

APPLICATION GUIDELINES
JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP FOR 2023
YOUNG LEADERS' PROGRAM (YLP) STUDENT (HEALTHCARE ADMINISTRATION)

I OUTLINE

1. Objectives

The Young Leaders' Program (YLP) aims to contribute to cultivate future national leaders in Asian and other countries, moreover, to contribute and establish friendly relationship among various countries and to improve policy planning activities by forming a network among national leaders thorough deepening their understanding of Japan. The YLP is one of the Japanese Government (MEXT*) Scholarship Programs.

*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 in healthcare and allied sectors who are expected to play active roles as future national leaders in their respective countries.

Bangladesh, Cambodia, Indonesia, Kazakhstan, Kyrgyzstan, Laos, Malaysia, Mongolia, Thailand, Uzbekistan, Vietnam (11 countries in alphabetical order)

3. Host University

Department of Healthcare Administration, Nagoya University Graduate School of Medicine

4. Expected number of students

Approximately 10 students

5. Recruitment and Selection

(1) Recruitment

Recruitment will be conducted through recommending authorities in the respective countries. Please contact the Japanese embassy in your country for further information.

(2) Screening Procedure

- ① First screening by the recommending authorities of each country
- ② Second screening by host university based on application documents
- ③ Third screening through interviews of candidates, conducted by faculty members of host university
- ④ Primary selection based on total scores of the second and third screenings along with comments of interviewers
- ⑤ Final selection by the YLP committee established by MEXT

6. Program Outline (Refer to the appendix "Curriculum Guidelines".)

(1) Basic Concepts

The curriculum is suitable for rearing national leaders in the field of healthcare administration, seeking to take advantage of Japan's experiences of exchange with both Western and Asian countries, and establish a human network through various activities such as special lectures and field study trips/site visits.

(2) Duration and Degree Conferred

Course duration is one year. Master of Science in Health Care Administration is conferred by Nagoya University Graduate School of Medicine.

(3) Medium of instruction

All lectures and academic activities are conducted in English.

7. Commencement of the Program

October 2023

II INFORMATION FOR APPLICANTS

MEXT will offer scholarships to international students who wish to study in a Japanese university as YLP students for the academic year 2023-2024 under the Japanese Government (MEXT) Scholarship Program. The conditions for the healthcare administration course are as follows:

1. Field of Study

Healthcare Administration

(Nagoya University Graduate School of Medicine)

2. Qualifications

- (1) Nationality: Nationals of the country participating in the YLP. An applicant who has Japanese nationality at the time of application will not be eligible.
- (2) Age: In principle, under 40 years old as of October 1, 2023 (i.e. born on or after October 2, 1983)
However, age limitation may be flexible. The ability/achievement of the applicants, as well as the situations in applicants' country, are taken into account.
- (3) Academic Background: A bachelor degree in health related fields.
- (4) Competency in English: Applicants are expected to have a minimum IELTS (Academic) score of 6.0 or TOEFL-iBT score of 80 or equivalent. Applicants are required to have the ability to join discussions and write papers in English without any supplementary lessons of English.
- (5) Work Experience: In principle, at least 5 years of full time working experience as of October 1, 2023 in healthcare fields in public sector at government department, and holding office continuously in the same work place at the point of application and after the entrance.
- (6) Health: Applicants must be judged that you are medically adequate to pursue study in Japan by an examining physician on a prescribed certificate of health.
- (7) Arrival in Japan: In principle, applicants must be able to arrive in Japan during the period specified by the accepting university, within two weeks before and after the first day of the course conducted by the accepting university. If the applicant cannot arrive in Japan during the specified period for personal reasons, travel expenses to Japan will not be paid.
- (8) Visa Requirement: In principle, a selected applicant must obtain a "Student" (留学) visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student.". Applicants who change their residence status to any status other than "Student" (留学) after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
- (9) Return to home country and resumption of work after the scholarship period: In accordance with the objectives of the YLP, after the scholarship period, applicants are expected to make efforts to build friendly relationships among various countries, including Japan, by creating human and intellectual networks among leaders in countries across the world. To this end, applicants should, in principle, return to their home countries by the end of the final month of the scholarship period and resume their work at the recommending authorities or the organization designated by the recommending authorities among others.
- (10) Non-Eligibility: Applicants who meet any or all of the following conditions are not eligible. If identified after acceptance of the scholarship grantees, the applicants will be required to withdraw from the scholarship:
 - ① Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
 - ② Those who cannot arrive in Japan (Nagoya) by the last date of the period designated by the accepting university;
 - ③ Those who are already enrolled in a Japanese university or other institution with a residence status of "Student" (留学) or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant's country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university, verifiably

complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the “Student” residence status and come to Japan;

- ④ Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant’s country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
- ⑤ Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan; or
- ⑥ Those wishing to engage in fieldwork or an internship in a country other than Japan after submission of Application.

