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الرقم / تدريب

التاريخ

25/ 8/2025

الموافق

مساعد الامين العام .....

مدير مديرية .....

مدير وحدة .....

أرفق طياً صورة عن كتاب هيئة الخدمة والادارة العامة رقم 5360/12/4 تاريخ 2025/8/17 والمتعلق بالمنح الدراسية المقدمة من الحكومة اليابانية /جايا للحصول على درجة الدكتوراة / الماجستير للعام الدراسي 2025 في مجال:-

### Agriculture Studies Networks For Food Security

أرجو تزويدي بأسماء مرشحيكم الراغبين بالمشاركة من خلال تعبئة الطلب الالكتروني على موقع الوزارة الرسمي وبموعد اقصاه 2025/9/10 ، ممن تنطبق عليهم الشروط الواردة بالكتاب المرفق حرفياً .

مؤكداً على ضرورة اليعاز لمرشحيكم بتعبئة نموذج معلومات اليفاد حسب الأصول، علماً بأنه لن ينظر في أي ترشيح يرد من غير النموذج أو مخالف للشروط أو بعد التاريخ المحدد ، وفي حال عدم وجود مرشحين يرجى الرد خطياً وفي موعده .

وتفضلوا بقبول فائق الاحترام

وزير الزراعة

د مصائب عبد الحليم خريسات  
مدير مديرية تنمية  
وإدارة الموارد البشرية  
إياد رفيق عفانه

نسخة / عطوفة الامين العام

نسخة / مساعد الامين العام للشؤون الادارية والمالية

نسخة / مدير مديرية تنمية وإدارة الموارد البشرية

نسخة / رئيس قسم التدريب والبعثات



هيئة الخدمة والإدارة العامة  
SERVICE AND PUBLIC ADMINISTRATION COMMISSION (SPAC)



الملك عبد الله الثاني بن الحسين

الرقم ٥٤٨٨١٧

التاريخ

الموافق ٢٠٢٥/٨/٢٤

معالي وزير الزراعة

عطوفة مدير عام المركز الوطني للبحوث الزراعية

الموضوع: منح دراسية مقدمة من الحكومة اليابانية/جاياكا

يرجى التفضل بالعلم بأنه يتوفر لدى هيئة الخدمة والإدارة العامة منح دراسية مقدمة من الحكومة اليابانية/جاياكا للحصول

على درجة الماجستير أو الدكتوراه من إحدى الجامعات اليابانية خلال العام الدراسي 2026 في مجال :

“Agriculture Studies Networks for Food Security (Agri-Net)”

وعلى نفقة الحكومة اليابانية بما فيها الرسوم الدراسية ونفقات الإقامة وتذاكر السفر ذهاباً وإياباً ولمرة واحدة فقط .

للتلطف بالإيعاز لتعميم هذه المنح على جميع الموظفين لديكم بما في ذلك الموظفين العاملين في الوحدات الإدارية في المحافظات وتزويدي بأسماء المرشحين ممن تنطبق عليهم شروط الجهة المانحة (بما فيها شرط اللغة الإنجليزية) والواردة في المرفق ، والتي يمكن الاطلاع عليها على الموقع الإلكتروني للجهة المانحة ([www.jica.go.jp](http://www.jica.go.jp)) والإيعاز لهم لتقديم طلباتهم إلكترونياً (online) من خلال الموقع الإلكتروني، وتزويدنا بنسخة ورقية منها مع كافة الوثائق المطلوبة كما هو مبين في المرفق وورقة المرشح في بعثة معبأة حسب الأصول وذلك في موعد أقصاه 2025/9/15، علماً بأنه لن يتم النظر بأي ترشيح مخالف للشروط ولا يتضمن المرفقات المطلوبة ، مع ضرورة التأكيد على قيام المرشح من التأكد من أن الجامعة التي تقدم لها تقع من ضمن قائمة الجامعات المعتمدة والمُعترف بها لدى وزارة التعليم العالي والبحث العلمي الأردنية من خلال موقعها الإلكتروني [www.mohe.gov.jo](http://www.mohe.gov.jo) وضرورة الالتزام بتعليمات الاعتراف بمؤسسات التعليم العالي غير الأردنية ومعادلة شهادتها، ، علماً بأنه سيتم تطبيق تعليمات إبتعاث الموظفين في القطاع العام والصادرة بمقتضى الفقرة ( د ) من المادة (38) لسنة 2025 حال إقرارها من مجلس الوزراء .

