Knowledge Co-Creation Program for Long-Term Participants

(JICA Development Studies Program)

General Information

Graduate Studies of
Human Resources Development in Science, Technology and Innovation (STI)
AUN/SEED-Net

This handout provides an overview of the "Graduate Studies of Human Resources Development in Science, Technology and Innovation – AUN/SEED-Net" program, which is one of Japan International Cooperation Agency's Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Government of Japan's Official Development Assistance through bilateral agreements with respective governments.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. It is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet revised the Development Cooperation Charter in June 2023, 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.

What is JICA Development Studies Program (JICA-DSP)

Japan is the very first country and still is one of the very few countries that has modernized from a non-Western background to establish a free, democratic, prosperous, and peace-loving nation based on the rule of law, without losing much of its tradition and identity. With such belief, JICA invites future leaders from partner countries to Japan under KCCP and offers them opportunity to learn about Japan's unique modernization and development experiences. This special program is called, JICA Development Studies Program (JICA-DSP).
JICA-DSP is provided to all participants of KCCP during their stay in Japan. JICA will offer participants various opportunities through which they can learn about Japan's modernization and development experiences.
https://www.jica.go.jp/english/activities/schemes/dsp-chair/index.html

1. Overview

The "Graduate Studies of Human Resources Development in Science, Technology and Innovation (STI) – AUN/SEED-Net" is formulated to advance the AUN/SEED-Net vision of multidirectional academic collaboration and brain circulation between ASEAN and Japan. Moving beyond the traditional one-way knowledge transfer, the program promotes mutual learning, knowledge exchange, and mobility while engaging younger generations to sustain and further develop the network. Specifically, the program aims to:

1) Nurture internationally competitive human resources with multicultural awareness through academic cooperation and mobility among leading higher education institutions in ASEAN and Japan, with a focus on developing the next generation of the network.
2) Strengthen education and research capacities through multidirectional collaboration and knowledge exchange among higher education institutions and industrial sectors in ASEAN and Japan, fostering co-creation, mutual learning, innovation, and brain circulation.

2. Objective

The scholarship objective is to bolster the network between AUN/SEED-Net Member Institutions (referred to as "MIs") and Japanese Universities, while also enhancing the educational and research capabilities of the MIs. To fulfill this goal, the program will aid in enhancing the educational and research capacities of academic staff from the MIs through doctoral studies at Japanese Partner Universities (referred to as "JPUs"), thus contributing to Science, Technology, and Innovation (STI) as well as industrial development in the targeted countries.

3. Program Concept

The program welcomes scholars from AUN/SEED-Net Member Institutions in Cambodia, Indonesia, Laos, the Philippines, Thailand, Vietnam and Timor Leste who seek to pursue Ph.D. studies at JPUs.

1) Field of study: Engineering disciplines
2) Period of stay in Japan: For the academic year 2027, students are generally expected to enroll for Fall 2027 semester.
3) Receiving institution: JPUs
4) Acceptance period: Three years for the doctoral program, with an additional six months for "research student program" if required, before transitioning to the doctoral program

Research Student: 6 months in duration	Research students are part-time students who utilize their time to prepare for the entrance examination for doctoral courses. Research students can join lectures, receive instruction from professors, and make use of university facilities. The period for being a research student is limited to six months. Participants, as research students, are requested to study and take examinations for doctoral courses within the six-month period. Note: • The need for a Research Studentship is determined by a prospective Japanese advisor and the applicant's university. • Being a research student does not guarantee acceptance to a Ph.D. course at the applying university. • Participants who fail the official entrance examination will result in the return to their home countries.
Doctoral Program: 3 years in duration	• Fulfilling program requirements • Participating in networking gatherings or programs on Japan awareness and engagement

JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

4. Commencement and Duration

In principle, October 2027 to September 2030

5. Number of Participants

TEN in JFY2027

6. Language to Be Used in this Program

English

7. Eligibility

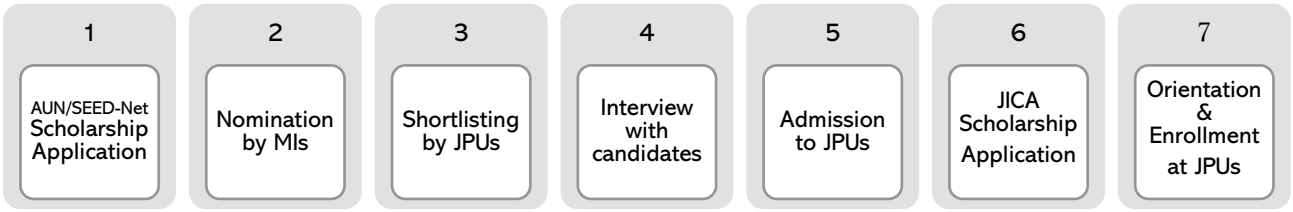
Candidate applicants must meet the following requirements:

