of high quality before obtaining notarization.
3. An applicant couldn't obtain a passport by the application deadline and was unable to attach the passport copy.
  - If you don't already have a passport, apply for a new passport early in advance before applying to JDS.
4. An applicant obtained Form 2 (Official Approval Letter) from the wrong office.
  - Ensure the Official Approval Letter is issued by your Target Organization (See the list on page 7-8 of this Guideline).
5. An applicant did not manage to complete and submit the application by the deadline.
  - Ensure that you complete the submission of your application before the deadline. Internet connection may be unreliable, so do not wait until the last minute.

## **8. GUIDANCE FOR PREPARING A RESEARCH PLAN**

Among all application documents, your research plan is the most important document because it can determine your admission to the university. Here are some tips on how to prepare a good research plan.

### **(1) Selecting your research topic**

Selecting a good research topic is very important to be selected as a JDS Fellow. Checking the following points is strongly suggested:

- Is your research topic in line with a Sub-programme/Component of your choice? (See Section 2. FIELDS OF STUDY of the JDS application guidelines for details)
  - Is your research topic important for the socio-economic development of your country?
  - Is your research topic related to your current duties and/or future career plan? It is desirable to discuss your research plan with your immediate supervisors upon application.
  - Does your research topic contribute to achieving your organizational goal?
- a) Selecting your graduate school (if you have the option to choose from multiple universities). Visit the website of the graduate school; confirm the requirements and characteristics of the graduate programme, and if your research interest is related to the programme. (To apply to the JDS Programme, you have to choose one graduate school from the list of accepting universities).
- b) Check the list of faculty members; confirm if any faculty member whose field of expertise coincides with your area of interest, and if he/she can guide you as a possible academic supervisor. Please note that only professors and associate professors can supervise your research in most graduate schools. Therefore, do not expect a lecturer as your possible academic supervisor.

You are advised to read three or more academic publications of the potential academic supervisor; find out if the potential academic supervisor's research approach is suitable to your research topic and if your research topic would be academically attractive to the faculty members of the graduate school.

## **(2) Understanding the meaning of RESEARCH**

Before you prepare a research plan, understanding the nature of research is essential. Research is defined as the creation of new knowledge and/or the use of existing knowledge in new and creative ways so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes

([https://www.westernsydney.edu.au/research/researchers/preparing\\_a\\_grant\\_application/defining\\_definition\\_of\\_research](https://www.westernsydney.edu.au/research/researchers/preparing_a_grant_application/defining_definition_of_research)). In other words, you have to know that your research findings are new to the world. Document survey that you read past academic papers related to your research paper is important.

You are also recommended to think about the time frame of your research in Japan. Generally, in your first year, you will attend many courses to learn the basic ideas and analytical techniques, academic writing skills, etc., while you will develop your research plan with your supervisor. In your second year, you will conduct your actual research (data collection, analysis, experiment, writing thesis, etc). Your time to complete your research is limited. Reading several master theses in your field will also help you to formulate a more realistic research plan.

In conclusion, selecting a good research topic is crucial, before you start preparing the research plan; read previous academic papers related to your research topic, and confirm that your research findings are new to the academic world; think about the time frame that you can complete your research studies.

## **(3) Writing a Research Plan**

Faculty members of the graduate school you apply to will read your research plan to evaluate the significance and potential of your proposed research plan. It is suggested that, at minimum, you include the following elements when you formulate your research plan:

### a) Statement of the problem/s

State the critical/problematic situation in your country that you are concerned about from the global or national perspectives, referring to relevant statistics or general information. It is essential that the problem/s should be related to the JDS component you choose.



b) Purpose of your study

Describe the aim of your research, what you want to identify, or what hypothesis you want to prove in your research.

c) Research questions

Describe the questions, as well as sub-questions, which you will address in the research in order to analyse the research topic.

The research question is the key and core of your research plan. It is a question that you will aim to answer in your research paper. So, you should spend more time developing and elaborating on the question.

