



From
the People of Japan

The Project for
Human Resource
Development Scholarship
JDS Programme



Nepal

Application Guidelines

For

The Project for Human Resource Development Scholarship (JDS) 2022

(Academic Year 2022-2025)

Doctoral Degree Programme

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

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1. WHAT IS THE JDS SCHOLARSHIP PROGRAMME?

The government of Japan is offering the JDS Scholarship Programme to officials of the government of Nepal opportunities to study at Japanese graduate schools.

The objective of the JDS Programme is to support the human resource development of Nepal. The programme targets highly capable government officers, who are expected to engage in formulating and implementing social and economic development plans. The successful JDS participants, accepted by Japanese universities to study on doctoral degree courses, are expected to become Nepal's future leaders in the 21st century.

The JDS Programme is now accepting potential applicants, wishing to obtain a doctoral degree at Japanese universities during the academic year 2022-2025, from the government organizations described later in the section of '3. Eligibility'.

The Graduate Programme of the doctoral degree will be instructed in English, will take 3 years, and the total number of participants from Nepal will be 2 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 doctoral degrees in these fields, JDS fellows selected from Target Organizations (see the list on Page10) are expected to acquire the skills and knowledge necessary for formulating and implementing social and economic development plans in Nepal. See the latter part of this section for more information on the Sub-Programmes/Components of the JDS Programme.

Fields of Study - Sub-programmes and Components -

Priority area (Sub-programme)	Development Issues (Component)	Number of Acceptance per batch
1. Social and economic infrastructure and mechanism development which directly lead to economic growth and the national livelihoods improvement	1-1. Economic Policy	2
	1-2. Industrial Development Policy	
	1-3. Infrastructure Development	
2. Governance enhancement and basic framework development for democracy	2-1. Development of Human Resource and Administrative Capacity of Civil Servants	
	2-2. Building of International Relations	
	2-3. Improvement of Legal and Judicial System	

Unlike the Master's Program, the Doctoral Programme does not specify which universities the applicants can apply to. The applicants are expected to search and choose an appropriate university in Japan for their academic goals.

- Applicants should have a clear understanding of the objectives of the JDS Program and desire to contribute to the development of Nepal upon return to Nepal after completing the study.
- Applicants' research theme should be relevant to the Development Issues of Nepal referred to the framework of Sub-Programmes and Components of JDS.
- Applicants should receive a recommendation from the supervisor of his/her current work place (Reference Letter should contain evaluation of applicant's performance at work and relevance of his/her research theme to his/her career).
- Applicants should have an acceptance from the expected academic advisor(s) of the applying university before applying to the JDS Program.
- Applicants must be expected to complete the course within, and not exceeding three (3) years.

Sub-Programmes and Components of the JDS Programme in Nepal

Sub-Programme	1. Social and economic infrastructure and mechanism development which directly lead to economic growth and the national livelihoods improvement
Component	1-1 Economic Policy
Background	
<p>Nepal is classified as a landlocked developing country (LLDC) and the gross domestic product (GDP) per capita is reported to be approximately US\$848 in 2016/2017 (MOF). The country has maintained the GDP growth rate for the past 20 years to be 4% in average, but due to the impact from the earthquake and other incidents, it went down to 0.56% in 2015/2016. However, it was registered to be 6.9% in the year of 2016/2017 (Central Bank in Nepal), and the country seems to be on its way of economic recovery. Nevertheless, the speed of economic growth is still slow compared to other countries within the region.</p> <p>In terms of economic structure, although 67% of the working population engages in the agricultural sector, the GDP ratio of this sector is limited to be about 30%. The service sector accounts for 50% of the economy, however most of the services are considered to be informal. The GDP rate for the industrial sector is also on a downward trend.</p> <p>On the other hand, the government of Nepal has announced a framework to graduate from the category of least developed countries (LDC) by the year 2022 and leap forward to becoming a middle-income country by the year 2030.</p> <p>Another issue for the Nepalese government and the ministries concerned is the overall lack of capacity of officers, organization, institution and budget which are necessary for handling the development issues they face. Hence, improvement of administrative capacity of officers and institution building are considered to be the issue for all development themes.</p> <p>In Nepal, JDS Programme has started accepting fellows in 2016 and 40 candidates have been accepted for the master’s programme by the end of 2017.</p> <p>JDS Programme will provide support in the area of human resource development for improvement of policy planning abilities of the administrative officers who are to deal with the priority issues of the economic policy outlined in the National Development Plan, such as public finance (tax system, international loan, debt management, effective use of public expenditure etc.) and international trade, consumer inflation, balance of payment, bank credit, insurance and capital market.</p>	

