



**KEMENTERIAN KESIHATAN MALAYSIA**  
**MINISTRY OF HEALTH OF MALAYSIA**  
Bahagian Pengurusan Latihan  
*Training Division*  
Aras 3 dan 6, Menara Prisma  
No. 26 Persiaran Perdana, Presint 3  
Pusat Pentadbiran Kerajaan Persekutuan  
62675 PUTRAJAYA  
MALAYSIA

Tel : 603-8000 8000  
Faks (Fax) : 603-8885 0748  
Laman Web (Web) : latihan.moh.gov.my

Ruj : KKM.500/3/4/9 Jld.31( 9 )  
Tarikh : 27 Januari 2023

**Semua Pengarah Kesihatan Negeri**  
**Jabatan Kesihatan Negeri**  
**Kementerian Kesihatan Malaysia**

YBhg. Datuk/ Dato'/ Datin/ Tuan/ Puan,

**HEBAHAN PELAWAAN PERMOHONAN BIASISWA JICA SDGS JFY2023 BAGI  
PENGAJIAN SARJANA DALAM BIDANG INTERNATIONAL PUBLIC POLICY DI  
INTERNATIONAL UNIVERSITY OF JAPAN (IUJ)**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Untuk makluman YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan, Jabatan Perkhidmatan Awam (JPA) ingin mempelawa pegawai Kumpulan Pengurusan & Profesional (P&P) yang berminat dan berkelayakan untuk memohon penajaan biasiswa oleh Japan International Cooperation Agency (JICA) SDGs JFY2023 bagi mengikuti pengajian peringkat Sarjana dalam bidang *International Public Policy di International University of Japan (IUJ)* untuk kemasukan Oktober 2023. Permohonan adalah secara dalam talian bermula 20 Januari 2023 (jam 5.00 petang) sehingga 24 Februari 2023 melalui portal Jabatan ini di <https://esilav2.jpa.gov.my>.

3. Semua permohonan mesti memenuhi syarat-syarat seperti yang dinyatakan di dalam **notis tawaran JPA** dan boleh dimuat turun melalui pautan <http://esilav2.jpa.gov.my>. Calon perlu melayari dan memohon secara dalam talian melalui portal JPA seperti yang tersebut.

4. Calon dinasihatkan untuk memahami syarat-syarat dan mengikuti tatacara permohonan yang ditetapkan bagi mengelakkan permohonan tersebut ditolak. Ketua Jabatan adalah dicadangkan supaya hanya menyokong dan mempertimbangkan calon-calon yang layak, sesuai serta memenuhi syarat-syarat yang ditetapkan. Bagi Skim Perkhidmatan Pergigian dan Perkhidmatan Farmasi perlu memenuhi syarat-syarat tambahan seperti di Lampiran A dan B.



CERTIFIED TO ISO 9001:2015  
CERT NO : QMS 01948

5. Sehubungan itu, permohonan perlu **dikemukakan terus dan perlu diterima oleh pihak BPL KKM** seperti alamat di bawah **sebelum atau pada 21 Februari 2023 (Selasa)** kepada:

Program Kepakaran 2  
Cawangan Operasi Latihan  
Bahagian Pengurusan Latihan, KKM  
Aras 6, Menara Prisma, No 26, Persiaran Perdana, Presint 3  
62675, Putrajaya  
(u/p: En.Khairul Annuar bin Mohd Yunos)

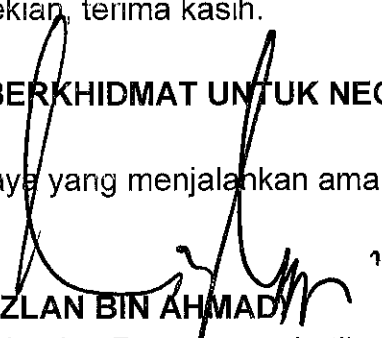
6. Setiap permohonan yang dikemukakan perlu mematuhi tarikh tutup yang ditetapkan oleh pihak Kementerian Kesihatan Malaysia seperti di atas. Sebarang pertanyaan lanjut berhubung permohonan ini boleh emel di [kepakaran2@moh.gov.my](mailto:kepakaran2@moh.gov.my). **Permohonan yang lewat diterima tidak akan dipertimbangkan.**

7. Kerjasama YBhg. Datuk/Dato'/Datin/Tuan/Puan adalah dipohon untuk memaklumkan tawaran ini kepada semua pegawai yang berminat dan berkelayakkan di Jabatan YBhg. Datuk/Dato'/Datin/Tuan/Puan.

Sekian, terima kasih.

