



JDS Application Guidelines



The Project for Human Resource Development Scholarship by Japanese Grant Aid in Pakistan 2020



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For Inquiries

JDS Website

<http://jds-scholarship.org/>

JICE JDS Project Office in Pakistan

Email: jds.pakistan@jice.org

TEL: 051-2099-225 / Mobile: 0335-4199416

Office Hour: 8:30-12:30 / 13:30-17:00, Monday to Friday

Room No.322, 3rd Floor, Emirates Tower, M-13, F-7

Markaz, Islamabad, Pakistan

I. Application Guidelines

1. About JDS Scholarship

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) was launched by the Government of Pakistan with the assistance of the Government of Japan in 2018



JDS is funded by the Government of Japan through its ODA (Official Development Assistance) budget.



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



JDS provides scholarships to Pakistan government officers to study at two-year Master Degree courses (instructed in English) of Japanese universities.* Some courses are completed in one year.

Objectives of JDS

■ To support for Human Resource Development

JDS's objective is to strengthen the government's administrative capacities in Pakistan, through providing the opportunity to obtain the Master's degree to the young capable government administrators who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.

■ To Enhance Bilateral Relationships

JDS fellows are expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through academic and social activities while in Japan.

Beneficiaries of JDS

■ For the participants (JDS Fellows)

JDS Fellows will acquire expertise to use for policy making and institutional building for the development of their country, and also build human network in and out of Japan through the two-year study in Japan

■ For the organizations (The Fellows' workplace)

The Fellows' workplace will attain highly-capable and motivated returnees (JDS Fellows) who can effectively contribute to the organizational missions

■ For the Country (The Fellows' country)

The Fellows' country will improve institutional capability of the target organizations which leads to foster country's development

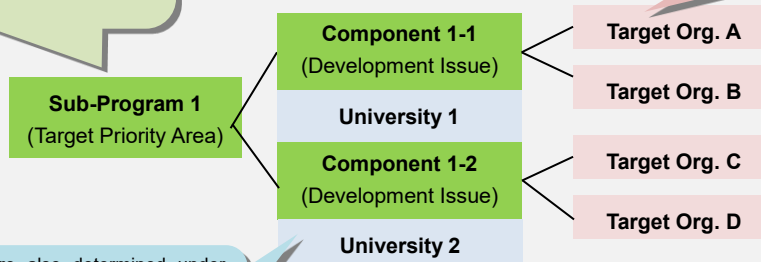


2. System of JDS Pakistan

The framework of the JDS Project under the "New System" was made applicable to Cambodia in 2009. The new approach gives its importance on **"selection and concentration"** on the target priority issues to enhance effectiveness and efficiency of the program. A single program (One phase) is designed to accept four batches of Fellows (Fellows in each fiscal year constitute one batch).

The new JDS Project consists of the sectors called **"Sub-Program"** and **"Component"**, which correspond to and deal with the selected target priority areas and the relevant development issues, which were confirmed as indispensable to the economic and social development of the country.

The Fellows of the JDS Project are selected from the **"Target Organizations"** whose mission is closely related to the target priority areas (Sub-Program) and the relevant development issues (Component).



Accepting universities are also determined under each Component, which offers educational programs relevant to the needs of Pakistan. The degree to be pursued is **master's degree (2 years course)**, and the medium of instruction is **English**.

For further details

- P14 Framework of JDS Pakistan
- P15 List of Target Organizations
- P16 Information on each Component

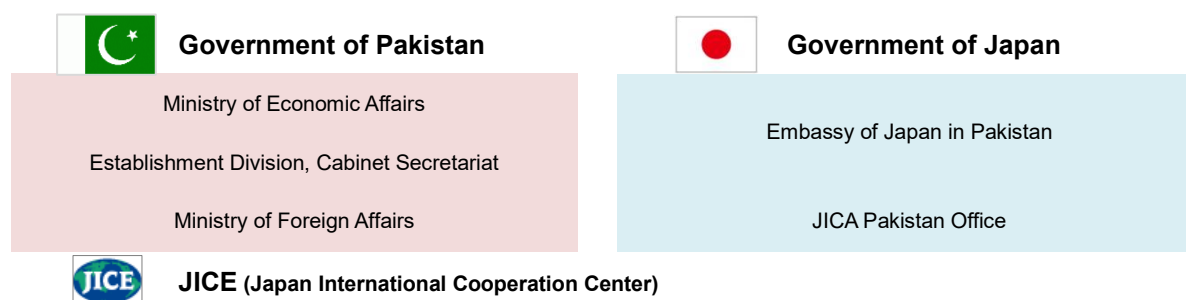
3. Applicant Eligibility

Nationality	Citizens of the Islamic Republic of Pakistan
Age	Between 25 and 40 years old as of April 1st, 2021 (Born on/after April 2, 1980 and born on/before April 1, 1996)
Academic Background	<ul style="list-style-type: none"> • Possess a Bachelor Degree authorized by the Government of Pakistan or other countries • 16 years of formal education is required (in principle), however, relevant academic/research career or working experience can be considered as the alternative to meet the requirement. <p>Other requirements or desirability of academic background Some accepting universities have other requirements or desirable academic background. Check "Accepting University" in P14</p>
Work Experience	<ul style="list-style-type: none"> • CSS/Cadre officers • Federal Ex-Cadre officers (BPS 17 and above) • Required at least 3 (three) years of work experience including a period of probation as full-time employee after entering public service at the time of application (Part time jobs and volunteer activities are not counted as work experience).
English Proficiency	Have a good command of both written and spoken English. TOEFL 500-550 / IELTS 5.5 or equivalent is preferable (not required)
Health Condition	Mentally and physically in good health.
Responsibilities of JDS Fellow	<ul style="list-style-type: none"> • To sign and submit the pledge to follow the conditions deemed necessary as a JDS Fellow. (If the Fellow violates any articles of the pledge, the scholarship may be cancelled). • To attend the pre-departure orientation in Islamabad (about 1 week in July-August 2020). • To fully participate in briefings/orientations in Japan (August-September 2020). • To contribute to the socio-economic development of Pakistan with the acquired knowledge upon return to Pakistan. • To follow the JDS rules and regulations (See P.5).
Ineligibility	<p>A person corresponds to the followings is not eligible to apply:</p> <ul style="list-style-type: none"> • Those who are currently receiving (or is scheduled to receive) another scholarship (including other scholarships of Japan). • Those who have obtained a master's or higher degrees overseas under the support of foreign scholarship. • Military personnel registered on the active list or person on alternative military service, and also personnel on temporary leave from the active list.

