

Guidelines of Application Form for the Pacific-LEADS Program

The attached form is to be used to apply for the Pacific-LEADS of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office in your country for further information.

1. Parts of Application Form to be completed

1. Declaration of desired university placement
2. Personal Information
3. Educational Background
4. Work Experiences
5. Details of Current and Previous Employment
6. Career Plan after Graduation
7. Research Plan
8. Medical History
9. Declaration

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (G.I.) for Pacific-LEADS, and confirm if the objectives and contents are relevant to yours,
- (b) use a typewriter/personal computer in completing the form, HANDWRITTEN FORMS will not be accepted,
- (c) fill in the form in **English**,
- (d) use or "x" to fill in the () check boxes,
- (e) sign all the pages on the bottom of right-hand corner and the Declaration,
- (f) attach a picture of yours,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (G.I.), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by JICA office, and
- (j) submit the original application form with the necessary document(s) to JICA.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the candidate's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

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

4. Copyright policy

Participants of Pacific-LEADS are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration.

Article 2. Details of use of works used for Pacific-LEADS

(1) The copyright on a work that a participant prepares for Pacific-LEADS shall belong to the participant. The copyright on the parts where a third party's work is used shall belong to the third party.

(2) When using texts, supplementary educational materials and other materials distributed for Pacific-LEADS, participants shall comply with the purposes and scopes approved by each copyright holder.