

September 2021

## **JICA Knowledge Co-Creation Program (Long-Term)**

### **General Information for All Applicants on Agriculture Studies Networks for Food Security (Agri-Net) 2022 Autumn**

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

Each country may have its own schedule and/or qualifications for the program. The additional information is listed on the separated paper.

## 1. Background

The second goal of the SDGs (Sustainable Development Goals) aims to “End hunger, achieve food security and improved nutrition, and promote sustainable agriculture. This will require adequate agricultural policies and introduction of appropriate technologies for stable food production.

To this end, human development in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation is a strategic area of cooperation between developing countries and Japan, taking advantage of wide knowledge/technologies accumulated in Japan’s universities.

## 2. Program Outline

1	Objectives	<ul style="list-style-type: none"> <li>- Develop human resources of public and private sectors in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation are developed.</li> <li>- Strengthen a human network between developing countries and Japan in the above-mentioned field.</li> </ul>
2	Language	English
3	Duration	<p><u>For master’s degree: September, 2022 –September, 2024 (2years)</u>  <u>For doctor’s degree: September, 2022 – September, 2025 (3years)</u></p> <ul style="list-style-type: none"> <li>- additional 6 months at longest as a research student if required from university (See 4. (1))</li> </ul> <p>Note: Some university set more than 3 years for doctor’s course. Please check university information and be careful when you ask permission to your belonging organization.</p>
4	Eligible Applicants	<p>Applicants are those who fulfill all of the following;</p> <ul style="list-style-type: none"> <li>- belong to governmental organizations, universities and research centers, or related organization in private sector* ,</li> <li>- engage in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, or Nature Conservation, and</li> <li>- wish to contribute to own country’s development through cultivating strong network with Japan.</li> </ul> <p>*Applicants from private sector should be from the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation.</p>
5	Additional Program	<p><b>【During your stay in Japan】</b></p> <ul style="list-style-type: none"> <li>- JICA will regularly offer online seminars such as “Japan’s Development Experience in the Field of Agriculture and Rural Development”. Participants are recommended to participate this course.</li> </ul> <p><b>【After returning to your country】</b></p>

		<ul style="list-style-type: none"> <li>- Participants have opportunity to i) join the network of ex-participants, and ii) receive information on agricultural development in Japan and JICA's cooperation in agriculture and rural development</li> </ul>
6	Relationship with the Military / the Ministry of Defense	<ul style="list-style-type: none"> <li>- 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 <u>the Development Cooperation Charter of Japan</u>.</li> <li>- If your organization and/or your status is related to the Military or the Ministry of Defense (see the details below), it is requested to inform your status on the application form. <ul style="list-style-type: none"> <li>A) the Military, an active military personnel or military personnel listed in the muster roll/military register</li> <li>B) an organization affiliated with the Military, or personnel who does not belong to the military at present but is listed in the muster roll/military register</li> <li>C) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense</li> <li>D) a civilian organization but with military personnel or a military division within the organization</li> <li>E) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment</li> </ul> </li> </ul>
7	Qualifications and Requirements	<ul style="list-style-type: none"> <li>- Applicants must satisfy the following requirements:</li> </ul>
	(1) Nationality	<p>Nationals of the target countries* where JICA offered this Program. * Each target country can send two (2) applicants.</p>
	(2) Age	<ul style="list-style-type: none"> <li>- Less than forty (40) years of age (as of April 1<sup>st</sup>, 2022)</li> </ul>
	(3) Educational background	<ul style="list-style-type: none"> <li>- Bachelor's degree for Master's degree course (Equivalent to at least 16 years of academic background)</li> <li>- Master's degree for Doctor's degree course (Equivalent to at least 18 years of academic background)</li> <li>- For more information, please check the website of the Universities.</li> </ul>
	(4) Working experience /status	<ul style="list-style-type: none"> <li>- to have working experiences more than five (5) years,</li> <li>- to have more than 6 months working experience at their current belonging organizations,</li> <li>- to obtain permission for application,</li> <li>- to secure reinstatement from their current organizations.</li> </ul>
	(5) English - language Proficiency	<ul style="list-style-type: none"> <li>- Adequate English skills both in written and oral communication to complete the Master's Degree such as; TOEFL iBT :80 / CEFR: B2.</li> <li>- Each university sets its own requirement and deadline for English score. Many of them require official certificate such as TOEFL, IELTS and etc. For more information, please check university information (Appendix1 University list for Applicants).</li> </ul>