1) Applicants must be either faculty members or students of AUN/SEED-Net Member Institutions with exceptional academic achievements and a keen interest in pursuing a doctoral program in Japan.
2) Applicants must demonstrate strong dedication to enhancing their Sending Institutions (MIs) and fostering closer ties between their home country and Japan.
3) Eligible nationalities include Vietnamese, Cambodian, Laotian, Thai, Filipino, Indonesian, and Timorese.

4) Applicants should not exceed 35 years of age at the time of their arrival in Japan.
5) Applicants should hold a master's degree or expect to obtain one before departure for Japan.
6) Applicants should propose a research topic that is somewhat aligned with expected supervisor's area of specialization.
7) Applicants must provide a proof of English proficiency and the result should satisfy the requirement set by applying JPU's doctoral program admission.
8) Applicants must NOT be concurrently receiving or planning to receive scholarships from other organizations.
9) Applicants must be in good physical and mental health.

8. Application Process

Each applicant must submit the required documents by the deadlines set by JICA, AUN/SEED-Net Secretariat, and JPUs. The application process consists of 7 steps.



Step 1: AUN/SEED-Net Scholarship Application Preparation

Step	Deadline	Activity
1.1		Eligible applicants discuss with their respective MIs to confirm eligibility and inclusion in **Step 2: Nomination Preparation by MIs**. Those who are not listed in the Step 2 are automatically disqualified.
1.2	**December 10**	• Eligible applicants prepare and submit online scholarship applications along with the supplemental documents. • For eligible applicants, click here to apply and upload the supplemental documents. Refer to an example of the application in *Annex 1.*

Mandatory documents:

1) Research plan provided in *mandatory template, available in Annex 1*
2) Expectations from applied KCCP provided in *mandatory template, available in Annex 1*
3) Official bachelor's degree transcript with grade points
4) Official master's degree transcript with grade points or a written confirmation from the university certifying the applicant's fulfillment of all degree requirements.
5) Copy of passport or an official ID card

6) Proof of English proficiency, either commonly recognized test i.e., TOEFL, IELTS, TOEIC or a written confirmation from the university stating that applicant's higher education was conducted in English.

Optional documents:

7) Recommendation from the prospective advisor at applying JPU
8) Letter of Acceptance received from applying JPU, only if already accepted
9) Medical report
10) A reference demonstrating how local English proficiency test score is equivalent to commonly recognized test in case that applicants provide Proof of English proficiency other than TOEFL, IELTS, or TOEIC

Step 2: Nomination by MIs

Each MI can nominate up to **SIX** applicants from their respective nationalities. For instance, the National University of Laos is eligible to nominate only Laos nationals, irrespective of their graduation or study locations.

The nomination must be ranked from 1 to 6, where rank no. 1 indicating the strongest recommendation based on the eligibility criteria outlined in Section 7: Eligibility.

MIs may collaborate with JPUs to prioritize applicants who not only meet the eligibility criteria but also demonstrate strong commitment to accepting the AUN/SEED-Net scholarship and possess relevant experience in AUN/SEED-Net activities.

MIs must ensure that they nominate applicants who are committed to accepting the scholarship. If nominated applicants decline, it may affect the consideration of future batches.

Step	Deadline	Activity
2.1		• MIs must ensure that all eligible applicants considered for nomination have successfully finalized the online application process. • Any application submitted in **Step 1: Scholarship Application Preparation** but not included in Step 2 is automatically disqualified.
2.2	**December 15**	• MIs submit online nomination by clicking here. Refer to an example of the nomination in *Annex 1*. • Each MI ensures every nominated applicant is included in one single submission. Multiple submission from a MI is automatically disqualified.

Step 3: Shortlisting by JPUs

Each JPU can select **FOUR** candidates from the applicant pool from **Step 2: Nomination Preparation by MIs**.

