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2012/2020
web site



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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

16-30PM
19 FEB 2020

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 මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
 நிதி பொருளாதாரம் மற்றும் கொள்கை அபிவிருத்தி அமைச்சு
 செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economy and Policy Development
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka



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මගේ අංකය } TA/KOICA/L/002-006 } දිනය } 14/02/2020
 எனது இல } உமது இல } திகதி }
 My No } Your No }

Secretary to the President, Presidential Secretariat
Secretary to the Prime Minister, Prime Minister's Office
Secretaries of All Ministries
All the Heads of Independent Government Agencies
Chief Secretaries of All Provincial Councils
All Other Heads of the Departments and Government Institutions **Attn: Officer in-charge of Foreign Training**

Dear Sir / Madam

2020 KOICA Scholarship Program for Master's Degree

The Korea International Cooperation Agency (KOICA) has invited nominations from eligible government officials for the following master's programs. Program details, Application Forms can be downloaded from KOICA Website (<http://www.koica.go.kr/ciat/index.do>) and the ERD Form can be downloaded from the ERD public website. (www.erd.gov.lk)

You are kindly requested to submit **nominations** with the following documents **on or before 10th March 2020**. *Please submit applications to International Health Unit by March 24th, 2020.*

1. University Application form with required documents from the University. (**original and three copies**)
2. KOICA Application Form (**original and three copies** with photographs)
3. ERD Form – (Original only)

Names of the Master's Degree Programs are as follows:

ERD Code	Course Name	Starting date of Program	Ending date of Program
KOICA/L/002	Master's Degree Program in Regulation Management for Economic Development – KDI (Korea Development Institute)	01/08/2020	17/12/2021
KOICA/L/003	Master's Degree Program in Techno-Entrepreneurship Competency based on EE&ICT Convergence	04/08/2020	31/12/2021
KOICA/L/004	Master's Degree Program in Global Education Leadership	01/08/2020	31/12/2021
KOICA/L/005	2020 KOICA – KAIST Master's Degree Program in Social Economy	19/08/2020	31/01/2022
KOICA/L/006	KOICA – Hallym Master's Degree Program in Response to Climate Change	05/08/2020	29/12/2021

අධ්‍යක්ෂ ජනරාල් } 94-11-2484693 } කාර්යාලය } 94-11-2484500 } ෆැක්ස් අංකය } 94-11-2447633
 பணிப்பாளர் நாயகம் } அலுவலகம் } Office } 94-11-2484600 } தொலை நகல் } 94-11-2387153
 Director General } Fax } 94-11-2434876

Applicants preferably be below 40 years of age.

Your early response in this regard is highly appreciated.

Yours faithfully,


L A Y Darshanie De silva
Director / TA Division
for Director

2020 KOICA Scholarship Program

Application Guideline

For Master's Degrees

1. Purpose

The KOICA Scholarship Program (SP) for master's degrees is designed to nurture key leaders in developing countries who can contribute to the socio-economic development of their home countries.

2. Target Countries

- Countries selected by KOICA among the DAC List of ODA Recipients
- The list of target countries is subject to change annually to the policies of the Korean government or KOICA

Region	Asia	Africa	Latin America	Middle East	CIS
Countries	16 countries	23 countries	13 countries	3 countries	9 countries
Name of countries	Bangladesh Cambodia Fiji Indonesia Lao PDR Mongolia Myanmar Nepal Pakistan Afghanistan Papua New Guinea Solomon Islands Sri Lanka The Philippines Timor-Leste Vietnam	Algeria Angola Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Burundi Senegal Sudan Tanzania Tunisia Uganda Zambia Zimbabwe	Colombia Ecuador El Salvador Guatemala Haiti Honduras Jamaica Nicaragua Dominican Republic Panama Paraguay Peru Venezuela	Iraq Jordan Palestine	Azerbaijan Ukraine Belarus Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan Georgia

3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

Field of Study	University
Regulation Management for Economic Development	KDI(Korea Development Institute) School of Public Policy and Management
Techno-Entrepreneurship Competency based on EE&ICT Convergence	HanDong Univ
Global Education Leadership	Korea National University of Education
Social Economy(MBA)	KAIST
Response to Climate Change	Hallym Univ.

