



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



Reference No: 2021-1-623

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : PRESIDENTS/HEADS OF STATE UNIVERSITIES AND COLLEGES

**SUBJECT : JICA MASTER'S DEGREE IN MARITIME SAFETY AND SECURITY
POLICY FOR ACADEMIC YEAR 2021-2022**

DATE : 03 February 2021

The CHED Scholarship Coordinating Committee (SCC) is pleased to invite your institution to nominate candidates to the Master's Degree Program in Maritime Safety and Security Policy from 26 September 2021 to 16 September 2022 under the auspices of the Japan International Cooperation Agency (JICA).

The program is part of the Official Development Assistance of the Government of Japan through JICA's Training Program for overseas participants. This is the master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group and Region Focus). Research guidance will be, therefore, provided as provided for a master's student at a regular graduate school. Attached for your reference is the General Information (GI) brochure regarding the program.

In nominating your candidate, we would like to invite your attention to Item A and B of Annex A indicating the GOP and the donor requirements and financial terms relative to the aforementioned program.

Please submit the letter of nomination signed by the head of the institution or duly authorized official together with the required documents on or before **05 March 2021** to the CHED International Affairs Staff (IAS), 2/F Higher Education Development Center, C.P. Garcia Avenue, Diliman Quezon City. If your candidate meets the basic qualification requirements of the program, he/she shall be informed by the IAS of the schedule and meeting credentials for the online panel interview.

For details and queries, nominees may contact the International Affairs Staff through telephone number (02) 8441-0750 and email address <ias@ched.gov.ph>.

Dissemination of this memorandum is desired.

J. PROSPERO E. DE VERA III, DPA

Chairman



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

Maritime Safety and Security Policy Program

(Master's Program)

課題別研修「海上保安政策プログラム」(修士課程)

JFY 2021

Course No.: 202003197-J001

Course Period in Japan:

From September 26, 2021, to September 16, 2022

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"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."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

The Asian region is home to some of the world's most congested sea-lanes, such as the Malacca and Singapore Straits and the Indian Ocean, and it is an extremely important region for maritime transportation of energy resources, food, commodities, and other products. Asian countries have experienced remarkable economic growth in recent years and trouble-free maritime transportation has become important not only for their own prosperity, but also for that of the world economy. In order to achieve stable transportation in these sea-lanes, it is imperative that coastal states proactively address maritime issues such as piracy, illegal migration, smuggling, maritime disasters, and environmental protection.

Given the circumstances mentioned above, in an effort to preserve and develop maritime international order, we need to establish international maritime norms based on the rule of law. Japan is taking the lead in this area by offering advanced training for junior officers working in maritime safety and security related organizations in Japan and other Asian countries, which bridges the practical and theoretical aspects of maritime safety and security. By examining international relations, maritime issues, international laws and other relevant issues, this training program aims to develop personnel with advanced capabilities required to plan and formulate their country's maritime policies, which will contribute to steady growth and international order in the region.

For what?

This training program aims to develop personnel with advanced practical knowledge, analytical and problem-solving skills, and the ability to communicate effectively in an international environment. This program will also help develop a sense of partnership and mutual understanding among participants, thereby strengthening the collaborative relationships among the participants' countries.

For whom?

This program is designed for junior officers of maritime safety and security related organizations in Asian countries.

How ?

The Maritime Safety and Security Policy Program is designed to prepare policymaking specialists in the field of maritime safety and security by providing training and education that utilizes the expertise of both the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard (JCG). GRIPS will provide the most essential curriculum in policymaking and international relations, while the Japan Coast Guard Academy (JCGA), an educational facility

of the JCG, will provide training and practical education in maritime safety and security. Participants will also conduct case studies to strengthen their knowledge and relevant skills. This is the master's program conducted within a framework of JICA Knowledge Co-Creation Program (Group & Region Focus). Research guidance will be, therefore, provided as provided for a master's student at a regular graduate school. Participants will write a research paper about a specific issue in accordance with the guidance and advice they will receive from their academic advisers over the course of the program.

Academic Degree

The curriculum of this program has been approved by the National Graduate Institute for Policy Studies (GRIPS) and the Japan Coast Guard Academy (JCGA) as that of a master's program. After completing all graduation requirements, participants will be awarded the degree of Master of Policy Studies.

The program is very demanding. Applicants should possess an excellent educational and professional background, be highly motivated, and have confidence in their ability to fulfill the requirements of the program.

