

Phòng TC-HC thông báo để các CB, GV quan tâm đăng ký ^{44/11/20}
(Scan nội dung thông báo đăng tải lên web)

VỤ TỔ CHỨC CÁN BỘ

Hà Nội, ngày 17 tháng 11 năm 2020



Kính gửi: Các đơn vị thuộc Bộ

Cơ quan hợp tác quốc tế Nhật Bản (JICA) thông báo triển khai chương trình học bổng đào tạo thạc sỹ và tiến sỹ chuyên ngành **“Chính sách năng lượng”** trong khuôn khổ chương trình đào tạo dài hạn nguồn nhân lực trong lĩnh vực năng lượng và điện năm 2021 tại Nhật Bản. Việc lựa chọn học viên do JICA tiến hành.

(Thông tin chi tiết về chương trình: đối tượng tham dự và các nội dung liên quan xem tại file đính kèm)

Vụ Tổ chức cán bộ đề nghị các đơn vị có nhu cầu lựa chọn ứng viên phù hợp đăng ký tham gia dự tuyển (Procedure A) và gửi công văn kèm hồ sơ về Vụ Tổ chức cán bộ trước ngày 05/12/2020. (Riêng đối với trường hợp ứng viên đăng ký dự tuyển vào trường Đại học Kyoto và Đại học Ritsumei, đề nghị gửi hồ sơ theo hướng dẫn đến Văn phòng JICA Việt Nam trước ngày 30/11/2020.

Trân trọng cảm ơn./.

PHÓ VỤ TRƯỞNG

Tạ Thị Thanh Thủy



HOẠCH VÀ ĐẦU TƯ
Email:
bkhdt@mpi.gov.vn
Cơ quan: BỘ KẾ
HOẠCH VÀ ĐẦU TƯ
Thời gian ký: 13.11.2020
17:36:27 +07:00

BỘ KẾ HOẠCH VÀ ĐẦU TƯ

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

Số: 7561 /BKHDĐT-KTĐN
V/v đề nghị cử cán bộ đăng ký dự
tuyển đào tạo dài hạn tại Nhật Bản

Hà Nội, ngày 13 tháng 11 năm 2020

Kính gửi: Bộ Công Thương

Bộ Kế hoạch và Đầu tư nhận được công hàm số 903.2020/JICA-GI ngày 06/11/2020 của Cơ quan Hợp tác Quốc tế Nhật Bản (JICA) đề nghị phía Việt Nam cử cán bộ đăng ký dự tuyển Chương trình đào tạo **Longterm Training Programs on Human Resources Development for Electricity and Energy Sector in 2021, "Energy Policy"** (công hàm, tài liệu về Chương trình đào tạo gửi kèm theo).

Thông tin chi tiết về nội dung đào tạo, đối tượng tham dự và các nội dung liên quan đề nghị tham khảo công hàm và tài liệu gửi kèm theo; việc lựa chọn học viên do JICA thực hiện.

Căn cứ nội dung đào tạo, Bộ Kế hoạch và Đầu tư đề nghị quý cơ quan lựa chọn ứng viên phù hợp đăng ký tham gia dự tuyển (Procedure A) và gửi công văn trả lời kèm theo hồ sơ ứng viên (Procedure B) về Bộ Kế hoạch và Đầu tư trước ngày 08/12/2020 để thông báo cho phía JICA.

Lưu ý: Trường hợp ứng viên đăng ký dự tuyển vào trường Đại học Kyoto và Đại học Ritsumei (nêu tại Mục 13 của tài liệu Chương trình đào tạo), đề nghị gửi hồ sơ theo hướng dẫn cho Văn phòng JICA Việt Nam trước ngày 30/11/2020.

