



JICA Knowledge Co-Creation Program for Long-Term Participants

(JICA Development Studies Program)

General Information

Graduate Studies of “Human Resources Development in Science, Technology and Innovation (STI) – AUN/SEED-Net” JFY2024

長期研修
「科学技術イノベーション人材育成」プログラム
AUN/SEED-Net 枠 (2024 年度)

This handout provides an overview of the “Graduate Studies of Human Resources Development in Science, Technology and Innovation – AUN/SEED-Net” program, a component of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Government of Japan’s Official Development Assistance through bilateral agreements with respective governments.

The aim of the Knowledge Co-Creation Program (Long-Term) is to provide scholars from developing countries with the opportunity to pursue higher education in Japan and foster the growth of their professional networks. The initiative is designed to support the human resource development plans of both developing countries and Japan, ultimately contributing to the bilateral relations between these countries.

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 for a mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being implemented by JICA as part of Japan’s official development assistance (ODA). JICA-DSP is provided to international scholars accepted as participants in 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

The “Graduate Studies of Human Resources Development in Science, Technology and Innovation (STI) – AUN/SEED-Net” was initiated in the Japanese fiscal year 2023 to support the objectives of the AUN/SEED-Net (The ASEAN University Network/Southeast Asia Engineering Education Development Network) during the Transitional Period from 2023 to 2026. The program aims to:

- 1) Nurture internationally competitive personnel with multicultural awareness through academic cooperation among leading higher education institutions for engineering in the ASEAN and Japan.
- 2) Advance the education and research capacities of leading higher education institutions for engineering in the region through collaboration and solidarity between the institutions and industrial sectors in the ASEAN and Japan.

2. Objectives

The objective of this program is to strengthen the network of AUN/SEED-Net Member Institutions (hereinafter referred to as “MIs”) and Japanese Universities, as well as strengthen the educational and research capacity of the MIs. To achieve the objective, the program will support the educational and research capacity enhancement of academic staff of the MIs through doctoral study at Japanese Partner Universities (hereinafter referred to as “JPUs”), thereby contributing to Science, Technology and Innovation (STI) and industrial development in the target countries.

3. Course Outline

The course accepts scholars from the AUN/SEED-Net MIs in Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, and Vietnam¹ who wish to study at JPU².

- (1) Major field of study: Engineering (10 engineering fields covered by AUN/SEED-Net³).
- (2) Receiving institution: JPUs.
- (3) Acceptance period: three years (doctoral program) in addition to the six months as a “research student” before entering the doctoral program if necessary.

¹ Name of MIs in Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, and Vietnam: **Cambodia** Institute of Technology of Cambodia (ITC); **Indonesia** Institut Teknologi Bandung (ITB), Universitas Gadjah Mada (UGM), Universitas Indonesia (UI), Institut Teknologi Sepuluh Nopember (ITS); **Laos** National University of Laos (NUOL), Malaysia Universiti Malaya (UM), Universiti Sains Malaysia (USM), Universiti Teknologi Malaysia (UTM), Universiti Putra Malaysia (UPM); **Philippines** De La Salle University (DLSU), University of the Philippines-Diliman (UP), Mindanao State University - Iligan Institute of Technology (MSU-IIT); **Thailand**, Burapha University (BUU), Chulalongkorn University (CU), King Mongkut's Institute of Technology Ladkrabang (KMITL), Kasetsart University (KU), Thammasat University (TU); **Vietnam** Ho Chi Minh City University of Technology (HCMUT), Hanoi University of Science and Technology (HUST)

² Name of JPU: Hokkaido University, Keio University, Kyoto University, Kyushu University, Nagoya University, Nara Institute of Science and Technology, Osaka University, Shibaura Institute of Technology, The University of Kitakyushu, The University of Tokyo, Tohoku University, Tokai University, Tokyo City University, Tokyo Institute of Technology, Toyohashi University of Technology, University of Tsukuba, Waseda University, Yokohama National University

³ Chemical Engineering (ChE), Civil Engineering (CE), Computer and Information Engineering (CIE), Electrical and Electronics Engineering (EEE), Geological and Geo-Resource Engineering (GeoE), Materials Engineering (MatE), Mechanical and Manufacturing Engineering (ManuE), Energy Engineering (EneE), Environmental Engineering (EnvE), Natural Disaster (ND)

(4) Period of stay in Japan: For the academic year 2024, students are expected to come to Japan in the fall of 2024, in principle.

<p>Research Student Program (six months)</p>	<p>Research students are part-time students who utilize their time to prepare for the entrance examination for doctoral courses. Research students can join lectures, receive instruction from professors, and make use of university facilities. The period for being a research student is limited to six months. Participants, as research students, are requested to study and take examinations for doctoral courses within six months. If they fail, they must return to their home country.</p> <p>Note:</p> <ul style="list-style-type: none"> - The need for a Research Studentship is determined by a prospective Japanese advisor and the applicant’s university. - Being a research student does not guarantee acceptance to a Ph.D. course at the applying university. - Participants who fail the official entrance examination are required to return to their home countries.
<p>Graduate Course Program (three years)</p>	<p>Doctor’s degree course</p> <ul style="list-style-type: none"> - Lectures - Research work for the thesis

4. Commencement and Duration

In principle, October 2024 to September 2027 for the Graduate Course.

