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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு
Ministry of Public Administration and Home Affairs

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Your No

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நிகதி : } 07 .10.2013
Date

All District Secretaries

Young Leaders Program (YLP)

Master of Public Administration /Public Policy

From October 2014 to September 2015

The Department of External Resources (ERD) has invited one nomination from this Ministry for the Young Leaders Programme (YLP). The field of study under this scholarship is Master of Public Administration/Public Policy. The programme is scheduled to be conduct from October 2014 to September 2015 in Japan.

The required qualifications are as follows:

1. Be a confirmed managerial level officer with more than 03 years experience in Public Administration. (Preferably 5 years or more)
2. Hold a Bachelor's degree or equivalent from recognized/accredited university and have achieved excellent academic performance.
3. Should be below 40 years of age as at 01st October 2014
4. Possess English Language proficiency minimum TOEFL – iBT score of 79 (TOEFL – CBT score of 213, TOEFL – PBT score of 550) IELTS 6.0 or equivalent.
5. Applicant must be in good health.

Accordingly, you are kindly requested to submit a bio data with the given format from suitable officers coming under this Ministry in your District for the above mentioned Master Degree Programme with your recommendation on or before as early as possible.

Since the ERD has requested to submit one nomination from this Ministry, the nomination committee of this Ministry has to select one officer from the nominees. The selection will be based on the details in the bio data. Once we inform you the selection, selected officer has to submit all necessary documents mentioned in the guideline.

The guideline and the format of the bio data can be downloaded from www.pubad.gov.lk

Please be informed that the nominations received after the closing date would not be considered. If you need further information in this regard please do not hesitate to contact HRD Division on 0112688124 / 0112698464.

T.T. Upulmalee
Senior Assistant Secretary
For Secretary

JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2014
YOUNG LEADERS' PROGRAM (YLP) STUDENT (SCHOOL OF GOVERNMENT)

I OUTLINE

1. Objectives

The Young Leaders' Program (YLP) aims to cultivate national leaders of the future in Asia and around the world. In addition, while enhancing the participants' understanding about Japan, it should help form a network among national leaders, contributing to the establishment of friendly relations and improved policy planning activities between worldwide, including Japan.

The YLP is one of the Japanese Government (Monbukagakusho: MEXT*) Scholarship Student systems.

*MEXT = Ministry of Education, Culture, Sports, Science and Technology

2. Eligible Countries and Participants

Participants are selected from the countries listed below. They should be young public administrators and government officials who are expected to play active roles in the future as national leaders in their home countries.

Eligible Countries:

P. R. China, Rep. of Korea, Indonesia, Malaysia, the Philippines, Singapore, Thailand, Brunei Darussalam, Vietnam, Laos, Myanmar, Cambodia, Mongolia, Kazakhstan, Kyrgyz, Turkmenistan, Uzbekistan, Bangladesh, India, Pakistan, Sri Lanka, Australia, Hungary, Czech, Slovakia, Poland, Bulgaria, Romania, Turkey
(29 Countries)

3. Host University

National Graduate Institute for Policy Studies (GRIPS)

4. Number of Students

Approximately 20 students

5. Recruitment and Selection

(1) Method of Recruitment

Recruitment will be conducted through the recommending authorities of each eligible country. Please ask the Japanese Embassy for further information.

(2) Screening Procedure

- ① First screening by the recommending authorities
- ② Second screening by GRIPS
- ③ Final screening by the YLP committee organized by MEXT

6. Curriculum (Please refer to the "Curriculum Guidelines" on pages 6 and 7.)

(1) Basic Concepts

The curriculum is designed to train and cultivate national leaders in their respective fields of government, who are seeking to take advantage of Japan's experiences of interaction with both Western and Asian countries and also to establish a human network through various activities, such as special lectures, colloquium, independent study, field trips, etc.

(2) Course Duration and Qualification

Course duration is one year, resulting in the conferral of a Master's Degree in Public Administration/Public Policy by GRIPS.

(3) Language

All lectures are conducted in English.

