



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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PROFESSIONALISM INTEGRITY ACCOUNTABILITY

MEMORANDUM

TO : ALL CUSTOMS EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
Commissioner



BOC-03-15828

SUBJECT : World Customs Organization (WCO) Master's Degree Programme in Strategic Management and Intellectual Property Rights (IPR) at the Aoyama Gakuin University

DATE : June 27, 2022

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the World Customs Organization (WCO) Master's Degree Programme in Strategic Management and Intellectual Property Rights (IPR) which will commence in April 2023 to March 2024 at the Aoyama Gakuin University, Tokyo, Japan.
- 2.0 This scholarship is a 12-months master's degree program which comprises of two (2) segments: academic segment and a practical segment. The academic segment starts with focused teaching of foundational skills in strategic management and IPR. It focuses on range of applied topics which help scholars understand how to design, implement and evaluate public policies, in particular Customs policy, in accordance with development strategies for organizations. The practical segment is taught in co-operation with Japan Customs, including the Japan Customs Training Institute.
- 3.0 The Japan-WCO Human Resource Development Programme (Scholarship Programme) will provide a grant covering travel, subsistence, admission, tuition and other approved expenses.
- 4.0 Interested applicants must meet the following qualifications:
 - a. Should be in good health, below 40 years of age as of April 1, 2023;
 - b. The candidate should have at least 2 years of work experience in Customs, and they shall continue to work in their home Customs administration for at least 3 years.
 - c. Have a bachelor's degree or its equivalent from a recognized, accredited university of the highest standard;
 - d. Quality work experience of at least two (2) years in the field of customs and should have assessed potential for advancement. 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;
- e. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past are not entitled to apply for this Scholarship Programme.
- 5.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:
- Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
 - Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
 - Have no foreign or local scholarship grant in the past two (2) years;
 - Have no pending service obligation from previous local or foreign scholarship; and
 - Have no pending criminal and/or administrative case.
- 6.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before July 15, 2022** for evaluation of who will be nominated by the Commissioner:
- Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
 - Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);
 - Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods;
 - Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship;
 - Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case;
 - Printed accomplished Application form with photo attached;
 - Two Letters of Recommendation (Preferably, one from your current supervisor at your work place);
 - Certificate of Employment Status and Acceptance for Leave of Absence;
 - Research Proposal at the SMIPRP;
 - Application checklist;
 - Official transcripts of academic record and graduation/degree certificates issued by the university and bearing the seal or signature of the registrar;

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- I. Fully proficient in English (a minimum TOEFL score of internet Based Test (iBT) 79/ TOEFL iBT home edition 79/ Paper Based Test (PBT) 550 or IELTS Academic Module 6.0, to prove language proficiency or a letter of Proof of Education in English (issued by University).

For details of the requirements, you may refer to the Aoyama Gakuin Online Application Guide 2023-2024 at <https://www.aoyamasmiprp.jp/scholarship/>.

- 7.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at 0956-809-4668 and/or ITDDCustoms@customs.gov.ph. Kindly visit the Aoyama Gakuin University website (<https://www.aoyamasmiprp.jp/scholarship/>).
- 8.0 For your information.

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World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium
T: +32 (0)2 209 92 11 / info@wcoomd.org
Bank account: IBAN 210-0475126-72

For the attention of:
WCO developing-country Members

21.06.2022 / Brussels
22HL0194E

Dear Director General,

I am pleased to inform you that the World Customs Organization (WCO) will award a number of scholarships for the Master's Degree Programme in **Strategic Management and Intellectual Property Rights (IPR)** at the Aoyama Gakuin University (AGU), Tokyo, Japan. Funds for these scholarships will be provided by Japan Customs under the Japan-WCO Human Resource Development Programme (Scholarship Programme).

The Scholarship Programme is aimed at **promising young managers from the Customs administrations of developing-country WCO Members**. Candidates should have demonstrated **potential for growth and commitment to the service** of their Administration and should be **fully proficient in English**. Conditions of candidacy and selection are specified in the attachment. This Master's Degree programme will start in March 2023 and finish in March 2024.

