



# **JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)**

## **General Information on Sustainable Tourism Development (JFY2021-2023)**

**「持続可能な観光開発（2021-2023年度）」（長期研修）**

This handout provides an overview of the “**Sustainable Tourism Development**” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between 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. This 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.

## 0. Background

### **What is JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

### **What is JICA Development Studies Program (JICA-DSP)**

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA’s Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

# 1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The Program on Sustainable Tourism Development is established in FY 2019 (for admission in FY 2020) to contribute to human resource development at high level who can bridge between tourism and tourism related industries of Japan and all over the world to promote sustainable tourism development. In addition, it offers the opportunity for future tourism leaders to consider adaptation to the “new normal” and countermeasures against the negative impact of COVID-19 pandemic.

# 2. Objectives

## Overall Goal

- To enhance tourism competitiveness and to support sustainable tourism development in each participant’s country/region;
- To build capacity of young leaders who would enhance the impact and sustainability of JICA’s cooperation in tourism development; and
- To reinforce bilateral tie with participants’ county/region in the field of tourism development in a long run as well as to establish network among the participants.

## Project Purpose

- (1) To understand the Japanese development experience, especially in the field of tourism development.
- (2) To develop high-level human resources who will contribute to promoting sustainable tourism development in the home countries.

# 3. Course Outline

The program accepts 3 participants from the following 10 countries; Dominican Republic, Egypt, Jordan, Kyrgyz, Laos, Palau, Palestine, Peru, Uzbekistan and Vietnam.

University expects that Applicants have research topics in advance and will introduce the applicants’ own projects in participating country/region after coming Japan.

Under this course, applicants will study at **Ritsumeikan Asia Pacific University (APU), Master’s in International Cooperation Policy, Tourism and Hospitality (TH)**. Currently APU is the only university that offers the Sustainable Tourism Development Program under JICA-DSP.

In addition, unpaid internship is allowed in this program. If you are interested in internship,

please let JICA know.

## 4. Duration

In principle, 2 years for master's course.

## 5. Number of Participants

3 participants for Dominican Republic, Egypt, Jordan, Kyrgyz, Laos, Palau, Palestine, Peru, Uzbekistan and Vietnam (FY2023).

## 6. Language to be used in this Program

English

## 7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) **Current Duties:** It is desirable that junior or mid-level staff who belong to an organization that plans and implements a project related to JICA in the field of tourism development. And applicants are required to have minimum of 3-year working experience at their current organization.
- (2) **Nationality:** Citizen of the target countries
- (3) **Educational Background:** Applicants must fulfill one of the following conditions at the time of application.
  - Have graduated from a bachelor's program with a standard period of completion of at least 3 years.
  - Have completed a 16-year standard education curriculum outside Japan.
  - Have completed a 15-year standard education curriculum outside Japan and have academic achievements determined to be outstanding by the university.
  - Be at least 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher.
- (4) **Age:** No more than forty (40) years of age (as of April 1st, 2023)
- (5) **Language proficiency (English) :** Preferable English skills exceed the following reference test score, or person who have studied the bachelor's degree in English.

[Minimum English Proficiency Requirement]

TOEFL iBT® Test	IELTS	TOEIC®L&R Test	PTE Academic	Cambridge English Language Assessment
85	6.5	800	58	176

\*The applicants who have graduated from a bachelor's or master's degree program in the following countries are exempt from having to provide documents proving English proficiency: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.

**(6) Others :**

Applicants must

- Be in good health condition to complete the program,
- Not receive or plan to receive a scholarship offered by other organizations,
- Physically come to Japan to carry out research activities to complete this program,
- Attend the activities on the weekends once or twice per year.

**(7) Gender Equality and Women's Empowerment:** Women are encouraged to apply to the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

## **8. Admissions**

Applicants must pass the admission procedures specified by the university (APU), including examinations to enter program.

## **9. Application Guidelines**

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

**(1) Procedures and Required Documents for Application:**

Each applicant is required to submit the "Application Documents" listed in (2) below to JICA overseas office in charge of the applicants' country.