The research questions should:

- Focus on a single problem/issue
- Be specific, clearly defining its concept
- Be researchable using qualitative/quantitative data
- Be feasible within the given timeframe/constraint
- Be appropriately complex requiring in-depth investigation
- Be relevant in terms of meeting the organizational issue/developmental issue of your country.

d) Rationale

Describe why your research deserves to be conducted by showing how critical the present situation is, what kind of positive socio-economic impacts can be led by your research, how you can contribute to the solution of the critical situation with the results of your research, etc.

e) Methodology

Describe what kinds of methods you will apply to your research: either qualitative or quantitative research methods. If you will use qualitative methods, describe who the possible respondents will be, how you will collect primary data, how to analyse collected data, etc. If you will use quantitative methods, describe what data set you will use, where/how you will get the data set, how to analyse, etc.

f) Expected outcome

Describe the expected outcome from your research, and how the results will be utilized after your return to your country.

g) How to ensure liability/accuracy and limit (if you can state)

h) Reference

To prove that your problem statement is not based on your own subjective view/opinion, but general/objective fact which has been statistically proven, or stated in a past publication, you must use existing data or someone else's idea. On that occasion, you will have to state the source of data and information.

**Example**

In your text: 'According to Human Development Report (UNDP 2014),....' or 'Based on Sen's "Entitlement Approach" (Sen 1981a, b), ...'

In the attached references: 'Sen, A. K. 1981a. "Ingredients of Famine Analysis: Availability and Entitlements." Quarterly Journal of Economics, Vol. 95, pp. 433-464.' or 'UNDP. 2014. Human Development Report. UNDP: NY.

i) Bibliography

Present the list of all the sources you used to prepare research plan, including those cited in your research plan as well as those you did not cite.

**(4) Other checkpoints**

After you prepare your research plan, you should check the items below.

- Does your research plan address important policy questions for your country?
- Will your research results contribute towards solving or clarifying policy questions important for your country?
- Does it provide convincing reasons why the research questions described in your research plan are important or will be important in the future? (Try to answer these questions by checking policy discussions and documents as carefully as possible and by finding the important policy questions yet to be resolved)
- Does your research plan show that you are strongly motivated to implement your research successfully?
- Does the research plan show who will benefit from your research results?
- Will your research help you to participate more effectively in the development process of your country, particularly in the policy-making

process, after you graduate? (Include information about your current responsibilities in the government)

- Is your research plan focused on a specific issue rather than being vague?
- Is your academic background strong enough to implement your research plan?
- Is your job experience sufficient enough to enhance your research plan during your study?
- Can you contribute to the enrichment of the programme of the graduate school through your research?
- Are you willing to share your academic interest through your research with your co-students and professors?
- Is your research plan written within 700 words and met the Specified Format with Applying University?

#### **(5) Confirmation of no plagiarism**

Whether you intend to or not, plagiarism DOES affect your selection result, because it is an act of academic dishonesty and breach of academic writing ethics.

You are prohibited to 'copy & paste' from articles published on the internet / magazines / books written by other people without reference. If you want to use someone else's ideas or work, you will have to refer to it by writing all necessary information as data sources. Otherwise, your research plan can be considered plagiarism, and you might never be admitted to any graduate school. You are strongly recommended to verify your research plan with a plagiarism detection tool before submission.

### **9. IMPORTANT RULES AND REGULATIONS FOR JDS FELLOWS**

The JDS Programme has rules and regulations that each Fellow should comply with. Before arriving in Japan, JDS Fellows are required to pledge that they will comply with these rules. The major rules are:

- ✓ The JDS scholarship will be cancelled if a Fellow fails to arrive in Japan on the designated date. Late/early departure to Japan will not be accepted under any circumstances.
- ✓ JDS Fellows are recommended to invite their dependents (spouse/children) members to Japan after three months since arriving in Japan and as well as after the date of enrolment to your graduate school. Subsequently, all

procedures required for dependents to accompany Fellows in Japan, shall be carried out by the Fellows/dependents themselves.

- ✓ JDS Fellows are NOT allowed to enter a doctoral course proceeding consecutively from the completion of their Master's degree. Application for doctoral courses during the JDS fellowship is prohibited.
- ✓ JDS Fellows are not allowed to drive motor vehicles while in Japan. JDS Fellows are forbidden from undertaking part-time work or paid internships.
- ✓ JDS Fellows MUST return to Nepal immediately upon completion of the master's programme.
- ✓ JDS Fellows should work for a Target Organization to which he/she has belonged for at least 5 years and, on completing the master's degree, contribute towards the further development of Nepal.