Sub-Programme	1. Social and economic infrastructure and mechanism development which directly lead to economic growth and the national livelihoods improvement
Component	1-2 Industrial Development Policy
Background	
<p>In 2016, overseas remittance to Nepal accounted for 29.4% of the GDP, and it has largely contributed to the country’s economic development; however, heavy reliance on overseas remittance has created an unstable economic structure. Also, the percentage of foreign direct investment (FDI) within the GDP of Nepal is low compared to other South-eastern Asian countries. Furthermore, the unemployment rate for the young generation in urban areas tends to be high. Creating sufficient domestic employment is an issue for the private sector development.</p> <p>The government of Nepal has clearly expressed its policy to promote foreign investment, and positioned it as the main issue in the area of industrial development; however, in order to implement a comprehensive industrial development, it is necessary to build the capacity of those who will be involved with the industrial development policy in the government.</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 concerning industrial development expressed in the National Development Plan, such as industrial infrastructure policy, small, medium and large enterprise policy, foreign direct investment, strengthening of competitiveness, industrial mainstreaming, promotion of export, diversification, etc.</p>	

Sub-Programme	1. Social and economic infrastructure and mechanism development which directly lead to economic growth and the national livelihoods improvement
Component	1-3 Infrastructure Development
Background	
<p>Nepal ranks 130th out of 190 countries in the global country ranking of infrastructure (Systematic Country Diagnosis 2018 World Bank) and is positioned at the bottom within the region. In Nepal, transportation of goods and mobility of people highly depend on roads, nevertheless the road conditions are very poor, often cut off due to natural disasters, and roads and bridges are not properly maintained in the rural areas, leaving a huge negative impact on the country's economy.</p> <p>As for the electricity sector, due to shortage of power plants there is not enough electricity generated to cover the basic power consumption. Although the situation is being improved, electricity shortage is not only a hindrance to the country's industrial and economic development, but also it directly affects the living standard of the people.</p> <p>Also, as for the urban environment, due to the increase of population in the urban area, water supply service is worsening year by year. Hence, improvement of water and sewage projects is an issue that needs to be addressed.</p> <p>With these background factors, the area of infrastructure needs improvement not only on the technical side but also in training of personnel who will be planning infrastructure policies.</p> <p>JDS Programme will support the human resource development for the improvement of the policy planning abilities of the administrative officers who will be in charge of the priority issues of infrastructure policy expressed in the National Development Plan in the areas such as energy (hydro-energy and alternative energy), infrastructure and transportation (roads, air transportation, railway and other transportation logistics), transportation management, building, housing and urban development, reconstruction, etc.</p> <p>JDS Programme will complement the "Transportation Infrastructure Development Program" implemented by JICA and help train and improve the capacity of administrative officers who can fulfil the needs for expansion and development of an industrial structure which is adaptable to diversifying economic structure.</p>	

Sub-Programme	2. Governance enhancement and basic framework development for democracy
Component	2-1 Development of Human Resource and Administrative Capacity of Civil Servants
Background	
<p>A new constitution was adopted in Nepal in September 2015 and a federal system consisting of three divisions - federal, provincial and local was introduced to the country. Local elections were held in 2017 for the first time in 20 years, along with provincial level elections and legislative elections. Now, although still transitional, the new administrative system is gradually being introduced into the country.</p> <p>The JDS Programme will provide support for the human resource development for the improvement of the policy planning abilities of the administrative officers who will be involved with the priority issues of administration policy expressed in the National Development Plan, such as the federal system and autonomy of the local government (establishment, administration and activities of the provincial and local governments, autonomy of the local government and its service delivery, regional development, etc.), peace and reconstruction, government reform (transition from the current administrative mechanism to the three-tier governance approach, providing access to information for the citizens, improvement of productivity and credibility of public servants) .</p>	

