

F.No.12040/17/2021-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus,
New Delhi-67
Dated: 18.01.2022

CIRCULAR

Subject: One year Masters Degree course in **Taxation Policy and Management** under Joint Japan/World Bank Graduate Scholarship Program and Asian Development Bank scholarship at Keio University Graduate School of Business and Commerce, Japan during 2022-23 (one year).

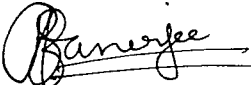
Applications/nominations are invited for scholarships programs on Masters Degree Program in Taxation Policy and Management under Joint Japan/World Bank Graduate Scholarship Program and Asian Development Bank scholarship to be held during 2022-23 at Keio University, Graduate School of Business and Commerce, Japan.

2. The Master's Program in Taxation Policy and Management is designed to help build capacity of promising personnel engaged in tax policy-making and tax administration, particularly in developing countries. The program welcomes applicants with the resolve and ability to address the challenging task of enhancement of domestic resource mobilization in their countries.

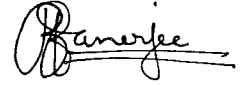
3. The eligibility criteria:

- a) Hold a Bachelor's degree or its equivalent with superior academic achievement earned at least three (3) years prior to the application deadline;
- b) Have, by the time of the application Deadline, at least three (3) years of full time paid professional experience in the field of tax policy and administration at a public body (institution) after obtaining a bachelor's degree;
- c) Demonstrate proficiency in the English language at the level of a TOEFL score of 80 (iBT) or better, or an IELTS score of 6.0 or better.

4. Each grantee will be provided monthly of yen 306910 during the term of scholarship. However, the amount of allowance will be subject to change depending upon the annual budget of the Japanese government for each fiscal year. The Program covers an economy class air ticket to/from Japan, accommodation, School Fees etc. Details of the Program may be seen in the brochure.



5. It is requested that this program may be circulated among the suitable officers of respective organizations with direction to make online registration as per the details provided in the brochure and the printouts of the hard copies along with the supporting documents including vigilance clearance may be sent to this Department's through the administrative Ministry /Department.



(Biswajit Banerjee)

Under Secretary to the Government of India

Copy to:

1. The Secretary, Department of Revenue, North Block, New Delhi.
2. The Chairman, Central Board of Direct Taxes, North Block, New Delhi.
3. The Chairman, Central Board of Indirect Taxes & Customs, North Block, New Delhi.
4. Chief Secretaries/Administrators of State Governments/Union Territories (through the website of this Department).
5. Ministry of External Affairs, Attache (JKM), East Asia Division, South Block, New Delhi.
6. The Embassy of Japan in India, Japan Information Centre, 50 -G, Shanti Path, Chanakyapuri, New Delhi – 110021.
7. NIC with request to post the circular along with the Program brochure and application forms etc on this Department's website.



The National Tax College

Practicum at the National Tax Agency

2021 - 2022 (Cohort 26)

Syllabus Date: September 1, 2021

Important Information

1. Eligible students

This course is conducted by the National Tax College (NTC), a training institute of the National Tax Agency (NTA) of Japan, and offered **only for tax officials in developing countries** who study at Japanese graduate schools.

2. Course capacity

Approximately 15 students.

3. Credits

Credits depend on each graduate school the student belongs to.

NOTE: Even if the graduate school give no credit to the student, he/she can participate this course.

4. Certification of completion

Students who obtain C grade or more in the end of the course are awarded a certificate of completion from the NTC.

5. Language

English.

6. Class Room

In principle, the NTC offers lectures in-person. In-person classes are held at the National Graduate Institute for Policy Studies (Address: 7-22-1, Roppongi, Minato-ku, Tokyo)

NOTE: Depending on the COVID-19 pandemic situation, the lectures may be provided online.

Instructors

Faculty members of the NTC or others.

