Application Guidelines
on the Project for the Promotion and
Enhancement of the Afghan Capacity
for Effective Development (PEACE)

2nd Batch, Master’s Course
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### Features of Japanese Graduate Schools
1. **Background**

In align with the Afghanistan National Development Strategy (ANDS), the Government of Afghanistan has strengthened the Afghan-led and Afghan-own cluster approach since the London Conference. At the Kabul Conference on July 20, 2010, the Government of Afghanistan and the international community endorsed the national programs which were scrutinized by the effective cluster approach.

Among the key development fields, “Infrastructure Development” and “Agriculture and Rural Development” are significant fields for the improvement of the lives of the people of Afghanistan. Thus, the Government of Afghanistan tries to accelerate the development through the cluster approach, however, facing the lack of human resource and institution capacity of the relevant ministries/authorities/universities.

In this situation, both the Government of Afghanistan and the Government of Japan/ Japan International Cooperation Agency (hereinafter referred to as “JICA”) shares the same vision of the importance of the Afghan ownership and cluster approach, which would lead the infrastructure development and agriculture and rural development projects. The Government of Japan/JICA is supposed to conduct several projects such as Kabul Metropolitan Area Development in line with those priorities and cluster approach. For the purpose of tangible and fruitful implementation of those expected projects, it would be essential to have capable and well-educated human resources in the line ministries in Afghanistan. Currently, however, Afghanistan suffers serious shortfall of such workforce among related ministries, which hampers the proper and effective project implementation and spontaneous development.

Under these circumstances, the Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE) (hereinafter referred to as “the Project”) was established by JICA as a technical cooperation project in the Islamic Republic of Afghanistan in 2011.

2. **Objectives**

The Project consists of several prospective fields of study, which are based on needs of relevant ministries/authorities/universities mainly belonging to the “Infrastructure Development” and “Agriculture and Rural Development” clusters. In Afghanistan, 18 prospective fields of study have been settled, which were confirmed as being indispensable to the socio-economic development of Afghanistan through the preliminary survey conducted by JICA. The applicants of the Project are selected from the relevant ministries/authorities/universities, most of which belong to the said 2 clusters. For details, please refer to the **List of University for PEACE** and **University Information. (Section 2)**

On the other hand, Japanese universities are allocated in each prospective field of study, which will provide the participants with educational programs corresponded to the needs of Afghanistan.

The objective of the Project is to support human resource development of Afghanistan that
receives Japanese technical cooperation project, targeting highly capable, young government officials and university faculty members, who are expected to engage in formulating and implementing socio-economic development plans and become leaders in Afghanistan. Participants of the Project shall contribute to expanded and enhanced foundation for bilateral relations between Afghanistan and Japan, as persons having well-rounded knowledge of Japan.

Participants of the Project will acquire expert knowledge, conduct research, and build human networks through the study at Master’s course in Japanese universities, and are expected to use such knowledge to take an active role in practically solving issues of the socio-economic development issues that Afghanistan is facing.

3. Framework of the Project
   For details, please see Annex I.

4. Operating Committee
   Operating Committee (O/C) is a decision-making committee of the Project. It consists of representatives from both Afghanistan and Japanese governments.

   <Government of Afghanistan>
   - Ministry of Higher Education (Vice Chairperson)
   - Independent Administrative Reform and Civil Service Commission (IARCSC)

   <Government of Japan>
   - JICA Afghanistan Office (Chairperson)
   - Embassy of Japan in Afghanistan

   <Other: JICA PEACE Project Office>
   Coordinators are assigned as members of the Project Office for the smooth implementation of the Project.
5. **Qualifications and Requirements of Applicant**

Applicant must satisfy the following requirements.

<table>
<thead>
<tr>
<th><strong>Nationality</strong></th>
<th>Citizens of Afghanistan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td>Born on/after April 2nd, 1972 and born on/before April 1st, 1990 Between 22 and 39 years old as of April 1st, 2012</td>
</tr>
<tr>
<td><strong>Academic Background</strong></td>
<td>Has at least 16 years of academic background or equivalent with a Bachelor’s degree from universities authorized by the Government of Afghanistan or other countries. “Expected to Graduate” is not applicable.</td>
</tr>
<tr>
<td><strong>Working Experience/Status</strong></td>
<td>Must fill both of following; 1. A <strong>civil servant</strong> (permanent/contract basis) or a <strong>faculty member</strong> (permanent/contract basis) in the Universities under Ministry of Higher Education. The organization has to be the one listed on page 4. <strong>AND</strong> 2. Having at least 6 months working experience in current organization as of February 15th, 2012.</td>
</tr>
<tr>
<td><strong>English Proficiency</strong></td>
<td>To have both written and oral communication skills in English to a level sufficient for study at Master’s course. IELTS score of 5.5 or higher is preferred.</td>
</tr>
<tr>
<td><strong>Health Condition</strong></td>
<td>Mentally and physically in good health</td>
</tr>
<tr>
<td><strong>Ineligibility</strong></td>
<td>Following persons are <strong>not</strong> able to apply. a. Currently awarded or scheduled to receive another scholarship through other foreign assistance b. Military personnel</td>
</tr>
<tr>
<td><strong>Others</strong></td>
<td>◇ Women and provincial civil servants / faculty members in ministries/authorities/universities are strongly encouraged to apply. ◇ The participants are obliged to return to Afghanistan on their graduation in order to make a contribution to the development of Afghanistan through their work in the relevant ministries/authorities/universities. ◇ The applicants have to attend Bridge Education Program I (30 hours for each of English and Mathematics) including the placement test and 1st selection (IELTS and math exam, see page 5). ◇ The successful applicants will be required to attend Bridge Education Program II (English and Math).</td>
</tr>
</tbody>
</table>

