

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

as of October 27, 2014

APPLICATION GUIDE **DISASTER MANAGEMENT PROGRAM (Ph.D.) 2015**

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 research or practical experiences of more than one year in the field of water-related risk management in organizations including universities, or have written a Master's thesis related to water-related risk management.

6. THE APPLICATION PROCESS

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

You will NOT be registered as an applicant until we have received all of your supporting documents.

Ensure that all supporting documents meet our requirements (see Section 7). Send all supporting documents to the Admissions Office:

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

Deadline: March 6, 2015

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.

All supporting documents must be submitted via post. Walk-in submissions will not be accepted.

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. We will not accept your own translations.

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

The following documents are required of all applicants.

- ☐ Completed **application for admission** (use designated form)
- ☐ **1 clear photograph of your face** (30 x 40 mm)
Please paste the photograph onto the application for admission.
- ☐ **2 letters of recommendation** (use designated form)
Each of your letters must contain both of the two A4 pages provided. They must be submitted in sealed, unopened envelopes signed across the flap by each recommender.

Your 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.

Letters submitted that do not use our designated forms will not be accepted.

☐ **Certificate of employment** (use the designated form)

You are required to submit this if you are currently employed and will be given study leave from your employer upon getting admitted to GRIPS.

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 stamp or seal and signature of the employer. If the official stamp or seal is in your local language and an English version is not available, you must ask your employer to write its English translation in the margin of the form.

If you are planning to leave your job upon getting admitted to GRIPS you must submit two official documents; an original certificate of employment on official letter head which states your present job title, job duties, and the name of your employer, and your own letter in which you pledge to leave your job if getting admitted to GRIPS signed and dated. New graduates and those not currently employed need not submit this document.

☐ **Official transcripts and degree certificates** (where applicable)

You must submit all your official transcripts and degree certificates from all undergraduate and graduate institutions attended in sealed, unopened envelopes signed or stamped across the flap by the school authorities.

Official transcripts are transcripts issued by the university and bear 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, and the grading scale. It is helpful to have the student's rank in class included in the information. You should request and receive your transcripts from your university. 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 bears the official seal of the university. It should state the name of your degree and the date the degree was awarded. You should request and receive your official degree certificate OR a certified copy of your diploma from your university.

If you are currently attending a university, please submit an authorized statement of expected graduation certifying the specific date and title of the expected degree upon completion of the program. Do not send your original diploma as documents will not be returned.

☐ **Evidence of English ability**

One of the following test scores is required:

1. IELTS: 6.0 or higher
2. TOEFL (paper-based): 550 or higher
3. TOEFL iBT: 79 or higher

To be official, test scores must be sent to us directly by the test center (GRIPS institution code for TOEFL is 9040). Test scores sent by applicants will not be accepted. Please note that English test scores are valid for two years from the test date, and therefore tests must have been taken within two years of the date of admission.

Applicants who have completed an undergraduate or graduate degree at an institution located and accredited in the USA, the UK, Canada, Australia, New Zealand, and Ireland will be automatically exempted from submitting an English test score.

Applicants who have completed an undergraduate or graduate degree at an institution where the language of instruction was English may request a waiver of the English language proficiency requirement. If you wish to apply for a waiver, you will need to enclose a letter with supporting documents outlining the reasons why you should be exempted. Please note that granting your language waiver request is at the discretion of our screening committee members and your request will be considered at the time of screening.

☐ **Statement of purpose** (use designated form).

For details on required content, please see the explanation on the designated form.

☐ **Research proposal** (use designated form).

For details on required content, please see the explanation on the designated form.

☐ **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)

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.

☐ **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. An original 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. An original 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 request from 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

Please be informed that the above information is mainly for international applicants, who are non-Japanese residing in countries other than Japan. If you reside in Japan at the time of application, you are considered to be a domestic applicant. You should contact the Admissions Office to seek information about the domestic application process prior to applying.

8. AFTER YOU APPLY

Notify GRIPS of any changes

You must notify GRIPS by email as soon as possible of any changes in your application that may occur after you have submitted the supporting documents. 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 results

The final results of screening are announced by the end of June 2015 by email. Both successful and unsuccessful applicants receive the notification email. We do not respond to any individual inquiries about reasons for non-acceptance.

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
DISASTER MANAGEMENT PROGRAM (Ph.D.) 2015

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

Photograph

Please write your name
on the back of the
photo.

(30 x 40 mm)

PERSONAL DATA

1. Full name: _____
As written in your passport

2. Date of birth: _____ 3. Age (as of October 1, 2015): _____
Month/Day/Year

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

10. Home address: _____
Zip Code: _____ Country: _____
Phone: _____ - _____ Fax: _____ - _____ E-mail: _____
Country code - complete number Country code - complete number

11. Present mailing address:
☐ Work ☐ Home ☐ Other, namely (Fill in the following fields.)

Address: _____
Zip Code: _____ Country: _____
Phone: _____ - _____ Fax: _____ - _____ E-mail: _____
Country code - complete number Country code - complete number

12. E-mail 1: _____
E-mail 2: _____

APPLICATION INFORMATION

13. 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	GPA (if available)	Class, Rank, Division (if available)
Undergraduate level			years			
			months			
Graduate level			years			
			months			
Total years of schooling (including elementary and secondary education)			years			
			months			

14. English proficiency:

☐ TOEFL-iBT: _____
Score _____ Month/Day/Year _____

☐ TOEFL-PBT: _____
Score _____ Month/Day/Year _____

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

Other information: ☐ Undergraduate education instructed in English
☐ Graduate education instructed in English

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

☐ Yes, I will.

☐ No, I will obtain funding from other institutions. (please choose one)
☐ JICA AUN/SEED Net ☐ Other (namely: _____)

☐ No, I will finance myself.

16. Are you applying for other universities?

☐ Yes
☐ No

17. 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 _____

18. List current and all previous employment **in reverse chronological order** starting with your most recent position.

Organization, type and city	Dates (from - to) Month Year	Job title and description (maximum 20 words)

19. Title of Research Proposal

Please attach your full research proposal

20. **[Optional]** Name of a professor by whom you wish to be supervised

CERTIFICATION

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.

Signature of applicant

Month/Day/Year

Please submit this form to the Admissions Office, along with other supporting documents specified in section 7, by courier or registered mail.

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

CERTIFICATE OF EMPLOYMENT 2015

For GRIPS Use: Application ID:

EMPLOYER DETAILS

Name of organization: _____

Address: _____

_____ Zip Code: _____

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)

STATEMENT OF PURPOSE 2015

For GRIPS use: Application ID:

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

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

RESEARCH PROPOSAL 2015

For GRIPS use: Application ID:

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 2015

For GRIPS use: Application ID:

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 or send it directly to the GRIPS Admissions Office. 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