

Master's Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative) **5th Batch**

Important Notice


- refer the General Information and make sure you are qualified to apply
- prepare the necessary document(s) described below "Documents you need to submit"
- confirm the application procedure stipulated by JICA office, and
- submit the original application form with the necessary document(s) to JICA office.

Please also refer to "2-(3) Contact Information" on our Portal Website below.
This Portal Website gives you the information such as due date of submission or particular qualification required for each country.

***<http://education-japan.org/africa/index.html>**

Documents you need to submit

- 1-(1), Application Form (Excel File)
 - ANNEX 1. Current and Previous Work experience
 - ANNEX 2. Career Plan after graduation
 - ANNEX 3. Research plan
- 1-(2), Recommendation Letter



Please
submit in
this order

There is no forms for other documents to submit. Please prepare by yourself

- University Diploma (Certificate)
- Academic Transcript
- Copy of Passport (ID)
- 6 piece of Color photos (3x4cm) *other than the photo attached on Application Form
- Doctor's Letter (only for those applicable)

How to complete the Application Form

1. Handwritten form is not acceptable
2. fill in the form in **English**
3. It is a **MUST** to fill all the **YELLOW** columns (Please write "N/A" if not applicable)
4. Write years in western calendar
5. Write proper nouns in full without abbreviation
6. Sign **all pages** on the bottom of right-hand corner after printing
7. Check your application form using the check list at the bottom of this application form

Personal Information Protection Policy is declared in General Information.

*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/JICE but should be covered by an applicant.

2, Declaration of desired university placement

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ABE Initiative 5th Batch Application Form

2. Declaration of desired university placement

- 1) All applicants are required to specify first, second and third choice of Universities, and Supervisors of choices by reference to "2-(2): University Information for the Applicants" and ABE Initiative Website.
(<http://www.education-japan.org/africa/search/>)

Priority	Course Code	Name of Selected University and Graduate School	Program and Degree	Supervisor of choice
1	26E	Hokkaido University, Engineering	English Engineering Education program(e3) 【Division of Energy and Environmental Systems】	Professor Taro TANAKA
2	121A	Nagasaki University, Engineering	Water and Environmental Engineering Program	Professor Ms. Hanako SUZUKI
3	95A	University of Tsukuba, Systems and Information Engineering	Disaster Control Engineering Dept. of Engineering Mechanics and Energy / Master of Engineering	Professor Ichiro WATANABE

Select the Course Code

Copy the name of supervisor you chose from ABE Initiative Portal Website and paste
****If you chose the supervisor NOT listed, your application will be disqualified.**

- 2) Please select the item number of your research field. Refer to "Research Field" sheet for more detail

Item Number	Research Field
5501	Materials/ Mechanics of materials

- 3) If disqualified by the universities of first, second and the third-choice at the 3rd selection, JICA might choose the other appropriate universities for you. Do you grant JICA the authority to choose other university for you?

Yes

- 4) On the condition that period of stay in Japan to complete your course work and graduate is for up to two (2) and a half years (a half year for research student, two (2) years for Master's course). It will be decided based on the program schedules and admission conditions of the university.
In case that you cannot agree above time table due to any reasons such as granted leave duration at working place, please mention your condition.

Can you participate in program with above time table (up to two and a half years)?

Yes	Available period to complete and graduate	year	month
	Reason		

Ahmed Ibrahim El-Sayed

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature:

-Click here and you will see the Research Field List below.

-Choose ONE research field correspond most to your interest.

