Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
East Asia and the Pacific Wing
Dhaka

No. EA&P/JPN/302/2015/ 445 12 July 2015

Office Memorandum

Subject: An offer for research from the Board of Trustees of the Bishop Williams Memorial Fund of Japan.

Reference: Bangladesh Embassy in Tokyo's fax message no. BDTKY/POL-023/2010 dated:18 June 2015

The undersigned is directed to forward herewith a fax message received from the Embassy of Bangladesh in Tokyo regarding an offer of fund for research from the Board of Trustee of the Bishop Williams Memorial Fund. They have invited candidates from developing nations of Asia to participate in research in the fields of nursing, medicine, education, special education, agriculture, animal breeding and computer science. The programme covers round-trip airfare, housing, tuition and a stipend.

02. This is for kind information and necessary action.

Encl.: As stated (14pages)

12 July 2015
(Md. Belal Hossain)
Assistant Secretary (EA&P)
Phone: 9568600
Fax: 9572259
E-mail: aseap@mofa.gov.bd

Senior Secretary
Economic Relations Division
Ministry of Finance
Sher-E-Bangla Nagar
Dhaka

For kind instruction please.
Dr. 6.15

Director (EA&P)

29 Jun 15
DG (EAP, on return)

8 July 15
AS (EAP)

Fax Message

To : MOFA, Dhaka
From : Bangladoot, Tokyo
No : BDTKY/POL-023/2010
Date : 18 June 2015

Pl. send this to ERD.
Dir (EA&P)

Assistant Secretary (EA&P) from Third Secretary

Please find forwarded an offer of fund for research from the Board of Trustees of the Bishop Williams Memorial Fund. They have invited candidates from developing nations of Asia, Africa and South America to participate in research in the fields of nursing, medicine, education, special education, agriculture, animal breeding and computer science. The program provides round-trip airfare, housing, tuition and a stipend. Application form and a detailed timeframe is also enclosed.

02. The Ministry may forward the same to the appropriate authority in Bangladesh.

Enclosure: as stated.

Best wishes.

(Mohammad Jobayed Hosen)

1464-DG(EA&P)/15
249/DG(EA&P)/15

Pl. send to MOFA.
18/06

THE BISHOP WILLIAMS MEMORIAL FUND
OF THE
NIPPON SEI KO KAI
(ANGLICAN EPISCOPAL CHURCH OF JAPAN)

May 27, 2015

Dear Sir or Madam:

We are pleased to inform you that again this year the Board of Trustees of the Bishop Williams Memorial Fund is soliciting applications for participation in its Visiting Researcher Program. We are seeking your cooperation in assisting us to find suitable applicants.

In past years candidates from developing nations of Asia, Africa, and South America have been invited to participate; and their research has included such fields as nursing, medicine, education, special education, agriculture, animal breeding, and computer science. The program provides round-trip airfare, housing, tuition, and a stipend.

Together with this letter you should receive application forms and a list of important dates for application submission; and we would be much obliged to you if you could kindly make these available to any appropriate persons you may know of. Because we are relying on you to help find suitable applicants, we hope that you will carefully study the requirements for eligibility found on page 1 and counsel the prospective applicant before they go through the effort and expense involved in completing the application process. We would expect that applicants should be outstanding young scholars or researchers who have good prospects for employment on their return. Additional application forms will be furnished on request; or, to save mailing time, the enclosed application may be duplicated and used by prospective applicants.

Please note that the maximum age for participation is 35 years of age, and also that the Williams Fund cannot give scholarship support for programs outside of Japan. The Fund operates only the Visiting Researcher program in Japan, and usually selects only one researcher per year.

If you have any questions, please let me know. All inquiries and completed applications should be sent by post to the Rikkyo University address shown below, and that of the three letters of reference, one from an Anglican bishop is essential.

