

**BỘ TƯ PHÁP
VỤ TỔ CHỨC CÁN BỘ**

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc**

Số: 650/TCCB-ĐTBD

Hà Nội, ngày 27 tháng 10 năm 2021

V/v thông báo học bổng thạc sỹ JICA
của Nhật Bản

Kính gửi: Thủ trưởng các đơn vị thuộc Bộ

Thực hiện chỉ đạo của Lãnh đạo Bộ, Vụ Tổ chức cán bộ thông báo khóa đào tạo thạc sỹ “**Legal and Judicial Human Resources Development for Japanese Financial Year 2022**” tổ chức tại Nhật Bản (*chi tiết của khóa đào tạo xem tại Thông báo gửi kèm theo Công văn này*).

Căn cứ Thông báo nêu trên và Quy chế đào tạo, bồi dưỡng công chức, viên chức Bộ Tư pháp, nếu đơn vị có nhu cầu cử công chức, viên chức dự tuyển khóa đào tạo thạc sỹ nêu trên, đề nghị gửi Công văn giới thiệu và đơn dự tuyển về Vụ Tổ chức cán bộ qua đường văn bản điện tử *trước ngày 01/12/2021* để Vụ tổng hợp, báo cáo Lãnh đạo Bộ xem xét, quyết định./.

Nơi nhận:

- Như trên;
- Vụ trưởng (để báo cáo);
- Công thông tin điện tử Bộ Tư pháp;
- Lưu: VT, ĐTBD.

**KT. VỤ TRƯỞNG
PHÓ VỤ TRƯỞNG**



Nguyễn Đỗ Kiên



*Ms. Trang Thi Bao (lưu ý) UOD & 2 suat dap
20/10/2021
Lico' / Kieu' / TP
NBan*

Japan International Cooperation Agency

JICA Viet Nam
11th Floor, CornerStone Building
16 Phan Chu Trinh Str, Hoan Kiem Dist, Ha Noi, Viet Nam
Tel: (84.4) 3831 - 5005 Fax: (84.4) 3831 - 5009

*Kje = Dr Kiet
27/10
w*

Ref. No: 767.2021/JICA-GI

Japan International Cooperation Agency (JICA) Vietnam Office presents its compliments to your esteemed agency and has the honor to inform of the followings as an announcement of JICA-related academic opportunity for high-quality human resource development of the Government of Vietnam (GOV):

The Government of Japan (GOJ), through JICA, introduces the JICA Knowledge Co-Creation Program on "Legal and Judicial Human Resources Development for Japanese Financial Year 2022" as a part of Japan's ODA based on bilateral agreement between GOJ and respective recipient Government. The program is to consist of the acceptance of scholar for Master course. Application and Selection procedures of the program is attached General Information Brochure (GI). Every applicant is requested to fill out and submit JICA's Application Form and other required documents to JICA Vietnam Office through his/her Line Agency to the Ministry of Planning and Investment (MPI) by the deadline on December 17th, 2021.

In this context, it would be highly appreciated if your esteemed agency could encourage potential candidates to apply to the scholarship program above. Please feel free to contact JICA Vietnam Office (Ms. Nguyet Anh at Tel 024.38315005-8, ext.158; Email: TranAnh.vt@jica.go.jp) for further clarifications/details if necessary.

JICA Vietnam Office would like take this opportunity to renew to your esteemed agency the assurances of its highest consideration.

Hanoi, October 19, 2021

JICA Vietnam Office



Mami Tomoki, Representative



Japan International Cooperation Agency

JICA Viet Nam
11th Floor, CornerStone Building
16 Phan Chu Trinh Str, Hoan Kiem Dist, Ha Noi, Viet Nam
Tel: (84.4) 3831 - 5005 Fax: (84.4) 3831 - 5009

To: Ministry of Justice (MOJ)
Vietnam Communist Party's Central Internal Affairs Committee (CIAC)
The Office of Government (OOG)
Supreme People's Court (SPC)
Supreme People's Procuracy (SPP)
Ministry of Planning and Investment (MPI)

Attachment: General Information on Legal and Judicial Human Resources Development JFY
2022



JICA Knowledge Co-Creation Program for Long-Term Participants

GENERAL INFORMATION ON

**Legal and Judicial Human Resources Development
(JFY2021-2023)**

JFY2022

[GI for MOJ,CIAC,OOG,SPC,SPP]

長期研修「法・司法分野の中核人材(2021～2023年度)」

JFY 2022

[MOJ,CIAC,OOG,SPP,SPC 向け GI]

This information pertains to one of the Japan International Cooperation Agency (JICA)'s Knowledge Co-Creation Program (Long-Term). This handout gives information on the overview of the program.

This program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both governments.

Each country may have its own schedule and/or qualifications for the program.

With regard to the additional information, please contact JICA overseas office in your country.

I. Overview

The proper functioning of legal and judicial systems is the foundation for a society where people can live with ease of mind. At the same time, it is one of the core elements of nation-building as well as economic development.