Sub-Programme	2. Governance enhancement and basic framework development for democracy
Component	2-2 Building of International Relations
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-Program	2. Governance enhancement and basic framework development for democracy
Component	2-3 Improvement of Legal and Judicial System
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 **30 and 45** (both inclusive) as of April 1st, 2022.
(should be born between April 2nd, 1976 and April 1st, 1992)
3. hold a master's degree (including universities in Nepal).
4. at least 5 years of work experience in Civil Service at the time of application.
5. gazetted civil servants governed by Civil Service Act of Nepal, (Under Secretary and above) currently employed in following organizations
 - All ministries
 - All agencies under ministries
 - All constitutional bodies
 - All other institutions and authorities
 - All courtsor civil servants (Level 9 and above) originally recruited by the federal government and deputed/adjusted to 7 provincial and 753 local governments.
6. returned to and served for the country for certain years (involving actual work and/or research preparation) set by the Civil Service Act after completion of Master's course.
7. in good health.
8. sufficient English language ability to pursue a doctoral degree

Applicants should not be/have:

1. serving in the military.
2. previously acquired a doctoral 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 doctoral degree through the assistance by the Government of Nepal or any other development partners.

* JDS Programme will request applicants to declare whether you would be applying for another scholarship before the final interview again.

4. MILESTONES

Promotion Webinar

- Promotion webinars will be held online in September 2021.

Obtain Academic Referee Report" (Prescribed Form 3) from your academic advisor

- Request the JDS Project Office (jdsnepal-2@jds21.com) to send 'Letter of Cooperation Request' (Prescribed form 4) to the applying university by 29th October 2021.
- Upon receiving approval from the JDS Project Office, contact expected academic advisor of the applying university.
- Ask your expected academic advisor to send "Academic Referee Report" (Prescribed form 3) directly to JDS Project Office (jdsnepal-2@jds21.com) via email by 16th November 2021.

Preparing and Submitting the Application Documents

- Prepare your application documents carefully. Read "How to Prepare Your Application Documents" of this Guideline for further detailed instruction.
- Application must be completed online **between Monday 8th November at 12:00 noon and Friday 19th November, 2021 at 12:00 noon**. 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 days of application deadline.

English Examination

- Applicants who did not write Master Thesis in English must take IELTS test unless presenting IELTS Score within 2-years validity (as of 31st May 2022).

Medical Check up

- Candidates will be required to take a medical check-up at a designated hospital in December 2021.

Selection by JDS Operating Committee

- Interview will be undertaken by Interviewers appointed by the JDS Operating Committee (OC) in December 2021.
- In case the total number of applications are more than six, document screening by the OC will be conducted before the interview.

Application for the Graduate Schools

- The JDS Project Office will assist successful final candidates and standbys with the necessary application procedures for graduate schools. (January to May 2022)

Screening by the Graduate Schools

- Official document screening, examination and/or interview will be held by the graduate schools. (February to June 2022)
- If it is necessary, candidates will attend screening in Japan. The cost will be borne by the JDS Programme.

Admission Process for Graduate School

- 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 lessons and a pre-departure orientation in Kathmandu in July/August 2022.
- Fellows are scheduled to arrive in Japan by the end of August 2022. (You may not leave for Japan as scheduled if the government boarder control is tighten due to current covid19 pandemic, etc)
- Fellows will enrol at each accepting graduate school between September and October 2022.
- The study period, before graduation, is anticipated to be 3 years.

