

# UTokyo-JICA International Cooperation Pilot Program in Ghana

## Application Guidelines

November 2024

Note: Be sure to check for the latest information on our website as parts of the program details, application forms or other relevant documents may change without notice.

[https://www.u-tokyo.ac.jp/adm/go-global/en/s0501\\_00054.html](https://www.u-tokyo.ac.jp/adm/go-global/en/s0501_00054.html)

### 1. Outline

#### (1) Program outline

In partnership with the University of Tokyo and the Japan International Cooperation Agency (JICA), a two-week program will take place in Ghana from Sunday, March 9, to Saturday, March 22, 2025. Participants will have the opportunity to engage in a simulated experience of international cooperation activities led by JICA experts and overseas volunteers working in developing countries. The program will be conducted entirely in English, covering pre-program communication, orientation, on-site activities, and follow-up sessions.

#### (2) Purpose of the Program (Expectations for Participating Students and Anticipated Outcomes)

- By experiencing the educational environment in Ghana and learning from its people, students will gain a deeper understanding of the realities and challenges faced by developing countries while fostering a broader and more global perspective.
- Through hands-on collaboration with JICA overseas cooperation volunteers and experts, students will develop practical skills for addressing social issues.
- By engaging with peers from developing countries, students will build meaningful connections and establish a global network.

#### (3) The partnership between JICA and UTokyo

The University of Tokyo has partnered with the Japan International Cooperation Agency (JICA), a leading organization in international cooperation, to implement various initiatives in developing regions. Building on this track record, the two institutions have agreed to offer students aspiring to work in international cooperation—whether in public institutions or the private sector—a chance to simulate the activities of experts and volunteers working in the field in developing countries.

This pilot program serves as a trial run for a potential full-scale initiative. If its value is recognized and both parties agree, the program is expected to be incorporated into JICA's *University Collaboration Volunteer Program* and conducted on an ongoing basis for a set period. Additionally, the program aligns with TICAD 9 (*Tokyo International Conference on African Development*), scheduled to take place in Yokohama in August 2025. It aims to promote exchanges between students and young people from Japan and Africa, fostering innovative ideas

for addressing global challenges. Participants are encouraged not only to engage in on-site activities but also to take the lead in post-program initiatives, such as proposing creative solutions inspired by their experiences.

\*TICAD (Tokyo International Conference on African Development) is an international conference focused on African development, which has been led by the Japanese government since 1993. It is held in collaboration with the United Nations, the United Nations Development Programme (UNDP), the African Union Commission (AUC), and the World Bank, and is currently held every three years. TICAD 9 is scheduled to take place in Yokohama from August 20 to 22, 2025.

(Reference) Ministry of Foreign Affairs HP: <https://www.mofa.go.jp/mofaj/area/ticad/index.html>

#### (4) Additional Information

- For detailed information regarding the program's content, qualifications, and requirements, please refer to the attached PROGRAM INFORMATION document.
- JICA will handle the pre-departure training, local transportation arrangements, accommodation bookings, and safety measures.
- JICA staff are scheduled to accompany the program. The participation of University of Tokyo faculty and staff is yet to be confirmed.

## 2. Number of students accepted

8 Undergraduate/Graduate students

## 3. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc.
Mid-Nov 2024	Announcement of Application Guidelines
<u>Dec 16 (Monday) 2024 Noon</u>	Deadline for submission of internal application documents * <u>Make sure to receive the explanations on the points to be noted concerning the programs from the relevant section of the College, Faculty, or Graduate School with which you will be affiliated during the program term well in advance of the deadline since requests in a short notice may not be addressed.</u>
Around Mid-Jan 2025	Internal selection • Announcement of section results
After finalizing participants – before program starts	Attend preliminary information sessions (orientation meetings), prepare necessary documents, payment of program fees, etc.

Late Jan-Feb 2025	Orientation (Compulsory) 1. JICA Orientation: Two sessions of 1 to 2 hours each are planned, to be held after 5:00 PM 2. UTokyo Orientation: One hour session
March 9 -22, 2025	Participate in Program
Within two weeks after program	Submit written reports, etc.
After April 2025	Follow up of the program (feedback for the next year)
Around August 2025	Attend events related to TICAD (Reporting the outcomes of the program participants at TICAD 9-related events will be scheduled, and additional preparations will be required for these events.)