II. Description

1. Title (Course No.): Maritime Safety and Security Policy Program (202003197-J001)

2. Course Period in JAPAN

From September 26, 2021, to September 16, 2022

Fall and Winter Terms: From October 6, 2021 to March 30, 2022 at GRIPS

Spring Term: From April 5, 2022 to August 1, 2022 at JCGA

Summer Term: From August 4, 2022 to September 14, 2022 at GRIPS

3. Target Regions or Countries

Bangladesh, India, Indonesia, Malaysia, Myanmar, Philippines, Sri Lanka and Vietnam

4. Eligible / Target Organizations

Maritime safety and security related organizations in Asian countries

5. Course Capacity (Upper limit of Participants)

8 participants

6. Language to be used in this program

English

7. Course Objective

Junior officers from maritime safety and security related organizations will acquire advanced practical application, management and problem-solving skills, analytical capability and the ability to communicate effectively in an international environment. This will enable them to fulfill their duties and improve their ability to deal with international issues in a timely and appropriate manner. Furthermore, by fostering mutual understanding, this training program will help to build a network of participating countries, which will in turn help to strengthen international cooperation.

8. Overall Goal

This training program will contribute to reinforcing partnerships among the participants' countries by helping to maintain a strong and sustainable network among maritime safety and security related organizations in Asian countries including Japan. This will help to preserve and develop international maritime order in the region in accordance with the rule of law.

Expected Module Output and Contents

This program consists of the following components. Details on each component are shown below.

| |
|---|
| <p>(1) Preliminary Phase in a participant's home country (August to September 2021) Participants make required preparations for the Program in their respective countries.</p> |
| Activities |
| Submission of Assignments: Preparation and submission of Job and Country Report Presentation Materials |
| Preparation: Be familiar with the laws and regulations of one's country concerning maritime safety and security as well as international laws and conventions Collection of cases and search of literature related to international maritime issues |

| <p>(2) Phase in Japan (September 26, 2021, to September 16, 2022) Selected participants attend the Program conducted in Japan.</p> | | |
|---|---|---|
| Expected Module Output | Courses/Focus of Instruction | Mode of Instruction |
| Acquisition of socio-scientific knowledge needed to address international issues | <p>Required Courses :</p> <ul style="list-style-type: none"> International Relations International Relations in East Asia International Security Studies | <p>Lecture · Case Study</p> |
| | <p>Recommended Courses :</p> <ul style="list-style-type: none"> Essential Microeconomics Essential Macroeconomics Government and Market Government and Politics in Japan International Political Economy Comparative Politics State and Politics in Southeast Asia Non-Traditional Security The World and the SDGs Introduction to Quantitative Methods | |
| Improvement of understanding of legal matters related to maritime safety and security | <p>Required Courses :</p> <ul style="list-style-type: none"> International Law International Law of the Sea Policy for Search & Rescue Salvage and Maritime Disaster Prevention Maritime Police Policy | <p>Lecture · Case Study</p> |

| | | |
|--|--|--|
| | <p>Recommended Courses:</p> <p>International Comparative Criminal Law Introduction to Oceanography Marine Environment and Pollution Traffic Management Systems I Traffic Management Systems II Information Management System I Information Management System II Ship Maneuverability and Practical Operation Fundamentals of Advanced Energy Engineering Introduction to International Maritime Safety and Security Conventions</p> | |
| <p>Study of methods for examining maritime issues based on existing practice and legal theory and resolving these issues in order to contribute to the construction of international maritime norms based on the rule of law</p> | <p>Required Courses:</p> <p>Case Study of Maritime Safety and Security Policy I Case Study of Maritime Safety and Security Policy II</p> | <p>Practical Case Studies · Field trip</p> |
| <p>Preparation of a research paper exploring a solution to a particular issue by using a comparative method and other relevant methods</p> | <p>Required Course:</p> <p>Independent Study: A research paper examining a specific problem and analyzing ways to solve it under the guidance of professors; a final presentation</p> | <p>Analysis · Presentation</p> |

<Structure of the Program>

(1) Preliminary Phase

Upon receipt of the Notice of Acceptance, each participant will prepare and submit a Job and Country Report and assignment materials. Detailed information on the preparation of these materials will be provided after the Notice of Acceptance.

