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Japan International Cooperation Agency

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No. 202201280001-1

The Japan International Cooperation Agency presents its compliments to the Ministry of Foreign Affairs and has the honour to inform the latter that the Government of Japan is preparing to grant fellowship for Knowledge Co-Creation Program (Group & Region Focus) to be held in accordance with the attached details (General Information).

If the Government of Thailand is interested in sending participants in these programme, it is requested that the Application Forms be sent to the Japan International Cooperation Agency before the date mentioned in the attached details.

The Japan International Cooperation Agency avails itself of this opportunity to renew to the Ministry of Foreign Affairs the assurances of its highest consideration.



物内和夫

January 28, 2022

Thailand International Cooperation Agency
Ministry of Foreign Affairs
The Government Complex, Bangkok

1. Title of Training Course granted by the Government of Japan

Knowledge Co-Creation Program (Group & Region Focus) on Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation, JFY2022

2. Number of Participants (alternative number of participants could be consider by JICA center)

One (1)

3. Date of Course: 28 September 2022 – 16 September 2023

4. Latest date by which the Applications should be received by the Japan International Cooperation Agency 1 April 2022

Required Document

- 1) JICA's Application Form
- 2) Application Materials for GRIPS/BRI Master's Program (ANNEX II of the General Information)
- 3) Inception Report (ANNEX III of the General Information)
- 4) English Score Sheet
- 5) Photocopy of Passport



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

SEISMOLOGY, EARTHQUAKE ENGINEERING,
AND

TSUNAMI DISASTER MITIGATION

課題別研修「地震学・耐震工学・津波防災」

JFY 2022

NO. 202107994J001

Course Period in Japan: September 28th, 2022 to September 16th, 2023

(In the context of the COVID-19 pandemic, please note that methodology of course may be modified.)

This information pertains to one of the JICA Knowledge Co-Creation Programs (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

Earthquake and Tsunami disasters frequently take human lives, destroy houses and devastate social properties instantly and enormously. In general, natural disasters have difficulty of preparedness and precaution due to unpredictability as well as difficulty of immediate response to damage for sudden occurrence, and often cause heavy economic losses. Moreover, earthquakes and tsunamis may accelerate human losses by fires, collapse of man-made structures and/or inundation of coastal areas.

Although the studies related to earthquakes and tsunamis are developed, people are seriously suffered from earthquakes and tsunamis in many countries. The 2011 off the Pacific coast Tohoku Earthquake still lives in the people.

In order to improve technologies in seismology, earthquake engineering, and tsunami disaster mitigation in developing countries located in earthquake/tsunami-prone areas, it is important to develop those technologies applicable to each country by its own efforts, taking conditions and systems of the respective countries into consideration as well as to transfer their latest knowledge and technology from developed countries.

To achieve this aim, it is indispensable to train experts as human resources to be highly capable of planning, instructing, and extending earthquake and tsunami disaster mitigation technologies, by combining relevant advanced technologies with administrative capability to utilize and disseminate those technologies.

For what?

This program aims to increase capacities of officials, engineers or researchers who are conducive to earthquake and tsunami disaster management. In this course, participants will acquire Japan's leading knowledge and technologies on seismology, earthquake engineering and tsunami disaster mitigation.

<Examples of Japan's leading knowledge and technologies>

(See ANNEX I and IV for details)

Seismology: Earthquake source, Microtremor exploration and Strong ground motion simulation;

Earthquake Engineering: Non-linear seismic response evaluation, Performance-based seismic design, Seismic diagnosis and retrofit, Energy dissipation system and Seismically isolated system;

Tsunami Disaster Mitigation: Tsunami early warning system, Tsunami simulation and Tsunami hazard and risk assessment.

For whom?

This program is provided to those who are technical officials, engineers or researchers of governmental organizations, research institutes or universities having

public interest in seismology, earthquake engineering or tsunami disaster mitigation, and who have university degrees in seismology, earthquake engineering, tsunami or equivalent and 3 years working experience.

How?

Participants shall have opportunities in Japan to acquire knowledge and technologies of earthquake or tsunami disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a research report and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

Remarks:

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI). In order to enroll in the master's degree program, applicants must fulfill all the requirements listed in ANNEX II. After enrolling the master's program and completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

II. Description

1. Title (Course No.):

Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation
(202107994)

2. Course Duration in JAPAN:

September 28th, 2022 to September 16th, 2023

3. Target Regions or Countries:

Algeria, Bhutan, Comoros, Egypt, Fiji, India, Indonesia, Mexico, Philippines, Thailand, Timor-Leste and Vanuatu

4. Eligible / Target Organization:

This program is designed for governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation.

5. Capacity (Upper Limit of Participants):

20 participants

6. Language:

English

7. Objective(s):

This course aims to increase capacities of technical officials, engineers and researchers in the fields of seismology, earthquake engineering and tsunami disaster mitigation who are conducive to earthquake and tsunami disaster management and disaster recovery policy.

8. Overall Goal:

The capacity of the earthquake / tsunami disaster mitigation in target countries is strengthened and the damage of earthquake / tsunami disaster is reduced.

9. Output and Contents:

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

(1) Preliminary Phase in a participant's home country

Preparation for the program

Basic mathematics for Seismology and Tsunami groups (homework)

(2) Phase in Japan (See ANNEX I for the detail)

September 28th, 2022 to September 16th, 2023

III. Eligibility and Procedures

1. Expectations to the Applying 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 those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

- 1) be nominated by their governments in accordance with the procedures described in III-4.
- 2) be technical officials, engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent.
- 3) be an employee of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation. (More than 3 years of working experience are recommended). If a nominee has to resign from his/her job in order to participate in the program, he/she is expected to return to work at the belonging organization after the program.
- 4) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
- 5) be proficient in MS Word, Excel and PowerPoint.
- 6) be able to write research reports on the individual study in English.
- 7) have a competent command of spoken and written English. 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. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

It is mandatory for applicants to GRIPS/BRI Master's Program to submit the above mentioned English certificate. (See ANNEX II).

- 8) be between the ages of twenty-five (25) and forty two (42) years as of October 1, 2022. Those who are not fit into the age qualifications may be considered as eligible applicants, depending on the circumstance in the

Participants are expected to achieve the following outputs;

- (1) To acquire basic concepts and theories on Seismology, Earthquake Engineering, or Tsunami which are essential to establish the Earthquake Disaster Mitigation Scheme.
- (2) To acquire basic concepts and theories on Seismic / Tsunami Hazard Estimation, Disaster Management and Disaster Recovery Policy in the fields of Seismology, Earthquake Engineering or Tsunami Disaster Mitigation.
- (3) To complete a research report for solving problems in participant's country applying techniques and knowledge acquired in the course.