Sincerely yours,

Herbert Donovan
Member of the Executive Committee
Bishop Williams Memorial Fund and
Assistant to the President
Rikkyo (St. Paul's) University

Bishop Williams Memorial Fund
c/o Chapel Office, Rikkyo University
3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501, JAPAN
Telephone: 81-3-3985-2698 Facsimile: 81-3-3985-4724

Important Dates and Information
for the
The 2016-2018 Bishop Williams Memorial Fund
Visiting Researcher Program

(The purpose of this insert is to provide dates and information for the 2016-2018 program which were unavailable at the time the application form was printed)

May 2015:	Applications will be sent out from Rikkyo University
15 October 2015:	Closing date for applications (Completed applications must reach Rikkyo University by this date)
31 March 2016:	Notification of results (on or before this date)
1 October 2016:	Beginning date of the 2016-2018 program

Please note the following:

(1) Please note that the application has three pages that are printed on both sides. Please be sure that you fill out all pages, ①through ⑥, and send them all in together will all required letters of recommendation and other certificates.

(2) With regard to page ⑥, number 23, although it is possible to come to Japan with a spouse, difficulties involved also include getting a visa for the spouse and finding suitable housing, and applicants should further realize that visa regulations would prohibit the spouse from seeking employment in Japan.

(3) Please note that applicants must be <u>under 35</u> (34 years of age or younger) as of October 1, 2016.

May, 2015

Application for Participation in The Visiting Researcher Program of The Bishop Williams Memorial Fund

The Bishop Williams Memorial Fund
Of the
Nippon Sei Ko Kai
(Anglican-Episcopal Church of Japan)

Bishop Williams Memorial Fund
c/o Chapel Office
Rikkyo University
3-34-1 Nishi-Ikebukuro,
Toshima-ku, Tokyo, 171-8501,
JAPAN

The Bishop Williams Memorial Fund of the Nippon Sei Ko Kai (Anglican-Episcopal Church of Japan)

HISTORY

The Rt. Rev. Channing Moore Williams was a missionary of the American Episcopal Church who first came to Japan in 1859 as a young priest. During the many years he spent in Japan, Bishop Williams made very substantial contributions to the establishment of the Church here—and in particular, to the establishment of a number of educational institutions based firmly on Christian values and principles.

More than a hundred and thirty-five years have passed since these schools were founded by Williams, and today they occupy prominent positions among the thousands of educational institutions in Japan; indeed they have produced some of Japan's most respected leaders in various fields of endeavor. Yet when we view the overall situation of our Japanese society and education, we are made aware of the continuing need to exert every effort to carry out the mission entrusted to us by Bishop Williams: to undergird the education and research conducted at our educational institutions with the precepts of Christianity and the spirit of Christian faith.

As one means of contributing to these efforts, we—members of the Nippon Sei Ko Kai (NSKK) and administrators of NSKK-related institutions—reflecting on the need mentioned above and the challenge given to us, and grateful for our valued heritage from Bishop Williams, undertook in 1977 at the General Synod of the NSKK to establish the Bishop Williams Memorial Fund.

LECTURE PROGRAM

The projects presently being operated by the Fund are: first, a Memorial Lectureship through which excellent scholars from within and without Japan are invited to present lectures and seminars on topics dealing with their particular academic fields of specialization. This Memorial Lectureship brings to the campuses of NSKK institutions scholars in various fields who are of the highest caliber, and whose religious faith can promote those values so important to the integrity of the institutions and of Japan itself. Many of the lectures and seminars are open to the general public, as well as to students and faculty members; and from such contacts comes an awakened realization of the importance of these religious and moral values in conducting research and education.

In 1979 the inaugural lecturer was Arthur Michael Ramsey, former Archbishop Canterbury; in 1981, Arthur R. Peacocke, of Cambridge University, an authority on Physical Biochemistry as well as a theologian and author of many books on Christianity and science; in 1983, Joseph M. Kitagawa, of the University of Chicago, who was a leading scholar in the history of religions; in 1984, the Rev. K. H. Ting, Principal of Nanjing Union Theological Seminary and President of the China Christian Council; in 1985, the Rev. Dr. Cyril Powles, Professor Emeritus of Trinity College, Toronto University, a former long-time missionary to Japan and a scholar in Church History; in 1986, the Rt. Rev. John M. Allin, former Presiding Bishop of the Episcopal Church in the U.S.A.; in 1989, the Rt. Rev. Hugh Montefiore, Retired Bishop of Birmingham (England); in 1993, Dr. Robert L. Fulton, Professor of Sociology and Director of the Center for Death Education and Research at the University of Minnesota; in 1994, the Rev. Dennis Eric Nineham, Emeritus Professor of Theology of the University of Bristol; in 1999, Dr. Laura-Lynne McBain, a leading counselor and scholar on Pastoral Care and Domestic Violence; in 2004 the Rev. Dr. Andrew Davey, Secretary for Community and Urban Affairs on the Board for Social Responsibility of the Archbishop's Council of the Anglican Communion; in 2009, the Rt. Rev. Frank T. Griswold, former Presiding Bishop of the Episcopal Church in the U.S.A; and in 2012, Dr. Robert N. Bellah Emeritus Professor of Sociology of the University of California Berkeley.