## **10. BENEFIT TO BE PROVIDED TO JDS FELLOWS**

The Scholarships will include:

- ✓ Round-trip Air tickets (Nepal to Japan) and other transportation fees
- ✓ Travel Insurance
- ✓ Arrival / Shipping allowance
- ✓ Admission and tuition fees for graduate school
- ✓ Housing Preparation Allowance
- ✓ Monthly allowance for living costs in Japan
- ✓ Other permissible allowances (e.g., Books, Domestic Traveling, Seminar)
- ✓ Your dependents may accompany you to Japan, but their travel costs and expenses will NOT be covered.

## **11. INQUIRIES**

If you have any questions, please contact the JDS Project Office in Nepal.

### **JDS Project Office in Nepal**

Address : Regus, Ground Floor, Trade Tower, Thapathali Kathmandu  
(Opposite of NIC Asia Bank)

Tel : 98400 87860 / 98400 77544

Email : [jdsnepal-2@jds21.com](mailto:jdsnepal-2@jds21.com)

Website : <https://scholarship.jds21.com/>

Facebook : <https://www.facebook.com/nepal.jds211>

Office Hours: Mon to Fri 9:00-13:00, 14:00-17:00

## 12. FAQ

### (1) Qualifications

**Q. Who is eligible to apply to JDS Programme?**

A. Please refer to [Eligibility](#).

**Q. Do I need to take English and Math examinations?**

A. English exam is required for all applicants. If you can submit a copy of the IELTS or TOEFL certificate issued within two years as of May 31<sup>st</sup>, 2025, you do not need to take it again. Math exam is not required for the applicants for Ritsumeikan University, Kyushu University, and Keio University. The problems in the math exam are similar to those that are given in junior high and high schools. For further information, please refer to [Mathematics Examination](#).

**Q. How about GPA score?**

A. We do not have any borderline for GPA score.

**Q. I am a Master's Degree holder. Can I apply?**

A. Yes, you can apply, unless you obtained your master's degree funded by the Government of Nepal or any other development partners.

**Q. I have received a scholarship from another country. Can I still apply for the JDS?**

A. No. If you have ever received (or planning to receive) another scholarship from the Government of Nepal or any other development partners to study abroad, you are NOT eligible to apply. Likewise, if you have already had your master's degree, sponsored by the Government of Nepal or any other development partners, you are also NOT eligible to apply.

**Q. I don't speak Japanese. Can I apply to JDS?**

A. Yes, you can. All courses are taught in English in the graduate schools selected for the JDS Programme.

**Q. Can I apply both for the Master's Programme as well as the Doctoral Programme?**

A. No. You have to choose one out of two programmes.

## (2) Applications

### Q. How can I find the target organizations ?

- A. Please refer to the Application Guidelines and go to Name of Target Organization. If you cannot find your organization in the list, please contact the line ministry of your organization.

### Q. I am working at the department/provincial/local office. From whom should I obtain the reference letter and the approval letter?

- A. The reference letter should be obtained from the senior supervisor of your workplace. If you are the head of that office, you should request an authorized senior official from your line ministry.

Official Approval Letter must be signed by an official who can authorize your study leave (Joint Secretary or above) of the Human Resource Division or designated division for JDS Scholarship from the target organization (listed on Page 7-8) which you work for or is your line ministry. Provincial Officials and Local Level Officials should contact the respective Office of the Chief Minister and Council of Ministers.

### Q. I got transferred to a new organization in mid of March 2021. Can I write my Work Experience below?

Department/Division	From/To (Month/Year)
(Previous workplace)	05/2017 – <b>03/2021</b>
(Current workplace)	<b>03/2021</b> -

- A. No. Please do not overlap the month. You may write when your current work started from 04/2021 as below.

Department/Division	From/To (Month/Year)
(Previous workplace)	05/2017 – <b>03/2021</b>
(Current workplace)	<b>04/2021</b> -

### Q. Are the degree certificate and the transcript need to be attested by the university, or notarized by a notary public?

- A. You can submit a copy of the certificate or transcript after notarized by a notary public.

