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நிதிச்சேவை ஆணைக்குழுச் செயலகம்  
Judicial Service Commission Secretariat

JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT

මගේ අංකය  
எனது இலக்கம்  
My No.

JSC/SEC/F. Training/ 2024

ඔබේ අංකය  
உமது இலக்கம்  
Your No.

දිනය  
திகதி  
Date 10.10.2024

To All High Court Judges and Judicial Officers,

**JICA – Development Studies Program (JICA – DSP) (Long Term Training)**

This refers to the letter dated 07.10.2024 by Deputy Director/ Sri Lanka Judges' Institute, on the subject referred to above.

02. The said letter along with the annexure is published in the JSC website on the directions of the Judicial Service Commission.

Under the command of the Judicial Service Commission.

H.S.Somaradne  
Secretary  
Judicial Service Commission

**H. Sanjeeva Somaratne**  
Secretary  
Judicial Service Commission  
Colombo 12

JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT | JUDICIAL SERVICE COMMISSION SECRETARIAT

කැ.පෙ. 573, අළුත් කඩේ, කොළඹ 12.

த.பெ.இல. 573, புதுக்கடை, கொழும்பு 12.

P.O. Box 573, Hulftsdorp, Colombo 12.

☎ ලේකම් / செயலாளர் / Secretary  
(+94) 11 2321104

☎ කාර්යාලය / அலுவலகம் / Office  
(+94) 11 2433119 / 2451159

☎ (+94) 11 2446111

✉ jscinformaion@jsc.gov.lk

🌐 www.jsc.gov.lk

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ANNEXE A-

ශ්‍රී ලංකා විනිශ්චයකාරවරයන්ගේ ආයතනය  
இலங்கை நீதிபதிகளின் நிறுவனம்  
SRI LANKA JUDGES' INSTITUTE



www.judgesinstitute.lk

නො 80, අධිකරණ මාවත, කොළඹ 12, 01200. இல.80, நீதிமன்ற மாவத்தை, கொழும்பு 12,01200. No.80, Adikarana Mawatha, Colombo 12, 01200, Sri Lanka.

07<sup>th</sup> October 2024.

Secretary,  
Judicial Service Commission,  
Colombo 12.



**JICA- DSP long-term training**

JICA Sri Lanka office accepts completed applications from qualified nominees of Sri Lanka for the JICA- DSP long-term training. A Master's Degree will be offered after the successful completion of the studies.

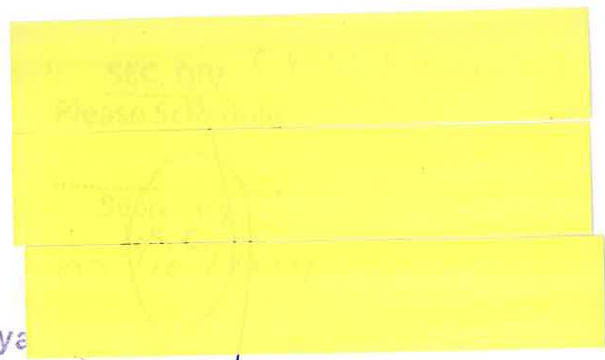
The request made by JICA along with the detailed instructions is annexed herewith marked as "A".

After considering the circular agenda of SLJI on the 07<sup>th</sup> of October 2024, the BOM directed SLJI to refer the request of JICA with detailed instructions to JSC for immediate action.

Thank you.

Yours Sincerely,

Lakmal Wickramasooriya, HCJ  
Deputy Director, SLJI.



A.L.B. Wickramasooriya  
Judge of the High Court  
Deputy Director  
Sri Lanka Judges' Institute  
No. 80, Adikarana Mawatha,  
Colombo - 12.

