



JABATAN PERKHIDMATAN AWAM

PELAWAAN PENAJAAN JICA KNOWLEDGE CO-CREATION PROGRAM FOR LONG TERM PARTICIPANTS - HUMAN RESOURCES DEVELOPMENT FOR ENERGY SECTOR

Japan International Cooperation Agency (JICA) telah membuka permohonan biasiswa di bawah **JICA Knowledge Co-Creation Program for Long Term Participants - Human Resources Development For Energy Sector** kepada pegawai kumpulan Pengurusan dan Profesional (P&P) untuk mengikuti pengajian Sarjana dan Ph.D di Jepun seperti berikut:

- (i) **Energy Transition Policy Doctoral degree by GRIPS;**
- (ii) **Economic Analysis of Transition Model Master Program by APU; dan**
- (iii) **Business Administration of Power Utility Master Program by IUJ.**

Justeru itu, Jabatan Perkhidmatan Awam (JPA) selaku *nominating agency* bagi program tersebut mempelawa pegawai kumpulan P&P yang memenuhi syarat seperti di **LAMPIRAN A** untuk memohon biasiswa ini melalui Ketua Jabatan dan Panel Pembangunan Sumber Manusia (PPSM) masing-masing.

Pegawai P&P yang berminat dan berkelayakan boleh melengkapkan borang permohonan secara dalam talian melalui portal bmipenajaan.ipa.gov.my bermula **29 November hingga 15 Disember 2023**. Borang permohonan yang telah dilengkapkan secara dalam talian tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada Ketua Jabatan dan PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan. Semua permohonan yang disokong oleh Ketua Jabatan dan diperaku oleh PPSM hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 22 Disember 2023** sama ada melalui serahan tangan / pos melalui alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam
Jabatan Perkhidmatan Awam
Bahagian Pembangunan Modal Insan
Aras 3, Blok C2, Kompleks C
Pusat Pentadbiran Kerajaan Persekutuan
62510 PUTRAJAYA
(u.p: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)

Maklumat terperinci berhubung tatacara permohonan/ pencalonan bagi program ini adalah seperti di **LAMPIRAN B**. Sila hubungi talian **03-88853053** atau **e-mel:** penawaranldp@jpa.gov.my untuk sebarang pertanyaan lanjut berhubung biasiswa ini.

Bahagian Pembangunan Modal Insan
Jabatan Perkhidmatan Awam

29 November 2023



SYARAT-SYARAT PERMOHONAN

PELAWAAN PENAJAAN JICA KNOWLEDGE CO-CREATION PROGRAM FOR LONG TERM PARTICIPANTS - HUMAN RESOURCES DEVELOPMENT FOR ENERGY SECTOR

- 1) Pegawai Perkhidmatan Awam **Kumpulan Pengurusan dan Profesional** lantikan **tetap** khususnya di dalam **bidang/sektor tenaga** yang berumur tidak melebihi **40 tahun pada 1 April 2024**;
- 2) Telah **disahkan dalam skim perkhidmatan terkini** pada 1 Januari 2023;
- 3) Mencapai purata markah minimum Laporan Nilai Prestasi Tahunan (LNPT) **85%** bagi tempoh tiga tahun berturut-turut (2020, 2021 & 2022) dalam skim perkhidmatan terkini. Penilaian setahun LNPT hendaklah genap 12 bulan;

*Nota : Pegawai yang mempunyai rekod CTG/ CSG dalam tahun penilaian LNPT terlibat dan tahun penawaran **tidak layak dipertimbangkan penajaan biasiswa** di bawah program ini.*

- 4) Mempunyai kelayakan akademik **Ijazah Sarjana Muda atau Sarjana** daripada universiti yang diiktiraf oleh Kerajaan;
- 5) Mengikuti pengajian di **peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai.

