

Application Guidelines for the 2018 Osaka Invitational Program for Short-Term Overseas Trainees in Architecture and Arts

Osaka Foundation of International Exchange (OFIX)

The 2018 Osaka Invitational Program for Short-Term Overseas Trainees in Architecture and Arts is now accepting applications. Funded by world-renowned architect and Osaka native, Ando Tadao, and companies who support the objectives of the program, it aims to invite students and young professionals in the fields of architecture and arts from countries and regions in Asia in order to help them foster a better understanding of Japanese culture as well as contribute to the development of architecture and arts in their home countries.

Applicants must submit all the required documents by post to be delivered to OFIX no later than Monday May 14, 2018. Additionally, please email the Application Form to OFIX by the above-mentioned deadline.

- 1 Program Period: Thursday September 27 to Thursday October 25, 2018 (29 days)
- 2 Activities:
 - (1) Join practical training sessions at general construction companies in Osaka including visits to their construction sites
 - (2) Visit buildings designed by Ando Tadao and historically significant sites in the Kansai region
 - (3) Take part in the lectures and site visits related to urban planning and regulations hosted by the Osaka Prefectural Government
 - (4) Attend an architecture workshop with students of Kindai University
 - (5) Participate in a homestay program offered by OFIX volunteer families
- 3 Hosting Organizations: Osaka Prefectural Government, general construction companies in Osaka, Kindai University and others
- 4 Language Used: English
- 5 Expenses: A round-trip economy class plane ticket, accommodation, some living expenses and basic travel insurance are provided by OFIX (food expenses are not provided).

Note: Regarding the round-trip economy class plane ticket, as a general rule, OFIX provides a ticket from your home country to Osaka. Please contact OFIX for further information.

*Trainees are responsible for their own food expenses during the program.
- 6 Number of Trainees: Eight participants from countries and regions in Asia
- 7 Requirements: Applicants must meet all the requirements as follows:
 - (1) • Currently enrolled in, or a graduate of a graduate school program (Master's/PhD) majoring in architecture or related fields, or
• Holding a Bachelor's degree and also currently working in an architecture-related field
 - (2) High level of English proficiency to discuss and write about topics related to architecture (TOEIC score of 800 or equivalent)
 - (3) Must not be over 35 years old at the time of deadline
 - (4) Must be a citizen of an Asian country, currently living in Asia
(People living in Japan at the time of application or Japanese nationals do not qualify)

8 Selection Process: Application documents will be evaluated by OFIX and the Selection Committee.

(1) Primary Screening by OFIX (mid-June)

Up to three applicants from each country or region, as well as up to three applicants from Osaka's friendship regions and states listed below will be selected based on their curricula vitae (CVs) and statements of purpose. Those selected will proceed to the second screening.

(2) Second Screening by the Selection Committee (late-June)

- From among the applicants who have passed the primary screening, the highest scoring applicants from each country or region as well as Osaka's friendship regions and states will be selected.
- First, the highest scoring applicant from each of Osaka's friendship regions and states will be selected as trainees.
- Next, the top scoring applicants from the other countries and regions will be ranked according to their scores. Those with the highest scores will be selected as trainees.

< Osaka's Friendship Regions and States >

China/ Shanghai, Jiangsu, Indonesia/ East Java, U.A.E/ Dubai, Vietnam/ Ho Chi Minh City

9 Notification of Results:

(1) Announcement of Results

All applicants will be informed of the selection results in late-June by E-mail.

(Certificates of Acceptance will be sent to the selected trainees only.)

(2) Waiting List

The applicant with the highest score among those not chosen in the second screening will be put on a waiting list. If any one of the selected trainees declines to take part, or is unable to participate due to unforeseen circumstances, the applicant on the waiting list will take his or her place.

10 Required Documents:

(1) Application Form

- Statement of Purpose (300 words)
"What would you like to learn from this program?"
- Essay (500 words)
"The role of architecture in creating a sustainable urban environment"
- Design Works (Pictures / Drawings)
*** Please adhere to the required word limit. In addition, please clearly indicate if and when you use another author's material or sources from the Internet.**

(2) Curriculum Vitae (CV)

(3) Copy of original certificate of graduation of highest educational attainment or original certificate of enrollment

(4) Original certificate of employment (only for those currently employed)

(5) Letter of recommendation from any one of the following institutions who can properly assess the achievements of the applicant

- Institutions or organizations related to the field of architecture
(By representative of institution or supervisor of the applicant, etc)
- University or other higher educational institutions (By former or present professor, etc)

- Public institutions or organizations recognized by OFIX

(*Each referee can only nominate one candidate for the program. If more than one candidate is recommended, the recommendation letters will be considered invalid, which will result in the disqualification of the applicant.)