Contact Information

1. Office

The NTC, Wako Campus
Address: 2-3-7, Minami, Wako-shi, Saitama

2. Office Hours

Weekdays, 8:30AM - 5:00PM JST/UTC+0900

3. Persons in charge

Ms. SUSAMI Haruna, Section Chief	haruna.susami@nta.go.jp
Ms. ISHIMARU Hiromi, Assistant Chief	hiromi.ishimaru@nta.go.jp

Course Term

From November 2021 to June 2022

Class Hours

Monday, 10:00AM - 4:30PM JST/UTC+0900

NOTE: Generally, classes will be held on every Monday. In addition, there will be intensive lecture during March 7-11, 2022 . Detailed schedule is on attached Annex.

Course Description

The NTA is the administrative agency in charge of imposing and collecting all national taxes except for custom duties in Japan. The NTA offers staff trainings for domestic tax officials at its training institution, the NTC. The NTA also offers various training courses for developing countries' tax officials as a part of international cooperation. This "Practicum at the NTA" started in 1996 as one of those training courses for foreign tax officials who study at Japanese graduate schools.

This course includes;

- Lectures (Taxpayer service, Verification (Tax audit), Tax debt collection, International taxation and Human resource management, etc.)
- Intensive lecture and practice negotiation (Tax treaty)
- Study visits (Tax education room, Call center (Enquiries, Tax debt collection), Regional Taxation Bureau, National Tax College Wako Campus, Japan Federation of CPTAs' Associations)

NOTE: Study visits might not be provided depending on the COVID-19 pandemic.

- Presentation and paper writing

Course Objectives

The aim of this course is to offer developing countries' tax officials with knowledge on Japanese tax systems, tax administration, and international taxation so that they can contribute to the improvement of tax administration of their respective countries.

Students who successfully complete this course will be able to;

- Understand Japanese tax administration
- Identify an issue or problem in their tax administration
- Find a solution to the problem in their tax administration
- Explain the importance of tax treaty and international cooperation among tax authorities
- Build up a connection with students from different countries/graduate schools

Textbooks

The NTC will provide handouts by each class. And, hard copies of the following books will be distributed to students for free as references.

1. *A textbook on Japanese Tax Administration 2020 Edition*, National Tax College
2. *Tax Administration 2019*, OECD
https://read.oecd-ilibrary.org/taxation/tax-administration-2019_74d162b6-en/
3. *Japan Master Tax Guide 2019/2020*, CCH Asia Pte Limited

Presentation Requirements

1. Country Report

Students are required to deliver a Country Report Presentation at the beginning of this course to understand each other. Topics can be included such as name of organization, current position, overview of their country, government, an administrative office, tax system, tax administration, budget, current major issues on tax system and tax administration and so on.

2. Research Paper

In the process of making a research paper, students are required make presentations to get advice from all

faculty members of the NTC and/or professors at their graduate schools for completing the paper.

Course Schedule

Tentative course calendar is as attached Annex. The schedule may be changed due to COVID-19 pandemic.

Evaluation

At the end of the course, the evaluation will be notified to each graduate school each student belongs to. Grades will be given based on their attendance and contribution to classes, and their research papers (attendance and contribution to the class: 20 points, research paper: 20 points, total: 40 points).

S, A, B, C and F as a grading scale will be used for this course;

Grading	Point	Pass / Fail
S	40-36	Pass
A	35-32	
B	31-28	
C	27-24	
F	23-00	Fail

Course Policies

All the students are expected to observe the following rules in this course. Serious violations against the rules might hurt the evaluation. In addition, if they fail to comply with the rules seriously or repeatedly, the NTC might take the following measures;

- Strict warning (admonition)
- Prohibition from attending the NTA practicum for a considerable period
- Prohibition from continuing the NTA practicum
- Notification to the graduate school and/or the government, embassy or consulate of their countries.

1. Rules and requirements in case of absence

In principle, students are required to attend every class of this course. Delay or leave without notice also hurt the grade evaluation. In case students are not able to attend a class due to illness or other reasons beyond their control, they shall inform the NTC staff in charge by phone or e-mail prior to the beginning of the class. If students need to leave Japan temporarily, and be absent from some classes, they shall inform the NTC staff, of the reason, duration, and contact information in advance.

2. At all times

Students shall follow the instructions of the faculty members of the NTC. Be punctual and seated five minutes before the class starts. If students leave the room during class, they have to obtain the permission of the faculty of the NTC.