The Master's Degree Programme comprises two segments: an academic segment and a practical segment. The academic segment starts with focused teaching of foundational skills in strategic management and IPR. It then moves to a range of applied topics which help scholars understand how to design, implement, and evaluate public policies, in particular Customs policy, in accordance with development strategies for organizations. The practical segment is taught in co-operation with Japan Customs, including the Japan Customs Training Institute.

Attached to this letter, you will find a set of documents which set out the administrative provisions governing the Programme, as well as the application procedures and other relevant information from the University. If you would like to nominate a candidate from your Administration for this Scholarship Programme, please arrange for the application to be submitted with all supporting documents, including the Nomination Form from your Administration (downloadable from the below-mentioned Website after online registration).

The application process for candidates is as follows :

- The nominated applicant requests Website access via the online registration option on the AGU's Website (<http://www.aoyamasmiprp.jp/>), which should be completed **by 12 August 2022**.
- The applicant must then complete the application forms and submit them with all the supporting documents **by 1 September 2022** to the AGU Master's Programme Admissions Office address as indicated on the application Web page.

Please note that applications received after the deadlines will not be considered. As late submissions, including of supporting documents such as proof of English

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proficiency, are not acceptable, applicants and nominating Administrations are encouraged to prepare the required documents well in advance.

If you have any questions regarding this Programme, a member of your staff may contact Mr. Takashi Sato of the WCO Capacity Building Directorate (Tel.: + 32 2 209 96 47; E-mail : scholarship@wcoomd.org), or the Master's Programme Admissions Office at the AGU Graduate School of Business (Tel.: + 81 3 3409 6239; E-mail : info_smiprp@busi.aoyama.ac.jp).

Yours sincerely,

A handwritten signature in black ink, appearing to read "Kunio Mikuriya".

Kunio Mikuriya
WCO Secretary General

(Annex 1)

Japan-WCO Human Resource Development Programme
(Scholarship Programme)

【Strategic Management and Intellectual Property Rights】
2023/2024

ADMINISTRATIVE PROVISIONS

Introduction

1. The major objective of the Japan-WCO Human Resource Development Programme is to provide scholars with the conceptual understanding and technical competence that are required of leaders who lead organizations in the area of taxation and Customs. Scholars are expected to return to their Customs administrations at the conclusion of the programme in order to utilize their new knowledge and skills and disseminate them throughout their Customs administrations.
2. 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 officers from developing countries to undertake Master's level studies at Aoyama Gakuin University (AGU) in Tokyo, Japan.
3. The following administrative provisions govern this Scholarship Programme. If a nominee or a concerned person in a 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: scholarship@wcoomd.org

Conditions of candidacy and selection

4. The candidates should be in good health to productively pursue studies in Japan, preferably below 40 years of age as of 1 April 2023.
5. The recipients of Scholarships under this Programme will enrol in the Graduate School of Business (GSB) at Aoyama Gakuin University (AGU) and study for a degree of **Master of Arts in Business Administration, specializing in Strategic Management and Intellectual Property Rights**.
6. This Scholarship is for one academic year starting from April 2023. There will be a preparatory course in March 2023 for a few weeks before the start of the Programme. The Scholarship period cannot be extended.
7. The candidates should be Customs officers **fully proficient in English** (a minimum TOEFL score of internet Based Test (iBT) 79 / TOEFL iBT home edition 79 / Paper Based Test (PBT) 550 or IELTS Academic Module 6.0, to prove their language proficiency). They should have a university degree or equivalent qualification.

