

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

## **General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024**

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

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

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

### **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together. JICA believes that this Knowledge Co-Creation Program will serve as a foundation of mutual learning process.

### **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. Background on the SDGs Global Leader Program

In order to achieve SDGs, there is a growing need for developing human resources that will contribute to appropriate policy decisions and their implementations for tackling development issues in their respective fields. In light of this, JICA offers a program to enhance the capacity of mid-career public officials, academic researchers and other relevant individuals, who are expected to contribute to the socio-economic development of respective countries. The program will provide participants with a special program on Japanese development experiences as well as a degree program (Master/PhD) in a Japanese university.

## 2. Program Outline

1	Objectives	<ul style="list-style-type: none"> <li>- To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.</li> <li>- To establish and maintain mid and long-term amicable relationships between target countries and Japan.</li> </ul>
2	Language	English
3	Duration (Standard Timetable)	<p><u>September, 2024 – August, 2027 (basically)</u></p> <ul style="list-style-type: none"> <li>- 6 months as a research student if necessary (See page 9)</li> <li>- In principle, 2 years for Master’s Program or 3 years for Ph.D. Program</li> </ul> <p>(Depends on each program offered by universities)</p> <p>[NOTES]</p> <ul style="list-style-type: none"> <li>- Participants may not be able to arrive in Japan by September 2024, depending on the situation of the pandemic. In such case, the participants are requested to start the program through online basis from their respective countries or enrollment will be postponed until participants are allowed to come to Japan in case the university does not provide online lectures.</li> </ul>
4	Eligible Countries	All 49 Sub-Saharan African countries
5	Ideal Applicant Profile	<ul style="list-style-type: none"> <li>- Young or middle Government officials or academics who wish to contribute policy formulation or implementation for tackling political and developmental issues, mainly in the fields of public policy/administration, public finance management and economics.</li> </ul> <p>(Applicants from the private sector are not eligible to apply)</p>
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> </ul>

		<ul style="list-style-type: none"> <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.</li> <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>
7	Business Program and JICA-DSP Program	<ul style="list-style-type: none"> <li>- All participants are expected to participate in “Business Program” such as Japanese language seminar, Business Skill Seminar, Networking event with Japanese Companies etc., conducted by JICA during stay in Japan.</li> <li>- Participants have opportunities to join in Japan Development Studies Program (JICA-DSP). The Program invites future leaders from partner countries to Japan and offers them the opportunity to learn about Japan's modernization and development experiences, which differs from those of Europe and the U.S., and its wisdom as a country that provided cooperation toward the progress of developing countries after World War II.</li> </ul>
8	Qualifications and Requirements	Applicants must satisfy the following requirements:
	(1) Nationality	Citizens of one of the 49 Sub-Saharan African countries
	(2) Age	Less than forty (40) years of age (as of April 1 <sup>st</sup> , 2024)
	(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> </ul> <p>It may be possible to admit applicants enrolled in a Master's degree course but have not yet obtained the degree at the time of the application. Please consult with the JICA Office.</p> <p>For more information, please check the website of the Universities.</p>
(4) Working experience/status	<p>Applicants are required:</p> <ul style="list-style-type: none"> <li>- to have more than 6 months working experience at their current organizations, and</li> <li>- to obtain permission for application and securing reinstatement from their current organizations.</li> </ul> <p>※Any employment before university completion is not</p>	

		considered as working history. Only full-time working with acquisition of diploma, such as night school, is approved as working experience.
	(5) English language Proficiency	- Adequate English skills both in written and oral communication to complete the Master's or Doctor's course such as; TOEFL iBT :80 / CEFR :B2 (estimated score) *The required level of English for admission may differ according to university
	(6) Others	Applicants must: - be in good health condition to physically and mentally come to Japan and complete the program, - <u>not receive or plan to receive a scholarship offered by other organizations.</u> - attend the activities on the weekends once or twice per year unless applicants have unavoidable circumstances, and - (if accepted to the program) cooperate in answering questionnaires regarding the participant's current status, while participating and after completing the program, which will be sent out periodically.
	(7) Recommended Qualifications	Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

### 3.Procedures and Required Documents for Application

Application procedures are described below.

#### (1) Procedures for Applicants

For the applicants who apply for FY2024, in principle, application procedures will start by JICA overseas offices' contacting the respective countries' governments and the other relevant organizations to provide detailed information of the program.

#### (2) Required Documents for Application for All Applicants

Each applicant is required to submit the following JICA's Application Documents by the deadline set by JICA office in the applicants' country except for the Health Certificate listed below. The applicants who pass the 3<sup>rd</sup> Selection\* are required to check necessary application documents set by their desired university. After receiving application documents from university, the applicants need to submit them directly to the university by the deadline set by the university.

