# KEMENTERIAN PEKERJAAN UMUM
## BADAN PENGEMBANGAN SUMBER DAYA MANUSIA
Jalan Pattimura No. 20, Kebayoran Baru, Jakarta Selatan, 12110 Tlp. (021) 27515702


Nomor : SM 04-Ms/198
Sifat : Segera
Lampiran : 1 (satu) berkas
Hal : **Penawaran Program Beasiswa *JICA Sesimology, Earthquake Engineering and Tsunami Disaster Mitigation (Master's degree)***

Jakarta, 11 Februari 2025

Yth. 1. Sekretaris Direktorat Jenderal Sumber Daya Air;
2. Sekretaris Direktorat Jenderal Bina Marga;
3. Sekretaris Direktorat Jenderal Cipta Karya;
4. Direktur Politeknik PU

Di tempat

Sehubungan dengan penawaran pendidikan lanjutan Beasiswa *JICA Sesimology, Earthquake Engineering and Tsunami Disaster Mitigation (Master's degree)* untuk Gelar Pascasarjana, dengan hormat kami sampaikan informasi program sebagai berikut :

1. Pemerintah Jepang membuka kesempatan untuk mendaftar beasiswa untuk program *Master's degree* di institusi pendidikan di Jepang (terlampir).
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah Jepang.
3. Mekanisme pengajuan tugas belajar serta pemilihan program studi mengacu pada Peraturan Menteri PUPR nomor **02 tahun 2023 tentang Pengembangan Kompetensi Pegawai Aparatur Sipil Negara.**
4. Persyaratan :
   a) Memiliki umur diantara 25 - 40 tahun pada tanggal 1 Oktober 2025;
   b) Lebih diutamakan memiliki pengalaman 3 tahun atau lebih di bidang seismologi, rekayasa gempa bumi, atau mitigasi bencana tsunami;
   c) Memiliki kemampuan bahasa inggris baik lisan maupun tulisan dan memiliki skor TOEFL iBT 79 atau lebih tinggi, atau skor IELTS Academic 6,0 atau lebih tinggi.
5. Kelengkapan dokumen :
   *a) JICA Application Form;*
   *b) Photocopy of Passport;*
   *c) Inception Report;*
   *d) Application Materials for GRIPS/BRI*
6. Informasi, *application form* serta keterangan lebih lanjut terkait program beasiswa tersebut sebagaimana terlampir, atau dapat diakses meluai website **http://www.jica.go.jp/indonesia/english/office/others/data_AF.html**
7. Calon peserta yang diusulkan telah memenuhi syarat berdasarkan analisa kebutuhan pengembangan kompetensi di masing-masing Unit Organisasi, serta memenuhi persyaratan tugas belajar dan persyaratan yang ditetapkan oleh lembaga beasiswa.
8. Calon peserta yang diusulkan oleh unit organisasi harus mendapatkan rekomendasi dari BPSDM sebelum mengikuti proses seleksi. Bagi calon yang direkomendasikan melakukan pendaftaran mandiri secara online sesuai dengan ketentuan pihak penyelenggara.

9. Bagi calon peserta yang lulus seleksi beasiswa namun tidak melapor kepada Pejabat Pembina Kepegawaian Unit Organisasi dan kepada BPSDM pada proses awal pendaftaran, maka rekomendasi untuk penerbitan SK Tugas Belajar dan administrasi lainnya tidak dapat kami proses.
10. Calon peserta yang memenuhi syarat beserta dokumen persyaratan lengkap dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya, Jum'at 21 Maret 2025** (Hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian disampaikan, atas perhatian dan kerjasamanya, kami ucapkan terima kasih.

**Plt. Sekretaris Badan Pengembangan Sumber Daya Manusia**

KEMENTERIAN PEKERJAAN UMUM
BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

**Drs. Rudy Ridwan Effendi, M.T.**
NIP. 196801081998031002

Tembusan :
1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.

Japan International Cooperation Agency
**JICA Indonesia Office**
Sentral Senayan II, 14th Floor
Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA
Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

No. 082/GI/01/2025

Jakarta, 30 January 2025

**Ms. Noviyanti**
Head of Bureau for Foreign Technical Cooperation
Ministry of State Secretariat
Jakarta

**INFORMATION ON GROUP AND REGION FOCUSED FOR KNOWLEDGE CO – CREATION PROGRAM FOR JFY 2025**

Dear Madam,
We are glad to inform you that Japan International Cooperation Agency (JICA) is planning to hold a following program course:

Outline:

1. Name of the Course : **Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation [Master's degree] (On-site Program) [202411750J001]**
2. Period of Program : September 28, 2025, ~ September 12, 2026 (on-site in Japan)
   *(In the context of the COVID-19, please note that there is still a possibility the course period will be changed, shortened, or the course itself will be cancelled)*
3. Number of Candidate : **One (1) person from Indonesia**
4. Training Institution : JICA Tsukuba Center
5. Deadline : **March 28, 2025**
   *(JICA Indonesia must receive all required documents through the Ministry of State Secretariat)*
6. Documents for submission :
   a. JICA Application Form : 1 set
   b. Photocopy of Passport* : 1 set
   c. Inception Report* : 1 set
   d. Application Materials for GRIPS/BRI* : 1 set
   **Should be submitted together with Application Form*
7. Proposed Target Institution:
   **1. Ministry of Public Works**
   **2. Meteorology, Climatology, and Geophysical Agency (*BMKG*)**
   **3. Geological Agency**
8. Target of Applicant :

Applying Institutions are requested to select appropriate nominees who meet the following essential qualifications:

**Essential Qualifications:**

1) be nominated by their governments in accordance with the procedures described in III-4.
2) be technical officials, engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent.
3) be an employee of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation. (More than 3 years of working experience are recommended). If a nominee has to resign from

his/her job in order to participate in the program, he/she is expected to return to work at the belonging organization after the program.

4) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
5) be proficient in MS Word, Excel and PowerPoint.
6) be able to write research reports on the individual study in English.
7) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.) It is mandatory for applicants to GRIPS/BRI Master's Program to submit the above-mentioned English certificate. (See ANNEX II).
8) be between the ages of twenty-five (25) and forty-two (42) years as of October 1, 2025. Those who are not fit into the age qualifications may be considered as eligible applicants, depending on the circumstance in the applicants' countries.
9) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

*JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity. To select the satisfied trainees, JICA considered the gender balance recommended 40% female participation. Therefore, 40% female participation is encouraged in all training courses, except for the training courses with only one quota.

In order to satisfy selection criteria, which have become stricter than before, we would like to inform the following important points:

- Please strictly adhere to the deadline of application submission. In case of any delayed submission and missing or incomplete documents, there is a strong possibility that such applications would be disqualified in the selection processes, regardless of multiple or single quota of participant.
- Please understand that final acceptance is decided based on the result of examination process by each JICA Domestic Center in consultation with implementing organizations in Japan. In case that applying nominees do not meet the required qualifications, there is a strong possibility that such nominees would be rejected in the selection processes, regardless of multiple or single quota of participants.
- When the number of qualified applicants exceeds the quota, there is a strong possibility that some of them would be rejected even if they satisfied the qualification.

JICA will provide the following costs based on JICA's regulation:

- Round trip international airfare from/to the designated airports

Japan International Cooperation Agency
**JICA Indonesia Office**
Sentral Senayan II, 14th Floor
Jl. Asia Afrika No. 8, Jakarta 10270, INDONESIA
Tel: (62-21) 5795-2112 (hunting) Fax: (62-21) 5795-2116

- Accommodation and Daily Allowance in Japan during the program

More details of the course are described in the General Information (GI) attached hereto.

Please be informed that the original JICA Application Form should be submitted to JICA Indonesia Office through Ministry of State Secretariat.
The Document can be downloaded through the following address:
http://www.jica.go.jp/indonesia/english/office/others/data_AF.html
*{Application Form for Knowledge Co-Creation Program GRF and CF (November 2023) in WORD/PDF}.*

It would be appreciated if you could convey the above information to the authorities concerned.
Thank you for your kind attention and cooperation.

Sincerely yours,

**TAKEDA Sachiko**
Chief Representative
**JICA Indonesia Office**

Cc:

1. **Ministry of Public Works**
   - Director General for Human Settlements (DGHS)
   - Director General for Water Resources (DGWR)
   - Director General for Highways (DGH)
   - Director for Building Management Development, DGHS
   - Director for Settlement and Housing Engineering Development, DGHS
   - Director for Engineering Affairs of Human Settlements and Housing, DGHS
   - Director for Water Resources Engineering and Management, DGWR
   - Director for Road and Bridge Engineering Development, DGH
   - Director for Water Resources Management System and Strategy, DGWR
   - Head of Bureau of Budget Planning and International Cooperation
   - Head of Human Resources Development Agency

2. **Meteorology, Climatology and Geophysical Agency (*BMKG*)**
   - Head of Bureau for Legal and Organization
   - Head of Education and Training Center
   - Deputy of Geophysics
   - Head of Center for Earthquake and Tsunami
   - Head of Center for Technical Seismology, Potential Geophysics and Time Signs

3. **Geological Agency**
   - Head of Center for Volcanology and Geological Hazard Mitigation

4. **Embassy of Japan**
   - Minister for Economic Development Affairs

# Knowledge Co-Creation Program
# (Group & Region Focus)

**GENERAL INFORMATION ON**

**SEISMOLOGY, EARTHQUAKE ENGINEERING,**
**AND**
**TSUNAMI DISASTER MITIGATION**
**課題別研修「地震学・耐震工学・津波防災」（修士課程プログラム）**
***JFY 2025***
**Course No: 202411750J001**
**Course Period in Japan: September 28th, 2025 to September 12th, 2026**

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

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

# *I. Concept*

**Background**

Earthquake and Tsunami disasters frequently take human lives, destroy houses and devastate social properties instantly and enormously. In general, natural disasters have difficulty of preparedness and precaution due to unpredictability as well as difficulty of immediate response to damage for sudden occurrence, and often cause heavy economic losses. Moreover, earthquakes and tsunamis may accelerate human losses by fires, collapse of man-made structures and/or inundation of coastal areas.

Although the studies related to earthquakes and tsunamis are developed, people are seriously suffered from earthquakes and tsunamis in many countries. The 2011 off the Pacific coast Tohoku Earthquake and the 2024 Noto Peninsula Earthquake in Japan are still fresh in our memory.

In order to improve technologies in seismology, earthquake engineering, and tsunami disaster mitigation in developing countries located in earthquake/tsunami-prone areas, it is important to develop those technologies applicable to each country by its own efforts, taking conditions and systems of the respective countries into consideration as well as to transfer their latest knowledge and technology from developed countries.

To achieve this aim, it is indispensable to train experts as human resources to be highly capable of planning, instructing, and extending earthquake and tsunami disaster mitigation technologies, by combining relevant advanced technologies with administrative capability to utilize and disseminate those technologies.

**For what?**

This program aims to increase capacities of officials, engineers or researchers who are conducive to earthquake and tsunami disaster management. In this course, participants will acquire Japan's leading knowledge and technologies on seismology, earthquake engineering and tsunami disaster mitigation.

<Examples of Japan's leading knowledge and technologies>
(See ANNEX I and IV for details)
Seismology: Earthquake source, Microtremor exploration and Strong ground motion simulation;
Earthquake Engineering: Non-linear seismic response evaluation, Performance-based seismic design, Seismic diagnosis and retrofit, Energy dissipation system and Seismically isolated system;
Tsunami Disaster Mitigation: Tsunami early warning system, Tsunami simulation and Tsunami hazard and risk assessment.

**For whom?**

This program is provided to those who are technical officials, engineers or

researchers of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation, and who have university degrees in seismology, earthquake engineering, tsunami or equivalent and 3 years working experience.

**How?**

Participants shall have opportunities in Japan to acquire knowledge and technologies of earthquake or tsunami disaster mitigation through lectures, discussions, exercises, on-site-visit, etc.

Participants will also formulate a research report and a course report describing what the participant learned and what the participant will do after they go back to their home countries by putting the knowledge and ideas acquired and discussed in Japan into their on-going activities.

**Remarks:**

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI). In order to enroll in the master's degree program, applicants must fulfill all the requirements listed in ANNEX II. After enrolling the master's program and completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.

# II. Description

1. **Title (Course No.):**
   Seismology, Earthquake Engineering, and Tsunami Disaster Mitigation
   (202411750J001)

2. **Course Duration in JAPAN:**
   September 28th, 2025 to September 12th, 2026
   *This is about 1 year program in Japan. Participants will stay in a single room of JICA Tsukuba during the course period. Participants are required NOT to bring or invite any family members during the stay.

