F.No.12040/09/2020-FTC/IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]
*****

Block-4, Old JNU Campus, New Delhi-110067
Dated: 14.10.2020

TRAINING CIRCULAR

Subject: JICA Scholarship Course on "Disaster Risk Reduction (DRR) Leaders Capacity Development for the Sendai Framework Implementation (FY 2021)" to be held in Japan from October 2021 to September 2023(for Master's degree) and from October 2021 to September 2024(for Doctor's degree) under the Technical Cooperation Program of the Government of Japan.

The undersigned is directed to inform that the Japan International Cooperation Agency (JICA) has invited applications for JICA Scholarship Course on "Disaster Risk Reduction (DRR) Leaders Capacity Development for the Sendai Framework Implementation (FY 2021)" to be held in Japan from October 2021 to September 2023(for Master's degree) and from October 2021 to September 2024(for Doctor's degree) under the Technical Cooperation Program of the Government of Japan.

2.   The program aims to support the organizations in their attempt to increase capacities of official, natural disasters such as earthquakes, tsunamis, typhoons, floods and landslides. Participating organizations are expected to fully utilize the knowledge, skills and a solution plan explored and acquired by their leading staff sent to Japan to participate in this course.

3.   The applying organizations are expected to nominate officers who are expected to play a leading role in Disaster Risk Reduction in the future with more than five (5) years of working experience in that area; must be a bachelor degree; have competent command over spoken and written English; must be in good health (both physically and mentally); be under thirty five, 35 years (for Master's degree) and forty, 40 years (for Doctor's degree). More information may be seen in the general information brochure.

4.   In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
    a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
    b) Whether clear from vigilance angle;
    c) Age;
    d) Whether working in North East State/J&K;
    e) A brief in 50-100 words justifying the nomination.

5.   The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6.   It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies)** to this Department in JICA's prescribed format duly authenticated by the HOD of the concerned Ministry/Department in accordance with the eligibility criteria.

7.   The applications should reach this Department through the Administrative Ministry/Department not later than **20.10.2020.** Nominations received after the prescribed date may not be considered. An advance copy from the applying organization for nomination(s) and the application form(s) can be sent to the JICA India Office via courier or email at bapalahema.id@jica.go.jp or ShekarD.ID@jica.go.jp. The details of the program (General Information Brochure) and application form may be drawn from the website of DoPT at link http://persmin.gov.in/otraining/index.aspx.

8.   This issues with the approval of the competent authority.

(Manoj Gupta)
Under Secretary to the Government of India
Tele no: 26165682

To
   a) Secretary, M/o Home Affairs, North Block, New Delhi.
   b) Secretary, M/o Jal Shakti, Shram Shakti Bhavan, New Delhi.
   c) Member Secretary, National Disaster Development Authority, MHA, A-1, Safdarjung Enclave, New Delhi 110029.
   d) Secretary, M/o Environment, Forests & Climate Change, Indira Paryavarn Bhawan, Jor Bagh Road, New Delhi.
   e) Director General, Coast Guard Headquarters, Directorate of Personnel, National Stadium Complex, Lodhi Road, New Delhi -110 001
   f) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
   g) Senior Representative, Japan International Cooperation Agency, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -110001.
   h) NIC with request to post the circular along with the JICA's circular on this Department's website.

JICA Scholarship Course

OVERVIEW INFORMATION ON

**Disaster Risk Reduction (DRR) Leaders Capacity Development
for the Sendai Framework Implementation (FY2021)**

**留学生プログラム「仙台防災枠組に貢献する防災中核人材育成」
2021 年度**

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives current information on the overview of the program. It may change depending on the situation and more precise information will be provided in case of any changes. This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program. Please contact JICA office in your country if you have any questions.

In the context of the COVID-19 pandemic, please note that there is a possibility that the any changes will occur.

I. Overview

Background

Across the world, the number of natural disasters has increased in recent years, and in particular, there was a remarkable increase in economic damage. Disasters tend to occur in hazardous areas repeatedly and have huge impact on lives, livelihood and local economy. Much of the suffering caused by disaster damage affects the vulnerable, especially those in lower income brackets. Consequently, disaster risk reduction is regarded critical for sustainable economic growth.