*Nota : Pegawai bertanggungjawab untuk mengisytiharkan kelayakan akademik tertinggi semasa yang dimiliki. Sekiranya pegawai gagal mengisytiharkannya dan ia dapat dikesan kemudian, pegawai bertanggungjawab sepenuhnya ke atas sebarang **implikasi yang timbul daripada kegagalan pengisytiharan tersebut** termasuklah pembatalan penawaran (sekiranya berjaya), tanggungan kos yang terlibat (sekiranya ada) dll.*

- 6) Mempunyai **penguasaan Bahasa Inggeris yang baik (TOEFL, IELTS atau TOEIC)**;

- 7) Mematuhi **syarat genap tempoh** tamat mengikuti kursus jangka panjang / sederhana seperti berikut:

Tempoh Kursus	Tempoh Menunggu (pada 1 Januari 2023)
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun

- 8) Bersih daripada sebarang pertuduhan/ tindakan tatatertib/ dakwaan mahkamah;
- 9) Telah **mengisytiharkan harta** dalam tempoh **lima (5) tahun terkini**;
- 10) **Bukan peminjam tegar** pinjaman pelajaran atau bukan dalam **senarai hitam** Jabatan Perkhidmatan Awam (JPA) atau badan penaja lain;
- 11) Tidak mempunyai sebarang masalah kesihatan serta kecacatan fizikal dan mental.



TATACARA PERMOHONAN / PENCALONAN

PELAWAAN PENAJAAN JICA *KNOWLEDGE CO-CREATION PROGRAM* *FOR LONG TERM PARTICIPANTS - HUMAN RESOURCES DEVELOPMENT FOR* *ENERGY SECTOR*

1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami sepenuhnya** syarat-syarat permohonan di **Lampiran A, *General Information - Energy Sector*** dan **maklumat pengajian seperti berikut** sebelum membuat permohonan.
 - (i) **Energy Transition Policy Doctoral degree by GRIPS;**
https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin_2023_5.pdf
 - (ii) **Economic Analysis of Transition Model Master program by APU;**
https://admissions.apu.ac.jp/graduate/academics/gsa_master/
 - (iii) **Business Administration of Power Utility Master program by IUJ.**
<https://www.iuj.ac.jp/im-info/>
- 1.2 Bagi permohonan kepada pihak JPA, permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan **bmipenajaan.jpa.gov.my** bermula daripada **29 November hingga 15 Disember 2023**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan¹ selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan masing-masing.

¹ Ketua Jabatan yang dimaksudkan adalah sekurang-kurangnya pegawai di peringkat mengetuai sesuatu bahagian di mana pegawai ditempatkan atau bahagian pengurusan sumber manusia di Kementerian/ Jabatan/Agensi seperti Pengarah / Setiausaha Bahagian dsb.

Nota: Tanggungjawab pegawai untuk menyemak dan memastikan segala maklumat di ruangan perakuan Ketua Jabatan tersebut **dilengkapkan sepenuhnya tanpa ada sebarang keciciran** sebelum borang permohonan lengkap tersebut dikemukakan kepada urus setia Panel Pembangunan Sumber Manusia (PPSM)² masing-masing untuk penyelarasan.

1.4 Borang permohonan yang lengkap tersebut perlu dikemukakan kepada urus setia PPSM masing-masing bersama-sama dengan **dokumen-dokumen sokongan** yang berkaitan seperti berikut:

- a) **JICA Application Form** (bersama 2 keping gambar berukuran 4 cm x 3 cm terkini - ditampal pada borang);
- b) Salinan Ijazah Pertama/ Sarjana – **SKROL DAN TRANSKRIP RASMI DALAM BAHASA INGGERIS SAHAJA/** diterjemahkan secara rasmi kepada Bahasa Inggeris (telah disahkan);
- c) **Recommendation Letter**;
- d) Salinan **Senarai Tugas/ Job Description** (JD) yang disahkan;
- e) Salinan **pasport antarabangsa** yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. passport, tarikh tamat tempoh serta gambar;
- f) Salinan pencapaian penguasaan Bahasa Inggeris (TOEFL, IELTS or TOEIC).
- g) Keputusan pencapaian **GMAT** (bagi permohonan **IUJ sahaja**. Bagi **APU**, sila rujuk **General Information** yang diberikan);
- h) Research Proposal (Untuk permohonan **APU sahaja**, tidak melebihi 3000 patah perkataan).

Nota: Semua dokumen di atas hendaklah dikemukakan dalam **2 salinan dokumen yang lengkap (1 salinan asal dan 1 salinan fotostat)**.

² PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh Ketua Perkhidmatan masing-masing tanpa mengira Kementerian/Jabatan/Agensi penempatan pegawai kecuali bagi pegawai perkhidmatan gunasama (PTD, PLV dan PPSi) yang mana PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh pegawai pengawal Kementerian masing-masing sahaja walaupun pegawai ditempatkan di Jabatan/Agensi di bawah Kementerian berkaitan.

2. TANGGUNG JAWAB KETUA JABATAN

- 2.1 Ketua Jabatan dinasihatkan untuk membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan di **Lampiran A**. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk menyokong / memberi pelepasan kepada pegawai-pegawai yang **bersesuaian dan berkelayakan sahaja** berdasarkan syarat-syarat yang ditetapkan sahaja.
- 2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai, dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
- 2.3 Permohonan yang lengkap dan disokong perlu dikemukakan bersama-sama dokumen berkaitan kepada urus setia PPSM masing-masing untuk penyelarasan perakuan.

3. TANGGUNG JAWAB KETUA PERKHIDMATAN/ PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)

- 3.1 Ketua Perkhidmatan/ Pegawai Pengawal adalah dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas syarat dan tatacara permohonan/ pencalonan seperti di **LAMPIRAN A** dan **LAMPIRAN B** dalam memperakukan pencalonan pegawai melalui PPSM masing-masing kepada pihak BMI, JPA. Sekiranya semua pegawai yang diperakukan berjaya ditawarkan program ini, Ketua Perkhidmatan/ Pegawai Pengawal **perlu memberi pelepasan** kepada mereka untuk mengikuti program ini. Ketua Perkhidmatan/ Pegawai Pengawal hendaklah memastikan hanya pegawai-pegawai yang **bersesuaian sahaja dicalonkan**.
- 3.2 Sehubungan itu, adalah menjadi tanggungjawab urus setia PPSM untuk mengambil tindakan-tindakan berikut:
 - (a) **Melengkapkan borang Laporan PPSM** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
 - (b) **Memastikan maklumat perkhidmatan** di ruangan perakuan Ketua Jabatan pada borang permohonan pegawai **adalah tepat dan benar** serta **telah ditandatangani oleh Ketua Jabatan** yang berkaitan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.

(c) Pencalonan yang dikemukakan kepada pihak JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen berikut:

- i. Dokumen-dokumen seperti di perenggan 1.3 hingga 1.4; dan
- ii. Dokumen-dokumen seperti di perenggan 3.2 (a).

3.3 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 22 Disember 2023** sama ada melalui pos atau serahan tangan ke alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam
Jabatan Perkhidmatan Awam
Bahagian Pembangunan Modal Insan
Aras 3, Blok C2, Kompleks C
62510 PUTRAJAYA.

(u.p.: Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan)

3.4 Permohonan dengan dokumen yang **TIDAK LENGKAP TIDAK AKAN DIPROSES** untuk pertimbangan.

4. PERTANYAAN

Sila hubungi pihak penyelaras melalui butiran seperti berikut:

Penyelaras : Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan, BMI JPA
No. Telefon : 03 – 8885 3053 / 3438
Emel : penawaranldp@jpa.gov.my

LAMPIRAN B

JPA(L)LDP 1A/96

LAPORAN JAWATANKUASA LATIHAN KEMENTERIAN/JABATAN UNTUK KURSUS DALAM PERKHIDMATAN

1. TAJUK KURSUS				
2. TEMPAT KURSUS				
3. TEMPOH KURSUS				
4. PENGANJUR				
5. BIL. PERMOHONAN DITERIMA				
6. BIL. CALON YANG LAYAK				
7. BUTIR-BUTIR CALON YANG DIPERAKUKAN (Sila buat lampiran jika ruangan tidak mencukupi)				
Nama dan Jawatan Calon	Kelulusan / Institut / Tahun	Perkhidmatan Sekarang		Tarikh Lahir / Umur
		T/Lantikan	T/Sah	
<u>Calon Tetap</u>				
<u>Calon Simpanan</u>				
8. KEANGGOTAAN JAWATANKUASA LATIHAN		ASAS ASAS PERAKUAN		
<u>PENGERUSI:</u> Nama : Jawatan: <u>AHLI :</u> 1. Nama : Jawatan: 2. Nama: Jawatan: (Tandatangan Pengerusi/Setiausaha) Nama : Jawatan: Cop Rasmi Kerajaan: Tarikh:		<u>PERAKUAN</u> DENGAN PERAKUAN INI KETUA JABATAN/ KEMENTERIAN BERSETUJU MELULUSKAN PEGAWAI UNTUK BERKURSUS		

JICA Knowledge Co-Creation Program for Long Term Participants

**Program Information
on
GX Human Resources Development
for Energy Sector
(GX Program)
JFY2024**

**Social Science Course,
Engineering Course**

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

With regard to the additional information, please contact JICA overseas office in your country.