VISITING RESEARCHER PROGRAM

The second project in the plan has been the establishment of a Visiting Researcher Program. Under this program, qualified young men and women, especially from the developing nations of Asia, Africa, and Latin America, are invited to Rikkyo University or other NSKK institutions, where they will be provided with the facilities for research in their chosen field. (If, depending on the particular field, such facilities are not available at NSKK institutions, arrangements will be made to use facilities at other institutions.) The researchers on their part may be asked to give informal lectures on their research field to faculty and students in those institutions. By such means, it can be expected that in the environment of an educational institution, there will be a meaningful interchange of thought and values in some depth.

In past years, for example, successful candidates from Southeast Asia, Africa, and South America have been invited to participate; and their research has included such fields as environmental science, animal breeding, telecommunications, psychology, business administration, law, radiology, education, agriculture, nursing, midwifery, pharmacology, and computer science. The question may be asked: why should these young people be encouraged to come to Japan for this program? What would they bring with them, and what could they be expected to receive that would not be more readily available elsewhere? The answer to the latter question has much to do with the peculiar situation of Japan among the technically developed nations. Japan, in contradistinction to America and the nations of Europe, is a nation which not so long ago may have been in very much the same situation as that of the countries from which the researchers would come. Until fifty or sixty years ago Japan was largely an agricultural society; then came rapid technological development on a broad scale, having a great impact on Japanese society resulting in many changes—both desirable and undesirable. The researchers, coming from nations now engaged in their own technological development, could be observers and learners not only of what is safe and good in such development but also of what is dangerous and bad. They could take home lessons in what can be done that would be helpful to their own country's development, and also of what should be avoided.

As for what they would bring with them: on their part, to their life in Japan and to the relationships that they would form here with their friends and colleagues, the researchers and trainees would bring the gift of their own culture and of their Christian faith. In the exchange much could be given and received on both sides.

To further explain the aims of the Visiting Researcher Program, it may be helpful to present here some examples of the type of applicant that could be considered for this program:

Applicant	Applicant's desire
1 A college graduate who has recently completed his/her undergraduate education	To do graduate study in some field such as administration of medium-and small-scale business enterprises, social welfare work, etc.
2 A nursing college graduate who is now employed as a nurse in a hospital	To complete an advanced course of study, or Masters degree in a recognized college of nursing in such subjects as nursing, nutrition, midwifery, or nursing research.
3 A graduate of a special technical school who is interested in farming, or in nursery school operation	To study at the college level such subjects as agriculture, or pre-elementary school education, etc.
4 A college graduate who now holds a position in industry	To take some advanced courses and/or conduct research in such fields as business administration, environmental problems, industrial psychology, etc.
5 A person already holding a graduate degree who is doing research in his /her specialized field at his/her own university	To do further advanced study and research in such fields as medicine, pharmacology, agriculture, social sciences, natural sciences, etc.

Please note that the above are merely examples: the scope of the program is not limited to these.

The Visiting Researcher Program
a program under the auspices of
the Bishop Williams Memorial Fund
of the Nippon Sei Ko Kai (NSKK)
(Anglican-Episcopal Church of Japan)

1. *Requirements for Eligibility*

1. The applicant shall be a graduate of a university or college. However, graduates of junior colleges or of specialized technical or vocational schools shall also be eligible to apply, but in these cases it is to be desired that such applicants have a few years of actual working experience subsequent to their graduation.