\*For those who apply for universities/schools/courses that do not have the 3<sup>rd</sup> Selection (Pre-matching process), applicants must check and submit necessary application documents set by the universities by their respective deadlines after the 2<sup>nd</sup> Selection.

**JICA's Application Documents**

- (1) Application Form for SDGs Global Leader Program FY2024 consists of:
  - Personal Information
  - Educational Background
  - Present Organization and Nomination
  - Work Experience
  - Declaration
  - Check List
  - Declaration of desired university placement (Annex 1)
  - Details of Current and Previous Work, Research Plan and Career Plan after Graduation (Annex 2)
  - Score of English examination (if any)
- (2) Undergraduate Graduation Certificate
  - \* A copy of "Officially certified copies of the ORIGINAL" is acceptable.
  - \* Must be written in English or be accompanied with official translation in English.
- (3) Academic transcript
  - \* Must contain all the grades earned in the university attended by the applicant.
  - \* A copy of "Officially certified copies of the ORIGINAL" is acceptable.
  - \* Must be written in English or accompanied with official translation in English.
- (4) 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).
- (5) 2 ID Photos(4 cm×3 cm) pasted on application form (Original and copy).
- (6) Photocopy of the certificate of official English Tests etc. (if any).
- (7) Health certificate (in JICA format) to be submitted after the 4<sup>th</sup> Selection (applicants who cannot provide certificates may be rejected).

**(3) Necessity for Official Certificate of official English exams etc.**

Many universities require scores from certificates of official English exams (ex. TOEFL, IELTS, TOEIC) etc. at the 4<sup>th</sup> selection. For this reason, the applicants who pass the 2<sup>nd</sup> Selection may need to have a valid score before the application's deadline of the desired university (regarding the detail of selection procedure, please refer to 4. below).

Applicants who pass the 2<sup>nd</sup> Selection and do not have a valid score and do not have a valid score, can receive refunds for English examination ONCE only in case the official certificate is required from the desired university. If your desired university recognizes alternative means like certificate of completion of university studies in English, we do not pay for applicant to take the English examination.

Applicants must take the examination by themselves and JICA would pay for the necessary expenses for taking the examination to the applicants subsequently. Subject to the schedule of examination, applicants would need to burden the cost of the examination temporarily. This measure assumes to be ready for applicants who proceed to the 4<sup>th</sup> Selection, but applicants whose desired university requires the official certification before the 3<sup>rd</sup> Selection also can take the English examination. And when applicants take the English examination before the 3<sup>rd</sup> Selection, they can require the refund after they pass the 3<sup>rd</sup> Selection/proceed the 4<sup>th</sup> Selection (If they failed the 3<sup>rd</sup> Selection, no refunds are recognized).

However, if it is difficult for an applicant to take an official English exam, the applicant may be exempted from taking the official English exam if your desired university judges that the applicant possesses English proficiency equivalent to the scores above.

As for the English exam, be sure to check the status of its implementation in your country.

**(4) Withdrawal of the Application**

During the selection process, if, due to force majeure, an applicant is faced with a situation that requires a withdrawal of the application, the applicant must contact the JICA office and explain the situation as soon as possible.

## 4. Selection Procedures

\*There are no fees to be charged directly by JICA during the selection process except for English examination fee as described in 3. (3).

\*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 an applicant.

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

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

### (A) Selection in each country

#### (1) 1<sup>st</sup> Selection

[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 (basically end of September).

Period	September - October 2023 (Please check with the JICA office in the country of your nationality.)
Contents	Selection of the submitted JICA's Application Documents
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.).
Result	Applicants who pass this selection can proceed on to the 2 <sup>nd</sup> Selection.

#### (2) 2<sup>nd</sup> Selection

[Necessary Actions for Applicants for this selection]

Each applicant needs to be interviewed.

Period	September - End of October 2023 (Please check with the JICA office in the country of your nationality.)
Contents	Interviews by JICA office, etc.
Objectives	To check applicants' capability of contributing to the achievement of the course objectives addressing Africa's development challenges after the program.
Venue	To be determined (JICA office in the country of your nationality will announce.)
Result	The applicants who pass this selection can proceed on to the 3 <sup>rd</sup> Selection. *

\*Applicants who desire universities/schools/courses where the 3<sup>rd</sup> Selection is not implemented can proceed to the 4<sup>th</sup> Selection.

### (B) Pre-Matching with Japanese universities (3<sup>rd</sup> Selection)

[Note]

Some universities have earlier deadlines for the 4<sup>th</sup> Selection than the rest. Such universities do not have the 3<sup>rd</sup> Selection, and applicants of such universities can proceed straight to the 4<sup>th</sup> Selection after the 2<sup>nd</sup> Selection. See the 'University Information' for more information regarding applicable universities. Details will be explained by the JICA office in your country.