-Put 4-digit number in Item Number Column on Application Form

"Research Field" sheet

	A	B	C	D	E	F
1	Category	Area	Discipline	Research Field	Item number	
2	Integrated Disciplines	Informatics	Principles of Informatics	Theory of informatics	1001	
3	Integrated Disciplines	Informatics	Principles of Informatics	Mathematical informatics	1002	
4	Integrated Disciplines	Informatics	Principles of Informatics	Statistical science	1003	
5	Integrated Disciplines	Informatics	Principles of Informatics	Computer system	1101	

How to Find the Best University/Graduate School and Supervisor for You

- 1, Visit our Portal Website URL: <http://www.education-japan.org/africa/index.html>
- 2, Click “Detailed University Information” on right column
- 3, Search universities which offer research in your field

You can search all courses here

You can search following subject
 (1)Field of Study
 (2)Key word
 (3)Professor name
 (4)Research subject

- 4, Read well the information appeared in each university page, and pick 3 universities you are most interested.

1.Course code
2.Maximum number of participants
3.Fields of Study
4.Program and Degree
5. Standard time table (Years needed for graduation)
6. Language of Program
7. Desirable English level and Necessary Academic background
8. Prior Inquiry From Applicants (Before Submission of Application Documents)
9. Website
10. Professors and Associated Professors
11. Features of Graduate School
12. Features and Curriculum of Program
13. Internship Program
14. Academic Schedule

Important Points to Check

5. Standard Time Table

Confirm their length of the courses. Make sure you can attend whole period.

*Standard time table is ONLY for the Master Course. If you are accepted as a research student, you need to spend 6 months prior to the enrollment to the Master Course.

Post-graduation Internship can be arranged ONLY IF Japanese company offers you the opportunity. Maximum period of Post-graduation Internship is 6 months starting from your graduation. (Summer Internship opportunity is MANDATORY and will be arranged by matching between your availability and offers from companies.)

7. Desirable English level and Necessary Academic background

Do you meet their requirements?

10. Professors and Associated Professors Pick ONE supervisor from professors listed for each universities. Read his/her papers if possible.

*Basically, the professors listed in this website are designated professors who are in charge of ABE Initiative.

Is it match with your need?

If there are many universities you are interested, compare them well

Is the degree what you would like to obtain?

Do they offer the program you wish to study?

Prior Inquiry

5, Check “9. Prior Inquiry From Applicants” column of universities you selected.

Prior Inquiry and Professors **you must**

Before submitting application documents **you must** be aware about your research theme / plan in order to select an appropriate university supervisor matched with your research area. Please click here for the inquiry.

9. Prior Inquiry From Applicants (Before Submission of Application Documents)

INQUIRY ← Click here to contact.

“You must” means that you **MUST CONTACT** the professors before the deadline or they will be disqualified by 3rd selection (document screening in Japanese university).

“You are recommended to” means your prior contact is ideal.

“You can” means your prior contact is not mandatory.

“Not allowed” means you are **NOT ALLOWED** to contact professors. No Inquiry button is shown.

◆ **Contact Period is until the end of the application period.**

◆ **Candidates cannot contact professors except for this period.**

Inquiry

To respond to your inquiry properly, please fill-in the blank space. Marked* items are mandatory.

First name* [] Last name* []

Email address* [] Confirm Email address* []

Nationality* Please select Moroccan [v]

Organization []

which field of study?* Engineering [v]

Your title of research plan* []

I understand an inquiry after application period is NOT allowed.
 An inquiry must be about the content of your research.

[next] [reset]

Click “next” to fill in about your research.

(1) Name of Supervisor (Professor etc) [] → Write the professor name who you have chosen

(2) Why do you choose this course and supervisor (Professor etc) []

(3) Research title []

(4) Back ground to the study []

(5) Objective []

(6) Other question []

[next] → Click “next” to finish the inquiry form.

Choosing appropriate supervisor is under your responsibility. Please do NOT use prior inquiry form to ask University administration staff to suggest appropriate supervisor for you.