1. Overview

Developing countries will not accept carbon neutrality which disturbs growth. Energy must be affordable. Invasion of Ukraine makes energy supply unstable and expensive. JICA's goal is to realize both carbon neutrality and stable supply of affordable energy with developing countries while staying close to the country's circumstances. Our goal has changed from low carbon to carbon neutrality.

A lot of developing countries are aiming to achieve carbon neutrality by 2060 or 2070. Variable renewable energy sources that are easy to invest in are rapidly increasing in developing countries, and that is welcome. On the other hand, as the ratio of variable renewable energy increases, batteries and backup power sources are required to stabilize the grid. And these equipment costs will be reflected in tariff and subsidies. To avoid excessive burdens, government has to formulate and implement energy transition policies that incorporate short-term and long-term perspectives. Government has to promote investments for long-term planning, such as hydro power generation and next-generation decarbonization technologies.

And also it is difficult to achieve carbon neutrality only with existing technologies, Next-generation decarbonization technologies, such as hydrogen/ammonia, fusion energy, next-generation nuclear, space solar power generation, ocean thermal energy conversion has been developed rapidly in the world. Developed countries have grown emitting CO₂. Thus developed countries have a responsibility to enable developing countries to enjoy the benefits of new technologies. Government has to develop laws, regulations and core human resources to install next-generation technologies.

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

2. Objectives

The objectives of this program is to develop core human resources such as governmental officials, educators and researchers who contribute to the energy transition toward carbon neutrality in developing countries. This program offers opportunities for such personnel to study following themes at graduate courses for master's degree / doctor's degree in Japanese graduate schools as international students (hereafter referred to as participants).

< Social Science Course>

- energy transition policy
- economic analysis of transition model
- business administration of power utility

<Engineering Course>

- Next-generation decarbonization technologies, such as hydrogen/ammonia, fusion energy, next-generation nuclear and space solar power generation

3. Program Outline

(1) Program Title: **GX Human Resources Development for Energy Sector (GX Program)**

(2) Language of the Program: **English**

(3) Contents of the Program

Orientation	Participants have orientation at the beginning of the program, including briefing session about the GX Program, courtesy call to related organizations, etc.
<u><Only for Engineering Course></u> Research Student Program (6 months)	The maximum period for being a research student is six months in principle. Participants are required to prepare for entrance examination of the respective graduate course. Research students are also able to participate in lectures, receive instruction from supervisors. Note: - Participants who failed entrance examination is required to return to their home countries. - Necessity of research student program will be

	considered based on interviews with professors of respective Japanese universities.
Graduate Course Program (2 or 3 years)	Master's degree course / Doctor's degree course - Lecture and practice - Research works for the thesis - Field research in home country (There are cases in which this research is not conducted due to the budget constraint.) * Field research is to be planned in accordance with the research theme and upon consultation with the supervisor.
Additional Special Program (Short-term Programs and Internship)	- JICA short-term (Spring/Summer) program: Energy Transition Policy and observation tours to sites, institutions and firms in Japan.

4. Duration

< Social Science Course >

Master's Degree Course Participant	From: End of Sep. 2024 To: End of Sep. 2027(maximum) - 2 years as a master's course student - Overall duration shall not exceed 3 years, in principle.
Doctor's Degree Course Participant	From: End of Sep. 2024 To: End of Sep. 2028 (maximum) - 3 years as a doctor's course student - Overall duration shall not exceed 4 years, in principle.

< Engineering Course >

Master's Degree Course Participant	From: End of Sep. 2024 To: End of Sep. 2027(maximum) - 6 months as a research student if necessary - 2 years as a master's course student - Overall duration shall not exceed 3 years, in principle.
Doctor's Degree Course Participant	From: End of Sep. 2024 To: End of Sep. 2028 (maximum) - 6 months as a research student if necessary - 3 years as a doctor's course student - Overall duration shall not exceed 4 years, in principle.