Bộ Kế hoạch và Đầu tư cảm ơn sự hợp tác của quý Cơ quan./

Nơi nhận:

- Như trên;
- Vụ TCCB (để cử cán bộ);
- Lưu: VT, KTĐN. C₁

TL. BỘ TRƯỞNG
VỤ TRƯỞNG VỤ KINH TẾ ĐỐI NGOẠI



Phạm Hoàng Mai



JICA VIETNAM OFFICE

11th Floor, CornerStone Building
16 Phan Chu Trinh, Hanoi, Vietnam
Tel:(8424)-38315005
Fax:(8424)-38315009
URL: <http://www.jica.go.jp/vietnam>

Ref. No: 903 .2020/JICA-RQ

Japan International Cooperation Agency (JICA) Vietnam Office presents its compliments to the your esteeme 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):

Government of Japan (GOJ), through JICA, plans to introduce **Longterm Training Programs on Human Resources Development for Electricity and Energy Sector in 2021**, "Energy Policy" as a part of Japan's ODA based on bilateral agreement between GOJ and respective recipient Government.

JICA provides scholarship to those who enroll any one of the following programs at GRIPS and concentrate on energy policy issues:

Master's Programs: MP1 (1 year) and MP2 (2 years)

Doctoral Program: STI (3 years)

(Please see attached Program Information for detailed information of each programs).

Application procedures of these programs include Procedure A and Procedure B as mentioned belows:

Procedure A: Application to the GRIPS admission process

Applicant are now able to access the Online Entry Form as instructed in the attached Program Information. Some deadlines need to be followed:

	MP1	MP2	STI
Online entry form	Nov 27, 2020, 17:00 (JST)	Nov 27, 2020, 17:00 (JST)	Jan 13, 2021, 17:00 (JST)
Online application form	Dec 4, 2020, 17:00 (JST)	Dec 4, 2020, 17:00 (JST)	Jan 20, 2021, 17:00 (JST)
Supporting document submission to GRIPS Admissions Office	Dec 4, 2020, 17:00 (JST)	Dec 4, 2020, 17:00 (JST)	Jan 20, 2021, 17:00 (JST)

Once applicant completes the application process of GRIPS, applicant are requested to inform JICA Vietnam Office for the list of applicants of the program, otherwise they would fail to receive JICA scholarship.

Procedure B: Application to the JICA scholarship program

The attached application form is requested to submit from Ministry of Planning and Investment to JICA Vietnam Office by 14 December 2020. An online interview may be conducted during the selection process.

Before officially nominated by Ministry of Planning and Investment, applicants are requested to submit the following documents with a clear indication of the intended university to JICA Vietnam offices by **30 November, 2020**:

- ① JICA Application Form for KnowledgeCo-Creation Program with ID photos (4cm × 3cm) pasted(attached form)
- ② Research Plan
- ③ A copy of graduation certificate(if not written in English, the official English translation is required)
- ④ A copy of academic transcript(if not written in English, the official English translation is required)
- ⑤ A copy of Passport with photo
- ⑥ A copy of certificate of English Test

In this context, it would be highly appreciated if your esteemed agency could disseminate the information on the programs to the concerned agencies and encourage them to apply to the appropriate scholarship programs above. Please feel free to contact JICA Vietnam Office Ms. Nguyen Diem Thanh at Tel 24.38315005 – ext.294; email nguyen-diemthanh@jica.go.jp for further clarifications/details if necessary.

Thank you for your cooperation.

Hanoi, 11th November 2020

JICA Vietnam Office



To.: - Foreign Economic Relations Department, Ministry of Planning and Investment

Cc.: - Organization and Personnel Department, Ministry of Industry and Trade
- Energy Institute, Ministry of Industry and Trade
- Electricity and Renewable Energy Authority, Ministry of Industry and Trade
- Department for Industrial Economy, Ministry of Planning and Investment
- Central Institute for Economic Management, Ministry of Planning and Investment

JICA Knowledge Co-Creation Program for Long Term Participants

Program Information on Human Resources Development for Electricity and Energy Sector (JFY2021)

“Energy Policy”

国別研修（2021 年度）
「エネルギー政策」

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

1. Overview

Stable supply of energy is one of the most important development agenda in order to secure stability of socio-economic activities and sustainable development in developing countries as shown in the SDGs Goal 7 "Ensure access to affordable, reliable, sustainable, and modern energy for all".

