



JSPS London call of the JSPS Pre/Postdoctoral Fellowship for Research in Japan (Short-term) - Notes for Referees

Your help in providing this reference is very much appreciated. If you require any further information please do not hesitate to contact the JSPS London Office on **020 7255 4660** or alternatively by e-mail at **short-termaward@jps.org**. No written acknowledgement of receipt of references is usually made, however, if confirmation is required please telephone the JSPS London Office, quoting the name of the applicant.

1. Eligible Referees:

- Referees should be leading international authorities in their chosen field of research.
- The referees should normally and where possible be UK based.
- The applicant's proposed host researcher is **not eligible** to act as a referee.
- At least one reference for PhD students must be provided by their supervisor.

2. Procedure:

- **Reference forms should be typed.**
- **Reference forms for Pre-doctoral applicants** must include a statement of the month and year the student is expected to submit their final thesis, receive their viva and finally when they can be conferred with their PhD.
- The referee should use the prescribed JSPS London reference form and complete and return this form in a signed and sealed envelope to the applicant. The applicant should then include the reference with the rest of their application documents and send all to the JSPS London office.
- The reference form is available on the JSPS London website at the following link:
<http://www.jps.org/funding/2018/04/jps-london-call-for-the-short-term-prepostdoctoral-fellowship-for-foreign-researchers-fy2018-second-call.html>
- All opinions expressed are treated with complete confidentiality.

Emails and faxes of reference forms will not be accepted.

3. Data Protection:

All information provided will be dealt with in accordance with the General Data Protection Regulations of JSPS London. This information will be held and processed at JSPS London, JSPS Tokyo and possibly other JSPS overseas offices and will be used exclusively for the implementation of JSPS programmes.