



JABATAN PERKHIDMATAN AWAM

PELAWAAN PENAJAAN JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)

Japan International Cooperation Agency (JICA) telah membuka permohonan biasiswa di bawah **JICA Long Term Training for the International University of Japan (IUJ) One-year Master's Program in International Public Policy Program (IPPP)** kepada pegawai kumpulan Pengurusan dan Profesional (P&P) untuk mengikuti pengajian **Sarjana** di **International University of Japan (IUJ)** dalam bidang **International Public Policy Program (IPPP)**.

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 <https://esilav2.jpa.gov.my> bermula **9 Oktober hingga 20 Oktober 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 27 Oktober 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

9 Oktober 2023



SYARAT-SYARAT PERMOHONAN

JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)

- 1) Pegawai Perkhidmatan Awam **Kumpulan Pengurusan dan Profesional Iantikan tetap** yang berumur tidak melebihi **35 tahun pada 1 April 2024**;
- 2) Telah **disahkan dalam skim perkhidmatan terkini** pada 1 Januari 2023;
- 3) Telah berkhidmat sekurang-kurangnya **lima (5) tahun** pada 9 Oktober 2023 dalam bidang *International Public Policy*;
- 4) 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.*

- 5) Mempunyai kelayakan akademik **Ijazah Sarjana Muda** daripada universiti yang diiktiraf oleh Kerajaan;
- 6) 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.*

- 7) Mempunyai **penguasaan Bahasa Inggeris yang baik (TOEFL iBT: 80 @ IELTS : 6.5)**. Pengesahan penguasaan Bahasa Inggeris seperti TOEFL/ TOEIC/ IELTS hendaklah diberikan;

- 8) 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

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



TATACARA PERMOHONAN / PENCALONAN

JICA LONG TERM TRAINING FOR THE INTERNATIONAL UNIVERSITY OF JAPAN (IUJ) ONE-YEAR MASTER'S PROGRAM IN INTERNATIONAL PUBLIC POLICY PROGRAM (IPPP)

1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami sepenuhnya** syarat-syarat permohonan di **Lampiran A** dan **General Information - JICA IUJ IPPP 2024 (sama sebagaimana General Information - JICA SDGS Global Leader)** sebelum membuat permohonan.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://esilav2.jpa.gov.my> bermula daripada **9 Oktober hingga 20 Oktober 2023**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan¹ masing-masing.

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

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.

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.

- 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) – kata laluan borang **jica2024**;
 - b) *Annex 2 - Research and Career Plan*;
 - c) Salinan Ijazah Pertama – **SKROL DAN TRANSKRIP RASMI DALAM BAHASA INGGERIS SAHAJA**/ diterjemahkan secara rasmi kepada Bahasa Inggeris (telah disahkan);
 - d) Salinan **Senarai Tugas/ Job Description** (JD) yang disahkan;
 - e) Salinan slip keputusan **TOEFL/ IELTS/ CEFR** (sekiranya tiada, sila kemukakan surat pengesahan telah mendaftar dan akan menduduki penilaian Bahasa Inggeris); dan
 - f) Salinan **pasport antarabangsa** yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. passport, tarikh tamat tempoh serta gambar.

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

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 **berkesesuaian dan berkeelayakan 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 27 Oktober 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 (JICA Development Studies Program)

General Information on SDGs Global Leader JFY2024

**国別研修
「SDGs グローバルリーダー（2024 年度）」**

This handout provides an overview of the “SDGs Global Leader” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

Each country may have its own schedule and/or qualifications for the program. With regard to the additional information, please contact our JICA overseas office in charge of your country.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

0. Background

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>

1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The new program/course, “SDGs Global Leader,” was established in JFY 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master’s or PhD. degree.

2. Objectives

- (1) To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

3. Course Outline

The course consists of the acceptance of scholars from 116 countries including 9 countries from Southeast Asia, 14 countries from Pacific region, 6 countries from South Asia, 6 countries from East and Central Asia, 30 countries from Latin America and the Caribbean, 5 countries from Middle East and Europe*, and 49 countries from Africa.

Southeast Asia	Cambodia, Indonesia, Laos, Malaysia Myanmar, Philippine, Thailand, Timor-Leste and Vietnam
Pacific	Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu
South Asia	Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka
East and Central Asia	Mongolia, Tajikistan, Georgia, Azerbaijan, Armenia, Turkmenistan, Kyrgyz and Kazakhstan
Latin America and the Caribbean	Dominican Republic, El Salvador, Honduras, Mexico, Panama, Antigua and Barbuda, Commonwealth of Dominica, Grenada,

	Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Republic of Trinidad and Tobago, Republic of Suriname, Republic of Guyana, Guatemala, Cuba, Belize, Costa Rica, Jamaica, Nicaragua, Haiti, Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay
Middle East and Europe	Iran, Serbia, North Macedonia, Ukraine, Moldova *Only 3 members will be selected.
Africa	49 Sub-Saharan African countries (Applicants from African countries should refer “General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024”)

This handout provides information related to long-term courses including master’s degree courses, Ph.D. courses, and combined master’s and Ph.D. courses.¹

Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination of the selected university. Detailed information of these partner universities will be provided separately.