7. Commencement of the Program

October 2014

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to foreign students who wish to study at GRIPS as YLP students in public administration/public policy for the academic year 2014 under the MEXT Scholarship Program. The conditions are as follows:

1. Field of Study

Public Administration/Public Policy

2. Qualifications

- (1) Nationality: Applicants must be nationals of countries eligible for the YLP (School of Government).
- (2) Age: Applicants must be, in principle, under 40 years of age, as at 1 October, 2014 (i.e. born on or after 2 October 1974).
- (3) Academic Background: Applicants must hold a Bachelor's degree or equivalent from a recognized/accredited university or college, and have achieved shown excellent academic performance.
- (4) Work Experience: At least 3 years of work experience in public administration (preferably 5 years or more).
- (5) English Proficiency: A minimum TOEFL-iBT score of 79 (TOEFL-CBT score of 213, TOEFL-PBT score of 550), IELTS 6.0 or equivalent.
- (6) Health: Applicants must be in good health.
- (7) Visa Requirement: Selected applicants must acquire "College Student" (ryugaku, 留学) visas before entering Japan. They then enter Japan with the "College Student" (ryugaku, 留学) residence status. Applicants who are already in Japan under a different visa category are required to change it to "College Student" by the end of the month preceding the start of the scholarship. Applicants who change their resident status to anything other than "College Student" following their arrival in Japan will immediately lose their status as a Japanese government scholarship student.
- (8) Applicants who meet any or all of the conditions below are not eligible. If identified as such after commencement of the scholarship period, applicants will be required to withdraw from the scholarship:
 - ① Active members of military forces, or civilians employed by military forces at the time that the scholarship period is scheduled to commence.
 - ② Unable to travel to Japan within dates set by the receiving university.
 - ③ Already enrolled in a Japanese university under "College Student" status, or plans to enroll at a Japanese university as a privately-financed international student, between the time of application for the GRIPS scholarship and the time the scholarship period is due to commence.
 - ④ Those who will lose their status as public administrators or government officials following the time of application or before completion of the program.

3. Term of Scholarship

One year, from October 2014 to September 2015

4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month (in FY 2013; amount is subject to change) will be provided to grantees during the term of the scholarship. Grantees who are absent from the university for long periods, will no longer be provided with the scholarship.

Scholarships will be cancelled in the event of any of the cases below. Furthermore, if scholarship payments were made during the period that such conditions applied, grantees may be ordered to return any scholarship payments received during said period.

- ① If application documents are found to contain falsehoods;
- ② If pledges made to the Minister of MONBUKAGAKUSHO (MEXT) are breached;
- ③ If poor academic performance or suspension guarantees that the grantee will be unable to complete the course within the standard term;
- ④ If "College Student" resident status, as provided for in Paragraph 1-4 of Appendix to the Immigration Control

and Refugee Recognition Act, changes to any other status;

- ⑤ If grantee is provided with another scholarship (excluding scholarships designated for research expenses); and
- ⑥ If grantee's government and/or other state institutions request such cancellation.

(2) Travel Allowance:

① Transportation to Japan: Grantees will be provided, in accordance with their itinerary and route as designated by MEXT, with an economy class air ticket from the international airport closest to their place of residence to Narita International Airport (or following the itinerary normally used by the university where grantees are placed). Expenses such as inland transportation from place of residence to the nearest international airport; airport taxes; airport usage charges; special taxes on overseas travel; and travel expenses within Japan will be borne by the grantee (in principle, the grantee's place of residence shall be the address stated in the application form).

② Transportation from Japan: Grantees who return to their home country within the fixed period following the expiration of the scholarship will be provided, upon application, with an economy class air ticket from Narita International Airport to the international airport nearest to their home address. Expenses such as inland transportation from their home address to the international airport, airport taxes, and special travel taxes will NOT be provided (in principle, the address in the grantee's home country as stated in the application is considered the "home address").

* Grantees must arrange any aviation and/or accident insurance to and from Japan on their own. The airport that the grantee departs from, or returns to, must be an airport in their home country.

(3) Tuition Fees: Fees for matriculation, tuition, and university entrance examinations will be paid by the Japanese government.

(4) Accommodations:

① In principle, grantees may reside at accommodations provided by GRIPS.

