



## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PERMOHONAN BIASISWA DI BAWAH JICA LONG TERM PROGRAM ON INVESTMENT PROMOTION & INDUSTRIAL DEVELOPMENT FOR ASIAN REGION

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Japan International Cooperation Agency (JICA) telah membuka permohonan biasiswa di bawah **JICA Long Term Program on Investment Promotion & Industrial Development for Asian Region** kepada pegawai kumpulan Pengurusan dan Profesional (P&P) untuk mengikuti pengajian **Sarjana atau Doktor Falsafah (Ph.D)** di universiti seperti senarai di **LAMPIRAN I**. Justeru, Jabatan Perkhidmatan Awam (JPA) selaku *nominating agency* bagi program biasiswa tersebut mempelawa pegawai kumpulan P&P yang berminat dan memenuhi syarat seperti di **LAMPIRAN A** untuk memohon biasiswa ini melalui Panel Pembangunan Sumber Manusia (PPSM) masing-masing.

Pegawai P&P yang berminat dan berkecenderungan boleh melengkapkan borang permohonan secara dalam talian melalui portal <https://esilav2.jpa.gov.my> bermula **25 September hingga 6 Oktober 2023**. Borang permohonan yang telah dilengkapkan secara dalam talian tersebut hendaklah dicetak, ditandatangani dan dikemukakan kepada PPSM masing-masing beserta dengan dokumen-dokumen sokongan yang berkaitan. Semua permohonan yang diperakukan oleh PPSM hendaklah dikemukakan dan diterima oleh pihak JPA **selewat-lewatnya pada 11 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 II**. Sila hubungi talian **03-88853053** atau **e-mel: [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)** untuk sebarang pertanyaan lanjut berhubung biasiswa ini.

Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam

**25 September 2023**



## SYARAT-SYARAT PERMOHONAN

### BIASISWA DI BAWAH JICA LONG TERM PROGRAM ON INVESTMENT PROMOTION & INDUSTRIAL DEVELOPMENT FOR ASIAN REGION

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- 1) Pegawai Perkhidmatan Awam **Kumpulan Pengurusan dan Profesional** lantikan **tetap** yang berumur tidak melebihi **45 tahun (Ph.D)** atau **50 tahun (Sarjana)** pada **1 April 2024**;
- 2) Telah **disahkan dalam skim perkhidmatan terkini** pada 1 Januari 2023;
- 3) Mempunyai **pengalaman bekerja / bidang tugas berkaitan bidang ditawarkan**;
- 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** biasiswa di bawah program ini.*

- 5) Mempunyai kelayakan akademik **Ijazah Sarjana Muda (bagi permohonan Sarjana) dan Sarjana (bagi permohonan Ph.D)** 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**. 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.

# 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		
<p><b><u>PENGERUSI:</u></b></p> <p>Nama :</p> <p>Jawatan:</p> <p><b><u>AHLI :</u></b></p> <p>1. Nama : Jawatan:</p> <p>2. Nama: Jawatan:</p> <p>..... (Tandatangan Pengerusi/Setiausaha)</p> <p>Nama :</p> <p>Jawatan:</p> <p>Cop Rasmi Kerajaan:</p> <p>Tarikh: .....</p>		<p><b><u>PERAKUAN</u></b></p> <p>DENGAN PERAKUAN INI KETUA JABATAN/ KEMENTERIAN BERSETUJU MELULUSKAN PEGAWAI UNTUK BERKURSUS</p>		



## TATACARA PERMOHONAN / PENCALONAN

### BIASISWA DI BAWAH JICA LONG TERM PROGRAM ON INVESTMENT PROMOTION & INDUSTRIAL DEVELOPMENT FOR ASIAN REGION

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#### 1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami sepenuhnya** syarat-syarat permohonan seperti di **Lampiran A** dan **General Information - JICA Long Term Program on Investment Promotion & Industrial Development for Asian Region** sebelum membuat permohonan.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://esilav2.jpa.gov.my> bermula daripada **25 September 2023 sehingga 6 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 Jabatan<sup>1</sup> 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)<sup>2</sup> masing-masing untuk penyelarasan.