وتفضلوا بقبول فائق الاحترام ،،،

رئيس هيئة الخدمة والإدارة العامة

المهندس فايز النهار

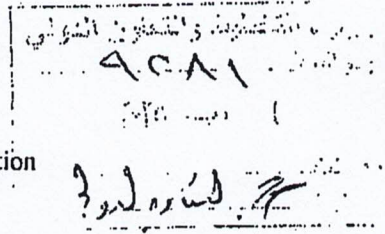
نسخة/ معالي وزير التخطيط والتعاون الدولي  
نسخة/ عطوفة الأمين العام  
وارد (6147)



# Japan International Cooperation Agency

## Jordan Office

Emmar Towers, 196 Zahran Street (6<sup>th</sup> Circle), Amman, Jordan  
Post Address: P.O. Box 926355, Amman 11190, Jordan  
Tel 962-6-585-8921/22/23 | Fax 962-6-585-8924



Date: August 6, 2025

Ref.: JICAJD202508060001

H.E. Ms. Zeina Toukan

Minister of Planning and International Cooperation

Excellency,

It is our pleasure to inform your Excellency about our Knowledge Co-Creation program (Long-Term) in "Agriculture Studies Networks for Food Security (Agri-Net)" as attached General Information.

Since the program is designed for applicants who are engaged in the field related to agriculture and rural development, policy, sustainable agriculture production, food value chain, Livestock Development and Animal Hygiene, Fisheries Development and Resources, or nature conservation, it would be grateful if the Ministry could kindly forward the attached General Information to University of Jordan, The Ministry of Agriculture and National Agricultural Research Center (NARC) to nominate appropriate candidates.

It would be appreciated if the Ministry could take necessary measures so that one original copy of Application Form, graduation certificate, Academic Transcript, 2 photos, and a copy of Passport for applicant could reach JICA Office no later than October 1, 2025. Moreover, please make sure that applicant and organization which applicant belongs to, should be aware of the contents and conditions in the G.I as well as the regulation of the Government of Jordan.

Please notice that the qualifications of applicants and other related issues for the course are mentioned in the attached General Information and the applicant(s) is / are requested to submit a copy of certificate of English Language Test (TOEFL Duolingo, IELTS), with the Application Form.

Furthermore, while this program aims to develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields, to establish and maintain mid and long-term amicable relationships between target countries and Japan, to develop human resources of public and private sectors under JICA Global Agenda related to Agriculture and Rural Development Sector, and to strengthen a human network between partner countries and Japan in the above-mentioned field, the participant is requested to conduct a presentation to his/her colleagues after his/her return to Jordan with attendance from JICA Jordan Office, in order to disseminate the knowledge and experiences acquired in Japan.

Your kind attention would be highly appreciated.

Respectfully yours,

MORIHATA Shingo  
Chief Representative  
JICA Jordan Office

# **Guide for Preliminary-Consultation Inquiry with a Desired Graduate School and Supervisor**

Ver1.0

University Partnership  
Division,  
Domestic Strategy and  
Partnership Department

[tatuc\\_supportunit@jica.go.jp](mailto:tatuc_supportunit@jica.go.jp)

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## 1. Points to Note

### 1.1 Purpose of Preliminary Consultation:

The preliminary consultation (Pre-Consultation) is specifically designed to ensure that your research plan and theme are well-aligned with your desired graduate schools and potential supervisors. Using the 'University Information' and the 'Preliminary Consultation Inquiry Sheet', you can reach out to your desired graduate schools in a proper and effective manner.

### 1.2 Duration:

The Pre-Consultation period shall be from August 1 to Middle of November 2025. Please ensure you can conduct the preliminary consultation before the submission of Application Form.