#### 4. Applicant Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

##### << Internal eligibility criteria and requirements >>

- (1) This program will be held for the first time as a pilot project. While JICA will provide support for safety, there may be challenges in smoothly running the program due to the different environment, and changes to the schedule may occur. As this is a new initiative being launched on a trial basis, we are seeking students who are willing to collaborate with fellow participants, JICA staff, and UTokyo faculty and staff, rather than adopting a passive attitude, to help create sustainable activities.
- (2) An applicant must be enrolled in a regular course of a faculty/graduate school of UTokyo from the time of application to September 2025 as the follow up activities will be scheduled until September 2025. (Those who are on temporary leave from the University or those who will lose one's student status due to graduation between March to September 2025 are not eligible to apply). Before applying, applicants must make sure that the program does not interfere with their semester courses by carefully checking examination dates and other important scheduled class events as well as their personal schedules. Applicants should apply to the program only after they have confirmed that it is possible for them to participate throughout the period. As the number of students that can go abroad on the program from the University is limited, cancelation after the application deadline means a loss of the chance to study abroad for other students. In principle, withdrawals after the application deadline are not accepted.
- (3) The handling of absences from the University's courses while participating in the program will be determined by each student's College, Faculty, or Graduate School. The College, Faculties or Graduate Schools may not necessarily give special consideration to students' participation in the programs. Therefore, please check with your College, Faculty, or

Graduate School before applying to the programs.

\*For students in the Junior Division of the College of Arts and Sciences, not attending classes or exams due to participation in a study abroad program will be considered as an absence, and it is not an acceptable reason for a make-up exam. Contact the office of the College of Arts and Sciences for more details.

- (4) Students who already have a supervisor or equivalent at the University must notify them of their application to the program in advance and receive approval from the supervisor. Then they are to fill in the date they received approval in the application on UTAS as specified. If a student does not have a supervisor or equivalent, write 'no supervisor' in the space specified (see details in 14. How to Apply and Application Documents (2)).
- (5) Students who are applying for this program must consult with the relevant section of the College, Faculty, or Graduate School with which they will be affiliated during the program in order to receive explanations on the points to be noted concerning the program and write down the affiliation, department, the name of the person from whom you received the explanation, and the date you received the explanation in the designated section on UTAS application form, and fully understand the points before submitting their application (See details in 14. How to Apply and Application Documents (2)). Application without the confirmation here will not be accepted. Follow the instructions from the relevant section of the College, Faculty, or Graduate School that you are scheduled to belong to at the time of the program and receive the explanation well in advance of the deadline since requests in a short notice may not be addressed for good reasons such as other duties. Also, please note that there could be specific regulations regarding the program.
- (6) Attendance at the pre-departure orientations is mandatory as part of the application process (refer to 3. Schedule). Details will be provided after internal screening results. Failure to attend the orientations without prior notification will result in the loss of eligibility to participate in the program.
- (7) Participants should agree to the use of photographs and videos taken during the activities for the university's and JICA's websites and other promotional materials.

### **<< Criteria for programs >>**

- (1) Language proficiency requirements for participation

(English) Participants should have an intermediate level of English proficiency (B2 to C1 level on the Common European Framework of Reference for Languages, CEFR※). The program will be conducted in English, including pre-event communication, orientation, program execution, and follow-up. It is recommended that applicants provide an English proficiency certificate, but those who do not have one are still eligible to apply. Applicants must verify that their English level aligns with the CEFR B2–C1 standards before applying.

※Reference : MEXT Document: Comparison Table of Various Qualifications and Certification Tests with CEFR

[https://www.mext.go.jp/b\\_menu/shingi/chousa/koutou/091/gijiroku/\\_icsFiles/afieldfile/2018/07/27/1407616\\_003.pdf](https://www.mext.go.jp/b_menu/shingi/chousa/koutou/091/gijiroku/_icsFiles/afieldfile/2018/07/27/1407616_003.pdf)

(Japanese) No specific requirement is set, but some communication with volunteers will be in Japanese, so it is desirable for participants to have a basic conversational level of Japanese. If there are participants who are not proficient in Japanese, it is expected that participants will assist each other.

(2) Obtain a visa and receive a yellow fever vaccination before traveling to Ghana. (Please see each program's information sheet for details.)

(3) Participate in events during the TICAD 9 main conference period between August 20 to 22, 2025, as well as in related TICAD events planned before and after the conference as much as possible.

(Reference: Reports of TICAD related events

[https://www.jica.go.jp/information/seminar/2024/1549305\\_52234.html](https://www.jica.go.jp/information/seminar/2024/1549305_52234.html))

**<< Insurance >>** After passing the internal selection process and being accepted into the program, students are required to take out the Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” at their own expense (this will not be paid for by the University). Make sure to take out this insurance from the day you are scheduled to leave home until the day you return to your home in Japan. Students shall take full responsibility of purchasing appropriate insurance coverage for the duration. Details of the insurance will be sent to students who are accepted into the programs after internal screening results.

**<< Overseas Student Safety Management Assistance >>** After passing the internal selection process and being accepted into the program, students are required to take out “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. as a means of safety management during the program (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).