3. Period of Scholarship

One year from October 2023 to September 2024

4. Scholarship Benefits

- (1) Allowance: 242,000 yen per month. Due to the situation of the Japanese Government’s budget, the amount of payment may be subject to change each fiscal year. The scholarship will not be paid to a grantee who takes a leave of absence or is long absent from the assigned university.
- (2) Traveling Costs
 - ① Transportation to Japan: In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket from the international airport nearest to his/her home address (in principle, the country of nationality) to the Central Japan International Airport [Centrair]. The grantee shall bear at his/her own expense all costs related to domestic travel from his/her home address to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The present address in the country of the grantee’s nationality stated in the application form is in principle regarded as the recipient’s “home address.” If, however, the address stated in the application form will be changed at the time of leaving from his/her country, the changed address will be regarded as the “home address”.
 - ② Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate the accepting university and return to the home country by the end of the final month of the period of scholarship (See “3. Period of Scholarship”) designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from the Centrair to the international airport (in principle, in the country of nationality) nearest to the returning grantee’s residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee’s residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc.
- (3) Education Fees: Fees for entrance examination, matriculation and tuition of the university will be paid by MEXT.
- (4) Accommodations: Nagoya University provides accommodation at the Nagoya University Dormitory for International Students for the duration of scholarship. Students reside in the provided dormitory.

5. Suspension of Payment of Scholarship

Payment of the scholarship will be stopped for the reasons given below. Should any of the following reasons apply, the grantee may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- ① A grantee is determined to have made a false statement on his/her application;
- ② A grantee violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;

- ③ A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period of exceeding 1 year;
- ④ A grantee is suspended from his/her university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with school regulations of the accepting institution;
- ⑤ It has been determined that it will be impossible for a grantee to complete the course within the standard time period because of poor academic grades or suspension or absence from the university;
- ⑥ A grantee came to Japan without newly acquiring the “Student”(留学) residence status, or changed his/her residence status to one other than “Student”;
- ⑦ A grantee has received another scholarship (excluding those specified for research expenses); or
- ⑧ The request from the government and/or other state institutions of grantee’s home country.

6. Selection

- ① First screening by the recommending authorities of each country
- ② Second screening by host university based on application documents
- ③ Third screening through interviews of candidates, conducted by faculty members of host university
- ④ Primary selection based on total scores of the second and third screenings along with comments of Interviewers
- ⑤ Final selection by the YLP committee established by MEXT

7. Application Procedure

Please submit all required documents listed below by the designated date.

The submitted documents will not be returned. Please make sure to number the documents from ① to ⑪ (items numbered in the following “Required Documents”) in the right upper corner.

【Required Documents】

- (1) ①Completed application form (prescribed form only) -----1 original and 2 photocopies
- (2) Photographs (6x4cm, taken within the past 6 months, should be affixed on each of the 3 application forms) -----3 originals
- (3) ②Official transcript of all universities the applicant attended -----1 original and 2 photocopies
*If the document is not in English, a translation into **English** must be attached.
- (4) ③Recommendation letter from the recommending authority -----1 original and 2 photocopies
*If the document is not in English, a translation into **English** must be attached.
- (5) ④Two recommendation letters from the superior at applicant’s present work or supervising professor of the university the applicant attended (Refer to the “Additional Guide for Application” in Page 5.) -----1 original (each) and 2 photocopies (each)
- (6) ⑤Certificate of health (to be issued by the medical institution designated by Japanese Embassy) -----1 original and 2 photocopies
- (7) ⑥Certificate of graduation from all universities the applicant attended(The date of issuance should be within six months from the date of application submission. Copies of diploma are not acceptable.) -----1 original and 2 photocopies
- (8) ⑦Aspiration and future plan (Refer to the “Additional Guide for Application” in Page 5.)
Applicant’s aspirations for the course and future plan after the completion of YLP. -----1 original and 2 photocopies
- (9) ⑧Copy of passport (If not, please submit a copy of the applicant’s family register or certificate of citizenship). *If the document is not in English, a translation into **English** is must be attached. -----3 photocopies
- (10) ⑨English proficiency certificate (Official test score of IELTS, TOEFL.) (Refer to the “Additional Guide for Application” in Page 6.) -----3 photocopies
- (11) ⑩Title and outline of master’s thesis (Refer to the “Additional Guide for Application” in Page 6.)