**Q. I only have a diploma. Am I eligible to apply?**

A. No. You must possess at least a university degree to apply.

**Q. I have a master's degree. Can I submit the master's degree certificate attached to the application documents for the Master's Program?**

A. Yes, if you want.

**Q. I have obtained two bachelor's degrees and two master's degrees in the past. I am considering applying for a master's course. Which degree should I submit?**

A. Please submit all of them.

**Q. How do I prepare a research plan?**

A. Please carefully read the instructions written in the [Application Guidelines](#) as well as '[Guidance for Writing a Research Plan](#)'. Please watch the video guidance '[How to prepare research plan](#)' in the On-demand video program. JDS Office staff members may also guide you on how to prepare your research plan, upon your request.

**Q. A book or article that I am referring to for writing my research proposal has already been cited in another book/article. Which one should I mention for reference?**

A. You need to refer to the source.

**Q. Do I need to submit a nomination letter to the JDS Project Office at the time of application?**

A. We don't need the nomination letter or pre-approval letter. An Official Approval Letter (Prescribed Form 2 of the Application Form) signed by the Joint Secretary or authorized person must be submitted at the time of application.

**Q. Is the JDS Scholarship private or government nomination?**

A. You need to obtain the official Approved Letter (Prescribed Form 2 of Application Forms) from your target organization in order to apply for the JDS Program. Contact your target organization to see if government nomination is necessary to obtain it or not.

**Q. Last year I applied for pre-approval for study leave at my ministry but I didn't get any reply whether it was approved or not. How can I get to know the result?**

A. Ministries do not inform the result applicants or JDS Project Office. It is the applicant's responsibility to follow up whether it is approved or not.

**Q. Which type of passport (private or official) is required for the IELTS application?**

A. Either passport is okay.

**Q. How do I know if I passed the process of document screening or not? Can I call the JDS Project Office and ask?**

A. All applicants who passed or did not pass the screening will be informed by JDS Office. Any inquiries for the result of the selection by applicants are NOT accepted.

**Q. Can I have my application documents back if I did not pass the selection?**

A. No. All application documents will not be returned.

**Q. If I were selected for the JDS Scholarship Program, what allowance can I receive?**

A. As to the allowance you will receive in Japan, please refer to Benefits.

**Q. What type of accommodation will I have in Japan?**

A. Students move into university dormitories or public/private apartments. The family rooms of the university dormitories are highly competitive to enter, also the term of staying is usually 6 months or one year only.

The rent of the public/private apartments varies from region to region. The rent in Tokyo is usually more than ¥45,000 for a single room, and more than ¥55,000 for a family room.

**Q. Can I work in Japan?**

A. No, you are not allowed to have any job or work. However, the teaching or research assistantship which is provided by your accepting University is exceptional.



**Q. Can I drive automobiles in Japan?**

A. No. You are not permitted to drive cars or motorcycles unless there is any special reason which was permitted by the JDS Operation Committee.

**Q. Can I stay in Japan after the completion of the JDS Scholarship program in order to continue my education or be employed in Japan?**

A. No, you may not. You must return to Nepal after obtaining a master's degree by the JDS Scholarship Program.

**Q. Can I come back to Nepal or travel overseas for a short-term while I am staying in Japan?**

A. Yes, you may come back to Nepal with your own expense and responsibility that doesn't impact your academic work. If you travel overseas for any other reason than thesis research purposes, your scholarship will be suspended from the day of departure from Japan until the day of return in case of private travel. The scholarship will be paid up to 60 days in the case of the thesis research.

**Q. Please tell me about the university's support system.**

A. It depends on the university in which you are enrolled. Normally, teaching assistant/s and tutor/s will support your studies and academic life.

**(3) Family Related Matters**

**Q. Is it okay to bring my dependents and stay with them in Japan?**

A. Yes, you can stay with your dependents (spouse/children) in Japan, but it is recommended to invite them only after 3 months from your arrival in Japan and also commencement of your university course unless your university prohibits you from doing so. All the procedures required you to do for your dependents' stay in Japan shall be carried out by yourselves. The JDS Program will not cover the costs necessary for your family: e.g. travel insurance, air tickets, living costs, and VISA. Your family should be taken care of under your responsibility.

**Q. Can my wife/husband work in Japan?**

A. Yes, your spouse may have a job or work during their stay, up to 28 hours per week.

**Q. Can my wife/husband drive automobiles in Japan?**

A. Yes, she/he can. Your spouse needs to obtain an international driver's license. The validity of the international driver's license is one year, and she/he needs to be careful about the expiration date of the license.