**“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,

  
**(AZLAN BIN AHMAD)**  
Bahagian Pengurusan Latihan  
b.p Ketua Setiausaha  
Kementerian Kesihatan Malaysia

Lampiran A

Bil.	Program	Tarikh Permohonan Online JPA	Tarikh Tutup Permohonan Diperingkat BPL KKM	Jumlah Dokumen yang perlu dikemukakan ke KKM	Syarat-syarat dan Tatacara Permohonan mohon rujuk
1	Hebahan Pelawaan Permohonan Biasiswa JICA SDGS JFY2023 Bagi Pengajian Sarjana Dalam Bidang International Public Policy Di International University Of Japan (IUJ)	20 Januari 2023 hingga 24 Februari 2023	21 Februari 2023 (Selasa) Sebelum pukul 12.00 tengahari	3 Set Dokumen : 1 Dokumen Asal 2 Dokumen Salinan yang telah disahkan	Notis Iklan JPA Dan <a href="http://esilav2.ipa.gov.my">http://esilav2.ipa.gov.my</a>

**SYARAT-SYARAT TAMBAHAN**

**TANGGUNGJAWAB PEGAWAI**

1. Memenuhi syarat-syarat Cuti Belajar JPA seperti di **Lampiran 1 dan 2**;
2. Memenuhi syarat-syarat Cuti Belajar KKM dan syarat-syarat tambahan bagi Skim Program Pergigian dan Farmasi;
3. Mendapatkan sokongan Ketua Program masing-masing; dan
4. Surat iringan Ketua Jabatan.

**TANGGUNGJAWAB KETUA JABATAN**

1. Ketua Jabatan adalah dinasihatkan supaya membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan.
2. Ketua Jabatan adalah dinasihatkan supaya memastikan bahawa pegawai yang memohon boleh dilepaskan untuk mengikuti pengajian sekiranya berjaya ditawarkan kelak.

**s.k.**

Ketua Pengarah Kesihatan  
Kementerian Kesihatan Malaysia

Timbalan Ketua Setiausaha (Pengurusan)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Perubatan)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Kesihatan Awam)  
Kementerian Kesihatan Malaysia

Timbalan Ketua Pengarah Kesihatan (Sokongan&Teknikal)  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Kesihatan Pergigian  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Perkhidmatan Farmasi  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Sains Kesihatan Bersekutu  
Kementerian Kesihatan Malaysia

Pengarah Kanan  
Bahagian Keselamatan Dan Kualiti Makanan  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Kejururawatan  
Kementerian Kesihatan Malaysia

Pengarah  
Bahagian Pembangunan Kesihatan Awam  
Kementerian Kesihatan Malaysia  
Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Pembangunan Kesihatan Keluarga  
Kementerian Kesihatan Malaysia  
Aras 7 & 8, Blok E10, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Perkembangan Perubatan  
Kementerian Kesihatan Malaysia  
Aras 3-7, Blok E1 Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya

Pengarah  
Bahagian Amalan Perubatan  
Kementerian Kesihatan Malaysia  
Aras 2 – 3 & 7, Blok E1, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya.

Pengarah  
Bahagian Perancangan  
Kementerian Kesihatan Malaysia  
Aras 3, 6 dan 8,  
Blok E6, Kompleks E  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Wilayah Persekutuan Putrajaya

Setiausaha Bahagian  
Bahagian Pengurusan Maklumat  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian Kanan  
Bahagian Pembangunan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Dasar dan Hubungan Antarabangsa  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Sumber Manusia  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Pengurusan Latihan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Pembangunan Kompetensi  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Khidmat Pengurusan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Kewangan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Perolehan & Penswastaaan  
Kementerian Kesihatan Malaysia

Setiausaha Bahagian  
Bahagian Akaun  
Kementerian Kesihatan Malaysia

Penasihat Undang-Undang  
Pejabat Penasihat Undang-Undang  
Kementerian Kesihatan Malaysia

Ketua Audit Dalam  
Cawangan Audit Dalam  
Kementerian Kesihatan Malaysia

Ketua Unit  
Unit Komunikasi Korporat  
Kementerian Kesihatan Malaysia



## **SENARAI EDARAN**

Jabatan Kesihatan Negeri Johor  
Tingkat 3 & 4 Blok B, Wisma Persekutuan,  
Jalan Air Molek, 80590 Johor Bahru  
Johor Darul Takzim

Jabatan Kesihatan Negeri Kedah  
Simpang Kuala, Jalan Kuala Kedah,  
05400 Alor Setar, Kedah Darul Aman,

Jabatan Kesihatan Negeri Kelantan  
Tingkat 5, Wisma Persekutuan,  
15590 Kota Baharu, Kelantan Darul Naim.

Jabatan Kesihatan Negeri Melaka  
Tingkat 3, 4, dan 5, Wisma Persekutuan,  
Jalan Business City, Bandar MITC 75450 Ayer Keroh, Melaka.

Jabatan Kesihatan Negeri Pahang  
Jalan IM 4, Bandar Indera Mahkota  
25582 Kuantan  
Pahang Darul Makmur

Jabatan Kesihatan Negeri Perak  
Jalan Panglima Bukit Gantang Wahab,  
30590 Ipoh,  
Perak Darul Ridzuan.

Jabatan Kesihatan Negeri Perlis  
Jalan Raja Syed Alwi,  
01000 Kangar, Perlis Indera Kayangan.