5. Number of Participants

Ten participants from the AUN/SEED-Net MIs in JFY2024.

6. Language to Be Used in this Program

English

7. Eligibility

Candidate applicants must meet the following requirements:

- (1)** Must be a faculty member or student of AUN/SEED-Net MI with an outstanding academic record and a desire to enroll in a doctoral program in Japan. Additionally, they must demonstrate a strong commitment to contribute to the MI and strengthen the relationship between their country and Japan.

- (2) Nationalities eligible: Vietnamese, Cambodian, Laotian, Malaysian, Thai, Filipino, and Indonesian.
- (3) Age requirement: In principle, not exceeding 35 years old (as of arrival in Japan).
- (4) Educational background: Holders of a master’s degree or those expected to obtain one before departing to Japan.
- (5) Language: Applicants must demonstrate a strong proficiency in English for independent study and research. If available, please submit a certificate of an English proficiency test.
- (6) Others: Applicants must be in good physical and mental health and not currently receiving or planning to receive a scholarship from other organizations.

8. Application Guidelines

- Each applicant must submit the required documents by the deadlines set by JICA, AUN/SEED-Net Secretariat, and JPUs.
- JICA does **not cover** costs incurred during the selection procedures, including expenses for English proficiency tests or travel to selection venues.
- The reasons for disqualifications will **not be disclosed**.

Step 1 Scholarship Application Preparation

Applicants must apply online only.

Step	Deadline	Activity
1.1		Qualified applicants discuss with their respective MI to confirm eligibility and inclusion in the MI nomination in Step 2. Any application not listed in the Step 2 nomination is automatically disqualified.
1.2	December 10	<p>Qualified applicants should prepare scholarship applications along with the following supplemental documents:</p> <p>Mandatory documents:</p> <ol style="list-style-type: none"> 1) Research plan (<i>mandatory template available in Annex 1</i>). 2) Expectations regarding the applied KCCP (<i>mandatory template available in Annex 1</i>). 3) Official bachelor’s degree transcript with grade points. 4) Official master’s degree transcript with grade points. 5) Copy of your passport (or an official ID issued by your country if a passport is not available). <p>Optional documents:</p> <ol style="list-style-type: none"> 6) Certificate of language proficiency (e.g., TOEFL, IELTS). 7) Recommendation from the prospective advisor at applying JPU (optional: if available).

		<p>8) Acceptance letter from the applied Japanese university (only if already accepted).</p> <p>For qualified applicants, click here to apply and upload the supplemental documents.</p> <p>Refer to an example of the application in Annex 1.</p>
--	--	---

Step 2: Nomination Preparation by MIs

Each MI can nominate up to **SIX** applicants from the same nationality as the MI. For example, the National University of Laos can only nominate Laotian applicants, regardless of where the applicants graduated or studied.

During this process, JPU may collaborate with MIs to nominate applicants with experience in AUN/SEED-Net activities.

MIs must submit their nominations online only.

Step	Deadline	Activity
2.1		Ensure the qualified applicants planned for nomination have completed the online application. Any application submitted from Step 1 but not listed in the Step 2 nomination will be automatically disqualified.
2.2	December 15	MIs can nominate up to six applicants by clicking here to submit the nomination. Refer to the template example in Annex 1 .

Step 3: Shortlisting by JPUs

Each JPU can select **THREE** candidates from the pool of applicants from Step 2. JPUs are encouraged to choose qualified applicants with experience in AUN/SEED-Net activities.

Step	Deadline	Activity
3.1	December 25	AUN/SEED-Net shares the pool of applications with JPUs.

3.2	February 9	JPU complete shortlisting and share results, including the need for the research studentship, with AUN/SEED-Net. Detailed procedures are circulated exclusively to JPUs. Refer to an example of the template in Annex 1 .
3.3	Late Feb	AUN/SEED-Net finalizes the shortlisting and notifies JICA, the candidates, MIs, and JPUs.
3.4	Early Mar	The shortlisted candidates submit a reply form to express an intention to proceed to Step 4. For the shortlisted candidates, click here to submit the reply form. Refer to an example of the template in Annex 1 .

Step 4: Preparation for Admission to JPUs

Step 4 shall be done in parallel with Step 5.

The shortlisted candidates proceed with admission according to the terms and conditions set by the JPUs. To ensure that the requirements are fully met in a timely manner, the candidates must directly consult with the prospective Japanese advisor, as well as the admission office.

JICA will pay the admission/application fee directly to the JPUs. Other costs, i.e., language proficiency or examination trips, are not borne by JICA.

Step	Deadline	Activity
4.1		Shortlisted candidates from Step 3 proceed with the screening process required by JPUs.
4.2	By July	JPUs complete the selection of the applicants and share the list with AUN/SEED-Net.
4.3		JPUs issue and share acceptance letters with the applicants and AUN/SEED-Net.
4.4		Accepted applicants share acceptance letters with AUN/SEED-Net Secretariat (contact@aun-seed.net).