5. HOW TO PREPARE YOUR APPLICATION DOCUMENTS

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

<Preparation of your application>

1. Send request email to jdsnepal-2@jds21.com to obtain prescribed forms (form 1 to 4).
2. Send the 'Prescribed Form 4: Letter of Cooperation Request' with university's application guidelines to the JDS Office (jdsnepal-2@jds21.com). JDS Office will send 'Letter of Cooperation' to the graduate school that your expected academic advisor belongs to. Letter of Cooperation is to request the university professor to issue 'Prescribed Form 3: Academic Referee Report' as an acceptance.
3. The JDS Office will send you an email to inform you once receiving approval from the graduate school that you can contact the professor. The professor's email address will be sent to the applicant as well.
4. After receiving instructions from the JDS office, send an email to the professor with your CV (Professional and Academic Record), research plan and your past research papers/thesis, and request him/her to fill in 'Prescribed Form 3: Academic Referee Report' and send it to the JDS Office.
※The JDS Office will send receipt email to the Academic Referee (Cc to the applicant) upon receiving Prescribed Form 3. The applicant needs the receipt email for application. Therefore, ensure asking the expected Academic Advisor to send Form 3 to the JDS Office at least 3 days before the application deadline.
5. Send 'Prescribed Form 1: to your work supervisor as a Referee. The Referee must send it directly to the JDS Office (jdsnepal-2@jds21.com) via email. Prescribed Form 1 sent by the applicant will NOT be accepted.
6. The JDS Office will notify the receipt with Reference Number via email to the Referee (CC to the applicant) upon receiving Prescribed Form 1. The applicant needs the reference number for application. Therefore, ensure asking the Referee to send Form 1 to the JDS Office at least 3 days before the application deadline.
7. 'Prescribed Form 2: Official Approval Letter' needs to be filled by an official who can authorize your study leave (Joint Secretary or above) of Human Resource Division or designated division for JDS Scholarship from your target

organization (listed on page 10) which you work for or is your line ministry. Provincial Officials and Local Level Officials should contact OPMCM and MOFAGA respectively. An official seal is necessary. Scan the filled form and save as pdf in max 1MB.

8. Prepare Research Plan with word limit of 700 words (except references and footnotes). Save as PDF in Max 1MB.
9. Scan biometrics page (with photo) of your valid passport and save as PDF in Max 1MB.
10. Prepare your passport size digital photo in JPEG (150 dpi or more resolution, 413x531 pixels) in Max 1MB. (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, show you looking directly in camera, in front of plain background, taken within 6 months).
11. Scan IELTS Academic Module Test Report Form (TRF) within two years validity as of May 31st, 2022 if you have and save as PDF in max 1MB.
12. Scan notarized degree certificates and 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 1MB each.

List of Target Organization

वैदेशिक अध्ययन मनोनयन प्रयोजनार्थको लागि **Target Organization** भन्नाले आफू कार्यरत कार्यालयको तालुक मन्त्रालय वा निकाय भन्ने बुझ्नुपर्दछ । स्थानीय सेवा सञ्चालन सम्बन्धी बेग्लै कानूनी व्यवस्था नभएसम्मका लागि स्थानीय तहमा कार्यरत कर्मचारीको हकमा सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालयमा सम्पर्क राख्न सकिनेछ । साथै प्रदेशको हकमा प्रदेश मुख्यमन्त्री तथा मन्त्रिपरिषद्को कार्यालय मार्फत् प्रधानमन्त्री 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 Resources and Irrigation
8	Ministry of Federal Affairs and General Administration
9	Ministry of Finance
10	Ministry of Foreign Affairs
11	Ministry of Forests and Environment
12	Ministry of Health and Population
13	Ministry of Home Affairs
14	Ministry of Industry, Commerce and Supplies
15	Ministry of Communications and Information Technology
16	Ministry of Labor, 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 Citizens
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 Resource 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 and Reconciliation Commission

No.	Organization
40	Commission of Investigation on Enforced Disappeared Persons
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 Center
48	Office of the Nepal Trust
49	Public Procurement Management Office
50	Nepal Reconstruction Authority
51	Supreme Court of Nepal
52	Office of the Attorney General
53	Federal Parliament Secretariat

6. HOW TO SUBMIT YOUR APPLICATION DOCUMENTS

1. Access to the online application system from the JDS Nepal Official Website (<https://scholarship.jds21.com/>) from **Monday 8th November 2021 from 12:00 noon to Friday 19th November 2021 at 12:00 noon.**

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

2. Submit hard copies of the following documents that you submitted as application documents digitally to the JDS Office within 7 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 transcripts (bachelor and above)

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

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 transcript (score/marks) was cut off.)
 - Ensure quality of certificates and transcripts copies before obtaining notarization.
3. An applicant couldn't obtain a passport by the application deadline and unable to attach his passport copy.
 - Apply for a new passport early in advance to apply for the JDS if you don't have any.
4. An applicant obtained Form 2 (Official Approval Letter) from a wrong office.
 - Ensure Official Approval Letter is issued from your Target Organization. (see the list in the end of this guideline)
5. An applicant did not manage to complete and submit application by the deadline.
 - Ensure completing submission of application before the deadline. Internet connection may not be reliable and do not wait until the last minute.