**It is mandatory for the applicants to select one of the topics of Individual Study listed on the ANNEX I and write it in the face page of Inception Report. For those who select 'others' it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.*

applicants' countries.

- 9) be judged medically adequate to pursue study 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.

To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

3. Required Documents for Application:

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

Applicants should mention their choice (Seismology group, Earthquake Engineering group or Tsunami Disaster Mitigation group).

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) Inception Report:**

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX III).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20-25 minutes presentation on Inception Report within about two weeks after the course begins. It is mandatory to bring these materials in digital forms.

- (3) Photocopy of Passport:**

You should submit it 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.

*The following information should be included in the photocopy:

Name, date of birth, nationality, sex, passport number and expire date

- (4) Application Materials for GRIPS/BRI Master's Program:**

A part of curriculum of this course is approved as a master's degree program by

GRIPS and BRI. It is required to prepare and submit all of the materials written in ANNEX II for admission to GRIPS/BRI Master's Program.

4. Procedures for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **April 8, 2022**)

(2) Selection:

- 1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) shall conduct screenings, and send the documents to JICA Tsukuba, which organizes this program.
- 2) JICA Tsukuba will carry out the screening jointly with BRI and select the qualified applicants out of those who fulfill the set qualifications described above in III-2.
- 3) Some of the applicants may be requested to take an oral interview by telephone or TV conference system in the respective country's JICA office.
• The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants.
- 4) Procedure of screening for admission to GRIPS/BRI Master's Program is explained in ANNEX II.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

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.

(3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Government by **no later than July 29, 2022.** (*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

5. Additional Document(s) to Be Submitted by Accepted Candidates: **Basic Mathematics for Seismology**

(Only for applicants who select Seismology Course and Tsunami Disaster Mitigation Course)

An accepted applicant will be given Basic Mathematics for Seismology material by BRI. The result of Basic Mathematics for Seismology material (homework) should be sent to BRI by **September 22, 2022.**

6. Conditions for Participation:

The participants of KCCP are required

- (1) to strictly observe the course 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:

- (1) A participant who has successfully completed the course will be awarded a certificate by JICA.
- (2) A participant, who has successfully fulfilled requirements given by International

Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE.

- (3) A participant, who has enrolled in master's program and successfully completed all graduation requirements, will be awarded a Master's Degree, 'Master of Disaster Management,' by GRIPS and BRI.

IV. Administrative Arrangements

1. Organizer(JICA Center in Japan):

(1) **Name:** JICA Tsukuba

(2) **Contact:** Ms. McGOEY Sachie (tbictp@jica.go.jp)

2. Implementing Partner:

(1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)

1) URL: <http://iisee.kenken.go.jp>

2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan

3) TEL: +81-29-879-0679

4) FAX: +81-29-864-6777

5) E-mail: iisee@kenken.go.jp

6) Remark: IISEE is a research department of BRI that trains participants from earthquake-prone developing countries on seismology, earthquake engineering and tsunami disaster mitigation. The course is implemented at relevant places including BRI and GRIPS.

(where "81" is the country code for Japan, and "29" is the local area code)

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

1) URL: <https://www.grips.ac.jp/en/>

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

3) TEL: +81-3-6439-6046

4) E-mail: admissions@grips.ac.jp

5) Remark: 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 arena, advancement of policy research, and collection and dissemination of policy-related information.

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

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. Accommodation in Japan:

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

JICA Tsukuba Center (JICA Tsukuba)
Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111, FAX: +81-29-838-1776
(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility guide of JICA Tsukuba at its URL:
<http://www.jica.go.jp/english/contact/domestic/information.pdf>

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodation(s) for the participants

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 (the costs related to pre-existing illness, 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)

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

The curriculum of this course is approved as a master's degree program by GRIPS and BRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by BRI.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or the Embassy of Japan), to provide participants with details on travel to Japan, conditions of the course, 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	
https://www.youtube.com/watch?v=SLurfKugrEw	
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. Computer:

The participants are recommended to bring their own laptop/notebook computers to prepare a report, presentation slides and to communicate by e-mail.

2. Relevant Data for Seismology, Earthquake Engineering, and/or Tsunami Disasters in Participants' Country:

The participants are strongly recommended to bring the relevant data in their countries on their laptop/notebook computers for preparing presentation slides and reports requested in this course including a research report.

3. Introduction of Participants' Country:

The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, clothes, instruments or ornaments.

4. For the Promotion of Mutual Friendship:

JICA Tsukuba encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

5. Bring Some Cash:

Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days after your arrival.

6. Exchange to Japanese Currency (YEN):

It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the program.

END

VI. Annex

ANNEX I: Curricula of Phase in Japan

ANNEX II: Application Materials for GRIPS/BRI Master's Program

ANNEX III: Instruction for the Preparation of Inception Report

ANNEX IV: Syllabus of the Training Program (Tentative)

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's 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. Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1776

รายละเอียดเกี่ยวกับการสมัครขอรับทุน

ชื่อหลักสูตร **Seismology, Earthquake Engineering, and Tsunami
Disaster Mitigation**

วิธีการเสนอชื่อผู้สมัครขอรับทุน คุณสมบัติของผู้สมัครขอรับทุน หลักเกณฑ์การคัดเลือก
ผู้สมัครขอรับทุน และผลการพิจารณาให้ทุน จะต้องปฏิบัติตามหลักเกณฑ์และวิธีการ ดังนี้

๑. **วิธีการเสนอชื่อผู้สมัครขอรับทุน**

๑.๑ หน่วยงานที่ได้รับการจัดสรรจะต้องมีหนังสือเสนอชื่อผู้สมัครขอรับทุน พร้อมทั้งส่งแบบพิมพ์รายละเอียด
เกี่ยวกับผู้สมัครรับทุน (แบบพิมพ์ทุน ๑) ที่ติดรูปถ่ายขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป ไปยัง

กรมความร่วมมือระหว่างประเทศ ภายในวันที่ **๒๑ มีนาคม ๒๕๖๕**

ในกรณีที่จำเป็นให้แจ้งรายชื่อและรายละเอียดของผู้สมัครขอรับทุนได้ทางโทรศัพท์ และ / หรือ
โทรสารเป็นการล่วงหน้า