4. JDS Operating Committee (OC)

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

JDS Operating Committee (OC) Pakistan



JICE supports a smooth implementation of JDS project, which covers a wide range of services such as arrangements of recruitment and selection, and assistances for JDS Fellows studying in Japan.

5. Selection Process

Schedule	Steps	Description
Sep - Nov, 2020	Application	Application Documents are required to submit to both the Ministry of Economic Affairs (Through Organization which you are currently belong to) and JDS Office by the deadline. Deadline will be announced on the JDS website. https://jds-scholarship.org/country/pakistan/index.html Further details → P6 "Application Documents"
	▼	
Nov - Dec, 2020	Academic aptitude test	IELTS and Math tests¹. The test results will be reviewed by the universities in later selection stages.
	▼	
Dec, 2020	1 st Selection	Document Screening: Application Documents and research plan will be examined by the Japanese universities.
	▼	
End of Jan - Mid of Feb, 2021	Health Checkup	The health checkup will be arranged at a hospital in Islamabad
	▼	
End of Jan - Mid of Feb, 2021	2 nd Selection	Technical Interview: Faculty members of the Japanese Universities will visit to Islamabad to conduct their interview exams. (Or online interview will be held.)
	▼	
Early Mar, 2021	3 rd Selection	Comprehensive Interview: The Operating Committee members will conduct the interview exams.
	▼	
Mid of Mar, 2021	Approval by the OC	Successful candidates will be approved and notified
Mar - Apr, 2021	University Application Procedure	JICE will support application for each university
Jul, 2021	Orientations	Provided by JICA and JICE
Aug, 2021	Departure for Japan	JICE will arrange air-ticket, visa, and also support after the arrival in Japan

<Important Notes>

- ✓ All the selection costs will be covered by JDS project.
- ✓ **No TA/DA until 2nd Selection.** From 2nd selection, limited transportation and accommodation allowance will be provided to applicants coming from provincial areas.
- ✓ Application Documents will not be returned (Please keep a copy of your documents for yourself)
- ✓ Application Documents with false statements or plagiarism will be immediately disqualified
- ✓ A result of each selection will be announced to all applicants by Email.
- ✓ In principle, reasons of the selection-results will not be disclosed.



IELTS & Math test

1st Selection
Document Screening2nd Selection
Technical Interview3rd Selection
Comprehensive Interview

¹ Applicants for Ritsumeikan Asia Pacific University (CP 1-1) will be exempted from the Math test.

6. Selection Criteria

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

* The English and math test results will be reviewed by the universities in the selection stages

7. Award Benefits

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

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



8. Important JDS Rules

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

Before departure

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

During the stay in Japan

- **The Fellows are allowed to bring their family members to Japan only after 3 months from the date of arrival. However, all JDS Fellows are required to follow the regulations by the Government of Japan due to the situation of COVID-19**
- The Fellows are prohibited from
 - Working
 - Driving motor vehicles, and
 - Applying for further studies such as a doctoral course in Japan
- The Fellows must complete the study within the predetermined period of study, and return to his/her country immediately after the study completion.

After returning to home country

- The Fellows must attend a report back meeting held by the Operating Committee.
- **The Fellows are obliged to return and work in Pakistan in compliance with the rules of the Government of Pakistan.**

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

II. How to Succeed in Application

Read carefully before you prepare documents.

1. Application Documents

All applicants are required to submit a set of necessary documents. Please follow the instructions below.

1) Application Documents

- Application Form (AF) and other designated forms can be downloaded from JDS website (<http://jds-scholarship.org/>)

"Download password" will be required. First, fill out and send password request form in this web site. Then, JICE JDS Project Office will send the password to you by E-mail.

2) Precautions

- Two (2) sets of Application Documents are required. (See the instruction below.)
- To prepare for the 2 sets, please mind 2 types of documents. (Original / Attested copy of the original)
- All documents written in other language than English need official English translation. (Self-translation is not acceptable.)
- Use only A4 size paper for all copy sets.
- Do not staple the documents. Put a paperclip on them instead.
- Submit "Reason Letter" in case where wrong information (e.g. wrong spelling of name on the certificate, birthday, etc.) is contained in the ID and official documents due to administrative errors.
- Make your own extra copy of the Application Documents before submission.

3) List of Application Documents

Doc No	Application Documents	Required number	Remarks
1	Checklist of Application Document	2	-
2	Application Form (AF) (designated form)	2	Undersign <u>all the pages</u> of AF including 10. Declaration page.
3	Photograph (4cm x 3cm)	2	Paste them on each AF. Should be taken within 3 months.
4	University Diploma / Certificate of Degree (Order: Bachelor-Master)	2 (Original or Attested Copy of the original)	If not written in English, attach official English translation.
5	University Transcript/ Official Grade Report (Order: Bachelor-Master)	2 (Original or Attested Copy of the original)	If not written in English, attach official English translation. (Transcripts of all semesters are required)
6	Reference Letter "Annex" (designated form)	2	Please request your referee to <u>type</u> in the designated form. (This letter must be submitted in a sealed envelope)
7	Copy of Valid Government Officer ID Card (ID card of Workplace)	2	If you do not have any ID card, submit only "8. Employment Certificate (designated form)" which is officially issued by the organization currently you are employed.
8	Employment Certificate (designated form)	2	Ask your belonging organization to issue the certificate by using designated form.
9	Copy of Valid Personal ID	2	Submit <u>ONE</u> of the following ID documents. If you are selected as final candidate, you will be required to submit copy of valid passport - Passport (Copy of cover and photo page) or - National ID Card (Copy of the card. If not written in English, attach official English translation)
10	Questionnaire	1	For "Set 2" only.
11	Request Form for General Math Test and IELTS	1	For "Set 2" only.

4) Arrangement of Application Documents

As mentioned above, **2 sets of Application Documents are required.**

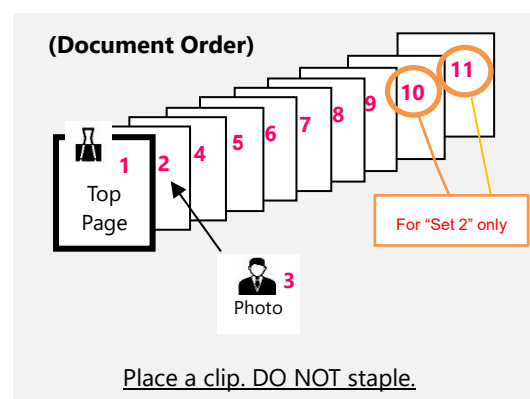
Arrange those sets following a manner of arrangement below.

First, you prepare the original set, then take a copy of the set.