In order to help its partner countries develop human resources with deep understandings on public policy analysis and management in the energy sector, JICA has introduced scholarship program for those who are interested in obtaining a Master's degree by enrolling in the (i) one-year Master's Program of Public Policy (MP1)/(ii) two-year Master's Program of Public Policy (MP2), or a Doctoral Degree by enrolling in the (iii) Science, Technology and Innovation Policy Program (STI) at the National Graduate Institute for Policy Studies (GRIPS) in Japan.

The program envisages participants who are working for energy sector as government officials or researchers at governmental institutions in such countries as Indonesia, Cambodia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam, Bangladesh, Bhutan, Pakistan, Sri Lanka, Egypt, Iran, and Iraq.

Those who are interested must follow the two-way application process: (i) applicants directly apply via GRIPS website for its admission process; and (ii) applicants submit the JICA application form through the respective line ministry and nodal authority for external assistance to JICA overseas offices. In parallel with GRIPS admission process, JICA will examine each applicant's eligibility for the scholarship. Among those who are accepted by GRIPS admissions office, JICA will select applicants eligible for the scholarship.

2. Objectives

To help improve the Energy Policy of a particular country in order to enhance energy system, and thereby support social and economic development.

Participants complete all the course requirements of GRIPS to obtain the degree within the given period of time.

3. Program Outline

[General Description]

JICA provides scholarship to those who enroll any one of the following programs at GRIPS and concentrate on energy policy issues.

Master's Programs

MP1

The objective of the Public Policy (PP) program is to give students knowledge related to various policy issues from many different disciplinary viewpoints and to help them understand and investigate policy-related problems. Every student is required to write a

policy paper based on the application of either quantitative or qualitative analytical tools to the policy issue he/she chooses.

In preparing policy reports, students need to (a) collect quantitative and/or qualitative (categorical) data, (b) analyze the data, and (c) write a policy paper based on their investigation.

MP2

MP2 has a similar structure to that of MP1, but MP2 students receive more advanced training and guidance in the technical and practical skills needed for public policy analysis, design, and implementation.

The program aims to educate early and mid-career professionals and provides a strong platform for advanced research (including doctoral studies). In the first year, students complete a series of core, concentration, and elective courses. All MP2 students develop a common interdisciplinary and analytical foundation through the core courses, take specialized courses that provide them with strong analytical and quantitative skills, and select from a wide-variety of elective courses. In their second year, students further develop their research skills and utilize them in writing and defending a master's thesis under the guidance of a highly-trained specialist in their chosen field of concentration (specialization).

Students are required to write a master's thesis in one of four areas of public policy: Economic Policy, International Development Studies, International Relations, and Public Policy. Practical instructions are available from current and former government officials with distinguished careers in public services. In addition to three policy workshops, students receive specialized guidance through a program of independent study.

Doctoral Program

STI

The doctoral programs at GRIPS aim to produce highly qualified researchers in the field of policy studies and public administrators with professional expertise and skills in policy analysis. The programs provide students with multi-disciplinary knowledge and skills needed to carry out policy research of international standards, solid academic writing skills, the ability to teach in the field of social sciences, and advanced proficiency in a foreign language. In accordance with their research interests and academic performance, doctoral students can attend lectures and seminars, participate in tutorial sessions, present their research at international conferences, and work on papers in joint research projects.

The requirements for the doctoral degree include submission of a dissertation proposal, satisfactory performance on the qualifying examination, and an oral dissertation defense. Eligibility for the qualifying examination will be determined by the student's supervisor, taking into account the student's progress during the academic year, prior academic performance and the quality of the doctoral dissertation proposal. The qualifying examination comprises a written examination covering a number of disciplines and research methodology as well as an oral defense of a dissertation proposal.

[Specific Requirements for Energy Policy Concentration]

MP1

<Graduation Requirements>

Students must complete a minimum of 30 credits, of which 6 must come from Category I and the rest from Category III of MP1 curriculum as shown below.

