

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

as of February 1, 2011

INFORMATION FOR APPLICANTS DISASTER MANAGEMENT Ph.D. PROGRAM

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

Target Groups

This Ph.D. program will accept one to three students per year. The program examines and selects candidates who have already acquired a Master's Degree or its equivalent and have experiences in research and practice in water-related risk management at public or other organizations and with capabilities for doctoral level work. It is expected that after the completion of study they return to their home organizations and take a lead in exercising what has been acquired at ICHARM.

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.

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 Ph.D. program, an applicant must have completed a master's degree or its equivalent from a recognized/accredited university of the highest standard. The Master's degree should normally be in the same discipline as the proposed research and should have been completed with a high grade. An applicant must satisfy the English language requirements with a minimum TOEFL score of internet-Based Test (iBT) 79 (or Computer-Based Test (CBT) 213, Paper-Based Test (PBT) 550), IELTS 6.0 or its equivalent, and must be in good health. Significant relevant working experience is an advantage.

APPLICATION PROCEDURES

Instructions: Please read this information carefully before completing the application materials.

Any false or misleading statement or incomplete or inaccurate application may be the basis for denial of screening for admission or, if admitted, dismissal from GRIPS. All questions must be answered, and the application form must be signed and dated. You must notify PWRI of any changes of status in any part of your

application that may occur after the date of the signature on the application form. A written explanation must be submitted to PWRI within 30 days of the status change. **All materials submitted by an applicant become the property of PWRI and GRIPS and will not be returned.**

All documents must be presented in English. Translations in English without an official seal obtained from the administration office of the university attended or without a signature of the recommender or the drawer of the document are not acceptable.

Faxed documents and digital copies sent through e-mail are not acceptable.

Documents to be submitted: Applicants for the Ph.D. program are requested to submit the following documents (**preferably in one complete set so as to avoid delays in further evaluation**):

Please check whether you have prepared all the necessary documents.

- Completed application form ¹
- 1 photograph (30 x 40 mm) Please paste the photograph on the application form.
- 2 letters of recommendation in sealed envelopes ²
- Official certificate of employment describing applicant's present job title and employer ³
The certificate of employment must bear an official seal and signature obtained from the employer. Information on civil servant qualification (e.g., BCS, IAS, IRS, CSS) should be also included, if applicable.
- Official degree certificates or official copies⁴ of diploma from all undergraduate and graduate institutions previously attended
- Official transcripts or official copies⁴ of transcripts from all undergraduate and graduate institutions previously attended *If you are currently studying at university, please submit the latest transcript.
- 1. TOEFL or IELTS original score report
*The test should be taken no earlier than 2 years before the submission date of your application.
(GRIPS TOEFL code no. 9040, a photocopy is not acceptable.)
or
2. Undergraduate/graduate education conducted in English
*An official document issued by the educational institute you attended is required.
- Research Proposal (2000-4000 words)
*The research proposal should include the all following items;
 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 its equivalent
- Application for ICHARM Research Assistantship at ICHARM (if applicable)

In addition to the above documents, applicants who do NOT apply for ICHARM Research Assistantship position should pay application fee and show financial statement at the time of application. (Applicants who apply for ICHARM Research Assistantship position should pay application fee after being accepted.)

- Application Fee (JPY 30,000) ⁵
- Financial Statement ⁶
- Copy of Foreign Resident Registration Card *only if you are a foreign resident in Japan

Important Notes

- 1 Do not attach any additional paper unless indicated. Particularly, please use the designated space for section 25 and 26, and pay special attention completing these sections. These are the principal source of information for evaluating, the relevance of the program to the applicant's assignments, as well as the relative merits of each applicant.
- 2 Letters of recommendation must be submitted in sealed envelopes, signed across the seal. Recommendations should be written by people who have supervised the applicant either in an academic or work capacity. Preferably, one letter should be written by a university professor and the other should be written by a senior member of the applicant's present work place.
- 3 Whatever changes arise in your employment status (e.g., promotion, transfer) you must resubmit the Certificate of Employment that certifies the new status without delay.
- 4 An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the educational institution you attended. A true copy of the original document certified by a notary public may also be accepted. Copies attested by organizations /persons not having notary/legal functions will not be accepted or considered for screening.
- 5 Applicants who do NOT apply for ICHARM Research Assistantship position are required to pay application fee to the following account by November 1, 2010. If you fail to do so, your application can not be considered. Please pay transfer charge at your expense. Check is not acceptable.