**Please see page 4**
The successful applicants will be required to sign a pledge on the conditions deemed necessary as participants under the Project. (Annex 2)

Those who are working under following organization will be accepted to apply for PEACE 2011.

<table>
<thead>
<tr>
<th>Civil Servant who are under Relevant Ministries</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ministry of Mines</td>
</tr>
<tr>
<td>- Ministry of Transportation and Civil Aviation</td>
</tr>
<tr>
<td>- Ministry of Public Works</td>
</tr>
<tr>
<td>- Ministry of Energy and Water</td>
</tr>
<tr>
<td>- Ministry of Urban Development Affairs</td>
</tr>
<tr>
<td>- Kabul Municipality</td>
</tr>
<tr>
<td>- Dehsabz City Development Authority</td>
</tr>
<tr>
<td>- Ministry of Agriculture, Irrigation and Livestock</td>
</tr>
<tr>
<td>- Ministry of Rural Rehabilitation and Development</td>
</tr>
<tr>
<td>- Ministry of Counter Narcotics</td>
</tr>
<tr>
<td>- Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>- Ministry of Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Member who are working in following department under National Universities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Department of Agriculture</td>
</tr>
<tr>
<td>- Department of Veterinary medicine</td>
</tr>
<tr>
<td>- Department of Engineering</td>
</tr>
</tbody>
</table>
6. Application and Selection Procedures

Bridge Education Program I

Every nominees are required to attend Education Program of English and Mathematics (30 hours each) taken place from January to February. Applicants who have taken the placement test on December can attend them.

Completion of Application Documents

◆ Select one of the “Prospective Field of Study” which is related to your belonging ministries /authorities/ universities.
◆ Fill out all sections of the application form in English.
◆ Application form must be attached with required documents mentioned in “8. List of Application Documents”. The documents must be issued in English or accompanied by a certified English translation.

Consultation on application

◆ January 14 to February 5

When choosing the university to apply;

(1) Applicants can consult with ‘Adviser’ in Japan about how to choose appropriate university. You can contact the advisor at peace-application-advisor@jice.org.

(2) Applicants can also contact directly to some of the Universities. Those universities, which allow you to contact, are listed in ‘the list of contact’. Applicants are allowed to contact only about academic information relate to the research theme. Please note that applicants can contact ONLY to the universities IN THE LIST.

Submission of Application Documents

Applicants

◆ Submit application forms and required documents to the department / officer in charge of the Project in your organization by 3pm February 15(Wednesday), 2012.
◆ Late submissions and/or incomplete documentations shall NOT be accepted.
◆ Application documents will NOT be returned for any reason. Keep an extra photocopy for your own.
Project Team carries out qualification screening and checks all required documents.

- Every applicant takes an IELTS and Math examination in Kabul on March 10, 2012. The details shall be provided by the JICA PEACE Project Office accordingly.
- The scores will be used as reference of the accepting universities for the application document screening at the time of 2nd Selection.
- NO inquiry on the result will be accepted for any reason.

Application documents will be screened by Japanese universities.

- The universities might contact you during this period to confirm the detail of your research plan. Inquiry from your side will not be accepted.
- Only successful applicants will be informed at the beginning of May 2012.
- NO inquiry on the result will be accepted for any reason.

Each applicant will be interviewed through TV conference in Kabul with faculty members from the Japanese university from the middle of May through the middle of June 2012.

- Medical Checkup will be conducted at the designated hospital around this period.
- NO inquiry on the result will be accepted for any reason.

- The Operating Committee of the Project in Afghanistan will finalize the candidates at the end of June 2012.
- All applicants taking the final selection will be informed of the result at the beginning of July 2012. NO inquiry on the result will be accepted for any reason.
- Every successful candidate will be required to attend the Pre-departure Education Program of English and Mathematics.
Each successful candidate will be requested to sign and submit pledges to comply with the conditions and rules as participants under the Project.

Application to the Accepting University

- Successful candidates will be required to prepare the application documents for the university. It is only upon admission to the university that each candidate will be considered as a participant under the Project. The JICA PEACE Project Office will support the necessary university admission procedures.
- Participants are also requested to fill out and submit an application form prescribed by JICA for the registration as JICA participants.