๑.๒ จำนวนผู้สมัครขอรับทุนที่ได้รับการเสนอชื่อจะต้องไม่เกิน **๑** ราย ในกรณีที่หน่วยงานเสนอชื่อ
ผู้สมัครขอรับทุนมากกว่าจำนวนที่ได้กำหนดไว้ข้างต้น กรมความร่วมมือฯ จะพิจารณาคัดเลือกบุคคลที่ได้รับการ
การเสนอชื่อเรียงตามลำดับ ที่ปรากฏในหนังสือเสนอชื่อจากหน่วยงานตามจำนวนที่กำหนดไว้ข้างต้นเท่านั้น
บุคคลที่ปรากฏชื่ออยู่ในลำดับหลังซึ่งเกินจำนวนที่กำหนดไว้ กรมความร่วมมือฯ ไม่อาจพิจารณาให้เป็น
ผู้สมัครขอรับทุนได้

๒. **คุณสมบัติของผู้สมัครขอรับทุน**

๒.๑ ก. **สำหรับผู้ที่เป็นข้าราชการ**

- ผู้สมัครขอรับทุนจะต้องเป็นข้าราชการพลเรือนตั้งแต่ระดับชำนาญการขึ้นไปหรือเทียบเท่า หรือมีคุณสมบัติ
อื่น ๆ ตามที่กำหนดไว้ในระเบียบว่าด้วยการให้ข้าราชการไปศึกษา ฝึกอบรม และดูงาน ณ
ต่างประเทศ (กขต.)

- จะต้องได้รับการบรรจุเป็นข้าราชการหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่
น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

ข. **สำหรับพนักงานรัฐวิสาหกิจ องค์กรมหาชน และหน่วยงานเอกชน**

- จะต้องปฏิบัติงานหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึง
วันปิดรับสมัครของกรมความร่วมมือฯ

๒.๒ ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือฯ {ทุนประเภท ๑ (ข)}

๒.๓ ผู้สมัครขอรับทุนจะต้องมีอายุไม่เกิน ๕๕ ปี หรือตามที่หลักสูตรกำหนด

๒.๔ กรณีเคยได้รับทุนประเภท ๑ (ข) ไปศึกษา ณ ต่างประเทศ จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๒ ปี

(ยกเว้นอาจารย์ ในมหาวิทยาลัย หรือสถาบันการศึกษาที่เทียบเท่ามหาวิทยาลัย ต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า
๑ ปี) และในกรณีที่เคยได้รับทุนไปฝึกอบรม จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี และในกรณีที่เคยได้รับ
ทุนสัมมนา / ดูงาน ที่มี ระยะเวลาเกินกว่า ๑ เดือน จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี นับถึงวันปิดรับ
สมัครของกรมความร่วมมือฯ

๒.๕ มีความรู้ภาษาอังกฤษดี

๒.๕ กรณีเคย.....

๒.๕ กรณีเคยสละสิทธิ์การสมัครรับทุนที่ดำเนินการผ่านกรมความร่วมมือฯ จะต้องสละสิทธิ์มาแล้วไม่ต่ำกว่า ๑ ปี นับแต่วันที่ที่ยินยอมให้สละสิทธิ์ถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๖ กรณีที่เคยได้รับทุนและได้ยุติการรับทุนก่อนที่จะสำเร็จหลักสูตร โดยไม่มีเหตุผลอันสมควรและไม่ได้รับอนุญาตจาก กรมความร่วมมือฯและส่วนราชการที่เกี่ยวข้อง จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๒ ปี นับแต่วันที่ผู้รับทุนได้ยุติการรับทุน ถึงวันปิดรับสมัครของกรมความร่วมมือฯ และในกรณีที่แหล่งทุนแจ้งยุติE การให้ทุนศึกษา ฝึกอบรม ดูงาน/สัมมนา หรือปฏิบัติการวิจัย จะไม่มีสิทธิ์สมัครรับทุนใด ๆ เป็นเวลา ๕ ปี นับจากวันที่กรมความร่วมมือฯแจ้งหน่วยงาน ที่ผู้รับทุนสังกัด

๒.๗ ต้องมีคุณสมบัติตามที่รัฐบาลและสถาบันของต่างประเทศกำหนดไว้ในสิ่งที่ส่งมาด้วย ๑

๒.๘ กรณีที่แหล่งผู้ให้ทุนกำหนดระดับของผู้สมัครรับทุนไว้ ให้ถือเกณฑ์เปรียบเทียบระดับ ดังนี้

- | | |
|---------------------------------|--------------------------------------|
| - ระดับต้น (Junior Level) | เทียบเท่าข้าราชการระดับปฏิบัติการ |
| - ระดับกลาง (Middle Level) | เทียบเท่าข้าราชการระดับชำนาญการ |
| - ระดับอาวุโส (Senior Level) | เทียบเท่าข้าราชการระดับชำนาญการพิเศษ |
| - ระดับบริหาร (Executive Level) | เทียบเท่าข้าราชการระดับเชี่ยวชาญ |

๓. หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน

๓.๑ จำนวนผู้สมัครที่จะได้รับการเสนอชื่อให้แหล่งทุนพิจารณาในขั้นสุดท้ายสำหรับหลักสูตรนี้ มีจำนวนไม่เกิน ๖ ราย

๔. ผลการพิจารณาให้ทุน

เมื่อกรมความร่วมมือฯได้เสนอชื่อและใบสมัครของผู้ที่ได้รับการคัดเลือกไปยังแหล่งผู้ให้ทุนแล้ว ผลการพิจารณาคัดเลือกผู้สมัครเข้ารับทุนในขั้นสุดท้ายขึ้นอยู่กับดุลยพินิจของแหล่งผู้ให้ทุน

แบบพิมพ์ทุน ๑
กรมความร่วมมือระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร (นำส่งเพียงคนละ ๑ ชุด)

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ
ระหว่างประเทศ
ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว
 มีคุณสมบัติถูกต้องตามที่กรมฯ
และแหล่งทุนกำหนด

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ..... E-mail Address:.....
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว)..... นามสกุล.....
Name (Mr./Mrs./Miss)..... Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว..... นามสกุล.....
Name (Mr./Mrs./Miss)..... Surname.....
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: โสด สมรส อื่น ๆ
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป ศึกษา ฝึกอบรม สัมมนา ทำงาน ประชุม
สาขาวิชา/หลักสูตร.....
ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป ศึกษา ฝึกอบรม สัมมนา ทำงาน ประชุม
สาขาวิชา/หลักสูตร.....
ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์กร/รัฐบาลอื่นหรือไม่

ไม่อยู่ระหว่างการสมัครรับทุนอื่น

อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศ ได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่าไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....
(.....)
...../...../.....



This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.



