

Public Works Research Institute (PWRI) National Graduate Institute for Policy Studies (GRIPS)

as of, November 20 2013

INFORMATION FOR APPLICANTS **DISASTER MANAGEMENT Ph.D. PROGRAM**

1. OBJECTIVES

Water-related disasters are intensifying in frequency and magnitude due to urbanization, industrialization, climate changes etc. throughout the world, causing devastating losses to human lives and livelihoods. They also seriously impede economic development.

It is increasingly evident that capacity development and human empowerment are the basis for resilient societies against disasters and sustainable development. In order to improve these bases, there is an urgent need for societies to increase their capacities for training researchers, educators and strategy/policy specialists for risk management.

It is to support countries in this respect that the National Graduate Institute for Policy Studies (GRIPS) and the International Centre for Water Hazard and Risk Management (ICHARM), Public Works Research Institute (PWRI) jointly launched a Ph.D. program in October 2010. The broad aim of the program is to nurture professionals who can train researchers and take leadership in planning and implementation of national and international strategies and policies in the field of water-related risk management.

2. TARGET GROUPS

The program examines and selects candidates who;

- have motivation and capabilities for doctoral level work, and
- are willing to take the lead for implementing water-related risk management learned at ICHARM after completion of this program.

3. FINANCIAL SUPPORT

1. ICHARM Research Assistantship

PWRI is seeking candidates for ICHARM Research Assistantship positions. If employed for the positions, students will be working at ICHARM as ICHARM Research Assistants. This provides an excellent opportunity for them to learn and experience the practical work of ICHARM while they carry out their own research. For those interested in the assistantship, visit the PWRI website for further information.

(http://www.icharm.pwri.go.jp/training/phd/phd_index.html)

2. Scholarship under the JICA AUN/SEED-Net

For those interested in the scholarship, visit the JICA AUN/SEED-Net website for further information.

(http://www.seed-net.org/application_form.html)

4. ENROLLMENT LIMIT

This Ph.D. program will accept one to three students per year.

5. ADMISSION

The National Graduate Institute for Policy Studies (GRIPS) offers a three - year Ph.D. program admitting doctoral students in October.

To be eligible for admission to the program, an applicant must;

- have already acquired a Master's degree,
- have research or practical experiences more than one year in the field of water-related risk management in organizations including universities, or have written Master's thesis related to water-related risk management,
- satisfy the English language requirements with a minimum TOEFL score of internet-Based Test (iBT) 79 (or Paper-Based Test (PBT) 550), IELTS 6.0 or its equivalent, and
- be in good health.

6. THE APPLICATION PROCESS

Step1

Prepare all supporting documents (see Section 7). Make sure that all documents that are not in English are accompanied by an official translation prepared by an accredited translator or by the issuing organization and containing the seal of that organization. We will not accept your own translations.

Step2

Send all supporting documents to:

Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN

Deadline: March 7, 2014

Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., EMS, FedEx, DHL) well ahead of the deadline.

Please note that any false or misleading statement or incomplete or inaccurate information you provide in your application may be the basis for denial of admission or, if admitted, dismissal from GRIPS.

All materials submitted by an applicant become the property of PWRI and GRIPS and will not be returned.

7. SUPPORTING DOCUMENTS

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator.

Letters of recommendation, transcripts, and degree certificates (where applicable) must be submitted in sealed, unopened envelopes signed or stamped across the flap by the school authorities or recommenders. Faxed documents, documents in opened or unsealed envelopes, or digital copies sent by e-mail will not be accepted.

The following documents are required of all applicants.

- ☐ Completed **certificate of application** (on designated form)
- ☐ **1 clear photograph of your face** (30 x 40 mm). Please paste the photograph onto the certificate of application.
- ☐ **2 letters of recommendation** (on designated forms). The letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor. Please ask the authors to enclose the completed recommendation letter in an envelope, seal the envelope, sign it across the flap, and return the letter to you or send it directly to GRIPS.

- ☐ **Certificate of employment** (on the designated form) (If you are currently employed). The certificate must state your present job title, job duties, and the name of your employer. Please include information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) if applicable. The certificate of employment must bear the official seal and signature of the employer.
- ☐ **Official transcripts** from all undergraduate and graduate institutions attended. Official transcripts are transcripts issued by the university and bearing the seal or signature of the registrar. The transcript should contain the following information: the name of the degree awarded, the date of award, and the names of all courses taken with grades received. Copies of transcripts may be accepted instead of official transcripts provided that they have been certified by a notary public. Please note that copies attested by organizations/persons not having notary/legal functions will not be accepted. If you are currently attending a university, please submit the latest transcript.