- 1 original and 2 photocopies
- (12) ⑪ Typed curriculum vitae which provides detailed information on all work experience, extra-curricular healthcare related activities, and contact details such as an e-mail address and office/home address, at the time of application to this course. (Handwritten curricula vitae are not accepted)

-----1 original and 2 photocopies

【Application documents submission】

Submit to:

Recommending authorities of each participating country

* If any of the above-mentioned documents are incomplete, inaccurate or missing, your application will not be accepted.

8. Unavoidable Circumstances

In the event of unavoidable or unforeseen circumstances, Japanese Government reserves the right to change or cancel the arrival date, scholarship, and contents of the application guidelines here within, at any time before or after notification of the results of the final selection.

Unavoidable Circumstances are defined as events whose effects could not reasonably be prevented or controlled by MEXT or Ministry of Foreign Affairs (including Embassies and Consulate generals of Japan) including but not limited to acts of God, acts of government (including local government, hereafter referred to as government), acts of government authorities (including limitations on travel or immigration enacted by the Japanese government or other foreign countries' government due to the event of infectious disease), compliance with law, regulations or orders, fire, flooding and torrential rain, earthquakes, acts of war (regardless of a declaration of war), revolt, revolution or rebellion, strike, or lockout.

9. Notes

- (1) The grantee is not allowed to bring or stay with his/her family members in Japan during the academic semesters so that the grantee can focus on academic activities.
- (2) Each grantee is advised to learn some basic Japanese language and to acquire basic information on Japanese climate, geography, customs, university education, and social conditions in Japan, as well as about the difference between the Japanese legal system and that of his/her home country before departing for Japan.
- (3) As the first installment of the scholarship payment will be made from one month to one and a half months after the grantee's arrival in Japan, the grantee is recommended to bring at least approximately US \$2,000 with him/her to Japan to cover immediate living expenses and other necessary expenses.
- (4) The scholarship payments will be transferred to the bank account of Japan Post Bank (JP Bank) opened by each grantee after the arrival in Japan. MEXT will not transfer the scholarship payments to other account.
- (5) Grantees must enroll in National Health Insurance (Kokumin Kenko Hoken) upon arrival in Japan.
- (6) Information regarding the MEXT Scholarship recipient (name, gender, date of birth, nationality, accepting university/graduate school/undergraduate school, field of specialty, period of enrolment, career path after completion of scholarship, contact information [address, telephone number, e-mail address]) may be shared with other relevant government organizations for the purpose of utilization for overseas students programs implemented by the Japanese Government (support during period of study in Japan, follow-up survey, improvement of the overseas student system).

Information regarding MEXT Scholarship Students (excluding date of birth and contact information) may be included in publicity materials prepared by the Japanese Government for promoting the acceptance of overseas students in order to introduce former MEXT Scholarship Students who are playing active roles in countries around the world.

These terms and conditions are included in the Pledge stipulating rules and regulations which MEXT Scholarship recipients must comply with and submit when they have been granted the Scholarship.

- (7) If there are any questions about the content of the written text in this Application Guideline or any other matters, applicants/grantees should inquire the Japanese diplomatic mission in the applicant's country and

follow their instructions.

- (8) In addition to the regulations stipulated in this Application Guideline, those that are necessary to implement the Japanese Government Scholarship programs shall be determined by the Japanese Government.

Additional Guide for Application

➤ Recommendation letters:

*Applies to: II INFORMATION FOR APPLICANTS, 7. Application Procedure **【Required Documents】**
(5) ④ Two recommendation letters from the superior at the applicant's present work or supervising professor of the university the applicant attended

Two recommendation letters need to be submitted. At least one of the two must be written by the applicant's immediate superior at work. Recommendation letters must be used the stipulated format. If the document is not in English, a translation into English must be attached.

➤ Aspiration and future plan:

About your aspiration and future plan after completion of YLP (within 1200 words)

*Applies to: II INFORMATION FOR APPLICANTS, 7. Application Procedure **【Required Documents】**
(8) ⑦ Applicant's aspirations for the course and future plan after the completion of YLP

Should include:

1. Your background, important achievements in your life/career, any unique abilities, and reasons for applying to the Young Leaders' Program
2. What are the most significant leadership activities you have undertaken to date?
3. How will this course contribute in the future development of your career and of your country?
4. What expectations do you have for this course?

