



Knowledge Co-Creation Program for Long-Term Participants

(JICA Development Studies Program)

General Information

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

長期研修
「科学技術イノベーション人材育成」プログラム
AUN/SEED-Net 枠

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

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions, and intrinsic characteristics of the country concerned, based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this “Knowledge Co-Creation Program” will serve as a foundation for a mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being implemented by JICA as part of Japan’s official development assistance (ODA). JICA-DSP is provided to international scholars accepted as participants in 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>

The aim of the Knowledge Co-Creation Program (Long-Term) is to provide scholars from developing countries with the opportunity to pursue higher education in Japan and foster the growth of their professional networks. The initiative is designed to support the human resource development plans of both developing countries and Japan, ultimately contributing to the bilateral relations between these countries.

1. Overview

The “Graduate Studies of Human Resources Development in Science, Technology and Innovation (STI) – AUN/SEED-Net” was initiated in the Japanese fiscal year 2023 to support the objectives of the AUN/SEED-Net (The ASEAN University Network/Southeast Asia Engineering Education Development Network) during the Transitional Period from 2023 to 2026. The program aims to:

- 1) Nurture internationally competitive personnel with multicultural awareness through academic cooperation among leading higher education institutions for engineering in the ASEAN and Japan.
- 2) Advance the education and research capacities of leading higher education institutions for engineering in the region through collaboration and solidarity between the institutions and industrial sectors in the ASEAN and Japan.

2. Objective

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

3. Program Concept

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

- 1) Field of study: 10 engineering fields as defined by AUN/SEED-Net¹
- 2) Period of stay in Japan: For the academic year 2025, students are generally expected to enroll for Fall 2025 semester.
- 3) Receiving institution: JPUs
- 4) Acceptance period: Three years for the doctoral program, with an additional six months for "research student program" if required, before transitioning to the doctoral program

¹ Chemical Engineering (ChE), Civil Engineering (CE), Computer and Information Engineering (CIE), Electrical and Electronics Engineering (EEE), Geological and Geo-Resource Engineering (GeoE), Materials Engineering (MatE), Mechanical and Manufacturing Engineering (ManuE), Energy Engineering (EneE), Environmental Engineering (EnvE), Natural Disaster (ND)

Research Student Program (six months)	<p>Research students are part-time students who utilize their time to prepare for the entrance examination for doctoral courses. Research students can join lectures, receive instruction from professors, and make use of university facilities. The period for being a research student is limited to six months. Participants, as research students, are requested to study and take examinations for doctoral courses within the six-month period.</p> <p>Note:</p> <ul style="list-style-type: none">- The need for a Research Studentship is determined by a prospective Japanese advisor and the applicant’s university.- Being a research student does not guarantee acceptance to a Ph.D. course at the applying university.- Participants who fail the official entrance examination will result in the return to their home countries.
Doctoral Program (three years)	<ul style="list-style-type: none">- Attending lectures and coursework- Thesis research work

4. Commencement and Duration

In principle, October 2025 to September 2028

5. Number of Participants

TEN participants from the AUN/SEED-Net MIs in JFY2025

6. Language to Be Used in this Program

English

7. Eligibility

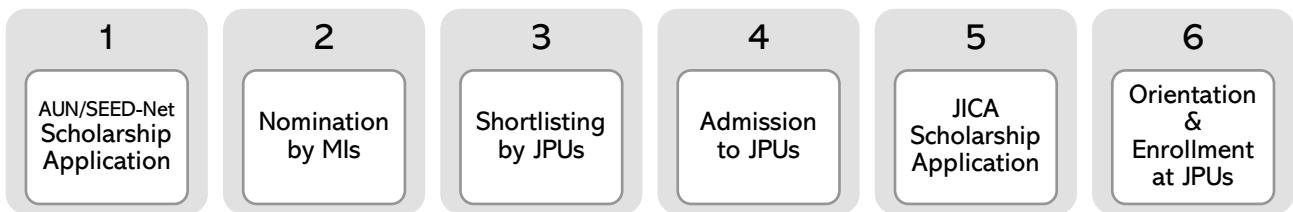
Candidate applicants must meet the following requirements:

- 1)** Applicants must be either faculty members or students of AUN/SEED-Net Member Institutions with exceptional academic achievements and a keen interest in pursuing a doctoral program in Japan. Additionally, they should display a strong dedication to enhancing their Sending Institutions (MIs) and fostering closer ties between their home country and Japan.
- 2)** Eligible nationalities include Vietnamese, Cambodian, Laotian, Malaysian, Thai, Filipino, and Indonesian.
- 3)** In principle, applicants should not exceed 35 years of age at the time of their arrival in Japan.

- 4) Applicants should hold a master’s degree or expect to obtain one before departure for Japan.
- 5) Proficiency in English is essential for independent study and research. Applicants are encouraged to provide an English proficiency test certificate if available.
- 6) Applicants must not be concurrently receiving or planning to receive scholarships from other organizations.
- 7) Applicants must be in good physical and mental health.
- 8) JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women’s empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

8. Application Guidelines

Each applicant must submit the required documents by the deadlines set by JICA, AUN/SEED-Net Secretariat, and JPUs. Reasons for application disqualification are **not disclosed** under any circumstances. The application process consists of SIX steps.



Step 1: AUN/SEED-Net Scholarship Application Preparation

Step	Deadline	Activity
1.1		Eligible applicants discuss with their respective MIs to confirm eligibility and inclusion in Step 2: Nomination Preparation by MIs . Those who are not listed in the Step 2 are automatically disqualified.