Proposed research topics should consist of subjects that contribute to government policies on sustainable development (Examples: Administration/public policy, finance, public finance management, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to curriculums of the master’s and Ph.D. courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience²), and/or internship programs will be planned in order to enrichen the participants’ academic and personal experience of their courses of studies at the universities.

Accepted applicants are recommended to participate in internship programs at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

4. Duration

In principle, 2 years for master’s course and 3 years for Ph.D. course (depending on the

¹ Bachelor’s degree course is also offered specially for Pacific countries.

² As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work at their home countries and internationally.

program offered by universities)³.

5. Number of Participants

Southeast Asia	43
Pacific	30
South Asia	5
Central and East Asia	7
Latin America and the Caribbean	30
Middle East and Europe	3
Sub-Saharan Africa	(Applicants from African countries should refer “General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024”)

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: young or middle-career government officials, prospective academics, or personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- (2) Nationality: citizen of the above countries eligible for Japan’s ODA
- (3) Age:
for master’s programs, thirty five (35) years of age or under in principle (As of April 1st, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 35 may become accepted. Please contact our JICA office for more information.
for Ph.D. programs, forty (40) years of age or under in principle (As of April 1st, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 40 may become accepted. Please contact our JICA office for more information.
- (4) Educational Background:
for master’s programs, a Bachelor’s Degree or Master’s Degree holder
for Ph.D. programs, a Master’s Degree holder
(specially for Pacific countries) for Bachelor’s programs: complete secondary education

³ The preparatory period as a research student or credited auditor prior to the regular student up to 6 months may be added.

(or other education program of at least 12 years in duration)

- (5) Language: adequate English skills both in written and oral communication to complete master's and/or Ph.D. courses with skills equivalent or exceeding the following;
TOEFL iBT: 80
IELTS: 6.5
- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Others: must not be receiving nor plan to receive other scholarship during the program.
- (8) Gender Equality and Women's Empowerment: Women are encouraged to apply to the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination⁴ of the university they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree course.

9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

- (1) Procedures and Required Documents for Application:
Each applicant is required to submit the "Application Documents⁵" listed in (2) below to JICA overseas office in charge of the applicants' country.
- (2) Application Documents
 - 1) SDGs Global Leader Course for FY 2024 Application Form consists of:
 - Personal Information
 - Educational Background
 - Present Organization and Nomination
 - Work Experience
 - Declaration (Terms and Conditions needed to be agreed by candidate applicants)
 - Declaration of desired universities placement (Annex 1-1 for Courses with Pre-

⁴ The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

⁵ Submitted documents will not be returned.

application Matching, or Annex 1-2 for Courses without Pre-application Matching)

- Research Plan (Annex 2)
- Career Plan (Annex 2)

2) Graduation certificate.

- * Officially certified copies of the original
- * Written in English or accompanied with official translation

3) Academic transcript

- * Must contain all the grades earned at the university attended by the applicant
- * Officially certified copies of the original transcript
- * Written in English or accompanied with official translation in English

4) Photocopy of certificate of English Test⁶

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (after receive an acceptance notice from JICA ⁷)

(3) Procedures in General

Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA.⁸ After this procedure, screening will be conducted at the universities chosen by the applicant.