Name of the bank: Sumitomo Mitsui Banking Corporation
Name of the branch: Tokyo Koumubu, Japan 096
Account No.: 151884
Name of the account: The National Graduate Institute for Policy Studies
Swift code (BIC code): SMBCJPJT

- 6 If you do not apply for ICHARM Research Assistantship, you are required to submit one of the following documents to indicate sufficient assets to cover the schooling and living expenses in Japan. We estimate total study cost (school expenses and minimum living expenses) for the initial year at JPY 2,700,000.
 - 1) Official proof of available funding in a form of bank statement or an original letter from a bank showing liquid funds in Japanese yen or US dollars and dated within the past two months.
 - 2) An original award letter from a scholarship provider (agency, company) showing total sum in US dollars or Japanese yen as well as general terms and conditions of the agreement.
 - 3) Verification from a different sponsor (such as relative) with proof of ability to provide you with support in the form of an original bank statement or an original letter from a bank showing liquid funds in Japanese yen or US dollars and dated within the past two months.

Where to submit your application:

Submit application to: International Technical Exchange Team
ICHARM
Public Works Research Institute
1-6 Minamihara, Tsukuba, Ibaraki, 305-8516 Japan
TEL: +81-29-879-6809
FAX: +81-29-879-6709
E-mail: icharm@pwri.go.jp

Deadline: **March 25, 2011**

INQUIRIES

Inquiries regarding the program should be made to the same contact information as above.

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

Application ID No. (official use)

APPLICATION FOR ADMISSION TO GRADUATE PROGRAM

DISASTER MANAGEMENT PH.D. PROGRAM
(Type or print, and do not use "ALL CAPITAL LETTERS")

Photograph
Please write your
name on the back of
each photo

PERSONAL DATA

1. Full Name: _____
as written in your passport

2. Date of Birth: _____
MM/DD/YY

3. Age (as of October 1, 2011): _____

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: _____

Postal Code: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ E-mail: _____
country code city code local number country code city code local number

10. Home Address: _____

Postal Code: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ E-mail: _____
country code city code local number country code city code local number

11. Present Mailing Address: home work other, namely:

Postal Code: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ E-mail: _____
country code city code local number country code city code local 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 date score date

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 enroll at my own expense. (financial guarantee required)
- No, I already have a scholarship granted. (certification required)

20. When do you wish to enroll?

October, 2011 (Currently, there is no other option.)

21. Are you applying for other universities?

- Yes
- No

22. 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

23. 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)

24. List specific civil servant qualification and ranking (e.g., BCS, IAS, IRS, CSS), if applicable.

No, I don't have any civil servant qualification.

25. 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)

26. If you presently work for an organization, explain the biggest problem facing your organization and discuss whether or not there are feasible solutions to this problem. If you do not work for an organization, explain

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

CERTIFICATE OF EMPLOYMENT

EMPLOYER DETAILS

Name of Organization: _____

Address of Organization: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ E-mail: _____
country code city code local number country code city code local number

EMPLOYEE DETAILS

This is to certify that _____
full name of the applicant

has been employed by this organization from _____ to _____
MM/DD/YY MM/DD/YY

Present position, rank, responsibilities, etc.: _____

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

LEAVE OF ABSENCE APPROVAL SECTION

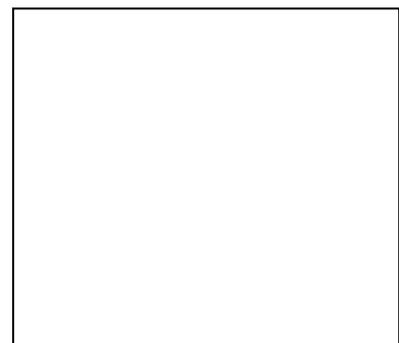
I will approve three years of Leave of Absence for the above employee to participate in the Ph.D. program, if he/she is admitted to GRIPS.

Name of authorized person completing the form:

Position/Title: _____

signature

date



*Please put Official Stamp or Seal in this space.

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

LETTER OF RECOMMENDATION

TO THE APPLICANT: Complete this section. Give this form to the person whom you have asked to recommend you. Upon receiving the sealed envelope from the recommender, add it to other application documents to be sent to GRIPS.

Applicant's Name _____
as written in your passport

Recommender's Name _____

TO THE RECOMMENDER: Please enclose the completed recommendation in a sealed envelope and sign it across the seal. Return the signed, sealed envelope to the applicant. If you prefer, you may write a separate letter and attach it to this form. This recommendation letter will remain confidential and will be used for the application screening procedure only.

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

2. In what capacity have you known the applicant?

3. How often have you seen him/her?

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 or administrative ability?

- Truly Exceptional (one of the best you have known)
- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average*, or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. (For university professors and instructors only)

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

7. 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, intellect, and

maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

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

9. Additional comments, if any.

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

Outstanding Good Average Poor

Name of person completing this form: _____

Position/Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail _____

signature

date

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- Outstanding (highest 5%)
- Excellent (next highest 5%)
- Good (strong ability, but not in top 10%)
- Average (upper 50%)
- Below Average (lower 50%, but recommended)
- Not Recommended

5. Please evaluate as *excellent*, *average*, or *poor*:

	<i>excellent</i>	<i>average</i>	<i>poor</i>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Graduate Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9. Additional comments, if any.

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

Outstanding Good Average Poor

Name of person completing this form: _____

Position/Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____ E-mail _____

signature

date

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