Pre-departure Orientation / Education Program

- Successful candidates must participate in pre-departure orientation programs and pre-departure education programs in Afghanistan.
- Details will be informed to the successful candidates.

After arrival in Japan

- Participants are scheduled to arrive in Japan at the middle of September or after October 2012, prior to their enrollment into Japanese universities.
- Participants must participate in briefing and orientation programs after their arrival in Japan.
- Participants will enter into each Japanese university after September 2012, depending on the schedule designated by the Japanese universities.
- Participants who will start their study as research students are requested to take an examination for a Master's course after maximum 1 year preparatory period designated by their university. Should they fail the examination, participants are obliged to return to Afghanistan with a certificate to complete a training program provided by JICA.

*During the period of the selection and the pre-departure orientation, domestic transportation to/from Kabul and accommodation allowance in Afghanistan will be borne by the Government of Afghanistan.
### 7. List of Application Documents

<table>
<thead>
<tr>
<th>Documents</th>
<th>Note</th>
<th>Necessary Sets</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Application Documents to be submitted</td>
<td>Must be checked before submission of all necessary documents.</td>
<td>1 original</td>
</tr>
<tr>
<td>Application Form (Prescribed form) with Photo (4 x 3 cm)</td>
<td>Photo must be pasted on each set. Do not staple. Photos must be taken within the past 3 months.</td>
<td>1 original and 2 copy sets</td>
</tr>
<tr>
<td>Graduation certificate</td>
<td>The graduation certificate must be written in English. Only which certified by the Ministry of Higher Education and Ministry of Foreign Affairs will be accepted. PEACE Project office will return you the Original after the selection completed.</td>
<td>1 original and 2 copies</td>
</tr>
<tr>
<td>Academic Transcript</td>
<td>The Academic Transcript must be written in English. Only certified transcript will be accepted.</td>
<td>1 original and 2 copies</td>
</tr>
<tr>
<td>Reference letter (Prescribed form)</td>
<td>Filled-up by a current employer / authorized officer (must be your supervisor). Only the <strong>sealed envelope</strong> will be accepted. Must be written in English or accompanied with an official English translation</td>
<td>1 original in the sealed envelope</td>
</tr>
<tr>
<td>ID with your photo (Passport, etc.)</td>
<td>Certified English translation must be attached with a copy of ID if not written in English.</td>
<td>3 copies</td>
</tr>
<tr>
<td>IELTS Registration Form (Prescribed form)</td>
<td>Paste a photo (4 X 3 cm) on the form. Put your signature and date accordingly.</td>
<td>1 original has to be submitted</td>
</tr>
<tr>
<td>Questionnaire (Prescribed form)</td>
<td>“Medical History and Present Health Condition”</td>
<td>1 original has to be submitted</td>
</tr>
<tr>
<td>Photo (4 cm x 3 cm)</td>
<td>Write your name on the back side of the photo. It must be taken within the past three months.</td>
<td>10 same photos in same size</td>
</tr>
</tbody>
</table>

*Make sure that you keep your own extra photocopy of the application documents.

(Except for Reference letter and Registration form before submission)

*Please do not staple the documents.
8. Important Reminders on Applications & Screenings

A. University to apply

Before filling out application documents, it is strongly recommended to read “University Information” carefully to make sure if you’re applying university which has curriculums and faculty members to match your research plan in your desired prospective field of study.
Applicants can acquire more information in the website of each university or visit JICA PEACE Project Office.
Some universities allow you to contact by e-mail before application. Details are provided in Annex.

B. Application documents

Contents of the documents (especially 5. Responsibility of your work, 6. How you will utilize your knowledge, skills and experience, 7. Research Plan) Application documents have to be approved by your Ministry or Organization before your submission to JICA PEACE Project Office.
Application documents will not be returned for any reason. Incomplete application documents shall NOT be accepted.

C. Research Plan

It is highly recommended that the objective of the research plan be essential to apply for prospective field of study, as well as to rationalize how the study will be addressed in accordance with the future plan, corresponding to the current work and organization to which the applicant belongs.
The Research Plan will be taken as the most important factor in the process of screening by Japanese universities. Your Research Plan can’t be changed without permission of academic supervisor and JICA.

D. Selection results

Selection results will be notified from JICA PEACE Project Office only. Any inquiries on the results by applicants shall NOT be entertained.
### 9. Allowance to be Covered for the Participants (as of December 2011)

The following allowances will be covered for the participants under the Project.

