

December 2020

JICA Knowledge Co-Creation Program (Long-Term)

General Information for All Applicants on Agriculture Studies Networks for Food Security (Agri-Net) 2020 autumn

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). 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. The additional information is listed on the separated paper.

1. Background

The second goal of the SDGs (Sustainable Development Goals) aims to “End hunger, achieve food security and improved nutrition, and promote sustainable agriculture. This will require adequate agricultural policies and introduction of appropriate technologies for stable food production.

To this end, human development in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation is a strategic area of cooperation between developing countries and Japan, taking advantage of wide knowledge/technologies accumulated in Japan’s universities.

2. Program Outline

1	Objectives	<ul style="list-style-type: none"> - Develop human resources of public and private sectors in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation are developed. - Strengthen a human network between developing countries and Japan in the above mentioned field.
2	Language	English
3	Duration	<p><u>For master’s degree: September, 2020 –September, 2022</u> <u>For doctor’s degree: September, 2020 – September, 2023</u></p> <ul style="list-style-type: none"> - additional 6 months at longest as a research student if required from university (See 4.(2)) <p>Note: Some university set more than 3 years for doctor’s course. Please check university information and be careful when you ask permission to your belonging organization.</p>
4	Eligible Applicants	<p>Applicants are those who fulfill all of the following;</p> <ul style="list-style-type: none"> - belong to governmental organizations, universities and research centers, or related organization in private sector* ; - engage in the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, or Nature Conservation, and - wish to contribute to own country’s development through cultivating strong network with Japan. <p>*Applicants from private sector should be from the field related to Agriculture and Rural Development Policy, Sustainable Agricultural Production, One Health, Marine Resources/Fishery Development, Food Value Chain, and Nature Conservation.</p>
5	Additional Program	<p>【During your stay in Japan】</p> <ul style="list-style-type: none"> - JICA will offer “Japan’s Development Experience in the Field of Agriculture and Rural Development” as a short term course in summer. Participants are recommended to participate this course. <p>【After returning to your country】</p> <ul style="list-style-type: none"> - Participants have opportunity to i) join the network of ex-participants, and ii) receive information on agricultural

		development in Japan and JICA's cooperation in agriculture and rural development
7	Qualifications and Requirements	- Applicants must satisfy the following requirements:
	Nationality	Citizens of the target countries where JICA offered this Program. Target countries vary each year.
	Number of applicants	Each target country can send one (1) applicant.
	(1) Age	- Less than forty (40) years of age (as of April 1 st , 2020)
	(2) Educational background	- Bachelor's degree for Master's degree course (equivalent to at least 16 years of academic background) - Master's degree for Doctor's degree course (equivalent to at least 18 years of academic background) - For more information, please check the website of the Universities.
	(2) Working experience /status	- to have working experiences more than five(5) years, - to have more than 6 months working experience at their current organizations and - to obtain permission for application, and to secure reinstatement from their current organizations.
	(3) English - language Proficiency	- Adequate English skills both in written and oral communication to complete the Master's Degree such as; TOEFL iBT :80 / CEFR :B2. - Each university sets its own requirement and deadline for English score. Many of them require official certificate such as TOEFL, IELTS and etc. For more information, please check university information (Appendix 1 University List). JICA will NOT bear the cost necessary for obtaining such score. - If the desired university judges that the candidate possesses English proficiency equivalent to the required score, the candidate may be qualified at the discretion of the accepting university.
	(4) Others	Applicants must: - be in good health condition to complete the program, - contribute to networking with Japan, - not receive or plan to receive a scholarship offered by other organizations

3. Required Documents for Application

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 Health certificate listed below (6). The applicants who pass the 2nd Selection are required to check necessary application documents set by the university. The applicants need to submit them directly to the university by the deadline set by the university.

JICA's Application Documents

- (1) Application Form consists of:
 1. Personal Information
 2. Education Background
 3. Present Organization and Nomination
 4. Work Experience
 5. Medical History
 6. Declaration
 7. Check List
 8. Score of English examination (if you have)
9. Annex1: Declaration of desired university placement
Applicants select desired university from Appendix 1 University List. Each applicant can select up to two (2) universities according to his/her priority.
Note: Applicant cannot select other universities not written in the List.
10. Annex2: Research Plan
11. Annex3: Details of Current and Previous Work
12. Annex4: Career Plan after Graduation
- (2) Undergraduate degree graduation certificate that officially certified.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with English official translation
- (3) Academic transcript
 - * Must contain all the grades earned in the university.
 - * A copy of "Officially certified copies of the original" is acceptable
 - * Written in English or accompanied with English official translation
- (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) Health certificate to be submitted after the 3rd Selection

All these documents should be typed, printed out and signed by the applicant in all pages, Hand written forms will NOT be accepted.

The applicants should submit two sets of these documents (Original and copy). Additionally, **(1) Annex 1: Declaration of desired university placement should be sent in digital form to JICA country office.**

4. Selection Procedures

- *There are no fees to be charged directly by JICA during the selection process.
- *Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by applicants.
- *The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

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

(A) 1st Selection: Selection by JICA in each country

[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.

Period	December 2019 (Please check with the JICA office in your country.)
Contents	Screening of submitted JICA's Application Documents Applicant may be requested to be interviewed.
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.). To check applicants' capability of contributing to the achievement of the course objectives addressing his/her country's development challenges after the program.
Result	Applicants who pass this selection can proceed to the 2 nd Selection.