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<sup>1</sup> 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.

<sup>2</sup> 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 dan Sarjana (sekiranya berkaitan) – **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 **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 II** 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 11 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](mailto:penawaranldp@jpa.gov.my)**





# **JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)**

## **General Information on Investment Promotion and Industrial Development for Asian Region (JFY2024-2026)**

**JFY2024**

**「アジア地域投資促進・産業振興（2024~2026 年度）」  
2024 年度入学**

This handout provides an overview of the “Investment Promotion and Industrial Development for Asian Region (JFY2024-2026)” 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.

# 1. Background

Japan International Cooperation Agency (JICA) is implementing the program on “Investment Promotion and Industrial Development in Asian Region” through technical cooperation, loan and grant aid cooperation schemes under official development Assistance. The program focuses on creating business linkages between industries of Japan and other Asian region.

Under the program, Knowledge Co-Creation Program for Long-Term Participants on “Investment Promotion and Industrial Development for Asian Region” had commenced in 2019 in order to contribute for the development of human resource who can bridge between industries of Japan and other Asian region. It provides opportunity for participants to join masters’ course or doctoral course at graduate school of Japanese University.

## **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. Program Outline

(1) Objective	The objective of this program is developing high-level human resources network that will contribute to improve business environment in the home country, promote business linkages with Japanese industries, and promote investments from Japan under JICA's Global Agenda.
(2) Selection of University	Applicants select the university for application which have concluded an agreement on accepting JICA participants. The list of these universities is provided separately.
(3) Research Topics	Proposed research topics will be the one that contribute to improving business environment in the home country, promoting business linkages, and promoting investments especially from Japan. *These topics are mostly covered at MBA, Master in International Business courses, Global Business courses and etc..
(4) Duration	For master's degree: September 2024 - September 2026 For doctoral degree: September 2024 - September 2027 Note: (1) Additional 6 months at longest as a research student if required from university. (See 5.(1)) (2) Some university set more than 3 years for doctoral course. Please check university information.
(5) Number of Participants	In total 15 people from 12 counties - 1 participant for Cambodia, Lao PDR, Thailand, Malaysia, Philippines, Indonesia, Mongolia, Uzbekistan, India, Bangladesh, and - 2 participants for Vietnam, Kyrgyz Republic.
(6) Language to be used in this Program	English * adequate English skills both in written and oral communication to complete master's and/or Ph.D.
(7) Eligibility	Candidate Applicants must satisfy all the following requirements:
1) Age	Less than 50 years of age (as of April 1st, 2024)
2) Nationality	Citizen of the target countries
3) Current Duties	<b>【For countries with Japan Centers】</b> - Current or future lecturers, executives, and managers in Japan Centers in Asian Region and/or the related counterpart agencies. <b>【For countries without Japan Centers】</b> - Young or middle government officials at ministries and agencies in charge of investment promotion and industrial development.
4) Educational Background	Hold a Bachelor's Degree or Master's Degree (for Master's Degree program) or a Master's Degree (for Ph.D

	programs)
5) Others	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>- must physically come to Japan to carry out research activities to complete the program</li> <li>- be in good health condition to complete the program.</li> <li>- not receive or plan to receive a scholarship offered by other organizations.</li> <li>- have strong will to contribute to own country's development through cultivating and expanding network with Japan.</li> </ul> <p>-have good command of English to complete academic programs.</p> <p>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.</p>

This handout provides information related to long-term courses including master's degree courses, Ph.D. courses.

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.

In addition to curriculums of the master's and Ph.D. courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience<sup>1</sup>), 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.

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination<sup>2</sup> of the university they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree course.

### 3. Required Documents for Application

Applicants must apply through the procedure as below.

- (1) Each applicant is required to submit the following JICA's Application Documents by the deadline set by JICA office in the applicants' country in the end of October 2023.

<sup>1</sup> 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.