3. **Target Regions or Countries:**
   Bangladesh, El Salvador, Indonesia, Kyrgyzstan, Mexico, Nicaragua, Philippines, Thailand, Timor-Leste, Tonga, Türkiye and Uzbekistan

4. **Eligible / Target Organization:**
   This program is designed for governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation.

5. **Capacity (Upper Limit of Participants):**
   16 participants

6. **Language:**
   English

7. **Objective(s):**
   This course aims to increase capacities of technical officials, engineers, and researchers in the fields of seismology, earthquake engineering, and tsunami disaster mitigation who are conducive to earthquake and tsunami disaster management and disaster recovery policy.

8. **Overall Goal:**
   The capacity of the earthquake / tsunami disaster mitigation in target countries is strengthened and the damage of earthquake / tsunami disaster is reduced.

9. **Output and Contents:**
   This program consists of the following components. Details on each component are given below;

   (1) Preliminary Phase in a participant's home country
   Preparation for the program
   Basic mathematics for Seismology group and Tsunami Disaster Mitigation group (homework)

(2) Phase in Japan (See ANNEX I for the detail)

September 28th, 2025 to September 12th, 2026

Participants are expected to achieve the following outputs;

(1) To acquire basic concepts and theories on Seismology, Earthquake Engineering, or Tsunami which are essential to establish the Earthquake Disaster Mitigation Scheme.
(2) To acquire basic concepts and theories on Seismic / Tsunami Hazard Estimation, Disaster Management and Disaster Recovery Policy in the fields of Seismology, Earthquake Engineering or Tsunami Disaster Mitigation.
(3) To complete a research report for solving problems in participant's country applying techniques and knowledge acquired in the course.

***It is mandatory for the applicants to select one of the topics of Individual Study listed on the ANNEX I and write it in the face page of Inception Report. For those who select 'others' it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.***

# *III. Eligibility and Procedures*

## 1. Expectations to the Applying Organizations:

(1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.

(2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.

(3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

## 2. Nominee Qualifications:

Applying organizations are expected to select nominees who meet the following qualifications.

1) be nominated by their governments in accordance with the procedures described in III-4.
2) be technical officials, engineers or researchers who have university degrees in seismology, earthquake engineering, tsunami or equivalent.
3) be an employee of governmental organizations, research institutes or universities having public interest in seismology, earthquake engineering or tsunami disaster mitigation. (More than 3 years of working experience are recommended). If a nominee has to resign from his/her job in order to participate in the program, he/she is expected to return to work at the belonging organization after the program.
4) be well versed in advanced mathematics such as differentiation and integration, partial derivatives, differential equations, matrix, vector algebra, Fourier analysis, etc.
5) be proficient in MS Word, Excel and PowerPoint.
6) be able to write research reports on the individual study in English.
7) have a competent command of spoken and written English. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)
   It is mandatory for applicants to GRIPS/BRI Master's Program to submit the above mentioned English certificate. (See ANNEX II).
8) be between the ages of twenty-five (25) and forty-two (42) years as of October 1, 2025. Those who are not fit into the age qualifications may be considered as eligible applicants, depending on the circumstance in the

applicants' countries.

9) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

* JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

## 3. Required Documents for Application:

**(1) Application Form:** The Application form is available at **the JICA overseas office (or the Embassy of Japan).**

Applicants should mention their choice (Seismology group, Earthquake Engineering group or Tsunami Disaster Mitigation group).

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

**(2) Inception Report:**

Each applicant is required to originally write and prepare a typewritten Inception Report by him/herself in accordance with the Instruction for the Preparation of Inception Report (see ANNEX III).

The Inception Reports are used for screening applicants and for presentation. Each participant is required to make a 20 minutes presentation on Inception Report within about two weeks after the course begins. It is mandatory to bring these materials in digital forms.

**(3) Photocopy of Passport:**

You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:
Name, date of birth, nationality, sex, passport number and expire date.

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

**(4) Application Materials for GRIPS/BRI Master's Program:**

A part of curriculum of this course is approved as a master's degree program by GRIPS and BRI. It is required to prepare and submit all of the materials written in ANNEX II for admission to GRIPS/BRI Master's Program.

## 4. Procedures for Application and Selection:

### (1) Submission of the Application Documents:

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required materials must arrive **at JICA Center in Japan by April 4, 2025**)

### (2) Selection:

1) After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or the Embassy of Japan) shall conduct screenings, and send the documents to JICA Tsukuba, which organizes this program.
2) JICA Tsukuba will carry out the screening jointly with BRI and select the qualified applicants out of those who fulfill the set qualifications described above in III-2.
3) Some of the applicants may be requested to take an oral interview by telephone, via online meeting system, or TV conference system.
   - The cost of transportation to the respective country's JICA office for receiving an interview will be paid by applicants in case an interview is held at the JICA office.
4) Procedure of screening for admission to GRIPS/BRI Master's Program is explained in ANNEX II.

In case the number of applicants is more than the capacity of this course, some applicants may not be accepted due to the limited number of seats even though they fulfill the requirements.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

### (3) Notice of Acceptance:

Notification of results shall be made by the respective country's JICA office (or the Embassy of Japan) to the respective Government by **no later than July 31,**

**2025.** (*Acceptance Agreement will be sent from GRIPS together with the official admission letter soon after this notice of acceptance.)

## 5. Additional Document(s) to Be Submitted by Accepted Candidates:

**Basic Mathematics for Seismology**

(Only for applicants who select Seismology group or Tsunami Disaster Mitigation group)

An accepted applicant will be given Basic Mathematics for Seismology material by BRI. The result of Basic Mathematics for Seismology material (homework) should be sent to BRI by **September 25, 2025**.

## 6. Conditions for Participation:

The participants of KCCP are required

**(1)** to strictly observe the course schedule,

**(2)** not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,

**(3)** to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),

**(4)** not to bring or invite any family members (except for programs longer than one year),

**(5)** to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,

**(6)** to observe the rules and regulations of the program implementing partners to provide the program or establishments,

**(7)** not to engage in political activities, or any form of employment for profit,

**(8)** to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",

**(9)** to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,

**(10)** not to drive a car or motorbike, regardless of an international driving license possessed,

**(11)** to observe the rules and regulations at the place of the participants' accommodation, and

**(12)** to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## 7. Certificate:

**(1)** A participant who has successfully completed the course will be awarded a certificate by JICA.

**(2)** A participant, who has successfully fulfilled requirements given by International Institute of Seismology and Earthquake Engineering (IISEE), will be awarded another certificate and a diploma by IISEE.

**(3)** A participant, who has enrolled in master's program and successfully completed all graduation requirements, will be awarded a Master's Degree, 'Master of Disaster Management,' by GRIPS and BRI.

# *IV. Administrative Arrangements*

**1. Organizer(JICA Center in Japan):**

**(1) Name**: JICA Tsukuba

**(2) Contact**: Ms. McGOEY Sachie (tbicttp@jica.go.jp)

**2. Implementing Partner:**

(1) International Institute of Seismology and Earthquake Engineering (IISEE) at Building Research Institute (BRI)

1) URL: https://iisee.kenken.go.jp

2) Address: 1 Tachihara, Tsukuba, Ibaraki 305-0802, Japan

3) TEL: +81-29-879-0679

4) FAX: +81-29-864-6777

5) E-mail: iisee@kenken.go.jp

6) Remark: IISEE is a research department of BRI that trains participants from earthquake-prone developing countries on seismology, earthquake engineering and tsunami disaster mitigation. The course is implemented at relevant places including BRI and GRIPS.

(where “81” is the country code for Japan, and “29” is the local area code)

(2) National Graduate Institute for Policy Studies (GRIPS)

1) URL: https://www.grips.ac.jp/en/

2) Address: 7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan

3) TEL: +81-3-6439-6046

4) E-mail: admissions@grips.ac.jp

5) Remark: GRIPS is a graduate school and research institute established in October 1997. GRIPS aims to be an international center of excellence for the education of future leaders in policy arena, advancement of policy research, and collection and dissemination of policy-related information.

(where “81” is the country code for Japan, and “3” is the local area code)

**3. Travel to Japan:**

**(1) Air Ticket**: In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

**(2) Travel Insurance**: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

## 4. Accommodation in Japan:

Basically, JICA will arrange the following accommodations for the participants in Japan:

JICA Tsukuba Center (JICA Tsukuba)
Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan
TEL: +81-29-838-1111,  FAX: +81-29-838-1776
(where "81" is the country code for Japan, and "29" is the local area code)

Please refer to facility guide of JICA Tsukuba at its URL:
http://www.jica.go.jp/english/contact/domestic/information.pdf

If there is no vacancy at JICA Tsukuba, JICA will arrange alternative accommodation(s) for the participants

## 5. Expenses:

The following expenses in Japan will be provided by JICA:

**(1)** Allowances for meals, living expenses and stopover.
**(2)** Expenses for study tours (basically in the form of train tickets)
**(3)** Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included)
**(4)** Expenses for program implementation, including materials
**(5)** For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given before departure for Japan.
*Link to JICA HP(English)
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

The curriculum of this course is approved as a master's degree program by GRIPS and BRI. The application fee, admission fee and tuition for the Master's Degree Program will be provided by BRI.

## 6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or the Embassy of Japan), to provide participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.
Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

| **Part I: Knowledge Co-Creation Program and Life in Japan** | |
|---|---|
| https://www.youtube.com/watch?v=SLurfKugrEw | |
| **Part II: Introduction of JICA Centers in Japan** | |
| JICA Tsukuba | https://www.jica.go.jp/tsukuba/english/office/index.html |

# *V. Other Information*

1. **Computer:**
   The participants are recommended to bring their own laptop/notebook computers to prepare a report, presentation slides and to communicate by e-mail.

2. **Relevant Data for Seismology, Earthquake Engineering, and/or Tsunami Disasters in Participants' Country:**
   The participants are strongly recommended to bring the relevant data in their countries on their laptop/notebook computers for preparing presentation slides and reports requested in this course including a research report.

3. **Introduction of Participants' Country:**
   The participants may have opportunities to join cultural exchange events or visit Japanese school. It is recommended to bring something to introduce their countries such as photographs, drawings, traditional goods, clothes, instruments or ornaments.

4. **For the Promotion of Mutual Friendship:**
   JICA Tsukuba encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home countries.

5. **Bring Some Cash:**
   Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account in Japan after 2 to 5 days after your arrival to Japan. It is highly advised to bring some cash in order to spend necessary money for the first 2 to 5 days after your arrival.

6. **Exchange to Japanese Currency (YEN):**
   It is very important that your currency must be exchanged to Japanese Yen at any transit airport or Narita International Airport or Haneda International Airport, Japan soon after your arrival. It is quite difficult to exchange money after that, due to no facility or time during the program.

END

# VI. Annex

***ANNEX I: Curricula of Phase in Japan***

***ANNEX II: Application Materials for GRIPS/BRI Master's Program***

***ANNEX III: Instruction for the Preparation of Inception Report***

***ANNEX IV: Syllabus of the Training Program (Tentative)***

# For Your Reference

**JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized course cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

**Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.
Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Tsukuba Center (JICA Tsukuba)**
**Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan**
TEL: +81-29-838-1111 FAX: +81-29-838-1776

Japan International Cooperation Agency

**CONFIDENTIAL**

# Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.
Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

| Form | Filled by |
|---|---|
| **Form1. Official Application Form** | ・ To be filled by you and your supervisor*<br>・ To be signed by your supervisor<br>・ Official stamp of your organization is needed. |
| **Form2. Nomination from the Organization** | You and your supervisor * |
| **Form3. Individual Application Form** | You |
| **Form4. Questionnaire on Medical Status and Restrictions** | You |
| **Form5. Terms and Conditions, and Declaration** | You |

*Supervisor: the head of the department/division of your organization

**Please be advised:**

(a) To carefully read the General Information (GI) of the KCCP,
(b) To fill only in typewritten except for signature,
(c) To fill in the form in **English**,
(d) To use "√" or "x" to mark the (  ) options,
(e) To attach your photographs,
(f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

(g) To prepare a copy of your passport,
(h) To confirm the application procedure stipulated by your government,
(i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
(j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

## CHECK LIST before submission:

| Items | Form No. | Check |
|---|---|---|
| 1. Fill in all items in typewritten | All the forms | |
| 2. Your signature | Form 3, 4, 5 | |
| 3. Signature of your supervisor* | Form 1, 2 | |
| 4. Official stamp of your organization | Form 1 | |
| 5. Your photo | Form 3 | |
| 6. Attach a copy of passport (Machine Readable Zone)<br>*Applicants from Latin American and the Caribbean Countries, please refer to the note below. | - | |
| 7. Attach the required document(s) as instructed in the GI | - | |