2. Applicants shall currently be in one or more of the following statuses:

   (a) employed in a company or other commercial, agricultural or educational enterprise, or in government

   (b) enrolled in a graduate school

   (c) engaged in teaching, research, or training at a recognized educational or research institution

3. The applicant shall be an Anglican recommended by the Anglican bishop of his/her diocese, or a Christian of another denomination recommended by an Anglican bishop.

4. Applicants shall be 34 years of age or under as of October 1, 2016.

NOTE: In order to receive full consideration, applicants must meet all of the above requirements.

2. *Terms of Grant to the Researcher*

Applicants are being sought mainly from the developing nations of Asia, Latin America, and Africa.

1. As a general rule, the number of applicants to be accepted for the program will be one per year. However, it may be possible in some cases to select two applicants for shorter terms.

2. The period of research in Japan will normally be approximately one and a half years from October, the first six months being devoted to Japanese language training. (In the case of Visiting Researchers in the field of medicine or dentistry, this period may be shorter.)

3. Transportation expenses to and from Japan for the Visiting Researcher and living quarters (suitable for a single person) will be provided for the awardee. Transportation expenses will also be provided for one return trip to the home country part-way through the 18-month stay.

4. Tuition will be waived, and a stipend will be provided in the amount of 100,000 yen per month.

5. Field study and research allowance will be provided in the amount of 700,000 yen for the whole period of 18 months.

6. Applicants should be cognizant also of the following:

   (a) Normally the research completed by a Visiting Researcher will be recognized by the awarding of a certificate from the institution concerned, although given the short one-year term, it is unlikely that a degree or diploma will be awarded.

(b) Good proficiency in the English language is required; and the Visiting Researcher is also expected to study the Japanese language and attain as much proficiency as possible.

(c) Since the academic year in Japan begins in April, Visiting Researchers will be expected to come to Japan in October (preceding the April start of academic work) and undertake Japanese language training for approximately six months.

(d) Each Visiting Researcher will be assigned to an educational institution on the basis of where the most suitable research facilities are available. Whenever possible, this assignment will be made to an NSKK-affiliated institution; but, in some cases, depending on his/her particular field, the assignment may be to a non-NSKK-affiliated institution.

3. *Application Procedure*

1. APPLICATION DOCUMENTS

(1) Completed Application Form (prescribed form)

(2) Three Letters of Reference
These must include one from an Anglican bishop or the prelate of a "Union" Church formed by the merger of an Anglican Church with other Christian Churches as part of the ecumenical movement. These letters are to be written by the referee on his/her professional letterhead, sealed in an envelope by the referee and signed over the seal by the referee, then returned to the applicant to be sent in with the other documents.

(3) Health Certificate (prescribed form)

(4) Official Transcript of Academic Record (undergraduate level and above)
This should be an official transcript showing courses taken and grades received, issued by the institution and sealed and signed by the registrar or other appropriate official.)

(5) Certification of Japanese or English Language Proficiency (prescribed form)
It should be signed by a language teacher or other qualified person.

NOTE: All documents should be written in either English or Japanese. If not, the English or Japanese translation must be attached. The letters of reference and the certificate of health must be submitted by the applicant in the same mailing envelope with the completed application form.

2. CLOSING DATE FOR APPLICATIONS : October 15, 2015
All application documents should be submitted to the following address and in time to reach this address by the closing date:

Bishop Williams Memorial Fund
c/o Chapel Office
Rikkyo University
3-34-1 Nishi-Ikebukuro, Toshima-ku,
Tokyo, 171-8501, Japan
Tel: 81-3-3985-2698, Fax: 81-3-3985-4724

3. NOTIFICATION OF RESULTS
All applicants will be notified of the results by postal mail on or before March 31 of the year that the program is to begin. Inquires by telephone, fax, or e-mail concerning the selection results cannot be answered.

4. To be noted:

1. If any application document, including letters of reference, is not in order and/or does not reach us by the closing date, the application itself cannot be considered.