CHECK LIST before submission:

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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

(If necessary) Confirmation by the organization in charge

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:					
Title / Position				Official Stamp	
Department / Division					

Application form for the JICA Knowledge Co-Creation Program

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Reason for nominating the Applicant



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Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date

Name and Title/Position

Signature

Application form for the JICA Knowledge Co-Creation Program:

*To be filled by Applicant.

1. Course Title: (as shown in the GI)

2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)

3. Personal Information on Applicant

1) Name of Applicant (as shown in the passport)

**Attach here
your photo**

**(taken within
the last six months)**

Size: 4.5x3.5cm



6) Contact Information

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other _____	
Number of employees		
Home Page Address		

Questionnaire on Relationship with the Military

***If your organization and/or your status is related to the Military, please mark with ✓ or X below in the () which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> 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 <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> 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
--

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

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

2) Academic Background (University, College or Higher Education)

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

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

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

4 Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					
3) Other languages ()	() Excellent	() Good	() Fair	() Poor	



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.

5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
Describe the issues that your organization/department intends to tackle by participating in this program.

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

- 5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.



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Date
Name and Title/Position
Signature

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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

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

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant
Date
Name and Title/Position
Signature

※Please notify JICA staff upon any changes in your health condition after submission of the form.

1. General Rules

- The participants are requested:
- (1) to strictly observe the course 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),



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- (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) not to quit the program, should the participants violate 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,
- (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.

2. Privacy Policy

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

(1) Scope of Use

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

(2) Limitations on Use and Provision

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

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

(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 divulcation, 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 online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.
(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

During the implementation period of KCCP, JICA (including hired photographer and



CONFIDENTIAL

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)

- 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

ANNEX II Check List

Application Materials for GRIPS/BRI Master's Program

This information is for those who apply for GRIPS/BRI Master's Program.

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI).

Completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

Each applicant is required to prepare and submit all of the materials for admission to GRIPS/BRI Master's Program as written in "2. Supporting Documents", ANNEX . Please review it carefully.

Please note that an applicant will NOT be accepted as an applicant until GRIPS has received all of the requested materials.

English competency

Applicants are required to submit an official report of their TOEFL iBT or IELTS scores unless applicants apply for a waiver of the English language proficiency requirements. 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. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

Expenses

Applicants themselves need to cover expenses for obtaining and shipping the application documents, such as official TOEFL/IELTS scores, official transcripts of academic record and graduation/degree certificates from university, official English translations etc.

Procedure of screening by GRIPS/BRI

A committee, which consists of GRIPS and BRI, will screen the above-qualified applicants academically with the application materials such as official transcripts.

The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by the end of July 2022.

Important Dates

(1) Submission of the Application Documents:

Please inquire at the JICA office (or the Embassy of Japan) for the closing date for applications.

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **April 8, 2022**. Please note that all of the supporting documents must be submitted with the Application Form.

(2) Telephone or TV conference system interview by BRI staff:

The interview will be set between April 11 and May 6, 2022. The interview schedule will be informed to you by the JICA office (or the Embassy of Japan).

(3) Communication with GRIPS:

By **May 27, 2022**, GRIPS may e-mail you to request or clarify information and they often need a quick response. You may be required by GRIPS to submit additional documents if your supporting documents are missing or incomplete. Provide an e-mail address that you will check regularly and continue using it until you enroll. Update your spam filters to ensure that you receive all GRIPS communications.

(4) Final deadline for Submission of Complete Supporting Documents: **July 1, 2022, 17:00 (JST)**.

If you are requested to submit additional documents by GRIPS, please send them directly to GRIPS. Documents must reach GRIPS by the above mentioned deadline. You are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., FedEx, DHL) well ahead of the deadline.

Admissions Office

National Graduate Institute for Policy Studies (GRIPS)

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

TEL: +81-3-6439-6046

E-mail: admissions@grips.ac.jp

(5) Notice of Acceptance by JICA: No later than July 29, 2022. Acceptance Agreement from GRIPS will be sent by e-mail together with the official admission letter soon after the notice of acceptance.

ANNEX II Check List

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 by post.

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 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.

Please check whether you have submitted all the necessary documents

1.	Application for admission to GRIPS/BRI 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.	<input type="checkbox"/>
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ANNEX II Check List

2.	<p>Two (2) letters of recommendation (use the designated form)</p> <p>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.</p> <p>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. <u>They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.</u></p>	
3.	<p>Certificate of employment (use the designated form)</p> <p>You are required to submit this if you are currently employed. You are required to request your employer to prepare a certificate (including a leave of absence approval, if applicable). 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.</p>	<input type="checkbox"/>
4.	<p>Official transcripts of academic record and graduation/degree certificates</p> <p>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.</p> <p>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 <u>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.</u></p> <ul style="list-style-type: none">• Official transcripts of academic record Official transcripts should contain the following information:<ul style="list-style-type: none">- Name of the degree program/course- Enrollment period- Names of all courses taken and grades received- Grading scale including the maximum grade point/scoreIf you are currently attending a university, please submit your most recent transcript.• Official graduation/degree certificates Official certificates should state <u>the name of your degree and the date the degree was awarded.</u> Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned. <p>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.</p> <p><u>Important notes</u></p> <ul style="list-style-type: none">➤ 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 <u>official photocopies verified by the university.</u> 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:<ul style="list-style-type: none">- The <u>official</u> 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 <u>official</u> verbatim English translation of the document, prepared by an accredited translator.	<input type="checkbox"/>

ANNEX II Check List

5.	<p>Official evidence of English ability</p> <p>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.</p> <p>Please note that English test scores are valid for two years from the test date, and therefore, <u>tests must have been taken within two years of the time of enrollment at GRIPS.</u></p> <p>TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.</p> <p><u>How to apply for a waiver of the English language proficiency requirement</u> (There are two categories in our English test exemption policy.)</p> <p>Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.</p> <p>Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.</p> <p>If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.</p> <p><u>This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.</u></p> <p>You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements</p>	
6.	<p>Statement of purpose (use the designated form)</p> <p>For details on required content, please see the explanation on the designated form.</p>	<input type="checkbox"/>
7.	<p>Certificate of health (use the designated form)</p>	<input type="checkbox"/>

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:

<https://www.grips.ac.jp/en/>

<http://iisee.kenken.go.jp>

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID-

APPLICATION FOR ADMISSION TO GRIPS/BRI MASTER'S PROGRAM 2022-2023

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your 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.

Photograph

Taken within the last three months, providing a clear, front view of your entire face.

(4cm x 3cm)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2022): _____
Month/Day/Year

4. Gender: Male Female 5. Marital status: Single Married

6. Nationality: _____
As written in your passport

7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? Central Regional Neither)
(Upon admission to GRIPS, I will be given study leave by my employer. I will quit my job.)