Sendai Framework for Disaster Risk Reduction 2015–2030 was adopted at the Third UN World Conference on Disaster Risk Reduction held in March 2015, as a framework aiming to "substantially reduce disaster risk, and the loss of lives and livelihoods". The Sendai Framework aligns the post 2015 development agenda such as Sustainable Development Goals (SDGs) and Paris Agreement. In the Sendai Framework, seven global targets were agreed and only the Global Target (e) -- National and local disaster risk reduction strategies -- is planned to be achieved by 2020 as it is essential for all disaster risk reduction activities. Each country has a primary responsibility to implement and monitor the Sendai Framework in accordance with the Guiding Principal of that.

Japan is the one of the disaster-prone countries in the world and has a long history to coexist with natural disasters such as earthquakes, tsunamis, typhoons, floods and landslides. This history of natural disasters and disaster risk reduction in Japan has generated unique "culture of disaster risk reduction" and various DRR knowledge and activities have been passed down through the generations since old times. Based on the accumulation of experience, Japan is well known for the DRR leading country in the present day. During the formulation process of the Sendai Framework, Japan reiterated the importance of "Investment in Disaster Risk Reduction", "Mainstreaming Disaster Risk Reduction" and "Build Back Better" and these concepts were accepted in the framework.

Thus it will be the best opportunity to study and research on DRR field in Japan for deepening the understanding of the Sendai Framework and learning advanced DRR knowledge and technologies

Objectives

Disaster Risk Reduction (DRR) Leaders Capacity Development for the Sendai Framework Implementation (FY2021) is a Master/Doctor Degree Scholarship Program specially provided by the Japan International Cooperation Agency (JICA) in collaboration with Japan's top-ranked universities, which shall be implemented as part of the Official Development Assistance of the Government of Japan.

This Program provides excellent study and research opportunity for to-be leaders of DRR field to acquire high-level competence comprehensively covering both academic studies and practical knowledge.

The Program consists of a regular graduate program for study and research related to DRR at a Japanese university and additional DRR programs.

II. Course Outline

1. Title
Disaster Risk Reduction (DRR) Leaders Capacity Development for the Sendai Framework Implementation (FY2021)

2. Duration and Academic Year
Master Degree   2 years (October 2021 – September 2023)
Doctor Degree   3 years (October 2021 – September 2024)

3. Target Countries
Philippines, Vietnam, Indonesia, Myanmar, Fiji, India, Sri Lanka, Mongol, Nepal, Bangladesh, Pakistan, Iran

4. Target Organization
Central/National DRR agency and DRR-related agencies

5. Target Personnel
(1) **Essential Requirement**
- ✓ Personnel working at target organizations
- ✓ Practical experience in DRR field especially working at governmental agencies
- ✓ Educational Background (at least Bachelor Degree)
- ✓ Linguistic skills required to take courses and receive research guidance in **English** (You need to meet English requirements described in the application guidance of each university.)
- ✓ Good health, both physically and mentally, to participate in the Program in Japan
- ✓ Other requirements for application to each university such as GPA, etc.

(2) **Recommendable Qualifications**
- ✓ Those who are expected to play a leading role in Disaster Risk Reduction in the future
- ✓ Those who have flexible adaptability and receptivity for study and research in a foreign country
- ✓ Age of under 35 years old for a master degree or 40 years old for a doctoral degree
- ✓ More than five (5) years of working experience in DRR

6. Number of participants
Maximum 5 participants

7. Language to be used in this program
English

8. Overall Goal
Participants will be pro-Japan leaders on DRR field in their countries and contribute to implementing the Sendai Framework and playing a vital role in leading the discussion on international level.

9. *Program Purpose*

Participants of the Long-term Program are expected:
(1) To obtain Master's or Doctor's degree in Japanese Universities
(2) To learn Japanese experiences and knowledge on disaster risk reduction
(3) To enhance relationship and network among participants and DRR human resources in Japan

10. *Program Outlines:*

The program consists of three (3) large components as below.

