



Daiwa Anglo-Japanese Foundation
UK Registered Charity/Foundation (No 299955)

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The Daiwa Anglo-Japanese Foundation Duty of care document (updated 10 September 2022)

[The Daiwa Anglo-Japanese Foundation](#) is a UK charity, established in 1988 with a generous benefaction from Daiwa Securities Co Ltd. The Foundation's purpose is to support closer links between Britain and Japan. It does this through making grants available to individuals, institutions and organisations to promote links between the UK and Japan across all fields of activity, awarding scholarships to talented and outstanding British graduates to study Japan and its language, and organising a year-round programme of events to increase understanding of Japan in the UK.

On **29 October 2018**, the Foundation was awarded the Japanese [Ambassador's Commendation](#) by Ambassador Koji Tsuruoka. He commended the Foundation for its accomplishments in fostering closer links between Japan and the UK.

Daiwa Scholarship Programme Aims

The Foundation's flagship programme is the [Daiwa Scholarship](#) programme which was established in 1991. It runs on an annual basis and offers young and talented UK citizens with strong leadership potential, the opportunity to acquire Japanese language skills and to access expertise and knowledge relevant to their career goals.

The Foundation endeavours to reach out to as many UK students (undergraduate, graduate, postdoctoral) as possible who will benefit professionally from spending 19 months in Japan. We recruit students from all fields of study (apart from those who are/have already studied Japanese or have a high level of Japanese).

In a ceremony held in Tokyo on **28 November 2019**, the Foundation received the [Japan-British Society](#) Award for its contributions to furthering UK-Japanese relations. The [Daiwa Scholarships](#) programme in particular was highlighted for its success in this regard.

Application Process

Following submission of the online application in early December, there is a three-step selection process which takes place in February and March. Usually, 27 candidates are shortlisted for the first-round interviews which are conducted by a three-person panel. Candidates cover their own travel fare to London. 16 of these candidates are invited back for the second-round interviews and candidates again cover their own travel to London. 10 to 12 of these candidates are invited back for the final interviews with our trustees. The Foundation covers travel to London at this point.

The Scholars (successful applicants) take part in a pre-departure briefing at the Foundation in London in June, and travel expenses are covered.

Programme Outline

This unique 19-month programme consists of : 1) a year of **language study**, 2) a six-month **work placement** and 3) a one-month **homestay** in Japan, following a month of Japanese language tuition and cultural talks in the UK at the [Euro-Japanese Exchange Foundation](#) in Lane End, near High Wycombe. The course is residential and for the duration of the month the Scholars receive a stipend of £500. Meals (apart from on weekends) are provided.

- 1) The year-long intensive Japanese language course (an academic year) is held at the [Center for Japanese Language](#) at the prestigious [Waseda University](#) in Tokyo.
- 2) This is followed by a one-month homestay spent living with a family outside Tokyo.
- 3) The final part of the programme is a six-month full-time work placement appropriate to each Daiwa Scholar's career goals.

Scholars are required to complete 26 credits at the [Waseda University Centre for Japanese Language](#) over the academic year. This equals 13 classes a week or 19.5 hours. There are five 90-minute periods available to choose from, 9am to 6pm, Monday to Saturday. (Scholars are generally able to fit their classes into five days per week.)

Scholars can use Waseda's library, and membership of the gym is a very reasonable Yen 3,000 per year. Scholars have also made the most of the events organised by the [Intercultural Communication Centre](#) (ICC).

Homestays takes place in August to September, following the year of study at Waseda. Our Tokyo Office liaises with the Scholars to arrange for them to spend a month with a family outside of Tokyo. The Tokyo Office communicates with international associations/foundations around the country, to find appropriate hosts. It also contacts town/city offices and relies on previously used host families.

The Scholars tend to find the homestay to be a highlight of the programme as they are immersed in Japanese family life.

Following the homestay, from late September onwards, Scholars are attached on a full-time basis to institutions or companies appropriate to their career ambitions. In previous years, Scholars have been based at a variety of places including: industrial companies, university science labs, galleries, museums, archaeological institutes, ceramics studios, and scientific research institutes. Working hours are agreed between Scholar, placement provider and the Foundation.

As a wide variety of Scholars with diverse interests and aims are chosen each year, it is rare for the same organisations to be used regularly. As a sample:

2018 Scholars' work placements:

The [NPO Vege Project Japan](#)
[Tokyo University](#) in collaboration with [Takram](#)
[The Japan Times](#) news desk
[BDA Partners](#)
 The [Nature Conservation Society of Japan](#)
[Daiwa Securities Group Inc.](#)

2019 Scholars' work placements:

[RUTILEA](#)
[University of Tokyo](#)
[Cosmo Eco Power Co, Ltd.](#)
 Mitou Pottery
[Ohizumi Bussan](#)
[Suwao Plating](#)
[Tokyo Metropolitan Institute of Mental Health](#)
[Local Governments for Sustainability](#)

Expenses Covered

Alongside final selection round interview and pre-departure expenses, the following is covered by the Foundation:

- All visa application fees;
- Return flight to Japan;
- Accommodation in Tokyo for two weeks whilst the Scholars find their own accommodation (through the Waseda University accommodation service);
- All tuition and examination costs;
- A living allowance for the duration of the Scholarship which is to cover accommodation and living costs for a single person: Yen 260,000 per month (rent is around Yen 80,000 per month);
- Homestay transport allowance and financial contribution toward host family;
- Private medical insurance;
- Support from the Daiwa Anglo-Japanese Foundation's Liaison Office in Tokyo

Scholars are responsible for finding their own accommodation in Tokyo with the help of the Waseda University Housing Centre or with other estate agents if they prefer. These support networks ensure accommodation meets health and safety requirements.

