



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Maritime Safety and Security Policy Program (Master's Program)

課題別研修「海上保安政策プログラム」(修士課程)
JFY 2022

Course No.: 202107880-J001

Course Period in Japan:

From September 25, 2022, to September 15, 2023

* In the context of the COVID-19 pandemic, please note that there is still
a possibility the course period in Japan will be changed or shortened.

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

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.

I. Concept

Background

The Asian region is home to some of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Asian countries have experienced remarkable economic growth in recent years and trouble-free maritime transportation has become important not only for their own prosperity, but also for that of the world economy. In order to achieve stable transportation in these sea-lanes, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

Given the circumstances mentioned above, in an effort to preserve and develop maritime international order, we need to establish international maritime norms based on the rule of law. Japan is taking the lead in this area by offering advanced training for junior officers working in maritime safety and security related organizations in Japan and other Asian countries, which bridges the practical and theoretical aspects of maritime safety and security. By examining international relations, maritime issues, international laws and other relevant issues, this training program aims to develop personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

For what?

This training program aims to develop personnel with advanced practical knowledge, analytical and problem-solving skills, and the ability to communicate effectively in an international environment. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

For whom?

This program is designed for junior officers of maritime safety and security related organizations in Asian countries.

How ?

The Maritime Safety and Security Policy Program is designed to prepare policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of both the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG). GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility

of the JCG, will provide training and practical education in maritime safety and security. Participants will also conduct case studies to strengthen their knowledge and relevant skills. This is the master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Research guidance will be, therefore, provided as provided for a master's student at a regular graduate school. Participants will write a research paper about a specific issue in accordance with the guidance and advice they will receive from their academic advisers over the course of the program.

Academic Degree

The curriculum of this program has been approved by the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard Academy (JCGA) as that of a master's program. After completing all graduation requirements, participants will be awarded the degree of Master of Policy Studies.

The program is very demanding. Applicants should possess an excellent educational and professional background, be highly motivated, and have confidence in their ability to fulfill the requirements of the program.

II. Description

1. Title (Course No.): Maritime Safety and Security Policy Program (202107880-J001)

2. Course Period in JAPAN

From September 25, 2022, to September 15, 2023

Fall and Winter Terms: From October 6, 2022 to March 30, 2023 at GRIPS

Spring Term: From April 5, 2023 to August 1, 2023 at JCGA

Summer Term: From August 3, 2023 to September 12, 2023 at GRIPS

3. Target Regions or Countries

India, Indonesia, Malaysia, Maldives, Philippines, Sri Lanka and Vietnam

4. Eligible / Target Organizations

Maritime safety and security related organizations in Asian countries

5. Course Capacity (Upper limit of Participants)

8 participants

6. Language to be used in this program

English

7. Course Objective

Officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability and the ability to communicate effectively in an international environment. This will enable them to fulfill their duties and improve their ability to deal with international issues in a timely and appropriate manner. Furthermore, by fostering mutual understanding, this training program will help to build a network of participating countries, which will in turn help to strengthen international cooperation.

8. Overall Goal

This training program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in Asian countries including Japan. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

Expected Module Output and Contents

This program consists of the following components. Details on each component are shown below.

<p>(1) Preliminary Phase in a participant's home country (August to September 2022) Participants make required preparations for the Program in their respective countries.</p>
Activities
Submission of Assignments: Preparation and submission of Job and Country Report Presentation Materials
Preparation: Be familiar with the laws and regulations of one's country concerning maritime safety and security as well as international laws and conventions Collection of cases and search of literature related to international maritime issues

<p>(2) Phase in Japan (September 25, 2022, to September 15, 2023) Selected participants attend the Program conducted in Japan.</p>		
Expected Module Output	Courses/Focus of Instruction	Mode of Instruction
Acquisition of socio-scientific knowledge needed to address international issues	<p>Required Courses :</p> <ul style="list-style-type: none"> International Relations International Relations in East Asia International Security Studies 	<p>Lecture · Case Study</p>
	<p>Recommended Courses :</p> <ul style="list-style-type: none"> Essential Microeconomics Essential Macroeconomics Government and Market Government and Politics in Japan International Political Economy Comparative Politics State and Politics in Southeast Asia Non-Traditional Security The World and the SDGs Introduction to Quantitative Methods 	
Improvement of understanding of legal matters related to maritime safety and security	<p>Required Courses :</p> <ul style="list-style-type: none"> International Law International Law of the Sea Policy for Search & Rescue; Salvage and Maritime Disaster Prevention Maritime Police Policy 	<p>Lecture · Case Study</p>

	<p>Recommended Courses:</p> <p>International Comparative Criminal Law Introduction to Oceanography Marine Environment and Pollution Traffic Management Systems I Traffic Management Systems II Information Management System I Information Management System II Ship Maneuverability and Practical Operation Fundamentals of Advanced Energy Engineering Introduction to International Maritime Safety and Security Conventions</p>	
<p>Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law</p>	<p>Required Courses:</p> <p>Case Study of Maritime Safety and Security Policy I Case Study of Maritime Safety and Security Policy II</p>	<p>Practical Case Studies · Field trip</p>
<p>Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods</p>	<p>Required Course:</p> <p>Independent Study: A research paper examining a specific problem and analyzing ways to solve it under the guidance of professors; a final presentation</p>	<p>Analysis · Presentation</p>

<Structure of the Program>

(1) Preliminary Phase

Upon receipt of the Notice of Acceptance, each participant will prepare and submit a Job and Country Report and assignment materials. Detailed information on the preparation of these materials will be provided after the Notice of Acceptance.