3, Educational Background

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3. Educational Background

Instruction

1. Exclude kindergarden education and nursery school education.
2. Preparatory education for university admission is included in upper secondary education.
3. If you attended multiple schools at the same level of education due to moving house or readmission to university, modify level column and write the schools in the separate rows.
4. Any school years or levels skipped or repeated should be indicated in the Remarks column.
5. End date for Higher Education should match with the date on the graduate certificate which you submit.
6. Academic Degree must be filled for Higher Education level. (If not obtained any degree, write "N/A")

Level	Name of School	Province, Country	Years of schooling	From (Month)/(Year)	To (Month)/(Year)	Academic Degree
	Faculty / Department					
Primary Education	Dakar II Primary School	Dakar, Senegal	6 years	From Sep / 1990	To Jun / 1996	
Lower Secondary Education	Dakar King's Secondary School	Saint-Louis, Senegal	3 years	From Sep / 1996	To May / 1999	
Upper Secondary Education	Dakar King's Secondary School	Saint-Louis, Senegal	3 years	From Sep / 1999	To May / 2002	
Higher Education	Dakar University	Dakar, Senegal	2 years	From Sep / 2002	To Jun / 2004	N/A
	Faculty of Engineering					
Higher Education	West Africa Institute of Technology	Dakar, Senegal	4 years	From Sep / 2004	To Jun / 2008	Bachelor of Civil Engineering
	Faculty of Engineering					
Higher Education	Paris II University	Paris, France	1 year	From Jan / 2017	To Dec / 2017	Master of Business Administration
	Business School					
				From /	To /	
Total Years of Education:			19	years of schooling		

Please write the reasons in "Remarks" if you need to make a supplement or explanation for the instruction 4, 5, or 6.

Remarks	At Dakar University, I failed and repeated first year from 2003-2004. I left Dakar University without obtaining degree in 2004, and entered West Africa Institute of Technology. I am still in education for my Master.
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Name of Applicant: Ahmed Ibrahim El-Sayed

Signature: _____

Put year/month of your entrance and graduation of each school. It will be automatically calculated.

1 year 5 months recognize as 1 year.
1 year 6 months recognize as 2 years.

For Higher Education, graduation year/month have to be matched with the date which described in your Certificate.

Please write down the name of degrees you obtained and which is described in your Certificate.

Please refer to the instruction on upper part of this page on Application Form, If you apply to No.4, 5 or 6, you have to explain the reason in Remarks Column.

1) Language Proficiency

English Proficiency	Listening	Good
	Speaking	Good
	Reading	Fair
	Writing	Excellent
	Certificate (if any) <i>ex. TOEFL, IELTS</i>	IELTS 6.5
Mother Tongue <i>ex. French</i>	Wolof	
Other Language (if any)	French	
Proficiency of the other language		Excellent

Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

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

Yes	Name of scholarship	Youth Union Exchange programme			
	Duration	From	Aug / 2005	To	Sep / 2005

3) Are you currently applying for any scholarship(s), other than ABE Initiative?

No	Name of scholarship	
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4) Have you ever participated in any training course in your country or abroad including any offered by JICA?

No	Name of the course				
	Country you visited		Name of the institution or agency		
	Duration	From	/	To	/

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature: _____

4, Present Organization and Nomination

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4. Present Organization and Nomination

4-1. Present Organization and Position

Type of Organization*	National Government	if others, specify	
Organization	Ministry of Energy and Water		
Department / Division	Water Resource Management		
Position	Hydrology Engineer		
Date of employment	1 / Jan / 2013	Date of assignment to the present position	1 / Jan / 2013
Province & Country	Dakar	TEL	(+221) 12 123 22 22
		Email	a.elsayed@moew.com

Do NOT abbreviate the position and/or organization name.

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

4-2. Confirmation of the nomination by the applicant's present organization

I agree to nominate this person on behalf of our organization

Date	September 1st, 2017	Signature	
Name	Dr. Alfred Nijihia		
Department / Division	Water Resource Management		
Position	Director		
TEL	(+221) 12 123 22 21		
Email	j.hooker@moew.com		

Please get the signature from your supervisor in your organization.

The official stamp from your organization is mandatory.

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature: _____

5, Work Experience

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5. Work Experience

Provide the information of your work experience following the most recent one.
The first row (most recent one) will be filled automatically if 4-1 is correctly filled.