*Supervisor: the head of the department/division of your organization

**Note for Applicants from Latin American and the Caribbean Countries:**

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Japan International Cooperation Agency

**CONFIDENTIAL**

Application form for the JICA Knowledge Co-Creation Program:

# Form1. OFFICIAL APPLICATION FORM

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

**1. Course Title** (as shown in the GI)

**2. Course Number** (the number as "xxxxxxxxxJxxx "shown in the GI)

**3. Course Duration**

From ____ to ____ (DD/MM/YYYY)

**4. Country**

**5. Organization**

**6. Name of the Nominee(s)**

| | |
|---|---|
| 1) | 3) |
| 2) | 4) |

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| | | | |
|---|---|---|---|
| Date: | | Signature: | |
| Name: | | | |
| Title / Position | | | Official Stamp |
| Department / Division | | | |
| Office Address and Contact Information | Address: | | |
| | Tel: | E-mail: | Fax: |

**(If necessary) Confirmation by the organization in charge**

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

**MINISTRY (When this application is through a ministry.)**

Our ministry hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| | | | | |
|---|---|---|---|---|
| Date: | | | Signature: | |
| | Name: | | | Official Stamp |
| | Title / Position | | | |
| | Department / Division | | | |

**MINISTRY OF STATE SECRETARIAT**

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

| | | | |
|---|---|---|---|
| Date: | | Signature: | |
| Name: | | | Official Stamp |
| Title / Position | | | |
| Department / Division | | | |

# Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

## 1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

| |
|---|
| |

## 2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

| |
|---|
| |

By nominator (head of relevant department/division)

| |
|---|
| Date<br><br>Name and<br>Title/Position<br><br>Signature |

Japan International Cooperation Agency

**CONFIDENTIAL**

Application form for the JICA Knowledge Co-Creation Program:

# Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

**Attach here your photo**

**(taken within the last six months)**

**Size: 4.5x3.5cm**

**1. Course Title:** (as shown in the GI)

**2. Course Number:** (the number as "xxxxxxxxxJxxx "shown in the GI)

## 3. Personal Information on Applicant

### 1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name /Surname**

**First Name**

**Middle Name**

| | | | | |
|---|---|---|---|---|
| **2) Nationality (as shown in the passport)** | | | | |
| **3) Sex (for VISA application)** | ( ) Male | | ( ) Female | |
| **4) Date of Birth** | **Date** | **Month (ex. April)** | **Year** | **Age (as of the date of the form)** |
| | | | | |

**5) Passport/Visa**

| | | | | | | |
|---|---|---|---|---|---|---|
| Passport possession | ( ) Yes | ( )No | Expiry date of passport | Date | Month | Year |
| USA visa possession* | ( ) Yes | ( )No | | | | |

***Applicants from Latin American and the Caribbean Countries only.**

### 6) Contact Information

| | | |
|---|---|---|
| Private | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Office | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |
| Emergency Contact | Name:<br>Relationship to you: | |
| | Address: | |
| | TEL*: | Mobile*: |
| | FAX*: | E-mail: |

*Please fill it out from country code for telephone, mobile, and fax number.

### 7) Present Position

| | | |
|---|---|---|
| Organization | | |
| Year that entered the organization | | |
| Department / Division | | |
| Title | | |
| No. of years of service in the present position | Years | From (Month/Year) |
| | | |
| Type of Organization | ( ) National Government ( ) Local Government ( ) Public Enterprise<br>( ) Private (profit) ( ) NGO/Private (Non-profit) ( ) University<br>( ) Other : _____ | |
| Number of employees | | |
| Home Page Address | | |

【Questionnaire on Relationship with the Military】(FOR ALL THE APPLICANTS)

**Please mark Yes or No about your status.**

| |
|---|
| (YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register) |
| (YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense |
| (YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency |
| (YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations |
| (YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities |

## 4. Experience and Eligibility

### 1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

| Organization | City/ Country | Period | | Position or Title and Department/Division | Brief Job Description |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

### 2) Academic Background (University, College or Higher Education)

| Institution | City/ Country | Period | | Degree | Major |
|---|---|---|---|---|---|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

### 3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

| Institution | City/ Country | Period | | Field of Study / Program Title |
|---|---|---|---|---|
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

### 4) Language Proficiency (Self-Assessment)

| 1) Language to be used in the course (as shown in GI) | | | | |
|---|---|---|---|---|
| Listening | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Speaking | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Reading | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Writing | ( ) Excellent | ( ) Good | ( ) Fair | ( ) Poor |
| Language Test Scores if any (ex. TOEFL, TOEIC, etc.) | | | | |
| 2) Mother Tongue | | | | |

| | | | | |
|---|---|---|---|---|
| 3) Other languages<br>(  ) | (  ) Excellent | (  ) Good | (  ) Fair | (  ) Poor |

| | |
|---|---|
| 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. |

## 5. Background and Purpose of Application

1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:** Describe the issues that your organization/department intends to tackle by participating in this program.

| |
|---|
| |

2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

| |
|---|
| |

3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

| |
|---|
| |

4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

| |
|---|
| |

5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

| |
|---|
| |

By Applicant

| |
|---|
| Date<br><br>Name and<br>Title/Position<br><br>Signature |

# Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

## (Self-Declaration)

### 1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Name of illness ( ), Name of medicine ( ) |
| | *If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.* |

(b) Do you have any allergies with medicine, food, pollen, etc.?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?<br>( ) |

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

| |
|---|
| ( ) |
| *Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.* |

### 2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Please specify ( ) |

(b) Have you or/and your family members had tuberculosis?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Please specify ( ) |

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

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Please specify ( ) |

(d) Have you ever had any sleeping, eating or other disorders?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Please specify ( )<br>Name of medicine taken if any ( ) |

**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

| |
|---|
| |

* Are you pregnant?

| | |
|---|---|
| [ ] No | [ ] Yes:<br>Weeks of pregnancy ( weeks) |

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

| |
|---|
| Date<br><br>Name and<br>Title/Position<br><br>Signature |

**<u>※Please notify JICA staff upon any changes in your health condition after submission of the form.</u>**

# Form5. TERMS AND CONDITIONS

## 1. General Rules

The participants are requested:

(1) to strictly observe the course schedule,
(2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
(3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
(4) not to bring or invite any family members (except for programs longer than one year),
(5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
(6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
(7) not to engage in political activities, or any form of employment for profit,
(8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
(9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
(10) not to drive a car or motorbike, regardless of an international driving license possessed,
(11) to observe the rules and regulations at the place of the participants' accommodation, and
(12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## 2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") 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 Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information 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 the Personal Information grants permission for its disclosure to a third party;

(c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects. The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

## 3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
   If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
   (https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).

3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).

4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

## 4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait

right license to JICA for photos and images taken described above.
It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

## DECLARATION (to be signed by the Applicant)

・I understand and fully agree to the following terms and conditions set forth above.
1. General Rule
2. Privacy Policy
3. Copyright Policy

・I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

・I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
☐ Agree ／ ☐ Disagree

・I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

| |
|---|
| Date |
| Name and<br>Title/Position |
| Signature |

# *ANNEX I: Curricula of Phase in Japan*

*Details of Subjects are explained in ANNEX IV*

| Outputs | Subjects | | | | Methodology |
|---|---|---|---|---|---|
| | Category | Seismology group **(S group)** | Earthquake Engineering group **(E group)** | Tsunami Disaster Mitigation group **(T group)** | |
| (1) To acquire basic concepts and theories (general) | Orientation | Orientation | | | Lecture |
| | Basic Subjects Related with Earthquake and Disasters | Information Technology Related with Earthquakes and Disasters | Structural Analysis | Information Technology related with Earthquakes and Disasters | Lecture, Practice and Seminar |
| | | Earthquake Phenomenology | Ground Vibration and Structural Dynamics | Earthquake Phenomenology | |
| | Advanced Subjects Related with Earthquake and Disasters | Earthquake Circumstance | Seismic Structures | Earthquake Circumstance | Lecture, Practice and Seminar |
| | | Characteristics of Earthquake Disasters | Seismic Evaluation and Seismic Design Code | Theory of Tsunami | |
| | | Special Topics (S) | Special Topics (E) | Special Topics (T) | |
| (2) To acquire basic concepts and theories (detail) | Earthquake/ Tsunami Hazard and Risk Assessment | Earthquake Hazard Assessment A | | Tsunami Hazard Assessment | Lecture, Practice and Seminar |
| | | Earthquake Hazard Assessment B | Earthquake Risk Assessment | Tsunami Countermeasures | |
| (3) To understand new countermeasures | Case Studies | Practice for Earthquake Disaster - Recovery Management Policy I, II | | | Lecture, Practice, Seminar and Presentation |
| | | Practice for Earthquake Disaster - Recovery Management Policy III | | Practice for Tsunami Disaster Mitigation Policy | |
| (4) To complete a research report | Master Thesis Seminar | Menu for the topics of Master Thesis Seminar | | | Practice, Seminar and Presentation |
| | | ***- Determination of Earthquake Source Parameters*** | ***- Nonlinear Earthquake Response Analysis and Damage Prediction*** | ***- Tsunami Simulations: Propagation and Inundation*** | |
| | | ***- Earthquake Source Process*** | ***- Seismic Isolation and Response Control Techniques*** | ***- Tsunami Source Modeling due to Earthquake*** | |
| | | ***- Seismotectonics (e.g., Stress field estimation, seismicity analysis)*** | ***- Seismic Performance-Based Design*** | ***- Tsunami Hazard Assessment from Tsunami Simulations*** | |
| | | ***- Earthquake Generation and Forecasting*** | ***- Seismic Evaluation and Retrofitting Techniques of Existing structures*** | ***- Tsunami Risk Assessment*** | |
| | | ***- Crust and Upper Mantle Structure Determination using Seismic Tomography, Receiver Function, Ambient Noise, etc.*** | ***- Post-Earthquake Damage Inspection and Damage Classification*** | ***- Tsunami Database for Tsunami Early Warning System (TEWS)*** | |
| | | ***- Site Effect Studies using Strong Ground Motion Records*** | ***- System Identification and Health Monitoring*** | ***- Rapid Determination of Earthquake Parameters for TEWS*** | |
| | | ***- Geophysical Prospecting using Microtremors and Surface Waves*** | ***- Effects of Surface Geology on Seismic Motion and Soil-Structure Interaction*** | ***- Real Time Usage of Observed Tsunami Data for TEWS*** | |
| | | ***- Strong Ground Motion Simulation*** | ***- Geotechnical Engineering and Foundation Structures*** | ***- Tsunami Earthquakes*** | |
| | | ***- Earthquake Early Warning*** | ***- Others (e.g., Strategies for Earthquake Disaster Mitigation)*** | ***- Non-tectonic Tsunami (Volcanic Eruption, Landslide)*** | |
| | | ***- Others (e.g., Crustal Deformation, Volcano Seismology, Application of Machine Learning)*** | | ***- Others (e.g., Tsunami Evacuation Planning)*** | |
| (5)(for Master Program) | Disaster Management Policy | Disaster Management Policies A: from Regional and Infrastructure Aspect | | | Practice, Seminar and Presentation |
| | | Disaster Management Policies B: from Urban and Community Aspect | | | |

** It is mandatory for the applicants to select one of the topics listed in this table and to write it explicitly in the face page of Inception Report. For those who select '–Others', it is mandatory to describe a concrete plan of Individual Study including the expected supervisor's name and affiliation.*

## **ANNEX II** Check List
## Application Materials for GRIPS/BRI Master's Program

### This information is for those who apply for GRIPS/BRI Master's Program.

The curriculum of this course is approved as a master's degree program by the National Graduate Institute for Policy Studies (GRIPS) and Building Research Institute (BRI).

Completing all graduation requirements during the program, the participants will be awarded a Master's degree, "Master of Disaster Management" by GRIPS and BRI. Accordingly this program is very demanding. Applicants, with an excellent demonstrable educational and professional background and proficiency in English, should be highly motivated and confident enough to pursue and attain the requirements of the program so that they can obtain the degree.
Each applicant is required to prepare and submit all of the materials for admission to GRIPS/BRI Master's Program as written in "2. Supporting Documents", ANNEX Ⅱ. Please review it carefully.
Please note that an applicant will NOT be accepted as an applicant until GRIPS has received all of the requested materials.

English competency
Applicants are required to submit an official report of their TOEFL iBT or IELTS scores unless applicants apply for a waiver of the English language proficiency requirements. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher. (This program includes active participation in discussions and development of the action plan and research report, thus requires high competence of English ability both in conversation and composition.)