**Application Guide
for
September 2022 Enrollment**

**Master's Program
in Taxation Policy and Management**

Graduate School of Business and Commerce

Keio University



Admissions Policy (Policies for Admission to the University)

In line with achieving our educational objectives, the Graduate School of Business and Commerce welcomes applications for the master's program from individuals who meet the following requirements:

- (1) Those with knowledge and academic ability equivalent to a bachelor's degree in their chosen field.
Graduate school is a place of academic exploration, and students are expected to expand the horizons of their knowledge through innovative research, which we believe requires basic knowledge and academic skills.
- (2) Those with a positive attitude and the willingness to boldly take on the challenge of solving new problems.
We believe that it is essential for students to not only acquire knowledge but also to have a critical eye for common sense, a willingness to discover new problems, and a positive attitude to boldly take on the challenge of solving them.
- (3) Those with a clear sense of purpose in their research.
To complete the program, students are required to complete a master's thesis based on logical thinking and analytical skills, which we believe requires a clear sense of purpose.

Management of Personal Information at Keio University

Keio University handles personal information in a secure and appropriate manner and in compliance with the "Keio University Basic Policy Concerning Protection of Personal Information" and the "Keio University Rules to Protect Personal Information."

In principle, Keio University will not disclose personal information of individuals to third parties.

The names of individuals, their addresses, and other personal information provided for the application and admissions procedures will be used by the various departments of Keio University to ① carry out admissions procedures, ② carry out administration, communication, and procedures for matters concerning academic affairs, ③ carry out administration, communication, and procedures for matters concerning general student life, ④ carry out administration, communication, and procedures for matters concerning the use of university facilities and equipment, ⑤ send out communications for soliciting donations, notifying the issuance and sale of school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card, ⑥ send out various documents to students and guarantors and carry out other communications with them, ⑦ send out various information from Keio University to Keio alumni after graduating, etc. Furthermore, Keio University provides support to promote the activities of the various Mita-kai (alumni associations) run by Keio alumni. To disseminate information on these activities or when we are approached by those in charge of establishing new Mita-kai for information on alumni, personal information may be provided after the prescribed procedures have been completed and a review has been conducted. (Unless a special notification has been submitted, information shared with the Mita-kai will be limited to your name, home address, place of employment, and e-mail address in print form.)

For the above functions, part of the work is outsourced to contractors entrusted by Keio University (hereinafter "entrusted contractors"). When outsourcing, part or all of the personal information individuals have provided to Keio University may be shared with the entrusted contractors to the extent necessary to carry out the work.

While Keio University respects the autonomy of its students, academic records are posted to guarantors. This is to ensure that guarantors understand the academic circumstances of their students.

In exceptional circumstances, such as when there is a legal obligation to do so, when determined to be necessary to protect the life, health, property, or other rights and interests of a student or a third party, or in other cases where there is an urgent need but consent from the individuals concerned cannot be obtained, personal information may be disclosed to third parties. In addition, data on personal information that has been statistically processed in a way that does not identify any individuals will be used as survey and research material for the selection of new students to the university.

Thank you for your understanding.

Security Export Controls

To ensure that the content of education and research for international students does not interfere with the maintenance of international peace and security, Keio University maintains security export controls based on the Foreign Exchange and Foreign Trade Act. Under these controls, the university confirms in advance whether the permission of the Minister of Economy, Trade and Industry is required before exporting/transferring goods and technologies outside Japan, or before providing international students and researchers in Japan with access to those technologies. As a result, students may not be able to participate in academic or research activities as desired.

*For details on security export controls, please refer to the website of the Ministry of Economy, Trade and Industry.
<https://www.meti.go.jp/policy/anpo/englishpage.html>

1-1. Overview

The Master's Program in Taxation Policy and Management is designed to help build capacity of promising personnel engaged in tax policy-making and tax administration, particularly in developing countries. The Program welcomes applicants with the resolve and ability to address the challenging task of enhancement of domestic resource mobilization in their countries.