(2) Core Phase in Japan

This program consists of lectures, case studies, field trips and independent study. The curriculum of the academic year 2020-2021 is shown in Fig.1 for your reference.

Fig.1

Academic Year 2020-2021 Curriculum Master's Programs
 (11)Maritime Safety and Security Policy Program

| Category | Course No. | Course Name | Instructor | Term | Credit |
|---------------------------|------------|--|----------------------|-----------------------|--------|
| I Required Course | MSP4000E | Independent Study | Various | Fall through Summer | 4 |
| | GOV1400E | International Relations in East Asia | TAKAGI Yusuke | Fall | 2 |
| | GOV2200EA | International Relations | WAMA Yoko | Fall | 2 |
| | GOV2240EB | International Security Studies | MICHISHITA Narushige | Fall | 2 |
| | MSP2000E | Maritime Police Policy | OKUZONO Junji | Spring | 2 |
| | MSP3000E | International Law | SHIMOYAMA Kenji | Fall | 2 |
| | MSP3010E | International Law of the Sea | FURUYA Kentaro | Winter | 2 |
| | MSP3020E | Policy for Search & Rescue, Salvage and Maritime Disaster Prevention | YAMAJI Tetsuya | Spring | 2 |
| | MSP5000E | Case Study on Maritime Safety and Security Policy I | FURUYA Kentaro | Fall | 2 |
| | MSP5010E | Case Study on Maritime Safety and Security Policy II | FURUYA Kentaro | Winter through Spring | 2 |
| II Recommended Courses | ECC1020E | Essential Microeconomics | KUROSAWA Masako | Fall | 4 |
| | ECC1080E | Essential Macroeconomics | NAKAGAKI Yoko | Winter | 2 |
| | ECC2020EB | Government and Market | HATANAKA Kaori | Winter | 2 |
| | GOV2100E | Government and Politics in Japan | MASUYAMA Mikitaka | Fall | 2 |
| | GOV2210E | International Political Economy | CHEY Hyung-kyu | Fall | 2 |
| | GOV2310E | Comparative Politics | TAKENAKA Harukata | Fall | 2 |
| | GOV2460E | State and Politics in Southeast Asia | TBA | TBA | 2 |
| | GOV3240E | Non-Traditional Security | TBA | TBA | 2 |
| | GEN5020E | The World and the SDGs | TANAKA Akihiko | Fall | 1 |
| | MCR1000E | Introduction to Quantitative Methods | TSUCHIYA Takashi | Fall | 2 |
| | MSP2030E | Introduction to Oceanography | MINAMI Hiroki | Spring | 1 |
| | MSP2040E | Marine Environment and Pollution | YOSHIOKA Takamitsu | Spring | 1 |
| | MSP3030E | International Comparative Criminal Law | SHINTANI Kazuaki | Spring | 2 |
| | MSP3100E | Introduction to International Maritime Safety and Security Conventions | FURUYA Kentaro | Spring | 1 |
| | MSP2050E | Traffic Management Systems I | YAMADA Tatsuto | Spring (Session I) | 1 |
| | MSP2060E | Traffic Management Systems II | TBA | Spring (Session II) | 1 |
| | MSP3060E | Ship Maneuverability and Practical Operation | NAKAYAMA Yoshiyuki | Spring (Session II) | 1 |
| | MSP3070E | Fundamentals of Advanced Energy Engineering | KANKI Takashi | Spring (Session II) | 1 |
| | MSP3080E | Information Management System I | YAMANAKA Masaaki | Spring (Session I) | 1 |
| | MSP3090E | Information Management System II | ISOZAKI Hiroomi | Spring (Session II) | 1 |
| III Elective Courses | | * Selected Topics in Policy Studies I - IV | | | |
| | | Courses not listed in this table | | | |
| X Others | | ** Courses offered by the Center for Professional Communication | | | |

Notes:
 1. Graduation Requirements: Students must complete a minimum of 30 credits, 22 of which must come from Category I, and 8 from Category II.
 2. Courses offered in the Program are subject to change.
 3. If a student takes the same course in both English and Japanese, only one course (2 credits) will count toward the degree.
 4. * Course Number, Instructor, and Term for these courses will be announced when the courses are offered.
 5. ** Credits earned in these courses cannot count toward the degree.

