

**Japan-WCO Human Resource Development Programme**  
**(Scholarship Programme)**

**【Strategic Management and Intellectual Property Rights】**

**ADMINISTRATIVE PROVISIONS**

**Introduction**

1. The Japan-WCO Human Resource Development Programme (Scholarship Programme) provides a grant covering travel, subsistence, admission, tuition and other approved expenses to enable promising young Customs managers from developing countries to undertake Master's level studies at the Aoyama Gakuin University (AGU) in Tokyo, Japan.
2. The following administrative provisions govern this Scholarship Programme. If a nominee or a concerned person in the nominating administrations has any questions, he/she should address them to the Capacity Building Directorate of the WCO Secretariat before the Scholarship is accepted.

Capacity Building Directorate,  
World Customs Organization,  
Rue du Marché 30, 1210 Brussels, Belgium  
Tel : + 32 2 209 96 47  
Fax : + 32 2 209 94 96  
e-mail : takashi.nakao@wcoomd.org

**Conditions of candidacy and selection**

3. The candidates should be in good health, preferably below 40 years of age as of 1 April, 2011.
4. The recipients of Scholarships under this Programme will enrol for **the Master's Degree programme in Strategic Management and Intellectual Property Rights (IPR)** programme at the AGU.
5. This Scholarship is for one academic year starting from April. The Scholarship period cannot be extended.
6. The candidates should be Customs officers **fully proficient in English**. (a minimum TOEFL score of internet Based Test (iBT) 79 / Computer-Based Test (CBT) 213 / Paper Based Test (PBT) 550, IELTS 6.0, or its equivalent qualification to prove their language proficiency). They should have a university degree or equivalent qualification.
7. The candidates should have at least **3 years** of work experience in Customs and should have assessed potential for advancement. In the selection, preference will be given to candidates who have experience in IPR border enforcement, and who are expected to work in the IPR-related section of their Customs administration after this scholarship programme.

8. After the completion of the Programme, **the candidates should continue the job in home Customs administration for 3 years at least** and, after 3 years, they should also report to the university the job title and how they have been utilizing the experience they acquired in Japan.
9. The candidates will be selected by the WCO in consultation with the AGU. The AGU shall inform the candidates about their selection or otherwise. The WCO will send a congratulatory letter to the administrations whose candidates have been selected.
10. In accepting a Scholarship, the candidate undertakes to:
  - Work full time on the assigned Programme. It will not be possible to undertake other activities not related to the Programme.
  - Comply with the laws and show due respect for the culture and way of life of the host country.
11. **The AGU requests online applications for admissions for the 2011-2012 Scholarship Programme.** Candidates are requested to visit the AGU Web site (<http://www.aoyasmiprp.jp/>).
12. **The original set of Application Forms with all supporting materials** should be completed and returned to:

Master's Program Admissions Office at Graduate School of Business  
Aoyama Gakuin University  
4-4-25 Shibuya, Shibuya-ku  
Tokyo 150-8366  
Japan  
Telephone : + 81 3 3409 7932  
Fax : + 81 3 3409 9423  
e-mail : info\_smiprp@busi.aoyama.ac.jp  
Website : <http://www.aoyasmiprp.jp/>

with the envelope marked, "Application for the WCO Scholarship". For more detailed information, please see the "Application Procedures" of the AGU, as enclosed herewith.

13. A duplicate set will be made and sent to the WCO Secretariat by the AGU Admissions Office. Therefore, it is not necessary to send a duplicate set to the WCO Secretariat.
14. The last date for receipt of these forms at the above address is **15 September 2010**.

## **FINANCIAL ARRANGEMENTS**

### **Accommodation and living allowance**

15. An all-inclusive allowance of about 157,000 Japanese yen per month will be granted to cover the cost of accommodation, meals and incidental expenses for the study period. (The allowance will be paid in Japanese Yen.)
16. The Scholars will be offered assistance by the AGU to find residential accommodation at a reasonable rent.

17. The candidates should note that the allowance will not be sufficient to cover the expenses of any accompanying dependants. No family-related expenses will be paid or added to the monthly living allowance.

### **Health Certificate**

18. **The Scholars selected will have to submit a certificate from a licensed physician certifying that they are in good health and do not suffer from any debilitating chronic ailments.**

## **TRAVEL ARRANGEMENTS**

### **Travel costs**

19. The cost of travel (return trip) between the Scholar's place of residence and Tokyo will be borne by the Programme budget. For this purpose, an economy class pre-paid air ticket by the most direct route will be arranged by the AGU through a local travel or airline office or by courier in the country of the selected candidate.

### **Insurance**

20. No insurance coverage is provided by the WCO/Japan in respect of personal accidents or damage to or loss of personal effects during transport to or from Tokyo.

### **Passports - Visas - Health regulations**

21. Persons entering Japan must hold a valid passport and visa. Vaccination requirements depend upon nationality, and the Scholar is personally responsible for complying with them. The AGU will provide the selected candidates with a letter certifying enrolment in the Japan-WCO Scholarship in order that he/she may apply to the Japanese Embassy in his/her home country for a **college student visa**, authorizing temporary residence in Japan for the duration of the Programme.

## **COMPLETION OF PROGRAMME**

22. Scholars are expected to complete the Programme as scheduled. Early repatriation may be authorized only on medical grounds or for other similarly important reasons. If a Scholar withdraws from the Programme before its scheduled completion, he/she shall not be entitled to any benefits from the date of the decision.
23. On completion of the Programme, the WCO/Japan will pay travel costs, as described above, for the Scholar's return journey from Tokyo to the point of first departure. Entitlement to return travel expenses shall cease if the Scholar does not leave Tokyo within two weeks of completion of the Programme, unless he/she has any compelling reason for extending his/her stay.
24. In the event of a Scholar failing to complete the Programme, a request for partial refund may be sent to the Scholar.

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