Step	Deadline	Activity
1.2	December 10	<p>Eligible applicants prepare and submit online scholarship applications along with the following supplemental documents:</p> <p>Mandatory documents:</p> <ol style="list-style-type: none"> 1) Research plan (<i>mandatory template available in Annex 1</i>) 2) Expectations regarding the applied KCCP (<i>mandatory template available in Annex 1</i>) 3) Official bachelor’s degree transcript with grade points 4) Official master’s degree transcript with grade points 5) Copy of your passport or an official ID card <p>Optional documents:</p> <ol style="list-style-type: none"> 6) Certificate of language proficiency i.e., TOEFL, IELTS, TOEIC 7) Recommendation from the prospective advisor at applying JPU, if available 8) Acceptance letter from the applied Japanese university only if already accepted 9) Medical report if available <p>For eligible applicants, click here to apply and upload the supplemental documents. Refer to an example of the application in Annex 1.</p>

Step 2: Nomination by MIs

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

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

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

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

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

Step 3: Shortlisting by JPUs

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

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

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

Step	Deadline	Activity
3.1	December 25	AUN/SEED-Net shares the pool of applications with JPUs.
3.2	February 9	JPUs finalize the shortlisting process and share the outcomes, along with the requirement for the research studentship, with AUN/SEED-Net. Pertaining procedures will be exclusively distributed to JPUs. Refer to an example of the shortlisting template in Annex 1 .
3.3	Late Feb	AUN/SEED-Net concludes the short-listed candidates and then notifies JICA, the candidates, MIs, and JPUs.
3.4	Early Mar	The shortlisted candidates submit a reply form indicating their intention to proceed to Step 4: Preparation for Admission to JPUs . For the shortlisted candidates, click here to submit online reply form. Refer to an example of the template in Annex 1 .

Step 4: Preparation for Admission to JPUs

Step 4 is to be carried out concurrently with Step 5: Preparation for Application to “JICA Knowledge Co-Creation Program for Long-Term Participants (KCCP)”.

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

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

Step	Deadline	Activity
4.1		Short-listed candidates from Step 3: Shortlisting by JPUs proceed with the application process set by JPUs.
4.2	By July	JPUs complete the selection of the applicants and notify the results with AUN/SEED-Net.
4.3		JPUs issue and share acceptance letters with the applicants and AUN/SEED-Net.
4.4		Accepted applicants share acceptance letters with AUN/SEED-Net Secretariat at contact@aun-seed.net .

Step 5: Preparation for Application to “JICA Knowledge Co-Creation Program for Long-Term Participants (KCCP)”

Step 5 is to be carried out concurrently with Step 4: Preparation for Admission to JPUs.

The short-listed candidates proceed with an official application for JICA Scholarship, so called KCCP. Detailed procedures are exclusively and directly disseminated to candidates who pass **Step 3: Shortlisting by JPUs**.

Step 6: Student Orientation and Enrollment

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

9. Expenses Covered by JICA

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

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

Expense Category	Amount	Payment Frequency
Tuition (i.e., examination fees ² , entrance fees, and course fees)	actual charge	As per the request from universities
Living Allowance ³	JPY 117,000-148,000 per month	Distributed monthly through universities
Airfare	actual charge	Upon arrival in Japan and upon returning home
Outfit Allowance ⁴	JPY 100,000	One-time upon arrival in Japan
Moving Allowance ⁵	JPY 164,000-224,000	One-time during period of study in Japan
Research Support Expenses ⁶	actual charge with max. JPY 360,000 per year	To be determined
Medical care during study in Japan	subject to provisions of medical insurance	To be determined
Fees for English proficiency tests (i.e., TOEFL, IELTS, TOEIC) ⁷ required for admission to JPUs	actual charge	One-time upon submission of receipt and letter of acceptance from JPU

10. Expenses NOT Covered by JICA

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

² JICA will cover the examination fee based on the invoice from the university. JICA will not refund examination fees paid by accepted participants.

³ Living allowances vary depending on factors such as the living area in Japan and the type of accommodation.

⁴ It is a one-time payment made after opening a bank account in Japan. As it may take several weeks to open the bank account, it is strongly recommended to bring cash for personal expenses during this period.

⁵ Depending on the accommodation facility, consultation with the university is required.

⁶ Research Support Expenses can be provided through the university with the consultation and approval from the applicant’s supervisor.

⁷ Ensure a receipt is available for reimbursement.

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

11. Conditions for Participation

The accepted applicants/participants of KCCP are required:

- 1) To understand that participants must physically come to Japan on 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 (including flight class and flight schedule arranged by JICA) and lodging independently.
- 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 their duties, positions in the organization, and other relevant information in a comprehensive manner, 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 result of a health check-up taken after the participant receives an acceptance notice from JICA.
- 7) To agree to submit a second Health Certificate in JICA format if the participant will not be able to arrive within six months from the date of their first medical examination. The cost of the Health Certificate will be borne by the participants.
- 8) To return to their home country on the designated flight by JICA when they finish the program/course, when it is deemed impossible to finish the program within the program period,

or when the participant is unsuccessful 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 the participant’s family members is not recommended within the six months of their stay.
- 11) To carry out instructions and abide by conditions stipulated by both the nominating government and the Japanese government regarding 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 the 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 possessing an international driving license.
- 16) To discontinue the program if the participant violates Japanese laws or JICA’s regulations, commits illegal or immoral conduct, becomes critically ill or seriously injured, and is considered unable to continue the course. The participants shall be responsible for paying any treatment costs except for the medical care expenses described in Table 9, “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, if the participants violate the laws and ordinances.
- 18) Not to be receiving nor planning 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.
- 21) To enroll and complete JICA-DSP online courses when instructed to do so by JICA.
- 22) To accept tuberculosis-related inspections organized by JICA after arriving in Japan and to submit the results to JICA and the university.



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

Annex 1

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