8. Present position, department/section: _____

9. Work address: _____

Postal code: _____ Country: _____
TEL: _____
Country code - complete number

10. Residential address: _____

Postal code: _____ Country: _____
TEL: _____
Country code - complete number

11. Preferred mailing address: Work Residence Other, namely (Fill in the following fields.)
Address: _____

Postal code: _____ Country: _____
TEL: _____
Country code - complete number

12. E-mail 1: _____
E-mail 2: _____

ANNEX II Application Materials for GRIPS/BRI Master's Program
APPLICATION INFORMATION

13. Education History

Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

Tertiary education	Full name of institution & location (city & country)	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/ division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			
				years and months			

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education	Full name of institution	Period of attendance		Duration of schooling
		(from) Month, year	(to) Month, year	
Elementary school				years and months
Middle school/Junior high school				years and months
(Senior) High school				years and months

Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive)	years and months
--	------------------

*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

14. English proficiency:

One of the following test scores is required. 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 iBT: _____

ANNEX II Application Materials for GRIPS/BRI Master's Program

IELTS Academic: _____
 Score Month/Day/Year

Other information: Undergraduate education instructed in English
 Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:
 The USA, the UK, Canada, Australia, New Zealand, or Ireland
 Other country

15. List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. _____
 Name Position and affiliation

2. _____
 Name Position and affiliation

16. List your current and previous employment (up to five positions) in reverse chronological order, starting with your most recent position.

Organization, type, & city	Job title and description (maximum 20 words)	Dates	
		(from) Month, year	(to) Month, year

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

 Signature of the applicant Month/Day/Year

Please submit this form along with other supporting documents by courier or registered mail.

Disaster Management Policy Program by GRIPS and BRI In Co-operation with JICA, Japan

For GRIPS Use: Application ID-

LETTER OF RECOMMENDATION 2022-2023

TO THE APPLICANT: Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: _____

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name: _____

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

- 1 . How long have you known the applicant? _____ years _____ months
- 2 . In what capacity have you known the applicant?

- 3 . How often have you interacted with the applicant?
 Daily Weekly Monthly Rarely
- 4 . In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?
 Outstanding (top 5%)
 Excellent (top 10%)
 Good (top 20%)
 Average (top 50%)
 Below average (lower 50%)
 Unable to comment
- 5 . In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?
 Outstanding (top 5%)
 Excellent (top 10%)
 Good (top 20%)
 Average (top 50%)
 Below average (lower 50%)
 Unable to comment
- 6 . Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX II Application Materials for GRIPS/BRI Master's Program

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

- Outstanding Good Average Poor

Name of person completing this form: _____
Position/title
:

Name of organization: _____

Address: _____

TEL: _____ E-mail: _____
Country code - complete number

Signature: _____ Date: _____
Month/Day/Year

ANNEX II Application Materials for GRIPS/BRI Master's Program

Disaster Management Policy Program by GRIPS and BRI
In Co-operation with JICA, Japan

For GRIPS Use: Application ID-

CERTIFICATE OF EMPLOYMENT 2022-2023

ANNEX II Application Materials for GRIPS/BRI Master's Program

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application Form.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____
Country code - complete number

E-mail: _____

EMPLOYEE DETAILS

This is to certify that _____
Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/Year
Please write "Present" above if the person is on a permanent contract.

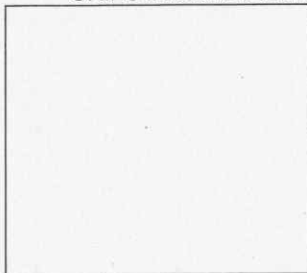
Present position, department/section: _____
Responsibilities
: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____
This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.



Authorized person completing this form:

Name: _____

Position/title: _____

Signature: _____

Date: _____
Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

ANNEX II Application Materials for GRIPS/BRI Master's Program

**Disaster Management Policy Program by GRIPS and BRI
In Co-operation with JICA, Japan**

For GRIPS Use: Application ID-

STATEMENT OF PURPOSE 2022-2023

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. **Do not leave any items blank.**

氏名 Name: _____ 男 Male 女 Female 生年月日 Date of Birth: _____ 年齢 Age: _____
 Family name, First name Middle name

1. 身体検査 Physical Examinations

(1) 身長 Height _____ cm 体重 Weight _____ kg

(2) 血圧 Blood pressure _____ mm/Hg _____ mm/Hg 血液型 Blood Type

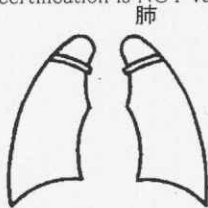
ABO	RH
-----	----

脈拍数 Pulse Rate _____ /min 整 regular 不整 irregular

(3) 視力 Eyesight: (R) _____ (L) _____ (R) _____ (L) _____
 裸眼 without glasses 矯正 with glasses or contact lenses

(4) 聴力 Hearing: 正常 normal 低下 impaired 言語 speech: 正常 normal 異常 impaired

申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること(6ヶ月以上前の検査は無効。)
 Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 正常 normal 異常 impaired Date _____ Film No. _____

Describe the condition of applicant's lung. _____

心臓 Cardiomegaly: 正常 normal 異常 impaired

心電図 Electrocardiograph 正常 normal 異常 impaired

3. 現在治療中の病気 Disease & Treatment at Present Yes (Disease: _____ Medicine: _____) No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

Tuberculosis.....□(. . .) Malaria.....□(. . .) Measles.....□(. . .)
 Epilepsy.....□(. . .) - Kidney disease.....□(. . .) Heart diseases.....□(. . .)
 Diabetes.....□(. . .) Drug allergy.....□(. . .) Psychosis.....□(. . .)
 Functional disorder in extremities.....□(. . .) Others.....□(. . .)
 Rheumatic fever.....□(. . .) Hepatitis.....□(Type: A, B, C, D, E) (. . .)