If your transcript does not state the name of your degree, you must send us an official degree certificate OR a certified copy of your diploma. An official degree certificate is a certificate issued by the university and bearing the official seal of the university. It should state the name of your degree and the date the degree was awarded. A copy of your original diploma may be accepted instead of a degree certificate provided that the copy has been certified by a notary public.

Please note that copies attested by organizations/persons not having notary/legal functions will not be accepted. If you are currently attending a university, please submit an authorized statement of expected graduation. Do not send your original diploma as documents will not be returned.

- ☐ **Evidence of English ability** We require the following test scores:
 1. TOEFL or IELTS original score report
*Test scores are valid for two years from the test date.
(GRIPS TOEFL institution code is. 9040, a photocopy is not acceptable.)
or
 2. Official documents that certify applicant's undergraduate/graduate education was conducted in English.
*An official document issued by the educational institute you attended is required.
- ☐ **Research proposal** (on designated form). Please include the following contents;
 1. Outline of your research topic
 2. Motivation of your choice of topic
 3. Briefing review on the current state of the art on the topic including how you would prepare to improve or modify
 4. Briefing on the methodologies
 5. Expected outcome and its value with regard to flood disaster management
 6. References if any
- ☐ **Copy of your master's thesis** or equivalent.
- ☐ Application for ICHARM Research Assistantship at ICHARM (if applicable)
*The application is available on the PWRI website:
(http://www.icharm.pwri.go.jp/training/phd/phd_index.html)
- ☐ Copy of your **Certificate of Alien Registration** or **Residence Card** (only for applicants who are foreign nationals and who are currently residing in Japan).

Additional documents required of externally funded and self-financed applicants

If you are not applying for ICHARM Research Assistantship or Scholarship under the JICA AUN/SEED-Net, please provide a financial statement in addition to the above documents. You will be required to pay an application fee upon acceptance at GRIPS.

- ☐ **Financial statement.** Please submit one of the following documents showing that you have the necessary funds to cover the total cost of study (tuition and living expenses in Japan) by the deadline. The total cost of study has been estimated at JPY 2,700,000 for the first year. This amount may change slightly in subsequent years.
 1. A bank statement or an original letter from a bank dated within the past two months showing the necessary funds in Japanese yen or US dollars.
 2. An original award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship.

3. A statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an original bank statement or an original letter from a bank dated within the past two months and showing the necessary funds in Japanese yen or US dollars.
- ☐ **Application fee**, due upon acceptance at GRIPS, in the amount of JPY 30,000 (please DO NOT pay the fee before we advise you to do so). The application fee must be paid by bank transfer to the account shown below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation
Branch name: Tokyo Koumubu, Japan 096
Account number: 151884
Account name: The National Graduate Institute for Policy Studies
Swift code (BIC code): SMBCJPJT

8. AFTER YOU APPLY

Notify GRIPS of any changes

You must notify GRIPS as soon as possible of any changes in your application that may occur after you have submitted the application form. In case of any changes in your employment information (e.g., promotion, transfer), you must re-submit the Certificate of Employment that certifies your new status within 30 days.

Admissions inquiries

If you have any questions or need further information, do not hesitate to contact us.

Admissions Office

Email: admissions@grips.ac.jp

Phone: +81-3-6439-6046

Fax: +81-3-6439-6050

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

[For GRIPS Use: Application ID

]

APPLICATION FOR ADMISSION TO GRADUATE PROGRAM

DISASTER MANAGEMENT PH.D. PROGRAM

(Type or print, and do not use "ALL CAPITAL LETTERS")

PERSONAL DATA

1. Full name: _____
As written in your passport

2. Date of birth: _____
Month/Day/Year

3. Age (as of October 1, 2014): ____

4. Gender: ☐ Male

☐ Female

5. Marital Status: ☐ Single

☐ Married

6. Citizenship: _____
As written in your passport

7. Present Employer (Name of organization) : _____

(Does your organization belong to a central or regional authority? ☐ Central ☐ Regional ☐ Neither)

8. Present position: _____

9. Work address: _____

_____ Zip Code: _____

Phone: _____ - _____ Fax: _____ - _____ E-mail: _____
Country code - complete number Country code - complete number

10. Home address: _____

_____ Zip Code: _____

Phone: _____ - _____ Fax: _____ - _____ E-mail: _____
Country code - complete number Country code - complete number

11. Present mailing address: ☐ Home ☐ Work ☐ Other, namely:

_____ Zip Code: _____

Phone: _____ - _____ Fax: _____ - _____ E-mail: _____
Country code - complete number Country code - complete number

APPLICATION INFORMATION

12. List names and locations of undergraduate and graduate institutions attended, with dates of attendance and degrees attained or expected. Please attach academic transcripts from all universities listed.