(3) 3<sup>rd</sup> Selection (if applicable)

Period	December 2023 - January 2024
Contents	Document screening 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 (from first choice to third choice). Universities will examine the documents to check if the applicant’s field of study and research plan are matched with the courses/supervisors.
Result	The applicants who pass this selection can proceed on to the 4 <sup>th</sup> Selection. JICA will inform of these applicants of the name of university where the applicant can apply. The applicants then need to check and prepare university’s application documents and submit them directly to the university.

**(C) Selection by Japanese universities (4<sup>th</sup> Selection)**

(4) 4<sup>th</sup> Selection (Final Selection)

[Necessary Actions for Applicants for this selection]

Each applicant needs to check the necessary application documents set by the desired university. Then, he/she needs to submit the application documents directly to the university by the deadline set by the university.

During this selection process, each applicant may be interviewed depending on the university’s selection process.

Period	February 2024 – End of July 2024(approximately) Note: For the universities/schools/courses where the 3 <sup>rd</sup> Selection is not implemented, this process may start from November 2023.
Contents	Selection of submitted university’s application documents and interviews by Japanese universities
Objectives	To select the final candidates (to be proceeded to official approval)
Venue	If necessary, using zoom, Microsoft Teams, or other means for interviews
Selection	Universities will screen the applicants through submitted university’s application documents and interviews.
Result	The applicants who pass this selection (and JICA adjustment if necessary) will be selected as successful candidates of the program.

[NOTES]

JICA adjustment: JICA may adjust the number of candidates after the 4<sup>th</sup> Selection based on a balance of the number of candidates from each country. Therefore, some of the applicants who pass the 4<sup>th</sup> Selection may not be selected as successful candidates of the program. **The notification by JICA is the final result. Be reminded that the result you receive from the university prior to JICA’s result is not the final one.**

Participants would be notified of the results regarding the acceptance or rejection of participation in this program from the end of July to the beginning of August in 2024.

In addition, depending on the health condition of the candidates, JICA will give a final decision on the acceptance of candidates even after the notification of the results.

Approval of the Successful Candidates: Successful candidates who pass the 4<sup>th</sup> Selection (and JICA adjustment if necessary) must be officially approved as participants of the program by the Steering Committee/the respective government and JICA. The successful candidates’ status as “officially dispatched student” should be endorsed by their home countries’ governments.

**[NOTES]**

Applicants can be admitted to the program as either 'Regular students' or 'Research students', depending on the university.

Regular students are full time students that have passed, and are judged to possess the academic ability equivalent to the entrance examination for the official Master's course the university of admission.

Research students are part-time students who have not yet passed, but have the academic potential to pass the entrance examination for the official Master's course of the university of admission. They will utilize their time as a research student to prepare for the entrance examination. Research students can join lectures, receive instructions from professors, and make use of university facilities. However, the period for being a research student is limited to six (6) months. Participants as research students are requested to study hard and must take official examination for the Master's course within six (6) months. If failed, they would no longer be able to continue with the program, and would have to return to their home country immediately.

There are mainly three types of universities :

1. The university only accepts applicants as 'Regular students'.  
If an applicant passes the 4<sup>th</sup> Selection of the above university, the applicant would be admitted as a 'Regular student'. Check the 'University Information' for details.
2. The university only accepts applicants as 'Research students'  
If an applicant passes the 4<sup>th</sup> Selection of the above university, the applicant would be admitted as a 'Research student'. The applicant would need to take the official examination to become a 'Regular student' within the first 6 months of the program and if successful, would become a 'Regular' student. Check the 'University Information' for details.
3. The university accepts applicants as both 'Regular students' and 'Research students'.  
During either the 3<sup>rd</sup> Selection or the 4<sup>th</sup> Selection, the university would decide whether the applicant would proceed as a 'Regular student' or a 'Research student', depending on the academic ability of the applicant. Even if an applicant applies as a 'Regular student', the university may give out acceptance notification to the said applicant as a 'Research student'. Check the 'University Information' for details.

**(D) Overview of the Selection Schedule**

In principle, universities have the pre-matching process (3rd selection). However, there are some exceptions in which universities do not have the pre-matching process.