<Category I>

Introduction to Public Policy Studies (1 credit), The World and the SDGs (1 credit), Policy Debate Seminar I, II (4 credits)

<Category III>

Any classes GRIPS offers (24 credits). It is mandatory for the JICA scholarship students to take 5 classes (10 credits) that are related with energy policy (indicated below).

MP2

<Graduation Requirements>

Students must complete a minimum of 40 credits, of which 12 must come from Category I and the rest from Category III of MP2 curriculum as shown below.

<Category I>

Introduction to Public Policy Studies (1 credit), The World and the SDGs (1 credit), Policy Debate Seminar I, II (4 credits), Independent Study (6 credits). It is strongly recommended that students write on the issues related with energy policy in their independent study.

<Category III>

Any classes GRIPS offers (28 credits). It is mandatory for the JICA scholarship students to take 5 classes (10 credits) that are related with energy policy (indicated below).

STI

<Graduation Requirements>

During the first year, students must complete 17 credits or more based on the curriculum for the Science, Technology and Innovation Policy Program. Out of 17 credits, 1 are research seminar. It is strongly recommended that students take energy policy related classes in total 12 credits.

During the second year and onwards, students work on their doctoral thesis while taking courses based on the curriculum for the Science, Technology and Innovation Policy Program.

[Classes Related with Energy Policy]

- Outline of Energy Policy
- Energy Data Analysis
- Energy Policy in Japan
- Energy and Environmental Science & Technology
- Energy Security
- Advanced Energy Policy (for Doctoral Course only)

4. Duration

MP1: One year; MP2: Two years; STI (PhD): Three years

5. Number of Participants

Four (4) Participants in total (MP1, MP2, STI) from Indonesia, Cambodia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam, Bangladesh, Bhutan, Pakistan, Sri Lanka, Egypt, Iran, and Iraq for FY2021.

6. Language to be used in this Program

English

7. Eligibility

Applicants must satisfy the following requirements and be competent enough to fulfill admission requirements by GRIPS:

- ✓ Current Duties: Government officials or researchers working for energy sector at governmental institutions¹.
- ✓ Nationality: citizen of Indonesia, Cambodia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam, Bangladesh, Bhutan, Pakistan, Sri Lanka, Egypt, Iran, and Iraq.
- ✓ Age: less than forty (40) years old in principle
- ✓ Educational background: have a bachelor degree (for MP1 & MP2); or a master degree (for STI)
- ✓ Language: with the linguistic skills required to take courses and receive research guidance in English.

8. Admissions

Applicants must pass the regular admission procedures of GRIPS. JICA will select candidates eligible for the scholarship among those who passed the GRIPS admission procedure.

9. Application Guidelines

Applicants for the scholarship program are requested to follow the two-way application process: (i) application to the JICA scholarship program, and (ii) application to the GRIPS admission process. The detail procedures are as follows:

■ Application to the JICA scholarship program

Institutions which applicants belong to are requested to submit the attached application form to JICA overseas office via the line ministry as well as the nodal agency for external

¹ Include those belonging to the network of ERIA (Economic Research Institute for ASEAN and East Asia) in the eligible partner countries.

assistance in the respective partner country. Applicants are also requested to submit, along with the application form, an essay (in 800-1000 words) covering the following items: (i) major achievements in applicant's career so far, (ii) purpose and plan of study in Japan, and (iii) career plan after the graduation. These documents must reach JICA overseas offices through the official channel by **December 15, 2020**. An online interview may be conducted during the selection process.

■ Application to the GRIPS admission process

Applicants are now able to access the Online Entry Form as instructed in the Online Application Guide 2021-2022, which can be downloaded at <http://www.grips.ac.jp/en/admissions/apply/>.