**Q. Will the JDS Program or universities offer Japanese language course to my family members?**

A. No, but we will introduce you an international exchange center in each university area which offers Japanese classes at a reasonable price.

**Q. About how much will it cost for a nursery school?**

A. It depends on local government, and childcare cost will be calculated according to your income. As an example, the childcare cost of one child for scholarship recipient is ¥10,000 in Hiroshima.

**Q. How much will be the health insurance for family members?**

A. National Health Insurance Fee varies according to the local government you reside in and the size of your family. Fee is calculated based on the income of previous year. So, for example, JDS fellow in Chiba with a spouse pays about 2,500 yen per month.

**ATTACHMENTS**

**Application Form**

Application Form (To be filled in through JDS Application System)..... A-1  
Prescribed Form 1 ..... A-7  
Prescribed Form 2 ..... A-10  
Prescribed Form 3A: Research Plan Format ..... A-11  
Prescribed Form 3B: Research Plan Format ..... A-13  
Prescribed Form 3B: Research Plan Format ..... A-14  
Prescribed Form 3C: Research Plan Format ..... A-15  
Prescribed Form 3D: Research Plan Format ..... A-16

**Application Form (To be filled in through JDS Application System)**

Reg. No \_\_\_\_\_ (Official Use)

<p><b>The Project for Human Resource Development Scholarship (JDS) in Nepal 2025 APPLICATION FORM for MASTER LEVEL</b></p>
--

**1. Study Course**

Component: \_\_\_\_\_  
Name of Target Organization: Select an item  
Accepting University: Select an item  
Name of Graduate School: Select an item

**2. Personal Information**

**(1) Full Name**

**(Name as of written in passport all block letter)**

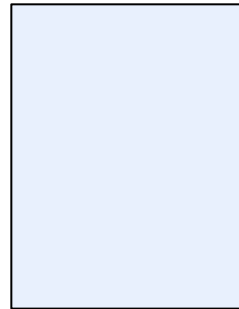
Surname/Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

ID Type: Passport

Passport Number: \_\_\_\_\_

Expiry Date: (day)  / (month)  / (year)



**(2) Date of Birth:** (day)  / (month)  / (year)

**(3) Age:** \_ (as of 1st April 2025)

**(4) Sex:**  M /  F \* Competent women are encouraged to apply.

**(5) Current Address:**

Address 1 < Ward/House No, City/Village, etc>: \_\_\_\_\_

Address 2 <(Rural) Municipality/(Sub) Metropolitan City, District>: \_\_\_\_\_

Address 3 <Province, States, etc>: \_\_\_\_\_

**(6) Mobile Number:** \_\_\_\_\_

**(7) E-mail Address:** \_\_\_\_\_

**(8) Contact Person (Family or Relative)**

Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**(9) Social Groups (Gender, Ethnic Minority, Disability)**

The JDS Programme values diversity and inclusion. We encourage people of all genders, castes, tribes, classes, and with disabilities to apply.

Please specify if you are Dalit, Janajatis, Madhesi, other minority groups and/or with disability.

**3. Educational Background**

**(1) Educational Background**

Level	Examination Board/ University (Faculty)	Period of School you have attended	Year started - Year passed	Degree
Primary Education (From 1st to 8th grade)		_ years	-	
Lower Secondary Education (From 9 <sup>th</sup> to 10 <sup>th</sup> )		_ years	-	
Upper Secondary Education (+2 /Proficiency Certificate Level)		Years	-	
Higher Education (University level +)		_ years	-	
Higher Education (University level+)		_ years	-	
Higher Education (University level+)		_ years	-	
Higher Education (University level+)		_ years	-	
Total School Year		_ years		

**(2) Have you ever been awarded any scholarship studying in abroad?**

Yes, Name of Scholarship: \_\_\_\_\_  
 Country you studied: \_\_\_\_\_  
 Duration (month/year): \_ /\_\_\_\_ - (month/year) \_ /\_\_\_\_  
 Obtained Degree: \_\_\_\_\_

No

**(3) Are you currently applying for another scholarship for master or doctoral degree?**

- Yes
- No

**(4) Are you planning to apply for another scholarship for master’s or doctoral degree before August 2025?**

- Yes
- No

**(5) Did you apply for JDS program last year?**

- Yes
- No

**4. Work Experience**

**(1) Work Experience**

Please fill in your work experience in CHRONOLOGICAL (From old to new) order.