The shortlisting must be ranked from 1 to 4, where rank no. 1 indicating the strongest recommendation based on the eligibility criteria outlined in Section 7: Eligibility.

JPUs may collaborate with MIs to prioritize applicants who not only meet the eligibility criteria but also demonstrate strong commitment to accepting the AUN/SEED-Net scholarship and possess relevant experience in AUN/SEED-Net activities.

Step	Deadline	Activity
3.1	December 25	AUN/SEED-Net provides the pool of applications to JPUs.
3.2	February 9	JPUs finalize the shortlisting process and share the outcomes, along with the requirement for the research studentship, with AUN/SEED-Net. Pertaining procedures will be exclusively distributed to JPUs. Refer to an example of the shortlisting template in *Annex 1*.

Step 4: Interview with shortlisted candidates

Step	Deadline	Activity
4.1	Mid Feb	AUN/SEED-Net conducts interviews with shortlisted candidates from step 3.2.
4.2	End Feb	AUN/SEED-Net concludes the final selection and releases result announcement.
4.3	Early Mar	• The candidates who pass step 4.2 submit an acceptance of scholarship offer, indicating their intention to proceed to **Step 5: Preparation for Admission to JPUs.** • For the candidates, click here to submit acceptance. Refer to an Refer to an example of the template in *Annex 1*.

Reasons for application disqualification are **not disclosed** under any circumstances.

Step 5: Preparation for Admission to JPUs

Step 5 is to be carried out concurrently with **Step 6: Preparation for Application to "JICA Knowledge Co-Creation Program for Long-Term Participants (KCCP)".**

The shortlisted candidates advance through the admission process following the terms and conditions specified by the JPUs. To ensure timely fulfillment of requirements, candidates must directly liaise with the prospective Japanese advisors and the admission offices.

Step	Activity
5.1	Candidates from 4.3 proceed with admission procedures set by JPUs.
5.2	JPUs complete applicant admission and notify the results with AUN/SEED-Net.
5.3	JPUs issue and share Letter of Acceptance (LoA) with applicants and AUN/SEED-Net.
5.4	Accepted applicants share LoA with AUN/SEED-Net Secretariat at contact@aun-seed.net.

JICA covers admission/application/examination fees. The payment is settled directly between JICA and JPUs and the proof of the payment is not provided to any candidates. Therefore, candidates need to liaise with universities to determine the process for completing an online application without the proof of the fee payment.

JICA does not cover any travelling costs for examinations. Online interviews between applicants and JPUs are strongly encouraged.

Step 6: Preparation for Application to "JICA Knowledge Co-Creation Program for Long-Term Participants (KCCP)"

Step 6 is to be carried out concurrently with **Step 5: Preparation for Admission to JPUs.**

The short-listed candidates proceed with an official application for JICA Scholarship, so-called KCCP. Detailed procedures including necessary forms and document are exclusively and directly disseminated to candidates who pass Step 4: Interview with shortlisted candidates.

JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

Step 7: Student Orientation and Enrollment

JICA makes necessary arrangements for officially accepted candidates, referred to as "JICA KCCP participants" to commence the study in Japan. Detailed procedures are exclusively and directly disseminated to the participants.

9. Expenses Covered by JICA

JICA KCCP participants receive financial support following the JICA long-term trainee allowance standards, including the items and the estimated figures listed in the table below.

The payment for certain expenses such as tuition fees, research support expenses, and school support expenses, is made to the universities.

Expense Category	Amount	Payment Frequency
Tuition (i.e., examination fees[1], entrance fees, and course fees)	actual charge	As per the request from universities
Living Allowance[2]	JPY 143,000-148,000 per month	Distributed monthly through universities
Airfare	actual charge	Upon arrival in Japan and upon returning home
Outfit Allowance[3]	JPY 100,000	One-time upon arrival in Japan
Moving Allowance[4]	JPY 164,000-224,000	One-time during period of study in Japan
Research Support Expenses[5]	actual charge with max. JPY 360,000 per year	To be determined
Medical care during study in Japan[6]	subject to provision of medical insurance	To be determined
Fees for standardized English proficiency tests (i.e., TOEFL, IELTs, TOEIC)[7] required for admission to JPUs	actual charge	One-time upon submission of receipt and letter of acceptance from JPU