The Scholars receive a generous monthly stipend of Yen 260,000. Monthly rent is around Yen 80,000 (or less) and lunches at the university cafeteria are cheap. The stipend is reviewed periodically, but Japan has had low inflation and rents have not changed much over the last 30 years.

We pay the first stipend of £500 in July to cover travel to Lane End for the month of Japanese language study and to cover the purchase of snacks etc. and travel on the weekends if the Scholars like (Meals are provided Monday to Friday).

Orientation, Expectations and Support

On arrival in Tokyo Scholars have an orientation at our Tokyo Office within the first couple of weeks, they have an orientation at Waseda University and they also have a barbecue hosted for them by the UK Embassy in Tokyo. The idea is for them to also meet members of the [Japan-British Society](#).

The Foundation expects the Scholars to be proactive and undertake research into organisations where they would like to intern. Our Tokyo Office assists where possible, and arranges interviews with potential work placement hosts. Our Tokyo Office will make sure that the work placements are a safe environment.

- The Tokyo Office's deputy director meets the Scholars on their first day in Tokyo and helps with opening bank accounts and introductions to Waseda University and the housing centre.
- Scholars tend to choose to live close to the university. During their work placement, they can commute on Tokyo trains/metro.
- Our Tokyo Office is on hand and in regular contact with Daiwa Scholars in Tokyo (Junko Kono, The Daiwa Anglo-Japanese Foundation, Bancho Building 103, Goban-cho 12-1, Chiyoda-ku, Tokyo 102-0076; Tel: 03 3222 1205; Email: tokyo.office@daif.org).
- The Tokyo Office is in regular contact with the Scholars. The Scholars also have regular weekly assessment meetings with a supervisor (one of the teachers) at Waseda University.

On completion of the Scholarship programme the Scholars submit reports on all aspects of the programme for our trustees. Our board of trustees usually includes one former Scholar.

Around 25% of our alumni of 190 still live in Japan – mainly Tokyo – and are keen to offer support to new Scholars.

Safety, Welfare and Mobility

The Foundation takes the safety of the Scholars seriously. The London Office is in regular contact with the Tokyo Office who oversee the Scholars. The language school(s) we have been using keep our Tokyo Office informed of the Scholars' progress and attendance, so that our Tokyo Office are fully engaged (to the extent of visiting a Scholar's home if concerned about their health or well-being).

Our Tokyo Office (and the London HQ) have the Scholars' emergency contact details on record, and each operate as an emergency contact. To ensure the continual safety of the Scholars, the Tokyo Office is in touch with work placement hosts and homestay families as well.

We also ask our Scholars to register with the British Embassy in Tokyo (who in the case of natural disasters such as earthquakes and tsunami and other emergencies will contact all UK nationals on its register). After the 2011 earthquake (which affected the north of Japan rather than Tokyo), Scholars were flown back to the UK temporarily (and continued their Japanese lessons in the UK).

Some further medical emergencies and responses are detailed below.

- A Scholar fell while on holiday hiking in the mountains and was airlifted to hospital (covered by the private medical insurance). He broke three ribs and his right lung deflated by 10%. Once discharged, the Deputy Director of the Foundation (based in our Tokyo Office) picked him up from hospital and made sure he returned safely home.
- A Scholar had teeth-related problems following bone deterioration. Most of the treatment was done via the Japanese National Health Service, but the Scholar used the private medical insurance for the dental implant (50% of dental costs are covered by the private medical insurance)
- A was Scholar injured snowboarding – again, our Tokyo Office helped him with hospital logistics.
- A Scholar broke a bone while arm wrestling – our Tokyo Office looked after the Scholar, taking him to hospital appointments and for the operation (they were on hand 24 hours a day, all days of the week).

- A Scholar received treatment for ongoing headaches (a condition had at the time of applying)

As well as medical insurance, we provide a certain amount of free mental health support for our Scholars as required.

Our Tokyo Office is on hand to deal with any issues that may arise. The Tokyo Office acts as a mentor. Scholars are also encouraged to contact the London Office whenever they like or need assistance. Alumni in Tokyo also meet up with the Scholars and each year group has a cohort above them who can advise.

We have an agreement with the Tokyo English Life Line (TELL) – Scholars can meet counsellors in confidence. We pay any expenses incurred and the identity of any Scholars who utilise the service is not disclosed to preserve confidentiality.