<table>
<thead>
<tr>
<th>Items</th>
<th>Expenses to be covered</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for university (Entrance examination, Entrance fee, tuition fees, etc.)</td>
<td>actual expenses</td>
<td>per semester</td>
<td>To be paid directly to university according to its schedule by JICA.</td>
</tr>
<tr>
<td>Airfare</td>
<td>actual expenses</td>
<td>One round trip between Afghanistan and Japan per participant</td>
<td>The airfare on arrival in /departure from Japan is covered by the Project.</td>
</tr>
<tr>
<td>General Outfit Allowance</td>
<td>¥100,000 (USD1,282)</td>
<td>Once on arrival in Japan per participant</td>
<td>To purchase necessities for living in Japan.</td>
</tr>
<tr>
<td>Shipping Allowance</td>
<td>¥5,300 (USD 67)</td>
<td>Once on arrival in Japan per participant</td>
<td>To transport participants’ belongings on returning to Afghanistan.</td>
</tr>
<tr>
<td>Living Allowance *In case you live in accommodation except for JICA Center</td>
<td>¥152,000~¥155,000 (USD 1,949~1,988) per month</td>
<td>Bi-monthly paid per participant</td>
<td>-The amount varies depending on where participants live.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-Rent fee will be deducted by JICA to pay directly to landlord.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-To be paid for next two months every even month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-The amount differs in case the participant stays at JICA Center</td>
</tr>
<tr>
<td>Moving Allowance</td>
<td>¥190,000~¥210,000 (USD2,437~2,694,)</td>
<td>Once when upfront payment is required for housing</td>
<td>The amount depends on regions where the university located. e.g. ¥210,000(USD 2,694) for participants living in Kansai region.</td>
</tr>
<tr>
<td>Mobilization Allowance</td>
<td>Maximum ¥54,000 (USD692)</td>
<td>Once when it is required</td>
<td>To purchase basic necessities of life in the apartment such as refrigerator, washing machine, desk &amp; chair. In case three of them are already equipped, it will not be allocated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* As per exchange rate designated by JICA, USD 1 is equivalent of Japanese Yen 77.95 as of December 2011.
* The amount is subject to change.
* Living Allowance includes all expenses in daily living (Rent, Utility charges, Meals, Cost of furniture and fixtures, Communication fees), Cost of books, Expenses for domestic and overseas research Trip fees and registration fees for academic meetings, transporting expenses, Cost of Visa Extensions etc.
* The allowance for inviting family members (spouse, child(ren), etc.) to Japan is NOT
provided, so all the expenses and measures on it should be borne and taken by participants. JICA takes no responsibility for it. (It depends on the rules and regulations of each Japanese university whether and when they can invite their family members.)

<table>
<thead>
<tr>
<th>10. Guideline for Writing a Research Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. A guideline for writing a research plan</td>
</tr>
</tbody>
</table>

The main purpose of the Project is to help its participants acquire the skills and knowledge that will strengthen their capacity to participate more effectively in the processes of making, implementing and evaluating public policies for enhancing the socio-economic development in Afghanistan.

The research for Master’s thesis is a main mechanism to achieve that goal. Therefore it is important that research plans for Master’s theses address the issues and problems important for socio-economic development in Afghanistan or alternatively address the global issues closely related to socio-economic development in Afghanistan. The research undertaken for Master’s thesis is not an isolated individual endeavor. It is a part of the attempt of a large number of policy makers, researchers, individuals and organizations to identify important policy problems of socio-economic development and evaluate various policy options for resolving these problems. Participants are off-duty from daily obligations during their study in Master’s degree program. But its main purpose is certainly not to release its participants from the need to think about the problems and issues of their countries but to give them freedom and time to reexamine the problems systematically in coherent theoretical and empirical frameworks with the skills and knowledge they acquire during their study.

The research plan you submit for application is not expected to be final. On the contrary, it will be revised many times during the course of your study in line with “Prospective Field of Study”.

But then, what is the purpose of the research plan? Its purpose is to help its readers (faculty members of graduate schools) evaluate the significance and potentiality of your research. Readers generally pay attention to the following points:

(1) Does your research plan address important policy questions of your country? Does it provide convincing reason why research questions described in your research plan are important or will be important in the future? (Try to answer these questions by checking policy discussions and documents as carefully as possible and finding the important policy questions yet to be resolved.)

(2) Does the research plan show that you are strongly motivated to implement the research successfully? Who will benefit from the result of your research? Will the result of your research
contribute to solving or clarifying policy questions important for your country? Does the research help you participate more effectively in the development process of your country, particularly in the policy making process after your graduation? (Include the information about your responsibilities in the government.)

(3) Is your academic background strong enough to implement your research plan? Is your job experience sufficiently rich to improve your research plan during the course of your study? (Not necessary if other application material is good enough to show that the answers are positive.)

(4) Is your research plan supported by the program of the graduate school you are applying for? (A brief comment will be sufficient in most areas of studies, but is necessary.)

(5) Are the research questions academically interesting? Are they academically challenging? (Do not worry about this point even if you have strong academic background in the research topic you are going to undertake.)

The five points described above are more or less common to all the field of graduate study under the Project. The importance of each point, however, depends on the prospective field of study, particularly on the exact characteristics of the graduate school program you are applying for. Some graduate programs may require more specific information about the data and method of analysis. Therefore it is essential that you read carefully “University Information” as well as web-site of the university and that you write your research plan after taking into account fully the requirements and characteristics of the graduate program. It should be noted that if you are accepted as a participant, then writing a research plan is the start of your research. It is strongly recommended that you continue to improve your research plan before coming to Japan for study.