For autonomous and sustainable development of legal and judicial sector, it is crucial to have core human resources who understand laws well and are able to enforce them based on a proper legal mind.

JICA has been supporting legal and judicial human resources in Vietnam. Considering the growing needs for development of such human resources, JICA is now accelerating its activities in this area through collaboration with Japanese universities, aiming to help developing countries retain more trained human resources in their countries.

II. Objectives

1. Overall Goal

To help improve the legal and judicial systems, which leads to the development of the society and the economy and the respect for human rights.

2. Program Purpose

To enhance the capacity for improving legal and judicial systems through master's course in Japanese universities, in close collaboration with Japan's technical cooperation project for legal and judicial development.

3. Outputs

- 1) To acquire the capacity to conduct comparative study of laws including Japanese laws.
- 2) To acquire the capacity to propose and apply the result of comparative studies to the legal and judicial system of respective countries.
- 3) To complete all the requirements to obtain the set degree within the given period of time.

III. Program Outline

The program for JFY 2022 consists of the acceptance of government officials in the legal and judicial sectors from Mongolia, Vietnam, Lao P.D.R, Cambodia and Indonesia.

The participants are expected to meet all the requirements to obtain a master's degree within the given period of time. After the completion of the program, the participants are expected to contribute to the achievement of the overall goals and impacts of JICA's technical cooperation projects in the target country by continuously participating in the activities of JICA's technical cooperation projects as members of counterparts or the project staffs. In the long-term, this program aims to develop human resources who will become a part of the leadership of the target country to lead the legal and judicial reforms, and will contribute to the development of the legal education in the future.

An applicant from the Ministry of Justice (MOJ), Vietnam Communist Party's Central Internal Affairs Committee (CIAC), the Office of the Government (OOG), Supreme People's Court (SPC) or Supreme People's Procuracy (SPP) who is chosen as a candidate as result

of the selection at JICA (see **IX (2)**) may select a university, to which he/she wishes to apply, from the universities listed in the **Annex 1**.

To be selected as a participant of this program, the candidate must be accepted by the Japanese university to which he/she applies.

In addition to the programs in the master's courses, the activities such as the participation to short-term training programs for JICA's technical cooperation programs as observers will be planned in order to enrich the participants' academic and personal experience of his/her courses of studies at the university. The participant is also expected to regularly report to the progress of his/her studies to JICA, including the experts of the JICA's technical cooperation project.

IV. Duration

Approximately two (2) years

*Maximum two and a half years if the candidate is admitted to the university as a research student (whose term may last up to six months) initially and later as a regular student (whose term may last up to two years).

In case the candidate is admitted as a research student, he/she is requested to pass an entrance examination to become a regular student during his/her term as a research student in accordance with the regulations of the university. If he/she fails the examination, the program will be terminated and the student must immediately return to the home country.

V. Number of participants from Vietnam

Three (3) participants

- Up to one (1) participant from Vietnam Competition Consumer Agency (VCCA) to be recommended by the Ministry of Industry and Trade.

- Up to one (1) participant from the Ministry of Justice (MOJ), Vietnam Communist Party's Central Internal Affairs Committee (CIAC), the Office of the Government (OOG), Supreme People's Court (SPC) or Supreme People's Procuracy (SPP) to be recommended by respective organization.

- Up to one (1) participant from Center for Japanese Law in Vietnam (CJLV) graduates (or graduate candidates) to be recommended by MOJ

* Each General Information will be provided separately.

VI. Language to be used in this Program

English

VII. Eligibility

Applicants must satisfy the following requirements:

(1) Essential Qualification

1. Current Duties and Expectation:

Applicants who are in charge of or have experience on works related to laws or judiciary in various sectors, with the potential to lead legal and judicial reforms, as well as to contribute to the development of legal sector in Vietnam in the future.

2. Experience in the relevant field (including project participation):

Applicants who have more than 2 years' experience in the above-mentioned field. (As of April 1st 2022)

3. Knowledge in the fields of the research:

All applicants must have sufficient knowledge in the fields of the research.

For applicants from MOJ, CIAC, OOG, SPC and SPP, law on civil affairs, law on public affairs or law on criminal affairs is recommended.

4. Nationality:

Citizens of Vietnam

5. Age:

Less than forty (40) years old in principle (As of April 1st 2022)

6. Educational Background:

All applicants must have a bachelor's degree or equivalent.

7. Language:

TOEFL IBT: 80

IELTS: 6.0

This program may include active participation in discussions and the submission of academic paper, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, IELTS, etc., if possible. Applicants who do not possess the abovementioned scores may also apply to the program.

Note: Several universities require the candidate to submit English proficiency scores or to show the level of English proficiency by other means. Please check language requirements of each university in **ANNEX1**.

8. Health:

All applicants must be in good health, both physically and mentally, to participate in the program in Japan.

9. Others:

All applicants must not receive another scholarship during the program.

(2) Recommendable Qualifications

1. Other Experience in the relevant field (including project participation):

Applicants who have been involved or are involved in the activities of the following JICA's technical cooperation projects; "The Project for Harmonized, Practical Legislation and Uniform Application of Law Targeting Year 2020" and/or "Enhancing the quality and efficiency of developing and implementing laws in Vietnam".