(1) Study and research (Master/doctor degree course)

✓ Acquire theoretical knowledge systematically
✓ Improve the ability to solve problems through research activities
✓ Acquire master/doctor degree in the following Universities/Schools/ Departments;

University	School	Department/Lab
National Graduate Institute for Policy Studies (GRIPS)	-	Disaster Management Ph.D. Program (Doctor only) **collaborated with "International Centre for Water Hazard and Risk Management (ICHARM)"**
Tohoku University	**Graduate School of Science and Faculty of Science**	- Department of Geophysics - Department of Earth Science
	Graduate School of Information Sciences	- Department of Human-Social Information Sciences, Infrastructure Planning Division
	Graduate School of Engineering	- Department of Civil and Environmental Engineering
	International Research Institute of Disaster Sciences (IRIDeS)	- Hazard and Risk Evaluation Research Division - Human and Social Response Research Division - Regional and Urban Reconstruction Research Division - Disaster Information Management and Public Collaboration Division

Please refer the Annex 1 for the detailed information on the available universities/departments.

(2) **Additional DRR program**
JICA will provide additional program for the purpose to improve practical abilities, strengthen networks and deep understanding of Japanese DRR field knowledge.

(3) **Common program (Optional)**
In addition to the above-mentioned programs, JICA will implement the common programs for JICA participants. Some programs will be conducted by JICA domestic offices to promote international exchanges and cultural understandings between JICA participants and regional residents.

Also JICA will conduct a program, offering participants an opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work in their home countries and internationally.

III. Application Guidance

Selection process contains the following steps. Please find the Annex 2 "Selection Schedule" for the detailed schedule.

1. Course Entry to JICA
2. Matching Process (Tohoku University only)
3. University's Academic Selection
4. JICA's Selection
5. Final Acceptance Decision by JICA

1. Course Entry to JICA

Applicants to the course must submit the completed entry format (Attached Document 1) to JICA Office in your country by the closing dates through the appropriate procedure of your country. The closing date is defined by the JICA office in each country based on the following timelines; therefore, please inquire the closing date for the entry of each schedule to the JICA office in your country.

- Schedule A Entry shown in as the Annex 2: the JICA office will inform them to the JICA Headquarter in JAPAN by **October 28, 2020** for
  - ➢ Graduate School of Science and Faculty of Science, Tohoku University
- Schedule B Entry shown in as the Annex 2: the JICA office will inform them to the JICA Headquarter in JAPAN by **February 8, 2021** for
  - ➢ National Graduate Institute for Policy Studies (GRIPS) PH.D Program collaborated with "International Centre for Water Hazard and Risk Management (ICHARM)";
  - ➢ Graduate School of Information Sciences, Tohoku University
  - ➢ Graduate School of Engineering, Tohoku University
  - ➢ International Research Institute of Disaster Sciences (IRIDeS), Tohoku University

Note:

A) This entry process is essential to accept an applicant as a JICA Scholarship Course.

B) Prior to submitting the entry format to the JICA Office, please carefully confirm that you meet the application requirement (ex: English skill, evaluation point, etc.) of the interested department or program and describe the result on the entry format.

ATTENTION!

You must confirm requirements for application of each university/ department. Some information may be updated or revised.

➢ Graduate School of Science and Faculty of Science, Tohoku University

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> See Annex3 (the example of application document list of FY2020).
> ➢ National Graduate Institute for Policy Studies (GRIPS) PH.D Program collaborated with "International Centre for Water Hazard and Risk Management (ICHARM)";
> http://www.icharm.pwri.go.jp/training/phd/phd_index.html
> ➢ Graduate School of Information Sciences, Graduate School of Engineering, International Research Institute of Disaster Sciences (IRIDeS), Tohoku University (common application guidance for 3 schools and institute) (See Annex 4)
> http://www.civil.tohoku.ac.jp/english/I-CEEC/admission/index.html

C) Matching procedure will be based on information described in the submitted entry format. Especially, research theme is very critical information to consider the available supervisor; therefore please carefully explain details within 200 words.

D) JICA will not accept or consider any entries received after the stated deadline or any incomplete entry formats.

E) You must follow the governmental procedure to submit the entry format to JICA Office in your country.

F) You must not contact universities directly until the completion of next matching procedure.

2. Matching Process (Tohoku University only)

JICA provides entry information to the Tohoku University and the university conducts the Matching Process. The result of the Matching Process will be mainly judged by whether there is the available supervisor who can instruct the research theme or not. The result is informed by JICA Office in your country and only applicants who pass the Matching Process can apply for the next step (university application).

Note:

A) Generally, Matching Process will be proceeded based on information described in the submitted entry format; however, the university contacts to an applicant to clarify some points as needed.