Elementary education – Secondary education (before higher education)	Dates (from - to)	Period of schooling
		years months

Higher education	Institution and location	Dates (from - to) Month Year	Period of schooling	Degree	Major
Undergraduate level			years months		
Graduate level			years months		
Total years of schooling (including elementary and secondary education)			years months		

13. **[Optional]** Undergraduate GPA _____ out of maximum GPA scale of (e.g., 4.0) _____, if available
Please see Appendix I for GPA calculation procedure.

14. **[Optional]** Graduate GPA _____ out of maximum GPA scale of _____, if available

15. **[Optional]** Undergraduate Class obtained or Passed Division _____, if available

16. **[Optional]** Graduate Class obtained or Passed Division _____, if available

17. Honors and awards received:

18. TOEFL/IELTS scores or any other qualifications to show English proficiency:

☐ TOEFL: _____ ☐ IELTS: _____
Score Month/Day/Year Score Month/Day/Year

☐ Undergraduate/graduate education instructed in English (please submit certificate)

All applicants must submit either TOEFL/IELTS score report (a photocopy is NOT acceptable) or an official document with the attestation from the university confirming that undergraduate/graduate education was instructed in English.

19. Will you apply for ICHARM Research Assistant position? (please choose one)

☐ Yes, I will.
☐ No, I will obtain funding from other institutions.
☐ No, I will finance myself.

20. Are you applying for other universities?

☐ Yes
☐ No

21. List below two persons familiar with your past academic or professional activity, from whom you have requested letters of recommendation.

1. _____

Name	Position and organization
------	---------------------------

2. _____

Name	Position and organization
------	---------------------------

22. List all previous employment, starting with your current employment. Please make sure to submit an official certificate of employment from the present employer.

Name of organization and location	Dates (to - from)	Job title and description (in max. 20 words)

23. Summarize your present duties and responsibilities. If you are a student, describe what you are most interested in. Write your answers in light of your study topic at GRIPS. (max. 200 words)

[illegible]

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- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

-
- Please attach your full research proposal

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Month/Day/Year

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____
Full name of applicant

has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/Year

Present position, rank, and responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for the duration of three years.

Details authorized person completing the form:

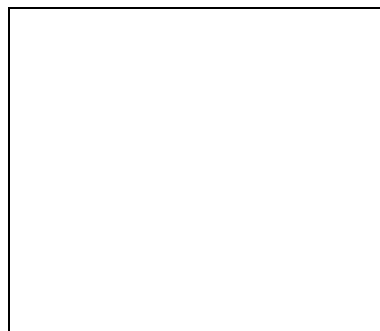
Name: _____

Position/Title: _____

Signature: _____

Date: _____

Month/Day/Year



Please put an official stamp or seal in this space.

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

RESEARCH PROPOSAL

For GRIPS use:

Please write a research proposal for your study by including the following contents. Your proposal should be 2-4 pages long;

1. Outline of your research topic
2. Motivation of your choice of topic
3. Briefing review on the current state of the art on the topic including how you would prepare to improve or modify
4. Briefing on the methodologies
5. Expected outcome and its value with regard to flood disaster management
6. References if any

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

LETTER OF RECOMMENDATION

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: _____
As written in your passport

Recommender's name: _____

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

- ☐ Outstanding (top 5%)
☐ Excellent (top 10%)
☐ Good (top 20%)
☐ Average (top 50%)
☐ Below average (lower 50%)
☐ Unable to comment

6. Please evaluate the applicant in the areas below as *excellent*, *average*, *poor*, or *unable to comment*.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

8. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

9. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

☐ Outstanding ☐ Good ☐ Average ☐ Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Country code - complete number

Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

Appendix I

How to calculate your GPA

If GPA is not indicated on your transcript, take the value of the grade earned and multiply by the number of credits earned for each course. Add "total value" and divide by the "total number of credits" earned to get GPA.

Value of Letter Grades

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Example:

Grade	Value		No. of credits		Total value
A	4.0	x	3	=	12.00
B-	2.7	x	4	=	10.80
A-	3.7	x	3	=	11.10
C+	2.3	x	3	=	6.90
total			13	/	40.80
GPA				=	3.14