Step 5: Preparation for Application to “JICA Knowledge Co-Creation Program for Long-Term Participants (KCCP)”

Step 5 is to be carried out concurrently with Step 4.

The shortlisted candidates proceed with the KCCP application (Official application for JICA Scholarship). Detailed procedures are exclusively and directly provided to candidates who successfully pass Step 3.

Step 6: Student Orientation and Enrollment

JICA makes arrangements for officially accepted candidates (referred to as JICA KCCP “participants”) to commence their program in Japan. Detailed procedures will be provided directly and exclusively to the participants.

9. Expenses to Be Borne by JICA

According to the JICA Long-term Trainee Allowance standards, JICA will cover the expenses and allowances of participants accepted into the program/course. Please refer to the table below for further details. It is important to note that payments such as those for tuition, research support expenses, and school support expenses will not be disbursed directly to the accepted participants themselves but will be made directly to the university or other relevant institutions.

Expense Category	Payment Amount	Payment Frequency
Tuition (examination fees ⁴ , entrance fees, and course fees)	Actual costs	As per the request from the universities
Living Allowance ⁵	JPY 117,000–148,000 per month	Distributed monthly via the university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance ⁶	JPY103,75–106,000	One-time payment upon arrival in Japan
Moving Allowance ⁷	Up to JPY164,000–224,000	One-time payment during the training period

⁴ JICA will cover the examination fee based on the invoice from the university. JICA will not refund examination fees already paid by accepted participants.

⁵ Living allowances vary depending on factors such as the living area in Japan and the type of accommodation.

⁶ It is a one-time payment made after opening a bank account in Japan. As it may take several weeks to open the bank account, it is strongly recommended to bring cash for personal expenses during this period.

⁷ Depending on the accommodation facility, consultation with the university is required.

Research Support Expenses ⁸	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	

10. Expenses not Covered by JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses, specifically:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain a visa
- (3) Transportation expenses to obtain a Japanese visa
- (4) Domestic travel expenses in 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" at the transit airport hotel (non-refundable)
- (11) Lost-ticket fee
- (12) Accommodation fee for a day-use hotel on the return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or minibar charges at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical costs related to the same illness over 180 days
- (17) Health check-up expenses before departure to Japan
- (18) "National Health Insurance" fee
- (19) The examination fee already paid by the accepted participants

Note: If the participant or accepted applicant fails to adhere to JICA regulations, they may be responsible for covering any additional necessary expenses.

⁸ Research Support Expenses can be provided through the university with the consultation and approval from the applicant's supervisor.

11. Conditions for Participation

The accepted applicants/participants of KCCP are required:

- (1)** To understand that participants must physically come to Japan on 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 (including flight class and flight schedule arranged by JICA) and lodging independently.
- (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 their duties, positions in the organization, and other relevant information in a comprehensive manner, 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 result of a health check-up taken after the participant receives an acceptance notice from JICA.
- (7)** To agree to submit a second Health Certificate in JICA format if the participant will not be able to arrive within six months from the date of their first medical examination. The cost of the Health Certificate will be borne by the participants.
- (8)** To return to their home country on the designated flight by JICA when they finish the program/course, when it is deemed impossible to finish the program within the program period, or when the participant is unsuccessful on the regular course examination.
- (9)** To refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (10)** To understand that inviting the participant's family members is not recommended within the six months of their stay.
- (11)** To carry out instructions and abide by conditions stipulated by both the nominating government and the Japanese government regarding the course.
- (12)** To observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by the enrolling university, regardless of whether it is direct plagiarism or self-plagiarism, and participants may be subjected to disciplinary action such as suspension).
- (13)** To observe the rules and regulations at the place of the participants' accommodation.
- (14)** Not to engage in political activities or any form of employment for profit.
- (15)** Not to drive a car or motorbike, regardless of possessing an international driving license.
- (16)** To discontinue the program if the participant violates Japanese laws or JICA's regulations, commits illegal or immoral conduct, becomes critically ill or seriously injured, and is considered unable to continue the course. The participants shall be responsible for paying any treatment costs except for the medical care expenses described in Table 9, "Expenses to Be Borne by JICA."
- (17)** To return the total amount or a part of the expenditure for KCCP, depending on the severity of such violation, if the participants violate the laws and ordinances.
- (18)** Not to be receiving nor planning to receive another scholarship during the program.
- (19)** To understand not to make other applications for different JICA KCCP (long-term) 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 instructed to do so by JICA.
- (22) To accept tuberculosis-related inspections organized by JICA after arriving in Japan and to submit the results to JICA and the university.



CORRESPONDENCE

For inquiries and additional information, please contact contact@aun-seed.net

Annex 1

Reference Step No.	Click to download
1.2	<u>Template for “Research Plan”</u>
	<u>Template for “Expectation on the applied KCCP”</u>
	<u>Example of the scholarship application to be used by applicants</u>
2.2	<u>Example of the applicant nomination to be used by MIs</u>
3.2	<u>Example of the applicant shortlisting to be used by JPUs</u>
3.4	<u>Example of the reply form to be used by shortlisted applicants</u>