III. Conditions and Procedures for Application

1. Expectations from the Participating Organizations

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the Program for these purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the specific issues or problems identified in their operations, carefully referring to the qualifications described in Section III-2 below.
- (3) Applying organizations are also expected to make use of the knowledge acquired by the nominees during their study.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following criteria.

Essential Qualifications

- 1) Applicants must be nominated by their governments in accordance with the procedures described in Section III-4.
- 2) Present Position: A junior officer working in a maritime safety and security related organization in one of the following positions:
 - Section chief or equivalent at a central authority (if serving under a central authority)
 - Assistant division chief or equivalent at a local authority (if serving under a local authority)
 - Lieutenant or Lieutenant Commander (or an equivalent rank)
 - Inspector or superintendent (or an equivalent title if in law enforcement)
- 3) Job experience in maritime safety and security related areas / organizations
- 4) Educational Background: a bachelor's degree or its equivalent
- 5) Language requirements: A minimum test score of TOEFL iBT 79, IELTS Academic 6.0 or its equivalent
- 6) Health: must be judged that they are medically adequate to participate in the Program in Japan by an examining physician on a prescribed certificate of health. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 7) Age: under forty five (45) years old as of October 1, 2021

3. Required Documents for Application

- (1) **Application Form:** The application form is available at **the JICA office (or the Embassy of Japan)**.

(2) Application Materials for GRIPS/JCG Master's Program

The curriculum of this program has been approved as that of a master's program by both GRIPS and JCG. Therefore, each applicant is required to prepare and submit all of the materials for admission to the GRIPS/JCG Master's Program as indicated in ANNEX. Please be noted in advance that some applicants might be requested to submit extra complementary documents (unspecified documents in ANNEX) depending on their filed educational and career records.

(3) 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, gender, passport number and expire date.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please inquire at the JICA office (or the Embassy of Japan).** After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN by March 31, 2021**).

(2) Selection

- 1) After receiving the application documents through appropriate administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) will conduct a screening and send the documents to JICA Chugoku, which organizes the program. 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. It would be, therefore, appreciated if you could inform the JICA office of it (if there would be a plausible case / candidate) as soon as possible thinking about the time it would take for the examination.
- 2) JICA Chugoku will carry out the screening jointly with JCG and decide the successful applicants out of those who meet the qualifications described in Section III-2.
- 3) Some applicants may be requested to take an examination and / or come for an oral interview, which will be conducted by telephone or TV conferencing at the respective country's JICA office.

- 4) A committee consisting of GRIPS, JCG, and JICA, will screen the academic qualifications of the applicants using the application materials such as official transcripts.
- 5) The final candidates will be selected by the Academic Council of GRIPS by the end of July, 2021.

Some qualified applicants may not be accepted due to the limited number of seats in the Program.

(3) Notice of Acceptance

Notification of results will be made by the JICA office (or the Embassy of Japan) **no later than July 30, 2021**. An acceptance agreement, together with an official admission letter, will be sent from GRIPS to each accepted candidate.

5. Document(s) to Be Submitted by Accepted Candidates

Accepted participants are required to prepare and submit a Job and Country Report Presentation materials to JICA Chugoku by **September 10, 2021**, preferably by e-mail to cicctp@jica.go.jp.

6. Conditions for Attendance

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenses depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

7. Certificate and Master's Degree

- (1) Participants who have successfully completed the program will be awarded a certificate by JICA.
- (2) Participants who have successfully completed all requirements at GRIPS and JCGA will be awarded the degree of Master of Policy Studies.

IV. Administrative Arrangements

1. Organizer

(1) Name: JICA Chugoku*

*"Chugoku" is the name of the region consisting of five (5) prefectures in the western part of Japan's main island. JICA Chugoku is in charge of implementing JICA's projects/programs in the region.

(2) Contact: Ms. Harumi HIGASHIYAMA (cictp@jica.go.jp)

TEL: 81-82-421-5800 FAX: 81-82-420-8082

(where "81" is the country code for Japan, and "82" is the local area code)

2. Implementing Partner

(1) Japan Coast Guard (JCG)

URL: <http://www.kaiho.mlit.go.jp/e/english.pdf>

Address: 2-1-3 Kasumigaseki, Chiyoda-ku, Tokyo, 100-8976, Japan

TEL/FAX: 81-3-3580-0936

(where "81" is the country code for Japan, and "3" is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

URL: <http://www.grips.ac.jp/en/>

Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, Japan

TEL: 81-3-6439-6046 FAX: 81-3-6439-6050

("81" is the country code for Japan, and "3" is the local area code)

Description: The National Graduate Institute for Policy Studies (GRIPS) is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy areas, advancement of policy research, and systematic collection and dissemination of policy-related information.