* All applicants can take only one course for application of KOICA SP program.

* **For more details on the available** courses, refer to the Program Information of each course that is available to access in the KOICA website (<http://www.koica.go.kr/ciat/index.do>) English webpage → Menu (Stay connected" → "Notice")

* Application guideline for 16 more courses will be provided during **February** as below.

Field of Study	University
Urban Development	To be determined (in the middle of bidding process for selecting universities)
Gender Equality	
Finance and Tax Policy	
Industry and Trade Policy**	
Public Management and Public Policy Reforms	
Public Administration	
Agricultural Economics	
Agricultural Production	
Community Development (for women policy makers)	
Global Health Security	
Global ICT Policy	
Energy Science and Policy	
Agricultural Production (for ASEAN countries)	
E-Government and policy (for ASEAN countries)	
Smart city (for ASEAN countries)	
Airport safety management	

* Course title will be changed after bidding process.

** Industry and Trade policy program will provide PhD and master's degree courses.

4. Qualifications

Prospective applicants must meet all of the following conditions.

(1) **Citizenship:** Be a citizen of the Scholarship Program target country.

(2) **Government Nomination:** Be officially nominated by their governments.

-Be a government employee. With a minimum of 2 years of experience in the field of study

* Exception1 - Applicants with an 'international development NGO' background may apply for the program with two letter of recommendations:

- Your government office; and
- Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Organization within your region.

* Exception2 – Applicants with private sector background may apply for the of KAIST (Social Economy) program according to detailed qualifications in program information of KAIST.

(3) **AGE:** (Preferably) Be under age 40 as of February 1, 2020.

(4) **Health:** Be in good health, both physically and mentally.

- Those with disabilities, but in good mental and physical health, are eligible to apply.
- Those with severe illness are NOT ELIGIBLE to apply.

(5) **Level of Education:** Have a completed Bachelor Degree or an equivalent to college / university level Educational background.

* Some program have specific qualifications in terms of level of education, and refer to Program Information of each program.

(6) **English Proficiency:** Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.

(7) Not be a person who has withdrawn from KOICA's scholarship program.

* Person belonging to the institution in which candidates submitted false documents and returned to his / her country arbitrarily in the middle of SP program cannot apply.

(8) Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before.

(9) and other qualifications from university you are going to apply (refer to the Program Information)

* (10) **Preference:** Descendants of Korean War Veterans will be given preference.

- Proof of descendants of Korean War document must be presented in application package.

5. Support Service (Scholarship Benefits)

Supports	Amounts	Note
Air Fare	Actual amount paid	<ul style="list-style-type: none"> - Cannot be borne by KOICA in special circumstances like when a participant violates academic regulations - Not borne by KOICA when a participant Temporarily leave to his/her home country during the training period - Except for above, borne by KOICA
Tuition Fees	Full amount required by a university	- Borne by a training institute

Extracurricular Activities	Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	<ul style="list-style-type: none"> - Amount borne by a school varies - Part of the expenses can be borne by participants, and the amount varies among training institutes
Monthly Allowance	KRW 999,000 per month	<ul style="list-style-type: none"> - It includes expenses for meals, books and study supplies if needed - Same amount will be provided per month - If a participant cannot participate in the course for specific reasons like temporary leave to his/her home country, the allowance for that month shall be prorated for the corresponding number of days studies in Korea (KRW 33,300/day). * The amount deducted (33,300/day) is the same regardless of how many days are in the month.
Accommodation	Actual amount paid	<ul style="list-style-type: none"> - Electricity and other utility fees shall not be covered. - Cost for cleaning, laundry or exchange of bedding shall not be covered. - Except for above, borne by a training institute
Settlement Allowance	KRW 600,000	<ul style="list-style-type: none"> - Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by a training institute
Scholarship Completion Grants	KRW 300,000	<ul style="list-style-type: none"> - EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by a training institutes before departure
Insurance	Actual cost paid	<ul style="list-style-type: none"> - Refer to separate documents for detailed insurance coverage - Borne by KOICA

* Notes

- KOICA only provides the expenses above.
- Visa expenses, stopover expenses, local transportation and other sundry expenses will not be covered.
- KOICA arranges and pays for the participant to travel to and from Korea. KOICA will cover economy class, round-trip airfare.
- If a participant wants to change the flight itineraries, they should pay the additional airfare.
- The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program.