■ **Tips of Obtaining of Acceptance from the Expected Academic Advisor**

1. Read past research papers/thesis of your academic field as many as possible.
2. Identify a professor as your academic advisor who could possibly supervise you based on his/her academic background. You may choose your academic supervisor of master's degree if you obtained your degree from a graduate school in Japan.
3. Visit the websites of the university that your expected academic advisor belongs to and find the graduate school he/she works at.
4. Find the application guidelines of the graduate school that you wish to be enrolled. If application guidelines are not available for this year yet, find the guideline of a previous year as a reference.
5. Check whether the graduate school
 - has 3-year doctoral courses in English
 - has autumn enrolment
 - accepts application in or after January 2022
 - has eligibility to fit you (match your research field)
 - requires IELTS report
 - has your expected academic advisor in its "List of Faculty Members"

■ **Guidance for Writing a Research Plan**

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

First of all, please consider it is exceedingly difficult to complete your doctoral study within three years, unless your doctoral research is very much relevant either to the research of your master's study, or to your official work. You should be able to prepare an excellent research plan at the time of application, as you have no time to change your research plan after starting the Ph.D. course, in order to obtain the doctoral degree within the limited time frame.

When you prepare your research plan, be sure to have already read many relevant academic papers in your research field. You also should know several researchers in your research field with the knowledge of their significant analytical methodologies. It is better to have already done similar research or data collection at the university or workplace.

You should already know where or how you can obtain the necessary data for your research. It is ideal if you already have sets of data when you prepare your 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 are strongly suggested;

- Is your research topic in line with a Sub-programme/Component of your choice? (See Section 2. FIELD 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?
- Found the potential supervisor: Check if your expected supervisor 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 lectures 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). 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. Your time to complete your research is limited. Reading several master thesis in your field will also help you 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 use to 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 a 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 a global or national perspective, 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 what you aim for in your research paper, what you want to identify or prove any hypothesis 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 to develop and elaborate 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 your 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 the aim of your research paper, what you want to identify, or what hypothesis you want to prove in your research. 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/who 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. In that occasion, you 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.'

(4) Other check points

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 your graduation? (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 to your co-students and professors?
- Is your research plan written within 700 words?

(5) Confirmation of no plagiarism

Whether you intend 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 in internet / magazines / books whatever written by other people without referring. If you want to use someone else's ideas or work, you have to refer to it by writing all necessary information as data sources. Otherwise, your research plan can be considered as 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.

6. IMPORTANT RULES AND REGULATIONS FOR JDS FELLOWS

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

- ✓ The JDS scholarship will be cancelled if a Fellow fails to arrive in Japan at the designated date. Late/early departure to Japan will not be accepted under any circumstances.
- ✓ JDS Fellows are NOT allowed to invite their dependents (spouse/children) to Japan during the **initial 3 months'** period. Subsequently, all procedures required for dependents to accompany Fellows in Japan, after the initial 3 months, shall be carried out by the Fellows/dependents themselves. Due to the Covid-19 pandemic, it may not be possible or take more time to invite your family members.
- ✓ JDS Fellows must NOT violate the laws of Japan and/or regulations of the graduate school.
- ✓ 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 on completion of the doctoral programme.
- ✓ JDS Fellows should work for a Target Organization to which he/she has belonged for at least for 7 years and, on completing the doctoral degree, contribute towards the further development of Nepal.

7. 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 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)
- ✓ Shipping allowance
- ✓ Your dependents may accompany you to Japan, but their travel costs and expenses will NOT be covered

8. 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

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

The Project for Human Resource Development Scholarship (JDS) in Nepal 2022
APPLICATION FORM for DOCTORAL LEVEL

1. Name of University/Graduate School you are applying

Component: _____

Name of University: _____

Name of Graduate School: _____

Name of Course to apply: _____

2. Personal Information

- (1) Full Name (in Alphabet, as of written in passport)

Given Names: _____

Surname: _____

Passport Type: Official / Private

Passport Number: _____

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

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

- (3) Age: _ (as of 1st April 2022)

- (4) Sex:
-
- M /
-
- F

- (5) Marital Status:
-
- Single /
-
- Married

- (6) Current Address:

Ward No: _____

City/Village: _____

(Rural) Municipality/(Sub) Metropolitan City: _____

District: _____

Province: _____

- (7) Mobile Number: _____

- (8) E-mail Address: _____

- (9) Contact Person (Family or Relative)

Name: _____

Mobile Number: _____

(10) Social Group(Gender, Ethnic Minority, Disability)

- Women Madhesi
 Dalit People from backward area other groups
 Janajatis With disability

* Competent women, Dalit, Janajatis, Madhesi, and other minority groups and persons with disability are encouraged to apply.