II. Structure of the Research Plan (Example)
In addition to the above-mentioned points, it is recommended that your research plan include at least the following elements;

✓ Title
✓ Introduction (e.g. Background, Motivation)
✓ Statement of the problem, Purpose of the study
✓ Methodology or procedure of Research (e.g. How to research, analyse and carry out)
✓ Expected Outcome and How to Utilize after Return
**Example: Structure of Research Plan**

**Introduction (e.g. Background of your research topic, Motivation)**
- What is the problem on your research topic?
- Why did you choose the topic?
- What have you found/learned through your work experience in relation with the prospective field of study?
- What career/background do you have enough to pursue the research?

↓

**Statement of the problem, Purpose of the study**
- Why does this research need to be conducted?
- What is the purpose of your research/study?
- How do you estimate the meaning/significance of your research for development of your country?

↓

**Methodology or procedure of Research (e.g. How to research, analyse, and carry out)**
- What is methodology of your research?
- When, Where do you carry out the research?
- What data do you need? From whom/where?

↓

**Expected Outcome and How to Utilize after Returned**
- What do you expect to find/learn from your research?
- What is your future plan? How will you utilize your research outcome to solve the problem mentioned above in your workplace after you return?
- How does your research outcome contribute to improving the situation in the prospective field of study in Afghanistan?

For more information regarding research plan and academic writing please refer to the websites on academic writing or read some materials kept in JICA PEACE Project Office.

http://socserv2.socsci.mcmaster.ca/ec3f3/proposal.htm
http://www.buzzle.com/articles/how-to-write-a-research-proposal.html
http://www2.smumn.edu/deptpages/~tcwritingcenter/Forms_of_Writing/ResearchProposal.htm
11. Inquiry

JICA PEACE Project Office in Afghanistan
(Ministry of Higher Education)
Karte 4, Kabul, Afghanistan
TEL/FAX: 0793717052 / 0794628472
Office Hours: Saturday to Wednesday 8:30 to 12:00, 13:00 to 15:30
(Except Government Holidays)

Visit PEACE Project website;
http://sv2.jice.org/afghanistan_peace/application/
to obtain information of PEACE Project and to download Application form.
Annex

Annex I: Framework of PEACE

Annex II: Pledge
Framework of the Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)

1. Background

Based on the Afghanistan National Development Strategy (ANDS), the Government of Afghanistan has been promoting nation-building with relevant ministries in each development area. The Government of Japan and Japan International Cooperation Agency (hereinafter referred to as “JICA”) have supported this endeavor in various areas, while respecting the ownership of the Afghanistan side. Specifically, JICA considers “Infrastructure Development” and “Agriculture and Rural Development” as the most important areas for the development of Afghanistan.

Under these circumstances, the Minister for Foreign Affairs of Japan announced at the Kabul Conference on July 20, 2010 a plan to support human resource development for a maximum of 500 Afghan civil servants in the fields of agriculture and engineering. After the announcement, the Government of Afghanistan submitted an official request to the Government of Japan.

2. Objective

The objective of the Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE) (hereinafter referred to as “the Project”) is to develop the capacity of civil servants who are expected to play a key role in promoting development by providing them with an opportunity to study in a Master’s course in the areas of “Infrastructure Development” or “Agriculture and Rural Development” in a Japanese university. These two areas are considered by the Afghan Government to be critical for the country’s economic development, and are also deemed priority areas for assistance by the Government of Japan and JICA.

After returning to Afghanistan, participants in the Project who will study in Japan are expected to provide solutions to the development issues which Afghanistan has been facing in those two areas. Participants are also expected to contribute to the enhancement of the friendship between Afghanistan and Japan through their understanding of Japan.

The prominent characteristic of this technical cooperation project is the development of human resources that will contribute to “Infrastructure Development” and “Agriculture and Rural Development”. These two major areas are critical to the economic development of Afghanistan while the Government of Japan and JICA also consider them as priority targeted areas. The Project also intends to strengthen the institutional capacity of relevant ministries/authorities/universities by linking up with their human resource development
plan and supporting trained officials upon their return to respective ministries in practicing what they have learned.

3. Project Title

Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)

4. Duration of the Project

From February 2011 to April 2019

* The dispatch of Afghan participants to Japanese universities is divided into 5 groups within 5 years from the year 2011 to 2015. The final group of Afghan participants has to finish their study and leave Japan by March of 2019.

5. Prospective fields of study

Since “Infrastructure Development” and “Agriculture and Rural Development” are JICA’s priority areas in assisting Afghanistan, the Project intends to primarily accept participants who wish to study in the fields of engineering or agriculture. Also, some fields in social science are included, as non-engineering civil servants will be targeted. The expected proportion of these three majors is: 40% for engineering, 40% for agriculture, and 20% for social science. (This proportion can be changed depending on the selection result of the participants.)