3. Travel to Japan

(1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) Travel Insurance: Coverage will be from the time of arrival until departure from Japan. Traveling time outside Japan will not be covered.

4. Accommodations in Japan

JICA will arrange the following accommodations for the participants in Japan:

| |
|---------------------------------------|
| JICA Tokyo Center (JICA TOKYO) |
|---------------------------------------|

| |
|--|
| Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan |
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| TEL: 81-3-3485-7051 FAX: 81-3-3485-7904 |
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| (where “81” is the country code for Japan, and “3” is the local area code) |
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| JICA Chugoku Center (JICA Chugoku) |
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|---|
| Address: 3-3-1, Kagamiyama, Higashihiroshima, Hiroshima 739-0046, Japan |
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| TEL: 81-82-421-5800 FAX: 81-82-420-8082 |
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| (where “81” is the country code for Japan, and “82” is the local area code) |
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If there is no vacancy at JICA centers, JICA will arrange alternative accommodations for the participants. Please refer to the TIC facility guide at https://www.jica.go.jp/tokyo/english/office/c8h0vm00009uld4m-att/facilities_service_guide.pdf

5. Expenses

The following expenses will be provided to the participants by JICA:

- (1) Allowances for accommodations, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illnesses, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSHU-IN GUIDE BOOK,” which will be given to you before your departure for Japan.

6. Pre-departure Orientation

A pre-departure orientation will be held at the respective country’s JICA office (or at the Embassy of Japan), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

Dress Code Policy: Formal Clothes (suit and tie or officer uniform)

Participants are requested to wear a suit and a tie or other formal clothes for the opening ceremony, courtesy calls and receptions, and during lectures held at JCG and JCGA. No jeans or T-shirts will be allowed at these institutes, while the dress code at GRIPS is casual.

PC

Participants are encouraged to bring their own PCs for preparing their Job and Country Report Presentation and writing research papers.

ANNEX: Application Materials for GRIPS/JCG Master's Program

1. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents (except for your official TOEFL test score report) together in one package. Make sure to write your name on the envelope.

You may have your official transcripts and certificates of graduation/degree sent directly to us by the registrars of the universities you have attended.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

Protection of personal information

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

2. Supporting Documents

Important notes

- All documents must be in English.
- Faxed documents or digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

- Application for admission to GRIPS/JCG Master's Program** (use the designated form)

Please prepare a photograph of your face, in accordance with the stipulations on the form, and paste it onto the form.

- Two (2) letters of recommendation** (use the designated form)

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

Certificate of employment (use the designated form)

You are required to submit this if you are currently employed.

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post.

Official transcripts of academic record and graduation/degree certificates

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit an official transcript of your academic record and your graduation/degree certificates from each undergraduate or graduate institution that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
 - The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and
 - An official verbatim English translation of the document, prepared by an accredited translator.

Official evidence of English ability

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher

A TOEFL test score must be sent directly to JICA Chugoku by post from the test center (JICA Chugoku institution code for TOEFL is C237). A TOEFL test score sent by applicants will not be accepted.

Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.

TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement

(There are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.

If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.

This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements.

Statement of purpose (use the designated form)

Certificate of health (use the designated form)

3. After You Apply

Notify the JICA office (or the Embassy of Japan) of any changes

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding to the graduate program may be obtained at the following websites:

<http://www.grips.ac.jp/en/>

Maritime Safety and Security Policy Program by GRIPS and JCG
In Co-operation with JICA, Japan

For GRIPS Use: Application ID

APPLICATION FOR ADMISSION
TO GRIPS/JCG MASTER'S PROGRAM 2021-2022

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Photograph
Taken within the last
three months, providing a
clear, front view of your
entire face.

(4cm x 3cm)

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1, 2021): _____
Month/Day/Year

4. Gender: Male Female 5. Marital status: Single Married

6. Nationality: _____
As written in your passport

7. Present employer (name of organization): _____

(Does your organization belong to a central or regional authority? Central Regional Neither)

(Upon admission to GRIPS, I will be given study leave by my employer. I will quit my job.)