#### **<<Accommodation>>**

Accommodation is not guaranteed to be in a private room, and changes to the accommodation may occur depending on the program's needs. In principle, the assignment of accommodations will be handled by the sending organization, and the conditions of the accommodation may vary for each individual. Please apply for the program with the understanding that there will be different types of accommodation with varying environments.

### **5. Program Costs / Scholarships**

(1) The airfare between Tokyo and Ghana will be covered by the University of Tokyo. Students who are selected to participate in the program will be required to use the flight specified by the University of Tokyo.

(2) Other costs will be the responsibility of the students. This includes expenses such as insurance,

crisis management services, vaccination, visa fees, travel preparation costs, and on-site accommodation and living expenses. The estimated personal contribution is expected to be around 50,000 to 100,000 JPY.

\*For further details, please refer to the attached PROGRAM INFORMATION.

## **6. Application Deadline**

Noon, Monday, 16 December\*

- \* Inquiries to the International Education Promotion Group regarding the programs can be made until noon on Friday 13th December.
- \* In order to receive explanations on the points to be noted concerning the program from the relevant section of the College, Faculty, or Graduate School with which you will be affiliated during the program term, make sure to receive the explanation well in advance of the deadline since requests in a short notice may not be addressed.

## **7. Internal Selection Process**

- (1) In principle, internal selection will be by screening of application documents.
- (2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore please check e-mails sent to the e-mail address registered on UTAS routinely after you apply. It is possible that e-mails with important information may be classified as spam or junk by your e-mail program, therefore please check your spam mail folder also.
- (3) Participation in this program is irrelevant to future internal selection for other programs offered by the Center for Global Education such as University-wide Student Exchange Program (USTEP).
- (4) Results of the internal selection will be sent out around Mid-January. The results will be sent out to the students e-mail address directly as well as to the relevant offices of their College, Faculty, or Graduate School.

## **8. Important Notes After Passing the Internal Selection**

### **<< Participation procedures and travel arrangements >>**

- (1) It is the students' responsibility to follow the instructions of the host institutions and the International Education Promotion Group of the UTokyo Administration Bureau on participation procedures and travel arrangements. If a visa is required, students are responsible for obtaining it themselves and all expenses incurred during the process. If you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons, it is the students' responsibility, and any financial losses will be the responsibility of the individual.
- (2) Those who do not have a passport or whose passport has expired, please apply or renew it immediately after passing the internal selection.

### **<< Internal procedures >>**

- (1) Students who are selected as program participants, must confirm with the relevant office of your College, Faculty, or Graduate School to see if any study abroad procedures are necessary (such procedures differ by College, Faculty, or Graduate School).
- (2) Students who are selected as program participants, must contact their academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.
- (3) In principle, declining the offer after application deadline is not accepted. If you must decline the offer under unavoidable circumstances, immediately contact the International Educational Promotion Group of the UTokyo Administration Bureau ([studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.adm@gs.mail.u-tokyo.ac.jp)) even before you receive the result of internal selection.
- (4) Students must follow other warnings and notes from the University of Tokyo.

### **<< Information on Study Abroad, Risk Management >>**

For general information on studying abroad and risk management, see the UTokyo Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/en/voyage-index.html>). In particular, read the [Risk Management Guidebook for Overseas Travel](#) carefully.

## **9. Obligations for Participating in Programs**

- (1) Participants must fully comprehend the purposes of the programs and strive to complete the program courses while achieving a high level of academic performance.
- (2) Participants must be aware that they are representatives of the University, and thus must comply with the laws, regulations, rules and manners of their host institutions and countries.

## **10. Post-Program Reports**

- (1) Students must submit a report (in a format prescribed by the International Educational Promotion Group of the UTokyo Administration Bureau).
- (2) If there are any changes in information (addresses, phone numbers, email addresses) from the time of the application, contact your College, the Faculty, or Graduate School and the International Educational Promotion Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken. Such information will be necessary for mailing grades, letters of completion, and passing on other important information.
- (3) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys, etc.). Students are expected to participate unless there are unavoidable circumstances.

## 11. Contact Information

Note: When contacting via email, please make sure to state the subject, program name, your name, Faculty or Graduate School, University year, and telephone number.

- (1) Inquiries about application procedure, scholarships, content of each program, and overall programs:

International Educational Promotion Group of the UTokyo Administration Bureau  
([studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.adm@gs.mail.u-tokyo.ac.jp))

- (2) Inquiries about “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on the UTAS online application:

College, Faculty, or Graduate School of your affiliation at the point of your application for a program.