3. Educational Background

(1) Educational Background

Level	Examination Board/ University (Faculty)	Academic Years	Year started - Year passed	Degree
School Education (from 1 st to 10 th grade)		_ years	-	
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		

Remarks:

- * Graduation date and names of degree given in this section must match your submitted diplomas/ certificates.
- * Do not list short-term training courses.
- * Please count as one year if school year starts in September and ends in June.
- * If you did not complete a school, mark 'incomplete'. If still in school, mark "in school".

(2) Master Thesis

Title of Master Thesis: _____

Written Language: English Nepali Other Language

(3) 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

(4) Are you currently applying for another scholarship for Ph.D. study?

Yes, Name of Scholarship: _____

No

(5) Have you ever applied for JDS Doctoral Programme before?

Yes, Component: Select an item

University: _____

No

4. Work Experience

(1) Name of Target Organization:

Select an item

(2) Work Experience (as of application)

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

(3) Service Term as a Civil Servant

Service Term: Form _ / ____ (Month/Year) to _ / ____ (Month/ Year)

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

(4) Are you a member of the Armed Forces?

Yes

No

5. Responsibilities of Your Work

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

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

6. Research Plan

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

7. 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 contribution to strengthening bilateral relations beteem Nepal and Japan on your return home? (Describe 400-500words)

8. Declaration

I, (Name as of written in passport all block letters) 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 doctoral 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

Confidential Statement of Reference for Doctoral Level Scholarship

FOR the Employer/ Authorized Officer

The Project for Human Resource Development Scholarship (JDS) in Nepal 2022

CONFIDENTIAL STATEMENT of REFERENCE for DOCTORAL 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 send it directly to the JDS Office (jdsnepal-2@jds21.com) via email at least 3 days before the application deadline. 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: _____

To the Referee:

This is an integral part of an application form for the scholarship program provided by Nepal under the Grant Aid Program by the Government of Japan. This particular program offers opportunities for academic research at Japanese higher educational institutions. Also, this is to enhance the leadership skills of young people 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 send it directly to the JDS Office (jdsnepal-2@jds21.com) via email.

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: _____

Relationship to the Applicant: Supervisor _____

Name of Office and Division: _____

Position Title: _____

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):

Mr. /Ms. Given Names: _____ Surname _____

Position Title: _____

**for the Doctoral Degree Program, the Project for Human Resource Development
Scholarship (JDS) 2022 (Academic Year 2022-2025).**

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 3 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		
Division		
Organization		
Signature		Official Stamp
Date (day/month/year)		

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

Prescribed Form 3 Academic Referee Report

FOR the Expected Academic Advisor

The Project for Human Resource Development Scholarship (JDS) in Nepal 2022

CONFIDENTIAL STATEMENT of REFERENCE for DOCTORAL LEVEL

(To be filled by the Expected Academic Supervisor)

Academic Referee Report

入学志願者推薦状

To the individual writing this referee's report

This referee report is to be completed by the expected academic advisor of a university the applicant is going to apply. Please write this report only when you consider the applicant is sufficiently qualified to obtain a Doctoral degree within 3 years, which is the maximum duration under the JDS Doctoral Fellowship Program. Please type in Japanese or English and sent to the Japan Development Service (jdsnepal-2@jds21.com), the responsible agent for this fellowship, via email.

ご推薦者様へ

このフォームは、志願者が応募する大学の受入予定教官が記入する推薦状です。JDS事業では3年間で博士課程を修了することとなるため、期間内に修了できると考えられる志願者のみご推薦をお願いいたします。英語でご記入の上、本事業のエージェントである株式会社日本開発サービスの指定メールアドレス宛 (jdsnepal-2@jds21.com) にご送付ください。

1. Full Name of the Applicant

志願者氏名

2. How long and in what capacity have you known the applicant?

どの位の期間、どのような立場で志願者をご存知ですか？

3. How do you evaluate the significance and contribution of applicant's research (master's level) in terms of solving a development issue of Nepal?