Expenses
Applicants themselves need to cover expenses for obtaining and shipping the application documents, such as official TOEFL/IELTS scores, official transcripts of academic record and graduation/degree certificates from university, official English translations etc.

Procedure of screening by GRIPS/BRI
A committee, which consists of GRIPS and BRI, will screen the above-qualified applicants academically with the application materials such as official transcripts.
The applicants who are accepted to participate in this program will be decided by the Academic Council of GRIPS finally by the middle of July 2025.

Important Dates
(1) Submission of the Application Documents:
Please inquire at the JICA office (or the Embassy of Japan) for the closing date for applications.
After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **April 4, 2025**. Please note that all of the supporting documents must be submitted with the Application Form.
(2) Telephone or TV conference system interview by BRI staff:
The interview will be set between April 7 and April 30, 2025. The interview schedule will be informed to you by the JICA office (or the Embassy of Japan).
(3) Communication with GRIPS:
By **May 23, 2025**, GRIPS may e-mail you to request or clarify information and they often need a quick response. You may be required by GRIPS to submit additional documents if your supporting documents are missing or incomplete. Provide an e-mail address that you will check regularly and continue using it until you enroll. Update your spam filters to ensure that all GRIPS communications go to your inbox.
(4) Final deadline for Submission of Complete Supporting Documents: **June 27, 2025, 17:00 (JST)**.
If you are requested to submit additional documents by GRIPS, please send them directly to GRIPS. Documents must reach GRIPS by the above mentioned deadline. You are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., FedEx, DHL) well ahead of the deadline.
Mailing address
Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677 Japan
TEL: +81-3-6439-6046
E-mail: admissions@grips.ac.jp
(5) Notice of Acceptance by JICA: No later than July 31, 2025. Acceptance Agreement from GRIPS will be sent by e-mail together with the official admission letter soon after the notice of acceptance.

**ANNEX II** Check List

## 1. The Application Process

Selection for admission is based on the evaluation of supporting documents that you submit. Before initiating your application, please carefully review the following details of the application process.

You will NOT be registered as an applicant until we have received a complete set of your required supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 2, Supporting Documents).

All of your supporting documents must reach the JICA office (or the Embassy of Japan) by the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Applicants are responsible for the timely delivery to the JICA office (or the Embassy of Japan) of all required documents. We strongly recommend that you send the documents by registered mail or courier service well ahead of the deadline.

Applicants must send all required supporting documents together in one package.

All materials submitted by an applicant become the property of GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

**Protection of personal information**

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

## 2. Supporting Documents

Important notes

- All documents must be in English.
- Photocopies will not be accepted.
- Digital copies sent by e-mail will not be accepted.
- Do not attach any additional documents apart from the items listed below.
- If your name as written in your application is different from that on the document(s) you submit, please submit a copy of the relevant pages of your passport. If there is some reason (e.g. marriage) for the difference, please also submit official documentation of that reason (e.g. marriage certificate).
- Supporting documents to be prepared solely by the applicant, should be typed on computer wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a ballpoint pen are acceptable.

**◆Please check ☑ whether you have submitted all the necessary documents**

| | | |
|---|---|---|
| **1.** | **Application for admission to GRIPS/BRI Master's Program** (use the designated form) | ☐ |
| **2.** | **One (1) clear photograph of your face** (30 mm wide x 40 mm high)<br>Please paste the photograph or insert the digital image (e.g., JPEG) onto the Application for Admission. | ☐ |

**ANNEX II** Check List

**3. Two (2) letters of recommendation** (use the designated form) ☐

Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender.

**4. Certificate of employment** (use the designated form) ☐

**5. Official transcripts of academic record and graduation/degree certificates** ☐

You are advised to show the instructions below to registrars at each of the universities that you attended when you request issuance of transcripts/certificates in accordance with our requirements.

You must submit official transcripts of academic record and graduation/degree certificates from all undergraduate and graduate institutions that you attended/graduated from. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.

- Official transcripts of academic record

Official transcripts should contain the following information:

- Name of the degree program/course
- Enrollment period
- Names of all courses taken and grades received
- Grading scale including the maximum grade point/score

If you are currently attending a university, please submit your most recent transcript.

- Official graduation/degree certificates

Official certificates should state the name of your degree and the date the degree was awarded. Provisional or temporary graduation/degree certificates are not acceptable. DO NOT send your original diploma, as documents will not be returned.

If you are currently attending a university, you must submit an authorized statement certifying the specific date of graduation and the title of the expected degree.

Important notes

- Photocopies of transcripts/certificates that have been verified by a notary public are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit official photocopies verified by the university. To be official, these must bear the institution's official stamp or the signature of the registrar. They must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English version of your transcript/certificate, you are required to submit both:
  - The official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and
  - An official verbatim English translation of the document, prepared by an accredited translator.

**6. Official evidence of English ability** ☐

You are required to submit an official report of your TOEFL iBT or IELTS score. Admission priority will be given to applicants who have a TOEFL iBT score of 79 or higher, or an IELTS Academic score of 6.0 or higher.

**ANNEX II** Check List

| | | |
|---|---|---|
| | Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment at GRIPS.<br><br>TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.<br><br>How to apply for a waiver of the English language proficiency requirement<br>(There are two categories in our English test exemption policy.)<br><br>Category 1: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.<br><br>Category 2: Applicants who have completed or expect to complete an undergraduate or a graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement.<br><br>If you wish to apply for such a waiver, you must submit official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. If the official transcript of your academic record or graduation/degree certificate includes that information, you need not submit a separate document.<br><br>This document must bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.<br><br>You are advised to show these instructions to the registrar at the university that you attended when you request issuance of the document in accordance with our requirements. | |
| **7.** | **Statement of purpose** (use the designated form) | ☐ |

## 3. After You Apply

**Notify the JICA office (or the Embassy of Japan) of any changes**

You must notify the JICA office (or the Embassy of Japan) by e-mail as soon as possible of any changes in your personal data (e.g. address, phone number) or in your employment information (e.g., promotion, transfer) that may occur after you have completed your application.

Details regarding the graduate program may be obtained at the following websites:
https://www.grips.ac.jp/en/
https://iisee.kenken.go.jp

# Disaster Management Policy Program by GRIPS and BRI
# In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## APPLICATION FOR ADMISSION
## TO GRIPS/BRI MASTER'S PROGRAM 2025-2026

Paste your photograph or insert your digital image taken within the last three months, providing a clear, front view of your entire face.

(30 mm wide x 40 mm high)

**(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")**

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application.
Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

### PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

2. Date of birth: _____ 3. Age (as of October 1st, 2025): _____
Month/Day/Year

4. Gender: ☐ Male ☐ Female

5. Nationality: _____
As written in your passport

6. Present employer (name of organization): _____

(Does your organization belong to a central or regional authority? ☐ Central ☐ Regional ☐ Neither)
(Upon admission to GRIPS, ☐ I will be given study leave by my employer. ☐ I will quit my job.)

7. Present position, department/section: _____

8. Work address: _____

_____

Postal code: _____ Country: _____

Phone: _____ - _____
Country code - complete number

9. Residential address: _____

_____

Postal code: _____ Country: _____

Phone: _____ - _____
Country code - complete number

10. Preferred mailing address: ☐ Work ☐ Residence ☐ Other, namely (Fill in the following fields.)

Address: _____

_____

Postal code: _____ Country: _____

Phone: _____ - _____
Country code - complete number

11. E-mail 1: _____

E-mail 2: _____

## APPLICATION INFORMATION

12. Education History

Tertiary Education

- List the names of the undergraduate and graduate institutions you attended or are currently attending **in chronological order**.
- Enter the names of the degrees you received and dates of enrollment at each institution.
- If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. If your GPA is 2.9 and the maximum GPA is 4, you should enter 2.9/4. If your GPA is 1.25 and the maximum GPA is 1, you should enter 1.25/1. If your university does not use a GPA system, provide the graduating evaluation in the system used by your university (e.g., A:55, B:3, C:0, Excellent:3, Good:10, etc.). If nothing is available, enter N/A. Please note that we will verify it with the official transcripts that you will send us by post.
- The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s).
- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| Tertiary education | Full name of institution & location (city & country) | Year & month of enrollment | Year & month of graduation | Duration of schooling | Name of degree | GPA | Honors/class/ rank/ division (if available) |
|---|---|---|---|---|---|---|---|
| Undergraduate level (Bachelor's) | | | | years and months | | | |
| | | | | years and months | | | |
| | | | | years and months | | | |
| Graduate level (Master's/ Doctoral) | | | | years and months | | | |
| | | | | years and months | | | |
| | | | | years and months | | | |

From Primary to Secondary Education (Before Tertiary Education)

- If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

| From primary to secondary education | Full name of institution | Period of attendance | | Duration of schooling |
|---|---|---|---|---|
| | | (from) Month, year | (to) Month, year | |
| Elementary school | | | | years and months |
| Middle school/Junior high school | | | | years and months |
| (Senior) High school | | | | years and months |

| | |
|---|---|
| Total number of years and months of education * (from elementary education to undergraduate/graduate education inclusive) | years and months |

*Calculate and write the total number of years and months of education you will have completed at the time of your enrollment at GRIPS, based on your total time as a student (as detailed above, including extended leaves such as summer vacation).

13. English proficiency:
One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment at GRIPS.**

☐ TOEFL iBT: _____ (Score) _____ (Month/Day/Year)

☐ IELTS Academic: _____ (Score) _____ (Month/Day/Year)

Other information:
☐ Undergraduate education instructed in English
☐ Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:
☐ The USA, the UK, Canada, Australia, New Zealand, or Ireland
☐ Other country

14. References
List below two persons familiar with your academic and/or professional abilities, from whom you have requested letters of recommendation.

1. _____ (Name) _____ (Position and affiliation)

2. _____ (Name) _____ (Position and affiliation)

15. Employment history
List your current and previous employment (up to five positions) **in reverse chronological order**, starting with your most recent position. Exclude part-time work and internship.

| Organization, type, & city | Job title and description (maximum 20 words) | Dates | |
|---|---|---|---|
| | | (from) Month, year | (to) Month, year |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**CERTIFICATION**

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

_____ (Signature of the applicant) _____ (Month/Day/Year)

**Please submit this form along with other supporting documents by courier or registered mail.**

# Disaster Management Policy Program by GRIPS and BRI
# In Co-operation with JICA, Japan

For GRIPS Use: Application ID ☐

## LETTER OF RECOMMENDATION 2025-2026

**TO THE APPLICANT:** Please complete this section ("Your name" and "Recommender's name"), and give this form to your recommender who knows you well. Have your recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: _____

As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name: _____

**TO THE RECOMMENDER:** Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months

2. In what capacity have you known the applicant?

_____

3. How often have you interacted with the applicant?
   ☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely

4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?

   ☐ Outstanding (top 5%)
   ☐ Excellent (top 10%)
   ☐ Good (top 20%)
   ☐ Average (top 50%)
   ☐ Below average (lower 50%)
   ☐ Unable to comment

5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?

   ☐ Outstanding (top 5%)
   ☐ Excellent (top 10%)
   ☐ Good (top 20%)
   ☐ Average (top 50%)
   ☐ Below average (lower 50%)
   ☐ Unable to comment

6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

| | Excellent | Average | Poor | Unable to comment |
|---|---|---|---|---|
| Academic performance | ☐ | ☐ | ☐ | ☐ |
| Intellectual potential | ☐ | ☐ | ☐ | ☐ |
| Creativity & originality | ☐ | ☐ | ☐ | ☐ |
| Motivation for graduate study | ☐ | ☐ | ☐ | ☐ |

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

☐ Outstanding ☐ Good ☐ Average ☐ Poor

---

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

Phone: _____ E-mail: _____
Country code - complete number

Signature: _____ Date: _____
Month/Day/Year

# Disaster Management Policy Program by GRIPS and BRI
# In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## CERTIFICATE OF EMPLOYMENT 2025-2026

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

This certificate must contain the same information (e.g., position, department/section, name of organization) as that stated in the applicant's Application for Admission.

### EMPLOYER DETAILS

Name of organization: _____

Address: _____

_____ Postal code: _____

Phone: _____ E-mail: _____

Country code - complete number

### EMPLOYEE DETAILS

This is to certify that _____

Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____

Month/Day/Year — Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

_____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

### LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

☐ I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of one year.

☐ I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

**Authorized person completing this form:**

Name: _____

Position/title: _____

Signature: _____

Date: _____

Month/Day/Year

Please put an official stamp or seal in this space.
If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of this form.

# Disaster Management Policy Program by GRIPS and BRI
# In Co-operation with JICA, Japan

For GRIPS Use: Application ID

## STATEMENT OF PURPOSE 2025-2026

(You can change the size of the boxes.)