	<p>JICA will NOT bear the cost necessary for obtaining such score.</p> <ul style="list-style-type: none"> <li>- If the desired university judges that the candidate possesses English proficiency equivalent to the required score, the candidate may be qualified at the discretion of the accepting university.</li> </ul>
(6) Others	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>- be in good health condition to complete the program,</li> <li>- contribute to networking with Japan, and</li> <li>- not receive or plan to receive a scholarship offered by other organizations</li> </ul>

### 3. Required Documents for Application

Each applicant is required to submit the following JICA's Application Documents by the deadline except for Health certificate listed below (6). The applicants who pass the 2nd 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 will NOT cover the cost of postage.

#### JICA's Application Documents

<p>(1) Application Form consists of:</p> <ol style="list-style-type: none"> <li>0. Application Guideline for the JICA Knowledge Co-Creation Program</li> <li>1. Official Application Form</li> <li>2. Nomination from the Organization</li> <li>3. Individual Application Form</li> <li>4. Questionnaire on Medical Status and Restrictions</li> <li>5. Terms and Conditions, and Declaration</li> </ol> <p>(2) Attachment Sheet consists of:</p> <ol style="list-style-type: none"> <li>1. Personal Information</li> <li>2. Declaration of desired university placement</li> <li>3. Educational Background</li> <li>4. Work Experience</li> <li>5. Declaration</li> <li>6. Confirmation of the nomination by the applicant's present organization</li> <li>7. Check List</li> <li>8. Annex1: Research Plan</li> <li>9. Annex2: Details of Current and Previous Work</li> <li>10. Annex3: Career Plan after Graduation</li> <li>11. Annex4: Application database file</li> </ol> <p>Applicants select desired universities from Appendix1 University List. <b><u>Each applicant can select two (2) universities according to his/her priority.</u></b></p> <p>Note: Applicant cannot select other universities not written in the List.</p> <p>(3) Undergraduate degree graduation certificate that officially certified.</p> <ul style="list-style-type: none"> <li>* A copy of "Officially certified copies of the original" is acceptable</li> <li>* Written in English or accompanied with English official translation</li> </ul> <p>(4) Academic transcript</p> <ul style="list-style-type: none"> <li>* Must contain all the grades earned in the university.</li> <li>* A copy of "Officially certified copies of the original" is acceptable</li> <li>* Written in English or accompanied with English official translation</li> </ul> <p>(5) A copy of Valid Passport with photo (for checking nationality, name, sex, and date of birth). Valid National ID and birth certificate are acceptable if you do not have Passport. Certified English translation must be attached if ID is not written in English, French, Portuguese or Spanish)</p>
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- (6) Two ID Photos (4 cm×3 cm) pasted on application form (Original and copy).  
 (7) Health certificate to be submitted after the 3rd Selection

All these documents should be typed, printed out and signed by the applicant in all pages, hand written forms will NOT be accepted.

The applicants should **submit two sets of these documents (Original and copy). Additionally, (1) Annex 4: Application database file should be sent in digital form to JICA country office.**

#### 4. Selection Procedures

There are mainly following three selection processes: (A) Selection by JICA in each country, (B) Matching with Japanese universities, and (C) Selection by Japanese universities (entrance examination).

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

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

##### **(A) 1<sup>st</sup> Selection: Selection by JICA in each country**

[Necessary Actions for Applicants for this selection]

Each applicant needs to submit JICA's Application Documents by the deadline set by JICA office in the applicants' country.

Period	Not later than Monday, 8th November 2021
Contents	Screening of submitted JICA's Application Documents Applicant may be requested to be interviewed.
Objectives	To check qualifications and requirements of each applicant. To check applicants' understanding of the program objectives and working experiences/educational background in the context of the "Eligible Participants" (shown in the section 2.). To check applicants' capability of contributing to the achievement of the course objectives addressing his/her country's development challenges after the program.
Result	Applicants who pass this selection can proceed to the 2 <sup>nd</sup> Selection.