<sup>2</sup> The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

- (2) The applicants who pass the selection are required to check necessary application documents set by the university. The applicants need to submit them directly to the university by the deadline set by the university.

#### **JICA's Application Documents (the deadline: the end of October 2023)**

- 1) Application Form  
Consists of:
  - 1 Personal Information
  - 2 Educational Background
  - 3 Present Organization and Nomination
  - 4 Work Experience
  - 5 Declaration (Terms and Conditions needed to be agreed by candidate applicants)
  - Check List
  - Annex 1. Declaration of desired universities (Including both courses with Pre-application Matching and 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 Test
  - \* Applicants must bear the fees for English proficiency test or other necessary fees for preparation of application documents.
- 5) A copy of Passport with photo (for checking nationality, name, sex, and date of birth)
- 6) 2 ID photos (4cm x 3cm) pasted on application form (Original and copy)
- 7) Health certificate (after receiving an acceptance notice from JICA <sup>3</sup>)
  - \* If candidate applicants pass the examination, Health certificate with JICA format will be required. Without the certificate, admission might be rejected and also there is a possibility of rejection from JICA because of the health conditions and risk.

All these documents should be typed, printed out and signed by the applicant and the head of the relevant department / division of the organization in charge in all pages. Hand written forms will NOT be accepted.

## **4. Selection Procedures**

\*There are no fees to be charged directly by JICA during the selection process.

<sup>3</sup> 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.

\*Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by applicants.

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

There are mainly following two selection processes:

**(1) Matching with Japanese universities**

**(2) Selection by Japanese universities (entrance examination).**

In addition to the above, if there are several candidates in each country, selection process by JICA could be conducted as a first screening. It depends on each country. Please ask JICA office in your country.

Each applicant needs to submit JICA's Application Documents by the deadline set by JICA office (end of October 2023). Please check with the JICA office in your country for the details.

Applicants are recommended to look for laboratories and/or professors in each university you are interested in and contact with the professor in order to make it easier to pass the first and second screening. Some universities provide contact information prior to pre-application match (refer to the "List of University Information for Applicants"). Candidates can contact those universities directly by using the "Question form for University". If candidates need to contact universities with no contact information, please consult with the JICA office in your country.

## **A. First Selection : Matching with Japanese universities**

Based on the above documents, first screening will be conducted at the proposed universities with JICA HQ.

Period	December 2023 – February 2024
Contents	Document screening, interview (if necessary) by Japanese universities
Objectives	To match applicants with university courses/supervisors *It is recommended for applicants to contact with professor you are interested in before you submit JICA's Application documents.
Selection	JICA will send JICA's Application Documents to the applicants' desired universities. Universities will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors. During this process, universities may contact the applicants for their judgement. University may conduct remote interview during process.
Result	JICA will inform the applicants of the name(s) of universities where the applicant can apply for 2 <sup>nd</sup> selection. Only those applicants who are accepted by Japanese universities' matching can proceed to the 2 <sup>nd</sup> Selection.
Necessary Actions required	The applicants need to check and prepare university's application documents and submit them directly to the university. Each applicant apply university indicated by JICA for the entrance examination.

those who are accepted	<p>The applicants are required to contact with supervisor/professor of the university to receive their instructions. The applicants are required to maintain good communication via mail/skype with their supervisors/professors to gather information on the course or their study subjects. Some supervisors may request to improve applicants' research sheet during this period before entrance examination.</p> <p>The applicants can apply to both university with and without matching process if admitted by JICA. However, it is not possible to apply to more than one course within the university with matching process at the same time.</p>
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### **[Important: Research Student]**

Before application, the applicant should take into account the possibility of additional period as "research students" and should be approved by the belonging organization. Applicants' availability as research student and approval from his/her organization should be expressed when applicants submit Application Documents.

As a result of matching, if the university judges the applicant that they need more time to take entrance examination, university may request an applicant to enter the university as a research student for a period of six (6) months at longest. This period is additional and not counted as a part of regular course of Master's or Doctor's program.