- (3) Inquiries about academic affairs including credits:

College, Faculty or Graduate School of your affiliation at the point of your participation to a program:  
<https://www.u-tokyo.ac.jp/adm/go-global/en/contact-department.html>

## 12. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.

✧ Application with irregularities (especially irregularities against the application guidelines and instructions in blue on the UTAS online application screen) will not be accepted or applications submitted without any irregularities will be given priority in the selection process. Bear in mind that there is a possibility that application with irregularities will be “Returned” (make sure to check your inbox for emails from UTAS especially if you apply at the last minute) and applicants must submit the modified “Returned” application documents by the deadline as indicated. Resubmission may be considered for selection.

- (2) Follow the instruction in blue on the UTAS online application screen (the following sections require particular attention).

✧ The “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out or be changed on the application screen. If students wish to fill in or change these sections, please inquire through the relevant office of the College, Faculty, or Graduate School of your affiliation at the point of your application (the procedure may take time, so it is recommended to get an early start in consideration of office hours). Make sure that the correct information is in all the sections by the time of application.

✧ All notifications regarding your application will be sent to the registered email address in “3. Contact Details” on UTAS. Enter an e-mail address that can receive files as attachments and check the e-mail inbox regularly following your submission. If you have registered a mobile phone address or iCloud address, please indicate another email address in “15. Regarding Contact Email Addresses,” and use that address for communication with the International Education Promotion Group and the host



institutions.

- ✧ Applicants who do not have a supervisor or equivalent at UTokyo are required to fill in “N/A” in “Name of Academic Advisor” in “6. Academic Affiliation and Year at Time of the program period”. If you have a supervisor, fill in the approval date in “17. Contact with the supervisor”.
- ✧ In the UTAS application form, please refer to the 'Profile' file and select the activities you wish to participate in from the following four options, indicating your first and second preferences in “8. Program of Choice”.
  - ① Primary School Education : Ho International School
  - ② Primary School Education : Aboom Zion C Basic School
  - ③ Welfare for Persons with Disabilities : Kibi School for the Deaf
  - ④ Community Development : Ghana Education Service, Abuakwa South Municipal Education Office
- ✧ If you have a language proficiency certificate, please enter the scores in "9. Language Proficiency" and submit it. If you do not have a certificate, leave the score field blank and write "Not in possession" in the "① Reason for not submitting".
- ✧ In the section “14. Statement of Purpose or Reason Why You Wish to Participate in this Program”, state the purpose or reason in around 300 letters in English.
- ✧ Applicants must consult with the relevant section of the College, Faculty, or Graduate School with which they will be affiliated during the program in order to receive explanations on the points to be noted concerning participating in the program and write down ①the affiliation, department, ②Initials of the person from whom you received the explanation, and ③the date and time you received the explanation in “18. Confirmation on the points to be noted concerning participating in the program” (e.g. ①●●Team, Faculty of △△, ②H.T, ③October 21, 10:50). Applications without the confirmation here will not be accepted.

(3) Please refer the following table for “19. Attachment” when applying.

Application Documents	Target	Notes
- Copy of pages from your passport showing your personal information	Those who have a passport	<u>However, as the program require submission immediately after internal selection, it is recommended to obtain/renew your passport if you don't have/renew it.</u>
- Written Oath	All	<b><u>Complete and sign</u></b> the specified form (download), then attach the scanned PDF to “19. Attachment”. Digital sign/seal is acceptable.
- Documents to certify language proficiency	Those who have scores	If you have a language proficiency certificate, please submit it. If you enter the scores in "9.

		Language Proficiency" I UTAS application, submission will be required. If you have multiple certificates, please combine them into a single file (PDF) and submit it.
-Academic transcripts from institutions other than UTokyo (English)	Those who are concerned	Applicable to those who obtained degree from institution of higher education other than UTokyo. Refer to Submit the entire pages of your academic transcript including the portion where the standards of academic evaluation (the grading structure, etc.) are explained. Also, you need to submit all academic transcripts of the universities that you were enrolled in both inside and outside Japan. The transcripts of Technical College ("Kosen" in Japanese), vocational schools and universities that you dropped out of are not required.

### [Online Application]

Apply from the "Study Abroad" tab on the Academic Affairs System website (UTAS, ITC-LMS).

- Academic Affairs System (UTAS, ITC-LMS): <https://utas.adm.u-tokyo.ac.jp/campusweb/>
- Applying for Study Abroad Programs: <https://www.u-tokyo.ac.jp/content/400247045.pdf> via UTAS

### [Application Documents]

Location of the application guidelines and the application documents in the Go Global Website:

[https://www.u-tokyo.ac.jp/adm/go-global/en/s0501\\_00054.html](https://www.u-tokyo.ac.jp/adm/go-global/en/s0501_00054.html)

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