5. ワクチン接種歴 Vaccination history

MMRV (Measles, Mumps, Rubella, Zoster).....□ Time(s) () Mumps.....□ Time(s) () Hepatitis B.....□ Time(s) ()
 MMR (Measles, Mumps, Rubella).....□ Time(s) () Chicken pox.....□ Time(s) () Meningitis.....□ Time(s) ()
 MR (Measles, Rubella).....□ Time(s) () Polio.....□ Time(s) ()
 M (Measles).....□ Time(s) () Diphtheria Pertussis Tetanus combined.....□ Time(s) ()

6. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood () 検便 Feces: Parasite(egg of parasite)(+,-)
 赤沈 ESR: _____ mm/Hr, WBC count: _____ x10³/μl, Hemoglobin: _____ g/dl, ALT: _____ u/l
 Pregnancy test () if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか？

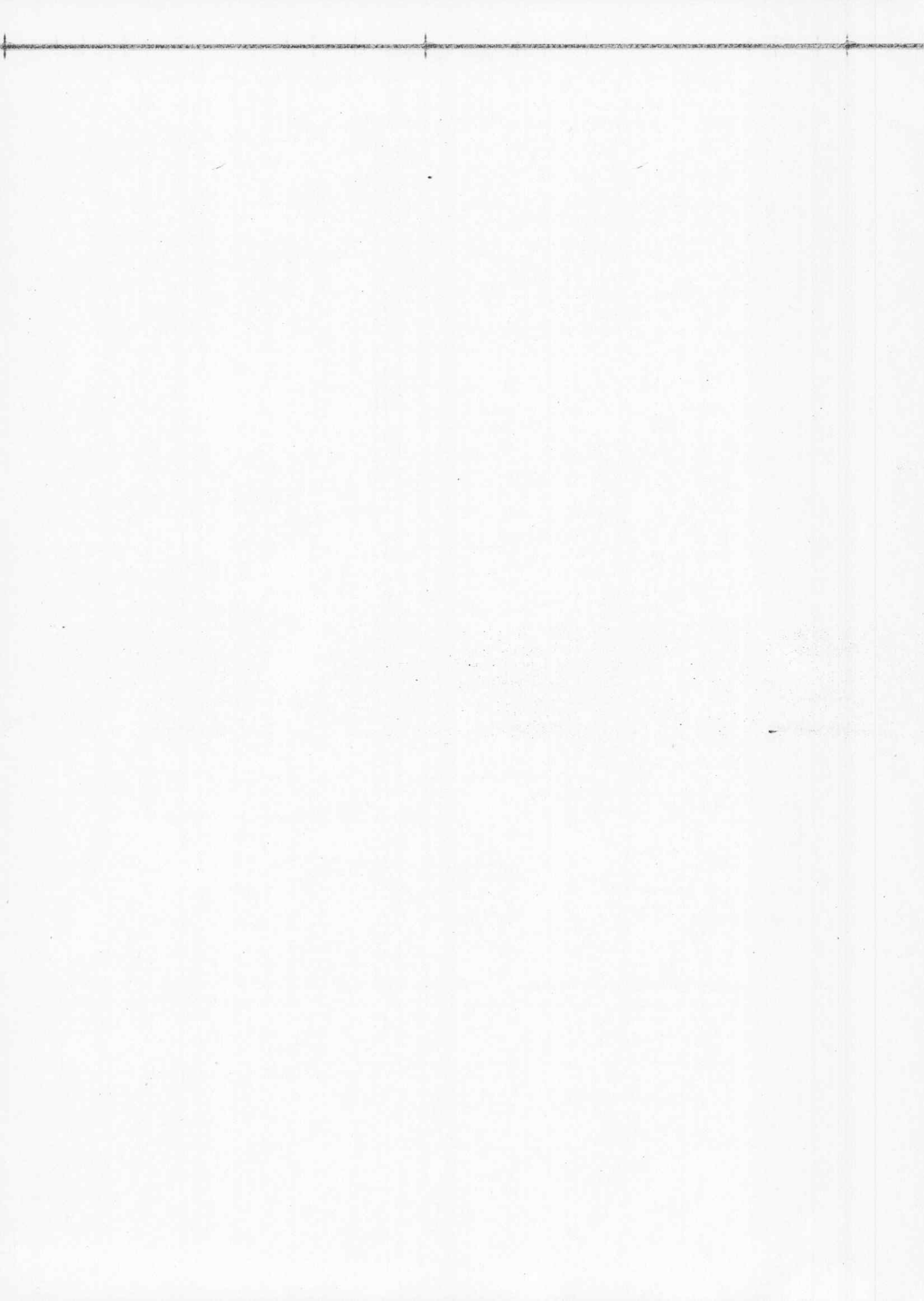
In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan yes no

日付 Date: _____ 署名 Signature: _____

医師氏名 Physician's Name in Print: _____

検査施設名 Office/Institution: _____

所在地 Address: _____



ANNEX III: Instructions for the Preparation of Inception Report

The Inception Report should be originally written by the applicant herself/himself and typewritten including items listed below. Applicants are requested to follow strictly the technical instruction shown in the next page of this General Information. **It is mandatory to record the Inception Report on the electronic medium such as CD or USB memory and bring it to Japan.**

IISEE will request the accepted applicants to revise Inception Report, if necessary, by adding the missing information etc. At the early stage of the course (Oct. 2022) these applicants will be requested to conduct a presentation about Inception Report. Therefore, it is necessary for these applicants who receive the notice of acceptance to start preparing Power Point file for presentation.

Inception Report should include all of the followings:

for Seismology (S) group

1. Geographic, geophysical and geological information of your country with maps (tectonics, active faults, seismicity, macro-zoning studies etc.).
2. Damaging earthquakes or tsunami (hypocenter, magnitude, isoseismals, surface faulting, damages, casualties), catalogs, photographs etc.
3. Responsibilities of your organization in the national government or country.
4. Internal structure of your organization with the organization chart.
5. Equipment and personnel of your organization (seismic network, research activities).
6. Analyses of capacities of your organization in terms of earthquake monitoring, seismological data analyses, (disaster mitigation planning, hazard and risk estimations, micro-zoning studies, etc.
7. Other organizations collaborating with your organization in the fields of seismology and earthquake disaster mitigation.
8. Your own responsibility in your organization.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?
10. The subject of your individual study in the course. Please select one of the topics in "Menu for the topics of Individual Study" in ANNEX I.

for Earthquake Engineering (E) group

1. Past damaging earthquakes (occurrence date, magnitude, etc.) and characteristics of building damage due to them in your country.
2. Seismic Design Code for buildings of your country*.
3. Ongoing national projects or some countermeasures for earthquake disaster mitigation in your country (e.g. promotion of seismic retrofit of vulnerable structures, publishing hazard maps, research for revision of seismic codes, etc.) **.
4. Responsibilities of your organization in the national government or country.
5. Internal structure of your organization with the organization chart.
6. Your own responsibility in your organization.
7. Examples of your achievements through your works***.
8. Your research subjects which you want to study deeply in the course and the reason why you think so.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?

* Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.