1. Describe what you have learnt as a college or graduate school student (could be academic contents, your thesis, or any other experiences). (Up to 300 words)

2. Summarize your present duties and responsibilities, and your accomplishments at work. If you are still in school or do not currently work, summarize your accomplishments either at prior work or at school. (Up to 300 words)

3. State your purpose for studying at GRIPS. In particular, describe what you wish to study or investigate, what social problems and/or policy issues you wish to tackle, and how your studies at GRIPS might contribute to your future career. (Up to 300 words)

# *ANNEX III: Instructions for the Preparation of Inception Report*

The Inception Report should be originally written by the applicant herself/himself and typewritten including items listed below. Applicants are requested to follow strictly the technical instruction shown in the next page of this General Information. **It is mandatory to record the Inception Report on the electronic medium such as CD or USB memory and bring it to Japan.**
IISEE will request the accepted applicants to revise Inception Report, if necessary, by adding the missing information etc. At the early stage of the course (Oct. 2025) these applicants will be requested to conduct a presentation about Inception Report. Therefore, it is necessary for these applicants who receive the notice of acceptance to start preparing PowerPoint file for presentation.

Inception Report should include all of the followings:

**for Seismology (S) group**

1. Geographic, geophysical and geological information of your country with maps (tectonics, active faults, seismicity, macro-zoning studies etc.).
2. Damaging earthquakes or tsunami (hypocenter, magnitude, isoseismals, surface faulting, damages, casualties), catalogs, photographs etc.
3. Responsibilities of your organization in the national government or country.
4. Internal structure of your organization with the organization chart.
5. Equipment and personnel of your organization (seismic network, research activities).
6. Capacities of your organization for earthquake monitoring, seismological data analyses, hazard and risk estimations, micro-zoning studies, disaster mitigation planning, etc.
7. Other organizations collaborating with your organization in the fields of seismology and earthquake disaster mitigation.
8. Your own responsibility in your organization.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?
10. The subject of your individual study in the course. Please select one of the topics in "Menu for the topics of Individual Study" in ANNEX I.

**for Earthquake Engineering (E) group**

1. Past damaging earthquakes (occurrence date, magnitude, etc.) and characteristics of building damage due to them in your country.
2. Seismic Design Code for buildings of your country*.
3. Ongoing national projects or some countermeasures for earthquake disaster mitigation in your country (e.g. promotion of seismic retrofit of vulnerable structures, publishing hazard maps, research for revision of seismic codes, etc.) **.
4. Responsibilities of your organization in the national government or country.
5. Internal structure of your organization with the organization chart.
6. Your own responsibility in your organization.
7. Examples of your achievements through your works***.
8. Your research subjects which you want to study deeply in the course and the reason why you think so.
9. Your expectations for the course: What do you expect to obtain and achieve in the course?

* Applicants who do not have any seismic design code in their countries are requested to present practical measures to secure the seismic safety of buildings.
** If nothing, you are requested to present projects which you think necessary in the future.
*** You are requested to present some materials, e.g., drawings or pictures of structures you designed, managed or researched, figures or pictures of specimens which you tested and analyzed, hazard maps which you contributed to publishing, etc.

**for Tsunami Disaster Mitigation (T) group**

**1. Tsunamis, earthquakes, and tsunami mitigation in your country**

1.1. Geographic and geoscientific information with maps
(tectonics, seismicity, tsunamigenic earthquakes, etc.)

1.2. Destructive tsunamis and earthquakes
(tsunami damage, tsunami height, casualties, tsunami catalogs, photographs, etc.)

1.3. Tsunami mitigation (tsunami hazard assessment, tsunami awareness activities, etc.)

1.4. Tsunami countermeasures (tsunami early warning system, tsunami observation system, etc.)

**2. Regarding your organization**

2.1. Role in the national government or country

2.2. Internal structure along with the organization chart

2.3. Equipment and systems (tsunami early warning system, tsunami observation system, etc.)

2.4. Analysis of tsunamis (tsunami modeling, tsunami forecasting, tsunami hazard maps, real-time determination of earthquake parameters, etc.)

2.5. Analysis of your organization's and country's capacity (strengths and weaknesses)
(Tsunami disaster mitigation plan, responsible organization, tsunami hazard maps, tsunami early warning system, etc.)

2.6. Other organizations collaborating with yours for tsunami activities

**3. Your responsibilities and interests**

3.1. Your own responsibility in your organization

3.2. The potential target of your study in the course, the difficulties or obstacles in obtaining your target, and a list of your strengths and weaknesses.

3.3. Your expectations of the course: What do you expect to derive from it?

3.4. A concrete plan of individual study. Please select the topics of individual study from "ANNEX I. Curricula of the Phase in Japan (4) To complete a research report, Menu for the topics of Individual Study".

The cover page of Inception Report should include:

**(1) Name of Applicant**

**(2) Name of Organization** to which Applicant belongs, namely, the affiliation

**(3) Choice of Group** (Select one of **(S), (E), or (T)**)
**Note: Ambiguous expression for the selection of group will cause a severe disadvantage in the screening process.**

**(4) Choice of Topic for Individual Study** selected from the topics' list in "ANNEX I. Detail of the Phase in Japan, (4) To complete a research report, Menu for the topics of Individual Study ".
**Note: Ambiguous expressions or null answers will cause a severe disadvantage in the screening process.**)

The first page of Inception Report should include:

**(5) Title** and **Author's Name**

**(6) Abstract**
The abstract should be informative and include the principal findings and conclusions. References to formulas or figures are not necessary. It should not be consist of more than 200 words.

**(7) Introduction**

**(8) Affiliation of the Author.**
**Note: Affiliation should appear as a footnote on the first page as the following sample**

**shows.**

The main part of Inception Report that starts from the second page should include:

**(9) Topic mentioned above**

**(10)** "**Acknowledgement"** and "**Appendix**" after the topic if necessary

**(11) References**

Applicants are requested to submit the attached documents including 3 or 4 items,

**(12) Attached Document**

- Information about the structure of Organization, for example, Organization Chart,
- Research activity of Organization related to Seismology, Earthquake Engineering, or Seismic Hazard/Risk Analysis,
- A list of governmental or private organizations related to Seismology or Earthquake Engineering in the country of Applicant, and,
- (If you select 'others' for the topic of Individual Study) a concrete plan of Individual Study. IISEE may inquire about the plan during the selection process.

**(13) Format**

**1.** The manuscript must be carefully prepared and should be submitted with the JICA Knowledge Co-Creation Program Application form and GRIPS application materials. The total pages of the Inception Report should not exceed 15 pages including tables and figures.

**2. Page Format:** Use A4 white paper sheets (21 cm x 29.7 cm). Leave 2.5 cm margins at the top, right and left sides of the text and 3.5cm margin at the bottom. Special attention has to be paid in preparing papers using US letter-size paper. It should be appropriately arranged so that it conforms to the above requirements in appearance, namely, the manuscript should occupy 16cm x 23.7cm in each page. All main text should be single-spaced, Times New Roman types. Use 18pt in capital letters and boldface for **TITLE**, 12pt for authors, and 11pt for the rest, including affiliations, abstract, main text, headings, sub-headings, sub-subheadings, acknowledgement, appendix, references, and captions for figures, photos and tables.

**3. Organization of the papers:** Write the **TITLE** of your paper, centered and in 18pt capital letters and boldface types at the top of the first page. After two more line space, write your names in 12pt. The last names should be in capital. Affiliations should be cited by superscripts. Leave two lines, and then write abstract in 11pt. "**ABSTRACT**" should be in capital letters and boldface and be followed by the text of Abstract. After three lines, start main body of your paper in 11pt. The ordinary pages, starting from the second page, contain the main text from the top line. Avoid footnotes and remarks. Explain in the main text, or in Appendices, if necessary. Affiliation itself should be put at the bottom of the first page, cities, countries and e-mail addresses of all authors, as indicated above.

**4. HEADINGS:** Use at most three levels of headings, i.e., headings, subheadings and sub-subheadings. Headings shall be written in capital letters, boldface types, and centered of your text. Leave two lines space before headings and one after them. Do not indent the first line after headings, subheadings and sub-subheadings. First lines of the other text paragraphs should be indented as indicated here. Do not leave blank lines between paragraphs. **Subheadings:** Subheadings shall be written in lower-case letters and boldface types, right against the left side of your text, as indicated here. Leave one line space before and after subheadings. Use the above-mentioned rules for indentation. ***Sub-subheadings:*** The only difference with respect to subheadings is that sub-subheadings shall be in Italic and no lines space shall be left after sub-subheadings. Don't put numbering to heading of any level.

**5. EQUATIONS AND SYMBOLS:** Use high quality fonts for both mathematical equations and symbols. Papers with hand-written mathematical equations and symbols are not accepted. Equations should be centered and numbered. Leave one line above and below equations. The equation number, enclosed in parentheses, is placed flush right. Equations should be cited in the text as Eq. (1).

**6. FIGURES, TABLES AND PHOTOS:** Figures and tables shall be legible and well reproducible, and photos shall be clear. Colored figures, tables and photo will be printed in Black and White. Captions shall be written directly beneath figures and photos and above tables, and shall be numbered and cited as Figure 1, Table 1 or Photo 1. They should be written in 11pt, and centered. Long captions shall be indented. Do not use capital letter or boldface types for captions. Figures, tables and photos shall be set possibly close to the positions where they are cited. Do not place figures, tables and photos altogether at the end of manuscripts. Figures, tables and photos should occupy the whole width of a page, and do not place any text besides figures, tables and photos. Leave one line spacing above and bottom of figures, tables and photos. Do not use small characters in figures and tables. Their typing size should be at least 9pt or larger.

**7. UNIT:** Use SI unit in the entire text, figures, and tables. If other units are used, provide it in parentheses after the SI unit as 1MPa (10.2 kgf/cm$^2$).

**8. CONCLUSIONS:** Write a **CONCLUSIONS** section at the end of your paper, followed by ACKNOWLEDGEMENT, APPENDICES and REFERENCES.

**9. ACKNOWLEDGMENT:** Acknowledgment should follow CONCLUSIONS.

**10. APPENDIX:** Appendix should be placed between Acknowledgment and References, if any.

**11. REFERENCE:** All references should be listed in alphabetical order of the first author's family name. They are referred in the main text like "(Gibson 1995)" or "(Aki 1957; Okada 2003; 2006)"
when cited at the end of phrase and "Gibson (1995)" or "Aki (1957) and Okada (2003; 2006)" when
cited in phrase. Write the reference list as

Gutenberg, B., and Richter, C. F., 1954, Seismicity of the Earth and Associated Phenomena, 2nd ed. Princeton Univ. Press, Princeton, NJ.
Richter, C. F., 1935, An instrument earthquake magnitude scale, *Bull. Seis. Soc. Am.* **25**, 1-32.
Web site: F-Net, National Research Institute for Earth Science and Disaster Prevention (NEID) http://www.fnet.bosai.go.jp/

**(14) Sample for Inception Report**

| Sample for the cover sheet | | Sample for the first page |
|---|---|---|
| THE KNOWLEDGE CO-CREATION PROGRAM ON SEISMOLOGY, EARTHQUAKE ENGINEERING, and TSUNAMI DISASTER MITIGATION<br>2025 – 2026<br>(COURSE ID: 202411750J001)<br>INCEPTION REPORT<br>ON<br><br>1. Name of Applicant<br><br>2. Name of Organization<br><br>3. Choice of Group (S), (E), or (T)<br><br>4. Choice of Topic for Individual Study | | TITLE OF THE INCEPTION REPORT<br><br>by<br>AUTHOR*<br><br>**ABSTRACT**<br>.....<br>.....<br>.....<br><br>**INTRODUCTION**<br>.....<br>.....<br><br>*The Author's organization and occupation are to be written here. |

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# *ANNEX IV: Syllabus of the Training Program (Tentative)*