### 1.3 Target for Pre-Consultation:

The Pre-Consultation is intended for universities (graduate schools) to which applicants wish to apply through the Pre-Application Matching process.

### 1.4 Outline of Pre-Consultation Inquiry Process

Confirm  
University  
Information

- Check whether selecting a supervisor is necessary.
- Check whether Pre-Consulting would be mandatory, acceptable or unacceptable

Fill out the Pre-  
Consultation  
Inquiry Sheet

- Complete all the fields in the "Applicant's Basic Information" section.
- Draft an email for a Pre-Consultation Request.

Conduct Pre-  
Consultation

- Check the contact information in the University Information before sending the email.
- Send an email with the inquiry form and required documents attached.

## 2. Confirm the Acceptability of Pre-Consultation of Each Graduate School

### 2.1 Pre-Consultation Availability Check (Important!)

Please make sure to check whether Pre-Consultations from candidates are accepted. You may only conduct Pre-Consultations with graduate schools marked as 'Yes (Mandatory)' or 'Yes (Acceptable)' at Column W (the acceptability of Pre-Consultation). If it is marked as 'Yes,' please be sure to fill out all the required information on the Pre-Consultation Inquiry Sheet and submit it to the Contact Information at Column X and Y. If Column W is marked as 'No,' you must not conduct the Pre-Consultation. Specifically, the Pre-Consultation acceptability at the Column W (the Acceptability of Pre-Consultation: 'Whether or not consultation with university before Pre-application matching from candidates is acceptable') is as follows:

**Yes (Mandatory):** You MUST conduct a Pre-Consultation with the graduate school you are applying to or the supervisor you wish to work with.

**Yes (Acceptable):** You MAY conduct a Pre-Consultation with the desired graduate school and supervisor.

**No:** Pre-Consultation is NOT accepted. Please do not send a Pre-Consultation sheet to the graduate school.

Column S	Column U	Column W	Column X	Column Y
(2) 出願前マッチング時の指導教官の選択要否 及び 大学への「出願前マッチング」実施時の事前相談 (2) Supervisor needed to be chosen at the time of "Pre-application matching" and Consultation with university before "Pre-application matching"				
修士 Master	博士 Ph.D	候補者からの事前相談のための連絡先 (出願前マッチング実施前) Contact information for consultation with university before "Pre-application matching"		
修士課程候補者が出願前マッチング実施時点で希望する指導教官を選択することが必要かどうか Whether it is mandatory for Master's candidates to select their preferred professor at the time of "Pre-application matching".	修士課程候補者が出願前マッチング実施時点で希望する指導教官を選択することが必要かどうか Whether it is mandatory for PhD candidates to select their preferred professor at the time of "Pre-application matching".	候補者からの事前相談 Whether or not consultation with university before Pre-application matching from candidates is acceptable	事前相談可能な場合、問合先の教員名または国・英語の氏名 If prior consultation is available or mandatory, please input the name of the professor or the name of the faculty in charge.	事前相談可能な場合、国・英語の氏名またはメールアドレス If prior consultation is available or mandatory, please input an e-mail address for consultation from candidates.
Select	Input (URL)	Select	Input (English)	Input

1. Please check if it is necessary to choose a supervisor at Column S and Column U.

2. Please check if Pre-Consulting would be acceptable.

### 3. How to Fill Out the Preliminary Consultation Inquiry Sheet

### 3.1 Preliminary Consultation Inquiry Sheet Sample

Below is a sample of the Preliminary Consultation Inquiry Sheet, which you can use to reach out to a potential supervisor with your inquiry.

Refer to '3.2 Confirmation Points'

Refer to '3.3 Basic Information of Applicant'

**Refer to '3.4 Inquires to the University'**

[illegible]

### **3.2 Confirmation Points**

The top of this Inquiry Sheet includes the following notes as confirmation points for both the university ('To University') and the applicant ('To Applicant').