Jabatan Kesihatan Negeri Pulau Pinang  
Jabatan Kesihatan Negeri Pulau Pinang (Bahagian Pengurusan)  
Tingkat 7, Bangunan MARA No. 33  
Jalan Pangkalan Weld  
10300 Pulau Pinang

Jabatan Kesihatan Negeri Sabah  
Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh,  
88590 Kota Kinabalu, Sabah.

Jabatan Kesihatan Negeri Sarawak  
Jalan Diplomatik, Off Jalan Bako,  
93050 Kuching, Sarawak.

Jabatan Kesihatan Negeri Selangor  
Tingkat 9, 10, 11 & 17, No. 1, Wisma Sunway,  
Jalan Tengku Ampuan Zabedah C 9/C,  
Seksyen 9, 40100 Shah Alam, Selangor.

Jabatan Kesihatan Negeri Sembilan  
Jalan Rasah 70300 Seremban  
Negeri Sembilan Darul Khusus.

Jabatan Kesihatan Negeri Terengganu  
Tingkat 5, Wisma Persekutuan Jalan Sultan Ismail  
20920 Kuala Terengganu, Terengganu Darul Iman.

Jabatan Kesihatan WP Kuala Lumpur  
Jalan Cenderasari,  
50590 Kuala Lumpur, Wilayah Persekutuan.

Jabatan Kesihatan WP Labuan  
Peti surat 80832,  
87018 Wilayah Persekutuan Labuan.  
Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Alor Setar, Kedah  
Km 6, Jalan Langgar  
05460 Alor Setar  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Batu Pahat, Johor  
Jalan Kluang  
86400 Parit Raja, Batu Pahat  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Bertam, Pulau Pinang  
Jalan Tun Hamdan Sheikh Tahir  
Kepala Batas  
13200  
Pulau Pinang

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kangar  
Jalan Behor,  
01000 Kangar  
Perlis

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuala Pilah, Negeri Sembilan  
Jalan Melang  
72000 Kuala Pilah  
Negeri Sembilan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuala Terengganu,  
Terengganu  
Jalan Sultan Mahmud  
20400 Kuala Terengganu  
Terengganu

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kuantan, Pahang  
Kompleks Kejururawatan Wilayah Timur  
Jalan Tanah Putih  
25100 Kuantan  
Pahang

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Kubang Kerian,  
Kelantan  
Kubang Kerian  
16150 Kubang Kerian  
Kelantan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Melaka  
Jalan Mufti Haji Khalil  
75400 Melaka  
Melaka

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Muar, Johor  
Hospital Pakar Sultanah Fatimah Muar  
84000 Muar  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Sandakan, Sabah  
W.D.I. No. 381  
90009 Sandakan  
Sabah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Kejururawatan) Sg Petani, Kedah  
Jalan Lencongan Timur, Bandar Amanjaya  
08000 Sungai Petani  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Pembantu Perubatan) Alor Setar,  
Kedah  
Lorong Penjara, Off Lebuhraya  
Sultanah Bahiyah  
05250 Alor Setar  
Kedah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Pembantu Perubatan) Seremban,  
Negeri Sembilan  
Jalan Rasah  
70300 Seremban  
Negeri Sembilan

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia (Teknologi Makmal Perubatan)  
Kuala Lumpur

Institut Penyelidikan Perubatan  
Jalan Pahang  
50588 Kuala Lumpur  
WP Kuala Lumpur

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Johor Bahru, Johor  
Lot 8173, Jalan Persiaran Kempas Baru  
81200 Johor Bahru  
Johor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Kota Kinabalu, Sabah  
Jalan Kolam  
Bukit Padang  
88300 Kota Kinabalu  
Sabah

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Kuching, Sarawak  
Jabatan Kesihatan Negeri Sarawak  
Lot 221, Batu 13 1/2 (KM22), Jalan Puncak Borneo,  
93590 Kuching  
Sarawak

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sg Buloh, Selangor  
Jalan Hospital  
47000 Sg. Buloh  
Selangor

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sultan Azlan Shah, Ipoh, Perak

Pengarah  
Institut Latihan Kementerian Kesihatan Malaysia Sultan Azlan Shah  
31250 Tanjung Rambutan  
Perak

Pengarah  
Pusat Pergigian Kanak-Kanak & Institut Latihan Kementerian Kesihatan Malaysia  
(Pergigian) Georgetown, Pulau Pinang  
No. 3 Jalan Sepoy Lines  
10450 Pulau Pinang  
Pulau Pinang



## JABATAN PERKHIDMATAN AWAM

### PELAWAAN PERMOHONAN BIASISWA

### JICA SDGS JFY2023 BAGI PENGAJIAN SARJANA DALAM BIDANG *INTERNATIONAL PUBLIC POLICY* DI INTERNATIONAL UNIVERSITY OF JAPAN (IUJ)

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Jabatan Perkhidmatan Awam (JPA) mempelawa pegawai Kumpulan Pengurusan dan Profesional (P&P) yang berminat dan memenuhi syarat seperti di **Lampiran 1** untuk memohon biasiswa **JICA SDGS JFY2023** bagi mengikuti pengajian **Sarjana** dalam bidang ***International Public Policy*** di **International University of Japan (IUJ)**.