DONOT include part-time job, internship or volunteer activities.

Office Name, Address	Section	Position Title	Class/ Level	From/ To (Month/ Year)	** Type
				/ - /	( )
				/ - /	( )
				/ - /	( )
				/ - /	( )
				/ - /	( )
				/ - /	( )
				/ - /	( )
				/ - /	( )

**(2) Service Group**

Select an item

**(3) Service Term as a Civil Servant**

Service Term: From     /     (Month/Year) to     /     (Month/ Year)

Total Work Year as a Civil Servant:     year(s)     month(s)

**(4) Originally Appointed (Recruited) by**

Public Service Commission      Provincial Service Commission

**(5) In-service training taken excluding Basic Administrative Training (BAT) (longer than 30 working days)**

Yes

Name of Training: \_\_\_\_\_

Name of Training Institute: \_\_\_\_\_

Date: From-\_\_ / \_\_\_\_ - To\_\_ / \_\_\_\_

No

**5. Responsibilities of Your Work**

**(1) Current Work (Describe 150 words or less)**

\_\_\_\_\_

**(2) Previous Work (Describe 150 words or less)**

\_\_\_\_\_

**6. Future Contribution**

**(1) How will you utilize your knowledge, skills and experiences that you obtain in Japan on your return home for the contribution to the development of Nepal? (Describe 400-500 words)**

\_\_\_\_\_

**(2) How will you contribute to strengthening bilateral relations between Nepal and Japan on your return home? (Describe 400-500words)**

\_\_\_\_\_

## 7. Research Plan

Research Title \_\_\_\_\_

\* Upload Research Plan (700 words or less except references and footnotes)

\_\_\_\_\_  
\_\_\_\_\_

## 8. Declaration

I, (Name as of written in passport all block letter) Given Names \_\_\_\_\_  
Surname \_\_\_\_\_, declare that I apply for JDS Program with full understanding "Application Guidelines for JDS Program in Nepal", especially the articles stipulated below:

1. All the information answered and provided in this Application Form by me is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information mentioned above recognized to be false.
2. Application Form which is incomplete or missing the necessary documents is regarded ineligible.
3. All the selection procedure and its result are entirely entrusted to the secretariat of JDS and any inquiry and objection by applicants regarding the result of selection are not accepted.
4. If any act of dishonesty is found other than those above in the application and selection, I am to lodge no complaint about cancellation of the application.
5. The objective of the JDS is to provide Nepal citizens to study in Japan at master level in order to support national efforts to achieve social and economic development in Nepal. Thus, the JDS Fellow is under the obligation to complete the course program within the prescribed period of study; and then return to the country, comply with the Act of Pledge required by Nepal.
6. My personal information in the Application Form, provided to Japan Development Service Co., Ltd., will be used only for the purpose of the operation of JDS Program.
7. Departure to Japan may be delayed due to unavoidable circumstances such as tightening the boarder control of the Government of Japan due to covid 19 pandemic.



8. On-site education could be replaced by on-line education due to unavoidable circumstances such as delay of your arrival to Japan, university decision to follow the safety guidelines, etc.
- I agreed all the above terms and my personal information in the Application Form, provided to Japan Development Service Co., Ltd., will be used only for the purpose of the operation of JDS Program.

Date: (day) \_\_\_\_/(month) \_\_\_\_/(year) \_\_\_\_

**Prescribed Form 1**

**FOR the Employer/ Authorized Officer**

**The Project for Human Resource Development Scholarship (JDS)  
in Nepal 2025**

**CONFIDENTIAL STATEMENT of REFERENCE for MASTER LEVEL**

This reference statement is to be completed by the applicant's supervisor. It should be typed in English, and the Referee is requested to submit it via The Admission Office ([https://admissions-office.net/en/recommenders/sign\\_in](https://admissions-office.net/en/recommenders/sign_in)) from 16th October to 12<sup>th</sup> November. Prescribed Form 1 sent by the applicant will NOT be accepted.