8. The candidates should have at least **2 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.
9. Individuals who have already been awarded a scholarship under the Japan-WCO Human Resource Development Programme in the past will not be entitled to apply for this Scholarship Programme.
10. The candidates should be eligible to participate in this Programme according to the rules and regulations of the home administration and relevant authorities.
11. After the completion of the Programme, **the candidates should continue to work in their home Customs administration for at least 3 years.**
12. The candidates will be selected by the WCO in consultation with AGU. 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.
13. In accepting a Scholarship, the candidate:
 - Must fill out and submit Scholar Guidelines to WCO, which will be shared later.
 - Undertakes to work as a full-time graduate student on the assigned Programme. It will not be possible to undertake other activities not related to the Programme.
 - Undertakes to comply with the laws and show due respect for the culture and way of life of the host country.
14. The application process for candidates is as follows:
 - The applicant requests access to the Application Forms via the **online registration** option on AGU's SMIPRP website (<http://www.aoyamasmiprp.jp/>). The applicant will be provided with an ID and Password enabling him or her to login and download the application forms.
 - NOTE: The Application Forms are only available for download beginning 1 June 2022 and ending on **12 August 2022.**
 - The applicant must then complete the **application forms** and **submit them with all supporting documents** (including the Nomination Form from your Administration, which is downloadable from the SMIPRP website) **by 1 September 2022** to the AGU Master's Program Admissions Office at the address indicated below.
15. **The original set of Application Forms with all supporting materials, including the Nomination Form from the candidate's Administration,** should be completed and returned to:

Master's Program Admissions Office
Graduate School of Business
Aoyama Gakuin University
4-4-25 Shibuya, Shibuya-ku
Tokyo 150-8366
Japan

Telephone : + 81 3 3409 6239
Fax : + 81 3 3409 4575
e-mail : info_smiprp@busi.aoyama.ac.jp
Website : <http://www.aoyamasmiprp.jp/>

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

16. A duplicate set of the Application Package 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.
17. Please note that **applications received after the deadline will not be considered**. As late submissions, including of supporting documents such as proof of English proficiency, are not acceptable, applicants and nominating Administrations are encouraged to prepare for required documents well in advance.

FINANCIAL ARRANGEMENTS

Accommodation and living allowance

18. An all-inclusive allowance of 147,000 Japanese yen per month will be granted to cover the cost of accommodation, meals, and incidental expenses for the study period. The amount of the allowance is subject to change according to the decision of the Japanese Government. (The allowance will be paid in Japanese yen.)
19. The Scholars will be offered assistance by AGU to find residential accommodation at a reasonable rent.
20. 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

21. The Scholars selected will have to undergo a comprehensive medical examination and submit a certificate from a licensed physician **certifying that they are free from any medical condition that would impair his/her studies during the Programme.**

TRAVEL ARRANGEMENTS

Travel costs

22. 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 AGU through a local travel or airline office or by courier in the country of the selected candidate. Transportation costs between the Scholar's place of residence and departure/arrival airport should be borne by the Scholars.
23. Any additional costs entailed with the changes of the pre-arranged itineraries or cancellation of the flight without reasonable grounds after the issuance of the e-ticket should be borne by the Scholar or his/her home administration.

Insurance

24. 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

25. Persons entering Japan must hold a valid passport and visa. Vaccination requirements vary depending upon nationality, and the Scholar is personally responsible for complying with those requirements. 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 THE PROGRAMME

26. 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 the commencement of the Programme or before its scheduled completion, he/she shall not be entitled to any benefits from the date of the decision. The WCO may request the Scholar to refund any expenses that are incurred from his/her withdrawal. In case a refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
27. On completion of the Programme, the Scholar is required to go back to his/her home country without delay. In the event of no return, the WCO may request the Scholar or the organization to which the Scholar belongs to refund the scholarship. 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.
28. In the event of a Scholar failing to complete the Programme, a request for partial refund may be sent to the Scholar. In the case that a refund is requested, if the scholar cannot afford this for any reason, the organization to which the Scholar belongs should undertake the obligation.
29. After half a year and 3 years respectively from completion of the Programme, Scholars should report to the WCO and AGU indicating the post they occupy in their home administration and how they have been utilizing the knowledge, skills and experience they acquired in Japan.
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(Annex 2)

<Note from Aoyama Gakuin University>

Strategic Management and Intellectual Property Rights Program (SMIPRP)

The Graduate School of Business at AGU welcomes potential students who have a strong interest in conducting rigorous empirical and/or theoretical research integrated with their own practical work experiences. If you wish to apply for the SMIPRP at AGU, please visit our website (<http://www.aoyasmiprp.jp/>), carefully read and strictly follow the admission guidelines and instructions.