##### **(B) 2<sup>nd</sup> Selection: Matching with Japanese universities**

Period	December 2021- January 2022 (approximately)
Contents	Document screening, interview (if necessary) by Japanese universities (mainly "Research Plan" of the JICA's Application Documents, the Undergraduate degree graduation certificate, and Academic transcript)
Objectives	To match applicants with university courses/supervisors
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	<p>Only those applicants who are accepted by the Japanese universities' matching can proceed to the 3rd Selection.          JICA will inform of these applicants of the name of university where the applicant can apply for 3<sup>rd</sup> selection. The applicants need to check and prepare university's application documents and submit them directly to the university. <b><u>Each applicant applies only one (1) university indicated by JICA for the entrance examination.</u></b></p> <p>JICA will also inform these applicants contact of his/her supervisor (professor). The applicants are then required to contact with the supervisor to receive their instructions. The applicants are required to maintain good communication via mail/Zoom with their supervisors 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>

### **(1) Research Student**

As a result of the 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 (Agri-Net program ends at that moment). Normally, participants as research students will start their stay in Japan from 2022 autumn if required for 6 months of research student. Their period as regular students, if they passed the entrance examination, will start from April 2023.

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 in the Application Documents (p.5 of Attachment Sheet).**

Necessary living cost during the period as research students will be paid by JICA following JICA's regulation.

Note:

- Some university requires applicants to enter the university as research students regardless of applicants' ability (See the details for Appendix 1 University List).

### **(C) 3<sup>rd</sup> Selection: Entrance Examination by Japanese universities**

[Necessary Actions for Applicants for this selection]

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. Some universities require sending hard copies of documents to Japan.

Those who are required to enter as research student also need to check necessary

application procedure as research student set by each university.

During this selection process, each applicant may be interviewed (ex. by using Zoom) depending on university's selection process.

Fee for entrance examinations is paid directly to each university by JICA.

Period	April – July 2022 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates
Venue	If necessary, using Zoom 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 (and JICA adjustment if necessary) will be selected as successful candidates of the program.

Note:

- JICA may adjust the number of candidates after the 3rd Selection. Therefore, some of the applicants who pass the 3rd Selection may not be selected as successful candidates of the program.
- Due to the COVID-19 pandemic, successful applicants may not be able to come to Japan on September 2022, and have to postpone coming to Japan until necessary conditions are met. In such cases, JICA will explain the situation and procedure to each applicant who pass the 3<sup>rd</sup> Selection.

## (2) Withdraw 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. Expenses to be borne by JICA

JICA will provide the following expenses for participant of the program.

- Tuition at Japanese university Master's Degree/Doctor's Degree programs (and research student, if required).
- Allowances for living expenses, outfit, shipping etc. See the box below for more details.
- A round-trip airfare  
Other costs should be covered by the participants' organizations or other individuals.

\*Participants are not allowed to work while their stay in Japan.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY106,000	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 360,000 per year)	

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

\*\*The grant which supports your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

## 6. 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 in the 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

Note:

- If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.
- To invite family to Japan (spouse and children only), participants should be responsible 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.

## 7. JICA's Policies

### (1) Copyright Policy

Participants of Agri-Net program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

(1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2,

(2) Secure evidential material that proves the grants of the license and specifies the scope



of the license, and

(3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for Agri-Net program

1. The copyright on a work that a participant prepares for Agri-Net program shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.

2. When using texts, supplementary educational materials and other materials distributed for Agri-Net program, participants shall comply with the purposes and scopes approved by each copyright holder.

## **(2) Compliance Policy**

1. JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
2. JICA shall contribute to the sound development of the international economic community through development assistance in order to secure the trust of the international community.
3. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.
4. JICA shall consider natural and social environments when conducting its operations.
5. JICA shall communicate well with various levels of society and maintain an organizational culture of transparency.