B) Applicants for **GRIPS/ICHARM Disaster Management Ph.D. Program** do not need this Matching Process. Please proceed to the next step of academic application to the university.

3. University's Academic Selection

Applicants who pass the Matching Process submit required documents in accordance with the application guidance of the applied university/department. Application qualifications, procedures and application period vary depending on each university/ department; therefore, please access to the website or contact to the admission division of the university to confirm the latest information and

schedule. The academic selection will be made by each university based on the application, academic transcripts, related documents, screening and interview processes including an Internet-based interview, etc. Notifications of academic selection results will be announced by the applied university.

4. JICA's Selection

(1) The applicants who applied for the university application must submit the essay about the following theme to the JICA Office in your country within 1 month after the submission of university's application.

    A) Theme: My Contribution to achievement of the Sendai Framework in my country after the JICA Scholarship Course

    B) Key questions: You need to include your thoughts to the following questions in the essay

        - What is the most critical issue or challenge to achieve the Sendai Framework in your country?

        - What would you like to learn through this course to solve the issue or challenge mentioned above?

        - How will you utilize your experience and learning from the course after returning to your country?

    C) Format: Free format by using Microsoft Word or text editor within 800 words

(2) The result of JICA's selection based on the university's selection and essay evaluation is informed within 1 week after the result notification by the university. The applicant who passes JICA's selection is called as 'candidate'.

5. Final Acceptance Decision by JICA

(1) Submission of required documents for acceptance decision

In response to passing the JICA selection, each candidate is required to submit the "Required documents" listed in as below **by the end of July 2021** to JICA office in your country in accordance with the appropriate procedure of your country.

Required Documents

    A) JICA Application Form for the JICA Knowledge Co-Creation Program

    B) A passport copy (for checking nationality, name, sex, and date of birth).
       *National ID and birth certificate are acceptable as a draft document if the participant does not have a passport. Certified English translation must be attached if ID is not written in English

    C) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy) and another 6 same photos.

    D) Health certificate with the JICA's specific format

(2) Announcement of acceptance decision

JICA confirms there are no issues such as diplomacy, health, etc. and makes a final acceptance decision with submitted documents by the middle of August 2021. With this, a candidate will be officially approved as a participant of JICA Scholarship Course.

6. Administrative Information
Please refer the Attached Document 2 "Handbook for JICA Scholarship Courses" about the general rules and conditions for JICA Scholarship Courses.

Attached Documents
1. Entry format (MS Excel sheet)
2. Handbook for KCCP for JICA Scholarship Courses 2019

IV. ANNEX:

Annex 1 Universities and Program Information

1. **National Graduate Institute for Policy Studies (GRIPS)** collaborated with
   International Centre for Water Hazard and Risk Management (ICHARM)
   Disaster Management Ph.D. Program   **Doctoral course only**
   http://www.icharm.pwri.go.jp/training/phd/phd_index.html
   Keywords: Water-related disasters, Disaster risk management policy
   Target Groups : Officials and researchers with either natural or cultural/social sciences who are highly motivated to study science-based policy making.
   This program is designed for individuals who aspire to master science, technology, and policy studies in water-related risk management, thereby becoming highly skilled professionals who can train other researchers and practitioners and take leadership in planning and implementing practical strategies and policies at national and international levels to contribute to the sustainable development of their countries and regions through disaster risk reduction.

2. **Tohoku University   Both Master's and Doctoral degrees**
   (1) Graduate School of Science and Faculty of Science
   https://www.sci.tohoku.ac.jp/english/
   ① Department of Geophysics
   Keywords: Solid earth physics (seismology, geodesy, volcanology), Atmospheric and oceanic sciences (meteorology, physical oceanography), Planetary and space physics
   http://www.gp.tohoku.ac.jp/index-en.html
   ② Department of Earth Science
   Keywords: Geo-environmental science (geology, paleontology, geography, geochemistry), Earth and planetary materials science (petrology, mineralogy, resource geology, geochemistry)
   http://www.es.tohoku.ac.jp/EN/index.html