The selection process requires applicants to submit a statement of their study plan under the Program, their future plan and others, together with documentation concerning their English language proficiency, academic grades in the university and others. Each applicant will be subjected to a comprehensive evaluation from a fair and objective standpoint.

For applicants admitted to the Program, a scholarship of the JJWBGSP Participating Programs of the World Bank as well as a scholarship of ADB-Japan Scholarship Program of the Asian Development Bank will be available subject to their eligibility for each of the scholarships and those institutions' approval.

1-2. Major and Admission Quota

Major	Degree	Admission Quota
Commerce	Master of Arts in Business and Commerce	80

*The admission quota refers to the total number of students admitted in April and September each academic year by all admissions programs and for all application periods.

1-3. Eligibility Requirements

Applicants who meet all of the following requirements (1, 2, 3) are qualified to apply for admission.

Applicants are required to:

- ✓ 1) Hold a Bachelor's degree or its equivalent with superior academic achievement earned at least three (3) years prior to the Application Deadline.
- ✓ 2) Have, by the time of the Application Deadline, at least three (3) years of full time paid

professional experience in the field of tax policy and administration at a public body (institution) after obtaining a Bachelor's degree.

- ✓ 3) Demonstrate proficiency in the English language at the level of a TOEFL score of 80 (iBT) or better, or an IELTS score of 6.0 or better.

1-4. Application Procedure

Month of Enrollment	September 2022
Online Registration	10:00 a.m. on December 8, 2021 – 5:00 p.m. on January 31, 2022
Submission of Required Documents	December 22, 2021 – January 31, 2022
Announcement of Final Results	Early March 2022

1-5. Online Registration

Applicants are required to complete an online registration at the URL below during the period shown above.

<https://wwwdc01.adst.keio.ac.jp/kj/ic/jjwbgsp/tpm2022.html>

The application form needs to be submitted by post along with other required documents.

1-6. Submission of Required Documents

Applicants are required to send all required documents by post to the address below by the deadline shown above.

【Address for submission of documents】

TPM
c/o International Exchange Services Group
Office of Student Services
KEIO UNIVERSITY
2-15-45 Mita, Minato-ku, Tokyo, 108-8345, Japan

Notes

- Each applicant must enclose all the required application documents in a self-prepared envelope, affix the prescribed address label, and send it using the recorded delivery service (簡易書留 / Kan'i kakitome) provided by Japan Post from within Japan, or by FedEx or DHL (which is traceable) from outside Japan
- Applicants must send the application documents using one of the three postal services mentioned above. The Office of Student Services does not accept documents submitted at the reception desk.
- Under no circumstances can we accept applications submitted after the deadline. Please carefully check the deadline and leave extra time for mailing.
- We cannot respond to inquiries regarding the arrival of application documents. Please confirm whether your documents have been delivered through your courier service.

1-7. Application Documents

- (1) Application CHECKLIST
- (2) Application form (5 pages)
- (3) Two letters of recommendation [from two persons who have direct knowledge of the applicant's professional experience] *required
- (4) Letter of recommendation [from university professor] *optional
- (5) TOEFL or IELTS results [other certifications are NOT acceptable]
- (6) Transcript of records [original or certified by the university]
- (7) Diploma / certificate of graduation [original or certified by the university]
- (8) True copy of passport, birth certificate or any OFFICIAL document showing the date of birth of the applicant
- (9) Proof of Employment
- (10) Proof of Payment of Application Fee

*Documents (2) - (4) must be typed in.

Application documents can be downloaded through the URL below.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application>

Before you fill in the application form, please read the notes below carefully. Please make sure to type legibly with black or blue ink. Application documents must be single-sided.

Notes

1. GENERAL

- Please make a copy of all the application documents for your records.
- Once submitted, application documents and other related materials cannot be modified under any circumstances.
- They will also not be returned under any circumstances. However, original copies of documents that cannot be reissued can be returned to applicants. If you would like to have such documents returned, enclose a stamped, self-addressed envelope when you submit application documents. Please note that it may take 1 or 2 months to return materials. Queries after the final day of the application period will not be accepted.
- Should the information provided in the application documents be factually incorrect or other improprieties be discovered in the documents submitted, the applicant will be deemed ineligible for the entrance examination and enrollment.
- For certificates, only the original or a certified true copy will be accepted.
- All documents should be written in Japanese or English on A4 or letter-size paper and they should be printed on single sided only.