(This part should be typed by the applicant by him/herself):

Name of Applicant (as of written in passport all block letter)

Given names: \_\_\_\_\_ Surname: \_\_\_\_\_

Applicant's mobile number: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Component: Select an item

Accepting University: Select an item

**To the Referee:**

This is an integral part of an application form for the scholarship program provided under the Grant Aid Program by the Government of Japan. This program offers opportunities to study at master's course at Japanese higher educational institutions. Also, this is to enhance the leadership skills of civil servants in Nepal so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please submit it via The Admission Office as instructed on JDS website link.

**1. How long have you known the applicant and in what context?**

---

**2. How do you estimate the applicant's personality?**

(Strength)

---

(Weakness)

---

**3. How do you describe the applicant's competence and weakness in his/her work?**

(Competence)

---

(Weakness)

---

**4. How do you appraise the applicant's ability that he/she will fill upon his/her return to Nepal, and the duties he/ she will undertake?**

---

**5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one from each section below.**

	Excellent	Good	Average	Below Average
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Specialty Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation & Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Future Contribution in Specialty Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill in Maintaining Personal Relationship with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability to New Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. Other recommendation remarks:**

---

**7. Relevance of the applicant's research plan and his/her current work;  
(please tick one from below)**

Strongly relevant /  somewhat relevant /  not relevant

**Comments:**

\_\_\_\_\_

Full Name of the Referee: \_\_\_\_\_ Referee's signature \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Office and Division: \_\_\_\_\_

Relationship to the Applicant: Supervisor \_\_\_\_\_

Office Phone No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: (day)\_\_\_\_/(month) \_\_\_\_/(year) \_\_\_\_\_

**Prescribed Form 2**

**Official Approval Letter**

**To: Ministry of Finance**

**CC: Ministry of Federal Affairs and General Administration, Ministry of Foreign Affairs and JDS Project Office in Nepal**

This is to officially nominate a Gazetted Officer of our organization,

Name (as of written in passport all block letter):

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Position Title: \_\_\_\_\_

Recruited by:  Public Service Commission  
 Provincial Public Service Commission

**for the Master's Degree Program, the Project for Human Resource Development Scholarship (JDS) 2025 (Academic Year 2025-2027).**

**He/she shall be allowed if chosen as a JDS scholar:**

1. to fully participate in Pre-Departure Orientation in Kathmandu.
2. to study at an accepting university in Japan for 2 years.
3. to return to Nepal as a government official after graduating from the university.

**The given contents are true and under our authorization.**

Name of Authorized Officer		
Position Title		
Division		
Organization		
Signature		Official Stamp
Date A.D. (day/month/year)		

\* Above all columns including Signature, Date and Official Stamp are compulsory.

## **Prescribed Form 3A: Research Plan Format**

For Hiroshima University (International Economic Development Program, International Peace and Co-existence Program), Waseda University, Meiji University, Ritsumeikan University and Keio University

### **Proposed Research Plan**

Please read the application guidelines carefully to ensure that your statements include the information that evaluators need to assess your application. The following template will guide you. Please delete the blue texts and fill out yours.

#### **a) Title (Maximum 30 words)**

- Be as explicit, concise and clear as possible.

#### **b) Research background/Literature review (Maximum 175 words)**

- State the situation and identify the problems of your country that you wish to investigate from the national and global perspective, using the general information and/or statistics.
- Define the field of your study area; your research scope; and the target(s) for investigation.
- Describe literature review results relevant to your research.

#### **c) Relevance and justification (Maximum 350 words)**

For instance, you are expected to explain some of the followings in this part.

- State the relation of your research area with the national and sectorial development plan.
- State the hypotheses or conjectures of the research outcome.
- State how your research outcome will contribute to the solution of the development issues stated in JDS Sub-Programme/Component.
- Define your research questions as clearly as possible. Add a diagram or a table highlighting your idea, if applicable.
- State if there are any arguments in the field, and how will your proposal differ from existing lines of argument.
- Describe in what aspects of your research will be new and unique, as not just repetitions of past research.
- State what will be the impact of your research outcome.

**d) Research methods (Maximum 175 words)**

Describe the method how you would support your argument:

- Qualitative methods: describe who will be possible respondents, how to collect primary data, how to analyze collected data, etc.

and/or

- Quantitative methods: describe what data set will be used, where/how you get the data set, how to analyze, etc.