සාමාජිකයා } ජයරත්න වික්‍රමසූරියා (අධිකරණ විනිශ්චයකරු)  
Chairman } මහාභිඥානායක ජයරත්න වික්‍රමසූරියා (ඉගැන්වීම් පාලකයා)  
Hon. Chief Justice J. C. Jayasuriya, PC

සාමාජිකයා } +94 (0) 11 2 437 528  
Director

සාමාජිකයා } +94 (0) 11 2 541 193  
Office

විද්‍යුත් ලිපි } slji.information@gmail.com  
මගින් යොමු කිරීම } info@judgesinstitute.lk  
Email

සාමාජිකයා } +94 (0) 11 2 543 401  
කළුබිම් සහ සේවකයන්





Japan International Cooperation Agency  
Level 17, Parkland  
No. 33, Park Street, Colombo - 2, SRI LANKA.  
TEL : (+94)011- 2303700  
FAX : (+94)011- 2303692  
E-mail : sl\_oso\_rep@jica.go.jp  
Homepage: <http://www.jica.go.jp/srilanka/english/index.html>  
Facebook : <https://www.facebook.com/jicasrilanka>

03<sup>rd</sup> October 2024

Director General  
Department of External Resources  
Ministry of Finance  
The Secretariat

**Attention: Additional Director General, TA & Multilateral Division**

Dear Sir,

**Request Nomination for JICA Development Studies Program (JICA – DSP) (Long Term Training)**  
**Legal and Judicial Human Resources Development**  
**JFY 2025**

We are pleased to inform you that JICA Sri Lanka office will now consider completed applications from qualified nominees of the Government of Democratic Socialist Republic of Sri Lanka for the titled Long Term Training Program under JICA Development Studies Program.

Legal and Judicial Human Resources Development Program intends to improve the legal and judicial systems, which leads to the socio-economic development and the respect for human rights.

Participants are expected to complete all the requirements to obtain a master's degree for the selected university within the given period of time and acquire the capacity to propose and apply the result of comparative studies to the legal and judicial system of respective countries.

We highlight below procedures and details that are essential to select competent applicants in line with the objectives of the program. For any further inquiries or details in this regard, applicants may contact Ms. Namal Ralapanawe, Chief of Loan Projects ([RalapanaweNamal.SL@jica.go.jp](mailto:RalapanaweNamal.SL@jica.go.jp), Mobile: 077-2674855)

- Program Duration

**Approximately two years from August 2025**

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

- Applicants must have sufficient knowledge in the fields of the research (Competition Law or Law in general) . Please refer GI for details for eligibility of applicants.
- On receipt of applications JICA will conduct own process to select one applicant to match with the University. Thus, we welcome applications from interested participants fitting the key eligibility criteria sent to JICA through ERD and JICA will conduct the final selection process.
- In submitting applications, applicants should follow guidelines mentioned under General Information attached hereto. In case applicant is unable to submit duly completed application documents such as university transcripts etc., a letter explaining the status of the reasons for non submission including possible date of submission should be attached.

- An interview will be arranged by JICA Sri Lanka office in receipt of application documents of eligible applicants for documents screening process. Details for the interview will be directly informed to applicants by JICA Sri Lanka office. Thus, relevant line agencies are requested to approved leave for the applicants to attend interview if necessary.

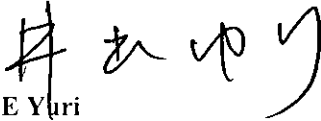
In consideration of above procedures, you are kindly requested to arrange to submit duly completed application documents as below to reach JICA Sri Lanka office on or before 02<sup>nd</sup> November 2024.

- Duly filled prescribed Application Form
- Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
- Graduation certificate, Official academic transcripts or certified copy of the original transcripts written in English issued by the Universities
- Field of Study and Research Plan
- Copy of the passport or other official ID if do not possess a passport (P.S – should include Name, Date of Birth, Nationality & Sex)

Moreover, kindly take necessary measures to upload GI and other necessary documents to ERD website to provide interested applicants an equal opportunity and to ensure applicants obtain all the necessary details of the program.

Your cooperation in this regard is highly appreciated.