** If nothing, you are requested to present projects which you think necessary in the future.

*** You are requested to present some materials, e.g., drawings or pictures of structures you designed, managed or researched, figures or pictures of specimens which you tested and analyzed, hazard maps which you contributed to publishing, etc.

for Tsunami Disaster Mitigation (T) group

1. Tsunamis, earthquakes, and tsunami mitigation in your country

- 1.1. Geographic and geoscientific information with maps (tectonics, seismicity, tsunamigenic earthquakes, etc.)
- 1.2. Destructive tsunamis and earthquakes (tsunami damage, tsunami height, casualties, tsunami catalogs, photographs, etc.)
- 1.3. Tsunami mitigation (tsunami hazard assessment, tsunami awareness activities, etc.)
- 1.4. Tsunami countermeasures (tsunami early warning system, tsunami observation system, etc.)

2. Regarding your organization

- 2.1. Role in the national government or country
- 2.2. Internal structure along with the organization chart
- 2.3. Equipment and systems (tsunami early warning system, tsunami observation system, etc.)
- 2.4. Analysis of tsunamis (tsunami modeling, tsunami forecasting, tsunami hazard maps, real-time determination of earthquake parameters, etc.)
- 2.5. Analysis of your organization's and country's capacity (strengths and weaknesses) (Tsunami disaster mitigation plan, responsible organization, tsunami hazard maps, tsunami early warning system, etc.)
- 2.6. Other organizations collaborating with yours for tsunami activities

3. Your responsibilities and interests

- 3.1. Your own responsibility in your organization
- 3.2. The potential target of your study in the course, the difficulties or obstacles in obtaining your target, and a list of your strengths and weaknesses.
- 3.3. Your expectations of the course: What do you expect to derive from it?
- 3.4. A concrete plan of individual study. Please select the topics of individual study from "ANNEX I. Curricula of the Phase in Japan (4) To complete a research report , Menu for the topics of Individual Study".

The cover page of Inception Report should include:

(1) Name of Applicant

(2) Name of Organization to which Applicant belongs, namely, the affiliation

(3) Choice of Group (Select one of (S) , (E) or (T))

Note: Ambiguous expression for the selection of group will cause a severe disadvantage in screening process.

(4) Choice of Topic for Individual Study selected from the topics' list in "ANNEX I. Detail of the Phase in Japan, (4) To complete a research report, Menu for the topics of Individual Study".

Note: Ambiguous expression or null answer will cause a severe disadvantage in screening process.

The first page of Inception Report should include:

(5) Title and Author's Name

(6) Abstract

The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not consist of more than 200 words.

(7) Introduction

(8) Affiliation of the Author.

Note: Affiliation should appear as a foot note on the first page as following sample shows.

The main part of Inception Report that starts from the second page should include:

(9) Topic mentioned above

(10) "Acknowledgement" and "Appendix" after the topic if necessary

(11) References

Applicants are requested to submit attached documents including 3 or 4 items,

(12) Attached Document

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis,
- A list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant, and,
- (If you select 'others' for the topic of Individual Study) a concrete plan of Individual Study. IISEE may inquire about the plan during the selection process.

(13) Format

1. The manuscript must be carefully prepared and should be submitted with the JICA Knowledge Co-Creation Program Application form and GRIPS application materials. The total pages of the Inception Report should not exceed 15 pages including tables and figures.
2. **Page Format:** Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single spaced, Times New-Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.
3. **Organization of the papers:** Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. Last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.
4. **HEADINGS:** Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs

should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above mentioned rules for indentation. **Sub-subheadings:** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.

5. **EQUATIONS AND SYMBOLS:** Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).
6. **FIGURES, TABLES AND PHOTOS:** Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo will be printed in Black and White. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.
7. **UNIT:** Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 1MPa (10.2 kgf/cm²).
8. **CONCLUSIONS:** Write a **CONCLUSIONS** section at the end of your paper, followed by **ACKNOWLEDGEMENT**, **APPENDICES** and **REFERENCES**.
9. **ACKNOWLEDGMENT:** Acknowledgment should follow **CONCLUSIONS**.
10. **APPENDIX:** Appendix should be placed between Acknowledgment and References, if any.
11. **REFERENCE:** All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like "(Gibson 1995)" or "(Aki 1957; Okada 2003; 2006)" when cited at the end of phrase and "Gibson (1995)" or "Aki (1957) and Okada (2003; 2006)" when cited in phrase. Write the reference list as

Gutenberg, B., and Richter, C. F., 1954, *Seismicity of the Earth and Associated Phenomena*, 2nd ed. Princeton Univ. Press, Princeton, NJ.

Richter, C. F., 1935, An instrument earthquake magnitude scale, *Bull. Seis. Soc. Am.* **25**, 1-32.

Web site: F-Net, National Research Institute for Earth Science and Disaster Prevention (NEID)
<http://www.fnet.bosai.go.jp/>