The document No. below corresponds to the ones in the table “3) List of Application Documents” on P6

1 Original Set

1. Check List of Application Documents ← Top Page
2. Application Form (AF)
3. Photograph (4 cm×3 cm)
4. University Certificate of Degree/Diploma(Order: Bachelor-Master)
5. University Transcript/ Official Grade Report (Order: Bachelor-Master)
6. Reference Letter (Annex) in a sealed envelope
7. Copy of valid Government Officer ID Card
8. Employment Certificate
9. Copy of valid Personal Identification Document
10. Questionnaire “Information source” (For “Set 2” only)
11. Request Form for General Math Test and IELTS (For “Set 2” only)



Submit to the Ministry of Economic Affairs
(Through Organization which you are currently belong to)

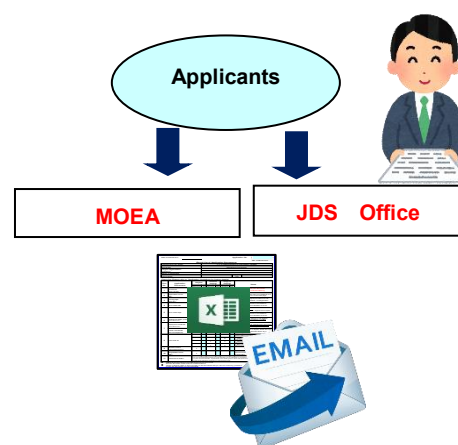


Submit to JDS Office

5) Submission of Application Documents (Hard Copy)

■ Important Notice

- Application lacking of necessary documents will not be accepted.
- Application after the deadline will not be accepted.
- Application will be disqualified in case false statements or plagiarism is found.
- Application Documents will not be returned for any reasons.



6) Send the Excel file to JDS Pakistan office by Email

The Email title should be "JDS2020 (Your Applied University Name) Your full name"
Ex) JDS2020(IUJ)_Ali AHMAD

JICE JDS Project Office in Pakistan

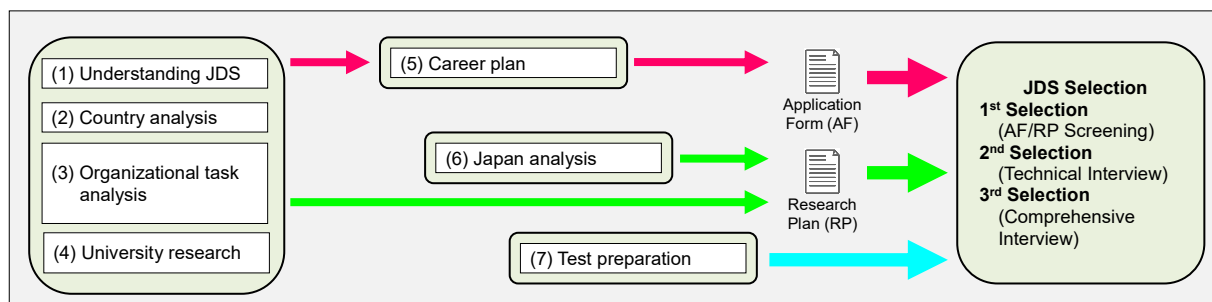
Room No.322, 3rd Floor, Emirates Tower, M-13,
F-7 Markaz, Islamabad, Pakistan

TEL 051-2099225 / **Mobile** 0335-4199416 / **Email** jds.pakistan@jice.org

Office Hour: 8:30 - 12:30 / 13:30 - 17:00, Monday to Friday

2. Tips on Application and Selection (Reference)

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



About the selection and criteria

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

(1) Understanding JDS

Objectives and framework

The objectives of JDS are written in P2. “Sub-Program and Component (SP/CP)” and “Targeted Organizations (TO)” are shown in P14-15. But, here, most importantly, you have to note the reasons why JDS is provided to the government sector, why SP/CP and TO are set in the JDS framework. The answers to those questions will be an important basis in making preparation for AF and RP.

- JDS is designed to support the human resource development of Pakistan
- Government sector can directly and widely contribute to the development
- SP/CP are set based on the development plan of Pakistan and Japan aid policy.
- TO (You and your workplace) are considered to be closely involved in the development.

(2) Country analysis

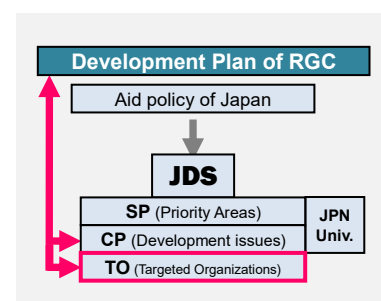
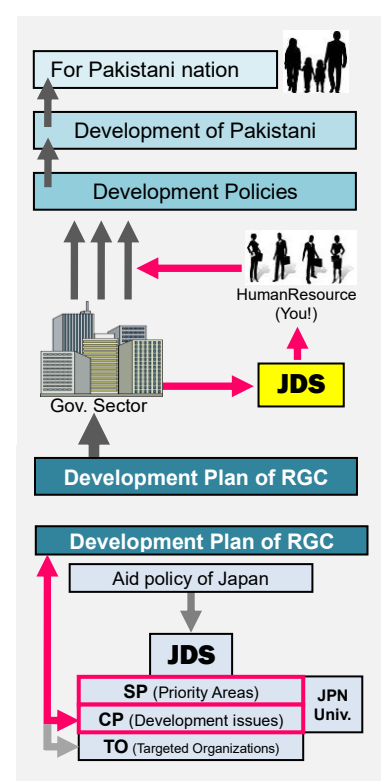
As mentioned in “(1) JDS analysis” above, “SP/CP” is set based on the development plan of Pakistan (Vision 2025, etc.). First, read and understand a background of the SP/CP you wish to apply for (P14-15) to know what kind of development issues are assumed and what kind of research are expected under JDS. Then, obtain information on development issues of Pakistan (Vision 2025, Issues of your organization, etc.) to deepen your understanding on the status of the development. This analysis of present development status will be important not only for making a RP but also for later selection steps (interviews).

- Read and understand a background of the SP/CP you apply for (P16~)
- Check such materials as NSDP, issues of your organization, etc.

(3) Organization task analysis

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

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



(4) University research

As shown in “JDS framework (P14)”, the relevant Japanese universities (courses) are designated under the each CP. Those universities are selected to offer you with sufficient knowledge in order to tackle development issues of your concern. As the universities wish to recruit students with necessary academic level and high motivation to learn, you need to demonstrate those points in the following way.