Permohonan secara dalam talian boleh dilengkapkan melalui <https://esilav2.jpa.gov.my> mulai **20 Januari 2023 sehingga 24 Februari 2023**. Borang permohonan yang telah dilengkapkan tersebut hendaklah dicetak dan dikemukakan kepada **Panel Pembangunan Sumber Manusia (PPSM)** melalui **Ketua Jabatan** masing-masing.

Dalam mengemukakan perakuan pencalonan kepada pihak JPA, urus setia PPSM perlu melengkapkan Borang Laporan PPSM (Lampiran B – JPA(L) LDP1A/96) dan mengemukakannya kepada pihak JPA **sebelum atau pada 3 Mac 2023** bersama-sama dengan borang permohonan pegawai yang lengkap beserta dokumen sokongan yang berkaitan sama ada melalui serahan tangan / pos ke alamat berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
62510 PUTRAJAYA  
**(u.p: Unit Pengurusan Penawaran  
Dalam Perkhidmatan)**

Maklumat terperinci berhubung permohonan/pencalonan bagi biasiswa ini adalah seperti di **Lampiran 2**. Sekiranya terdapat sebarang pertanyaan lanjut berhubung biasiswa ini, sila hubungi talian 03 – 8885 3569 pada setiap hari bekerja (9.00 pagi – 5.00 petang) atau e-mel kepada [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my) .

Unit Pengurusan Penawaran Dalam Perkhidmatan  
Bahagian Pembangunan Modal Insan  
Jabatan Perkhidmatan Awam

19 Januari 2023

## SYARAT-SYARAT PERMOHONAN

**JICA SDGS JFY2023 BAGI PENGAJIAN SARJANA DALAM BIDANG *INTERNATIONAL PUBLIC POLICY* DI INTERNATIONAL UNIVERSITY OF JAPAN (IUJ)**

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- (a) Berumur tidak melebihi **40 tahun pada 1 April 2023**;
- (b) Pegawai kerajaan daripada **Kumpulan Pengurusan dan Profesional yang sedang berkhidmat dalam perkhidmatan tetap**;
- (c) Telah **disahkan dalam skim perkhidmatan terkini** pada tarikh tutup permohonan;
- (d) Mencapai markah **Laporan Nilai Prestasi Tahunan (LNPT) purata 85 markah ke atas bagi tempoh genap 3 tahun skim perkhidmatan terkini berturut-turut (2019, 2020 & 2021) atau (2020, 2021 & 2022)**. Penilaian setahun LNPT hendaklah genap 12 bulan;
- (e) Mempunyai **ijazah sarjana muda** daripada universiti yang diiktiraf oleh Kerajaan;
- (f) Mengikuti **pengajian di peringkat yang lebih tinggi** daripada kelayakan akademik sedia ada yang dimiliki pegawai;
- (g) Kursus yang dipohon adalah berkaitan dengan bidang yang bersesuaian dengan bidang tugas;
- (h) Mematuhi **syarat genap tempoh tamat** mengikuti kursus jangka panjang/pendek seperti berikut:

<b>Tempoh Kursus</b>	<b>Tempoh Menunggu (pada 1 Januari 2023)</b>
Lebih daripada 12 bulan	2 tahun
Lebih daripada 3 bulan dan kurang daripada 12 bulan	1 tahun
Kurang daripada 3 bulan	Tiada

- (i) Tidak menerima bantuan penajaan yang lain;
- (j) **Bersih daripada pertuduhan/tindakan** tatatertib dan bebas daripada dakwaan Mahkamah;
- (k) Telah mengisytiharkan harta;
- (l) **Tidak tersenarai dalam senarai hitam JPA;**
- (m) Tidak mempunyai sebarang **kecacatan fizikal dan mental;**
- (n) **Disahkan sihat** oleh pegawai perubatan bertauliah dan sijil perakuan kesihatan perlu dikemukakan selepas pegawai lulus ujian kemasukan universiti. Namun, pengakuan status kesihatan oleh pegawai perlu dikemukakan terlebih dahulu bersama-sama dengan borang permohonan; dan
- (o) Mencapai tahap **penguasaan Bahasa Inggeris** dengan **skor minimum** seperti berikut:
  - a) TOEFL iBT : 80
  - b) IELTS (Academic Modules) : 6.5



## TATACARA PERMOHONAN/PENCALONAN

### JICA SDGS JFY2023 BAGI PENGAJIAN SARJANA DALAM BIDANG *INTERNATIONAL PUBLIC POLICY* DI INTERNATIONAL UNIVERSITY OF JAPAN (IUJ)

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#### 1. TANGGUNGJAWAB PEGAWAI

- 1.1 Pegawai yang berminat dikehendaki **membaca dan memahami** syarat-syarat permohonan di **Lampiran 1** sebelum membuat permohonan.
- 1.2 Permohonan boleh dibuat dengan melengkapkan borang permohonan secara dalam talian melalui pautan <https://esilav2.jpa.gov.my> bermula daripada **20 Januari 2023 sehingga 24 Februari 2023**.
- 1.3 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun, dicetak dan ditandatangani oleh pegawai**. Terdapat ruangan perakuan Ketua Jabatan selepas ruangan tandatangan pegawai yang mana memerlukan maklumat perkhidmatan pegawai dilengkapkan, disahkan dan ditandatangani oleh Ketua Jabatan<sup>1</sup> masing-masing.