- Research students are requested to stay in Japan and study hard to utilize their time to prepare for the entrance examination.
- Research students are able to join lectures, receive instruction from professors and make use of university facilities but they cannot acquire credits for obtaining the degree.
- Participants as research students are requested to take the entrance examinations during the period of research students. If failed, they have to return to their home country.
- Normally, participants as research students will start their stay in Japan from 2023 autumn if required 6 months of research student.
- Their period as regular students, if they passed the entrance examination, will start from April 2024.

**NOTE: Application to the university without matching process will not go through the above-mentioned matching due to the university entrance examination procedures. Those who passes the screening by JICA will be contacted by JICA overseas office by November 15th.**

**Then candidate will proceed to the university entrance examination as is indicated below.**

**It is not possible to apply for more than one course from the university without matching process, so you must choose one course if you would like to apply to them.**

### **B. Second Selection: Selection by Japanese University (entrance**

## **examination)**

Each applicant needs to check necessary application documents set by the university where he/she applies. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university. It is ALL the applicant's responsibility to duly submit required documents to the university by its deadline. JICA will NOT intervene in this process. However, entrance examinations admission fee is paid directly to each university by JICA.

- Some universities require sending hard copies of documents to Japan.
- During this selection process, each applicant may be interviewed depending on university's selection process. \* JICA will NOT cover the cost of postage.
- Those who are required to enter as research student also need to check necessary application procedure as research student set by each university.

Period	March – July 2024 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates
Venue	If necessary, Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's application documents and interviews, and etc.
Result	The applicants who pass this selection will be selected as successful candidates of the program.  *JICA may adjust the number of candidates after the second selection. Therefore, some of the applicants who pass the second selection may not be selected as successful candidates of the program.

### Notes:

- Some university requires applicants to enter the university as research students regardless of applicants' ability (See details for university list).
- If all of applicant's desired universities judge to accept the applicant, JICA will indicate the applicant to apply the university where they accept the applicants as a regular student.
- Please note that when the applicants' first prioritized university requires a period as research student, JICA will indicate the applicant to apply to his/her second priority university, even though his/her first priority university express you a positive answer in the remote interview during matching process).
- Any inquiry about the results of JICA's screening procedure and University's general entrance examination will not be accepted.

Withdrawal of the Application: If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA office and explain the situation as soon as possible.