6. Selection Procedures

Period	Procedures	Details
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March , 2020	Application	<p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to KOICA regional offices and Korean Embassy) : March 27, 2020 - Prepare all required documents for your admission package and fill out the 'Document Checklist'. - Submit the application package (including both university and KOICA application forms and other required documents) to KOICA regional office or Korean Embassy by the submission date. - Original copies should be sent to university before the phone interviews.
March 27 -April 3	On-site Interview(KOICA)	<ul style="list-style-type: none"> - Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA regional office / Embassy.
April 6 -April 14	Document Screening	<p>[1st round : Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening,
April 17	Result of Document Screening	<ul style="list-style-type: none"> -The result for the 1st round selection will be announced to the applicants. [Preparation for the 2nd round] - Details of the interview including the interviewee list will be sent to the KOICA regional offices and interview arrangements will be made respectively.
April 20 -May 1	Interview	<p>[2nd round : Phone Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for phone interview will be notified individually by the KOICA regional offices or Korean embassy with 2-3 day notice in advance. - KOICA HQs announces the result of interview to the KOICA regional office or Korean Embassy : May 8
May 11 -June 12	Medical Checkup (Local)	<p>[3rd round : Medical Check-up]</p> <ul style="list-style-type: none"> - Applicants who successfully pass the 2nd round must take the Medical Check-up at the designated institution. -The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully. - Examination cost, Transportation and accommodation fees will NOT be reimbursed. - KOICA will not pay for the treatment necessary after the examination. - KOICA announces the result of Medical Checkup.
June 19	Admission Notification	<ul style="list-style-type: none"> - Admissions results will be notified to the regional KOICA offices or Korean embassy.

		- KOICA informs the participants of their scheduled entry to Korea.
August	Entry to Korea	

7. Required Documents

All documents should be sent to the regional KOICA office or the relevant government office.

- ① KOICA Application Form
 - ② Recommendation letter from applicants' governments
 - ③ Document Checklist
 - ④ University Application form with required documents for the university
- * Refer to Program Information attached

* Important Notes for All Applicants:

- All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
- Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

8. Contacts

- 1) **Application & Document Submission**
 - KOICA regional Office or Korean Embassy
- 2) **Major and University Admissions**
 - Universities (Refer to the Program Information)
- 3) **Other inquiries**
 - KOICA HQs (Email : koica.sp@koica.go.kr)
 - KOICA Website (<http://www.koica.go.kr/ciat/index.do>)

Application Guidelines

In completing the attached application form, please be advised to:

- a. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- b. Use a personal computer in completing the form, or handwrite in **block letters**;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport**; and
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

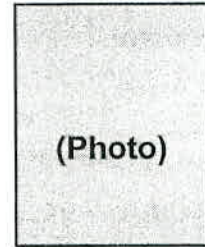
Items	Page No.	Check(√) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	6-9	
d. Signed the declaration for terms and conditions	9	
e. Signed and filled in every part of Medical History Questionnaire	10	
f. Had an authorized official from your government to complete and sign the Nomination form	11	
g. Have a copy of passport ready for submission	-	

This is to certify that I have completed every part of the application form to apply for the KOICA Scholarship Program.

Date: _____ Applicant's Name: _____ Signature: _____

Application Form for the KOICA Scholarship Program

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.