- One of the ways to show self-motivation is to demonstrate how much you know about the university you are applying for.
- Go to the university website to know their location, history, provided courses, the faculty members, etc.
- Find interesting professors, and check their research areas, current activities, their published academic papers, etc.

(5) Career plan

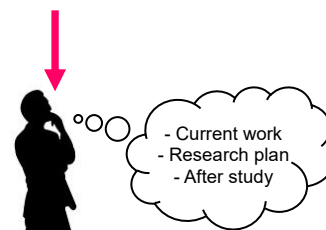
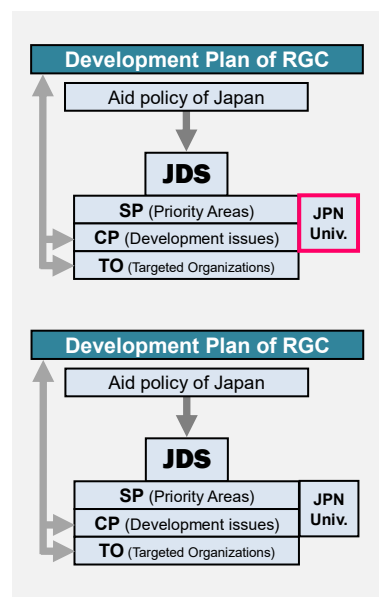
As you can see it in Application Form (AF), you will be required to fill in [Question6] your work experience, [Q7] Research plan, [Q8] Reason for Applying the Graduate school / course and [Q9] future contribution. Those questions are very coherent in the sense that each question asks [who you are / what you are doing now], [what you want to do in Japan] and [what you can / want to do after your study]. So, those questions ask how you relate your career and the study in the context of the development of your country. This is a clear tip to answer to those questions in AF.

- Question 6, 7, 8 and 9 in the AF are NOT separate questions. They are very coherent.

About “Responsibilities of Your Work” (Q6 in AF)

Due to lack of understanding of the connections among [Q6], [Q7], [Q8] and [Q9], About [Q6], some people do nothing but list up their daily work without being aware of those connections. As mentioned above, it is important to show your current (or previous) work in the context of the development issues in order to bridge your answers to the next questions (Research Plan and career plan after study).

- Q6 just asks your current and previous works. But, based on your answers in this Q6, the interviewers (The university and OC) try to guess if you can use acquired knowledge in your work after you return from Japan. Therefore, Q6 and Q9 are two sides of the same coin.



About Research Plan (Q7 in AF)

The details about how to write Research Plan (RP) is explained in (P10). On the basis of the explanation above, keep in mind that the RP is considered as an extension of your work [Q6], which will lead to your career plan after you study in Japan [Q9].

About contribution after study in Japan (Q9 in AF)

You may have a problem in answering to this question about how you will contribute to the development after your study in Japan. Considering the objectives of JDS, this is a very important factor through the selection process. Every year, some applicants provide answers such as “I will share my knowledge”, “I will teach at educational institutions” and so on. Those are, of course, important. But, if you are a JDS interviewer, would you be attracted by such answers?

- If you have finished the analysis in (2) ~ (4) above, you should be able to identify the needs of your country and organization as well as your tasks to fulfill such needs.
- It is important to layout your future career plan (after your study in Japan) in relation to the needs of your country and organization, which also will be a solid and good reasoning to study in Japan!

(6) Research on relevant issues in Japan

The JDS Fellows are to conduct a research on development issues of their home countries. And also, taking into account that they study in Japan, you are also recommended to know in advance, at least, about historical and empirical cases of Japan in your research field.

(7) Test preparation

As shown in “Selection Process (P4)”, the results of English and Math tests will be reviewed by the universities in the 1st selection (AF and RP screening by the universities in Japan) and afterwards.

- It is strongly recommended to prepare for those tests, improving your ability by self-study. You can prepare both tests in advance!
- About IELTS test, get used to the test format using sample test and textbooks.
- About Math test, question and solution of the past years' test are available at JDS website. Using the past test, check rules and formulas in school textbooks!

IELTS preparation
IELTS web site
<https://www.britishcouncil.pk/exam/ielts/prepare>

Past math test and solution
JDS web site
<http://jds-scholarship.org/>

3. Guidelines for Writing a Research Plan

(1) Guideline for writing a research plan

In the application for JDS, the research plan for your Master's thesis should ;

- Address the current issues/problems of the socioeconomic development of your country and how to remedy these issues/problems.
- Present a detailed work plan on how and what you will do to achieve for the goal of your study.

The research plan, which is submitted for the application is not deemed to be final. It will be revised during the course work in the line with the Component. The purpose of the research plan is to help its readers (faculty members of graduate schools) evaluate the significance and potentiality of your research from the following aspects:

- 1) Does the research plan address the important policy questions of the applicant's country?
- 2) Does the research plan show that the applicant is strongly motivated and adequately prepared to implement the research successfully?
- 3) Who will benefit from the result of the research? Will the result of the research contribute to solving or clarifying policy questions which are important for applicant's country?

- 4) Does the research help the applicant to more effectively participate in the development process of your country after the completion of the course?
- 5) Is the applicant's academic background strong enough to implement the research plan?
- 6) Is the applicant's work experience sufficient to pursue the research? (Not necessary if other application material is good enough to show that the answers are positive.)
- 7) Does the research plan fit well with the program of the graduate school?
- 8) Are the applicant's research questions academically significant?

The importance of each point above, however, depends on the field of study and the graduate program you are applying for. Some graduate programs may require more specific information about the data and method of analysis. Therefore, it is essential to go through the "University Information" as well as the website of the university carefully before writing your research plan. Writing a research plan is the beginning of your research. It is highly recommended that you keep improving your research plan before departure to Japan after being selected as a JDS Fellow.

(2) Outline of the research plan (Example)

Title		Describe the nature of your proposed research clearly. Avoid making it too short or redundant.
Introduction	Background	Position your research theme here to <u>state a significance of your research in the research areas</u> . The literature review is not a part to merely describe preceding studies <u>but to sort out what researches have done, what have been found and what are unknown in your research field</u> . Also consider relevance with development issues and your organization. List the preceding studies in a reference section at the end of your research plan.
	Literature Review	
	Purpose and Questions	<u>Shape and clarify what you want to achieve by your research. It is recommended to think about research purposes at a higher level not in your daily duties.</u> The research itself is not a purpose. Your research is supposed to contribute to the development of your country and institutional development of your organization. As for the research questions, set your questions in relation with to the preceding studies above, development issues of your country and organization, also taking into consideration your research methodologies. <u>With solid research questions, the research methodologies will be clarified accordingly.</u>
Main Body	Methodology	This is the main part of your research plan. Develop your opinion and give more information. Explain what and how to study. <ul style="list-style-type: none"> ▪ Detail your research procedure within the given timeframe. ▪ List sources and quality of evidence you will consult with and the analytical technique you will employ, and the timetable you will follow. ▪ Describe the intended methods of data gathering, the controls you will introduce, the statistical methods to be used, the type of literature or documentary analysis to be followed, etc.
Conclusion	Expected Results Significance	Tell the reader the important points to stress and address your future plan. <ul style="list-style-type: none"> • Expected learning/findings from your research • Describe your future plan on how to utilize your research outcome to solve the issues mentioned in the first part after return home. • Describe how your research outcome will contribute to the development of the country and the institutional development of your organization.
	Bibliography	Include all the resources which are used in the writing of the research plan.