5. Number of Participants

(1) Around 9 participants from all the target countries.

(2) Target Countries

Indonesia, Philippines, Thailand, Vietnam, Cambodia, Laos, Malaysia, East Timor, Solomon, Sri Lanka, Bangladesh, Butan, Iraq, Pakistan, Egypt, Iran, Uzbekistan, Nepal, Costa Rica, Morocco, South Africa, Kenya, Tanzania

(3) Target Participants

This program is designed for the following two types of personnel.

Governmental Officials (Technocrats)	Technocrats who take part in policy making and administration related to energy transition policy and administration management of utility in central/regional government, governmental research institutions or other related public organizations , and they are expected to study in Social Science Course. Mainly for Master's degree, but also Doctor's degree.
Educators/ Researchers	Individuals who are responsible for education and research in the next-generation decarbonization technology in higher education institutions. They are expected to study in Engineering Course for Master's degree and/or Doctor's degree.

6. Language to be used in this Program

English

7. Fields of Study at Japanese Universities

This program targets fields listed as below. Examples of university are shown below, however, you can propose the university. If you are not sure about appropriate university to apply for, JICA will propose the university based on your research themes. Please contact to JICA.

< Social Science Course >

➤ Energy transition policy

National Graduate Institute for Policy Studies

- GRIPS Bulletin Degree Programs for doctoral students :
https://www.grips.ac.jp/cms/wp-content/uploads/2023/09/bulletin_2023_5.pdf

International University of Japan

- IUJ Degree Programs for Master's students: <https://www.iuj.ac.jp/im-info/>

➤ Economic analysis of transition model

Asia Pacific University

- https://admissions.apu.ac.jp/graduate/academics/gsa_master/
- Below is how to apply to APU:
https://admissions.apu.ac.jp/graduate/how_to_apply/GSAM_2024/

Yokohama National University

- TBC

- Business administration of power utility

International University of Japan

- IUJ Degree Programs for Master's students: <https://www.iuj.ac.jp/im-info/>

<Engineering Course>

- Next-generation decarbonization technologies, such as hydrogen/ammonia, fusion energy, next-generation nuclear and space solar power generation

8. Additional Programs for GX participants

Participants need to attend Short-term Program in Summer and in Spring. Contents of the programs are under consideration. Every program will be held during the course or a vacation period. All programs are carried out in English. Cost to attend the program will be borne by JICA. Please refer Annex 2 IUJ short term program (draft).

9. Application Qualifications and Requirements

Applicants shall satisfy the following requirements:

Please bring the original copy of documents when you come to Japan.

(1) Nationality	Citizens of the target countries
(2) Education	For Master's degree course: - At least 16 years of academic background or equivalent - A bachelor's degree For Doctor's degree course: - At least 18 years of academic background or equivalent - A Master's degree
(3) Working Experience /Status	Applicants from government sectors / educators must; - have more than 2~3 years of working experience at their current organizations - obtain permission for application and securing reinstatement from their current organizations
(4) English Proficiency	Adequate English proficiency, both in written and oral communication, in order to complete the Master's / Doctor's degree. Applicants should submit any one of the English scores (TOEFL, IELTS or TOEIC).
(5) Understanding of the Program	Applicants are required to have clear understanding of the objectives of the program, and have a strong will to contribute to the development of energy transition in

	their home countries as well as to strengthen the linkage between their countries and Japan after returning home country.
(6) Others	Applicants must; - be both physically and mentally fit for the program, - not be receiving nor applying for scholarship offered by other organizations, Applicants might be required to attend the activities on the weekends / holidays in unavoidable circumstances (ex. official exam). Though the number of female participants has been limited so far, female participants are encouraged to apply for the program.

11. Procedures and Required Documents for Application

Each applicant is required to submit the following documents by the deadline set by JICA Office in the applicants' country.