**(2) Application Documents**

**1) OFFICIAL APPLICATION FORM**

consists of:

- Personal Information
- Educational Background
- Present Organization and Nomination
- Work Experience
- Declaration
- Research Plan
- Career Plan

**2) Graduation certificate.**

- \* Officially certified copies of the original certificate
- \* Written in English or accompanied with official translation

**3) Academic transcript**

- \* Must contain all the grades earned at the university attended by the applicant
- \* Officially certified copies of the original transcript
- \* Written in English or accompanied with official translation in English

**4) Photocopy of certificate of English Test (TOEFL iBT ®Test, IELTS, TOEIC®L&R Test, PTE Academic, Cambridge English Language Assessment)**

- 5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).
- 6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)
- 7) Health certificate (To be submitted later; The date of the health certificate must be within 6 months from the date of arrival in Japan.)

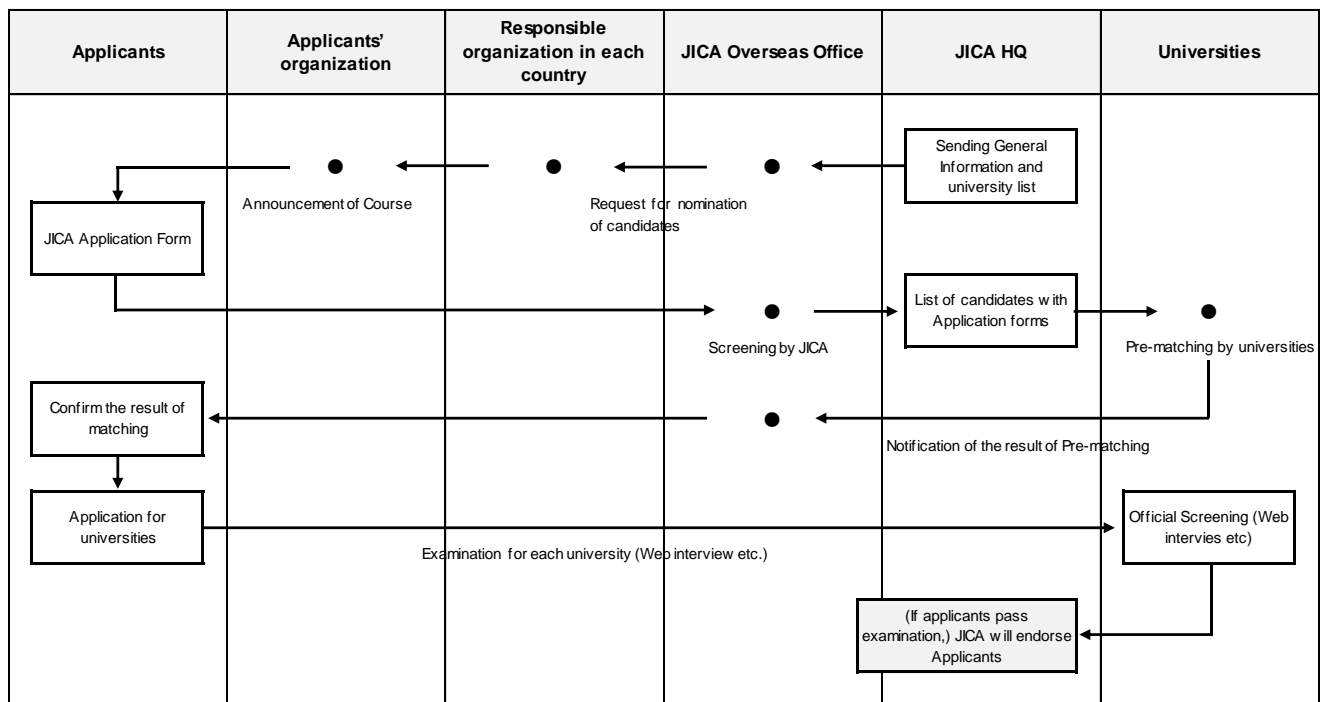
**(3) Procedures in General**

Based on the above documents, candidate applicants are nominated and approved by their country’s government, and later approved by JICA. After this procedure, screening will be conducted at the university.