For more information, go to the websites on academic writing below.

USC Libraries: Research Guides

<http://libguides.usc.edu/writingguide/researchproposal>

University of Oxford: Guidelines to Writing a Research Proposal

http://www.geog.ox.ac.uk/graduate/apply/research_proposal.html

(3) Warnings about “Plagiarism”

“**Plagiarism**” is **a serious offense** in the academic field. **Plagiarism** means using other person’s ideas and words without explicitly acknowledging the source of that information.

University students including JDS applicants and Fellows are members of the academic, and must not commit plagiarism in making a research plan and thesis. Otherwise, you may be disqualified from the selection, or even be discharged from the university, once the plagiarism is found in your research plan, or academic work at the university.

Such cases are deemed as plagiarism:

- Copying from books or articles written by other authors without permission
- Copying from an internet source without referring to the attribution text or information
- Misrepresentation of someone’s work as one’s original

To avoid plagiarism, you must cite sources and give credit whenever you use:

- Other person’s idea, opinion, or theory
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- Quotation of other person’s spoken or written words, or
- **Paraphrase** of other person’s spoken or written words

When you make your research plan, also pay attention to “**Paraphrase**”.

Paraphrase is a re-expression of other person’s ideas in your own words. There is accurate and inaccurate way of paraphrasing.

Here are some websites for more explanation on those matters. Applicants must prepare a research plan carefully to avoid plagiarism.

■ Plagiarism and how to avoid it

INDIANA UNIVERSITY BOOMINGTON, Writing Tutorial Service, *Plagiarism: What it is and how to recognize and avoid it*.
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

■ Paraphrase and examples

The Writing Center @ THE UNIVERSITY OF WISCONSIN – MADISON, *the Writer’s Handbook avoiding plagiarism*
http://writing.wisc.edu/Handbook/QPA_paraphrase.html

INDIANA UNIVERSITY BOOMINGTON, Writing Tutorial Service, *How to Recognize Plagiarism*
<https://www.indiana.edu/~istd/example1paraphrasing.html>



<Image>

A Passage Appears in a Source

Critical care nurses function in a hierarchy of roles. In this open heart surgery unit, the nurse manager hires and fires the nursing personnel. The nurse manager does not directly care for patients but follows the progress of unusual or long-term patients. On each shift a nurse assumes the role of resource nurse. This person oversees the hour-by-hour functioning of the unit as a whole, such as considering expected admissions and discharges of patients, ascertaining that beds are available for patients in the operating room, and covering sick

~~Critical care nurses have a hierarchy of roles. The nurse manager hires and fires nurses. S/he does not directly care for patients but does follow unusual or long term cases. On each shift a resource nurse attends to the functioning of the unit as whole, such as making sure beds are available in the operating room, and also has a patient~~

Word-for-Word Plagiarism

Patchwork Paraphrase

~~Chase (1998) describes how nurses in a critical care unit function in a hierarchy that places designated experts at the top and the least senior staff nurses at the bottom. The experts — the nurse manager, nurse clinician, and clinical nurse specialist — are not involved directly in patient care. The staff nurses, in contrast, are assigned to patients and provide all their nursing care.~~

Deemed as Plagiarism

■ Citing references

It is important to cite sources you used in your research plan. Refer to the following useful sites for further details.

About the citing references:

University of Reading, *Library – Citing References*
<http://libguides.reading.ac.uk/citing-references>

About various citing examples

University of Maryland, University College, *APA citation examples*
http://www.umuc.edu/library/libhow/apa_examples.cfm

4. FAQ (Frequently Asked Questions)

Q1. What is the Sub-Program (SP) / Component (CP)?

They are the fields of study determined according to the priority development issues of each JDS recipient country. JDS Fellows are expected to prepare the research plan in line with the stated issues. You are encouraged to study in advance the Sub-program/ Component under which you apply for JDS.

Q2. How should I count my age, the way of counting is different from Japanese way?

The age should be counted in Japanese way. It should be one year when you are exactly reached 12 months after you were born. (Ex.) If you were born on 1st February, 1984, you are 36 years old as of 1st April, 2020.

Q3. How should I count the period of schooling if I attended more than 2 schools at the same time?

Please do not count it separately but based on the years you studied. See an example below.

9/2005-6/2009 School A (4 years)

9/2006-6/2009 School B (3 years)

In this example, the total school year is NOT 7 years but 4 years (9/2005~6/2009).

Q4. I have already received a scholarship from other country. Am I eligible to apply for JDS?

No. The following persons are NOT eligible to apply for JDS.

- Persons who are currently receiving or is scheduled to receive other scholarship
- Persons who had already obtained master's degree in other countries under any scholarship.

(*) However, persons who are studying in master's course or obtained master degree without foreign assistance in local/foreign universities are eligible.

Q5. I graduated from more than 2 universities. Which diploma/transcript should I submit?

If you write down both universities as Educational Background in the Application Form, please submit both of them.

Q6. How do I write a research plan?

Please refer to "Guidelines for writing a research plan" in this booklet. You can also refer to many literatures about how to make a research proposal on the Internet. Please pay attention to avoid "Plagiarism".

Q7. Where can I get the Application Form?

Please access JDS web-site.

<http://jds-scholarship.org/>

Application Form (AF), Application Guidelines (AG) and university information can be downloaded from this website.

Q8. Do I need to take English and math test? And do these scores affect the JDS selection?

Yes. Every applicant must take English examination (TOEFL). Regarding math examination, it depends on your applying university. The scores of English and math examination will be reviewed by the accepting universities in the document screening and afterwards.

Q9. How can I know the each selection result?

JICE JDS Project Office will notify the result of each selection to the candidates by Email.

Q10. Is JDS a full scholarship?

Yes. All the costs to study in Japan will be fully covered by JDS. For further details, please refer to "Award Benefits" in this booklet.