8. Present position, department/section: _____
As written in your certificate of employment

9. Work address: _____

Postal Code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number

10. Residential address: _____

Postal Code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number

11. Preferred mailing address:

Work Residence Other, namely (Fill in the following fields.)

Address: _____

Postal Code: _____ Country: _____

TEL: _____ - _____ FAX: _____ - _____
Country code – complete number Country code – complete number

12. E-mail 1: _____

E-mail 2: _____

APPLICATION INFORMATION

13. Education History

Tertiary Education

- List the names of the undergraduate and graduate (if applicable) institutions you attended or are currently attending.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| Tertiary education | Full name of institution & location (city & country) | Year & month of enrollment | Year & month of graduation | Duration of schooling | Name of degree | GPA (if available) | Honors/class/rank/ division (if available) |
|-------------------------------------|--|----------------------------|----------------------------|-----------------------|----------------|--------------------|--|
| Undergraduate level (Bachelor's) | | | | years and months | | | |
| | | | | years and months | | | |
| | | | | years and months | | | |
| Graduate level (Master's/ Doctoral) | | | | years and months | | | |
| | | | | years and months | | | |
| | | | | years and months | | | |

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| From primary to secondary education | Full name of institution | Period of attendance | | Duration of schooling |
|-------------------------------------|--------------------------|-----------------------|---------------------|-----------------------|
| | | (from) Month, year | (to) Month, year | |
| Elementary school | | | | years and months |
| Middle school/Junior high school | | | | years and months |
| (Senior) High school | | | | years and months |

| | |
|--|------------------|
| Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive) | years and months |
|--|------------------|

*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

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LETTER OF RECOMMENDATION 2021-2022

TO THE APPLICANT: Please complete this section (“Your name” and “Recommender’s name”), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when you send in your application.

Your name:

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender’s name:

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?

Daily Weekly Monthly Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **academic** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant’s overall **professional** ability?

- Outstanding (top 5%)
- Excellent (top 10%)
- Good (top 20%)
- Average (top 50%)
- Below average (lower 50%)
- Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

| | Excellent | Average | Poor | Unable to comment |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Academic performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intellectual potential | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creativity & originality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motivation for graduate study | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**

Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding Good Average Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

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CERTIFICATE OF EMPLOYMENT 2021-2022

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Online Application Form.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____
Country code - complete number Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____
Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____
Month/Day/Year Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing this form:

Name: _____

Position/title: _____

Signature: _____

Date: _____
Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

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STATEMENT OF PURPOSE 2021-2022

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

健康診断書

CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。

Please fill out (PRINT/TYPE) in Japanese or English. Do not leave any items blank.

氏名 Name: _____
 Family name, First name Middle name

男 Male 女 Female

生年月日 Date of Birth: _____

年齢 Age: _____

1. 身体検査 Physical Examinations

(1) 身長 Height _____ cm 体重 Weight _____ kg

(2) 血圧 Blood pressure _____ mm/Hg ~ _____ mm/Hg 血液型 Blood Type

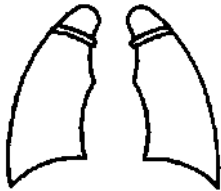
| | | |
|-------|----|---|
| A B O | RH | + |
| | | - |

脈拍数 Pulse Rate _____/min 整 regular
不整 irregular

(3) 視力 Eyesight: (R) _____ (L) _____
 裸眼 without glasses 矯正 with glasses or contact lenses

(4) 聴力 Hearing: 正常 normal 低下 impaired
 言語 speech: 正常 normal 異常 impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること（6ヶ月以上前の検査は無効。）
 Please describe the results of physical and X-ray examinations of applicant's chest x-ray (X-ray taken more than 6 months prior to the certification is NOT valid).



肺 lung: 正常 normal 異常 impaired Date _____
 Film No. _____

心臓 Cardiomegaly: 正常 normal 異常 impaired

Describe the condition of applicant's lung.