2. LETTERS OF RECOMMENDATION

- The letters of recommendation must be filled out by two people who have direct knowledge of the applicant's professional experience. Recommenders must be individuals who can attest to your professional experiences at work. It is strongly recommended at least one of the two required professional recommendations be from a current or former supervisor. If you have had paid employment, it is strongly preferred you seek professional recommendations from people you have worked with during your paid employment.
- Submission of the letter of recommendation by a professor of the university from which the applicant graduated is optional; you do not necessarily have to submit it.
- The letters should be signed, sealed and submitted together with the other materials, or they may be sent directly by the person making the recommendation to the International Exchange Services Group, Office of Student Services of Keio University.
- We may contact your recommenders if necessary.

3. PROOF OF ENGLISH PROFICIENCY

As proof of the applicant's English ability, Keio University will ONLY accept an official report of TOEFL or IELTS scores taken within two years of the application deadline. Any other certifications will NOT be considered.

TOEFL: The Official Score Report should be sent directly to Keio University. The TOEFL

Educational Testing Service's code for Keio University is 0773, and the department code for the JJ / WBGSP is 82.

IELTS: The Test Report Form should be sent directly to the International Exchange Services Group, Office of Student Services of Keio University.

Applicants who are concerned that their scores will not arrive in time should submit a copy of a personal score report to the address for submissions of documents.

4. TRANSCRIPTS, DIPLOMAS, AND CERTIFICATES

Official transcripts from the University (and Graduate School, if applicable), certified copies of diplomas, as well as certified copies of passport or birth certificate are required. A certified copy is a photocopy of the original document which has the signature and official of the registrar or notary public. A photocopy of a certified copy is not acceptable. Documents issued in languages other than English and Japanese must be accompanied by a certified English or Japanese translation. Keio will not return any original documents submitted with an application.

5. PROOF OF EMPLOYMENT

Proof of current employment requires a signed and dated letter written within the last three months. Any proof of employment should be on your employer's letterhead, state the timeframe you were an employee, and be signed by an authority such as head of human resources or your manager. It would be best if this letter also lists your last title or position. Documentation of past employment can be the letter of offer of employment.

1-8. Application Fee

For each application, application fee of 10,000 JPY is required. We do not waive the application fee under any circumstance.

The application fee must be paid by the deadline of online application period by Credit Card. Application documents will not be accepted until the application fee is received.

Procedure for payment:

Access the website below, click "Pay Application Fee via Credit Card," and follow the payment procedures. When the credit card payment is completed, print out the screen and submit it with the other application documents.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application.html>

1-9. Application Review Process

Assessment of each applicant is based on an evaluation of the applicant's submitted documents.

1-10. Announcement of Screening Results

Keio University will send applicants the admission process outcome by email by early March 2022. Keio University does not respond to any inquiries before the above date. As a rule, results of the application will not be given by phone or by fax. Queries concerning screening results will not be accepted

1-11. Admission Procedures

- Admission procedures period
September 2022 Intake: August 16– August 20, 2022

- Flow of admissions procedures
 - Pay the necessary fees for enrollment
 - Submit the necessary documents

* Details for the admission procedures will be sent by e-mail to successful applicants.

*If only part of the necessary procedures is carried out, or if none of the necessary procedures are completed, you will be regarded as having forgone your intention to enroll, your admissions procedures will not be approved, and you will lose your eligibility to enroll, regardless of the circumstances. Please be sure to complete the procedures by the deadline.

Academic Fees and Expenses

(At the time of enrollment, you will only be required to pay for the Fall Semester of AY 2022.)