\*Please refer to JICA website below regarding the detailed JICA's Compliance.  
[https://www.jica.go.jp/english/our\\_work/compliance/index.html](https://www.jica.go.jp/english/our_work/compliance/index.html)

END

## **Appendixes**

1. **University List**
2. **Application Form for Agri-Net 2022**
3. **Attachment Sheet for Agri-Net 2022**
  - Annex1 Research Plan**
  - Annex2 Details of Current and Previous Work**
  - Annex3 Career Plan after Graduation**
  - Annex4 Application database file**



**Application Guideline for  
the JICA Knowledge Co-Creation Program**

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

\*Supervisor: the head of the department/division of your organization

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "√" or "x" to mark the ( ) options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

\*Supervisor: the head of the department/division of your organization

**Note for Applicants from Latin American and the Caribbean Countries:**

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

**Form1. OFFICIAL APPLICATION FORM**

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

**1. Course Title** (as shown in the GI)

Agriculture Studies Networks for Food Security (Agri-Net) 2022 Autumn

**2. Course Number** (Not need to fill in. JICA will inform after selection Procedures; the number as "xxxxxxxxJxxx" shown in the GI)

[Empty box for Course Number]

**3. Course Duration**

From [ ] to [ ] (DD/MM/YYYY)

**4. Country**

[Empty box for Country]

**5. Organization**

[Empty box for Organization]

**6. Name of the Nominee(s)**

1)	3)
2)	4)

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			
Office Address and Contact Information			
Address:		Tel:	
		E-mail:	Fax:

**(If necessary) Confirmation by the organization in charge**

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			

Application form for the JICA Knowledge Co-Creation Program

**Form2. NOMINATION FROM THE ORGANIZATION**

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

**1. Reason for nominating the Applicant**

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

**2. Expectation and Future Plan of Actions**

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date
Name and Title/Position
Signature



**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

\*Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

**【Questionnaire on Relationship with the Military】**

**\*If your organization and/or your status is related to the Military, please mark with ✓ or X below in the ( ) which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
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**4. Experience and Eligibility**

**1) Career Background (After graduation and before taking the present position)**

\*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

**2) Academic Background (University, College or Higher Education)**

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

**3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)**

\*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**4) Language Proficiency (Self-Assessment)**

1) Language to be used in the course (as shown in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				



2) Mother Tongue				
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**5. Background and Purpose of Application**

1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**  
Describe the issues that your organization/department intends to tackle by participating in this program.

2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and  
Title/Position

Signature



**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

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\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (                  weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

**※ Please notify JICA staff upon any changes in your health condition after submission of the form.**

**Form5. TERMS AND CONDITIONS****1. General Rules**

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The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) 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,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

**2. Privacy Policy**

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The participants are requested to understand Privacy Policy of JICA as follows.

**(1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

**(2) Limitations on Use and Provision**

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

**(3) Security Notice**

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

**\*Information Security Policy of JICA in relation to Personal Information Protection**

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.
- Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
  1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

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The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.

If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

#### **4. Portrait Right Policy**

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

### **DECLARATION** (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
 Agree /  Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature



\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## **Annex 1: Research Plan**

Please write a brief research plan of your proposed Master's thesis /Doctor's thesis in about 500 words. At the selections, this research plan will be used to evaluate your academic ability and motivation, and to match you with university courses/supervisors you desired.

If plagiarism or fraud is discovered after selection, the candidate will be disqualified retroactively.

(1) Title:

(2) Research Plan (about 500 words):

1/3

Name of Applicant: \_\_\_\_\_

Signature \_\_\_\_\_

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

## **Annex 2: Details of Current and Previous Work**

(1) Please describe your current work (contents), your position, your achievement in about 300 words.

(2) Please describe your previous work (contents), your position, and achievement in about 300 words.

2/3

Name of Applicant: \_\_\_\_\_

Signature \_\_\_\_\_

\*Please sign all the pages on the bottom of right-hand corner.

\* HANDWRITTEN FORMS will not be accepted

### **ANNEX 3: Career Plan after Graduation**

Please describe your idea /plan to utilize your knowledge, skills and experiences that you would obtain in Japan after returning to your home country in about 500 words.

Please be reminded of the aim of the Agri-Net Program which expects the participants to contribute to the development of agriculture and rural development of their home countries, to utilize the networks which are built up during participants' stay in Japan, and to continue to foster good relationships between their countries and Japan.

3/3

Name of Applicant: \_\_\_\_\_

Signature \_\_\_\_\_