Points of attention are as below:

- (1) Please access and read the GRIPS's website (<http://www.grips.ac.jp/en/admissions/index/>) carefully, especially the "Online Application Guide 2021-2022".
- (2) Please fill out and submit **the Online Entry Form by November 27, 2020, 17:00 (JST) for MP1 and MP2**, and by **January 13, 2021, 17:00 (JST) for Doctoral Program**. Please select "I will obtain funding from other institutions" as funding option and select either "One-year Master's Program of Public Policy (MP1)", "Two-year Master's Program of Public Policy (MP2)", or "Science, Technology and Innovation Policy Program" (Doctoral Program) when completing the Online Entry Form.
- (3) Please access GRIPS's portal G-way, complete **the Online Application Form** and submit it by **December 4, 2020, 17:00 (JST) for MP1 and MP2**, and by **January 20, 2021, 17:00 (JST) for Doctoral Program**. As for the finance aspect in the Online Application Form, please make it sure to select "I will obtain funding from other institutions" in the Online Application Form.
- (4) Please send the required **supporting documents** to the GRIPS Admissions Office **by post**. They must reach GRIPS by **December 4, 2020, 17:00 (JST) for MP1 and MP2**, and by **January 20, 2021, 17:00 (JST) for Doctoral Program**. (Applicants who have completed the JICA scholarship application do NOT need to submit a financial statement shown in page 7 of the Online Application Guide 2021-2022, but may be required to provide official proof of the status of their application upon request from GRIPS.)
- (5) An application fee shown in page 1 and 7 of the Online Application Guide 2021-2022 will be covered by JICA. In addition, an admission fee and tuition shown in page 1 will be covered by JICA and directly paid to GRIPS.
- (6) It is strongly recommended that applicants to contact and consult with JICA Office in their country if they are interested in this program. Prior consultation may be effective to ensure fulfilment of documentation requirements. JICA may request applicant's resume during this process.
- (7) Once applicants complete the application process of GRIPS, applicants are requested to inform JICA Office of their names, titles and the program which they selected so that JICA can make a list of applicants of the program, otherwise they would fail to receive

JICA scholarship even if they succeed to obtain GRIPS's admission.

10. Schedule

- Application to the JICA scholarship program: as indicated above.
- Application to the GRIPS admission process: as indicated above.
- Decision on JICA scholarship eligibility: by May end, 2021
- Commencement of the GRIPS program: beginning of October, 2021

11. Expenses to Be Borne By JICA

The following expenses will be borne by JICA in accordance with rules prescribed by JICA:

- (1) Tuition at GRIPS (actual cost)
- (2) Expenses for custom-made program and support programs during the study in Japan (actual cost if any)
- (3) A round-trip airfare (actual cost)
- (4) Books / Interior research, etc. (fixed amount)
- (5) Allowances for living expenses (fixed amount)
- (6) Outfit allowance (general outfit and shipping) (fixed amount)
- (7) Moving allowance (lump-sum payment for rental contract)

12. 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.

13. Others

From this year, this scholarship is open for those who are interested in obtaining the Doctoral Degree from the following universities. Applicants are expected to follow the instructions indicated in the websites of these universities. Informal prior consultations with respective faculties, if possible, are recommended.

(1) Kyoto University

Graduate School of Energy Science

<http://www.energy.kyoto-u.ac.jp/en/admission/admission-information/>

(2) Ritsumei University

Graduate School of Economics

<http://www.ritsumei.ac.jp/gsec/eng/admission/>

The following documents with a clear indication of the intended university are to be submitted to JICA offices in the respective countries **by 20 November, 2020**:

- ① JICA Application Form for Knowledge Co-Creation Program with ID photos (4cm × 3cm) pasted (attached form)
- ② Research Plan
- ③ A copy of graduation certificate (if not written in English, the official English translation is required)
- ④ A copy of academic transcript (if not written in English, the official English translation is required)
- ⑤ A copy of Passport with photo
- ⑥ A copy of certificate of English Test



CORRESPONDENCE

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

Guidelines of Application Form for the JICA Knowledge Co-Creation Program

The attached form is to be used to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of KCCP you are applying for.

>Application for KCCP (Group, Region Focus and Long-term)

Official application and Parts A and B including Medical History must be submitted.

>>Application for KCCP (Country Focus) including KCCP for Counterpart and KCCP related to ODA Loan

Official Application and Part B including Medical History will be submitted. Part A needs not to be submitted.