		Amount (Yen)
Academic fees and expenses	Registration fee	60,000
	Tuition fee	970,000
Other expenses	Materials distribution fee and Other Course-Related fee	6,500
	Student government fee	1,600

Student Health Care Mutual Aid Association Annual fee	2,600
Total (Fall Term)	1,040,700 (520,400)

(Amounts in Japanese Yen)

① Fees excluding Student Health Insurance Union Initial Fee can be paid in two installments in the Spring and Fall semesters (payment amounts given in parentheses). For payment of academic fees and expenses after enrollment, please contact the Keio University Accounting and Finance Office (Tel: 03-5427-1528).

② Expenses which the university is entrusted to collect (materials distribution fee and other course-related fees, paper publication fee, student government fee, Student Health Care Mutual Aid Association Annual fee) are subject to change as necessary by academic year while you are enrolled.

③ The Student Health Care Mutual Aid Association Annual fee includes a 100 yen registration fee. However, students who have completed a master's program at a Keio University Graduate School and will enroll at another Graduate School, or students who have completed a master's program and will enroll in a doctoral program before a year has passed are not required to pay the registration fee.

④ Please note that the sliding scale system as stipulated in the University Regulations will be applied to determine the annual amount you will be required to pay for the registration fee and tuition. The standard for the rate of increase is based on the slide rate (rate of increase for salaries of civil servants as recommended by the National Personnel Authority for the previous year).

1-12. Scholarships upon Admissions

The Program offers for admitted applicants an opportunity to apply for scholarships shown below. Applicants who desire to apply for any of those scholarships are required to closely check their eligibility requirements including countries eligible for those scholarships.

Applicants who intend to apply for either (or both) of those scholarships are required to download the designated form at the URL below and submit it along with other required application documents to the International Exchange Services Group, Office of Student Services of Keio University by post.

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/application>

1. The World Bank:

JJWBGSP Participating Programs

Please refer to the web site: [World Bank Scholarships Program](#)

Its application window will open from March 29, 2022 to May 27, 2022.

2. The Asian Development Bank:

ADB-Japan Scholarship Program

Please refer to the web site: <https://www.adb.org/work-with-us/careers/japan-scholarship-program>

Please note that admitted applicants who want to apply for the ADB-Japan scholarship will be requested to prepare and submit all required documents for the application of the ADB-

Japan scholarship to the International Exchange Services Group, Office of Student Services of Keio University shortly after admission is granted.

1-13. Contact Information

Master's Program in Taxation Policy and Management (TPM)

International Exchange Services Group

Office of Student Services

KEIO UNIVERSITY

2-15-45 Mita, Minato-ku, Tokyo, 108-8345 JAPAN

TEL: +81-3-5427-1616

FAX: +81-3-5427-1638

Email: ic-jjwbgsp@adst.keio.ac.jp

<https://www.ic.keio.ac.jp/en/study/jjwbgsp/>

Tentative Schedule of Practicum at the NTA, Cohort 26 (from November 2021 to June 2022)