➤ English Proficiency Certificate:

*Applies to: II INFORMATION FOR APPLICANTS, 7. Application Procedure **【Required Documents】**
(10) ⑨ English proficiency certificate (Official test score of IELTS, TOEFL)

Score of TOEFL, IELTS, must be obtained after 1st of October, 2020. You may submit other institution's test score certificate when you reside in a country both TOEFL or IELTS are not offered. In such cases, a statement of reasons for not being able to take either TOEFL or IELTS, and the score conversion table to TOEFL or IELTS are requested to submit.

➤ Title and outline of master's thesis:

About the master's thesis: an obligatory requirement for the course

*Applies to: II INFORMATION FOR APPLICANTS, 7. Application Procedure **【Required Documents】**
(11) ⑩ Title and outline of master's thesis

The contents of the master's thesis should be (A) describing or comparing readily available information on health conditions and/or the health system, or (B) an analysis of data collected in a past survey. The data should be anonymous and collected before the start of the master course. The description should include the below items.

- 1) Proposed title
- 2) Background
- 3) Subjects:

In case of (A) - describing or comparing readily available information on health conditions and/or the health system, please include:

- i) names of the documents or data set used, such as regular government reports or databases
- ii) the name of the organization that created the materials, such as the Ministry of Health, or Statistical Bureau
- iii) the region or area where the information was collected from
- iv) the time period when the information was collected

- v) what kind of information is included.

In case of (B) – analyzing of data from a past survey, please include:

- i) the title of the survey
 - ii) a summary of the survey
 - iii) permission from the survey group to use the data, if necessary
 - iv) what data will be newly analyzed
 - v) the total number of subjects or participants in the survey.
- 4) Approval of ethics committee: If analyzing data from a past survey (B), please include the name of the ethics committee and date the survey was approved.
 - 5) References: List of papers related to thesis
 - 6) List and copies of papers published from International medical journals (if any papers but not conference abstracts)

Each of “Aspiration and future plan” and “Title and outline of master’s thesis” should be a maximum of three A-4 size (297 x 210 mm) double-spaced pages using Arial 10/ Times New Roman 12 or any other standard 12 point fonts.

Young Leaders' Program (Healthcare Administration) Curriculum Guidelines

I Overview

1. The curriculum aims to explain how modern Japan has improved national living standards at a comparatively lower cost within the last half century by introducing the concept of Western methodology and adjusting it to the Japanese culture and social system, and how healthcare administration works in the practical world. Using this knowledge, the courses pursue methods to solve the problems of healthcare administration for the country concerned.
2. Each subject covers various aspects of healthcare administration so that each student can apply what he/she has acquired at this program to the actual situation of his/her country in accordance with the economic, social, and environmental background of the respective student.
3. Going beyond instruction in skills and knowledge, the curriculum will seek to cultivate students' own ideas to identify problems and develop the ability to find solutions.
4. The curriculum aims to create human networks and enhance the understanding of the experience of post-war Japan, through interaction with leading figures engaging in healthcare administration and other fields.
5. Great emphasis is placed on writing master's thesis in the curriculum. Students will be required to make a presentation of their master's thesis at the "Research Presentation on Master's Thesis". In addition to writing their master's thesis in English, students are encouraged to submit the manuscript of said thesis to an international journal in English. By implementing these activities, the curriculum aims to help students obtain knowledge and skills for writing publishable papers and giving presentations on their papers.

II Participants

The course is directed to healthcare/public health administrators with at least 5 years work experience in governmental medical and welfare organizations and who are expected to play the roles of future national leaders. All the classes will be conducted in English, so it is necessary to have enough command of English to be able to join discussions and write papers without any supplementary lessons of English. The selection will be based on an overall evaluation of work experience, English proficiency test score as IELTS, TOEF, the quality of the essays, proposed subject of master's thesis, recommendations from superiors, and an interview.

III Courses (total: 30 credits)

Healthcare Service Facilities and Professionals
 Administrative Regulations for Health
 Biostatistics
 Epidemiology
 Community Health and International Health
 Occupational and Environmental Health
 Health Insurance and Economics
 Medical Law
 Pharmacy Management
 Hospital Administration
 Seminar I
 Seminar II
 Seminar III
 Seminar IV
 Seminar V
 Colloquium
 Field Trips/Site Visits
 Master's Thesis
 Outline of Clinical Medicine

IV Further Information

For further information on Nagoya University and Young Leaders' Program (Healthcare Administration):

<http://en.nagoya-u.ac.jp/>

https://www.med.nagoya-u.ac.jp/medical_E/laboratory/basic-med/social-science/ylp/