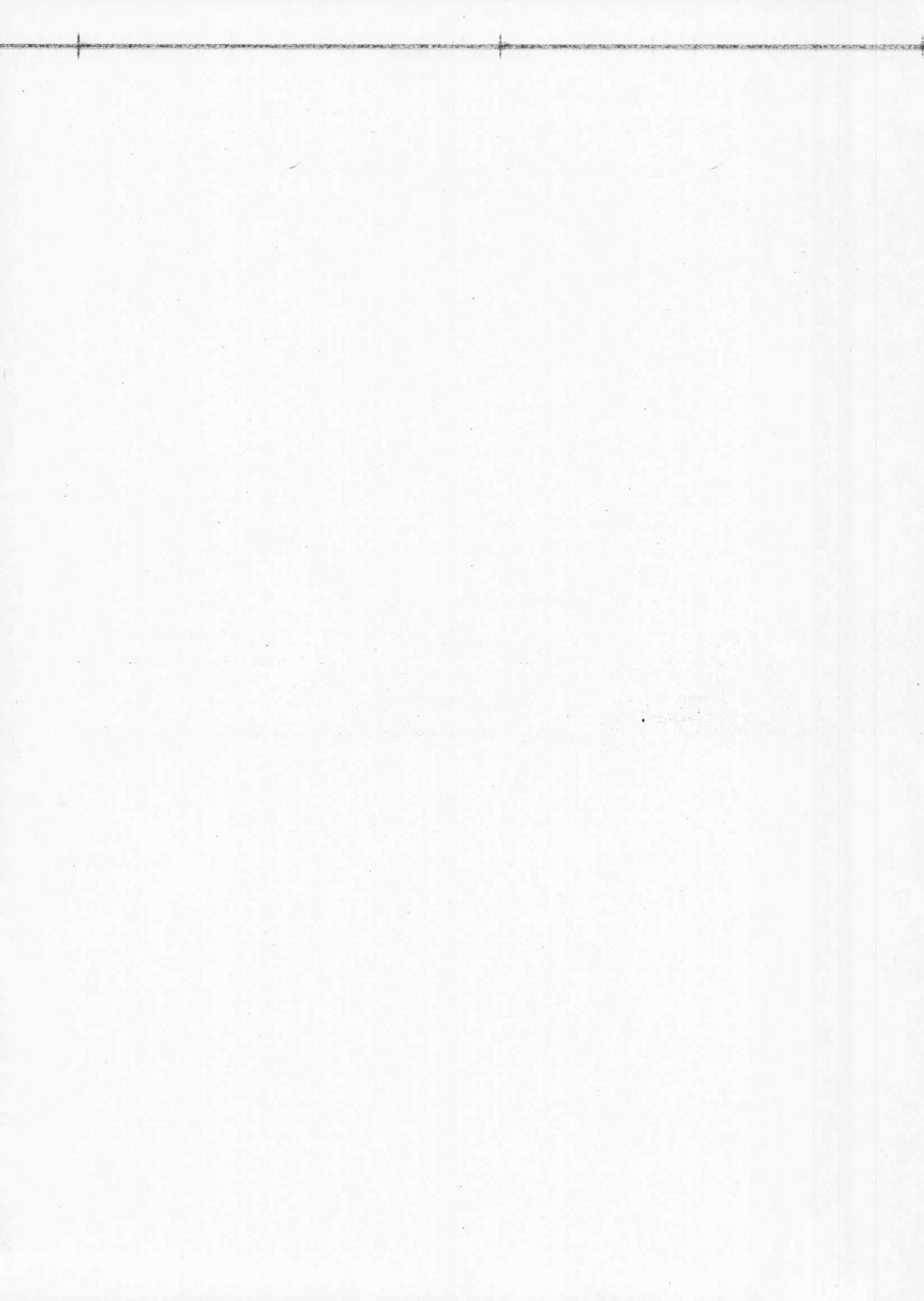
(14) Sample for Inception Report

Sample for the cover sheet

Sample for the first page

<p>THE KNOWLEDGE CO-CREATION PROGRAM ON SEISMOLOGY, EARTHQUAKE ENGINEERING, and TSUNAMI DISASTER MITIGATION 2022 – 2023 (COURSE ID: 202107994J001) INCEPTION REPORT ON</p> <ol style="list-style-type: none">1. Name of Applicant2. Name of Organization3. Choice of Group (S), (E), or (T)4. Choice of Topic for Individual Study	<p>TITLE OF THE INCEPTION REPORT</p> <p>by AUTHOR*</p> <p>ABSTRACT</p> <p>.....</p> <p>INTRODUCTION</p> <p>.....</p> <p>*The Author's organization and occupation are to be written here.</p>
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<http://iisee.kenken.go.jp/publications.htm>



ANNEX I: Curricula of Phase in Japan

Details of Subjects are explained in ANNEX IV

Outputs	Subjects				Methodology
	Category	Seismology group	Earthquake Engineering group	Tsunami Disaster Mitigation group	
		(S group)	(E group)	(T group)	
(1) To acquire basic concepts and theories (general)	Orientation	Orientation			Lecture
	Basic Subjects Related with Earthquake and Disasters	Information Technology Related with Earthquakes and Disasters	Structural Analysis	Information Technology related with Earthquakes and Disasters	Lecture, Practice and Seminar
		Earthquake Phenomenology	Ground Vibration and Structural Dynamics	Earthquake Phenomenology	
	Advanced Subjects Related with Earthquake and Disasters	Earthquake Circumstance	Seismic Structures	Earthquake Circumstance	Lecture, Practice and Seminar
Characteristics of Earthquake Disasters Special Topics (S)		Seismic Evaluation and Seismic Design Code Special Topics (E)	Theory of Tsunami Special Topics (T)		
(2) To acquire basic concepts and theories (detail)	Earthquake/ Tsunami Hazard and Risk Assessment	Earthquake Hazard Assessment A		Tsunami Hazard Assessment	Lecture, Practice and Seminar
		Earthquake Hazard Assessment B	Earthquake Risk Assessment	Tsunami Countermeasures	
(3) To understand new countermeasures	Case Studies	Practice for Earthquake Disaster - Recovery Management Policy I, II Practice for Earthquake Disaster - Recovery Management Policy III		Practice for Tsunami Disaster Mitigation Policy	Lecture, Practice, Seminar and Presentation
(4) To complete a research report	Individual Study	Menu for the topics of Individual Study			Practice, Seminar and Presentation
		- <i>Determination of Earthquake Source Parameters</i>	- <i>Nonlinear Earthquake Response Analysis and Damage Prediction</i>	- <i>Tsunami Simulations: Propagation and Inundation</i>	
		- <i>Earthquake Source Process</i>	- <i>Seismic Isolation and Response Control Techniques</i>	- <i>Tsunami Source Modeling due to Earthquake and Landslide</i>	
		- <i>Seismotectonics</i>	- <i>Seismic Performance - Based Design</i>	- <i>Tsunami Hazard Assessment from Tsunami Simulations</i>	
		- <i>Earthquake Generation and Forecasting</i>	- <i>Seismic Evaluation and Retrofitting Techniques of Existing structures</i>	- <i>Tsunami Risk Assessment</i>	
		- <i>Crust and Upper Mantle Structure Determination using Seismic Tomography, Receiver Function, etc.</i>	- <i>Post - Earthquake Damage Inspection and Damage Classification</i>	- <i>Tsunami Database for Tsunami Early Warning System (TEWS)</i>	
		- <i>Site Effect Studies using Strong Ground Motion Records</i>	- <i>System Identification and Health Monitoring</i>	- <i>Rapid Determination of Earthquake Parameters for TEWS</i>	
		- <i>Geophysical Prospecting using Microtremors and Surface Waves</i>	- <i>Effects of Surface Geology and Soil - Structure Interaction</i>	- <i>Real Time Usage of Observed Tsunami Data for TEWS</i>	
		- <i>Strong Ground Motion Simulation</i>	- <i>Geotechnical Engineering and Foundation Structures</i>	- <i>Tsunami Earthquakes</i>	
- <i>Earthquake Early Warning</i>	- <i>Others (e.g. Strategies for Earthquake Disaster Mitigation)</i>	- <i>Others (e.g. Tsunami Evacuation Planning)</i>			
- <i>Others (e.g., Crustal Deformation, Volcano Seismology)</i>					
(5)(for Master Program)	Disaster Management Policy	Disaster Management Policies A: from Regional and Infrastructure Aspect			Practice, Seminar and Presentation
		Disaster Management Policies B: from Urban and Community Aspect			

* It is mandatory for the applicants to select one of the topics listed in this table and to write it explicitly in the face page of Inception Report. For those who select '-Others', it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.