**S-Group（Seismology Group)**

| Category | Title | Subtitle | Contents |
|---|---|---|---|
| Orientation | Orientation | Overview of Earthquake, Tsunami, and Disasters | Introductory lectures for seismology and tsunami are given by staff members of IISEE. Basic concepts and general scope of seismology, earthquake phenomena, strong motion study, seismic hazard and risk, and tsunami, etc. are described. |
| | | Ethics and Literacy for Scientific Studies | We provide explanations on subjects to learn about research ethics and literacy required for scientific studies. |
| Basic Subjects Related with Earthquake and Disasters | Information Technology Related with Earthquakes and Disasters | Computer | Practices on FORTRAN programming for scientific computing and on UNIX and GMT are given using PC and Linux server. The basic of Python 3 programming is provided. |
| | | Theory of Seismic Waves | Basic expressions for strain and stress relations are induced from the fundamental concept of the property of elasticity. Mathematical background of the theory of elasticity is discussed from the standpoint of specific problems such as equilibrium conditions, strain energy and transmissions of elastic waves. Reflection and refraction of plane waves are explained. P and S waves velocity distribution is discussed. |
| | | Surface Waves | Crust and upper mantle structure inferred from surface wave analysis, including its analogies with tsunamis (surface gravity waves in the ocean) is explained. |
| | | Scattering and Attenuation | Stochastic modeling and measurement of small-scale heterogeneities and intrinsic attenuation of seismic waves in the crust are explained. |
| | Earthquake Phenomenology | Earthquake Observation (1), (2)* | Basic theory of seismometers is explained. A method for calibration of conventional type of short period seismometer is presented with a practical training. Data acquisition and seismic telemetry systems are explained. |
| | | Local Earthquake Analyses (1) | Analyses of seismograms obtained by local networks, e.g., Wadati diagram, particle motion, apparent velocity, hypocenter determination, and magnitude. |
| | | Local Earthquake Analyses (2)* | Practical analyses of seismograms obtained by local network, e.g., Earthquake location for a homogeneous medium, location errors, iterative weighting, and application. |
| | | Teleseismic Phases and Magnitudes | Teleseismic phases and typical magnitude scales are explained. The Earth's normal modes and their relations to seismic phases are introduced. |
| | | Earthquake Early Warning (1) | The methodologies of Earthquake Early Warning (EEW) are explained, and then actual operation of the system is discussed. Experience of actual operation of nationwide EEW system by the Japan Meteorological Agency is also given. |
| | | Earthquake Early Warning (2)* | This lecture introduces the general concept of an earthquake early warning (EEW) system and its practical examples. This lecture also has an exercise using PC. We will determine the P-wave arrival time and compute amplitude and period parameters which will be used for EEW system. |
| | | Seismicity and Statistics* | This course aims to give a basic introduction to statistical techniques that are useful in the study of seismicity. Several statistical techniques and models are introduced and discussed alongside the well-known |

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| | | | empirical laws. This course also provides hands-on practical sessions using computer software to analyze seismic activity data. |
| | | Crust and Upper Mantle Structure | Crust and upper mantle structure inferred from explosion seismic and surface methods are explained. |
| | | Crustal Deformation | Introductory course of crustal deformation including geodetic survey and continuous measurement with special references to the problems on modeling of earthquake and volcanic events and earthquake forecasting. |
| | Seminar of Basic Seismology | | Discussion, presentation and practice for the topics of Basic Seismology |
| Advanced Subjects Related with Earthquake and Disasters | Earthquake Circumstance | Earthquake Generation and Forecasting (1) | Earthquake dynamics and scaling laws are explained. Earthquake preparation processes and research on short-term prediction are introduced. |
| | | Earthquake Generation and Forecasting (2)* | Earthquake cycles and long- and intermediate-term prediction are introduced. |
| | | Mathematics for Seismology | Basic concepts and technique of applied mathematics used often in the field of seismology are explained. Subjects include linear differential equations, Fourier analysis, matrix algebra and vector analysis. Practice of applied mathematics is also given. |
| | | Focal Mechanism | Basic knowledge and practice for determination of focal mechanism by P-wave first motion method. |
| | | Moment Tensor Analysis | Basic knowledge and practice for determination of focal mechanism by moment tensor inversion method. |
| | | Earthquake and Plate Tectonics* | The basic concept of plate tectonics is presented. Methods to obtain plate motions are described. |
| | | Earthquake Source Process* | The main purpose of this lecture is to provide you with basic earthquake source models and conception of earthquake source process, showing techniques to synthesize seismic waves from the source models and to determine the parameters that can describe earthquake source process. |
| | Characteristics of Earthquake Disasters | Data Processing | Theory and practice of the least squares method used for seismological analyses and those of Discrete Fourier transform, and digital filter are introduced. |
| | | Study Tour of Earthquake Monitoring* | Study tours to institutes which have observational networks to monitor earthquakes are conducted. |
| | | Real Time Determination of Source Parameter* | Real time determination of source parameters (local event) is introduced. |
| | | Determination of Broadband Moment Magnitude | Broadband moment magnitude (Mwp) is a magnitude determined by processing of first arriving P-waves, and has been adopted by tsunami warning centers. First, this magnitude scale is explained in the lecture. Then, computer practices to determine this magnitude are provided. |
| | | Effect of Surface Geology on Seismic Motion (1) | Effects of surface geology on seismic motion (ESG) are explained by showing results of ground motion case studies: amplification mechanisms of seismic waves, actual examples of site amplifications at sites with various site conditions, relations with earthquake damage. |
| | | Effect of Surface Geology on Seismic Motion (2) | Subsurface explorations and strong motion synthetic techniques are explained in detail. |
| | | Seismic Tomography* | Theory and application of seismic tomography in local, regional, and global scales are explained. Practice on computer is also given. |

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| | | Numerical Simulation of Seismic Wave Propagation | Basic theory of seismic wave propagation and numerical methods for solving the elastic equations are explained. Seismic wave propagation is demonstrated by animation made by computer. Practice on the numerical simulation is given by using PC. |
| | Special Topics | Observation Visits | Observation tour to the institutes that have notable activities in the field of Earthquake and Tsunami Science. |
| | | Tsunami and Earthquake* | Basic concept and overview of tsunamis, including tsunami generation, propagation and tsunami warning and hazard reduction systems. |
| | | Earthquake Geology* | Geological subjects related to earthquake prediction, hazard assessment and countermeasures. |
| | | Education of Tsunami Disaster reduction and International Tsunami Warning System* | UNESCO lecturer introduces educational activities for tsunami disaster reduction and international tsunami warning system. |
| | | Japanese ODA Policy and Development Assistance Related with Disaster Management | Japanese ODA policy and implementation and the international trend of development assistance related with disaster management activities including poverty and gender issues are explained. |
| | | How to write a Scientific Report | Lecture for effective writing research reports (papers) will be given by an English native editor. |
| | | Study Tour of Earthquake Monitoring | Observation tour to the institutes that have notable activities in the field of Earthquake and Tsunami Science. |
| | | Study Trip | Study trip to western part of Japan (Kansai) etc. |
| | Seminar of Applied Seismology | | Discussion, presentation and practice for the topics of Applied Seismology |
| Earthquake Hazard and Risk Assessment | Earthquake Hazard Assessment A | Soil Test and Survey | Geotechnical field investigation and laboratory testing methods are discussed in this lecture. An emphasis is placed on providing the information about currently used practical methods. |
| | | Strong Earthquake Motion Observation* | General procedures and system of a strong-motion earthquake observation are presented. Participants are introduced to the principle of strong-motion accelerometers (SMAC), data acquisition systems and data analysis procedures. Application of strong earthquake ground motion to seismic-resisting design is explained. |
| | | Soil Dynamics | Fundamental properties of soil such as non-linearity and constitutive law are reviewed. Dynamic behavior of soil deposits and analytical method are explained with evaluation of material constants. Liquefaction of sand deposits is discussed and countermeasures against liquefaction are introduced. |
| | | Strong Ground Motion Study I (Probabilistic Seismic Hazard Analysis) | Seismic Hazard Assessment is discussed, that is an estimation of the likelihood of an earthquake occurrence and its magnitude in and around the location of interest and of the severity of strong ground motions expected for a certain return period. |
| | | Strong Ground Motion Study II (Strong Motion Seismology) | Strong-motion seismology is concerned with high frequency seismic waves from large earthquakes. Its ultimate goal is to predict strong ground motion from the basic understanding of fault mechanics and seismic wave propagation in the Earth. |
| | Earthquake Hazard Assessment B | Microtremor Observation (1)* | Practice in the field and analysis are introduced for microtremor that is one of the useful information to evaluate the characteristics of earthquake ground motion. |
| | | Microtremor Observation | Field practice of microtremor array observation. |

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| | | Simulation of Seismic Ground Motion | Method to estimate the strong ground motion at the engineering bedrock based on the empirical formulas is explained. |
| | | Geophysical Prospecting | Principles of seismic refraction and reflection and their applications to the real field are discussed. |
| | | Seismic Micro-zonation* | This lecture gives an introduction to seismic micro-zoning technique by presenting the methods to estimate the distribution of the local and regional seismic hazard, explaining the preparation process of seismic scenarios, describing the applications of micro-zoning results, and discussing the future of micro-zoning. Various examples of actual studies are also presented. |
| Case Studies | Practice for Earthquake Disaster – Recovery Management Policy I, II & III | Study trip | Study trip to north-eastern part of Japan (Tohoku)etc. |
| | | Practice for the topics of Earthquake Disaster Management | Three colloquiums are planned: 1) for the report on the seismic observation and its results in the countries of each participant, 2) for the practice of reading scientific papers, and 3) for explaining the plan of individual study. |
| | | International Seminar for Disaster Management | Observation Visit to Life Safety Learning Center, Edo-Tokyo Museum etc. |
| Master Thesis Seminar. | Master Thesis Seminar. | | During the master thesis seminar period, each participant makes a research on a specific subject and writes a paper under the direction of an instructor. The subject is selected in the list shown in ANNEX I. |
| Disaster Management Policy (for Master Program) | Disaster Management Policies A: from Regional and Infrastructure Aspect | | This course deals with the various aspects of disaster management policies from the viewpoint of infrastructure development. It emphasizes understanding the mechanism of natural disasters and measures against it. The course consists of four parts:<br>I) Introductory lecture to overlook disaster management policies<br>II) Lectures in specialized fields on practical measures against natural disasters<br>III) Site-visiting in central Tokyo<br>IV) Presentations by students and overall discussions<br>The 3rd and 4th are jointly managed with DMP(B). |
| | Disaster Management Policies B: from Urban and Community Aspect | | This course aims to provide a broad understanding of disaster risk management, policies related to urban, housing and community aspects. It emphasizes application of appropriate and practical measures, reflecting social, economic and environmental conditions of each country. This course also attempts to discuss the following issues:<br>- Basic issues of the disaster management policies<br>- Lessons from the past large disasters in the world<br>- Urban Disaster risk management policy in Japan<br>- Politics and regulations to secure building safety<br>- Site-visiting in central Tokyo, presentations by students and overall discussions are jointly managed with DMP(A). |

*: included in the syllabus of the Master Thesis Seminar.

**E-Group (Earthquake Engineering Group)**

| Category | Title | Subtitle | Contents |
|---|---|---|---|
| Orientation | Orientation | Ethics and Literacy for Scientific Studies | We provide explanations on subjects to learn about research ethics and literacy required for scientific studies. |
| | | Introduction to Earthquake Engineering | Basic concepts and damage aspects by past earthquakes in Japan are presented as an introductory lecture for engineering course. |
| | | Introduction to Seismology | Seismology for earthquake engineers is introduced focusing on the feature of strong ground motion and its generation, propagation and amplification process. |
| | | Computer | The lecture introduces the computer environment at Building Research Institute (BRI) and International Institute of Seismology and Earthquake Engineering (IISEE). Usage and instructions of the provided laptop PC and the preinstalled software are also given in the lecture. |
| Basic Subjects Related with Earthquake and Disasters | Structural Analysis | Structural Analysis | Fundamental concepts and principles which are utilized in the current structural analysis are introduced in the matrix algebra language. The displacement method and the force method with some extension to the finite element method and the elastic-plastic analysis of structures are discussed in some detail. Also, fundamental theories for non-linear analyses of building structures are introduced. Some member models and basic concepts of the direct stiffness method are discussed. These theories are also learned with some exercises using available software in IISEE. |
| | | Finite Element Method I | The lecture covers 1) Basic concepts of finite element method, 2) Procedures for static linear analysis, 3) Formulation of some elements' matrices and 4) Example programs. |
| | | Finite Element Method II* | The lecture covers 1) Aims and Material Modeling, 2) Cracks width analysis and 3) Dynamic Analyses of RC Frames. |
| | | Limit Analysis* | Fundamentals of limit analysis (plastic analysis) as well as plastic design of structures are presented. Basic theorems in the limit analysis, safe and unsafe theorems, are introduced, and how to use them when computing the load carrying capacity of a framed structure is illustrated. |
| | | Soil Mechanics* | This lecture covers an introduction to fundamental soil mechanics which gives the basis for understanding dynamic behaviors of soil and foundation. |
| | Seminar of Structure Analysis | | Discussion, presentation and practice for the topic of Structural Analysis |
| | Ground Vibration and Structural Dynamics | Structural Dynamics I, II | The objective of this subject is to study the behavior of structures by dynamic loadings. The lecture covers the SDOF (single-degree-of-freedom) system to the MDOF (multi-degree-of-freedom) linear elastic system. The deterministic procedure is discussed in detail with exercises.<br>Furthermore, the lecture introduces computer programming and provides some practices in programming of typical structural dynamic calculations. Participants compute dynamic response of a Single-Degree-Of-Freedom system and response spectra using Fortran 95. Fourier spectrum analysis is also introduced in the lecture. |