Nota: Tanggungjawab pegawai untuk menyemak dan memastikan segala maklumat di ruangan perakuan Ketua Jabatan tersebut **dilengkapkan sepenuhnya tanpa ada sebarang kecaciran** sebelum borang permohonan lengkap tersebut dikemukakan kepada Urus setia Panel Pembangunan Sumber Manusia (PPSM)<sup>2</sup> masing-masing untuk penyelarasan.

- 1.4 Borang permohonan yang lengkap tersebut perlu dikemukakan kepada urus setia PPSM masing-masing bersama-sama dengan **dokumen-dokumen sokongan** yang berkaitan seperti berikut:

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<sup>1</sup> Ketua Jabatan yang dimaksudkan adalah sekurang-kurangnya pegawai di peringkat mengetuai sesuatu bahagian di mana pegawai ditempatkan atau bahagian pengurusan sumber manusia di Kementerian/Jabatan/Agensi seperti Pengarah/Setiausaha Bahagian dsb.

<sup>2</sup> PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh Ketua Perkhidmatan masing-masing tanpa mengira Kementerian/Jabatan/Agensi penempatan pegawai kecuali bagi pegawai perkhidmatan gunasama (PTD, PLV dan PPSi) yang mana PPSM yang dimaksudkan adalah PPSM yang dipengerusikan oleh pegawai pengawal Kementerian masing-masing sahaja walaupun pegawai ditempatkan di Jabatan/Agensi di bawah Kementerian berkaitan.

- (a) *JICA Application Form*;
- (b) Salinan Ijazah Pertama/Sarjana/kelulusan yang setaraf dengannya – Skrol dan transkrip rasmi dalam Bahasa Inggeris/diterjemahkan secara rasmi kepada Bahasa Inggeris (telah disahkan);
- (c) Salinan slip keputusan TOEFL/IELTS (telah disahkan); dan
- (d) Salinan pasport antarabangsa yang tertera maklumat nama, tarikh lahir, warganegara, jantina, no. pasport, tarikh tamat tempoh serta gambar (telah disahkan).

Nota: Semua dokumen di atas hendaklah dikemukakan dalam **2 salinan dokumen yang lengkap (1 salinan asal dan 1 salinan fotostat)**.

## **2. TANGGUNGJAWAB KETUA JABATAN**

- 2.1 Ketua Jabatan adalah dinasihatkan supaya membuat **semakan yang teliti** dan **memberi sepenuh perhatian** kepada syarat-syarat yang telah ditetapkan di **Lampiran 1**. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan untuk menyokong/memberi pelepasan kepada pegawai-pegawai yang **bersesuaian dan berkecukupan** berdasarkan syarat-syarat yang ditetapkan sahaja.
- 2.2 Ketua Jabatan perlu **melengkapkan dan mengesahkan maklumat** perkhidmatan pegawai dan seterusnya **menandatangani ruangan perakuan** Ketua Jabatan dalam borang permohonan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai;
- 2.3 Permohonan yang lengkap dan disokong perlu dikemukakan bersama-sama dokumen berkaitan kepada Urus Setia PPSM masing-masing untuk perakuan lanjut.

## **3. TANGGUNGJAWAB KETUA PERKHIDMATAN/PEGAWAI PENGAWAL MELALUI PANEL PEMBANGUNAN SUMBER MANUSIA (PPSM)**

- 3.1 Ketua Perkhidmatan/Pegawai Pengawal adalah dinasihatkan supaya membuat **perancangan dan semakan yang teliti** ke atas syarat dan tatacara permohonan/pencalonan seperti di **Lampiran 1 dan 2** dalam memperakukan pencalonan pegawai melalui PPSM masing-masing kepada pihak BMI, JPA.

Sekiranya semua pegawai yang diperakukan berjaya ditawarkan program ini, Ketua Perkhidmatan/Pegawai Pengawal perlu memberi pelepasan kepada mereka untuk mengikuti program ini.