Yours sincerely,



IDE Yuri  
Senior Representative  
JICA Sri Lanka office

Attachment: General Information Booklet  
Official Application Form

- *Pls refer ERD website for relevant information.*

Cc Hon. Attorney General, Attorney General's Department  
Director, Sri Lanka Judges Institute  
Senior Additional Secretary, Presidential Secretariat (Strategic Affairs Division)  
Secretary, Ministry of Justice, Public Administration, Home Affairs, Provincial Councils, Local Government & Labor  
Secretary, Ministry of Public Security  
Mr. K. Ohashi, Head of Economic & Development Cooperation Section, Embassy of Japan



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

**GENERAL INFORMATION ON**

**Legal and Judicial Human Resources Development  
(JFY2024-2026)  
JFY2025**

**長期研修「法・司法分野の中核人材(2024～2026年度)」**

**JFY 2025**

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

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

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 networks. 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.

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

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

## ***0. Background***

### **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 of mutual learning process.

## **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>

## ***I. Overview***

The proper functioning of legal and judicial systems is the foundation for a society where people can live with ease of mind.

At the same time, it is one of the core elements of nation-building as well as economic development.

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

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

## ***II. Objectives***

### **1. Overall Goal**

To help improve the legal and judicial systems, which leads to the socio-economic development and the respect for human rights.

### **2. Program Purpose**

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

### **3. Outputs**

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



### ***III. Program Outline***

The program for JFY 2025 consists of the acceptance of government officials in the legal and judicial sectors.

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

An applicant who is chosen as a candidate as result of the selection at JICA (see ***IX 2***) may select a university, to which he/she wishes to apply, from the universities listed in the **Annex.1/University list/Graduate School Code\_**

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

During the master's course in the university, the Participant is expected to regularly report the progress of his/her study to JICA.

### ***IV. Duration***

Approximately two (2) years

\*Maximum two and a half years if the candidates are admitted to the universities initially as research students (whose term may last up to six months) and later as regular students (whose term may last up to two years).

In case the candidates are admitted as research students, they are requested to pass an entrance examination to become regular students during their term as research students in accordance with the regulations of the universities. If they fail the examination, the program will be terminated and the students must immediately return to their home countries.

## ***V. Number of participants***

Country	Number of participants	Note
Bangladesh	1	
Cambodia	1	from the Ministry of Justice (MOJ) to be recommended by MOJ.
Indonesia	1	
Mongolia	2	
Nepal	1	
Sri Lanka	1	
Timor-Leste	1	
Uzbekistan	1	
Vietnam	1	from the Ministry of Justice (MOJ), Vietnam Communist Party's Central Internal Affairs Committee (CIAC), the Office of the Government (OOG), Supreme People's Court (SPC) or Supreme People's Procuracy (SPP) to be recommended by respective organization.

## ***VI. Language to be used in this Program***

English

## ***VII. Eligibility***

Applicants must satisfy the following requirements:

### **(1) Essential Qualification**

#### **1. Current Duties and Expectation:**

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

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

Applicants who have more than 2 years' experience in the above-mentioned field. (As of April 1st 2025)

**3. Knowledge in the fields of the research:**

All applicants must have sufficient knowledge in the fields of the research. (Competition Law or law in general).

**4. Nationality:**

Citizens of applicable countries  
(Countries which listed in "V. Number of participants")

**5. Age:**

Less than forty (40) years old in principle (As of April 1st 2025)

**6. Educational Background:**

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

**7. Language:**

TOEFL IBT: 80

IELTS: 6.0

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

Note: Several universities require candidates to submit English proficiency scores or to show the level of English proficiency by other means.

Please check language requirements of each university in

**Annex.1/University list/Graduate School Code**

**8. Health:**

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

## 9. Others:

All applicants must not receive another scholarship during the program.

### (2) Recommended Qualifications

#### 1. Gender Equality and Women's Empowerment:

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.

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

#### 2. Career after the Participation to the Program:

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

## ***VIII. Admissions***

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

## ***IX. Application Guidelines***

### 1. Required Documents for Application

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

(2) **Photocopy of passport:** to be submitted with the application form, if you already 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 your passport.