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| | | Structural Response Analysis* | Inelastic earthquake response analyses are explained using SDOF systems with various kind of hysteresis models and some applications of inelastic earthquake response analyses are introduced.<br>Also, member models and structural idealization which are utilized in the current nonlinear structural analysis of buildings are outlined. Examples of dynamic and nonlinear analysis of reinforced concrete structures are presented. Methods for the theoretical interpretation on the results from the numerical analysis are introduced. |
| | | Shaking Table Testing* | General concept of structural dynamic test is introduced. Simple shaking table test and free vibration test are practically performed using a small single mass model. Data processing technique is also discussed through the practice. |
| | | Effect of Surface Geology on Seismic Motion I, II | Effects of surface geology on seismic motion (ESG) are explained by showing results of ground motion case studies: amplification mechanisms of seismic waves, actual examples of site amplifications at sites with various site conditions, relations with earthquake damage. |
| | | Dynamic Soil-Structure Interaction* | In case a structure is founded on soft site, its structural behavior is strongly affected by underlying soil with each other. This phenomenon is called “Dynamic Soil-Structure Interaction (SSI)”, and is recognized as being very important for the earthquake resistance design of structure. The physical meaning of the SSI and the influence of SSI on dynamic behaviors of structure are explained. |
| | | Microtremor Observation I* | Practice in the field and analysis are introduced for microtremor that is one of the useful information to evaluate the characteristics of earthquake ground motion. |
| | | Microtremor Observation II* | Among many techniques for investigating subsurface shear wave velocity structure, microtremor (or ambient vibration) observation is efficient and cost-effective approach for exploration of soils and sediments. In this lecture, basics of microtremor observation techniques and data processing procedures are introduced. Field exercises on single and multiple observations are conducted. |
| | Seminar of Ground Vibration and Structural Dynamics | | Discussion, presentation and practice for the topic of Ground Vibration and Structural Dynamics |
| Advanced Subjects Related with Earthquake and Disasters | Seismic Structures | RC Structures I | The structural performance from cracks to collapse about the RC members is predicted by using some equations. The prediction is made by the equations for designs. |
| | | RC Structures II* | Detailed structural design procedure of reinforced concrete members for flexure, shear and bond is lectured. Design practice of RC members according to the presented design procedure is conducted. |
| | | RC Structures III* | Design of Box-Shaped Wall building and evaluation of seismic performance of RC wall buildings are lectured. |
| | | RC Structures IV* | Outline of the seismic design procedure in accordance with the Japanese codes is presented. The related codes in U.S. and New Zealand and the design guidelines currently proposed in Japan are also introduced. |
| | | Steel Structures | Outline of the design procedure for steel building structures in Japan is explained. |

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| | | PC Structures* | General principles of prestressed concrete and several examples of precast prestressed concrete buildings are introduced. Performance of precast prestressed concrete buildings during recent earthquakes is summarized with current seismic design procedure of prestressed concrete buildings in Japan. Prestressing methods, and calculation of cracking moment and flexural strength of a beam section are lectured with employing a computer program. New seismic design methods being discussed, for example performance-based design, are also introduced with some design examples. |
| | | Masonry Structures I* | The lecture presents structural performance and seismic design of Confined Masonry structures, which has been researched in BRI. The lecture also discusses housing construction conditions in the Third World Countries comparing with those of Japan. |
| | | Masonry Structures II* | First, the concept and the method of seismic design of masonry structures are reviewed for several representative design codes in the world. Also, the "AIJ (Architectural Institute of Japan) Standard for the structural design of reinforced concrete hollow concrete block masonry structures" is introduced as part of the Japanese codes. Second, the seismic behavior of masonry buildings is explained from the aspects of "seismic evaluation of existing masonry buildings" and the "modeling of restoring force characteristics of masonry wall members". |
| | | Foundation Engineering I*, II*, III* | Design concept and design procedures for static and earthquake loads for several types of foundation i.e. pile, spread and caisson foundations are presented. Furthermore, their characteristics, construction methods, selection procedures, repairing methods, etc. are explained. |
| | | Underground Structures and Large Soil Deformations* | The lecture covers 1) Buried structures and soil deformations in earthquakes, 2) Key parameters governing performances of buried structures in earthquakes, 3) Earthquake resistant design of buried structures and future problems and 4) Other topics. |
| | | Bridge Engineering I*, II* | Overall view of steel and concrete bridges and historical development are presented. Essential engineering issues for steel and concrete bridges are explained. |
| | | Port & Harbor Structures and Tsunami Engineering* | Earthquake resistant design for port and harbor structures is explained with some examples of actual earthquake damage. |
| | | Structural Testing I, II | Objectives, testing techniques, loading and measuring techniques are presented with some examples of the previous tests. Static tests for RC members are also conducted to observe structural performance. |
| | Seminar of Seismic Structures | | Discussion, presentation and practice for the topic of Seismic Structures |
| | Seismic Evaluation and Seismic Design Code | Seismic Design Codes I, II, III* | Participants investigate the design concept and methods of the selected seismic codes in the world. Presentation and discussion are given for comparison of the surveyed codes. Differences in each code are discussed. Also, recent advanced concepts of seismic design codes are introduced. |
| | | Design Earthquake Ground Motion and Seismic Force* | Seismic design code of Japan is introduced. Some international seismic design codes are also introduced and compared with each other. |

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| | | Simulation of Seismic Ground Motion | Methodology of how to generate design earthquake ground motion for engineering purpose is explained. In general, the earthquake load is considered as design seismic force. However, some buildings for special purposes are required to examine structural safety using design ground motions in time domain. A conventional methodology used for actual seismic design works is introduced. |
| | | Seismic Micro-Zonation | This lecture introduces to seismic micro-zoning technique by presenting the methods to estimate the distribution of the local and regional seismic hazard, explaining the preparation process of seismic scenarios, describing the applications of micro-zoning results, and discussing the future of micro-zoning. Various examples of actual studies are also presented. |
| | | Dynamic Aseismic Design I*, II* | Dynamic aseismic design procedure is introduced. Problems which frequently occur during the design of nuclear power plants and high-rise buildings are presented with some examples. |
| | | Seismic Isolation I*, II* | Seismic isolation system is explained as one of structural response control methods. The Seismic isolation system is most effective to reduce the response and improve safety of a superstructure. Principles of the seismic isolation, merits and demerits of the seismic isolation, and behaviors of buildings with the seismically isolated buildings during earthquake are discussed. |
| | | Structural Response Control | Basic theory on structural seismic response control and its practical applications in Japan are presented. |
| | | Seismic Design and Retrofit of Bridges* | This lecture introduces concepts of seismic design method of highway bridges in Japan. The lecture starts from lessons learned from damage experiences in the past extreme earthquakes. Outline and concept of seismic design specifications of highway bridges in Japan are followed. Seismic assessment and retrofit design of existing bridges are presented. |
| | Seminar of Seismic Evaluation and Seismic Design Code | | Discussion, presentation and practice for the topic of Seismic Evaluation and Seismic Design Code |
| Earthquake Hazard and Risk Assessment | Earthquake Hazard Assessment A | Soil Test and Survey | Soil investigation has become an important component of construction from the viewpoint of safety. Soil test helps to determine physical characteristics in order to design foundations for structures. Outline of Geotechnical investigation method is introduced in this lecture. |
| | | Strong Earthquake Motion Observation* | Strong motion observation plays important role in the fields of earthquake engineering and building engineering. This lecture explains history and the current situation of the strong motion observation in Japan. The strong motion network of Building Research Institute and the recent research works are also introduced. Moreover, the application of the research results using strong motion data for the seismic design and the earthquake disaster mitigation are described. |
| | | Soil Dynamics | Fundamental properties of soil such as non-linearity and constitutive law are reviewed. Dynamic behavior of soil deposits and analytical method are explained with evaluation of material constants. |

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| | | Strong Ground Motion Study I (Probabilistic Seismic Hazard Analysis) | Seismic hazard assessment is discussed, that is an estimation of the likelihood of an earthquake occurrence and its magnitude in and around the location of interest and of the severity of strong ground motions expected for a certain return period. |
| | | Strong Ground Motion Study II (Strong Motion Seismology) | Strong-motion seismology is concerned with high frequency seismic waves from large earthquakes. Its ultimate goal is to predict strong ground motion from the basic understanding of fault mechanics and seismic wave propagation in the Earth. |
| | Seminar of Earthquake Hazard Assessment A | | Discussion, presentation and practice for the topic of Earthquake Hazard Assessment |
| | Earthquake Risk Assessment | Structural Reliability* | The lecture covers 1) Introduction to reliability concept, 2) Probability of failure as a measure for the safety degree, 3) Extreme value distributions as probability model for load intensity, 4) Load and resistance factor format based on the second moment reliability and 5) Target safety degree due to the optimum reliability. |
| | | System Identification in Vibration Analysis | This subject introduces several system identification methods to determine structural characteristics such as natural periods and damping ratios from measuring data of buildings. |
| | | Seismic Evaluation and Rehabilitation | Seismic capacity evaluation and seismic rehabilitation (retrofit) of existing buildings are introduced with emphasis on our practice after the 1995 Hyogoken-Nanbu Earthquake (Kobe Earthquake). |
| | | Urban Earthquake Disaster Mitigation System* | Mechanism and various impacts of earthquake damage in urban areas are analyzed considering the problems generated by urbanization of the area. Based upon the analysis above, issues for establishing proper countermeasures for disaster mitigation are discussed. |
| | | Post-Earthquake Quick Inspection, Damage Evaluation and Rehabilitation | Post-earthquake quick inspection for risk evaluation of secondary disasters is introduced with basic concept of evaluation methods in Japan, U.S. and Europe, and detail procedure and criteria of Japanese method including application example in Turkey. Post-earthquake damage evaluation for decision of rehabilitation strategy, and rehabilitation technique examples for damaged buildings are also introduced. |
| | | Seminar of International Disaster Prevention | Observation Visit to Life Safety Learning Center, Edo-Tokyo Museum etc. |
| | Seminar of Earthquake Risk Assessment | | Discussion, presentation and practice for the topic of Earthquake Risk Assessment |
| Special Topics | Tsunami Load and Structural Design of Tsunami Shelter* | | The lecture covers 1) Observed Buildings Damage Pattern by Tsunami in Great East Japan Earthquake, 2) Introduction of Design Tsunami Loads in Past Guidelines and New Design Guideline, and 3) A Study on Design Flow and an Example of Tsunami Shelters. |
| | Lessons from the Great East Japan Earthquake of March 11, 2011* | | Disaster prevention for millennium earthquakes-tsunamis and characteristics of the 2011 Great East Japan earthquake – tsunami are introduced. |
| | Japanese ODA Policy and Development Assistance Related with Disaster Management | | Japanese ODA policy and implementation and the international trend of development assistance related with disaster management activities including poverty and gender issues are explained. |
| | How to Write a Scientific Report | | Lecture for effective writing research reports (papers) will be given by an English native editor. |
| | Study Trip | | Study trip to western part of Japan (Kansai) etc. |

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| Case Study | Practice for Earthquake Disaster – Recovery Management Policy I, II & III | Colloquium | Three colloquiums are planned:<br>1) for seismic codes and past seismic damage of buildings in the countries of each participant, 2) for the practice of reading scientific papers, and 3) for explaining the plan of individual study. |
| | | Study Trip | Study trip to northern part of Japan (Tohoku) for a week . |
| | Visiting various types of structures | | Participants discuss earthquake disaster countermeasures for various structures at the visiting sites. |
| Master Thesis Seminar. | Master Thesis Seminar. | | During the master thesis seminar period, each participant makes a research on a specific subject and writes a paper under the direction of an instructor. The subject is selected in the list shown in ANNEX I. |
| Disaster Management Policy (for Master Program) | Disaster Management Policies A: from Regional and Infrastructure Aspect | | This course deals with the various aspects of disaster management policies from the viewpoint of infrastructure development. It emphasizes understanding the mechanism of natural disasters and measures against it. The course consists of four parts:<br>I) Introductory lecture to overlook disaster management policies<br>II) Lectures in specialized fields on practical measures against natural disasters<br>III) Site-visiting in central Tokyo<br>IV) Presentations by students and overall discussions<br>The 3rd and 4th are jointly managed with DMP(B). |
| | Disaster Management Policies B: from Urban and Community Aspect | | This course aims to provide a broad understanding of disaster risk management policies related to urban, housing and community aspects. It emphasizes application of appropriate and practical measures, reflecting social, economic and environmental conditions of each country. This course also attempts to discuss the following issues:<br>- Basic issues of the disaster management policies<br>- Lessons from the past large disasters in the world<br>- Urban Disaster risk management policy in Japan<br>- Politics and regulations to secure building safety<br>- Site-visiting in central Tokyo, presentations by students and overall discussions are jointly managed with DMP(A). |

*: included in the syllabus of the Master Thesis Seminar.