Universities <b>With Pre-matching Selection Process (3<sup>rd</sup> selection)</b>		Universities <b>Without Pre-matching Selection Process (3<sup>rd</sup> selection)</b>	
By September, 2023 (1st Selection)	Nomination of candidate applicants in respective organizations	By September, 2023 (1st Selection)	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization in each country		Selection of candidate applicants by responsible organization in each country
By the End of October, 2023 (2nd Selection)	“Application Documents” must be submitted to JICA overseas office in charge of the country of applicants.	By the End of October, 2023 (2nd Selection)	“Application Documents” must be submitted to JICA overseas office in charge of the country of applicants.
November, 2023 - January, 2024 (3 <sup>rd</sup> selection)	Selection by JICA	November, 2023	Selection by JICA
	Pre-matching Application Process by university		[Pre-matching Application Process will not be conducted. Applicants would directly apply for the general entrance examination to the university (4 <sup>th</sup> Selection)]
	Notification of the results of Pre-matching Application Process from each university through JICA overseas office		
February – June (approximately), 2024 (4 <sup>th</sup> Selection)	Application to take the University’s general entrance examination by the applicant	November, 2023 - January, 2024 (4th Selection)	Application to take the University’s general entrance examination by the applicant
	University’s application procedure *General entrance examination schedule is followed by each university		University’s application procedure *General entrance examination schedule is followed by each university
June - July, 2024 (4th Selection)	Arrival of results of general entrance examination from the university	February - March, 2024 (4th Selection)	Arrival of results of general entrance examination from the university
	Determination of JICA KCCP(Long-term) participants		Determination of JICA KCCP(Long-term) participants
Late July, 2024 (4th Selection)	Notification regarding the acceptance to this program by JICA	Late July, 2024 (4th Selection)	Notification regarding the acceptance to this program by JICA
August - October, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP participant	August - October, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP participant
	Orientation by JICA overseas office before departure		Orientation by JICA overseas office before departure
	Arrival in Japan		Arrival in Japan
	Orientation by JICA Domestic Offices		Orientation by JICA Domestic Offices

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

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

## 5. Expenses to Be Borne / Not 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.

JICA will provide the following expenses for participant of the program that is equivalent to similar JICA schemes.

- Tuition at Japanese university Master's/Doctor's Degree programs (and research student).
- 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.

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.

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

\*When inviting 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 recommends doing so **AFTER 6 MONTHS** upon arrival in Japan at the earliest.

Expense category	Payment amount	Payment frequency
Tuition examination fees, entrance fees, course fees)	Actual costs	Upon 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 360,000 per year)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	In accordance with the provisions of the medical insurance	

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

\*\*Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

\*\*\*Depending on the accommodation facility. Consultation with the university is required.

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

JICA will **NOT** bear costs other than the allowances described above.

JICA is not responsible for the following expenses:

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

## 6. Conditions for Participation

The accepted applicants/participants of KCCP are required

1. to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
2. not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
3. not to change course subjects or extend the course period,
4. to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
5. to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
6. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
7. to 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),
8. not to engage in political activities, or any form of employment for profit,
9. 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 expense described in the table of "5. Expenses To be borne by JICA,"
10. 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,
11. not to drive a car or motorbike, regardless of an international driving license possessed,
12. to observe the rules and regulations at the place of the participants' accommodation,
13. to refund allowances or other benefits paid by JICA in the case of a change in schedule,
14. 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,
15. to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA,
  16. to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participant,
  17. to be in good health to participate physically and mentally in the program. Based on the results of Health Certificate/Medical History, JICA has right to determine whether the candidate is eligible to participate in training in Japan. If JICA determines that the candidate will have difficulty in achieving the training purpose (JICA may cancel the acceptance even after the notification of the final result). In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
  18. not to be receiving nor plan to receive another scholarship during the program,
  19. to understand not to make other applications for different JICA training courses at the same time,
  20. to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle,
  21. to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so, and
  22. to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.

## 7. JICA's Policies

### 【Privacy Policy】

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

#### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting and supervising JICA's technical training(long-term) (selection, coordination, travel, life support of the participants in Japan, and follow-up after returning to home country) which is stipulated in Article 40, Paragraph 3 of the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll. Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

#### (2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

- ① In the case of contracted universities for the implementation of the program  
The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately and will confirm the implementation status.
- ② In the case of uncontracted universities for the purpose of admission screening  
The use of the personal information is limited to the admission screening of the

applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

### 【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).

### 【Copyright Policy】

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 the 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. Plagiarism is strictly prohibited.
- (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).

### 【Compliance Policy】

JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.

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. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.

JICA shall consider natural and social environments when conducting its operations.

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))

#### 【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 need to agree to grant the participants themselves portrait right license to JICA and has absolutely no problem in participating in KCCP. JICA respects the intention of each participant.

**For inquires regarding the General Information, contact the below**

If you have any inquiries, please contact;

- 1) JICA South Africa Office  
Ms. Eva Nderumaki  
Phone: +27 (0)12-346-4493  
Email: [Nderumakieva.SO@jica.go.jp](mailto:Nderumakieva.SO@jica.go.jp), / [so\\_oso\\_rep@jica.go.jp](mailto:so_oso_rep@jica.go.jp)
- 2) Japan International Cooperation Center (hereafter referred to as the “JICE”) , the organization that JICA has partially outsourced for KCCP operation, via forms (<https://forms.office.com/r/Vb1cCEEREn>, QR code below). The officer of JICE ([africa@jice.org](mailto:africa@jice.org)) will contact you about your inquiries in order.