母国の開発課題解決に向けての志願者のこれまでの研究の意義と重要性についてどのようにお考えですか？

4. How do you evaluate the significance and contribution of applicant's research plan (Doctoral level) in terms of solving a development issue of Nepal?

母国の開発課題解決に向けての志願者の今後の研究の意義と重要性についてどのようにお考えですか？

5. Are you willing to supervise the applicant as your Doctoral student, provided that your university accepts her/him?

推薦者が志願者を博士課程の学生として受け入れる意思がありますか？

- Yes はい
 No いいえ

If you answered "yes", please elaborate on your plan of supervising this candidate in three years, which is the maximum duration of JDS Doctoral Fellowship Program.

受入を容認している場合、今後JDS博士課程の最大受入期間である3年間でどのような指導を計画されていますか？

	Very Strong 大変強い	Strong 強い	Average 平均的	Poor 弱い	Unable to comment コメント不能
Willingness to guide the applicant 推薦者の志願者に対する指導意欲の度合	<input type="checkbox"/>				

6. Please evaluate the applicant concerning the criteria below.

以下の項目について志願者を評価をお願いします。

	Excellent	Good	Average	Poor	Unable to comment
Academic/Professional achievement 学術的／専門的達成度	<input type="checkbox"/>				
Leadership qualities リーダーシップの質	<input type="checkbox"/>				
Personal integrity 品格・チームワーク力	<input type="checkbox"/>				
Communication Skill コミュニケーション能力	<input type="checkbox"/>				
Resourcefulness and initiative 対処能力と積極性	<input type="checkbox"/>				
Emotional maturity 情緒的成熟度	<input type="checkbox"/>				
Adaptability to new environment 新たな環境への適応力	<input type="checkbox"/>				

7. Do you think the applicant can finish all course works in 2 years and obtain a Doctoral degree in 3 years? Please state the reason why.

NOTE: As this Fellowship targets government officials, the JDS Program also accepts those Fellows who stay in Japan for the first 2 years for course work and return to their countries while continuing research in the third year and obtain a Doctoral degree within 3 years. Otherwise, it is deemed difficult for competent civil servants to leave their country for an extensive period of time.)

志願者は2年でコースワークを終え、3年目に母国に帰国しながらも学位を修了可能とお考えですか？その根拠についてもお聞かせください。

注： JDS事業は公務員を対象とするため、2年間の日本でのコースワーク終了後、3年目に帰国しながら学位を修了することも可能です。

Full Name (推薦者氏名) : _____

Name of Institution (所属機関) : _____

Your designation (役職) : _____

Email (メールアドレス) : _____

Phone No (電話番号) : _____

Date (日付) : (dd) ____/(mm) ____/(yyyy) ____

Prescribed Form 4 Letter of Cooperation Request

To: JDS Project Office

Please send 'Letter of Cooperation Request' which helps me to obtain 'Academic Referee Report' from my expected academic supervisor.

Name of Applicant: Given Name: _____ Surname: _____

Mobile number: _____

Name of work place: _____

Name of university of your master's study: _____

Did you write your master thesis in English?: Yes No

Name of university to apply: _____

Name of graduate school to apply: _____

Name of graduate school course to apply: _____

Please specify weblink (URL) of the course above: _____

Name of expected academic supervisor: _____

Email Address of the expected academic supervisor, if you know: _____

How do you know him/her?: _____

Please specify weblink of 'the list of Faculty Members' that your expected academic supervisor is listed: _____

Please write down 3 academic papers by your expected supervisor which same field as your own research.

1. _____

2. _____

3. _____

Did you download and read 'JDS Doctoral Application Guidelines'? Yes No

Please specify weblink of the above graduate school's Application Guidelines to download:

The graduate school's application period: from _____ (DD/MM) to _____ (DD/MM) 2022

I confirm that the above-mentioned doctoral course;

- has 3-year doctoral courses in English: Yes No
- has autumn enrolment: Yes No
- accepts the graduate school's application in or after January 2022: Yes No
- has my expected Academic Supervisor in its "List of Faculty Members": Yes No

End