心電図 Electrocardiograph
正常 normal 異常 impaired

3. 現在治療中の病気 Disease & Treatment at Present: Yes (Disease: _____ Medicine: _____) No

4. 既往症 Past history: Please indicate with + or - and fill in the date of recovery.

| | | |
|--|---|--|
| Tuberculosis..... <input type="checkbox"/> (. .) | Malaria..... <input type="checkbox"/> (. .) | Measles..... <input type="checkbox"/> (. .) |
| Epilepsy..... <input type="checkbox"/> (. .) | Kidney disease..... <input type="checkbox"/> (. .) | Heart diseases..... <input type="checkbox"/> (. .) |
| Diabetes..... <input type="checkbox"/> (. .) | Drug allergy..... <input type="checkbox"/> (. .) | Psychosis..... <input type="checkbox"/> (. .) |
| Functional disorder in extremities..... <input type="checkbox"/> (. .) | Hepatitis..... <input type="checkbox"/> (Type: A, B, C, D, E) (. .) | Others..... <input type="checkbox"/> (. .) |
| Rheumatic fever..... <input type="checkbox"/> (. .) | | |

5. ワクチン接種歴 Vaccination history

| | | |
|--|---|---|
| MMRV (Measles, Mumps, Rubella, Zoster)..... <input type="checkbox"/> Time(s) () | Mumps..... <input type="checkbox"/> Time(s) () | Hepatitis B..... <input type="checkbox"/> Time(s) () |
| MMR (Measles, Mumps, Rubella)..... <input type="checkbox"/> Time(s) () | Chicken pox..... <input type="checkbox"/> Time(s) () | Meningitis..... <input type="checkbox"/> Time(s) () |
| MR (Measles, Rubella)..... <input type="checkbox"/> Time(s) () | Polio..... <input type="checkbox"/> Time(s) () | |
| M (Measles)..... <input type="checkbox"/> Time(s) () | Diphtheria Pertussis Tetanus combined..... <input type="checkbox"/> Time(s) () | |

6. 検査 Laboratory tests

検尿 Urinalysis: glucose (), protein (), occult blood () • 検便 Feces: Parasite(egg of parasite)(+, -)

赤沈 ESR: _____ mm/Hr, WBC count: _____ x10³/μl, Hemoglobin: _____ g/dl, ALT: _____ u/l

Pregnancy test () if you are female

7. 診断医の印象を述べて下さい。 Please describe your impression.

8. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか？
 In view of the applicant's history and the above findings, is it your observation his/her health status is adequate to pursue studies in Japan?
 yes no

日付 Date: _____ 署名 Signature: _____

医師氏名 Physician's Name in Print: _____

検査施設名 Office/Institution: _____

所在地 Address: _____

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Address correspondence to:

JICA Chugoku Center (JICA Chugoku)

Address: 3-3-1 Kagamiyama, Higashihiroshima, Hiroshima, 739-0046 Japan

TEL: +81-82-421-5800 FAX: +81-82-420-8082

A. QUALIFICATION REQUIREMENTS

1. Philippine Government

- a. Must be 40 years old and below provided the return service obligation is still within the nominee's serviceable years;
- b. Candidate must have rendered at least two (2) years of service;
- c. Must hold a permanent appointment;
- d. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience along the field of study;
- e. Must not have a pending application for scholarship under another program; and
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded before he/she could again be nominated for another course where the field of study is different from the previous training.

2. Donor Country

- Please refer to the attached brochure

B. FINANCIAL ASSISTANCE

1. Nominating Agency will provide the salary of the nominee for the duration of the award
2. Donor Country
 - Full grant

C. DOCUMENTARY REQUIREMENTS

Nomination papers to be submitted prior to the screening consisting of the following:

1. A letter of nomination addressed to the CHED Chairman, Attention: Director of the Office of International Affairs, signed by the Secretary or Head of office, agency, university or entity or its duly authorized official indicating among others the following:
 - a. That the nominee has no pending administrative and criminal charges;
 - b. That the nominee has been conferred with a degree;
 - c. Assurance of utilizing the services of the nominee, if accepted for a period of not less than two (2) years of every year of scholarship or a fraction thereof not less than six (6) months or as provided under E.O. 367 amending E.O. 129; and
 - d. That the salary of the grantee will be paid while on training and shall be extended other financial privileges pursuant to the said Executive Order.
2. Certified Copy of Service Record
3. Certified Copy of Statement of Actual Duties and Responsibilities
4. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)
5. Photocopy of Diploma (Baccalaureate/Graduate)
6. Certification that the nominee has no pending administrative and criminal case
7. Certification that the nominee has no pending scholarship nomination to other program
8. Updated bio-data/resume w/ list of in-service trainings and seminars attended (Spell out acronyms of organizer/s and topic/s or subject/s of the training programs; certificates of training **NEED NOT** be submitted)