10. Expenses NOT Covered by JICA

Any applicants who fail to adhere to JICA regulations are responsible for incurring expenses. JICA neither bears any other costs than described above, nor assume responsibility for the following:

[1] JICA will cover the examination fee based on the invoice from the university. JICA will not refund examination fees paid by accepted participants.
[2] Living allowances vary depending on factors such as the living area in Japan and the type of accommodation.
[3] It is a one-time payment made after opening a bank account in Japan. As it may take several weeks to open the bank account, it is strongly recommended to bring cash for personal expenses during this period.
[4] Depending on the accommodation facility, consultation with the university is required.
[5] Research Support Expenses can be provided through the university with the consultation and approval from the applicant's supervisor.
[6] 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).
[7] Ensure a receipt is available for reimbursement.

1) Passport fees (for re-issuance and extensions, etc.)
2) Visa fees of a transit country and transportation expenses to obtain a visa
3) Transportation expenses to obtain a Japanese visa
4) Domestic travel expenses in the applicant's home country
5) Departure tax
6) Airport tax/airport facility charges outside of Japan, including third countries
7) Customs duty
8) Excess baggage charges
9) Compensation for lost and/or damaged baggage
10) "No show charge" at the transit airport hotel that is non-refundable
11) Lost-ticket fee
12) Accommodation fee for a day-use hotel on the return flight
13) Transportation expenses other than official programs
14) Telephone bill or minibar charges at accommodation
15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
16) Medical costs related to the same illness over 180 days
17) Health check-up expenses before departure to Japan
18) "National Health Insurance" fee during the program
19) The examination fee already paid by the accepted participants
20) Medical examination paid during KCCP application

11. Conditions for Participation

The applicants/participants of KCCP are required

(1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA
(2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own
(3) not to change course subjects or extend the course period
(4) to understand that inviting participants' family members is not recommended before their stay in Japan has passed more than 6 months
(5) to return to their home country on a flight designated by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination
(6) 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
(7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so
(8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension)

(9) not to engage in political activities, or any form of employment for profit
(10) to agree to be discontinued from the program, should the participant (a)violate Japanese laws, JICA's regulations, or University's regulations, (b)commit illegal or any type of immoral conduct including sexual harassment, (c)become critically ill or seriously injured after arrival in Japan
(11) to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA"
(12) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances
(13) not to drive a car or motorbike in Japan, regardless of an international driving license possessed
(14) to observe the rules and regulations at the place of the participants' accommodation
(15) to refund allowances or other benefits paid by JICA in the case of a change in schedule
(16) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan
(17) to submit a Health Certificate with Medical History in JICA format to JICA office of the applicants' country at the applicants' expense, no later than the end of April, the year of enrolment. The date of Health Certificate should be on or after April 1, the year of enrolment JICA will NOT reimburse the cost to the applicants
(18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault
(19) to promptly resubmit their medical history, if there are changes in their health condition, such as pregnancy or a pre-existing disease
(20) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for their Health Certificate
(21) not to be receiving nor plan to receive other scholarships from Japanese government, such as Japan Student Service Organization (JASSO), Japan Society for the Promotion of Science (JSPS), Japan Science and Technology Agency (JST), The Japan Foundation (JF) during the program
(22) to understand not to make other applications for different JICA training courses at the same time
(23) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle
(24) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university

(25) to approve the following conditions on summary of student's thesis
①Summary of the thesis shall be kept at JICA.
②Summary of the thesis can be read by anyone who made a request to JICA .
③Summary of the thesis can be used for publication by JICA or JICA website.
④Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.

(26) to acknowledge that a leave of absence from school is not permitted in principle

(27) to understand that the maximum duration of research student is 6 months for doctoral courses, and duration of acceptance as a regular student is based on the course years determined by the university

(28) to indicate all educational background, including currently enrolled university, if any

(29) to understand that the use of Generative AI such as Chat GPT to create Application Forms including Research Plans, and your research papers may not be acceptable and may result in rejection of your application or termination of training if discovered, according to each University policy.

For inquiries and additional information, email to contact@aun-seed.net

Annex 1

Reference Step No.	Click to download
1.2	Template for "Research Plan"
	Template for "Expectation on the applied KCCP"
	Example of the scholarship application to be used by applicants
2.2	Example of the applicant nomination to be used by MIs
3.2	Example of the applicant shortlisting to be used by JPUs
4.3	Example of the reply form to be used by shortlisted applicants