The Project’s procedure for agreeing upon the prospective fields of study is as follows:
1) Relevant ministries/authorities/universities in Afghanistan propose their prospective fields of study;
2) JICA examines the proposed prospective fields of study to confirm their relevancy to JICA’s priority areas;
3) JICA consults with Japanese universities to confirm their capability /willingness to take on the proposed prospective fields of study; and
4) JICA and relevant ministries/authorities/universities in Afghanistan agree on the prospective fields of study.

6. Targeted degree in Japan

In order to effectively achieve the development of human resources in Afghan ministries/authorities/universities engaging in the development in the respective areas, the Project principally provides participants with the opportunity to study in a Master’s course program in English.
On the other hand, “college student” visa will be issued for the participants, and they will get the status of residence as a “college student” as listed in Attached Table 1 of the Immigration Control and Refugee Recognition Act of the Government of Japan.

7. Number of participants

500 maximum (sent in 5 groups)

8. Targeted participants

- Civil servants /contract workers in the relevant ministries/authorities of the Government of Afghanistan listed below;
- Faculty members (including contracted ones) working for the universities listed below; and
- Prospective civil servants/contract workers or faculty members who are scheduled to start working for the relevant ministries/authorities/universities listed below.

(The above participants are mandated to work for ministries/authorities/universities in Afghanistan after the completion of their study in Japan. Women and provincial civil servants/contract workers or faculty members in ministries/authorities/universities are strongly encouraged to apply.)


2) Faculty of Agriculture /Veterinary or Faculty of Engineering at national universities, supervised by the Ministry of Higher Education

9. Qualifications

1) Nationality: Citizens of Afghanistan;

2) Age: between 22 and 39 years old as of April 1 in the year of the participants’ arrival in Japan in principle;

3) Military personnel are NOT allowed to apply;

4) Applicants must have a clear understanding of the objective of the Project, as well as clear visions for their contribution to the development of Afghanistan after the completion of their study and their return;

5) In principle, applicants must NOT be those who are currently awarded or scheduled to
receive another scholarship through other foreign assistance;

6) Health condition: mentally and physically in good health;

7) English proficiency: to have a good command of English to a level sufficient for study in Japan as participants; and

8) Applicants must be either civil servants (including contracted workers) in the Government of Afghanistan, faculty members (including contracted ones) of agriculture/veterinary or engineering in a national university supervised by the Ministry of Higher Education and having at least 6 months working experience

9) To be eligible for the participation of this project, applicant must be in good condition physically and mentally since the time of application to the time of return to the home country after completion of his/her course in Japan. At the time that his/her participation is approved, the participant must dedicate himself/herself to the study program of the university he/she attends to. Therefore, in case there is a drastic change in fellow’s health condition (e.g. pregnancy, etc.) before his/her departure to Japan, and if university considers his/her condition not suitable for the pursuit of academic goal, his/her participation may be cancelled, based on the decision/guidance of university.

10. Selection process

The selection process for participants in the Project is shown below (selection criteria are set forth from 2 to 6).

1) Relevant ministries/authorities/universities in Afghanistan nominate applicants (around 235 per year) on a merit basis. If necessary, JICA is involved in the nomination of applicants. From the selection of 2nd group of participants, the possibility of recruiting applicants through public announcement will be examined;

2) First selection: Application documents screening based on qualifications
(The reason for applying, research plan, curriculum vitae and submitted documents are examined by JICA.)

3) Second selection: English and math examinations
(conducted by JICA in Afghanistan);

4) Third selection: Application documents screening based on academic aspects
(conducted by Japanese universities in Japan);

5) Fourth selection: Interviews
Interviews are principally conducted by Japanese universities through TV conference, based on the results of the previous selection processes;

6) Fifth selection: Selection of successful applicants (around 100 per year)
Considering the results of the interviews, successful applicants (around 100 per year) are finalized by the Operating Committee, whose number might be smaller depending on the result of the selection by the Japanese universities. Successful candidates are requested to take medical check-up borne by the Afghan side.
Successful applicants are requested to submit a pledge to JICA (*). Relevant ministries/authorities/universities in Afghanistan are also requested to submit an organizational pledge to JICA. 

(They are entitled to apply to universities under the Project but are not yet accepted);

7) Successful applicants send an official application to Japanese universities.

8) Approval by Japanese universities to admit applicants

(During the bridge education program stated from 2nd groups, successful applicants are still in a position to wait for approval from Japanese universities. JICA and Japanese universities will cancel their admission if the result of the participants’ English exam is not above points which Japanese Universities require in ITP-TOEFL by the end of the bridge education program, or if there is any problem on their study attitude or eagerness.); and

9) Finalization of participants for study in Japan under the Project

(*)Pledge: All the participants must sign forms of personal pledge that states all the Project’s rules and regulations, including their obligation to return to their originating organizations after the completion of the study, prior to their departure for Japan, which shall be guaranteed by a third party. **Should the pledges be violated, the participants or the guarantor will be strictly sanctioned in accordance with the rules and regulations of the pledges.**

On the other hand, all relevant ministries/authorities/universities in Afghanistan must sign a form of organizational pledge which ensures the employment or reintegration of their nominated persons upon their return.