\*Photocopy should include the followings:

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

- (3) **Nominee's English Score Sheet:** to be submitted with the application form, if you have any official documentation of English ability. (e.g., TOEFL, IELTS)
- (4) **Graduation certificate, Official academic transcripts or certified copy of the original transcripts written in English issued by the universities:** to be submitted with the application form.
- (5) **Health certificate in JICA format(To be submitted later):** When the participant applied to the entrance examinations or within 6 months before arrival in Japan, which is later. Without the certificates, admission might be rejected.
- (6) **Field of Study and Research Plan:** to be submitted with the Application Form. Please fill in the attached form to describe your field of study and research plan.

## 2. Procedures for Application and Selection :

### (1) Submission of the Application Documents to JICA:

Closing date for applications: **November.6th, 2024** -

### (2) Selection at JICA:

After receiving the documents for each applicant through proper channels from the government, JICA will select from the proposed applicants candidates eligible for application to a university. Selection will be made by JICA. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

### (3) Pre-matching:

Before submitting the application documents to a university, the candidate must conduct pre-matching with one or several universities listed in **Annex.**

**1./University list/Graduate School Code** (The details on this procedure will be provided later to the candidate.)



**(4) Admission by a university:**

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

**(5) Notice of Acceptance**

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

JICA shall determine whether the candidate is eligible to participate in training in Japan. JICA shall make a decision on acceptance or rejection based on several factors such as entrance examination results, planned number of participants, medical examination results and others. Reason for the decision will not be disclosed.

## ***X. Schedule***

Date	Process
By November 6 <sup>th</sup> 2024	Nomination of the proposed applicants in respective organizations
	Selection of the proposed applicants by responsible organization in each country
	"Application Documents" must be submitted to JICA office
By the end of November, 2024	Selection by JICA
	Notification of the result of selection through JICA office
By the end of January, 2025	Pre-matching with universities
February-July (approximately), 2025(*)	Preparation for application to universities by the candidate

	University's application procedure
After the application procedure by the university	Preparation for application documents to submit to universities by the candidates
August – October 2025	Orientation by JICA
	Arrival in Japan
	Beginning of Term

\*Schedule for the application and examination depends on each university (see **Annex. 1./University list/Graduate School Code**).

## ***XI. Expenses To Be Borne By JICA***

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

<b>Expense category</b>	<b>Payment amount</b>	<b>Payment frequency</b>
Tuition (official examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
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)	

<p>Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).</p>	<p>In accordance with the provisions of the medical insurance</p>	
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\*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 strongly recommended to bring cash for your expenses during the period.

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

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

## **XII. Expenses Not To Be Borne By JICA**

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

1. Passport fees (for re-issuance and extensions, etc.)
2. Visa fees of a transit country and transportation expenses to obtain Visa
3. Transportation expenses to obtain Japanese Visa
4. Domestic travel expenses 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, or 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 costs of necessary expenses.

### **XIII. 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. not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
3. not to change course subjects or extend the course period,
4. to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
5. 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,
6. 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,
7. to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
8. 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),

9. not to engage in political activities, or any form of employment for profit,
10. to agree to be discontinued of the program, should the participant  
(a)violate Japanese laws, JICA's regulations, or University's regulations,  
(b)commit illegal or any type of immoral conduct including  
sexual harassment,  
(c)become critically ill or seriously injured after arrival in Japan.
11. to be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "XI. Expenses To be borne by JICA,"
12. 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,
13. not to drive a car or motorbike, regardless of an international driving license possessed,
14. to observe the rules and regulations at the place of the participants' accommodation,
15. to refund allowances or other benefits paid by JICA in the case of a change in schedule,
16. 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,
17. to submit a Health Certificate in JICA format at the participant's expense, when the participant applied to the entrance examinations or within 6 months before arrival in Japan, whichever is later.
18. to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
19. to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
20. To accept to take tuberculosis related inspections organized by JICA after



- arriving in Japan and to submit the results to JICA and university.
21. To promptly resubmit your medical history, If there are changes in your health condition, such as pregnancy or a pre-existing disease,
  22. not to be receiving nor plan to receive another scholarship during the program,
  23. to understand not to make other applications for different JICA training courses at the same time, and
  24. to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
  25. To approve the following conditions on summary of my thesis;
    - Summary of the thesis shall be kept at JICA.
    - Summary of the thesis can be read by anyone who made a request to JICA .
    - Summary of the thesis can be used for publication by JICA or JICA website.
    - Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.



**CORRESPONDENCE**

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



JFY2025

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

**OFFICIAL APPLICATION FORM**

To be Confirmed and signed by the head of the relevant department / division of the applying organization

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

Legal and Judicial Human Resources Development

2. Course Number (the number as "XXXXXXXXJXXX"shown in the GI)※1

									J			
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3. Country Name

4. Name of Applying Organization:

5. Name of Nominee(s):

1)	3)
2)	4)

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

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

Confirmation by the organization in charge (if there is no Note Verbale/ Letter from the government nominating the applicant) ※2

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

※1. 研修員決定後、KCCPシステムでの研修コース登録を行う場合は記載不要。

※2. 署名又は代替書類は必須であり、いずれも無い場合、研修員の受入、来日手続きが不可となるため留意すること。ただし、ABEイニシアティブなど、民間人材を対象にしている一部のプログラムにおいてはこの限りではない

**Part A: Information on the Applying Organization**

1. Profile of Organization

1) Name of Organization

[Empty text box for Name of Organization]

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

[Empty text box for Mission of the Organization and the Department / Division]

2. Purpose of Application

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

[Empty text box for Current Issues]

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

[Empty text box for Objective]

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

[Empty text box for Future Plan of Actions]

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

[Empty text box for Selection of the Nominee]



**Legal and Judicial Human Resources Development JFY2025**  
**(JICA Knowledge Co-Creation Program)(KCCP)**  
**(JICA Development Studies Program)**  
**APPLICATION FORM**

Reg.No \_\_\_\_\_

**Instructions**

1. Fill-in all YELLOW areas (or cells) of this form by computer. (DO NOT handwrite.).
2. Fill in the form in English.
3. All YELLOW areas MUST be filled-in (Do not leave these areas blank. Please write "N/A" if not applicable).
4. Write dates in the order of day, month, year (ex.: 31st day of January, 2025 is "31/Jan/2025").
5. Write proper nouns in full without abbreviation.
6. Check your application form using the check lists at the bottom of this application form.
7. Print out all pages after entering required information in all questions.
8. Obtain Signature(s) of the applicant's present organization (if necessary, digital stamp/signature is acceptable.)

**1. Personal Information**

1-1. Course

Legal and Judicial Human Resources Development
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1-2. Number (Not need to fill in. JICA will inform after selection Procedures)

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Color Photo  
(4cm×3cm)

Paste your photo  
taken within  
6 months.

1-3. Information about the applicant

Family Name			
First Name			
Other Name (if any)			
Gender for Visa application		Date of Birth (Day/Month/Year)	/ /
Nationality		Age (As of 1/Apr/2025)	
Resident Country			
City/Town		TEL (Primary)	Country Code
State/Province		TEL (Secondary)	Country Code
Email			Passport possession

1-4. Contact Person in Emergency (2 Persons)

1	Name			Relationship		
	Province & Country	TEL	Country Code	Email		
2	Name			Relationship		
	Province & Country	TEL	Country Code	Email		

**2. Educational Background**

Instructions

1. Please list all educational background since primary. (Exclude kindergarden education and nursery school education.)
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.

Name of Educational Institution	Province, Country	From (Month) / (Year) To (Month) / (Year)	Type of Academic Degree Obtained	Major
		From /		
		To /		
		From /		
		To /		
		From /		
		To /		
		From /		
		To /		

Please mark Yes or No about your status.

	I have completed the primary, secondary and higher education courses determined by the country listed above.
--	--

If the period you have entered in 2. Educational Background above does not match a regular academic period, please indicate your reason in "Remarks" below.

Remarks	
---------	--

1) Language Proficiency Indicate your English abilities with reference to the following.

English Proficiency	Listening	
	Speaking	
	Reading	
	Writing	
	Certificate (Please specify Name of Certificate) ex.: TOEFL, IELTS	
If Others, specify		
Score points obtained		
Test Dates		Day Month Year
Your Mother Tongue		

- Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
- Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
- Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
- Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



2) Have you ever been awarded a scholarship for studying abroad?

	Name of scholarship				
	Duration	From	/	To	/

3) Are you currently applying for any scholarship(s), other than Legal and Judicial Human Resources Development Program?

	Name of scholarship				
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4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/
	Name of the course				
	Country you visited		Name of the institution or the agency		
	Duration	From	/	To	/

3. Present Organization and Nomination

3-1. Present Organization and Position

Categories of Organization		Types of organization	
Name of Organization			
Department / Division			
Position			
Date of employment	/ /	Date of assignment to the present position	/ /
Province & Country		TEL	Country Code
			Email

Categories of Organization	Types of Organization	Description
A. Ministry / Government Institution	National Government	Ministry or Federal Institution
	Local Government	Governmental Institution run by state/province or city/town
	Public Enterprise	Government-owned corporation or facilities
B. Higher Education and TVET	University	Either public or Private University
C. Private Sector	Private	Private company including Private school
D. Others	NGO/Private(non-profit)	NGO or non-profit organization
	Self-employec	Freelancer (if you own a company, chose "Private")
	Fresh Graduate	Just graduated or will Graduate soon from University and not working
	Unemployed	not working
	Others	Any status not applying to all above

3-2. [Questionnaire on Relationship with the Military] (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

	Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
	Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
	Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
	Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
	Personnel of civilian organizations which have divisions to conduct military-related activities

3-3. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person as qualified nominees to participate in the programs on behalf of our organization.

Date		Signature	
Name			
Department / Division			
Position			
TEL	Country Code		
Email			

\* This confirmation is necessary if the applicant's present organization is the ministry / government institution or any higher education and TVET institution

If the applicant is from other institution like private sector, this confirmation is not mandatory.

Confirmation by the organization in charge (if there is no Note Verbale/ Letter from the government nominating the applicant)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date		Signature	
Name			
Department / Division			
Position			

\* If the applicant is from other institution like private sector, this confirmation is not mandatory

**4. Work Experience**

Provide the information of your work experience following the most recent one after graduation from higher education.  
 The first row (most recent one) will be filled automatically if 3-1 Present Organization and Position is correctly filled.

\* In "To", please write the month and year as of you apply for this program.  
 Ex. If you applied for this program in the end of October in 2022. Please choose October as month and 2022 as year.

Organization	Department	Position	Period of Working	From / To	Full / Part Time	Type of Org.
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		
				From /		
				To /		

**\*\*For the Types of Organization, please choose from the followings:**

- A. Ministry / Government Institution
- B. Higher Education and TVET (Technical and Vocational Education and Training) Institutions
- C. Private Sector
- D. Others (non-profit organization etc.)

\*For the details of description of each type of organization, please refer to "Categories of Organization" in 3. Present Organization and Nomination)

## 5. Declaration

I declare to apply for Legal and Judicial Human Resources Development with a full understanding of the General Information, especially the articles stipulated below:

### (1) APPLICATION

1. All information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. All information provided by me in this application form had been approved by my supervisor in my organization. (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. An application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. The selection procedure and results rest entirely with JICA as the secretary of SDGs Global Leader. No inquiries or objections by applicants regarding the result of the selection process will be considered.
5. Submission of a master's thesis is optional for doctoral candidates.

### (2) OBJECTIVE OF THE PROGRAM

- 2-1: When I am accepted for the Program, I agree
  - 2-1-1: that the objective of the program which is written in G.I. Therefore, I will participate in additional programs as being instructed in G.I if necessary.
  - 2-1-2: that I am required to contribute to the development of my nation's long-term good relationship with Japan after completing the course in Japan.
  - 2-1-3: that the objective of the program is not provision of employment in Japan upon completion of the program.

### (3) JICA's GUIDELINES

#### [General Rules]

The accepted applicants/participants are requested:

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA.
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period.
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) 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.
- (6) 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.
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) 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).
- (9) not to engage in political activities, or any form of employment for profit.
- (10) to agree to be discontinued of the program, should the participant (a) violate Japanese laws, JICA's regulations, or University's regulations,
- (b) commit illegal or any type of immoral conduct including sexual harassment, (c) become critically ill or seriously injured after arrival in Japan,
- (11) to 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."
- (12) 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.
- (13) not to drive a car or motorcycle, regardless of an international driving license possessed.
- (14) to observe the rules and regulations at the place of the participants' accommodation.
- (15) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (16) 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.
- (17) to submit a Health Certificate in JICA format at the participant's expense, when the participant applied to the entrance examinations or within 6 months before arrival in Japan, whichever is later.
- (18) to accept to submit a second Health Certificate in JICA format if deemed necessary by JICA. The cost of acquiring the Health Certificate will be borne by JICA unless it is required due to the candidates' fault.
- (19) to promptly resubmit your medical history, if there are changes in your health condition, such as pregnancy or a pre-existing disease.
- (20) to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate.
- (21) not to be receiving nor plan to receive another scholarship during the program.
- (22) to understand not to make other applications for different JICA training courses at the same time, and
- (23) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (24) to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.
- (25) To approve the following conditions on summary of my thesis:
  - Summary of the thesis shall be kept at JICA.
  - Summary of the thesis can be read by anyone who made a request to JICA.
  - Summary of the thesis can be used for publication by JICA or JICA website.
  - Taking Photocopy of the thesis shall be allowed by anyone with JICA's permission.

#### [Privacy Policy]

The participants/applicants are requested to understand Privacy Policy of JICA as follows.

#### (1) Scope of Use

Personal information specified in this form will be stored, used, or analyzed by JICA only within the scope of conducting and supervising JICA's technical training (long-term) (selection, coordination, travel and life support of the participants in Japan) which is stipulated in the Japan International Cooperation Agency Organization Regulations. The personal information contains also medical history information and health certificate.

JICA will provide the personal information to the universities that the applicants wish to enroll.

Once the candidate is accepted by a university, JICA will make a contract for the implementation of the program with that university.

JICA will not use the acquired personal information for purposes other than the above.

JICA will take safety management measures for the acquired personal information and manage it appropriately in accordance with the privacy policy and internal rules.

#### (2) Provision of acquired personal information to a third party

JICA shall never provide personal information to third parties except as required by law.

However, in the following cases, we will provide personal information and will take the following measures.

##### (a) In the case of contracted universities for the implementation of the program

The use of the personal information is limited to the scope of the commissioned tasks (implementation of the program) and JICA will request the commissioned party to take safety management measures and manage it appropriately, and will confirm the implementation status.

##### (b) In the case of uncontracted universities for the purpose of admission screening

The use of the personal information is limited to the admission screening of the applicants by universities (career, academic background, research plan, medical history information and medical certificate), and JICA will notify the applicants of the name of the universities to which the information is provided and the privacy policy of the universities at the time of its provision.

**[Security Notice]**

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

\*Information Security Policy of JICA in relation to Personal Information Protection

■ JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

■ Unless otherwise obtained approval from the Applicant himself or there are valid reasons such as disclosure under the laws and ordinances etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant himself.

1. To provide the KCCP to Participants.
2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

\*JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries)  
 JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

**[Copyright Policy]**

The participants are requested to comply with the following:

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.  
 If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website ([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

**[Portrait Right Policy]**

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- ① Use on the website or in SNS administrated/operated by JICA.
- ② Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form.

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is not a requirement of KCCP. However, without any claims on using portraits, we JICA understands as being able to use participants portraits. In case you were inconvenience on using portraits, you can ask JICA not to use them.

-I understand and fully agree to the following terms and conditions set forth above.

-I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

-I understand the intention of JICA on "Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

\*\*\*Please check the box whether you are AGREE or DISAGREE.

Agree    /     Disagree

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

By Applicant

Name of Applicant

\_\_\_\_\_

Signature:

\_\_\_\_\_

DATE (Day / Month / Year):

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_