#### **To University:**

- This document certifies that the person submitting it is a candidate for the JICA long-term training and wishes to apply to your esteemed institution.
- The preliminary consultation is intended to confirm whether the research theme and other aspects desired by the candidate can be supervised, and it does not imply a preliminary acceptance. Please respond to the candidate's preliminary consultation regarding their research to the extent possible.
- After passing the entrance examination, the final decision regarding acceptance will be made by JICA, around July of the following year.

#### **To Applicant:**

- ✓ Even if the candidate receives a response from the university indicating that their research aligns with the university's interests through this preliminary consultation form, it does not guarantee admission to the university. All candidates must undergo subsequent pre-application matching assessments and formal admission evaluations to be granted admission.
- ✓ Please do not send a blank email in both the subject and body of the e-mail. You can refer to the 'E-mail Sample' when sending inquiry sheet to a university.

## E-mail Sample

<b>Subject</b>	<b>Inquiry from a JICA Applicant: Pre-Consultation Request</b>
<b>The body of the email (Sample)</b>	<p>Dear Professor XXX</p> <p>I hope this message finds you well. My name is XXX, and I am a JICA candidate from "Country," participating in the "Program Name (ABE, SDG's Global Leader, etc.)." I am currently employed at XXX (your organization) .</p> <p>I am very interested in studying in your laboratory of "XXX (name of course) " at XXX (Name of Graduate School Name) because ---- (brief reason why you are interested in) .</p> <p>Attached to this email is a pre-consultation form. I would greatly appreciate it if you could take the time to review my inquiry and provide your feedback.</p> <p>Thank you very much for your consideration.</p> <p>Best regards,</p>

Pre-Consultation Inquiry Sheet

Pre-consultation Guide

E-mail Sample

### Please be sure to check when sending an Inquiry Sheet via Email

- Did you put "Inquiry from a JICA Applicant: Pre-Consultation Request" in the email subject line?
- In the body of the e-mail, did you clearly state your name, country, and program in which you are participating? (Refer to E-mail Sample)
- Is the Graduate School you are going to email one that allows or requires Pre-Consultations?

### 3.3 Basic Information of Applicant

Please fill in all the fields highlighted in yellow in the "Basic Information of Applicant" section.

Filled in by Applicant \* Please complete all the yellow sections. Inquiry Date  
(YYY/MM/DD)

Basic Information of Applicant	
Name of Desired University	Refer to "Column E" in the University Information.
Name of Desired Graduate School	Refer to "Column F" in the University Information.
Graduate School Code	Refer to "Column B." ex) 3701A
Name of Course	Refer to "Column G and H."
Name of Preferred Supervisor	Refer to Column I. Even if you find a different supervisor's name at the URL in Column T or Column V, you should select the name from Column I as the potential supervisor.
JICA Program (Select from dropdown list)	Please select your program, such as ABE Initiative, (Africa) SDGs GL etc.
Name of Applicant	Your Name
E-mail Address	Your contact e-mail address
Country	Country of Residence
Current Organization Name	Please fill out the name of the organization you are currently working for.
Final Academic Background	The degree you have obtained
Field of Study (FS) / Specific Research Field (SRF)	Please specify the field of study or major you have completed.
Research Theme Title (tentative theme is acceptable)	Please specify the research theme/ title.

Please check the 'SHOULD NOT' and 'SHOULD' sections below carefully and draft the body of the preliminary consultation accordingly.

**\*\*SHOULD NOT:\*\*** 😞

- Attaching only the research plan or thesis without any questions, leaving the section blank.
- Attaching only the research plan or thesis and asking, "Which laboratory matches my research?"
- Asking questions without checking the potential supervisor or desired laboratory's website to understand what research the professor or laboratory is conducting.

**\*\*SHOULD:\*\*** 😊

- Thoroughly review the research content of the desired laboratory and potential supervisor on the university's website. Formulate your questions based on this information. This step is crucial, so please ensure you complete it.
- To check more details about the desired graduate school and supervisor information, please refer to the **University Information** in Column J (Website for the graduate school), Column P (Messages for Candidates), Column T and V (URL or documents to refer to a list of professors with whom candidates may apply) in addition to the university's official website.

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