Scholars will, however, need specific permission to have more than ten sessions with TELL.

Waseda University also has counsellors whom students can meet.

We would ensure appropriate mobility and access provisions where/when necessary. For this we would liaise with Waseda University and ensure work placements are chosen with mobility and accessibility in mind. Similar consideration would be afforded to homestay families and accommodation.

Term & Holiday Dates

While at Waseda, the Scholars have winter holidays (approximately 23 December to 5 January), spring holidays (March) and summer holidays (2.5 weeks in August – followed by a homestay). Work placements are from October to March and Scholars have time off at the end of the year. Additional leave may also be facilitated where necessary.

Visa Arrangements:

The London and Tokyo Offices liaise on all visa procedures.

All visa fees are covered by the Foundation.

The Foundation emails application forms to the Scholars in April (departure for Tokyo is generally September) and these are completed and sent to Tokyo in early May. Our Tokyo Office and Waseda University submit the application to the Japanese Ministry of Immigration.

Tokyo is sent a “Certificate of Eligibility” per Scholar in August. The Foundation takes brief possession of Scholars’ passports (during the 1-month residential course in Japanese at the Euro-Japanese Exchange Foundation) and take them along with the certificates and completed visa (student) application forms to the Consular Section at the Embassy of Japan in London. The Foundation has been liaising with the embassy since 1988 and maintain a close working relationship.

Cultural Awareness:

We generally hold two pre-departure briefings at the Foundation for the newly selected Scholars and invite alumni back to speak with them about Japan and their experiences. They give advice on life in Japan, and tend to give insights into Japanese culture, customs and etiquette.

At the language course at EJEJ, the Scholars are also taught about etiquette in Japan by the manager of the centre, Ms Teruko Iwanaga OBE. The Scholars also receive a series of talks on Japanese culture, history, and international relations by Sir Graham Fry (former UK ambassador to Japan), Professor Marie Conte-Helm OBE – former Director of the Daiwa Foundation, Dr Angus Lockyer (lecturer in Japanese History at SOAS until 2019), Dr Christopher Harding (former Scholar and currently a historian and broadcaster) and Nicolas Maclean (who helped launch the Japan Exchange and Teaching Programme), amongst others.

Every year Japanese students seconded from Japanese Government Ministries study English at EJEJ, and coincide with the Daiwa Scholars. They lunch together with the Scholars at the EJEJ dining room and engage in some activities together – again they touch on Japanese conventions and etiquette.

The Foundation also provides the Scholars with a comprehensive handbook, which includes information on life in Japan.

Our director and all our trustees have direct experience of Japan or Japanese heritage, and are extremely sensitive to Japanese etiquette and customs which they do their best to impart to the Scholars. Our chair is [Sir Tim Hitchens](#) (a recent former Ambassador to Japan).

Our Scholars & Testimonials:

The 2020 Scholars' fields of expertise and interests are varied, including academic haematology, archaeozoology, literature and visual arts, Japanese garden design, and seaweed farming as a sustainable food and animal feed.

The 2021 Scholars' interests are just as wide-ranging, including a music technologist, a materials scientist, a health data manager working on drugs trials, a financial reporter, and budding academics in art/anthropology and comparative literature.

The 2022 Scholars include two visual arts specialists and two space scientists, a librettist, and specialists in machine learning, comparative literature, and computer games.

We have testimonials online: <https://dajf.org.uk/scholarships/daiwa-scholarship/scholars-experiences>

We also maintain online profiles of all Scholars chosen: <https://dajf.org.uk/scholarships/daiwa-scholarship/scholars>

Our 2018 and 2019 Scholars provided blogs during their time in Japan.

- 2018 Scholar Blogs: <https://dajf.org.uk/scholarships/daiwa-scholarship/scholars/daiwa-scholars-2018>
- 2019 Scholar Blogs: <https://dajf.org.uk/scholarships/daiwa-scholarship/scholars/daiwa-scholars-2019>

We remain close with our Daiwa Scholars and work closely to promote and support their work and activities following completion of the programme. Examples of our post-programme support can be found on the Foundation's news page: <https://dajf.org.uk/news>.

Complaints Procedure:

Complaints would be handled by the Tokyo and London offices and would then be dealt with by our chair where necessary.

COVID-19 Impact & Consideration:

The 2020 Daiwa Scholars were due to fly to Tokyo in September 2020, but have been unable to travel to Japan because of Covid-19 related entry restrictions. Two flew to Japan in March 2022 and the remaining three on 5 September 2022.

Six 2021 Daiwa Scholars were selected on 17 March 2021. Their travel to Tokyo was delayed by one year due to entry restrictions. They departed for Japan on 5 September 2022.

Eight 2022 Daiwa Scholars were selected on 18 March 2022 and travelled out to Tokyo on 5 September 2022.

Relevant vaccination requirements will be adhered to prior to departure from the UK and for the duration of the Scholar's stay in Japan. The Foundation will cover any and all costs of Covid-19 related testing and fully consider any active quarantine requirements when arranging travel to Japan.