   (2) Graduate School of Information Sciences (GSIS) - Infrastructure Planning
   https://www.is.tohoku.ac.jp/en/
   ① Transportation and Geographic Information Science
   Keywords: Traffic Control, Geographic Information Science, Spatial Statistical Analysis
   https://www.is.tohoku.ac.jp/en/laboratory/list_dept/c11.html
   ② Regional and Urban Planning
   Keywords: Project evaluation, Urban/regional planning process and policy, Urban/transport planning
   https://www.is.tohoku.ac.jp/en/laboratory/list_dept/c12.html
   ③ Road Transportation and Traffic

Keywords: Transportation planning, Spatial economic systems, Infrastructure, System optimization, Mathematical programming, Equilibrium problems
https://www.is.tohoku.ac.jp/en/laboratory/list_dept/c13.html

(3) Graduate School of Engineering, Department of Civil and Environmental Engineering
http://www.civil.tohoku.ac.jp/english/index-e.html
   Keywords: Infrastructure, Water Environment
① Mathematical System Design Division
   - Mathematical System Design: http://msd.civil.tohoku.ac.jp/english/
② Infrastructural Materials Division
   - Mechanics of Materials: http://mm.civil.tohoku.ac.jp/
   - Concrete Engineering: http://cm.civil.tohoku.ac.jp/
   - Geotechnical Engineering: http://soil1.civil.tohoku.ac.jp/
③ Engineering Mechanics of Infrastructures Division
   - Structural Mechanics :http://mechanics.civil.tohoku.ac.jp/c-indexe.html
   - Structural Design Engineering: http://design.civil.tohoku.ac.jp/c-indexe.html
④ Water Environmental Engineering and Science
   - Hydro-Environment System: http://kaigan.civil.tohoku.ac.jp/HEST/
   - Environnemental Hydrodynamics:
     http://donko.civil.tohoku.ac.jp/c-indexe.html
   - Environmental Protection Engineering:
     http://epl1.civil.tohoku.ac.jp/index.html
   - Water Quality Engineering : https://waterqualitytohoku.com/en/
⑤ Science of Regional Systems
   - Regional System Engineering
   - Ecological Engineering

(4) International Research Institute of Disaster Sciences (IRIDeS)
http://irides.tohoku.ac.jp/eng/index.html
① Hazard and Risk Evaluation Research Division
   - Tsunami Engineering:
     http://irides.tohoku.ac.jp/eng/organization/risk/02.html
   - Environmental Change Risk
     http://irides.tohoku.ac.jp/eng/organization/risk/03-2.html
   - Remote Sensing and Geo-informatics for Disaster Management
     http://irides.tohoku.ac.jp/eng/organization/risk/04.html
② Human and Social Response Research Division
   - Disaster Area Support
     http://irides.tohoku.ac.jp/eng/organization/humansociety/02.html
③ Regional and Urban Reconstruction Research Division
   - Computational Safety Engineering
     http://www.cae.civil.tohoku.ac.jp/en/

④ Disaster Information Management and Public Collaboration Division
  - Disaster Reconstruction design & Management
    http://irides.tohoku.ac.jp/eng/organization/faculty/infosociety/hirano.html

Annex 2 Selection schedule

Year	Month		Schedule A		Schedule B
			Tohoku University, Graduate School of Science	Tohoku University, Graduate School of Information Science, Graduate School of Engineering, International Research Institute of Disaster Sciences (IRIDeS)	GRIPS/ICHARM, Disaster Management Ph.D Program
2020	Sep	Early			
		Mid	JICA announces the detailed selection information		
		Late			
	Oct	Early			
		Mid			
		Late	Submission of the completed entry format to JICA HQ by October 28		
	Nov	Early	Matching Process (The result may be informed by November 17)		
		Mid			
		Late			
	Dec	Early	Submission of the application documents to the University by December 11		
		Mid			
		Late	Submission of the Essay to JICA Office by December 25		
2021	Jan	Early			
		Mid	Academic examination		
		Late			
	Feb	Early	Notification of the result of academic selection	Deadline to submit the completed entry format to JICA HQ by February 8	
		Mid	Notification of the result of JICA's selection (based on the Essay) by mid February	Matching Process (The result may be informed by early March)	
		Late			
	Mar	Early			Submission of the application documents to the University by early March
		Mid			
		Late			
	Apr	Early			Submission of the Essay to JICA Office by April 5
		Mid		Submission of the application documents to the University by mid April	
		Late			
	May	Early			
		Mid		Submission of the Essay to JICA Office by May 14	
		Late			Academic examination
	Jun	Early			
		Mid		Academic examination	
		Late			Notification of the result of academic selection
	Jul	Early		Notification of the result of academic selection	Notification of the result of JICA's selection by early July
		Mid		Notification of the result of JICA's selection by mid July	
		Late	Submission of required documents for acceptance decision		
	Aug	Early			
		Mid	Final Acceptance decision		
		Late			
	Sep	Early			
		Mid			
		Late	Arrival at Japan		
	Oct	Early	Academiy year starts		
		Mid			
		Late			