Organization	Department	Position	Period of Working	From / To	Full/Part	Type
Ministry of Energy and Water	Water Resource Management	Hydrology Engineer	4 years 10 months	From Jan / 2013 To Oct / 2017	Full	B
Dakar Water Center	Maintenance	Engineer	2 years 9 months	From Feb / 2010 To Oct / 2012	Part	B
Dakar Water Center	Maintenance	Assistant Engineer	2 years 1 month	From Feb / 2008 To Feb / 2010	Part	B
				From / To /		
				From / To /		
				From / To /		
				From / To /		

Please refer to Categorize of Organization on page 5 (4. Present Organization and Nomination)

****For the type of organization, please choose from the followings:**

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

*Please refer to Category of Organization on page 5 (4. Present Organization and Nomination)

Total years of full-time job experience: 4 years and 10 months

Total years of part-time job experience: 4 years and 10 months

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature:

6, Medical History

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6. Medical History

6-1. Present Medical Status

a) Do you currently use any medicine or have regular medical checkup by a physician for your illness?

Yes	Name of illness, and condition	Asthma
	Name of medicine	inhaled corticosteroid

If yes, please attach your doctor's letter (preferably, written in English) that describes current status of your illness and agreement to join the program

b) Are you pregnant?

No	Months of pregnancy	month	Expected date of delivery	/
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c) Are you allergic to any medication or food?

Yes	What are you allergic to?	milk and peanuts
-----	---------------------------	------------------

d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

None

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

6-2. Past Medical History

a) Have you had any significant or serious illness?

No	if yes, please specify	
----	------------------------	--

b) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

No	if yes, please specify	
----	------------------------	--

6-3. Other Medical Problems

If you have any medical problems that are not described above, please indicate below.

--

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature: _____

IF Yes on question a), attach the doctor's letter to describe your current status.

7, Declaration

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7. Declaration

I, Ahmed Ibrahim El-Sayed .

declare that I apply for the Master's Degree and Internship Program of the African Business Education Initiative for the Youth (ABE Initiative) with a full understanding of the "General Information for ABE Initiative", especially the articles stipulated below:

(1) APPLICATION

1. all the information answered and provided in this application form by me, is true and accurate to the best of my knowledge and ability. My application will be cancelled if any information is proven to be false.
2. all the information provided by me in this application form had been approved by my supervisor in my organization (Required only for Governmental Officials (including public organizations) and/or Educators.)
3. an application form which is incomplete or missing any necessary document(s) will be deemed ineligible and not considered.
4. the selection procedure and results rest entirely with JICA as the secretariat of ABE Initiative. No inquiries or objections by applicants regarding the result of the selection process will be considered.

(2) OBJECTIVE OF THE PROGRAM

When I am accepted for the program, I agree

1. that the objective of the program which is written in G.I. Therefore, I will participate in observation tours of companies, summer internship, and post graduate internship as designated by JICA,
2. hat I am required to contribute to the development of my nation's relationship with Japan after completing the Master's course and Internship in Japan,
3. that the objective of the program is not provision of employment in Japan upon completion of the program.

(3) JICA'S GUIDELINES

When I am accepted for the program, I agree

1. to invite my family (spouse and children only) on my own responsibilities for all expenses and necessary procedures after 6 months upon arrival in Japan to follow JICA's Guidelines,
2. all the information answered in 8. MEDICAL HISTORY is true, and to accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program,
3. to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
4. to follow the program, and abide by the rules of the institution or establishment that implements the program,
5. to refrain from engaging in political activity or any form of employment for profit or gain,
6. to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
7. to discontinue the program if JICA and the applicant's current organizations agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation,
8. to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the program, against duplication and/or translation by JICA, as long as they are used for the purposes of the program,
9. to approve the privacy policy and the copyright policy in the G.I.
JICA's Information Security Policy in relation to Personal Information Protection
 - JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information. Any information able to identify individuals that is acquired from applicants/participants shall be entered into and stored in Portal Website, used or analysed within the scope of ABE Initiative Programs and activities of concerned parties: JICA, JICE, Japanese Universities and registered Japanese enterprises.
 - Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.
 1. To provide ABE initiative to the participants.
 2. To provide ABE initiative to the participants from developing countries under the Citizens' Cooperation Activities.
 3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.
10. to observe Japanese laws and ordinances (including, for example, such as "Sexual Harassment") during my stay, if I violate, will return the total amount or a part of the expenditure required for ABE Initiative depending on the extent of the violation,
11. to understand that JICA does not assure issuance of Japan entry visa even after JICA decide to accept me.
I understand the Embassy of Japan will decide it according to necessary formalities upon the submission of visa application from each participant.