Q11. How should I travel to Japan, and how to start to live there?

JICE will support all JDS Fellows during their stay in Japan. Fellows' air-ticket and visa to enter Japan will be arranged by JICE. In Japan, JICE will also assist the Fellows in apartment hunting and university entrance procedure. JICE will support JDS Fellows all the time from your departure to return.

Q12. Can I extend my stay after the completion of Master's program?

No. Every JDS Fellow MUST return to their country by the designated date after graduation in compliance with the Pledges required by the JDS Operating Committee as well as the Government of Pakistan. JDS Fellows have an obligation to return to the belonging organization and contribute to the socio-economic development of the country with acquired knowledge and skills.

Q13. How can I obtain general information about Japan?

Living Guide:

<http://www.clair.or.jp/tagengorev/en/index.html>

Japan in general

<http://web-japan.org/>



III. Sub-Program (SP) / Component (CP)

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1. Framework of JDS Pakistan

Sub-Program (JDS Priority Areas)	Components (JDS Development Issues)	No. of Fellows	Accepting University	Degree to be Earned	Target Officers	Target Organizations
Improvement of 1 Economic Infrastructure	1-1 Enhancement of Public Administration and Finance	2	Ritsumeikan Asia Pacific University (Graduate School of Asia Pacific Studies)	• Master of Science in International Cooperation Policy	<ul style="list-style-type: none"> • CSS/Cadre Officers • Federal Ex-cadre officers (BPS 17 and above) 	<ul style="list-style-type: none"> • Establishment Division under Cabinet Secretariat • Ministry of Finance and Revenue • Ministry of Economic Affairs • Ministry of Planning, Development and Reform • Executive departments, agencies, institutions and other affiliated entities under the above organizations
		2	International University of Japan (Graduate School of International Relations)	• Master of Arts in Public Management		
	1-2 Policy and Implementation	2	Kyushu University (Interdisciplinary Graduate School of Engineering Sciences)	• Master of Philosophy • Master of Science • Master of Engineering		<ul style="list-style-type: none"> • Ministry of Water Resources • Ministry of Energy • Ministry of Climate Change • Executive departments, agencies, institutions and other affiliated entities under the above organizations
		1	Hiroshima University (Graduate School of Humanities and Social Sciences)	• Master of Philosophy • Master of International Cooperation Studies • Master of Economics • Master of Business Administration		
	1-3 Enhancement of Industrial Promotion, Investment Climate and Trade	2	International University of Japan (Graduate School of International Relations)	• Master of Arts in International Development • Master of Arts in Economics		<ul style="list-style-type: none"> • Ministry of Finance and Revenue • Ministry of Economic Affairs • Ministry of Planning, Development and Reform • Ministry of Commerce and Textile Industry • Ministry of Industries and Production • Board of Investment under Prime Minister's Office • Executive departments, agencies, institutions and other affiliated entities under the above organizations
		2	International Christian University (Graduate School of Arts and Sciences)	• Master of Arts in Public Economics		
	1-4 Enhancement of Agriculture, Water Resources and Rural Development	2	Hiroshima University (Graduate School of Advanced Science and Engineering)	• Master of Philosophy • Master of Engineering • Master of International Cooperation Studies		<ul style="list-style-type: none"> • Ministry of National Food Security & Research • Ministry of Water Resources
		2	Ritsumeikan University (Graduate School of Life Science)	• Master of Science • Master of Engineering		
Ensuring Human Security 2 and Improvement of Social Infrastructure	2-1 Strengthening Disaster Management Capacity	3	Hiroshima University (Graduate School of Advanced Science and Engineering)	• Master of Philosophy • Master of Engineering • Master of International Cooperation Studies		<ul style="list-style-type: none"> • Pakistan Meteorological Department • Federal Flood Commission
Maximum Number of Fellows for Master's program per year		18	* The 18 fellows will be selected among the candidates based on the competition.			

2. Information of Each Sub-Program / Component

Sub-program (Target Priority Area)	1. Improvement of Economic Infrastructure
Component (CP) (Development Issues)	1-1. Enhancement of Public Administration and Finance
Expected Research Areas	Financial Operation/Management, Public Policy Design/System Design <i>* Take the following "Direction of Study (Background of Component)" into account before making your research plan.</i>
Accepting University	<p><u>Ritsumeikan Asia Pacific University</u> (Acceptable number of seat: 2) GS of Asia Pacific Studies (1) <u>International Cooperation Policy (ICP)</u> <Available degree> Master of Science in International Cooperation Policy (2) <u>International Public Administration (IPA)</u> <Available degree> Master of Science in International Cooperation Policy <i>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</i></p> <p><u>International University of Japan</u> (Acceptable number of seat: 2) GS of International Relations (1) <u>Public Management and Policy Analysis Program (PMPP)</u> <Available degree> Master of Arts in Public Management <i>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</i></p>
Target Officers	All CSS/Cadre officers and Federal Ex-Cadre officers (BPS17 and above)
Target Organizations	All Government Organizations (except Corporate Body)
Direction of Study (Background of CP)	<p>Under the long-term development plan "Vision 2025," Pakistan aims to improve productivity based on a stable long-term macroeconomics and achieve an economic growth of 7% or more through stabilization of macro economy and reformation of the electric power sector and state enterprises. At present, in addition to the unstable political situation, projects have been delayed because of lack of capacities of administration bodies. Therefore, capacity development of administrative officials in charge of solving such problems is an issue for Pakistan.</p> <p>Under the country assistance policy for the Islamic Republic of Pakistan, the government of Japan aims to provide assistance that contributes to poverty reduction and productivity improvement of the agricultural sector which accounts for a large portion of the working population as well as assistance that contributes to strengthening the industrial sector, including increasing competitiveness of the manufacturing industries, promoting export, and improving the investment climate. This component serves for a part of it. Up until now, Japan has implemented assistance programs for industrial development and investment climate improvement to support Pakistan in establishing proper tax incentives from the perspective of promoting investment as well as for realizing proper collection of custom duties and efficient customs clearance.</p> <p>JDS is expected to contribute to capacity development of administrative officials in charge of the sound financial management, including national revenue and expenditure management, local finance, financial policy and budgeting, and planning and system establishment for public policies.</p>