- 3.2 Ketua Perkhidmatan/Pegawai pengawal hendaklah memastikan hanya pegawai-pegawai yang **bersesuaian sahaja dicalonkan** dengan mengambil kira **kesesuaian bidang kursus** yang ditawarkan, **tugas** semasa calon, **potensi** calon dan sebagainya. Ini kerana slot program ini adalah **terhad**.
- 3.3 Sehubungan itu, adalah menjadi tanggungjawab Urus Setia PPSM untuk mengambil tindakan-tindakan berikut:
- (a) **Melengkapkan borang Laporan Panel Pembangunan Sumber Manusia** Kementerian/Jabatan untuk kursus dalam perkhidmatan - JPA(L) LDP 1A/96;
  - (b) **Memastikan maklumat perkhidmatan** di ruangan perakuan Ketua Jabatan pada borang permohonan pegawai **adalah tepat dan benar** serta **telah ditandatangani oleh Ketua Jabatan** yang berkaitan. Semakan ke atas buku perkhidmatan atau/dan rekod HRMIS pegawai perlu dibuat untuk memastikan ketepatan dan kesahihan maklumat perkhidmatan pegawai.
  - (c) Pencalonan yang dikemukakan kepada BMI, JPA hendaklah disertakan bersama-sama dengan dokumen-dokumen berikut:
    - (i) Dokumen-dokumen seperti di perenggan **1.3 hingga 1.4**; dan
    - (ii) Dokumen-dokumen seperti di perenggan **3.3 (a)**.
- 3.4 **Pencalonan yang lengkap** hendaklah dikemukakan dan diterima oleh Jabatan ini selewat-lewatnya pada **3 Mac 2023** sama ada melalui pos atau serahan tangan ke alamat seperti berikut:

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
62510 PUTRAJAYA.

**(u.p.: Unit Pengurusan Penawaran Dalam Perkhidmatan)**

#### **4. PERTANYAAN**

Sekiranya terdapat pertanyaan lanjut berhubung perkara ini, pihak penyelaras yang boleh dihubungi adalah seperti berikut:

**Penyelaras** : **Unit Pengurusan Penawaran Dalam Perkhidmatan,  
BMI JPA**

**No. Telefon** : **03 – 8885 3569**

**Emel** : **penawaranldp@jpa.gov.my**

**2022 Admission Guidelines for  
Special Selection for International Students**  
**Graduate School of International Relations (GSIR)**  
**International University of Japan (IUJ)**

**1. Programs and Number of Students to be Admitted**

Two-year Master's Programs: International Relations Program (IRP)  
International Development Program (IDP)  
Public Management and Policy Analysis Program (PMPP)  
Japan-Global Development Program (JGDP)

One-year Master's Program: International Public Policy Program (IPPP)

Those who apply for admission to one of the programs in the GSIR through designated training/scholarship schemes of the Japanese government (MEXT\*), foreign governments, or public institutions shall be considered under a special selection schedule. The number of the students that can be admitted will be within the enrollment capacity of 110 students.

**2. Time of Enrollment**

Enrollment in GSIR programs is possible only in September 2022, at the start of the fall 2022 term.

**3. Minimum Qualifications for Admission**

Those who meet both qualifications in the following two categories, (1) academic background and (2) sponsoring/scholarship scheme, can apply for the special selection for international students.

(1) Academic Background

Applicants must meet one of the following qualifications:

- 1) Those who hold, or are about to receive, their Bachelor's Degree from an accredited four-year college or university, and who have completed a minimum of 16 years of formal schooling.
- 2) Those who hold a Bachelor's Degree in a country where less than 16 years of formal schooling is required for completion of that degree, and who have one year or more research experience subsequent to their Bachelor's Degree at an academic institution; and who are at least 22 years of age. (An official letter attesting to the candidate's academic research experience is required as part of the application documents.)  
In some cases, those who hold a Bachelor's Degree from an educational institution in a country where 15 years of formal schooling is required for completion of that degree but have no research experience may be regarded as eligible applicants based on their undergraduate performance.
- 3) Those who hold an Associate Degree (one of the higher tertiary degrees issued usually after 14 years of schooling by such educational institutions as junior colleges in the U.S.A., Japan or other countries that have compatible education systems), who are at least 22 years of age, and whose demonstrated academic ability prior to application is recognized by the GSIR as equivalent to that of an individual who holds a Bachelor's Degree.

(2) Training/Scholarship Scheme

Applicants must meet one of the following requirements and apply through their sponsoring/scholarship institution.

- 1) Those who have a scholarship from the Japanese government (MEXT)
- 2) Those who are sponsored by a foreign government
- 3) Those who are expected to receive a scholarship from a public institution during the standard period for the completion of his/her course of study.
- 4) Those who are recognized by the Graduate School as having a qualification equivalent to one of the above.

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\*MEXT is the short name for the Japanese Ministry of Education, Culture, Sports, Science and Technology.

## 4. Admissions Policy and Screening Criteria

### Admissions Policy

The fundamental objectives of the Admissions Committee of the GSIR are to encourage applications which meet one of the qualifications mentioned above, as required by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), and to admit to our graduate programs as many of the most competent students as possible within the limits of the number of places available in the School.

In order to select the most competent students from among those who apply, the committee will individually review all the applicants on the basis of several criteria listed below, through interviews and/or documentary screening. The GSIR does not use a predetermined formula for rating the content of undergraduate education, nor does it use quotas based on nationality, age, or gender.