Name of Applicant: Ahmed Ibrahim El-Sayed

Signature:

DATE (Day / Month / Year): / /

8

The date should be
BEFORE the due date of
application in your country.

Annex 1, Current and Previous Work experience

Annex 1

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*Please sign all the pages on the bottom of right-hand corner.

* HANDWRITTEN FORMS will not be accepted.

Reg. No. _____

Annex1. Details of Current and Previous Work

Please describe your responsibilities in your current and previous work within 150 words each. Make sure to sign on every page.

> **Current Work** (150 Words)

As a hydrology engineer in Ministry of Energy and Water, I am responsible ...

> **Previous Work** (150 Words)

At Dakar Water Center, my duty was to ...

Annex 2, Career Plan after graduation

Annex2

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*Please sign all the pages on the bottom of right-hand corner.

* HANDWRITTEN FORMS will not be accepted.

Reg. No. _____

Annex2: Career Plan after Graduation

After completing my research and internship in Japan, I would like to ...

Annex 3, Research Plan

Annex3

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*Please sign all the pages on the bottom of right-hand corner.

* HANDWRITTEN FORMS will not be accepted.

Reg. No. _____

Annex3: Research Plan

(1) **Title:**

XXXXXXXXXXXXXXXXXXXX XXXXX XXXXXXXXXXXXXXXXXXXX

(2) **Research Plan (more than 700 words):**

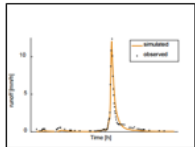
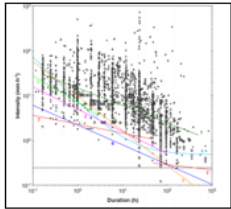
XXXXXXXX XXXX XXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXX XXXX XXX
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 XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX

> XXXXXXX

- XXX
- XXXXX
- XXXXXXX

> YYYYYYYYYY

- YYY
- YYYYYYYYYYYYYY
- YYYYYY/YYYYYY

Warnings about “Plagiarism”

“Plagiarism” is a serious offense in academic field.

Plagiarism means using others’ ideas and words without clearly acknowledging the source of that information.

University students including ABE Initiative applicants and fellows are members of the academic field, and must avoid the plagiarism in making a research plan and thesis. Otherwise, **you may be disqualified from the selection, or even be discharged from the university, once the plagiarism is found in your research plan, or academic work in the university.**

Such cases are deemed as plagiarism:

- Copying from books or articles written by another author without full acknowledgement
- Copying from an internet source without attribution text or information
- Misrepresentation of someone’s work as original work

To avoid plagiarism, you must cite sources and give credit whenever you use:

- Another person’s idea, opinion, or theory
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- Quotation of another person’s actual spoken or written words, or
- **Paraphrase** of another person’s spoken or written words

When you make your research plan, also pay attention to “**Paraphrase**”.

Paraphrase is a re-expression of another person’s ideas in your own words. There is accurate and inaccurate way of paraphrasing.

Here are some websites for more explanation on those matters. Applicants must prepare research plan carefully to avoid plagiarism.

■ What is Plagiarism? What is Citation?