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Annex 3 Example of application document list of Tohoku University (Graduate School of Science and Faculty of Science)

For your reference, please find the following list for FY2020 application documents. The necessary forms will be sent to the applicants who pass the Matching Process.

JICA_TU 2020 Application Documents & Checklist

Major _____

Name _____

*Place check marks to the appropriate boxes (or choose "■")

	Documents	Check	Remarks
1	**Form 1: Application for Admission**	☐	
2	**Form 2: Statement of Reason for Applying for the Program**	☐	
3	**Form 3: Research Proposal**	☐	
4	**Form 4: Summary of Past Research and/or Job Experience**	☐	
5	**Form 5: List of Publications, Presentations, and Awards**	☐	
6	**Official academic transcript(s)** (both from undergraduate & graduate programs are required for applicants of the doctoral program)		
	Transcripts of Undergraduate Program	☐	
	Transcripts of Graduate Program	☐	
7	**Certificate(s) of graduation or photocopy of diploma(s)** (both from undergraduate/graduate programs are required for applicants of the doctoral program)		
	Undergraduate (either one of the followings)		
	・Certificate of Graduation	☐	
	・Bachelor Diploma	☐	
	Graduate Program(s) (either one of the followings)		
	・Certificate of Graduation	☐	
	・Master's Diploma	☐	
8	**Document(s) to prove academic ability:** at least ONE of the followings but NOT more than 3 materials		
	1) Bachelor thesis in full with English abstract	☐	
	2) Master thesis in full with English abstract	☐	
	3) Research papers published in journals or conference proceedings	☐	
	4) GRE® Test score report	☐	
	5) Other ( )	☐	
9	**Document(s) to prove English ability:** at least ONE of the followings		
	1) Score report of TOEFL iBT® Test, TOEFL PBT® Test, or IELTS	☐	
	2) Score report of other English tests (Tests conducted at your university, organized locally, TOEFL ITP®, and TOEIC® fall into this category)	☐	
	3) Certificate/letter/website to show that the medium of instruction (of undergraduate/graduate program) was English	☐	
	4) Other ( )	☐	
10	**Photocopy of passport:** If unavailable, a document proving your citizenship is required*	☐	*e.g., photocopy of citizenship card, birth certificate, census resigter
11	**Application Checklist (this sheet)**	☐	

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Annex 4 Requirement of Tohoku University (except Graduate School of Science and Faculty of Science)

Tohoku University (Graduate School of Engineering, Graduate School of Information Science, IRIDeS) must need the following requirement for the application.

(1) Applicants must have taken one of the following on or after June 1, 2019: TOEFL iBT, TOEFL PBT, TOEIC or IELTS (Academic Module).

By the time of their application, applicants must have obtained a score equal to or greater than that required by the school of engineering as shown below.
  - TOEFL iBT 70 or higher
  - TOEFL PBT 500 or higher
  - TOEIC 700 or higher
  - IELTS 6.0 or higher

(2) Applicants must have earned 2.30 or more evaluation points as calculated from their coursework grades in their latest submitted transcripts, as shown below.

Scale Grade

Scale	Grade				
4-Grade	A		B	C	F
Scale	100-80		79-70	69-60	59-
5-Grade	S	A	B	C	F
Scale	A	B	C	D	F
	100-90	89-90	79-70	69-60	59-
Points	3	3	2	1	0
Total Credit	N4	N3	N2	N1	N0

$$\text{Evaluation Point} = \frac{(N4+N3)\times3+N2\times2+N1\times1+N0\times0}{N4+N3+N2+N1}$$

Note:
1. Applicants for the Master's Degree Program
Evaluation points are calculated based on the undergraduate transcript.
2. Applicants for the Doctoral Degree Program
Evaluation points are calculated based on graduate school (Master's course) transcripts.