Sub-program (Target Priority Area)	1. Improvement of Economic Infrastructure
Component (CP) (Development Issues)	1-2. Enhancement of Energy Policy and Implementation
Expected Research Areas	Economic Policy Design and System Construction of Energy Field , Smart-grid Technology, Clean Coal Technology, Safe Nuclear Power Technology * <u>Take the following "Direction of Study (Background of Component)" into account before making your research plan.</u>
Accepting University	<p>Kyushu University (Acceptable number of seat: 2) Interdisciplinary GS of Engineering Sciences (1) <u>International Master Program (G-30)</u> - Department of Applied Science for Electronics and Materials - Department of Molecular and Material Sciences - Department of Advanced Energy Engineering Science - Department of Energy and Environmental Engineering - Department of Earth System Science and Technology</p> <p><Available degree (s)> Master of Philosophy, Master of Engineering, Master of Science <u>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</u></p> <p>Hiroshima University (Acceptable number of seat: 1) GS of Humanities and Social Sciences (1) <u>Division of Humanities and Social Sciences, International Economic Development Program</u></p> <p><Available degree (s)> Master of Philosophy, Master of International Cooperation Studies, Master of Economics, Master of Business Administration <u>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</u></p>
Target Officers	All CSS/Cadre officers and Federal Ex-Cadre officers (BPS17 and above)
Target Organizations	All Government Organizations (except Corporate Body)
Direction of Study (Background of CP)	<p>Under the long-term development plan "Vision 2025," Pakistan aims to improve productivity based on stable long-term macroeconomics and achieve an economic growth of 7% or more through stabilization of macro economy and reformation of the electric power sector and state enterprises. The installed capacity of the present electric power sector is 22,797 MW. But the valid capacity of power generation is substantially decreasing because of deterioration of existing facilities, debts of electric companies, decrease in domestic gas supply, etc. In addition, because of an increasing domestic demand for electric power and a high electric loss ratio of power transmission and distribution, the gap between electricity supply and demand reached 6,000 MW at the peak period.</p> <p>Under the country assistance policy for the Islamic Republic of Pakistan, the government of Japan thinks that improvement of the fragile economic infrastructure is essential for Pakistan's economic growth and that stabilization of the society is hindered by chronic electricity shortage. Therefore, Japan aims to provide assistance for establishing an efficient and sustainable power supply system. This component serves for a part of it. Up until now, Japan has implemented a program for development and improvement of power supply, focusing on assistance that contributes to reforming the electric power sector, including cooperation for new construction and repair of power plants and grid networks and support for operation and management of power transmission companies.</p> <p>JDS is expected to contribute to capacity development of administrative officials in charge of policy and system formulation of the energy sector, and effective implementation of relevant projects.</p>

Sub-program (Target Priority Area)	1. Improvement of Economic Infrastructure
Component (CP) (Development Issues)	1-3. Enhancement of Industrial Promotion, Investment Climate and Trade
Expected Research Areas	Promotion Policy for manufacturing industry, Economic Policy Design and System Construction of Investment/Export Promotion * Take the following "Direction of Study (Background of Component)" into account before making your research plan.
Accepting University	<p><u>International University of Japan</u> (Acceptable number of seat: 2) GS of International Relations (1) <u>International Development Program (IDP)</u> <Available degree (s)> Master of Arts in International Development or Master of Arts in Economics If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</p> <p><u>International Christian University</u> (Acceptable number of seat: 2) GS of Arts and Sciences (1) <u>Public Policy and Social Research Program</u> <Available degree> Master of Arts in Public Economics If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</p>
Target Officers	All CSS/Cadre officers and Federal Ex-Cadre officers (BPS17 and above)
Target Organizations	All Government Organizations (except Corporate Body)
Direction of Study (Background of CP)	<p>Under the long-term development plan "Vision 2025," Pakistan aims to improve productivity based on stable long-term macroeconomics and achieve an economic growth of 7% or more through stabilization of macro economy and reformation of the electric power sector and state enterprises. Currently, manufacturing accounts for only a small portion of GDP, and diversification and high value addition to industries have not been moved ahead. Though Pakistan has traditionally had strength in fabric and food processing industries, these industries are losing export competitiveness in the global market as they cannot break away from low quality and low value-added products because of a shortage of investment, human resources with good skills, etc.</p> <p>Under the country assistance policy for the Islamic Republic of Pakistan, the government of Japan aims to provide assistance that contributes to poverty reduction and productivity improvement of the agricultural sector which accounts for a large portion of the working population as well as assistance that contributes to strengthening the industrial sector, including increasing competitiveness of the manufacturing industries, promoting export, and improving the investment climate. This component serves for a part of it. Up until now, Japan has implemented the programs for industrial development and investment climate improvement to support Pakistan's multiple sectors for developing local manufacturing industry, improving the investment climate, promoting trade, etc., primarily targeting the automobile industry which has high added value and employment creation effect.</p> <p>JDS is expected to contribute to capacity development of administrative officials in charge of policies for promoting manufacturing industry and developing economic policies and systems in the investment and export promotion.</p>

Sub-program (Target Priority Area)	1. Improvement of Economic Infrastructure
Component (CP) (Development Issues)	1-4. Enhancement of Agriculture, Water Resources and Rural Development
Expected Research Areas	Agricultural Policy, Agricultural Economy and Agribusiness, Community Development, Crop/Fruits Production and Food Processing, Watershed Management and Integral Water Resource Management <i>* Take the following "Direction of Study (Background of Component)" into account before making your research plan.</i>
Accepting University	<p>Hiroshima University (Acceptable number of seat: 2) GS of Advanced Science and Engineering (1) <u>Division of Advanced Science and Engineering, Transdisciplinary Science and Engineering Program</u> <Available degree (s)> Master of Philosophy, Master of Engineering, Master of International Cooperation Studies <i>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</i></p> <p>Ritsumeikan University (Acceptable number of seat: 2) GS of Life Science (1) <u>Applied Chemistry Course,</u> (2) <u>Biotechnology Course,</u> (3) <u>Bioinformatics Course,</u> (4) <u>Biomedical Sciences Course</u> <Available degree (s)> Master of Science, Master of Engineering <i>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</i></p>
Target Officers	All CSS/Cadre officers and Federal Ex-Cadre officers (BPS17 and above)
Target Organizations	All Government Organizations (except Corporate Body)
Direction of Study (Background of CP)	<p>Agriculture is Pakistan's main industry, which accounts for 21% of GDP and 60% of the total export amount. Agriculture, in which 43.7% of the total workforce is engaged, contributes to absorbing an increasing workforce. Production of main crops, such as wheat (ranked the seventh in the world) and cotton (the fourth in the world), accounts for 8.4% of GDP. Livestock production accounts for 11.8% of GDP. Thus, agriculture is the sector that contributes to GDP.</p> <p>Brokers who purchase and distribute agricultural products harvested in bulk to the market still exist in Pakistan, which poses an issue that prevents enhancement of small farmers' livelihood. It is desirable to establish agribusiness which benefits small farmers through cultivation suitable to the climate in each region and systematic value addition to and sales of agricultural products on the market by farmers themselves.</p> <p>As many parts of the land are dry or semi-dry areas, Pakistan is highly dependent on irrigation. However, many irrigation facilities were constructed almost 100 years ago and show significant deterioration. Therefore, the urgent issues include development of new water sources, appropriate update of existing facilities, development and extension of efficient water-saving irrigated agricultural techniques, and introduction of the concept of integrated water management of underground water and surface water. In addition, irrigation facilities are concentrated in the Punjab State. Therefore, the crop production and number of livestock fed per person are the highest in Punjab. The disparity of agricultural productivity among regions causes an income disparity among farmers. Therefore, it is necessary to promote an initiative to solve this regional disparity.</p> <p>The government of Pakistan, in its long-term national policy "Vision 2025," states that efficient use of water, promoting saving water, and institutionalization of water resource management among sectors or regions are the elements for "energy, water, and food security" and urges the necessity for promotion of high value-added products, agricultural product processing, supply chain improvement, and increase in milk cattle yield to realize the knowledge based economy through high value addition. It is an urgent task to develop the capacity of administrative officials in charge of agriculture and agricultural development</p>