2. Application documents once submitted will not be returned. Also for the information of prospective applicants, the following list may be useful:

List of Nippon Sei Ko Kai Educational Institutions

In the Tokyo area

- Rikkyo (St. Paul's) University
- Rikkyo (St. Paul's) High School, Junior High School, and Primary School
- Rikkyo Jogakuin Junior (St. Margaret's) College
- Rikkyo Jogakuin(St. Margaret's) Senior High School, Junior High School, and Primary School
- St. Luke's College of Nursing
- St. Luke's International Hospital
- Central Theological College
- Koran (St. Hilda's) Girls' High School and Junior High School

In the Osaka area

- Heian Jogakuin Junior (St. Agnes) College for Girls
- Heian Jogakuin (St. Agnes) Girls' High School and Junior High School
- Bishop Williams Theological Seminary
- Poole Gakuin Junior College
- Poole Gakuin Junior & Senior High Schools
- Momoyama Gakuin (St. Andrew's) University
- Momoyama Gakuin (St. Andrew's) High School and Junior High School)
- St. Barnabas' School of Midwifery
- St. Michael's International School
- Shoin Women's University
- Shoin Women's College
- Shoin High School and Junior High School
- Kobe International (St. Michael's) University
- High School attached to Kobe International (St. Michael's) University

In other areas

- Haruna-So Pre-Nursing College (Gunma Prefecture)
- Nagoya Ryujo Junior (St. Mary's) College(Aich Prefecture)

Application for Participation in The Visiting Researcher Program of The Bishop Williams Memorial Fund

APPLICATION SHOULD BE TYPED (OR NEATLY PRINTED)
IN ENGLISH
(IF APPROPRIATE, JAPANESE CHARACTERS MAY BE USED)

Recent photograph (approx. 3×4cm)

1 Full name : _____ , _____
(family name) (first name) (middle name)

2 Sex : _____ Marital status : _____

3 Date of birth : _____ , _____ Age : _____
(month) (day) (year)

4 Nationality : _____ Place of birth : _____ (country)

5 Church affiliation: _____
(If Anglican, give diocese, and name, address, telephone and fax number of bishop:)

_____

6 Applicant's home address : _____

_____

E-mail address : _____

Telephone No : _____
(country code) (area code)

7 Person to be contacted in case of emergency or in case applicant cannot be reached:

Name : _____

Address : _____

Telephone No: _____
(country code) (area code)

E-mail address : _____

8 Current employment and status : _____

_____

Business address : _____

_____

Telephone No : _____
(country code) (area code)

9 Other Fax numbers or email addresses through which the applicant can be reached:

_____

10 Educational background:

	Name of Institution	Location	Year & month of attendance	Number of years of attendance	Diploma/ degree and date
Elementary school			from to		
Lower and upper secondary school					
Higher education: undergraduate level					
Graduate level					

11 Professional positions held:

Period	Employing institution/ company	Location	Position	Type of work
from to				
from to				
from to				

12 Education, research, and / or professional positions in countries other than your own; and foreign exchange fellowships, travel grants, etc., received on such occasions.

Period	Institution	Location	Status / Position	Name of Organization Providing Fellowship (if applicable)
from to				
from to				

13 Language proficiency (indicate by "excellent", "good", "fair", "poor", and "not at all") :

Language	Reading	Writing	Speaking
Japanese			
English			
Other Language _____			

14 What is your past / present specialized field of study / research? _____

_____

_____

15 a) What is your desired field of study or research in Japan (title or theme of your research)?

_____

_____

b) Your intended study in Japan would focus on:

☐purely academic research ☐research and training ☐more practical training

16 Statement of the reasons which have motivated you to apply for this program. Include in this statement what particular studies you desire to pursue in Japan and a detailed study or research plan. (If more space is needed, attach a separate sheet which may include references and lists of previous research work.)

17 What are your plans for the future after returning from Japan to your home country?

18 Teaching experience

19 If you think you would be able to give a course of instruction to Japanese students using the English or Japanese language, in what subject could you do so (for example, your own major, your native language, the culture of your country, etc.)?

20 Describe in this space the duties and responsibilities of your present occupation.

21 Describe in this space the prospects you have for employment upon returning to your home country (for example returning to your current job, positions you know of in areas related to your training in Japan, opportunities to teach what you have learned, etc.).

22 List below the names and addresses of three persons whom you have asked to submit a letter of recommendation on your behalf. These should include an Anglican bishop.