(2) Core Phase in Japan

This program consists of lectures, case studies, field trips and independent study. The curriculum of the academic year 2021-2022 is shown in Fig.1 for your reference.

Fig.1

Academic Year 2021-2022 Curriculum Master's Programs

(11)Maritime Safety and Security Policy Program

Academic Year 2021-2022 Curriculum Master's Programs (11) Maritime Safety and Security Policy Program					
Category	Course No.	Course Name	Instructor	Term	Credit
I Required Course	MSP4000E	Independent Study	Various	Fall through Summer	4
	GOV1400E	International Relations in East Asia	TAKAGI Yusuke	Fall	2
	GOV2200EA	* International Relations	WAMA Yoko	Fall	2
	GOV2200EB	* International Relations	BRUMMER Matthew		
	GOV2240EB	International Security Studies	MICHISHITA Narushige	Fall	2
	MSP2000E	Maritime Police Policy	OKUZONO Junji	Spring	2
	MSP3000E	International Law	SHIMUYAMA Kenji	Fall	2
	MSP3010E	International Law of the Sea	FURUYA Kentaro	Winter	2
	MSP3020E	Policy for Search & Rescue, Salvage and Maritime Disaster Prevention	YAMAJI Tetsuya	Spring	2
	MSP5000E	Case Study on Maritime Safety and Security Policy I	FURUYA Kentaro	Fall	2
	MSP5010E	Case Study on Maritime Safety and Security Policy II	FURUYA Kentaro	Winter through Spring	2
II Recommended Courses	ECO1020E	Essential Microeconomics	KUROSAWA Masako	Fall	4
	ECO1080E	Essential Macroeconomics	NBAYASHI Ken	Winter	2
	ECO2020EB	Government and Market	HATANAKA Kaori	Winter	2
	GOV2100E	Government and Politics in Japan	MASUYAMA Mikitaka	Fall	2
	GOV2210E	International Political Economy	CHEY Hyoung-kyu	Fall	2
	GOV2310E	Comparative Politics	TAKENAKA Harukata	Fall	2
	GOV2460E	State and Politics in Southeast Asia	LIM Guanle	Spring	2
	GOV3240E	Non-Traditional Security	TBA	TBA	2
	GEN5020E	The World and the SDGs	TANAKA Akihiko	Fall	1
	MOR1000E	Introduction to Quantitative Methods	MOROHOSI Hozumi	Fall	2
	MSP2030E	Introduction to Oceanography	MINAMI Hiroki	Spring	1
	MSP2040E	Marine Environment and Pollution	KAWAMURA Noriko	Spring	1
	MSP3030E	International Comparative Criminal Law	SHINTANI Kazuaki	Spring	2
	MSP3100E	Introduction to International Maritime Safety and Security Conventions	FURUYA Kentaro	Fall(Session II)	1
	MSP2050E	Traffic Management Systems I	YAMADA Tatsuto	Spring (Session I)	1
	MSP2060E	Traffic Management Systems II	TBA	Spring (Session II)	1
	MSP3060E	Ship Maneuverability and Practical Operation	NAKAYAMA Yoshiyuki	Winter	1
	MSP3070E	Fundamentals of Advanced Energy Engineering	KANKI Takashi	Spring (Session II)	1
	MSP3080E	Information Management System I	YAMANAKA Masaaki	Spring (Session I)	1
	MSP3090E	Information Management System II	ISOZAKI Hiroomi	Spring (Session II)	1
III Elective Courses		** Selected Topics in Policy Studies I - IV			
		Courses not listed in this table			
X Others		*** Courses offered by the Center for Professional Communication			

Notes:

1. Graduation Requirements: Students must complete a minimum of 30 credits, 22 of which must come from Category I, and 8 from Category II.
2. Courses offered in the Program are subject to change.
3. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
4. * Students can take either GOV2200EA or GOV2200EB.
5. ** Course Number, instructor, and Term for these courses will be announced when the courses are offered.
6. *** Credits earned in these courses cannot count toward the degree.
7. Students must take the courses LAN0220E, LAN0040E and LAN0150E.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for these purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the specific issues or problems identified in their operations, carefully referring to the qualifications described in Section III-2 below.
- (3) Applying organizations are also expected to make use of the knowledge acquired by the nominees during their study.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following criteria.