Applic ation Docu ments	(1) Application Form (Annex 1) consists of; ▪ Declaration of desired university placement: 1st and 2nd choice ▪ Personal Information ▪ Education Background ▪ Work Experience ▪ Details of Current and Previous Employment ▪ Career Plan after completion of GX program ▪ Research plan ▪ Medical History ▪ Declaration (2) Undergraduate degree graduation certificate / master's degree completion certificate * <u>Prepare the undergraduate certificate if you apply master's course. Also, prepare the master's one if you apply doctor's course.</u> * <u>Officially certified copies of the original.</u> * <u>Written in English or accompanied with official translation in English.</u> (3) Academic transcript * <u>Prepare the undergraduate transcript if you apply master's course. Also, prepare the master's one if you apply doctor's course.</u> * <u>Must contain all the grades earned in the university.</u> * <u>Officially certified copies of the original.</u> * <u>Written in English or accompanied with official translation in English.</u> (4) A letter of recommendation (Annex 2) from home country's government.
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	(5) A copy of valid passport with photo (for checking nationality, name, sex, and date of birth. National ID and birth certificate are acceptable if you do not have valid passport. Certified English translation must be attached if ID is not written in English). (6) ID Photo (4 cm×3 cm) must be pasted on application form. (7) Score of English proficiency examination See “9. Application Qualifications and Requirements”, “(4) English Proficiency”. If you have any problem or question, please contact to JICA. (8) Check List (Annex 3) (9) Health certificate to be submitted after the selection Below are the requirement documents for IUJ (MBA course) and APU. (10) GMAT score (for IUJ only, if applicants do not have GMAT score, it can be replaced with IUJ original math test score, so please let us know) (11) For APU, video recording interview and online test is required, so please refer below guideline(p25) and register from the link below. https://admissions.apu.ac.jp/resource/ln/4b34576768ecbe2921be42d087d37efe9b232b7b/2024_APU_Graduate_Application_Handbook.pdf https://apu.hirevue.com/signup/EuGPMVpMTEqsdVZAqkSmPx/ Also, research proposal which is including below is required (Approximately 3000 words separately from JICA application form) Brief Literature Review ➤ Research Questions ➤ Research Design / Method ➤ Theoretical and/or Practical Contributions of the Likely Findings of the Research
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12. Application Period

Complete set of application documents must be submitted to JICA Office in your country **before and no later than the end of Dec. 2023.**

13. Selection Procedures

* Any costs incurred during the selection procedures including travel expenses to selection venues will NOT BE COVERED by JICA.

* The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

(1) Selection Procedures

【1st Step】 Screening of the Application Documents by JICA

Period: Jan. 2024 – Feb. 2024

JICA will conduct screening whether the applicants meet the program's purpose and qualification set by JICA. JICA will share the information of qualified applicants with Japanese university.

【2nd Step】 Screening of the Application Documents by Universities

Period: Feb. 2024 – Mar. 2024

Japanese universities will examine the documents to match applicants with the courses / supervisors, and may select candidates for the 3rd selection.

【3rd Step】 Interview by University and JICA

Period: Mar. 2024 – May 2024

Venue: Online (You may have an interview at JICA Office in your country)

Applicants who passed 2nd Step will have an interview through online meeting with faculty member of the Japanese university and JICA Headquarters (Tokyo).

(2) Announcement of result of the selection

JICA will inform candidates with result of the selection through JICA Office in your country by the end of June 2024.

(3) Others

JICA might offer the candidate universities that are not stipulated in the “Declaration of desired university placement” in the Application Form as the result of matching process.

14. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance*	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750 – 106,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	- Actual costs (up to JPY360,000 per year) - Expenses for overseas field survey and internship	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

*Varies according to living area in Japan, type of accommodation, etc.

**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

15. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee

- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) “National Health Insurance” fee

Note: If participant/accepted applicant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

16. Conditions for Participation

The accepted applicants/participants of KCCP are required:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments (“Plagiarism” especially is taken severely by enrolling

university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),

- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.

17. Other Information

(1) Laptop PC

Participants are strongly recommended to bring their own laptop to conduct their research.

(2) Expenses

Please be noted that the "arrival allowance" is paid one or two weeks after opening bank account in Japan. **Therefore, JICA strongly recommends bringing approximately 100,000 JPY (about 800 USD · · · depending on the rate) from your home country to bear the expenses that will be incurred before these allowances are paid after arrival in Japan.**

(3) Research Samples

Participants are recommended to bring their research samples and data. Please consult to your supervisor and check the import regulations.

18. Annex

Annex 1. Application Form

Annex 2. IUJ short-term program (capstone program)



CORRESPONDENCE

For enquiries and further information, please contact the JICA office.