### Screening Criteria

The purpose of the GSIR screening is to find applicants who can contribute to creating a stimulating academic environment for studying important practical policy issues, especially those related to establishing peace, enhancing understanding among different cultures and nations, and improving living conditions throughout the world.

Eligible applicants who meet one of the minimum qualifications described above, will be reviewed on the basis of the following criteria:

- (1) Well-defined motivation to pursue graduate studies; clear research and/or career goals which IUJ can support
- (2) Demonstrated scholastic achievement at the undergraduate level
- (3) Aptitude and potential to become a leader who can significantly contribute to and/or manage increasingly globalizing organizations
- (4) Maturity for a demanding academic experience
- (5) Fair sense of values to be able to become a member of our multinational and multicultural IUJ community with an interest in understanding different cultures, drive to actively communicating with others, and desire to create a world-wide human network

In addition, the applicant's facility in written and spoken English is a vital point to be evaluated as all the courses at IUJ are taught in English.

## 5. Screening Process

We base application decisions on an evaluation of the application documents submitted. An interview will be conducted if necessary.

## 6. How to Apply

Applicants must send all the application materials through his/her sponsoring Japanese government (MEXT), foreign governments, or public intuitions. All required items have to be received by IUJ on or before the application deadline.

Mailing Address: Admissions  
Graduate School of International Relations  
International University of Japan  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan

### **Notes:**

- (1) Upon receipt of **complete** application, IUJ will send the applicant or his/her sponsoring Japanese government (MEXT), foreign government, or public institution an acknowledgment message explaining his/her application status.
- (2) IUJ will not return any application documents or application fees once submitted.
- (3) All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to third parties without prior permission of the applicants.

## 7. Application Items

Please respond to all questions and complete the application in English. However, in place of the following designated items, an applicant may use some application documents submitted to his/her sponsoring Japanese government (MEXT), foreign governments, or public intuitions according to institutional agreements. Those applicants are requested to consult with a person in charge of his/her sponsoring Japanese government (MEXT), foundation governments, or public intuitions.

- (1) Complete Application Form
- (2) Personal Statement
- (3) Research Interest description
- (4) College Certificates: Official transcript of academic record and Certificate of graduation/degree
- (5) TOEFL, IELTS, or TOEIC Score Report
- (6) Application Fee of 5,000 yen  
However, in some cases, applicants may be exempt from application fees. Instruction for payment will be provided to applicants who are required to pay an application fee individually.
- (7) Letter Attesting Academic Research Experience (If applicable)

## 8. Application Deadline

May 31, 2022 in principle

## 9. Announcement of Admission Results

Admissions results will be sent by postal mail upon completion of screening.

## 10. Admission Procedures

Details of admission procedures are mailed to successful applicants along with the Notification of Successful Results. Only those who complete "Admission Procedures" will be issued an official 'Letter of Admission.'

## 11. Study Expenses

Admission fee:	300,000 yen
Annual Tuition:	
(2-year : IRP/IDP/PMPP/JGDP)	3,200,000 yen
(1-year : PMPP)	3,900,000 yen
Monthly Living expenses (rough estimate)	
Single Dormitory with Bath:	39,000 yen
Utilities:	5,000 yen
Meals in the school cafeteria:	30,000 yen
Educational Materials (rough estimates):	30,000 yen (for 2 years)

A basic telephone rate is included in the dormitory rent expense.

Notes:

- (1) Successful applicants will be requested to pay an Admission Fee by the designated due date to be stated in Guidelines for Successful Applicants. The admission fee, once paid into an IUJ's bank account, will not be refunded under any circumstances regardless of any requests from the payer.
- (2) Students may pay their tuition fee on a term-by-term basis. Tuition for the first term of the first year must be paid by the designated deadline before enrollment.
- (3) If students participate in an exchange program and/or field research which is an optional curriculum conducted in accordance with students' research plan, additional expenses are needed besides the above mentioned expenses.
- (4) IUJ has an apartment building for married students. However, only 18 units are available. Thus, some students live in off-campus apartments in the nearby area.

## 12. Contact Address

If you have any questions regarding admission, please contact:

Admissions  
Graduate School of International Relations  
International University of Japan  
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7277 Japan  
Tel: +81-25-779-1200  
Fax: +81-25-779-1188  
E-mail: [admgsir@iuj.ac.jp](mailto:admgsir@iuj.ac.jp)  
URL: <https://www.iuj.ac.jp/admis/>



Knowledge Co-Creation Program under Technical Cooperation with the Government of Japan

## Application Form for the JICA Knowledge Co-Creation Program for Long-Term Participants (JICA Development Studies Program)

### OFFICIAL APPLICATION FORM

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

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

SDGs GLOBAL LEADER PROGRAM (IPPP)

**2. Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)<sup>1</sup>

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**3. Country Name:**

MALAYSIA

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for Knowledge Co-Creation program (KCCP) 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 there is no Note Verbale/ Letter from the government nominating the applicant)<sup>2</sup>**

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	

<sup>1</sup> 研修員決定決裁後に KCCP システムでの研修コース登録を行う場合は記載不要。  
<sup>2</sup> 署名又は代替書類は必須であり、いずれも無い場合、研修員の受入、来日手続きが不可となるため留意すること。



Department / Division

**Part A: Information on the Applying Organization<sup>3</sup>**

(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 Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in KCCP.