Essential Qualifications

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Present Position: An officer working in a maritime safety and security related organization in one of the following positions:
 - Section chief or equivalent at a central authority (if serving under a central authority)
 - Assistant division chief or equivalent at a local authority (if serving under a local authority)
 - Lieutenant, Lieutenant Commander or Commander (or an equivalent rank)
 - Inspector or Superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations: three (3) years or more:
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. See Annex to apply for a waiver of the English language proficiency requirement.
- 6) Health: must be judged that they are medically adequate to participate in the Program in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 7) Age: under forty five (45) years old as of October 1, 2022

3. Required Documents for Application

(1) **Application Form:** The application form is available at **the JICA office (or the Embassy of Japan)**.

(2) **Application Materials for GRIPS/JCG Master's Program**

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX. Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX) depending on their filed educational and career records.

(3) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, date of birth, nationality, gender, passport number and expire date.

4. Procedures for Application and Selection

(1) **Submission of the Application Documents**

Closing date for applications: **Please inquire at the JICA office (or the Embassy of Japan)**. After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **March 31, 2022**.

(2) **Selection**

- 1) After receiving the application documents through appropriate administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) will conduct a screening and send the documents to JICA Chugoku, which organizes the program. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner. It would be, therefore, appreciated if you could inform the JICA office of it (if there would be a plausible case / candidate) as soon as possible thinking about the time it would take for the examination.
- 2) JICA Chugoku will carry out the screening jointly with JCG and decide the successful applicants out of those who meet the qualifications described in Section III-2.

- 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by zoom/Microsoft Teams, telephone or TV conferencing at the respective country's JICA office.
- 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
- 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July, 2022.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **no later than July 29, 2022**. An acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted candidate.

5. Document(s) to Be Submitted by Accepted Candidates

Accepted participants are required to prepare and submit a Job and Country Report Presentation materials to JICA Chugoku by **September 9, 2022**, preferably by e-mail to cictp@jica.go.jp .

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly adhere to the program schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course.

The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of “5. Expenses”, “IV. Administrative Arrangements”,

- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants’ accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

7. Certificate and Master’s Degree

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

IV. Administrative Arrangements

1. Organizer

(1) Name: JICA Chugoku*

*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

(2) Contact: Ms. Ami IKEDA (cictp@jica.go.jp)

TEL: 81-82-421-5800 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

2. Implementing Partner

(1) Japan Coast Guard (JCG)

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: 81-3-3580-0936

(where "81" is the country code for Japan, and "3" is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

URL: <http://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: 81-3-6439-6046 FAX: 81-3-6439-6050

("81" is the country code for Japan, and "3" is the local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodations in Japan

JICA will arrange the following accommodations for the participants in Japan:

JICA Tokyo Center (JICA Tokyo)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: 81-3-3485-7051 FAX: 81-3-3485-7904
(where “81” is the country code for Japan, and “3” is the local area code)
JICA Chugoku Center (JICA Chugoku)
Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan
TEL: 81-82-421-5800 FAX: 81-82-420-8082
(where “81” is the country code for Japan, and “82” is the local area code)

If there is no vacancy at JICA centers, JICA will arrange alternative accommodations for the participants. Please refer to the TIC facility guide at https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf

5. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfit, shipping and stopover.
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Medical care for participants who become ill after arriving in Japan (costs related to pre-existing illnesses, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country’s JICA office (or at the Embassy of Japan), to provide participants with details on travel to Japan, conditions of the program, and other matters.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html

V. Other Information

Dress Code Policy: Formal Clothes (suit and tie or officer uniform)

Participants are requested to wear a suit and a tie or other formal clothes for the opening ceremony, courtesy calls and receptions, and during lectures held at JCG and JCGA. No jeans or T-shirts will be allowed at these institutes, while the dress code at GRIPS is casual.

PC

Participants are encouraged to bring their own PCs for preparing their Job and Country Report Presentation and writing research papers.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Address correspondence to:

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

ANNEX: Application Materials for GRIPS/JCG Master's Program

1. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents (except for your official TOEFL test score report) together in one package. Make sure to write your name on the envelope.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

Important notes

- All documents must be in English.
- Faxed documents or digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

- Application for admission to GRIPS/JCG Master's Program** (use the designated form)

Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.

- Two (2) letters of recommendation** (use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

Certificate of employment (use the designated form)

You are required to submit this if you are currently employed.

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.

Official transcripts of academic record and graduation/degree certificates

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
 - The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and
 - An official verbatim English translation of the document, prepared by an accredited translator.

Official evidence of English ability

You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.

A TOEFL test score must be sent directly to JICA Chugoku by post from the test center (JICA Chugoku institution code for TOEFL is C237). A TOEFL test score sent by applicants will not be accepted.

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement

(There are two categories in our English test exemption policy.)