PART 1. APPLICANT INFORMATION (to be completed by the applicant)

I. PROGRAM OF APPLICATION (as in the Program Information)					
Program Title					
Name of Degree					
Duration	from _____ to _____ (DD-MM-YYYY)				
II. PERSONAL DATA					
Name (as in the passport)	First Name				
	Middle Name				
	Family Name				
Date of Birth	Day		Month		Year
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		Airport of Departure		
Nationality			Religion		
Home Address					
Contact Information (Including Country Code)	Telephone		Fax		
	Mobile		E-mail		
Emergency Contact	Name		Relation		
	Telephone		E-mail		
Emergency Contact (2)	Name		Relation		
	Telephone		E-mail		
III. CURRENT EMPLOYMENT					
Organization					
Department					
Present Position			Employment Duration	from _____ to present (MM-YYYY)	
Type of Organization	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local			
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO			
	Others	(Please specify)			

Job Description	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Program.
	Elaborate on your plans to apply the lessons learned from the Program to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To

Educational Background (Higher Education)

Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

Previous Attendance to Training Program in Foreign Countries				
Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?				<input type="checkbox"/> Yes <input type="checkbox"/> No
				If yes, please specify as below
Training Institute	City / Country	Course Title	Period (MM-YYYY)	
			From	To

V. LANGUAGE PROFICIENCY

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages (please specify) : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. 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.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior, or medication due to health or religious reasons?			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES >>	<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork <input type="checkbox"/> No Fish
		<input type="checkbox"/> Others()	

PART 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to koica.sp@koica.go.kr.
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Information	
<input type="checkbox"/>	KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations. <ul style="list-style-type: none"> - Personal Information Collected : name, date of birth, sex, nationality, contact information, employment status, career and educational record - Purpose : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries - Retention Period : 3 years for hard copy / permanent preservation for soft copy
<input type="checkbox"/>	If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.
<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	

Agreement on Collection and Use of Sensitive Information

- KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Sensitive Information Collected** : religion, medical information
 - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy

- If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

Agree **Disagree**

Agreement on Collection and Use of Unique Identifying Information

- KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Unique Identifying Information Collected** : passport number, alien registration number
 - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
 - **Retention Period** : 5 days after the accomplishment of the purpose specified above

- If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

Agree **Disagree**

II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

1. Purpose

This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.

2. Definition of Terms

The terms used in this guideline are defined as follows.

- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.
- 2-3. "University" refers to the university that is entrusted by KOICA to operate and be responsible for the SP.
- 2-4. "Participants" refer to individuals participating in the SP under the nomination of the governments of partner

countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the university, and bear the corresponding responsibilities.

3. Obtaining a Degree

- 3-1. Participants shall obtain a master's degree at their registered university.
- 3-2. If a participant loses his or her status as a KOICA participant in accordance with the guideline 6. "Dismissal of participant Status", he or she shall automatically lose the qualification as a degree candidate in the university.

4. Entering and staying in Korea

- 4-1. In principle, Participants are not allowed to accompany their own family members to stay in Korea during SP duration, except for their family members' temporary visiting or traveling less than a month.
- 4-2. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea
- 4-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 4-1 above.

5. Leaving the Korea

- 5-1. Participants shall leave Korea on the designated day for leaving the country
- 5-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 6. "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.
- 5-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the KOICA head office through the Korean embassy in the home country.
- 5-4. Even in the case for the guideline 5-3, the relevant expenses shall be borne by the participant.

6. Dismissal of Participant Status

- 6-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.
 - ① Falsifying statements on any of their application documents or providing false information in their application documents.
 - ② Receiving serious disciplinary actions, such as suspension or expulsion from the university
 - ③ Violating the Korean law
 - ④ Temporarily leaving Korea for more than once without permission
 - ⑤ Involved in any political activities
 - ⑥ Violation of the agreement with KOICA
 - ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
 - ⑧ Behaving disgracefully as a participant of a SP
 - ⑨ Withdrawal from the program before completion
 - ⑩ Failing to leave Korea within the given time frame as stated in this guideline 5. Leaving the Country of this guideline
- 6-2. If a participant loses one's status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant's home country of the fact.