11. English / Math Education Program “Bridge Education Program”

English / Math Education Program, called "Bridge Education Program" will be offered to the applicants and those participants who have been selected as successful applicants but have not yet reached to the level to immediately enroll in a Master’s course, so that they will be expected to improve their basic academic skills. In the “bridge education program”, classroom lectures or self-study materials on English/ math will be provided for all the successful applicants before their departure for Japan, whereas the opportunity to study as research students will also be given for some participants after their arrival in Japan.

For English, a three-month course for ensuring that the participants’ English level will be at least certain points which Japanese universities require or more in IELTS is to be conducted through outsourcing to a language school in Afghanistan (The actual minimum score acceptable for participants will be determined at a later time.). The participants who do not reach this minimum score will not be approved to study in Japan. Besides, the final decision will be made through discussion between Japanese universities and JICA on whether the participants will be allowed to study in Japan, considering their attitude to tackle with the bridge education program.

If necessary, participants will be allowed to arrive in Japan as research students for not
more than 1 year as a preparatory period prior to the Master’s course to supplement studies. After the first 6-month period as research students, Japanese university will decide whether the participants will be accepted to enroll in a Master’s course or the period as research students should be re-extended for another 6 months as a result of an entrance examination to a Master’s course. (Those who fail to enter into a Master’s course after the 1 year preparatory period will be sent back to Afghanistan, having received a certificate for completing the JICA training program.)

12. Implementation framework
1) Operating Committee
   The Operating Committee, which will be established by the Afghan authorities and JICA, will bear overall responsibility for the administration and implementation of the Project. In the Operating Committee, JICA will be Chairperson, whereas the Ministry of Higher Education Vice Chairperson. The Independent Administrative Reform and Civil Service Commission (IARCSC) and the Embassy of Japan in Afghanistan will be the members of the Operating Committee.

2) JICA
   JICA, as Chairperson of the Operating Committee, makes the decision on the following issues: 1) implementation methodology; 2) implementation schedule; 3) prospective fields of study; 4) selection criteria; 5) selection schedule; and 6) selection process. JICA is also responsible for coordination with Japanese universities. JICA will hire a supporting organization for the implementation of the Project.

3) Japanese universities
   Based on the request from JICA, Japanese universities that can offer suitable academic programs in English in the prospective fields of study proposed by the relevant ministries/authorities/universities under the Project will be responsible for:
   i) guiding participants so that their research is in line with the objective of the Project;
   ii) participating in the selection of participants from a technical perspective, including documentary and oral examinations; and
   iii) participating in the meetings that are held to monitor participants’ research progress.

4) Ministry of Higher Education
   Ministry of Higher Education bears overall responsibility for the Project coordination with relevant ministries/authorities/universities based on the rules and regulations of the Government of Afghanistan.
   All processes of the Project (500 scholarship maximum) will be decided and approved
by the Ministry of Higher Education Scholarship Distribution Commission.

5) Independent Administrative Reform and Civil Service Commission (IARCSC)

IARCSC will make effective placement of the personnel after the study based on the pledge.

6) Ministries/authorities/universities in Afghanistan that nominate applicants

In accordance with the objective of the Project and the application guidelines which will be determined separately, relevant ministries/authorities/universities in Afghanistan will nominate capable applicants to the Operating Committee of the Project based on their human resource development plan. After the applicants are finally selected under the Project, the relevant ministries/authorities/universities and their applicants are requested to make a pledge to JICA and the Ministry of Higher Education based on the rules and regulations of the Government of Afghanistan, in which the ministries/authorities/universities guarantee the employment or reintegration of their nominated persons upon their return while the applicants agree to return to their originating organizations.

Additionally, the relevant ministries/authorities/universities which send their employees will appoint a contact person for the Project.

**13. Alumni association**

An alumni association will be established under the Project, so that participants will be able to maintain linkages with each other after their return to Afghanistan and effectively utilize their achievements obtained through the Project.

END
ANNEX II

International Affairs Directorate

Guarantee Letter

I, the undersigned ……………….. S/O …………………. Employee/Teacher/ Resident of holding the passport number ……………….. Guarantee that through a governmental scholarship (BOORS) by Ministry of Higher education from ……./……./2011 to …/…../2012 Mr./Miss/Ms ……………….. S/D/O Employee/Teacher/ Resident of ………………. will go to ………………. To pursue his/her education. He/She will come back after the completion of his/her studies and will work at ………………. for more than three years.

If the above mentioned person does not come back after the completion of her/His studies or he/she comes back before the completion of his/her studies, I the undersigned am responsible to pay for all the scholarship expenses.

