



नेपाल सरकार

# सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरबार, काठमाडौं

फोन { ४२००५०५  
४२००२९९  
४२००३०६  
फ्याक्स नं.: ४२००३२२

पत्र संख्या:- ८०/८९

(जनशक्ति योजना तथा विकास शाखा)

चलानी नं.:- ४५३



मिति: वि.सं. २०८०/११/१६  
ने.सं. ११४४ सिल्लागा, ४ बुधवार

विषय:- वैदेशिक अध्ययन/तालिम छात्रवृत्तिमा मनोनयन गर्ने सम्बन्धमा ।

श्री मन्त्रालय/सचिवालय/आयोग/निकाय/कार्यालय (सबै) ।

तपसिल अनुसारको अध्ययन/तालिम कार्यक्रममा निजामती सेवा ऐन, २०४९ (संशोधन सहित) को दफा ४०ख को उपदफा (३) बमोजिम गठित समितिको मिति २०८०/११/१६ मा बसेको ३८५ औं बैठकबाट तपसिल बमोजिमको निर्णय भएको हुँदा उक्त कार्यक्रममा उपयुक्त कर्मचारी मनोनयन गरी मनोनित कर्मचारीको विवरण (अंग्रेजीमा) नाम, पद, कार्यरत संस्था, मनोनयन गरिएको तालिम/ अध्ययनको विवरण, मोबाईल नम्बर र ईमेल ठेगाना अनिवार्य रूपमा उल्लेख गरी आवश्यक कार्यार्थको लागि परराष्ट्र मन्त्रालयको उत्तर पूर्व एशिया महाशाखा र ईमेल ठेगाना [nea@mofa.gov.np](mailto:nea@mofa.gov.np) मा यथाशिघ्र पठाउनुहुन तथा मनोनयन गरिएको कर्मचारीको संकेत नं. समेत उल्लेख गरी सोको जानकारी यस मन्त्रालयमा समेत अनिवार्य रूपमा उपलब्ध गराउने व्यवस्था हुन आवश्यक कार्यार्थ पठाईएको व्यहोरा निर्णयानुसार अनुरोध छ ।

छात्रवृत्ति मनोनयनमा सम्बन्धित सेवा, समूह र श्रेणी भित्रका समावेशी महिला, आदिवासी/जनजाति, मधेसी, दलित, अपाङ्ग, पिछडिएको क्षेत्र तथा हालसम्म अवसर नपाएका र दुर्गममा सबैभन्दा बढी समय काम गरेका आधारमा कर्मचारीहरूलाई समेत प्राथमिकता दिई मनोनयन गर्नुहुन अनुरोध छ ।

तपसिल:

क्र. सं.	अध्ययन/तालिम/अध्ययन भ्रमणको विषय	सिट संख्या	कार्यक्रमको अवधि/फाराम बुझाउने अन्तिम मिति	कार्यक्रम हुने देश / संस्था	आवश्यक योग्यता वा अन्य प्रासंगिक विषय	छात्रवृत्ति वितरण गर्न प्रस्तावित निकाय र निर्णयको व्यहोरा
1.	“Core Human Resource Development for Road Asset Management (JFY 2024)”  Master's Degree	2(Two)	March 2025 to September 2027 (Maximum 2 years 6 month)  /  March 15, 2024	Japan/ JICA	<ul style="list-style-type: none"><li>• Must be citizens of target countries.</li><li>• Age must be less than forty (40) years of age (as of April 1<sup>st</sup>, 2024)</li><li>• Must have at least 16 years of academic background or equivalent</li><li>• Must have bachelor's degree.</li><li>• Must have 2-3 years of working experience at road asset management sector, and to obtain permission for application and securing reinstatement from their current organization.</li><li>• Must have adequate English proficiency, both in written and oral communication.</li><li>• Some university requires an English proficiency score such as TOEFL, IELTSs, of TOEIC .</li><li>• Applicants are required to have clear understanding of the objectives of the program will be contribute to the development of road asset management sector in their home countries.as well as to strengthen the linkage between their home</li></ul>	सबै निकायलाई खुला गर्ने ।

*(Signature)*



नेपाल सरकार

# सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरबार, काठमाडौं

फोन { ४२००५०५  
४२००२९९  
४२००३०६  
फ्याक्स नं.: ४२००३२२

पत्र संख्या:- ८०१८५

(जनशक्ति योजना तथा विकास शाखा)

चलानी नं.:-	४५३					
						<ul style="list-style-type: none"><li>countries and Japan after returning home country.</li><li>• Must have good health.</li><li>• Must be receiving nor applying for scholarship offered by other organizations.</li><li>• Female participants are encouraged to apply.</li></ul>
2.	“ Core Human Resource Development for Road Asset Management (JFY 2024)”  Doctoral Degree	2(Two)	March 2025 to September 2028 (Maximum 3 years 6 month)  /	Japan/ JICA	<ul style="list-style-type: none"><li>• Must be citizens of target countries.</li><li>• Age must be less than forty (40) years of age (as of April 1<sup>st</sup>, 2024)</li><li>• Must have at least 18 years of academic background or equivalent</li><li>• Must have Master’s degree.</li><li>• Must have 2-3 years of working experience at road asset management sector, and to obtain permission for application and securing reinstatement from their current organization.</li><li>• Must have adequate English proficiency, both in written and oral communication.</li><li>• Some university requires an English proficiency score such as TOEFL, IELTSs, of TOEIC.</li><li>• Applicants are required to have clear understanding of the objectives of the program will be contribute to the development of road asset management sector in their home countries.as well as to strengthen the linkage between their home countries and Japan after returning home country.</li><li>• Must have good health.</li><li>• Must be receiving nor applying for scholarship offered by other organizations.</li><li>• Female participants are encouraged to apply.</li></ul>	सबै निकायलाई खुला गर्ने।

नोट: परराष्ट्र मन्त्रालयको मिति २०८०/११/१३ को प्राप्त पत्र र पत्रसाथ प्राप्त कागजात यसै साथ संलग्न गरिएको छ।

बोधार्थ:

श्री सूचना तथा प्रविधि शाखा, सं.मा.त.सा.प्र.म.: वेबसाइटमा अपलोड गरिदिनुहुन ।

2080/11/13  
(प्रियंका ओझा)  
शाखा अधिकृत



नेपाल सरकार  
परराष्ट्र मन्त्रालय  
काठमाडौं, नेपाल  
(उत्तर पूर्व एसिया महाशाखा)

*(Handwritten signature)*

प.सं.उपूए/JPN-06/२०८०/८१  
च.नं. ८९५



मिति: २०८०/११/१३

२५ फेब्रुवरी २०२४

ने.सं. ११४४ सिल्लागा, १ आइतबार

श्री सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय,  
सिंहदरबार।

विषय: मनोनयन सम्बन्धमा।

उपर्युक्त सम्बन्धमा जापानमा आयोजना हुने देहायको अध्ययन कार्यक्रमका लागि निर्धारित मापदण्ड बमोजिम उम्मेदवारहरुको मनोनयन गर्न अनुरोध गर्दै लेखिएको काठमाडौंस्थित Japan International Cooperation Agency (JICA) कार्यालयको नं. JICA (NP) 23-919, मिति २२ फेब्रुवरी २०२४ को पत्रसाथ प्राप्त अन्य सम्बद्ध कागजातहरु तहाँको जानकारी एवं आवश्यक कार्यार्थ यसैसाथ संलग्न गरी पठाइएको व्यहोरा निर्देशानुसार अनुरोध छ।

साथै, मनोनयन पत्रमा मनोनित उम्मेदवारको विवरण (अंग्रेजीमा): नाम, पद, कार्यरत संस्था, मनोनयन गरिएको तालिम/अध्ययनको विवरण, मोबाईल नम्बर र ईमेल अनिवार्य रूपमा उल्लेख गर्नुहुन समेत अनुरोध छ।

सि.नं.	तालिमको नाम	अवधि	कैफियत
१.	JICA KCCP course on "Core Human Resource Development for Road Asset Management (JFY 2024)"	Master's - March 2025 to September 2027 (2 years 6 months)  Doctorate - March 2025 to September 2028 (3 years 6 months)	मिति 15 March 2024 सम्ममा आवेदन फाराम साथ अन्य कागजातहरु पठाइसक्नु पर्ने।  मनोनयनको जानकारी यस महाशाखाको ईमेल: <a href="mailto:nea@mofa.gov.np">nea@mofa.gov.np</a> मा पठाउनुहुन।

*(Handwritten signature)*  
2020/11/13  
(सुजन लामिछाने)  
शाखा अधिकृत

फोन नं. ०१४२००१८२, ०१४२००१८३, ०१४२००१८४, ०१४२००१८५ Ext: २८८ फ्याक्स नं. ०१४२००६१

वेबसाइट: [mofa.gov.np](http://mofa.gov.np), ईमेल: [nea@mofa.gov.np](mailto:nea@mofa.gov.np)



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JICA Nepal Office  
National Life Insurance Building  
Lazimpat, Kathmandu, Nepal  
Tel: 4525636, 4525637, 4525638  
Fax: 4525658  
Email: np\_oso\_rep@jica.go.jp  
Url: www.jica.go.jp/nepal/english

Mr. Krishna Prasad DHAKAL  
Joint Secretary  
North East Asia Division (NEAD)  
Ministry of Foreign Affairs  
Government of Nepal, Kathmandu

Date: February / 22 / 2024  
Ref No.: JICA (NP) 23- 919

Re: **Nomination for Long-term Course on "Core Human resource Development for Road Asset Management (JFY 2024)**

Dear Mr. DHAKAL,

We have the honor to bring this note to your kind information that Japan International Cooperation Agency (JICA) has allocated one (1) Long-term course on "Core Human Resource Development for Road Asset Management (JFY 2024) in collaboration with the universities in Japan as part of the Official Development Assistance (ODA) of the Government of Japan.

Duration of course: Master's degree: March 2025 to September 2027 (Maximum 2 years 6 months)  
Doctorate degree: March 2025 to September 2028 (Maximum 3 years 6 months)

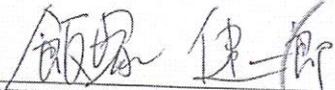
This course is exclusively targeting the candidates who are directly working under agencies in-charge of maintenance of national highway/roads. the objective of this course to deepen understanding of Japanese road asset management activities through master's or doctoral courses in universities in Japan.

Since this is collaborative program course of JICA and the universities, candidates must apply through necessary procedures and meet with deadlines required by both the JICA as well as the universities. Therefore, we take further honor to request you to ascertain whether the Government of Nepal would nominate more than four (4) suitable candidates (2 for Masters and 2 for Doctorate) in accordance with the criteria stipulated in the attached General Information (GI).

Please note that the team of University Professors and JICA training center in Japan would do the final selection. Any of the candidates may be selected based on the requirement of the training course. JICA promotes gender equality in capacity development initiative and women candidates are encouraged for this program as well. So, please ensure that the nomination is done accordance with above mentioned criteria strictly.

We would highly appreciate, if you could kindly forward us one (1) copy of application form attached together with Statement of Purpose, Research Plan, Official Transcripts, Certificate of the Degrees, Copy of Passport and the copy an official Test Score for English Proficiency (TOEFL, IELTS or TOEIC is referred) not later than March 15, 2024.

Sincerely yours,

  
IIZUKA Kenichiro  
Senior Representative  
JICA Nepal Office

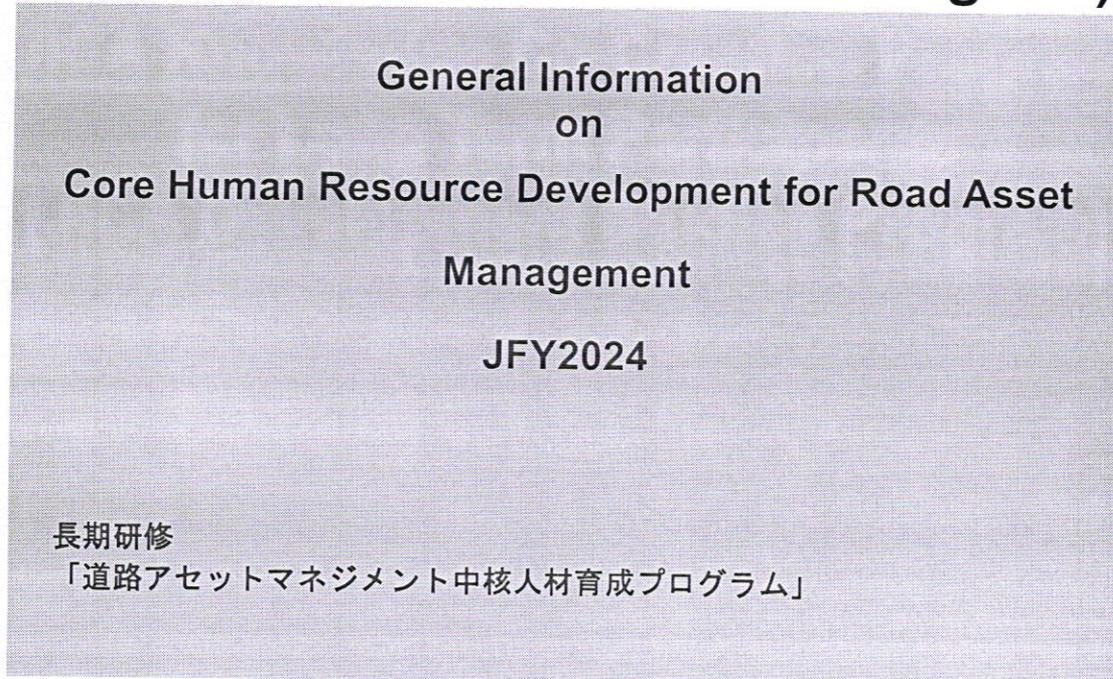


CC:

Mr. Shreekrishna NEPAL, Joint Secretary, IECCD, Ministry of Finance  
Mr. Umesh Kumar DHAKAL, Joint Secretary, Administrative Reform & HR Planning Div., MoFAGA  
Mr. Yam Lal BHUSAL, Joint Secretary, Administration Division, NPC



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



This handout provides an overview of the “Core Human Resource Development for Road Asset Management” 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.

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 June 2023, 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

In Japan, amid the aging of infrastructures, emerging risk of a serious accident and the increase in maintenance and repair expenditures are topics of concern. Currently, infrastructures are being constructed across developing countries; however, maintenance has already become a big issue. Systematic infrastructure management utilizing new technologies is essential both for preventing accidents based on preventive maintenance system and minimizing life cycle cost of infrastructures under the conditions of the tight financial grounds and the decreasing number of skilled engineers. Particularly, technologies that utilize the world's most advanced ICT (Information and Communication Technology) are expected to create new business opportunities in the existing infrastructure maintenance market and to offer business expansion opportunities into developing countries that will face similar problems in the near future. Not only developed countries but also developing countries will improve the standard of maintenance by using low-cost preventive maintenance while stressing the necessity to match the needs of infrastructure maintenance with the seeds of technical development, and developing new technologies into more attractive technologies that can be used on-site. Infrastructures should function for several decades.

We aim at contributing to regional revitalization, as well as maintaining the important internal infrastructures to high standard while backing up a variety of regional economic activities. Our responsibility to the future is to create an infrastructure information platform and to pass on the infrastructures that can be used safely with a minimum maintenance burden to the next generation.

Road Asset Management Platform (RAMP)

[https://www.jica.go.jp/english/our\\_work/thematic\\_issues/transportation/ramp/index.html](https://www.jica.go.jp/english/our_work/thematic_issues/transportation/ramp/index.html)

## 2. Objectives

The objective of the Core Human Resource Development for Road Asset Management is to foster young leaders of governmental officials, educators and researchers who contribute to the road asset management in developing countries. This program offers opportunities for such personnel to study at graduate courses for master's degree / doctorate degree in Japanese graduate schools as international students (hereafter referred to as participants). Beyond acquisition of skills and knowledge, this program also aims to have the participants understand and familiarize themselves with Japanese culture and systems. The expected outcome of the program is to develop a network of potential contributors to the road asset management in the development countries.

### 3. Course Outline

#### (1) Target Countries

The course consists of the acceptance of scholars from following target countries.

Southeast Asia and Pacific	Indonesia, Cambodia, Laos, Philippines, Thailand, Timor-Leste, Papua New Guinea
East Asia and Central Asia	Mongolia, Kyrgyz Republic, Tajikistan, Uzbekistan
South Asia	Bhutan, Nepal, Pakistan, Bangladesh, Sri Lanka
Latin America and the Caribbean	El Salvador, Chile, Cuba, Honduras, Bolivia
Africa	Kenya, Ethiopia, Ghana, Zambia, Madagascar, Mozambique, Burkina Faso, Democratic Republic of the Congo, Tanzania, Uganda, South Sudan, Zimbabwe, Liberia, Cote d'Ivoire, Togo, Benin, Djibouti, Guinea
Middle East and Europe	Egypt, Tunisia

#### (2) Contents of the Program

<p><b>Research Student Program (6 months)</b></p>	<p>Research students are part-time students who utilize their time to prepare for the entrance examination of graduate course students. Research students are able to participate in lectures, receive instruction from the supervising professors and make use of university's facilities.</p> <p>The maximum period for being a research student is six months in principle. Participants are required to prepare for entrance examination of the respective graduate course.</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Participants who failed entrance examination will be required to return to their home countries.</li> <li>2. Necessity of research student program will be considered based on interviews with professors of respective Japanese universities.</li> </ol>
<p><b>Graduate Course Program (2 or 3 years)</b></p>	<p>Master's degree course / Doctorate degree course</p> <ul style="list-style-type: none"> <li>- Lecture and practice</li> <li>- Research works for the thesis</li> <li>- Field research in Japan and/or home country</li> </ul> <p>* Field research is to be planned in accordance with the research theme and upon consultation with the supervising professor.</p>

### (3) Target Participants

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

<b>Governmental Officials (Technocrats)</b>	Technocrats who take part in policy making and administration related to road asset management in central/regional government, governmental research institutions or other related public organizations in the road asset management sector.
<b>Educators/ Researchers</b>	Individuals who are responsible for education and research in the road asset management sector in Higher Education and research institutions in target countries.

Candidates are to be nominated by Japanese related Organizations and Universities to further the program's aim of development of the road asset management sector in each country.

### (4) Additional Programs for the participants

Every participant will have an opportunity to participate in custom made programs to improve practical abilities, construction of networks, deepen understanding of Japanese Road Asset Management activities through a visit of Japanese local government, highway company, research institute and private company. All the programs will be held during the vacation period. All programs are carried out in English. Cost to attend the program will be borne by JICA.

## 4. Duration

In principle, 2 years for master's course and 3 years for Ph.D. course (depending on the program offered by universities).

<b>Master's Degree Course Participant</b>	From: End of March 2025 To: End of March 2027 (minimum) – End of Sep. 2027 (maximum) - 6 Months as a Research Student if necessary - 2 years as a master's course student
<b>Doctorate Degree Course Participant</b>	From: End of March 2025 To: End of March 2028 (minimum) – End of Sep. 2028 (maximum) - 6 Months as a Research Student if necessary - 3 years as a doctoral course student

The following is a list of universities with enrollment of current and former participants under

this program. Host universities for JFY2024 will be determined in the selection process.

- Hokkaido University, Graduate School of Engineering
- Kitami Institute of Technology, Graduate School of Engineering
- Tohoku University, Graduate School of Engineering
- Nihon University, Graduate School of Engineering
- University of Tokyo, Graduate School of Engineering
- Shibaura Institute of Technology, Graduate School of Engineering and Science
- Gifu University, Graduate School of Engineering / Graduate School of Natural Science and Technology
- Kanazawa Institute of Technology, Graduate School of Engineering
- Kanazawa University, Graduate School of Natural Science and Technology
- Osaka University, Graduate School of Engineering
- Kobe University, Graduate School of Engineering
- Hiroshima University, Graduate School of Advanced Science and Engineering
- Kochi University of Technology, Graduate School of Engineering
- Nagasaki University, Graduate School of Engineering
- University of the Ryukyus, Graduate School of Engineering and Science

#### Research themes of former / current participants

[https://www.jica.go.jp/Resource/activities/issues/transport/ramp/ku57pq00002mfxkm-att/research\\_theme\\_list.pdf](https://www.jica.go.jp/Resource/activities/issues/transport/ramp/ku57pq00002mfxkm-att/research_theme_list.pdf)

## 5. Number of Participants

Total Number of Participants will be determined around August 2024.

## 6. Language to be used in this Program

English

## 7. Eligibility

Candidate applicants must satisfy the following requirements:

<b>(1) Nationality</b>	Citizens of the target countries
<b>(2) Age</b>	- Less than forty (40) years of age (as of April 1 <sup>st</sup> , 2024)
<b>(3) Education</b>	For Master's degree course: - At least 16 years of academic background or equivalent - A Bachelor's degree

	<p>For Doctorate degree course:</p> <ul style="list-style-type: none"> <li>- At least 18 years of academic background or equivalent</li> <li>- A Master's degree</li> </ul>
<b>(4) Working Experience /Status</b>	<p>Applicants from government sectors / universities/research institutions are required;</p> <ul style="list-style-type: none"> <li>- to have 2-3 years working experience at road asset management sector, and</li> <li>- to obtain permission for application and securing reinstatement from their current organizations.</li> </ul>
<b>(5) English Proficiency</b>	<ul style="list-style-type: none"> <li>- Adequate English proficiency, both in written and oral communication, in order to complete the master's/ doctoral degree.</li> <li>- Some universities require an English proficiency score such as TOEFL, IELTS, or TOEIC. So taking a higher score before its application is desirable. Please also read the '11. Expenses to be borne by JICA' for taking English proficiency exams.</li> </ul>
<b>(6) Understanding of the Program</b>	<ul style="list-style-type: none"> <li>- Applicants are required to have clear understanding of the objectives of the Program will to contribute to the development of the road asset management sector in their home countries as well as to strengthen the linkage between their countries and Japan after returning home country.</li> </ul>
<b>(7) Others</b>	<p>Applicants must;</p> <ul style="list-style-type: none"> <li>- be both physically and mentally fit for the program,</li> <li>- not be receiving nor applying for scholarship offered by other organizations,</li> </ul> <p>Applicants might be required to attend the activities on the weekends/ holidays in unavoidable circumstances (ex. official exam).</p> <p>Female participants are encouraged to apply for the program.</p>

## 8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination 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

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

Application Documents	<p>(1) Application Form consists of;</p> <ul style="list-style-type: none"> <li>• Personal Information</li> <li>• Educational Background</li> <li>• Work Experiences etc.</li> </ul> <p>(2) Statement of Purpose (Free Format)</p> <p>(3) Research Plan (Free Format)</p> <p>(4) Undergraduate degree graduation certificate/ Master's degree completion certificate</p> <ul style="list-style-type: none"> <li>* Officially certified copies of the original.</li> <li>* Written in English or accompanied with official translation in English.</li> </ul> <p>(5) Academic transcript</p> <ul style="list-style-type: none"> <li>* Must contain all the grades earned in the university.</li> <li>* Officially certified copies of the original.</li> <li>* Written in English or accompanied with official translation in English.</li> </ul> <p>(6) A copy of valid Passport with photo (for checking nationality, name, sex, and date of birth. National ID and birth certificate are acceptable if you do not have valid Passport. Certified English translation must be attached if ID is not written in English)</p> <p>(7) ID Photo</p> <p>(8) Score of English proficiency examination See '<b>7. Eligibility, (5) English Proficiency</b>'</p> <p>(9) Health certificate to be submitted after the Selection</p>
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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.

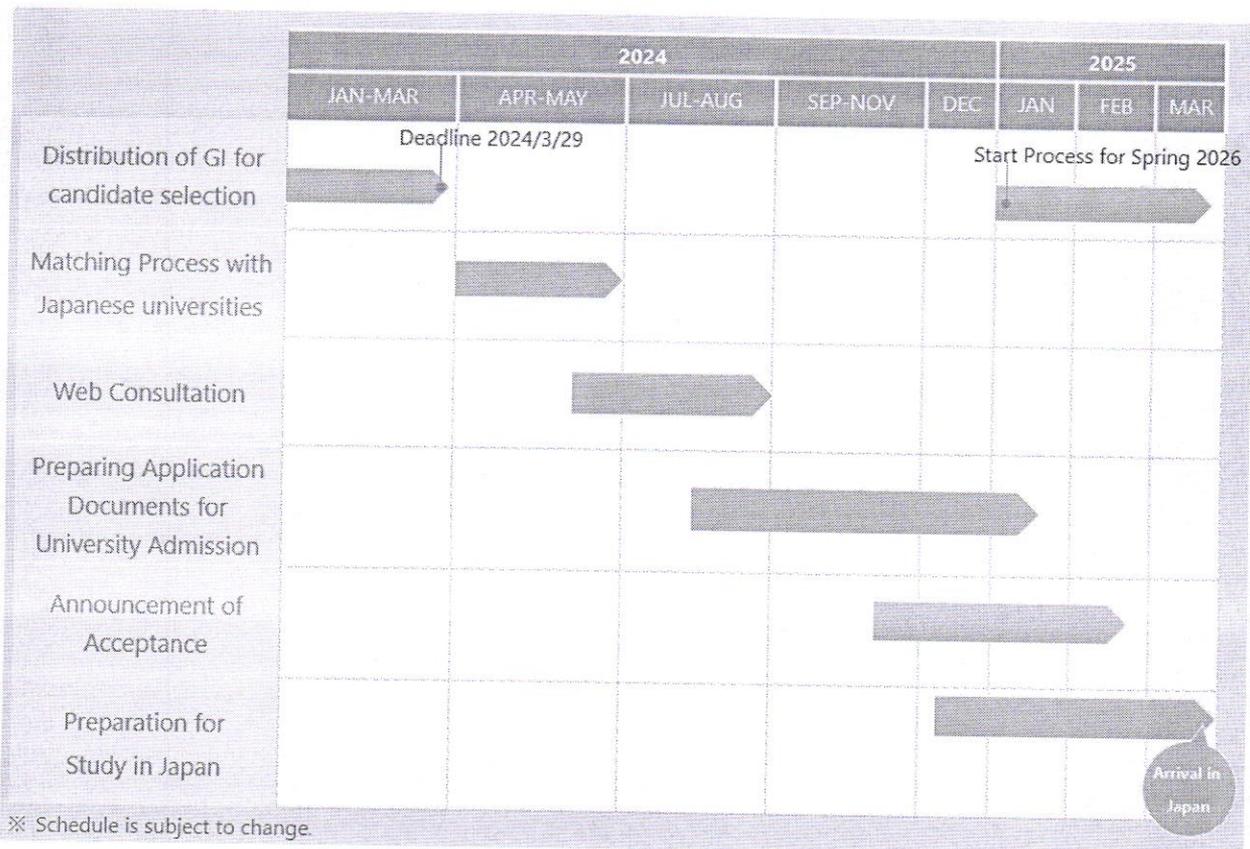
## 10. Schedule

Selection processes are planned as follows despite the possibility of changes:

- By the end of March 2024: Submit candidate information to JICA office (See '9. Application Documents' for more details)
- April 2024: Pre-screening will be held based on candidate information (tentative decision of host university)
- May 2024: JICA headquarters will share candidate information with prospective universities, and each supervisor will consider the candidates who are willing to do a web consultation.
- June-August 2024: Web consultation (supervisors will conduct interviews with candidates, brushing up research plans, inspection of maintenance sites, etc.)
- August 2024: Candidates are determined by university, and candidates will start application preparation
- August -December 2024: Application and entrance examination for University Admission
- November-February 2025: Announcement of entrance examination results
- March-April 2025: departure to Japan for enrollment

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

\*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
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	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.

When English proficiency test score such as TOEFL, IELTS, or TOEIC is required for application to university, fee for taking a test would be provided after consulting with JICA office.

(Notes)

- Please see “Handbook for Knowledge Co-Creation Program for All JICA Scholarship Courses” for specific amount of each item. The amount may be revised every year.
- Other costs should be covered by the participants' organizations or other individuals.
- Participants are not allowed to work during their stay in Japan.
- To invite family to Japan (spouse and children only), participants should be responsible

for all expenses, necessary procedure by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. JICA strongly recommend participants to invite their family only AFTER 6 MONTHS upon arrival in Japan.

## **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 especially:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

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

## **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) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that the Government of Japan will examine applicants who belong to the military

- or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
  - (7) to 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,
  - (8) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
  - (9) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
  - (10) 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,
  - (11) 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),
  - (12) to observe the rules and regulations at the place of the participants' accommodation,
  - (13) not to engage in political activities, or any form of employment for profit,
  - (14) not to drive a car or motorbike, regardless of an international driving license possessed,
  - (15) 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,"
  - (16) 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,
  - (17) not to be receiving nor plan to receive another scholarship during the program,
  - (18) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
  - (19) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
  - (20) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
  - (21) to accept to take X-ray inspections to check tuberculosis infection organized by JICA after arriving in Japan and to submit the results to JICA and university.
  - (22) JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

- (23) to discontinue the program, should the participant violate Japanese laws or JICA's regulations or University's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured or health conditions after arrival in Japan and be considered unable to continue the course by JICA.
- (24) If there is a change in your health condition, such as pregnancy or a pre-existing disease, you must promptly resubmit your medical history.

## 14. Annex

- Annex 1. Application Form
- Annex 2. Profile sheet
- Annex 3. Check List



***CORRESPONDENCE***

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