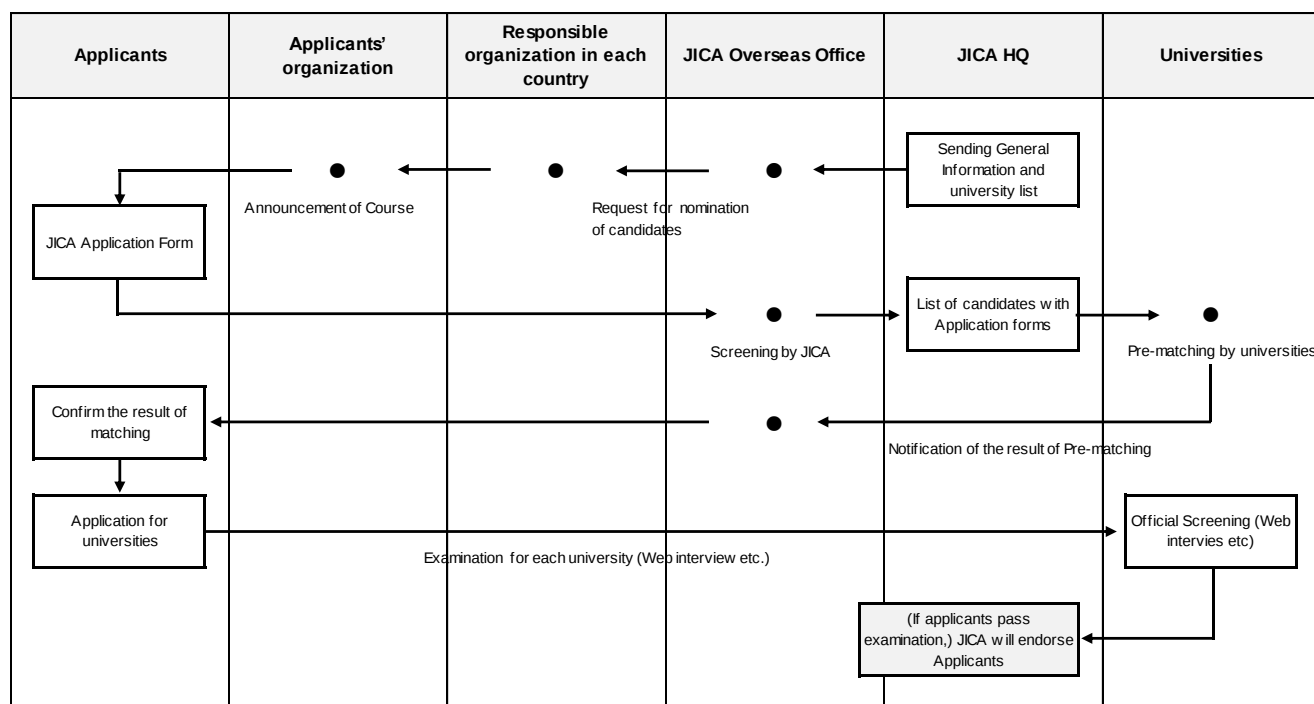
Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

⁶ Once a candidate applicant passes the first screening by JICA overseas office, they may request for reimbursement of his/her application fee for IELTS/TOEFL. Please contact the JICA overseas office in charge of your country.

⁷ If the candidate applicant passes the university entrance examination, a health certificate of JICA format will be required. Without the certificate, admission may become rejected.

⁸ 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.



(4) Points to be Noted regarding Procedures

- 1) Universities which set early application deadline do not take the Pre-application matching process. See the two types of application submission schedules for screening below 10. Schedule.
- 2) Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed only within the same Japanese fiscal year (from 1st April to 31st March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

10. Schedule

Universities <u>Without Pre-application matching Process</u>		Universities <u>With Pre-application matching Process</u>	
By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations	By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization in each country		Selection of candidate applicants by responsible organization in each country

By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.	By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
November, 2023	Screening by JICA	November - December, 2023	Screening by JICA
[No Pre-application Matching Process conducted but apply for the general entrance examination directly to the university]			Pre-application Matching Process by university
		By the end of January, 2023	Notification of the results of Pre-application Matching Process from each university through JICA overseas office
November - January, 2024	Application to take University's general entrance examination by the applicant	February - June(approximately), 2024	Application to take University's general entrance examination by the applicant
	University's application procedure *General entrance examination schedule is followed by each university		University's application procedure *General entrance examination schedule is followed by each university
February – March, 2024	Arrival of results of general entrance examination from the university	June - July, 2024	Arrival of results of general entrance examination from the university
	Determination of JICA KCCP (Long-term) participants		Determination of JICA KCCP (Long-term) participants
June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant	June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2024	Orientation by JICA overseas office before departure	August-October, 2024	Orientation by JICA overseas office before departure
	Arrival in Japan		Arrival in Japan
	Orientation by JICA Domestic Offices		Orientation by JICA Domestic Offices
	Beginning of Fall 2024 Term		Beginning of Fall 2024 Term

*Schedule for the application period for the general entrance examination depends on each university.

*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

11. 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
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Tuition (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 円	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)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	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.

12. 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:

- (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, or 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 costs of necessary expenses.

13. 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) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) 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,
- (6) 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,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) 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),
- (9) not to engage in political activities, or any form of employment for profit,
- (10) 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,"
- (11) 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,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) to refund allowances or other benefits paid by JICA in the case of a change in schedule,

- (15)** 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,
- (16)** to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA),
- (17)** 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 the participant.
- (18)** to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (19)** not to be receiving nor plan to receive another scholarship during the program,
- (20)** to understand not to make other applications for different JICA training courses at the same time, and
- (21)** to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (22)** to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.