② Private Boarding Houses or Apartment Houses:

Those who cannot accommodate in the facilities described above will be arranged at private boarding houses or apartments recommended by the GRIPS Student Office.

5. Selection

(1) Initial screening will be conducted by the recommending authorities in applicant's home country.

(2) Second screening by means of an interview and review of submitted documents will be conducted by GRIPS. If it is difficult to arrange an interview in the applicant's home country, the interview may be conducted by telephone or internet.

(3) The list of final selections by GRIPS will be submitted to the YLP committee organized by MEXT for final approval.

6. Education at GRIPS

All lectures and practical training are conducted in English.

7. Application Procedure

Applicants must submit the following documents to their recommending authorities by the designated date. Documents submitted will not be returned.

	Item	Number of Originals	Number of Photocopies	Remarks
(1)	① Application for Admission	1	4	prescribed form
(2)	Photographs	5	—	6 x 4 cm, taken within the past 6 months, should be affixed to each of the 5 application forms

(3)	② Official transcripts or official copies of transcripts from all undergraduate and graduate schools previously attended	1	4	An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the school attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted.
(4)	③ Recommendation Letter from the recommending authority	1	4	
(5)	③ Recommendation Letter from the applicant's direct superior at work	1	4	Prescribed form
	③ Recommendation Letter from the applicant's superior at work, or supervising professor of the university	1	4	
(6)	④ Certificate of Health	1	4	prescribed form, to be issued by the medical institution designated by Japanese Embassy; all items must be completed, and all comments must be written in English in block letters
(7)	⑤ Official copies of diplomas or degree certificates from all undergraduate and graduate schools previously attended	1	4	An official copy means a certified true copy of the original document with an official seal obtained from the administration office of the school attended. Copies attested by organizations/persons not having notary/legal functions will not be accepted.
(8)	⑥ Essay explaining applicant's aspirations and future plans following program completion	1	4	3-page essay describing the applicant's reason/motivation for applying; future plans and expectations from the program as well as future career goals
(9)	⑦ Certificate of Citizenship	1	4	any of these
	⑦ Family Register	1	4	
	⑧ Copy of the Passport	—	5	
(10)	⑨ English Proficiency Certificate	—	5	TOEFL/IELTS or other equivalent test score. Native speakers of English (applicants from the Philippines, Singapore, and Australia) are exempted from this requirement.
(11)	⑩ Answer to the Essay Questions	1	4	

*Attention

- ① All documents should use A4 paper and should be typed. If documents are handwritten, please print clearly.
- ② These documents should be written in English. Each document must be submitted with a certified English translation if the original is not written in English. We must emphasize that applications are considered incomplete until *all* documents, including recommendation letters and diplomas, are submitted in English or come with English translations.
- ③ Recommendation letters should be written separately in the designated format by an immediate superior at your workplace or an academic advisor from your university. At least one and preferably two should be written by immediate superiors at the workplace.
- ④ Submit English test proficiency scores from the TOEFL or IELTS from within the last two years. If you submit the results of a different test of English proficiency, please submit a conversion of the score to TOEFL or IELTS.
- ⑤ If you have a publication or dissertation, submit the overview separately.

- ⑥ Your application may not be accepted if any of the documents are incomplete, inaccurate, or missing.
- ⑦ Number the documents from 1 to 10 (the items numbered in the list above) in the upper right corner of each document.

8. Notes

- (1) For more detailed information on the YLP scholarship program, please contact the corresponding office at the Japanese Embassy in your home country.
- (2) Recipient are advised to learn the Japanese language and familiarize themselves with Japanese weather/climate, customs, university education, and conditions, as well as about differences between the Japanese legal system and that of their home country before departing for Japan.
- (3) It is highly recommended for grantees to bring at least US\$2,000 or the equivalent to cover their immediate needs upon arrival in Japan.