Name	Position	Address and FAX or telephone number

23 Family Information

Your Spouse Name & age : _____

Children Name(s) & age(s) : _____

_____

_____

24 For married applicants and/or those who have children :

The fund is able to provide transportation expenses for only the recipient of the scholarship award, and not for his/her family.

a. Would you be willing to come alone to Japan for this period of study?

( ) Yes ( ) No

b. If you reply to (a) is 'no', indicate the particular reason(s) for which you wish to bring your spouse/family.

( ) Because one of us is physically handicapped and requires daily assistance. [Explain on a separate sheet.]

( ) Because we can find our own resources for staying together. [Explain on a separate sheet.]

Note

Unfortunately, the Fund is not able to expand its financial care to the scholar's family in principle. In addition, the living costs in urban areas of Japan are extremely high, compared to those of developing nations. For example, in Tokyo, the rent of the most basic apartment (1 bedroom with bathroom and kitchenette) would be at least US$800 per month. For these reasons, kindly understand that the Fund must discourage the applicant from bringing a spouse or family, unless they have a second source of funding. If the applicant faces a specific serious or personal circumstance which the Fund should take into account, please state it on a separate sheet.

25 Signature

I certify that all of the foregoing statements are true in every respect.

_____ _____

(Date) (Signature of Applicant)

To: Bishop Williams Memorial Fund

Health Certificate

Name_____

Date of birth_____ Age_____ Sex_____
(month) (day) (year)

This is to certify that the above-named person was physically examined by me and was found to be in a condition of good health, being free from any contagious disease. I believe he/she is able to carry on a full course of study abroad.

Date _____
(month) (day) (year)

Physician's signature _____

Name and address of institution _____

_____

_____

To: Bishop Williams Memorial Fund

Certification of Japanese or English Language Proficiency

(To be signed by a language teacher or other qualified person)

Name of Applicant _____

Native Language(s) of Your Country/Region _____

Language(s) of Instruction in:

High School _____

College, University,
Or Technical School _____

Relevant Test Scores, Awards, or Courses Completed _____

_____

_____

Comment .....

.....

.....

.....

I hereby certify that the above named applicant is sufficiently proficient in the English/Japanese (circle one or both) Language to allow him/her to fully participate in a course of study/training at the University level.

Date _____ Signature _____

Title _____

Name and Address of Institution _____

_____

_____

The Bishop Williams Memorial Fund
of the
Nippon Sei Ko Kai
(Anglican-Episcopal Church of Japan)

Request for a Letter of Reference

To the applicant: Write your name on this page and give one to each of the three persons you have asked to write a letter of recommendation. Note that one of these must be an Anglican bishop. Do not return this page with your application.

Applicant's name: _____

To the person writing the recommendation:
The applicant named above is applying for the Visiting Researcher program of the Bishop Williams Fund and has asked that you provide a letter of reference. We appreciate your time and effort in supplying this information. The program is an 18 month fellowship which allows qualified applicants to pursue research in Japan which will contribute to the development of their home country upon their return. Information on the program, requirements for eligibility, and terms of the grant are listed in the application, copies of which are available from the Rikkyo University address shown below. We would like to ask that you write a letter of reference according to the criteria listed below. **The letter should be written on your professional letterhead with your organization's stamp or seal.** Completed letters of reference should be sealed in an envelope by the referee, and signed over this seal by the referee, then returned to the applicant to be sent in with the application. Please keep this page for your reference.

In the letter of reference, please be sure to include:

- Your name, title, organization, and telephone and facsimile numbers
- Name of the Applicant
- Applicant's area of research/training interest
- How long you have known the applicant
- How well and in what capacity you know the applicant
- The applicant's special academic/professional strengths and weaknesses
- The applicant's greatest achievement (academic, personal, community, church related)
- The prospects the applicant has for employment upon returning to his/her home country (for example returning to his/her current job, positions you know of in areas related to his/her training in Japan, and opportunities to teach what he/she has learned)
- Any additional comments that you deem relevant concerning the applicant.

Correspondence Address: Chapel Office; Rikkyo University; 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, 171-8501, JAPAN (Tel: 81-3-3985-2698, Fax: 81-3-3985-4724)

The Bishop Williams Memorial Fund
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