1. Program

Strategic Management and Intellectual Property Right Program (SMIPRP)

2. Number to be admitted

The number of students to be admitted for SMIPRP course is approximately 10.

3. Application Requirements

- **Bachelor's Degree or Higher**

- **Proficiency in English:**

Suitable level of proficiency in English to be able to write a thesis is required.

Applicants who have not received undergraduate/graduate education in English, need to submit an official score report from one of the tests (indicated below; with associated minimum acceptable scores):

TOEFL iBT (internet based test or Home Edition) 79,

TOEFL PBT (paper based test) 550,

IELTS Academic Module 6.0 (in each band)

Note 1: TOEFL ITP and IELTS General Training Module scores are NOT accepted.

Note 2: The score should be obtained within the past two years of the application.

- **Letter of Proof of Education in English (issued by your university)**

For those who have received undergraduate / graduate education in English, please obtain a Letter of Proof of Education in English from the university from which you graduated indicating that your education was conducted in English. If you cannot obtain such a letter from your university, please submit a score report or a certificate of the exams mentioned above.

- **Online PC Environment:**

Applicants must have online PC environment in which you can run Zoom (<https://zoom.us/>) for an interview."

4. Application Procedure (Please check the SMIPRP website for more details)

Step 1 Online Registration: First, you will need to create a login account to proceed with your application. To create a login account, fill out and submit the online registration form with the necessary information.

Step 2 Notification of ID & Password: Upon your submission of the online registration form, your ID and password will be sent to you via email.

Step 3 Download Application Forms: Please go to the top page of the SMIPRP website and click the 'LOGIN' button. Then you are required to enter the provided ID and password in the login page to proceed to the next step in order to download and fill out the designated Form1-5.

Step 4 Mail designated Application forms & other required documents: Please send all the designated application forms and other required documents by DHL or any other registered express mailing delivery service to be received by the deadline.

Mailing Address

Master's Program Admissions Office
Graduate School of Business
Aoyama Gakuin University
4-4-25 Shibuya, Shibuya-ku
Tokyo 150-8366
JAPAN

Step 5 Online Interview with selected applicants: After reviewing applications, the Admissions Committee for the SMIPRP will request an interview for selected applicants (i.e. those applicants who have successfully passed the documentary examination). Those who are selected will receive the notification and scheduling information on the interview via email. Interviews are conducted via Zoom.

5. Admission Calendar

- | | |
|---|------------------------------------|
| - Online Registration | up to August 12, 2022 |
| - Mailing Materials | up to September 1, 2022 |
| - Notification of Invitation to Interview | September 22, 2022 |
| - Online Interview | October 4 through October 14, 2022 |
| ※Interview schedule will be assigned from one of these days | |
| - Notification of enrollment acceptance | November 18, 2022 |
| - Submission of enrollment documents | December 2, 2022 |

6. WCO Scholarship

Full tuition scholarship is awarded to full-time candidates who have been accepted for study at AGU and approved by the WCO. You may apply for the scholarship when you submit the application for admission.

Requirement to apply for the Scholarship

- A candidate must be a customs officer of a developing member of the WCO with quality work experience of at least two years in the field of customs policy and administration in his/her home country.
- Preferably under 40 years of age as at April 1, 2023

What the Scholarship covers

- A monthly stipend is granted to cover living expenses during your studies at AGU. This stipend cannot be increased to cover family members. The amount of your stipend is subject to change according to the decision of the Japanese Government.*
- Your admission and tuition fees will be paid by the scholarship sponsors.
- Round-trip economy-class air tickets between your home country and Japan are also included.

*The total amount of the scholarship is 147,000 yen per month. (as of 2022)