Young Leaders' Program (School of Government)
Curriculum Guidelines

I Basic Concepts

1. Each subject will deal with theories based not only on the experiences of the so-called modern Western World, but also on those concerned with the historical experiences of Japan and other non-Western countries. While analyzing commonalities in the modernization process along with its various possibilities, the courses seek to find the most desirable method for each country's modernization. (Comparative Approach)
2. Through modernization, our thoughts and ideas undergo deep transformations. However, the curriculum will not be concerned with modern ideas alone, but will also incorporate basic premises from the classical civilizations and ideas of the great thinkers. (Emphasis on liberal arts education aiming at self-relativization and critical thinking)
3. Going beyond instruction that is related to skills and knowledge, the curriculum will emphasize the fostering of students' ideas; identifying problems; and developing the ability to arrive at their own solutions. (Emphasis on discussion and self-study)
4. Through encounters with leading figures from all areas (including other promising young students), the curriculum aims to create human networks and further understanding about Japan.
5. By offering a broad range of courses, the curriculum encourages students to establish policymaking abilities required of national leaders who are knowledgeable in a broad range of areas.

II Students

The course is designed for young public administrators and government officials, who are expected to play active roles in Asia and Central Europe as future national leaders.

III Courses (in alphabetical order; courses offered are subject to change)

1. Required Courses (4credits)
 - Global Governance: Leadership and Negotiation
 - Introduction to Japan
2. Core Elective Courses (At least 8 credits)
 - Comparative Politics
 - Contemporary Japanese Economy
 - Economic Development of Japan
 - Essential Microeconomics
 - Government and Politics in Japan
 - International Political Economy
 - International Relations
 - International Security Studies
 - Japanese Economy
 - Microeconomics I
 - Structure and Process of Government
3. Recommended Courses (Credits for the graduation requirement)
 - Development Economics
 - Global Development Agendas and Japan's ODA
 - Government and Market
 - Innovation, Sustainability and Uncertainty

- International Trade
- Japanese Financial System
- Local Governance in the Changing World
- Local Government Finance
- Local Government System
- Macroeconomics I
- National Security Policy
- Public Economics
- Social Science Questions and Methodologies

4. Colloquium (2 credits) (Required Course)

This course will provide an opportunity to listen and discuss various issues with young government leaders and frontrunners in various fields. The colloquia will be organized five times in each of the fall and spring terms.

5. Independent Study (6 credits) (Required Course)

Students will produce a research paper on a topic of their choice, under the guidance of designated advisors. Students are allowed to conduct related fieldworks upon request.

6. Field Trip (2 credits) (Required Course)

Field Trips to a variety of places, such as regional offices of the central government, local governments, industrial facilities, historical heritage, and cultural assets in the different regions of Japan will be arranged during the fall and spring terms.

7. Other Educational Activities

Japanese Language Class

All lectures are conducted in English, making it unnecessary for students to master Japanese. However, Japanese language courses will be offered to students who wish to further their knowledge of Japanese language and culture.

IV Further information

For more information on GRIPS, please visit: <http://www.grips.ac.jp/en/>

Bio Data

1. Name of the officer	:
2. Designation	:
3. Official Address	:
4. Date of Birth	:
5. Age (as at 01 st October 2014):	:
6. Contact Details	:
• Official	:
• Fax	:
• Mobile no	:
• Email Address:	:
7. English Language Proficiency (IELTS / TOEFL score)	:
8. Experience in present service:	:
9. Please provide a short list of specific details/Activities which demonstrate your salient talents and strength e.g., Leadership, creativity	:
10. Please describe your leadership abilities	:
11. Please describe your Interpersonal Skills	:
12. Please describe your Innovative / creative capabilities	:

13. Should be completed by the District Secretary / Department Head

	Inadequate opportunity to observe	Below average (Bottom third)	Average (Middle third)	Good (Top third)	Very good (Top 15%)	Excellent (Top 10%)	Outstanding (Top 5%)	Exceptional (Top 2%)
Leadership potential								
Interpersonal skills								
Imagination & creativity								
Motivation & Drive								
Personal Integrity								
Self- confidence								
Personal Maturity								
Sense of Humor								
Self- Discipline								
Intellectual ability								
Emotional energy								
Analytical/ quantitative ability								
Ability in oral expression								
Time management								

I recommend Mr. / Ms. for the "Japanese Government Scholarship: Young Leaders Programme (YLP) – Master of Public Administration / Public Policy since, he/ she has fulfilled the mentioned qualifications.

.....
District Secretary / Department Head

Rubber Stamp