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

> **>Application for Group and Region Focused Training Program**
> Official application and Parts A and B including Medical History and Examination must be submitted.
>
> **>>Application for Country Focused Training Program including Counterpart Training Program**
> Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

> **Official Application**
> This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.
>
> **Part A. Information on the Applying Organization**
> This part is to be confirmed by the head of the relevant department/division of the organization which is applying.
>
> **Part B. Information About the Nominee including Medical History and Examination**
> This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated **"required"** items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

(a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,

(b) be sure to write in the title name of the course/seminar/workshop/project accurately

according to the GI, which you intend to apply,

(c) use a typewriter/personal computer in completing the form or write in **block letters**,

(d) fill in the form in **English**,

(e) use ☑ or ✘ to fill in the ( ) check boxes,

(f) attach a picture of the Nominee,

(g) attach additional page(s) if there is insufficient space on the form,

(h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,

(i) confirm the application procedure stipulated by your government, and

(j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

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

2) Limitations on Use and Provision

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

(a) In cases of legally mandated disclosure requests;

(b) In cases in which the provider of information grants permission for its disclosure to a third party;

(c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

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

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

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

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

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

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

Article 2. Details of use of works used for training

(1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

2. Number: (Please write down as shown in the General Information)

J	0		-					

3. Country Name:

4. Name of Applying Organization:

5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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

- -

Confirmation by the organization in charge (if necessary)

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

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

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

![JICA logo]

CONFIDENTIAL

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in ‰very Item‰. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated **"required"** items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

2. Number: (Please write down as shown in the General Information) **(required)**

J	0		-					

Attach the nominee's photograph (taken within the last three months) here **Size: 4x6** **(Attach to the documents to be submitted.)**

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality **(as shown in the passport)**		**5) Date of Birth (please write out the month in English as in "April")**			
3) Sex	( ) Male ( ) Female	**Date**	**Month**	**Year**	**Age**
4) Religion					

6) Present Position and Current Duties

Organization						
Department / Division						
Present Position						
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

( ) National Governmental	( ) Local Governmental	( ) Public Enterprise
( ) Private (profit)	( ) NGO/Private (Non-profit)	( ) University
( ) Other ( )		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:
Home	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:
Contact person in emergency	Name:		
	Relationship to you:		
	Address:		
	TEL:		Mobile (Cell Phone):
	FAX:		E-mail:

10) Others (if necessary)

4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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

3) Training or Study in Foreign Countries; *please write your past visits to Japan specifically as much as possible, if any.*

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3)Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor

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

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.
If accepted for the program, I agree:

(a) not to bring or invite any member of my family (except for the program whose period is one year or more),

(b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,

(c) to follow the program, and abide by the rules of the institution or establishment that implements the program,

(d) to refrain from engaging in political activity or any form of employment for profit or gain,

(e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,

(f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.

(g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

(h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither

provide nor disclose personal information to any third party.   JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.

2.   To provide technical training to technical training trainees from developing countries under the CitizensqCooperation Activities..

3.   In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

( ) No	( ) Yes >> Name of Medication ( ), Quantity ( )

(b) Are you pregnant?

( ) No	( ) Yes (months)

(c) Are you allergic to any medication or food?

( ) No	( ) Yes >>>	( ) Medication	( ) Food	( ) Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )
Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	( ) No	( ) Yes>>Name of illness ( ), Place & dates ( )
Present:	( ) No	( ) Yes>>Present Condition ( )

(c) High blood pressure

Past:	( ) No	( ) Yes
Present:	( ) No	( ) Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	( ) No	( ) Yes		
Present:	( ) No	( ) Yes>>Present Condition ( )		
		Are you taking any medicine or insulin?	( ) No	( ) Yes

(e) Past History: What illness(es) have you had previously?

( ) Stomach and Intestinal Disorder	( ) Liver Disease	( ) Heart Disease	( ) Kidney Disease
( ) Tuberculosis	( ) Asthma	( ) Thyroid Problem	
( ) Infectious Disease >>> Specify name of illness ( )			
( ) Other >>> Specify ( )			

(e) Has this disease been cured?

( ) Yes	( ) No (Specify name of illness)
	Present Condition: ( )

3. Other: Any restrictions on food and behavior due to health or religious reasons?

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

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

Date:	Signature:
	Print Name: