



Long Term Career Development Program for Myanmar Private Sector (LCDP)

General Information JFY2024

This handout provides an overview of the “Long-Term Career Development Program for Myanmar Private Sector (LCDP), which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented by JICA through Myanmar Japan Center (MJC) as part of the Official Development Assistance of the Government of Japan.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people.

0. Background

What is JICA Knowledge Co-Creation Program (KCCP)

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

What is JICA Development Studies Program (JICA-DSP)

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

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

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1. Overview

This program/course, “Long-Term Career Development Program for Myanmar Private Sector (LCDP)”, was established under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master’s degree.

2. Objectives

- (1) To develop high level human resources who can contribute to develop and strengthen the private sector in Myanmar.
- (2) To establish and maintain mid and long-term amicable relationships between Myanmar and Japan.

3. Course Outline

The course consists of the acceptance of scholars from Myanmar to assigned universities in Japan.

4. Duration

In principle, 2 years for master’s course

5. Number of Participants

Maximum 20 participants.

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy all the following requirements:

- (1) Nationality: Must be Citizens of Myanmar
- (2) Age: Should be between the ages 22 and 40 as of 1st April, 2024.
(Born on/after 2nd April, 1984 and on/ before 1st April, 2002)
- (3) Occupation:
 - 1) Have a full-time job and experience for 2 years or more

- 2) Capable to take long-term leave and return to the workplace after 2 years studying in Japan.
- 3) Have awareness of social responsibility, and willing to contribute to the development of private sector of Myanmar and network with Japan.
- (4) Study Field to Offer:
 - Agriculture/Environment
 - Business Administration (MBA)
 - Economics
 - Engineering
 - Information Technology
- (5) Academic Background: Must hold a bachelor's degree
- (6) English Proficiency: TOFEL PBT 500 or TOFEL iBT 61 or Equivalent level
- (7) Study in Japan: Must enroll in September 2024 in a master's program at a Japanese university
- (8) Participation in MJC program: Must have taken the MJC program, or executives of the companies who have taken the program.
- (9) Health Conditions: Must be in good mental and physical health to complete the program.
- (10) Others:
 - 1) Applicants those who are currently receiving (or are scheduled to receive) another scholarship of foreign countries shall NOT be eligible for selection.
 - 2) Applicants who have already received any scholarship of foreign countries shall NOT be eligible for selection
 - 3) Applicants who are permanent residents of countries other than Myanmar shall NOT be eligible for selection
 - 4) Applicants who cannot physically come to Japan to carry out research activities to complete the program shall NOT be eligible for selection
- (11) Gender Equality and Women's Empowerment: Women are encouraged to apply to the program. JICA/MJC makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA/MJC's internal selection procedure including pre-matching process, and must pass the general entrance examination of the university they have applied to, including examinations to enter the applicants' desired master's degree.

The results of JICA/MJC's screening procedure and University's general entrance examination will not accept any inquiry.

9. Application Guidelines

- (1) Procedures and Required Documents for Application:
 - Each applicant is required to submit the "Application Documents" listed in (2) below to MJC.
- (2) Application Documents

1) Long-Term Career Development Program for Myanmar Private Sector for FY 2024
Application Form

consists of:

- OFFICIAL APPLICATION FORM
- Part A: Information on the Applying Organization
- Part B: Information about the Nominee
- Desired University Information
- Research Plan
- Career Plan after Graduation
- Part C: Terms and Conditions
- Declaration

2) Graduation certificate.

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

3) Academic transcript

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

4) Photocopy of certificate of English Test

* Applicants must bear the fees for English proficiency test or other necessary fees for preparation of application documents.

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

* You need to submit Health certificate if candidate applicants pass the examination and receive an acceptance notice from JICA/MJC, Health certificate with JICA format will be required. Without the certificate, admission might be rejected and there is a possibility of rejection from JICA because of the health conditions and risk.

*All these documents except for the declaration should be typed, printed out and signed by the applicant and the head of the relevant department / division of the organization in charge in all pages. Hand written forms will NOT be accepted.

10. Selection Procedures

*There are no fees to be charged directly by JICA during the selection process.

*Any costs incurred during the selection procedures including travel expenses, documents preparation (photos, official notification etc.) and any other personal expenses will NOT BE COVERED by JICA but should be covered by applicants.

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

There are mainly following three selection processes:

- (1) MJC selection (including the first and second selection)**
- (2) Pre-Matching with Japanese universities**
- (3) Selection by Japanese universities (entrance examination).**

Notions;

- Each applicant needs to submit the Application Documents by the deadline (end of November 2023). Please check with MJC for the details.
- Applicants are recommended to look for laboratories and/or professors in each university you are interested in on the website and write your future and research plans.
- 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.

(1) MJC Selection

Based on the above documents, MJC will conduct **first and second selection** in the first step.

Period	December 2023 – January 2024
Contents	Document screening, interview
Objectives	To select the applicants with university courses/supervisors
Selection	MJC will examine your submitted documents and conduct interview to check whether the submitted application materials are consistent with the objectives of this program.
Result	MJC will inform the applicants of the name(s) of universities where the applicant can proceed to the 2 nd selection.

(2) Pre-Matching with Japanese universities

Based on the screening by MJC, Pre-matching with university will be conducted.

Period	February 2024
Contents	Document screening, interview (if necessary)
Objectives	To match applicants with university courses/supervisors
Selection	JICA/MJC will send JICA's Application Documents to the applicants' desired universities.

	Universities will examine the documents to check if the applicant's field of study and research plan are matched with the courses/supervisors. During this process, universities may contact the applicants for their judgement. University may conduct remote interview during process.
Result	JICA/MJC will inform the applicants of the name(s) of universities where the applicant can apply for. Only those applicants who are accepted by Japanese universities' matching can proceed to the 3rd Selection process.

(3) Selection by Japanese University (entrance examination)

Each applicant needs to check necessary application documents set by the university where he/she applies. Then, he/she needs to submit university's application documents directly to the university by the deadline set by the university. It is ALL the applicant's responsibility to duly submit required documents to the university by its deadline. JICA/MJC will NOT intervene in this process. However, entrance examinations admission fee is paid directly to each university by JICA/MJC.

- Some universities require sending hard copies of documents to Japan.
* JICA/MJC will NOT cover the cost of postage.
- During this selection process, each applicant may be interviewed depending on university's selection process.

Period	March – July 2024 (approximately)
Contents	Screening of submitted university's application documents and interviews by Japanese universities
Objectives	To select the final candidates
Venue	If necessary, Skype or other means for interviews
Selection	Universities will screen the applicants through submitted university's application documents and interviews, etc.
Result	The applicants who pass this selection will be selected as successful candidates of the program. *JICA/MJC may adjust the number of candidates after this selection due to the budgetary reasons. Therefore, some of the applicants who pass the third selection may not be selected as successful candidates of the program.

Notes:

- If all of applicant's desired universities judge to accept the applicant, JICA/MJC will indicate the applicant to apply the university where they accept the applicants as a regular student.
- Any inquiry about the results of JICA/MJC's screening procedure and University's general

entrance examination will not be accepted.

- Withdrawal of the Application: If applicants encounter the situation that needs to withdraw the application by force majeure during the selection process, the applicants need to contact with JICA/MJC and explain the situation as soon as possible.

11. Schedule (Tentative)*

Date	Process
November 2023	Announcement
Mid of November 2023	Introductory session (Online)
End of November 2023	Application Deadline
End of December 2023	Shortlist announcement (1st selection)
Early of January 2024	Selection interview (2nd selection)
End of January 2024	Result notification for deciding nominates for pre-matching
February 2024	Pre-Matching for the university through JICA
February – May 2024	Application for Desired University (directly by candidate)
Mar-May 2024	General Entrance Examination of University
May – July 2024	Result from University
July- August 2024	Determination of Program Participation/Final results notification (By JICA/MJC)
September 2024	Orientation and Preparation before departure
October 2024	Beginning of Fall 2024 Term at university

12. Expenses To Be Borne By JICA/MJC

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

Expense category	Payment amount	Payment frequency
Tuition (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)	
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).	In accordance with the provisions of the medical insurance	

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

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

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

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

13. Expenses Not To Be Borne By JICA/MJC

JICA/MJC will not bear costs other than the allowances described above. JICA/MJC 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 180days
- (17) National Health Insurance fee
- (18) Cost of postage
- (19) Cost for obtaining such English score

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

14. 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/MJC,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA/MJC) 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/MJC, 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 the Japanese Government in respect of the course,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA/MJC'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 discontinue the program, should the participant violate Japanese laws or JICA/MJC's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA/MJC,"
- (11) 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,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) to refund allowances or other benefits paid by JICA/MJC in the case of a change in schedule,

- (15) 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,
- (16) to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA/MJC and understand that there is a possibility of rejection from JICA because of the health conditions and risk,
- (17) to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participant.
- (18) 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 declaring "Medical History" prepared in "Application Form Annex,"
- (19) not to be receiving nor plan to receive another scholarship during the program,
- (20) to understand not to make other applications for different JICA/MJC training courses at the same time, and
- (21) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (22) to accept to take tuberculosis related inspections organized by JICA/MJC after arriving in Japan and to submit the results to JICA/MJC and university.

Appendixes

1 University List

2 Application Form