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 KCCP, 4) Plan of organization and 5) Others.

<sup>3</sup> 研修コース特性に応じ任意記載

**Part B: Information about the Nominee**

(to be completed by the Nominee)

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

SDGs GLOBAL LEADER PROGRAM (IPPP)
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**2. Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)

										J				
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Attach the nominee's photograph (taken within the last six months) here  
Size: 4cm x 3cm

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

**1) Name of Nominee (as in the passport)**

**Family Name**

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**First Name**

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**Middle Name**

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<b>2) Nationality</b> (as shown in the passport)			<b>5) Date of Birth</b> (please write out the month in English as in "April")			
<b>3) Sex</b> (for visa application)	( ) Male	( ) Female	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Age</b>
<b>4) Religion</b>						

**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) Passport/Visa<sup>4</sup>**

Passport possession	( ) Yes	( ) No	Expiry date of passport	Date	Month	Year
USA visa possession*	( ) Yes	( ) No				

<sup>4</sup> 有効なパスポートは「受入回答」(遅くとも来日日1か月前)での必要書類であるため留意すること。



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\*Applicants from Latin American and the Caribbean Countries only.

**【Questionnaire on Relationship with the Military】**

\*If your organization and/or your status is related to the Military, please mark with YES or NO below in the ( ) which best describes the relationship.

(YES / NO) the Military, an active military personnel or a military personnel listed in the muster roll/military register
(YES / NO) an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
(YES / NO) the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense
(YES / NO) an civilian organization but with military personnel or a military division within the organization
(YES / NO) an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

**9) Outline of duties: Describe your current duties**

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**10) 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:

**11) Others (if necessary)**

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**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					

**CONFIDENTIAL**

3)Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor
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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.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**6. Expectation on the applied KCCP**

**1) Personal Goal: Describe what you intend to achieve in the applied KCCP 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 KCCP. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied KCCP. (required)**

## 1. University Information<sup>5</sup>

(1) After examining university list provided by JICA, please fill in University, Supervisor, and the respective Field of studies that you expect to study in Japan. If you have more than two universities in your mind, you can select **up to three universities**

Name of University and Graduate School(1)	
Graduate School Code(1)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(2)	
Graduate School Code(2)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

Name of University and Graduate School(3)	
Graduate School Code(3)	
Name of Course/Major	
Master/PhD	
Supervisor of choice*	
Field of Study	

\*If you wish to apply for a PhD, please make sure to fill in "Supervisor of choice".

**Master's degree applicants must also fill in the name of desired supervisor for some universities. Please refer to the appropriate section of the "university list".**

**[IMPORTANT]** <sup>6</sup> JICA will provide your desired university with your personal information (educational background, career, health condition, health certificate, etc.) necessary for selection.

<sup>5</sup> 研修コース特性に応じ任意記載

<sup>6</sup> 受入大学に候補者情報を提供する研修コースにおいては記載必須。

For the privacy policy of each university, check the description on the university website.

## 2. Research Plan<sup>7</sup>

Write a brief research plan of your proposed Master's or Doctor's thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Doctor's thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

- Brief explanation for your analysis of this topic.
- Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work. Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

**\*For PhD courses, please attach your master thesis in English and related papers (if any).**

### **!! IMPORTANT !!**

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Doctor's course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Doctoral course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.
- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

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<sup>7</sup> 研修コース特性に応じ任意記載。

### 3. Career Plan after Graduation<sup>8</sup>

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

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<sup>8</sup> 研修コース特性に応じ任意記載。



## Part C: Terms and Conditions<sup>9</sup>

### 1. General Rules

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) 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,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses

<sup>9</sup> 記載必須(「DECLARATION」欄含む)

To be borne by JICA,”

- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of “Overseas research” and “Temporary Leave (leaving Japan for private purpose)” is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA’s instructions to do so.

## **2. Privacy Policy**

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

### (1) Scope of Use

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

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

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

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

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

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

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

#### (a) In the case of contracted-parties for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned parties to take safety management measures and manage it appropriately and will confirm the implementation status.

#### (b) In the case of uncontracted universities for the purpose of admission screening

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

### (3) Security Notice

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

\*Information Security Policy of JICA in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgation, loss or damages of such personal information.
  - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.  
If the participants apply to KCCP, the participants shall also comply with terms of use of copyrighted works for the KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))

2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

#### **4. Portrait Right Policy**

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During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.



## DECLARATION (to be signed by the Applicant)

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- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy
  
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
  
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:  
  
 Agree /  Disagree
  
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date

Name and Title/Position

Signature