(B) 2nd Selection: Matching with Japanese universities

Period	February - March 2020
Contents	Document screening, interview (if necessary) 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. Universities will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors. During this process, universities may contact the applicants for their judgement. University may conduct remote interview during process.
Result	Only those applicants who are accepted by the Japanese universities' matching can proceed to the 3 rd Selection. JICA will inform of these applicants of the name of university where the applicant can apply for 3 rd selection. The applicants need to check and prepare university's application documents and submit them directly to the university. <u>Each applicant apply only one (1) university indicated by JICA for the entrance examination.</u> JICA will also inform these applicants contact of his/her supervisor (professor). The applicants are then required to contact with the supervisor to receive their instructions. The applicants are required to maintain good communication via mail/skype with their supervisors to gather information on the course or their study subjects. Some supervisors may request to improve applicants' research sheet during this period before entrance examination.

(1) Notification as a Certified Applicant

For those who passed the matching process, JICA will send a "Notification as a Certified Applicant." Applicants must submit this form when he/she applies for university's entrance examination together with other required document by universities so that the universities can recognize them as certified JICA Agri-Net program applicants, distinguishing from other normal applicants.

(2) Research Student

As a result of the matching, if the university judges the applicant that they need more time to take entrance examination, university may request an applicant to enter the university as a research student for a period of six (6) months at longest. This period is additional and not counted as a part of regular course of Master's or Doctor's program. Research students are requested to stay in Japan and study hard to utilize their time to prepare for the entrance examination. Research students are able to join lectures, receive instruction from professors and make use of university facilities but they cannot acquire credits for obtaining the degree.

Participants as research students are requested to take the entrance examinations during the period of research students. If failed, they have to return to their home country (Agri-Net program ends at that moment). Normally, participants as research students will start their stay in Japan from 2020 autumn if required for 6 months of research student. Their period as regular students, if they passed the entrance examination, will start from April 2021.

Before application, the applicant should take into account the possibility of additional period as research students and should be approved by the belonging organization. **Applicants' availability as research student and approval from his/her organization should be expressed in the Application Documents (Annex 1 and p.4 of AF).**

Necessary living cost during the period as research students will be paid by JICA following JICA's regulation.

Note:

- Some university requires applicants to enter the university as research students regardless of applicants' ability (See the details for Appendix 1 university list).
- **If both of two applicant's desired universities judge to accept the applicant, JICA will indicate the applicant to apply the university where they accept the applicant as a regular student** (please note that when the applicant's first priority university requires a period as research student, JICA will indicate the applicants to apply to his/her second priority university, even though his/her first priority university expresses you positive answer in the remote interview during matching process.).

(C) 3rd Selection: Entrance Examination by Japanese universities

[Necessary Actions for Applicants for this selection]

Each applicant needs to check necessary application documents set by the university where he/she applies. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university. It is ALL the applicant's responsibility to duly submit required documents to the university by its deadline. JICA will NOT intervene in this process. Some universities require sending hard copies of documents to Japan.

Those who are required to enter as research student also need to check necessary application procedure as research student set by each university.

During this selection process, each applicant may be interviewed (ex. by using Skype) depending on university's selection process.

Fee for entrance examinations are paid directly to each university by JICA.

Period	April – July 2020 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates
Venue	If necessary, using Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's

	application documents and interviews, and etc.
Result	The applicants who pass this selection (and JICA adjustment if necessary) will be selected as successful candidates of the program.

Note: JICA may adjust the number of candidates after the 3rd Selection. Therefore, some of the applicants who pass the 3rd Selection may not be selected as successful candidates of the program.

(3) Withdraw of the Application

If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA office and explain the situation as soon as possible.

5. Expenses to Be Borne / Not to Be Borne by JICA

JICA will provide the following expenses for participant of the program.

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

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

*To invite family to Japan (spouse and children only), participants should be responsible for all expenses and necessary procedures in Japan by themselves. JICA does not provide any support or additional financial assistance except issuing necessary documents for the process. If the participants wish to invite families, JICA strongly recommend doing so AFTER 6 MONTHS upon arrival in Japan at the earliest.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 143,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance	JPY106,000	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)	

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

**The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30,000 yen per month (360,000 yen per year), and can be disbursed with the approval of your 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 in the home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "no show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

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

6. JICA's Policies

(a) 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:

In cases of legally mandated disclosure requests;

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

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.

(b) Copyright Policy

Participants of Agri-Net 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 Agri-Net program

(1) The copyright on a work that a participant prepares for Agri-Net program shall belong to the participant. 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 Agri-Net program, participants shall comply with the purposes and scopes approved by each copyright holder.

(c) Compliance Policy

1. JICA shall improve the transparency and fairness of its operations and financial activities in order to secure public trust.
2. 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.
3. JICA shall meet the needs of developing regions and swiftly and flexibly provide quality service.
4. JICA shall consider natural and social environments when conducting its operations.
5. 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

END

Appendixes

1. **University List**
- 1-2. **Additional Information on Tottori University**
2. **Application Form**
 - Annex1 Declaration of Desired University Placement**
 - Annex2 Research Plan**
 - Annex3 Details of Current and Previous Work**
 - Annex4 Career Plan after Graduation**

