



Japan International Cooperation Agency

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**General Information on  
JICA Knowledge Co-Creation Program for  
Long Term Participants  
“Program on Investment Promotion and  
Industrial Development for Asian Region  
(FY2022)”**

Japan International Cooperation Agency, JICA



## 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 at 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.

## 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. It is aligned with “Industrial Human Resource Development Cooperation Initiative 2.0” of Japanese Government, which aims at assisting industrial human resource development of approx. 80,000 people in Asia (2018-2023).
(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 2022 – September 2024 For doctoral degree: September 2022 – September 2025 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	20 people from 13 countries - 1 participant for, Vietnam, Thailand, Republic of the Philippines, Mongolia, Republic of Uzbekistan, India, Bangladesh, Islamic Republic of Pakistan - 2 participants for Kyrgyz Republic, Indonesia, Malaysia and - 3 participants for Cambodia and Lao PDR
(6) Eligibility	Candidate Applicants must satisfy all of the following requirements:
1) Age	Less than 50 years of age (as of April 1st 2022)
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	Have a Bachelor Degree or a Master Degree
5) Others	Applicants must: - be in good health condition to complete the program, - not receive or plan to receive a scholarship offered by other organizations. - have strong will to contribute to own country's development through cultivating and expanding network with Japan.

### 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 2021.
- (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 2021)

- 1) Application materials check list
- 2) Application Form for the JICA Knowledge Co-Creation Program  
Consists of:
  - Official Application
  - Part A: Information on the Applying Organization



- Part B: Information about the Nominee
- Medical History
- 3) Application Form for Investment Promotion and Industrial Development for Asian Region for FY2022 (Appendix-1)  
Consists of:
  - University Information
  - Research Plan
  - Career Plan after Graduation
- 4) Graduation certificate
  - \*Officially certified copies of the original
  - \*Written in English or accompanied with official translation
- 5) Photocopy of certificate of English Test
- 6) A copy of Passport with photo
- 7) 2 ID photos (4cm x 3cm) pasted on application form (Original and copy)

All these documents should be typed, printed out and signed by the applicant 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.

\*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).

However, 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 2021). Please check with the JICA office in your country.

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 provides contact information prior to pre-application match (refer to columns BI to BK in 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.

### (1) 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 2021 – February 2022
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 of these applicants of the name of university 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 those who are accepted	The applicants need to check and prepare university’s application documents and submit them directly to the university. Each applicant apply only one (1) university indicated by JICA for the entrance examination.  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.

### [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 2022 autumn if required 6 months of research student.
- Their period as regular students, if they passed the entrance examination, will start from April 2023.

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 priority 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 positive answer in the remote interview during matching process).

**(2) Second Selection: Selection by Japanese universities (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 are 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.
- 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 2022 (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	<p>The applicants who pass this selection will be selected as successful candidates of the program.</p> <p>*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.</p> <p>**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 second Selection.</p>

## 5. Schedule (Tentative)\*

Date	Process
By the end of October, 2021	Nomination of applicants in respective organizations
	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)
By the end of January, 2022	Notification of the result of matching through JICA overseas office
February- July(approximately), 2022	Preparation for University's application by the applicant
	Notification of the final result through JICA overseas office
July - August, 2022	Preparation for study in Japan if applicants pass examination
August - October, 2022	Orientation is conducted by JICA overseas office before departure
	Arrival in Japan
	Orientation is conducted by JICA
	Beginning of Term



\*Schedule for the application and examination depends on each university (some university courses start from April, 2022)

## 6. Expenses To Be Borne By JICA

JICA will cover expenses and allowance to participants accepted for the program. 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 participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	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	JPY105,300	Once (upon arrival in Japan)
Moving Allowance	Up to JPY164,000-224,000	Once (during the stay in Japan)
Research Support Expenses**	Actual costs (Up to JPY 360,000 per year)	

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

\*\* Research Support Expenses are allowed to be provided via university and be disbursed with the approval of the supervisor.

## 7. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the expenses 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.

## **8. JICA's General Rules**

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.



\* 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.

END

**Appendix-1 Guidelines of Application Form for the JICA Knowledge Co-Creation Program**

**Appendix-2 University List**

**Appendix-3 Application Form for the JICA Knowledge Co-Creation Program**

**Appendix-4 Application Form for the Program on Investment Promotion and Industrial Development for Asian Region for FY 2022**