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History

This part is to be completed by the person who is nominated by the organization applying. The applicants for KCCP (Group and Region Focus) are required to fill in **every item**. As for the applications for KCCP (Country Focus) including KCCP for Counterpart and some specified programs, it is required to fill in the designated "required" items as is shown on the Form.

Please refer to the General Information to find out which type KCCP that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of KCCP accurately according to the GI, which you

intend to apply,

- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
- (d) fill in the form in **English**,
- (e) use ☒ or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

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 that can be used to identify individuals to any third party, with the following three exceptions:

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

3) Security Notice

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

4. Copyright policy

Participants of KCCP are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for KCCP

- (1) The copyright on a work that a participant prepares for KCCP shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for KCCP, participants shall comply with the purposes and scopes approved by each copyright holder.
- (3) The details of Term of Use for the Online KCCP are shown in the JICA Website : https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



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

Application Form for the JICA Knowledge Co-Creation Program**OFFICIAL APPLICATION**

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

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

--

2. Number: (Please write down as shown in the General Information)

2	0													
---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Country Name:

SOCIALIST REPUBLIC OF VIETNAM

4. Name of Applying Organization:

--

5. Name of the Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if necessary)

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:		Official Stamp	
Designation / Position			
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in Knowledge Co-Creation Program (KCCP), with reference to issues or problems to be addressed.

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

3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; (1) Course requirement, (2) Capacity / Position, (3) Plans for the candidate after the KCCP, (4) Plan of organization and (5) Others.

**8) Present Position and Current Duties**

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

9) Type of Organization

<input type="checkbox"/> National Governmental	<input type="checkbox"/> Local Governmental	<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 ()		

10) Outline of duties: Describe your current duties

--

11) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

12) Others (If necessary)

--

4. Career Record**1) Job Record (After graduation)**

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

**2) Educational Record (Higher Education) (required)**

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

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Speaking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Reading	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Writing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews; Compound complex sentences; Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied KCCP

1) Personal Goal: Describe what you intend to achieve in the applied KCCP in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied KCCP (required)

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

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products those are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form 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 an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.



1. To provide KCCP to the participants from developing countries.
 2. To provide KCCP to the participants from developing countries under the Citizens' Cooperation Activities.
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
- (i) to observe Japanese laws and ordinances during my stay, if I violate Japanese laws and ordinances, I will return the total amount or a part of the expenditure required for the KCCP depending on the extent of the violation.
- (j) to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me. I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY****1. Present Medical Status**

(a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness () Name of medicine () <i>If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program.</i>
-----------------------------	---

(b) Are you pregnant?

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

(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? ()
-----------------------------	--

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

()
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

2. Past Medical History

(a) Have you had any significant or serious illness?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	---

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	---

3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

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.

Date:	Signature:
	Print Name of the Nominee:

**University Information**

Please check a university program which you are applying for.

✓ Check	University Program
<input type="checkbox"/>	MP1/ GRIPS
<input type="checkbox"/>	MP2/ GRIPS
<input type="checkbox"/>	STI (PhD)/ GRIPS
<input type="checkbox"/>	PhD/ Kyoto University
	(i) Supervisor of choice
	(ii) Field of study
<input type="checkbox"/>	PhD/ Ritsumei University
	(i) Supervisor of choice
	(ii) Field of study



Essay

(Applicants to GRIPS programs (MP1, MP2, PhD) are requested to submit this form.)

Applicants to other universities (i.e., Kyoto or Ritsumei) do NOT need to submit this form.)

Write a brief essay on the following themes in 800-1000 words.

1. Major achievements in applicant's career so far

2. Purpose and plan of study in Japan

3. Career plan after the graduation.

Research Plan

(Applicants to Kyoto Univ. or Ritsumei Univ. are requested to submit this form.)

(Applicants to GRIPS do NOT need to submit this form.)

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

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

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

(b) INTRODUCTION (1 paragraph):

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

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

(c) MAIN BODY (approximately 3 paragraphs):

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

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

(d) CONCLUSION (1 paragraph):

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

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

***Please attach your master thesis in English and related papers (if any).**