**e) Bibliography**

- List the books and articles to which you refer in the proposal.

## **Prescribed Form 3B: Research Plan Format**

For Yamaguchi University

### **Proposed Research Plan**

How to write a research plan for the master's program

Note that your research plan may be modified through the discussion with your supervisor. You are expected to include the following in your research plan with word limit of 700 words except, Title, Bibliography and Footnote.

#### **0. Title**

#### **1. Background and Problem Statement**

Write the background of your research and clarify the problems to be solved.

#### **2. Objectives**

Identify the objectives of your research.

#### **3. Research Questions**

Formulate them clearly.

#### **4. Literature review**

Introduce articles and books which are most relevant to your research.

#### **5. Rationale**

Write the importance of your research and/or how your research contribute to the development of your country.

#### **6. Methodology**

Outline your research approach.

If you use data, explain what kind of data you will collect.

When students fail to collect enough data, they may be advised to revise the research plan.

Explain the analytical method you will take, such as descriptive statistics, regression analysis, factor analysis, structural equation modelling.

#### **7. Bibliography**

List the papers and other materials to which you refer in your research plan.

Please prepare your research plan with the format on the next page, Save as PDF (Max 20MB) without this guideline page,



**Prescribed Form 3B: Research Plan Format**

For Yamaguchi University

Title: \_\_\_\_\_

**1. Background and Problem Statement**

\_\_\_\_\_

**2. Objectives**

\_\_\_\_\_

**3. Research Questions**

\_\_\_\_\_

**4. Literature review**

\_\_\_\_\_

**5. Rationale**

\_\_\_\_\_

**6. Methodology**

\_\_\_\_\_

**7. Bibliography**

\_\_\_\_\_

## **Prescribed Form 3C: Research Plan Format**

For Kyushu University

### **Proposed Research Plan**

Please read the application guidelines carefully to ensure that your statements include the information that evaluators need to assess your application. The following template will guide you. Please delete the blue texts and fill out yours.

#### **a) Title (Maximum 30 words)**

- Be as explicit, concise and clear as possible.

#### **b) Research background (Maximum 175 words)**

- State the situation/problems of your country that you wish to investigate from the national and global perspective, using the general information and/or statistics.
- Identify the field of your study area; define your research scope and the target(s) for investigation

#### **c) Relevance and justification (Maximum 350 words)**

#### **d) Research methods (Maximum 175 words)**

#### **e) Bibliography**

- List the books and articles to which you refer in the proposal.

## Prescribed Form 3D: Research Plan Format

For Rikkyo University

### **Research Proposal** **(Master of Public Management and Administration, MPMA)**

Applicant's name: \_\_\_\_\_

**1. Explain how your study in our program helps you achieve your future career goals. (about 500 words)**

\_\_\_\_\_

**2. Explain how your research interests match those of our faculty**

Members, which are outlined in our brochure. Note that your master's thesis will be supervised by one of the following five faculty members: Makoto KAKINAKA, Mitsuhiko KATAOKA, Koji KOTANI, Seunghoo LIM, or Kyohei YAMADA.

See also "Title list of Master's Thesis" in our brochure. (about 500 words)

**3. Research proposal**

Present a concise and well-structured research plan that encompasses the background, research objectives (or research questions), methodology, and data, as well as the anticipated outcomes of your master's thesis research project. To ensure your research aligns with the MPMA faculty's specialties, it is crucial to refer to the specific research fields outlined in our brochure.

Your master's thesis will be supervised by one of the following five faculty members: Makoto KAKINAKA, Mitsuhiko KATAOKA, Koji KOTANI, Seunghoo LIM, and Kyohei YAMADA.

See also "Title list of Master's Thesis" in our website.

[https://mpma.rikkyo.ac.jp/research\\_n\\_faculty.html](https://mpma.rikkyo.ac.jp/research_n_faculty.html)

The research proposal should be typed in English, double-spaced, using "Times New Roman" font with a font size of 11. The length of the proposal should be less than 1,000 words. You may use a separate sheet to write.

Research title: \_\_\_\_\_

I hereby submit my research plan as required and certify that I have written it entirely by myself without help.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_