	<p>policies, ranging from formulation of effective policies and strategies to promotion of activities of farmers' organizations, depending on the situation of farming communities in each region.</p> <p>Under the priority areas for Pakistan, the government of Japan aims to develop its agricultural market economy that is sound and accessible by the poor. This program is positioned in this context. Up until now, Japan has dispatched experts and implemented technical cooperation projects to support formation of specialty production areas and production of high value-added products. In addition, to strengthen irrigated agriculture, Japan has implemented the yen loan project with the aim of functional improvement of the irrigation system and supplementary projects for yen loan for research and extension of water saving technology and extension of the participatory irrigation management system.</p> <p>At this component, especially for development of agriculture and rural areas for socioeconomic development, JDS is expected to contribute to capacity development of administrative officials in charge of correction of disparity among rural areas, improvement of small farmers' livelihood, formation of specialty production areas and promotion of high value-added products, and integrated water resource management for sustainable irrigated agriculture.</p>
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Sub-program (Target Priority Area)	2. Ensuring Human Security and Improvement of Social Infrastructure
Component (CP) (Development Issues)	2-1 Strengthening Disaster Management Capacity
Expected Research Areas	Disaster Risk Assessment and Disaster Advance Prevention Investment Plan Design, Comprehensive Watershed Management(Method for reducing Flood Damage), Enlightenment of Awareness of Disaster Risk Management and Spread Knowledge/Experiences <i>* Take the following "Direction of Study (Background of Component)" into account before making your research plan.</i>
Accepting University	Hiroshima University (Acceptable number of seat: 3) GS of Advanced Science and Engineering (1) <u>Division of Advanced Science and Engineering, Transdisciplinary Science and Engineering Program</u> <Available degree (s)> Master of Philosophy, Master of Engineering, Master of International Cooperation Studies <i>If applicants do not fulfill a regular period of school education (16 years from primary school to university), the eligibility will be assessed.</i>
Target Officers	All CSS/Cadre officers and Federal Ex-Cadre officers (BPS17 and above)
Target Organizations	All Government Organizations (except Corporate Body)
Direction of Study (Background of CP)	<p>Pakistan is prone to suffer flood, earthquake, landslide, cyclone, and other natural disasters. After the large earthquake which hit the northern area, the government of Pakistan fundamentally reviewed its conventional disaster management centered on post-disaster measures and individual event-based countermeasures and started efforts for strengthening disaster management system focusing on prevention and reduction of disaster risks and cross-sectional disaster management. As a result, the National Disaster Management Commission (NDMC) was established in 2007, with the prime minister as the chairman and the National Disaster Management Authority (NDMA) as the secretariat. Furthermore, as a part of the national institutional framework, the National Disaster Management Act was promulgated in 2010. As the first-tier plan to put the act into practice in a concrete manner, the National Disaster Management Plan (NDMP) was established in 2012 with support of JICA, along with supporting volumes: National Multi-Hazard Early Warning System Plan, Human Resource Development Plan on Disaster Management, and Guidelines on Community Based Disaster Risk Management. To minimize human and socioeconomic losses due to flood and other natural disasters, the necessity for the following parameters has been pointed out: (1) improving the forecast and warning system, (2) increasing community awareness on disaster management, (3) developing risk assessment, (4) measures for structures, and (5) strengthening the capacity of disaster-related administrative institutions which support these activities, etc. As for the forecast and warning system, meteorological radars, facilities and equipment for weather observation stations and rain gauge stations, and Pakistan Meteorological Department's ability in observing and forecasting weather conditions have been improving, but they are not sufficient and need to be further improved. There are still issues regarding structures, such as weirs, water channels, and levees. In addition to aging of these structures, the effect of flood countermeasures is not fully demonstrated because of destruction of levees in many floods, changing flood patterns, etc.</p> <p>As a priority area for Pakistan, the government of Japan aims to develop a natural disaster resilient society in Pakistan, and this component is positioned in this context. The JDS project is expected to contribute to capacity development of administrative officials in charge of formulation of disaster management policies and promotion of disaster countermeasures at the national, state, and province levels.</p>

The university information is available on JDS website. : <https://jds-scholarship.org/>



Notes in application

- ✓ In application, check if your workplace is assigned as a Target Organization in a component you want to apply for.
- ✓ Also, check obtainable degrees of the university you are applying for.

IV. Special Trainings and Events

JDS Program provides the following opportunities for JDS Fellows only in addition to research at university.

Asian Government Leaders Networking Event

This special event aims to establish long-term cooperative relationships between JDS Fellows and Japanese government officials by providing opportunities of interaction and mutual learning. JDS Fellows participate in the event and expand their personal networks with Japanese government officials, who would become their counterparts in the future.



Japanese Language Training

All JDS Fellows participate in Japanese language training after their arrival in Japan. This training provides Fellows with the lessons on Japanese characters (*hiragana*, *katakana*, and *kanji*), greetings, and how to introduce themselves. In addition, they deepen their understandings of Japanese culture, lifestyle and manners, and learn the procedures necessary for staying in Japan such as government office, post office, and bank.



JDS Joint Seminar

JDS Joint Seminar is held half a year before returning home, inviting all JDS fellows from each university.

During this seminar, the Fellows have opportunities to attend a series of programs, including leadership program and a special lecture given by a prominent scholar. It also helps them build a network with JDS fellows from various countries.



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JDS website

<http://jds-scholarship.org/>