Applicants must follow the university’s application procedures including examinations to enter program after the first screening.

Please kindly note that university may reject the applicant’s application when the required documents, or the submitted research plan is not accepted by the university.

Candidate applicants must follow the university’s application procedure after the screening. If the applicants withdraw their applications after their official applications to the university, applicants must inform their withdrawal to the university by letter.



Note: As there is only one university to provide Sustainable Tourism Development Program (JICA-DSP), JICA HQ does not provide a university list. Also, in this course, “pre-matching” means preliminary screening of application form by JICA HQ to confirm each applicant fulfills the application requirement.

## 10. Schedule

### (1) Application Period

Complete set of application documents must be submitted to JICA overseas Office in your country not later than Friday 27<sup>th</sup> January, 2023.

### (2) Selection Procedures

\* The reasons for disqualification on each selection procedure will NOT BE DISCLOSED.

#### 【Step1】 Screening of the Application Documents by JICA

JICA will review the application form whether the applicants meet the program's purpose. JICA will inform the result by early February 2023. If the applicant is approved through the screening by JICA, the applicant needs to prepare for **【Step2】** .

#### 【Step2】 Selection by the University

Japanese university will evaluate applicants by their own ways. You should prepare application documents different from JICA's application documents.

The applicants will receive a JICA-specific application link, which will be given to successful applicants later.

\*Applicants should check the university's website for understanding application documents, processes and deadline. Step2 is independent evaluation process from Step1, the evaluation by JICA, and JICA will not follow the entry preparation. All responsibility is on applicants themselves.

### (3) Announcement of the selection results

The Japanese university will inform candidates of the result of the selection.

The details are showed in the table below;

<b><u>【STEP1: Screening of the Application Documents by JICA</u></b>	
November - December, 2022	Nomination of candidate applicants in respective organizations Selection of candidate applicants by responsible organization in each country
Friday 27th January, 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
Early February 2023	Screening by JICA
Middle of February, 2023	Notice of results of screening from JICA to applicants
<b><u>【STEP2: Selection by the University】</u></b>	
- 7 <sup>th</sup> March, 2023	Application to take University's general entrance examination by the applicant University's application procedure *General entrance examination schedule is followed by the university

June 2023	Notice of results of general entrance examination from the university to JICA
	Determination of JICA KCCP(Long-term) participants and Notice of results from JICA to applicants
June - August, 2023	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2023	Orientation by JICA overseas office before departure
	Arrival in Japan
	Orientation by JICA Domestic Offices
	Beginning of Fall 2023 Term

\*Schedule for the application and examination depends on the university (some university courses start from April).

\*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

## 11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g. for tuition, research support expenses, school support expenses) will not be paid to the accepted 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	According to the request from the university
Living Allowance*	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750 – 106,000	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan	In accordance with the provisions of the medical insurance	

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

\*\*Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

\*\*\*Depending on the accommodation facility. Consultation with the university is required.

\*\*\*\*Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.



## 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 especially:

- (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 at 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" 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
- (15) Medical costs related to pre-existing illness, pregnancy, and dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) "National Health Insurance" fee

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

## 13. Conditions for Participation

The accepted 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) to be in good health to participate in the program,
- (3) not to change course subjects or extend the course period,
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (5) to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,

- (6) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up at the time the participant applied to the entrance examinations (within 6 months before arrival in Japan),
- (7) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by JICA only if the delay is not due to the participant's personal reasons,
- (8) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (9) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (10) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (11) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (12) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) not to engage in political activities, or any form of employment for profit,
- (15) not to drive a car or motorbike, regardless of an international driving license possessed,
- (16) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (17) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (18) not to be receiving nor plan to receive another scholarship during the program,
- (19) to understand not to make other applications for different JICA KCCP (long-term) at the same time,
- (20) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle, and
- (21) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.



***CORRESPONDENCE***

For enquiries and further information, please contact your nearest JICA office.