Best Regards

(                    )

Conformation of the official Authorized Area representative:

On duty Confirmation of the Guarantor by the related organization/related area authority:
International Affairs Directorate

Commitment (Pledge)

I the under signed ……………………… S/O ……………………… Employee/Teacher/ Resident of promise that through a governmental scholarship (BOORS) by Ministry of Higher education from ……/……./2011 to …./…../2012 will go to …………………. To pursue my education I do promise to consider the following issues seriously and responsibly:

1. Upon the completion of my studies, I will return to my homeland as an Afghan and will serve my nation and country for more than three years.

2. I will try my best and study hard to be one of the competitive students.

3. I will respect and protect all the Islamic and Afghani values and as an afghan, I will try my best to protect the dignity of my Nation and country.

4. I will respect all the rules, regulations and culture of the host country.

5. After the completion of my studies, I will be ready to serve my nation and country.

6. Based and according to the rules and regulations of the Host country, if not accepted to the related scholarship I will neither object nor complain.

7. If I left and stopped studying, I will pay for all the expenses related to the scholarship.

8. I agree with all the above statements.

Best Regards

Name of the Candidate:

Finger Print:

Father's (custodian) Identification:

Name: Identification Number:

Father’s Name: Resident of:

Grand Father's Name: Finger Print:
Pledge on Study in Japan

To JICA PEACE Project

I the undersigned .................... S/O ..................... consider my study in Japan seriously
and responsibly, and agree with all of the items below.

1. I will not change my field of study, the designated course and the graduate school.

2. I will try to complete my research plan “....................” while I attend a graduate school as
   a research student or a master student within the designated period of time by JICA.

3. I will obtain permission from my academic supervisor and JICA when I change the above
   research plan.

Name of the Candidate:

Signature:

His/Her Director’s Identification

Name:

Identification Number:

Title:

Signature:

Date .....................
Important Features of Japanese Graduate School

- Reference Information -

➢ Graduate School System in Japan:

- Thesis Committee
  - After the submission of a Masters thesis, students are expected to give a presentation. Both the thesis and the presentation will be examined for the degree.

- Research Work
  - Soon after enrollment in Masters course, students belong to laboratory, and study under supervision of study supervisor.

- Course Work
  - Each university decides various course work according to a regulation for graduate school which requires at least 30 credits.
  - There are some cases that supervision by study supervisor and/or study group are compulsories and included to the number of credits above.
  - Other compulsory subjects and common core subjects are decided according to study area.

Example of Graduate School System in Japanese University

- Curriculum:

  Comparing to US master program, there are less compulsory modules and common core modules in Masters Program in Japan.

  Soon after the enrollment in the Masters program in Japanese universities, students are expected to begin their research activities in laboratory (or Kenkyushitsu in Japanese) according to their choice. There is an advantage that students can experience research work from early period of Masters Course.

  Not only taking classes in a passive attitude, students are expected to have an independent mind to conduct research based on their own research topics in Japanese graduate schools.

- Requirements for the completion of degree:

  According to the regulation of graduate schools, the required number of credits is about 30. However, you need to be confirmed with the university information as the
numbers of required modules for completing the degree is depending on universities.

➢ **About Research Student:**

There is an original research student system in Japanese graduate school. A research student is defined as part-time students as students who utilize the time to prepare for the entrance into a regular graduate school. Research students will register in the graduate school, participate in the lecture, accept instructions from professor and make use of university’s facilities. There are many cases that Japanese universities ask international students to enroll in the university as a research student first. In order to upgrade your status as a graduate school student from a research student, it is necessary to pass the exam according to each university. Therefore, research students are expected to utilize their time to prepare for the entrance exam into a regular graduate school.

You also need to consult with university information provided if you can study as a research student or a graduate student as it is differ among universities.

Reference:
Japan Student Service Organization, "Student Guide to Japan"
[http://www.jasso.go.jp/study_j/sgtj.html](http://www.jasso.go.jp/study_j/sgtj.html)
Important points to choose a university and a supervisor

Points to choose a university

It is important to avoid rash decision-making as it does not give thorough thought on which school to study in. There have been some unfortunate cases that students need to reconsider their choices on the university after they are already in school.

Pay close attention to the following tips and select your school cautiously.

5 Points to consider when choosing universities.
1. Field of study  *Category by PEACE Project
2. Actual Study and Research Field  *Category by University based on PEACE Project
3. Contents of lectures and research
4. Program
5. Research facilities

When choosing a university as your study destination, ensure that it is done according to your detailed study and research plan. It is important to read the university information provided by each university carefully. You are advised to make a careful consideration of study areas in order to make sure that you will be able to study your research subjects at your selected university.

Points to choose a supervisor

Your academic supervisor provides academic guidance on the planning and study of research or taken subjects.

It is important to read information on faculty members (supervisors) available for PEACE program and their research area. You are advised to find appropriate faculty members (supervisors) who you wish to be supervised to study on your research subjects.