as of 2021/9/28

Date	AM				PM				
	10:00-10:15	10:15-11:45	Instructor	Place	13:00-14:30 / 14:45-16:15	16:15-16:30	Instructor	Place	
1-Nov-21	Mon				Opening Ceremony Program Orientation Country Report Presentation (1)(2)	Wrap-up	NTC	Online	
8-Nov	Mon				Country Report Presentation (3) Research Paper Guidance (1)(2)	Wrap-up	NTC	Online	
15-Nov	Mon	Preparation	Japanese Tax Administration (1)	NTC	GRIPS	Japanese Tax System (1)(2)	Wrap-up	NTC	GRIPS
22-Nov	Mon	Preparation	Japanese Tax System (3)	NTC	GRIPS	Taxpayer Service(1)(2)	Wrap-up	NTC	GRIPS
29-Nov	Mon	Preparation	Japanese Tax System (4)	NTC	GRIPS	【Study Visit】 Call Center (Tax Enquiries)(1)	Wrap-up	NTC	Call Center (Tax Enquiries)
6-Dec	Mon	Preparation	Japanese Tax Administration (2)	NTC	GRIPS	【Study Visit】 Tax Education Room (1)	Wrap-up	NTC	Tokyo-Ueno Tax Office
13-Dec	Mon	Preparation	Verification (1)	NTC	GRIPS	【Study Visit】 Japan Federation of CPAs' Associations (1)	Wrap-up	NTC	Japan Federation of CPAs' Associations
20-Dec	Mon	Preparation	Verification (2)	NTC	GRIPS	Verification (3) Research Paper Guidance (3)	Wrap-up	NTC	GRIPS
27-Dec	Mon	Winter Vacation							
3-Jan-22	Mon	Winter Vacation							
10-Jan	Mon	National Holiday (Coming of Age Day)							
17-Jan	Mon	Preparation	Verification (4)	NTC	GRIPS	【Study Visit】 Regional Taxation Bureau (1)	Wrap-up	NTC	Tokyo RTB
24-Jan	Mon	Preparation	Tax Debt Collection (1)	NTC	GRIPS	Research Paper Guidance (4)(5)	Wrap-up	NTC	GRIPS
31-Jan	Mon	Preparation	Tax Debt Collection (2)	NTC	GRIPS	【Study Visit】 Call Center (Tax Debt Collection)(1)	Wrap-up	NTC	Call Center (Tax Debt Collection)
7-Feb	Mon	Preparation	International Taxation (1)	NTC	GRIPS	【Study Visit】 Local Tax Authority (1)	Wrap-up	NTC	Tokyo Metropolitan Government
14-Feb	Mon	Preparation	International Taxation (2)	NTC	GRIPS	Research Paper Guidance (6)(7) [Progress Report]	Wrap-up	NTC	GRIPS
21-Feb	Mon	Preparation	International Taxation (3)	NTC	GRIPS	13:30-16:00 ICT System (1)(2)	Wrap-up	NTA	GRIPS
28-Feb	Mon	Preparation	International Taxation (4)	NTC	GRIPS	13:30-16:00 Human Resource Management (1)(2)	Wrap-up	NTA	GRIPS
7-Mar	Mon	Preparation	10:00-12:30 Tax Treaty (Intensive Lecture) (1)(2)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Intensive Lecture) (3)(4)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
8-Mar	Tue	Preparation	10:00-12:30 Tax Treaty (Intensive Lecture)(5)(6)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Intensive Lecture) (7)(8)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
9-Mar	Wed	Preparation	10:00-12:30 Tax Treaty (Intensive Lecture)(9)(10)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Intensive Lecture) (11)(12)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
10-Mar	Thu	Preparation	10:00-12:30 Tax Treaty (Intensive Lecture) (13)(14)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Intensive Lecture) (15)(16)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
11-Mar	Fri	Preparation	10:00-12:30 Tax Treaty (Intensive Lecture) (17)(18)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Intensive Lecture) (19)(20)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
14-Mar	Mon	Spare				Research Paper Guidance (8)(9)	Wrap-up	NTC	GRIPS
21-Mar	Mon	National Holiday (Spring Equinox Day)							
28-Mar	Mon	Preparation	Staff Training (1)	NTC	NTC Wako Campus	Staff Training (2) 【Study Visit】 National Tax College Wako Campus (1)	Wrap-up	NTC	NTC Wako Campus
4-Apr	Mon	Preparation	10:00-12:30 Tax Treaty (Practice Negotiation) (1)(2)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Practice Negotiation) (3)(4)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
11-Apr	Mon	Preparation	10:00-12:30 Tax Treaty (Practice Negotiation)(5)(6)	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS	13:30-16:00 Tax Treaty (Practice Negotiation) (7)(8)	Wrap-up	Aoyama Gakuin Univ. Prof. Komamiya	GRIPS
18-Apr	Mon	Preparation	Research Paper Presentation (1)(2)	NTC	NTA	Research Paper Presentation (3)(4)	Wrap-up	NTC	NTA
19-Apr	Tue	Preparation	Research Paper Presentation (5) Evaluation Meeting	NTC	NTA				
13-Jun	Mon					Closing Ceremony Reception		NTC	MITA KAIGISHO

[Note]

NTA : National Tax Agency

NTC : National Tax College

GRIPS : National Graduate Institute For Policy Studies (Located at Roppongi, TOKYO)

No Class

The Schedule is subject to change.