- (6) Copy of official score of English proficiency test (within the past two years)

(i.e TOEIC, TOEFL, IELTS... *academic transcript of English classes published by universities etc is not accepted.)

Note: Please contact OFIX for questions about the English proficiency certification.

11 Application Deadline:

Monday May 14, 2018 (must reach OFIX by this date.)

Please follow the instructions below to submit the required documents to OFIX by the deadline.

a: All the required documents must be sent to OFIX by post.

b: Additionally, the Application Form (both WORD and PDF formats) must also be sent to OFIX by E-mail.

* Applications with incomplete information/documents and applications received after the deadline will be considered invalid.

* Submitted application forms and documents will not be returned.

* Please contact OFIX with any questions regarding application.

12 Submission • Contact Information:

Osaka Foundation of International Exchange (OFIX)

5th Floor, MyDome Osaka, 2-5 Hommachi-bashi, Chuo-ku, Osaka, 540-0029, Japan

Phone: (+81) 6-6966-2400 Fax: (+81) 6-6966-2401

E-mail: Andoprogram@ofix.or.jp

13 Others:

OFIX HP: <http://www.ofix.or.jp/english/index.html>

Application Information: <http://www.ofix.or.jp/english/training/aprogram/application.html>

Application Form: <http://www.ofix.or.jp/training/aprogram/pdf/2018application.docx>

**Osaka Invitational Program for Short-Term Overseas Trainees in Architecture and Arts
2018 Program Schedule**

	Day		Events	Hosted by	Accomodation
1	27-Sep	Thu	Arrival at Kansai International Airprot (KIX), Orientation	OFIX	Hotel in Osaka City
2	28-Sep	Fri	AM: Courtesy Visit to Osaka Prefectural Governmet, Osaka Discussion PM: Training by Osaka Prefectural Government	Osaka Prefectural Government /OFIX	
3	29-Sep	Sat	Ando Study Tour (Chikatsu Asuka Museum, Sayamaike Museum, Shiba Ryotaro Museum)	OFIX	
4	30-Sep	Sun		Independent Study	
5	1-Oct	Mon	Training by Osaka Prefectural Government	Osaka Prefectural Government /OFIX	
6	2-Oct	Tue	Ando Study Tour (Honpukuji /Awaji Yumebutai)	OFIX	Hotel in Awaji City
7	3-Oct	Wed	Ando Study Tour (Naoshima)		Hotel in Okayama City
8	4-Oct	Thu	Ando Study Tour (Hyogo Prefecture)		Hotel in Osaka City
9	5-Oct	Fri	Discussion Program	Guenter Nitschke/ Esther Tsoi	Hotel in Kyoto City
10	6-Oct	Sat	Kyoto Study Tour		
11	7-Oct	Sun		Independent Study	Hotel in Osaka City
12	8-Oct	Mon			
13	9-Oct	Tue	Architecture Workshop at Kindai University	Kindai University/OFIX	
14	10-Oct	Wed	PM: Host Company Training	Host Company/ OFIX	
15	11-Oct	Thu	Host Company Training	Host Company	
16	12-Oct	Fri			Homestay
17	13-Oct	Sat	Homestay Program		
18	14-Oct	Sun	PM: Host Family Gathering		Hotel in Osaka City
19	15-Oct	Mon	Host Company Training	Host Company	
20	16-Oct	Tue			
21	17-Oct	Wed			
22	18-Oct	Thu			
23	19-Oct	Fri	AM: Host Company Training PM: Courtesy Visit to Ando Tadao (tentative)	OFIX	
24	20-Oct	Sat		Independent Study	
25	21-Oct	Sun			
26	22-Oct	Mon	Host Company Training	Host Company	
27	23-Oct	Tue			
28	24-Oct	Wed	AM: Preparation for Closing Ceremony Presentation (Hotel in Osaka City) PM: Closing Ceremony and Farewell Party (Hotel in Osaka City)	OFIX	Hotel near Kansai International Airport
29	25-Oct	Thu	Departure from Kansai International Airport		

平成30年度 大阪府海外短期建築・芸術研修生申請書
OSAKA INVITATIONAL PROGRAM FOR SHORT-TERM
OVERSEAS TRAINEES IN ARCHITECTURE AND ARTS
2018 APPLICATION FORM

記入上の注意 (Instructions)

- 1 記入はタイプまたは楷書とする。(Type or print in English block letters.)
- 2 固有名詞は全て正式名称とし、一切省略しないこと。(Proper nouns must be written in full, not abbreviated.)
- 3 該当する項目『□』をチェックする。(Check the applicable item/items.)