2. Gender Consideration:

JICA is promoting gender equality. Women are encouraged to apply for the program.

Note: The selection process will not be affected by applicants' gender.

3. Career after the Participation to the Program:

Applicants who are expected to work in the same organizations for more than 3 years.

VIII. Admissions

The candidate must be accepted by a university through its regular application procedure including examinations in order to become a participant of the program.

IX. Application Guidelines

1. Required Documents for Application

(1) Application Form: The Application Form is available at the JICA office.

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

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) Nominee's English Score Sheet: to be submitted with the application form, if you have any official documentation of English ability. (e.g., TOEFL, IELTS)

(4) Official academic transcripts or certified copy of the original transcripts issued by the universities: to be submitted with the application form.

(5) Health certificate (To be submitted later): If candidates pass the university examination, health certificates with JICA format will be required. Without the certificates, admission might be rejected.

(6) Field of Study and Research Plan: to be submitted with the Application Form. Please fill in the attached form to describe your field of study and research plan (ANNEX 2).

2. Procedures for Application and Selection:

(1) Submission of the Application Documents to JICA:

Closing date for applications: **December 17th, 2021**

(2) Selection at JICA:

After receiving the documents for each applicant through proper channels from the government, JICA will select from the proposed applicants a candidate eligible for application to a university. Selection will be made by JICA. 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) Pre-matching:

Before submitting the application documents to a university, the candidate must conduct pre-matching with one or several universities listed in **Annex I**. (The details on this procedure will be provided later to the candidate.)

(4) Admission by a university:

After the pre-matching procedure, the candidate is expected to submit necessary application documents to one of the universities with which the pre-matching result was successful. Please kindly note that JICA cannot guarantee the acceptance by the university and the university might reject the candidate. The candidate must follow the university's application procedures.

(5) Notice of Acceptance

After confirming admission by the university, the notice of acceptance will be issued.

X. Schedule

Date	Process
By December 17 th , 2021	Nomination of the proposed applicants in respective organizations
	Selection of the proposed applicants by responsible organization in each country
	"Application Documents" must be submitted to JICA office
By the end of December, 2021	Selection by JICA
	Notification of the result of selection through JICA office
By the end of January, 2022	Pre-matching
February-July (approximately), 2022(*)	Preparation for application to universities by the candidate
	University's application procedure
After the application procedure by the university	Preparation for study in Japan if the candidate passes the examination
August – October 2022	Orientation by JICA
	Arrival in Japan
	Beginning of Term

*Schedule for the application and examination depends on each university (see **ANNEX1**).

XI. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted for the program. See the table below for further details. Note that most of the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the training participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
Tuition (official examination fees, entrance fees, course fees)	Actual costs	Every semester
Living Allowance	JPY 144,000 - 147,000 per month (*)	Every month via university
Airfare	Payment in kind	Upon arrival in Japan and upon returning home
Transportation between airports in Japan and JICA Center etc.	Payment in kind	Upon the arrival in Japan and upon returning home
Preparation Fee and Document Sending Fee	JPY 105,300	Once (upon arrival in Japan)
Moving Allowance	Up to JPY 164,000 – 224,000 (*)	Once (during the training period)
Research Support Expenses **	Actual costs (Up to 360,000 per year)	

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

** Research Support Expenses are allowed to be provided via your university and be disbursed with the approval of your supervisor.

XII. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses in the home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "no show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight
- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation

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

Name	
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Field of Study and Research Plan

Guide for Creating a Field of Study and Research Plan Sheet

- As this sheet is one of the most important references for selection, outline your field of study and specify your research theme and plan in line with the following items 1 and 2.
- If plagiarism or fraud is discovered after selection, the selection will be cancelled retroactively.
- This sheet must be typewritten or written in block letters.
- This sheet must be created WITHIN TWO PAGES. Additional materials may be attached if necessary. Both a single-side and dual-side printing will be acceptable.

1 Past and present field of study

2 Research theme and plan in Japan

- Describe articulately the research theme and plan you wish to carry out in Japan.
- Specify particularly the ultimate goal(s) of your research in Japan.

(1) Research theme

(2) Research plan



CORRESPONDENCE

For enquiries and further information, please contact the JICA office.

**Application Guideline for
the JICA Knowledge Co-Creation Program**

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:

Form1. OFFICIAL APPLICATION FORM

*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

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

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
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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.

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

[] No	[] Yes: Name of illness (_____), Name of medicine (_____) <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

[] No	[] Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? (_____)
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

(_____)	<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>
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2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes: Please specify (_____)
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(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes: Please specify (_____)
--------	--------------------------------------

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes: Please specify (_____)
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(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes: Please specify (_____) Name of medicine taken if any (_____)
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3. Other Medical Issues/Conditions

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

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* Are you pregnant?

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

Form5. TERMS AND CONDITIONS**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),
- (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 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 divulgence, 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 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