7. Leaving Korea During the Program

- 7-1. If a participant intends to return to one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.
 - ① A copy of the medical certificate (for sickness leave)

② Letter of explanation

- Any other documents required by the university

7-2. If a participant has to return to one's home country due to one's own fault, and not for any of the reasons listed in guideline 7-1, KOICA will notify the participant's original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.

8. Temporary Leave

8-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the university with the following documents by the date set by the university.

- ① Letter of confirmation from the advisor
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- Any other documents required by the university

8-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.

8-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry). And there will be no exception for deduction.

8-4. In case of death of an immediate family member (only for participants' own parents, spouse, and children), KOICA will support round-trip air-ticket for temporary leave.

9. Scholarship Payment and Receipt

9-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

9-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 5-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 6. Dismissal of Participant Status.
- Withdrawal and leaving Korea during the program for reasons other than stated in 7-1

10. Notification of Re-entry

If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.

11. Notification of Changes in Contact Information

If there are any change to the contact information of a participant, the change must be reported immediately to the university

12. Internship

12-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and create a "study-first" environment.

- ① Participants must give first priority to their studies over any other activity.
- ② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

12-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one's daily allowance.

13. Applicable Provisions

For any other matters not stipulated in this guideline, the academic regulation of the participant's registered university shall be applied.

III. CODE OF CONDUCT

1. Purpose

The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hereafter "SP").

2. Application and Compliance

This Code of Conduct applies to all participants of the KOICA SP.

3. Academic Performances

- 3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they have enrolled in (hereafter "university") to facilitate their studies.
- 3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with the regulation and guidelines of the universities.
- 3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the summer and winter vacations, a participant must gain approval from the university.
- 3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

4. Program Outcome

Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.

5. Health Management

Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.

6. Safety Measures

- 6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.
- 6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants

are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

7. Policy on Misconduct

- 7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.
- 7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

8. Discriminatory Actions and Sexual harassment

- 8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.
- 8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.
- 8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.
- 8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

9. Prohibition of Political Activity

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

10. Compliance with the Regulations of the University and KOICA

- 10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.
- 10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

I, _____, of _____
(name of applicant) (name of country)

certify that the statements I made in this form are **true and correct** to the best of my knowledge.

If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.

If I fail to comply the terms and conditions of KOICA Scholarship Program,

I will **accept any penalties and consequences** including dismissal from the Program

and report to my government and/or employer.

Date: _____ Applicant's Name: _____ Signature: _____

PART 3. MEDICAL HISTORY QUESTIONNAIRE

MEDICAL HISTORY QUESTIONNAIRE (to be completed by the applicant)

1. Present Status

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	Name of Medication (_____), Quantity (_____)
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b. Are you pregnant? (female only)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	(_____ months)
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c. Please indicate any needs arising from disabilities that may require additional support or facilities.

<input type="checkbox"/>	(_____)
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Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	Present condition (_____)

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	Present condition (_____)

c. High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	• Present condition (_____) mm/Hg to (_____) mm/Hg • Are you taking any medicine? <input type="checkbox"/> No <input type="checkbox"/> Yes

d. Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >>	• Present condition (_____) • Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

e. What illness(es) have you had previously?

<input type="checkbox"/> Thyroid Problem	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Stomach and Intestinal Disorder	
<input type="checkbox"/> Infectious Disease >> Specify the name of illness (_____)			
<input type="checkbox"/> Others >> Specify (_____)			

f. Has the above illness(es) been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		- Specify the name of illness (_____)
		- Present condition (_____)

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

Date: _____ **Applicant's Name:** _____ **Signature:** _____

PART 4. NOMINATION

I. OFFICAL NOMINATION (to be completed by nominating government / organization)

The Government of _____ officially nominates _____
 (Name of Country) (Full Name of Nominee)

to participate in _____ as organized by the Korean Government(KOICA)
 (Title of Program)

and I, _____, on behalf of the Government of _____, certify that
 (Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.
- (e) **Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.**

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____
 (Official Stamp Included)

II. ORGANIZATION CHART with an appropriate marking of the nominee's position

Blank area for Organization Chart.