**T-Group (Tsunami Disaster Mitigation Group)**

| Category | Title | Subtitle | Contents |
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| Orientation | Orientation | Overview of Earthquake, Tsunami, and Disasters | Introductory lectures for seismology and tsunami are given by staff members of IISEE. Basic concepts and general scope of seismology, earthquake phenomena, strong motion study, seismic hazard and risk, and tsunami, etc. are described. |
| | | Tsunami and Earthquakes* | Basic concept and overview of tsunamis, including tsunami generation, propagation and tsunami warning and hazard reduction systems. |
| | | Ethics and Literacy for Scientific Studies | We provide explanations on subjects to learn about research ethics and literacy required for scientific studies. |
| Basic Subjects Related with Earthquake and Disasters | Information Technology Related with Earthquakes and Disasters | Computer | Practices on FORTRAN programming for scientific computing and on UNIX and GMT are given using PC and Linux server. The basic of Python 3 programming is provided. |
| | | Theory of Seismic Waves | Basic expressions for strain and stress relations are induced from the fundamental concept of the property of elasticity. Mathematical background of the theory of elasticity is discussed from the standpoint of specific problems such as equilibrium conditions, strain energy and transmissions of elastic waves. Reflection and refraction of plane waves are explained. P and S waves velocity distribution is discussed. |
| | | Surface Waves | Crust and upper mantle structure inferred from surface wave analysis, including its analogies with tsunamis (surface gravity waves in the ocean) is explained. |
| | Earthquake Phenomenology | Earthquake Observation (1), (2)* | Basic theory of electro-magnetic seismometer is explained. A method for calibration of conventional type of short period seismometer is presented. Practical training for the calibration is also planned. Data acquisition and seismic telemetry systems are explained. |
| | | Local Earthquake Analyses (1) | Analyses of seismograms obtained by local networks, e. g., Wadati diagram, particle motion, apparent velocity, hypocenter determination, and magnitude. |
| | | Local Earthquake Analyses (2) * | Practical analyses of seismograms obtained by local network, e.g., Earthquake location for a homogeneous medium, location errors, iterative weighting, and application. |
| | | Teleseismic Phases and Magnitudes | Teleseismic phases and typical magnitude scales are explained. The Earth's normal modes and their relations to seismic phases are introduced. |
| | | Earthquake Early Warning (1) | The methodologies of Earthquake Early Warning (EEW) are explained, and then actual operation of the system is discussed. Experience of actual operation of nationwide EEW system by the Japan Meteorological Agency is also given. |
| | | Earthquake Early Warning (2)* | This lecture introduces the general concept of an earthquake early warning (EEW) system and its practical examples. This lecture also has an exercise using PC. We will determine the P-wave arrival time and compute amplitude and period parameters which will be used for EEW system. |

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| | | Seismicity and Statistics* | This course aims to give a basic introduction to statistical techniques that are useful in the study of seismicity. Several statistical techniques and models are introduced and discussed alongside the well-known empirical laws. This course also provides hands-on practical sessions using computer software to analyze seismic activity data. |
| | | Crust and Upper Mantle Structure | Crust and upper mantle structure inferred from explosion seismic and surface methods are explained. |
| | | Crustal Deformation | Introductory course of crustal deformation including geodetic survey and continuous measurement with special references to the problems on modeling of earthquake and volcanic events and earthquake forecasting. |
| | Seminar of Basic Seismology | | Discussion, presentation and practice for the topics of Basic Seismology. |
| Advanced Subjects Related with Earthquake and Disasters | Earthquake Circumstance | Earthquake Generation and Forecasting (1) | Earthquake dynamics and scaling laws are explained. Earthquake preparation processes and research on short-term prediction are introduced. |
| | | Earthquake Generation and Forecasting (2)* | Earthquake cycles and long- and intermediate-term prediction are introduced. |
| | | Mathematics for Seismology | Basic concepts and technique of applied mathematics used often in the field of seismology are explained. Subjects include linear differential equations, Fourier analysis, matrix algebra and vector analysis. Practice of applied mathematics is also given. |
| | | Focal Mechanism | Basic knowledge and practice for determination of focal mechanism by P-wave first motion method. |
| | | Moment Tensor Analysis | Basic knowledge and practice for determination of focal mechanism by moment tensor inversion method. |
| | | Earthquake and Plate Tectonics* | The basic concept of plate tectonics is presented. Methods to obtain plate motions are described. |
| | | Earthquake Source Process* | The main purpose of this lecture is to provide you with basic earthquake source models and conception of earthquake source process, showing techniques to synthesize seismic waves from the source models and to determine the parameters that can describe earthquake source process. |
| | Theory of Tsunami | Tsunami Simulation* | Hands-on practices to calculate tsunami waveforms and tsunami height are given by using Windows PC. In order to help the interpretation of simulation results, visualization technique using mapping software are also introduced. |
| | | Data Processing | Theory and practice of the least squares method used for seismological analyses and those of Discrete Fourier transform, and digital filter are introduced. |
| | | Practice for Theory of Tsunami | Specific tasks and subjects on Practice for Theory of Tsunami are given considering interests and backgrounds of participants. |
| | | Tsunami Magnitude and Catalogue* | History of large tsunamis in the world is explained and discussed. Existing tsunami catalogues are also studied. The size of tsunami is described by various magnitude scales. Mechanisms of tsunami earthquakes are also learned. Various tsunami generated by non-earthquake origins, such as landslides or volcanic activities, are also studied. |
| | | Mathematics for Tsunami | Practices on applied mathematics used often in the field of tsunami are given. |
| | | Hydrodynamics for Tsunami | The basic equation of fluid dynamics, general ocean wave theory, tsunami generation theory, and non-linear wave theory of tsunamis are explained. |

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| | | Tsunami Source | To calculate travel time of tsunami some computer practices are given. Basic concept to estimate a tsunami source area from arrival times of observed tsunami is explained. Hands-on practices to estimate tsunami source are also given. |
| | | Geology for Tsunami* | Basic techniques for detecting geological and geomorphological evidences of paleo-tsunami and paleo-earthquake are explained. Subjects include coastal sedimentology, coastal geomorphology and Quaternary geochronology. |
| Tsunami Hazard and Risk Assessment | Tsunami Hazard Assessment | Tsunami Disaster Prevention Administration | Tsunami disaster prevention schemes by local government are introduced. We visit several cities along the Sanriku coast and learn about governmental approaches for tsunami disaster prevention. |
| | | Lessons from the Great East Japan Earthquake of March 11, 2011* | Disaster prevention for millennium earthquakes-tsunamis and characteristics of the 2011 Great East Japan earthquake – tsunami are introduced. |
| | | Tsunami Disaster Mitigation Policy and Risk Management in Japan | A visit to the Port and Harbor Bureau to study tsunami disaster mitigation policy and risk management in Japan is conducted. |
| | | Introduction of Tsunami Disaster Mitigation* | Various features of tsunamis are explained with hydrodynamic principles. Many kinds of tsunami disasters are shown by examples in the past, and possible disasters in the future are also estimated. |
| | | Tsunami Hazard Assessment and the Sendai Framework for Disaster Risk Reduction* | Basics on the tsunami hazards assessment is introduced by reviewing historical and recent tsunami hazard/disaster and providing the idea of the risk analysis. Records of tsunamis in the documentation and geological evidences are examined to estimate the frequency. |
| | | Tsunami Damage Survey | Characteristics of tsunami damages are introduced through examples of post-tsunami survey results. Survey method is explained with the theory. After explanations for matters to be attended in field survey, survey exercise is conducted. |
| | | Theory of Tsunami Propagation and Inundation Simulation | This class aims to understand the logic of source program of the TUNAMI (Tohoku University's Numerical Analysis Model for Investigation) code. |
| | | Numerical Simulation of Tsunami Inundation and its Application* | A finite difference method for the long-wave model is explained. Simulation exercises for tsunami propagation and inundation are given. |
| | | Tsunami Hazard Mapping, Evacuation Planning and Simulation | Basic concepts and outline of tsunami hazard map, method of making tsunami hazard map, use of tsunami hazard map.<br>Overview of tsunami evacuation planning and tsunami evacuation simulation. Hands on concepts, definitions, steps and issues for tsunami evacuation planning. Review of methodologies used on tsunami evacuation simulation. |
| | | Scenario Earthquakes | You learn a method for setting Scenario earthquakes for tsunami situation. |
| | | Study Trip to Kansai | Study trip to western part of Japan. |
| | | Education of Tsunami Disaster reduction and International Tsunami Warning System | UNESCO lecturer introduces educational activities for tsunami disaster reduction and international tsunami warning system. |

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| | Tsunami Countermeasures | Tsunami Protection Facility | A field study, in which the tsunami protection facilities are observed, is included in the course. A field trip to observe the tsunami trace and to understand the damages due to tsunamis is also conducted along the Sanriku coast. |
| | | Tsunami Damage and Reconstruction I and II | Observation of tsunami damage caused by the Great East Japan earthquake disaster and reconstruction process. |
| | | Tsunami Observation | Sea level observation method and tide gauge data analysis are introduced. A tour to visit tide gauge station is also conducted. |
| | | Tsunami Early Warning System and Dissemination | Outline of tsunami warning service and tsunami estimation are explained. |
| | | Practice for Tsunami Countermeasures | Each participant has practices so that he/she can improve understanding on the subject "Tsunami Countermeasures." IISEE staff members decide specific tasks and subjects considering interests and backgrounds of participants. |
| | | Tsunami Force and Tsunami Resistant Structure | Design formulas of tsunami force are introduced and some examples to computation of tsunami force are lectured. An experiment to evaluate the tsunami impulsive force is demonstrated during the course. As tsunami resistant structures, breakwaters and tidal barriers are shown as well as greenbelt techniques. |
| | | Tsunami Deposit Survey | Observation of tsunami damage caused by the Great East Japan earthquake disaster and reconstruction process. |
| | | Tsunami Load and Structural Design of Tsunami Shelter | Observation of buildings damage pattern by tsunami in the Great East Japan Earthquake. Introduction of design tsunami loads in past guidelines and new design guideline. A study on design flow and an example of Tsunami shelters. |
| | | International Seminar for Disaster Management* | Observation Visit to Life Safety Learning Center, Edo-Tokyo Museum etc. |
| | Special Topics | Earthquake Geology* | Geological subjects related to earthquake prediction, hazard assessment and countermeasures. |
| | | Study Tour of Earthquake Monitoring | Observation tour to the institutes that have notable activities in the field of Earthquake and Tsunami Science. |
| | | Japanese ODA Policy and Development Assistance Related with Disaster Management | Japanese ODA policy and implementation and the international trend of development assistance related with disaster management activities including poverty and gender issues are explained. |
| | | How to Write a Scientific Report | Lecture for effective writing research reports (papers) will be given by an English native editor. |
| Case Studies | Practice for Earthquake Disaster – Recovery Management Policy I & II | First, Second, and Third Colloquiums | Three colloquiums are planned: 1) for the report on the seismic observation and its results in the countries of each participant, 2) for the practice of reading scientific papers, and 3) for explaining the plan of individual study. |
| | Practice for Tsunami Disaster Mitigation Policy | Real Time Determination of Source Parameter | Real time determination of source parameters (local event) is introduced. |
| | | Determination of Broadband Moment Magnitude | Broadband moment magnitude (Mwp) is a magnitude determined by processing of first arriving P-waves, and has been adopted by tsunami warning centers. First, this magnitude scale is explained in the lecture. Then, computer practices to determine this magnitude are provided. |

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| | | Study Tour of Earthquake Monitoring | Observation tour to the institutes that have notable activities in the field of Earthquake and Tsunami Science. |
| | Practice for Seminar of Tsunami Disaster Mitigation Policy | | Practice for the topics of Tsunami Disaster Mitigation Policy. |
| Master Thesis Seminar. | Master Thesis Seminar. | | During the master thesis seminar period, each participant makes a research on a specific subject and writes a paper under the direction of an instructor. The subject is selected in the list shown in ANNEX I. |
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