## **5. Schedule (Tentative)\***

Date	Process
By the end of	Nomination of applicants in respective organizations

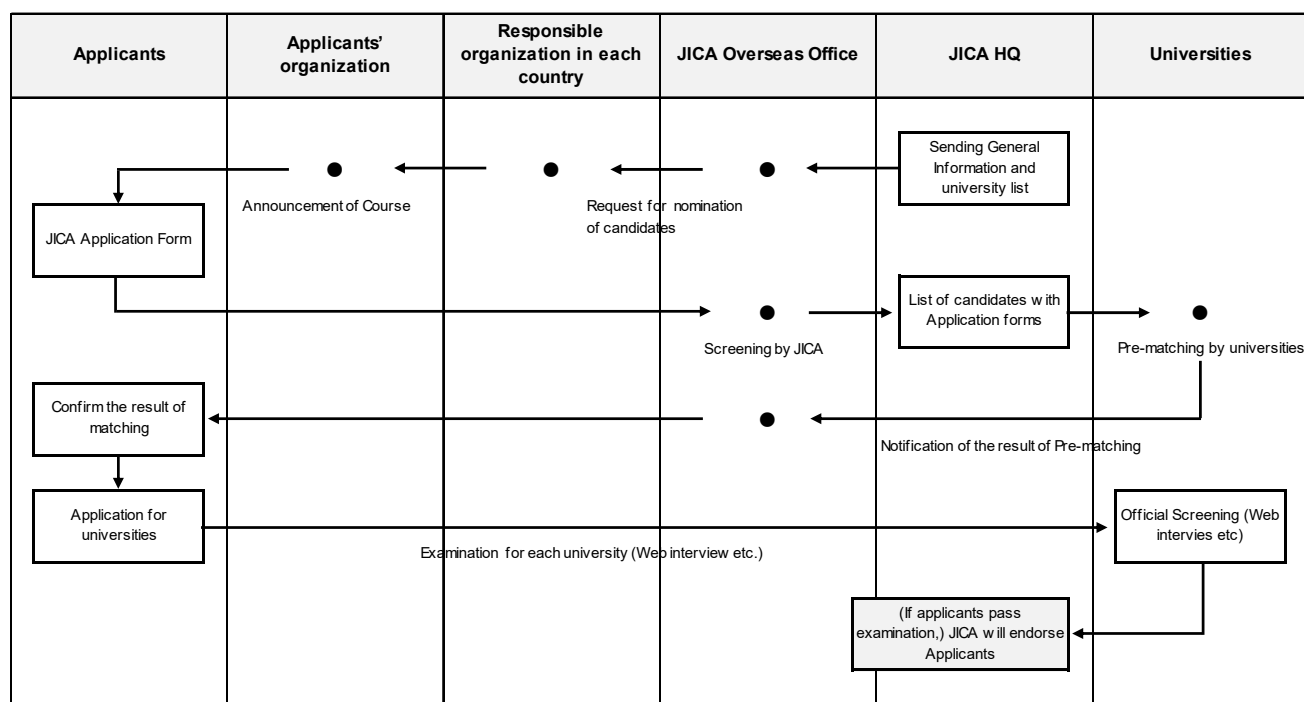


October, 2023	Selection of candidate applicants by responsible organization in each country	
	“Application Documents” must be submitted to JICA overseas office in respective countries.	
	* if necessary: Screening by JICA (including Interview by JICA overseas office)	
	<b>(1) Matching with Japanese universities and Selection by Japanese universities (entrance examination)</b>	<b>(2) Application to the universities without matching process</b>
November, 2023 - December, 2023		<p>For Notification of screening through JICA overseas office</p> <p>Application for the universities without matching process, applicants must apply for the university directly after receiving the permission by JICA.</p> <p>The application deadline is dependent on each university, so please check the university list for the details.</p>
By the end of January, 2024	For Notification of the result of matching through JICA overseas office	
February- July(approximately), 2024	<ul style="list-style-type: none"> <li>Preparation for University's application by the applicant</li> <li>Direct application for the university by the applicant after receiving the permission by JICA.</li> </ul>	
	Notification of the final result through JICA overseas office	Notification of the final result through JICA overseas office
July - August, 2024	Preparation for study in Japan if applicants pass examination	Preparation for study in Japan if applicants pass examination
August - October, 2024	Orientation is conducted by JICA overseas office before departure	
	Arrival in Japan	
	Orientation is conducted by JICA	
	Beginning of Term	

\*Schedule for the application period for the general entrance examination depends on each university. (some university courses start from April, 2024)

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

\*For the matching process, the role sharing is as below;



## 6. 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 (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)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing	In accordance with the provisions of the medical insurance	

illness, pregnancy, or dental treatment are NOT included).		
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\*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.

## 7. 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 180days
- (17) National Health Insurance fee
- (18) Cost of postage
- (19) Cost for obtaining such English score

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

## 8. Conditions for Participation

The candidates/participants are required

- (1) to strictly observe the course schedule, to understand that it is mandatory to physically come to Japan for participating 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,

\* To invite family to Japan (spouse and children only), participants should be re-sponsible for all expenses and necessary procedures in Japan by themselves. JICA does NOT provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

(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 or poor academic performance 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 "4.6. 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) and understand that there is a possibility of rejection from JICA because of the health conditions and risk.

(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 declaring "Medical History" prepared in "Application Form Annex,"
- (19) to attend additional six months course to prepare for the entrance examination of the university if you will be accepted as a research student. And if you failed the entrance exam, you must return to their home country without delay (The program ends at that moment).
- (20) not to be receiving nor planning to receive another scholarship during the program,
- (21) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (22) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (23) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.

END

## **Appendixes**

### **1 University List**

### **2 Application Form**

#### ***CORRESPONDENCE***

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