1.氏名 (Full name) Must be the same as in passport	漢字 (Chinese Character if applicable) ローマ字 (in Alphabet) 姓に下線を付けてください (Underline your family name)	写 真 PHOTO ≪最近6ヶ月以内に撮影のもの≫ Must be taken within the last 6 months.	
2.性別 (Sex) <input type="checkbox"/> 男 (M) <input type="checkbox"/> 女 (F)	3.年齢 (Age) _____		4.国籍 (Nationality) _____
5. Eメールアドレス (E-mail Address) _____			
6. 自宅住所 (Home Address) _____			
7. 最寄空港 (Nearest Airport) _____	8. 連絡先 (Contact Info) TEL: (HOME) _____ (WORK) _____ (MOBILE) _____ FAX: _____		
9. 郵便物送付先 (Mailing Address) _____			
10. 職業 (Occupation/Job Title/ Grade Year) _____	11. 勤務先・学校名 (Company Name/School Name) _____		
12. 専攻(Major) _____	13. 専門分野 (Area of Specialization) <input type="checkbox"/> 設計 (Design) <input type="checkbox"/> 建築(Building Construction) <input type="checkbox"/> 土木(Civil Engineering) <input type="checkbox"/> その他(other)_____		
14. 申請者署名 (Applicant's Signature) _____	I hereby certify that all the information given is correct. <div style="text-align: right;"> _____ Year Month Day </div>		
15. 推薦者署名欄 (Referee's Signature) _____	I hereby certify that the above candidate is suitable to take part in the 2018 Osaka Invitational Program for Short-Term Overseas Trainees in Architecture and Arts. (Referee's Signature) _____ (Name in Print) _____ (Name of Institution & Job Title) _____ (Address) _____ (TEL : _____ FAX : _____ E-mail: _____) _____ <div style="text-align: right;"> _____ Year Month Day </div> *Each referee can only nominate one candidate for the program. If more than one candidate is recommended, the recommendation letters will be considered invalid, which will result in the disqualification of the applicant.		

ACADEMIC / EMPLOYMENT BACKGROUND

Answer all items. Write "NIA" for inapplicable items

1. Name (Must correspond to the passport name)		2. Country/ City	
Family Name	First Name	Middle	
3. Name of Company/ School	4. Current Position	5. Specialization	
6. Higher Education (University / College)			
Name of School	Period	Major	Grade Year, Degree
	(Year/Month) to (Year/Month) / to / / to / / to /		
7. Work Experience in the Field of Architecture and Arts (Full Time)			
Name of Institution	Period	Location	Position
	(Year/Month) to (Year/Month) / to / / to / / to /		
8. Skills / Interests		9. Activity / Scholarship / Awards/Grants	
10. Previous Stays in Japan		Period of Stay / Purpose / Year	Places / Cities You Visited
11. Language Proficiency			
ENGLISH	(a) Period of Study	() hours/ per week	(b) Name of Language Institution
	From (Year/Month) to (Year/Month) / to / / to /		
	(c) Proficiency (Check applicable item)		(d) Certification / Score
	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		

PRACTICAL TRAINING FORM

Trainee of this program will participate in practical training sessions at a major general construction company in Osaka. Please specify your interests in details for the practical training.

Goals & Objectives for the Company Training	
Particular issues you want to learn in the company training	1 2 3 4 5
Current Research Focus	1 2

DESIGN WORK (Portfolio – 1 page ONLY)

Name

Country

Description:

Year:

Pictures/Drawings – Do not exceed 1 page

STATEMENT OF PURPOSE (1 page ONLY)

Name

Country

<Theme>

“What would you like to learn from this program?”

Please write a statement of purpose based on the theme in 300 words or less.

Essay (1 page ONLY)

Name

Country

<Theme>

"The role of architecture in creating a sustainable urban environment."

Please write an essay based on the theme in 500 words or less.