What is Plagiarism? (June 2017)

<http://www.plagiarism.org/citing-sources/whats-a-citation/>

■ Plagiarism and how to avoid it

INDIANA UNIVERSITY BOOMINGTON, Writing Tutorial Service, Plagiarism: What it is and how to recognize and avoid it. (June 2017)

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

■ Paraphrase and examples

The Writing Center @ THE UNIVERSITY OF WISCONSIN – MADISON, the Writer’s Handbook avoiding plagiarism (June 2017)

http://writing.wisc.edu/Handbook/QPA_paraphrase.html

INDIANA UNIVERSITY BOOMINGTON, Writing Tutorial Service, How to Recognize Plagiarism (June 2017)

<https://www.indiana.edu/~istd/example1paraphrasing.html>



6 piece of Color photos (3x4cm)

Only color photos can be accepted.
Black/White photos, blurred photos and photos with sunglasses or hat can NOT be accepted.

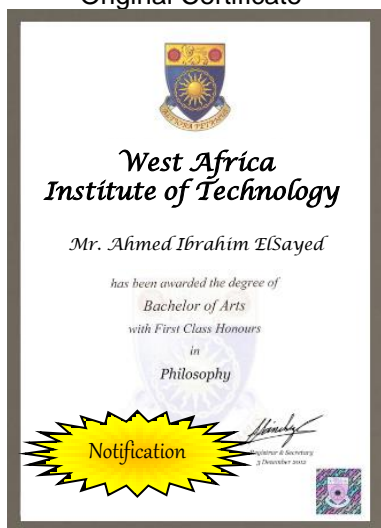
Copy of Passport(ID)

Passport copy to check nationality, name, sex, and date of birth.
National ID and birth certificate are acceptable if you do not have Passport.
Certified English translation must be attached if ID is not written in English, French, Portuguese or Spanish.

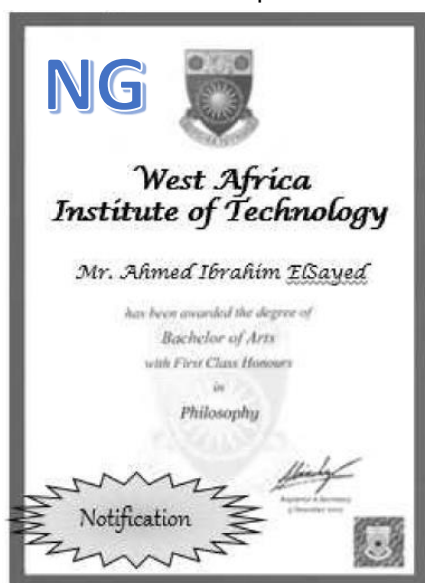
University Diploma(Certificate) / Academic Transcript

- 1, The copied document of original one is approved only with the original notary seal affixed.**
*The notary seal: To officially notarize the copied document, affixed by authorized public institutions or lawyers.
- 2, You need to submit Academic Transcript which covers all years you attended in that school.**

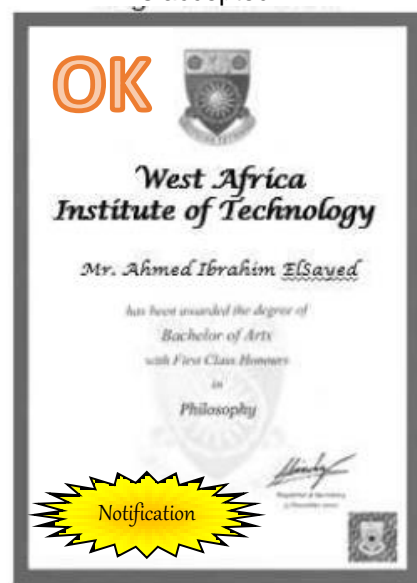
Original Certificate



Photocopied of Original Certificate is NOT accepted



Photocopied of Original Certificate with original notary seal is accepted



Recommendation Letter

The copy of Recommendation Letter is NOT accepted.
The signature from the presenter is mandatory.

If you are recommended by the organization located in Japan, you can submit the copy to JICA overseas office while presenter send the original to JICA Headquarters in Tokyo.