

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
পল্লী উন্নয়ন ও সমবায় বিভাগ  
প্রশাসন-১ শাখা  
www.rdc.gov.bd



স্মারক নম্বর: ৪৭.০০.০০০০.০৩১.২৯.০১৮.২১-১২৩

তারিখ: ২৩ মাঘ ১৪৩০

০৬ ফেব্রুয়ারি ২০২৪

বিষয়: কোরিয়ায় অনুষ্ঠেয় “Invitation for Nomination: KOICA Scholarship Program 2024” এ অধ্যয়নের জন্য কর্মকর্তা মনোনয়ন।

সূত্র: অর্থনৈতিক সম্পর্ক বিভাগের স্মারক নং-১৮, তারিখঃ ২৮/০১/২০২৪ খ্রিঃ।

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের পরিপ্রেক্ষিতে কোরিয়ায় অনুষ্ঠেয় “Invitation for Nomination: KOICA Scholarship Program 2024” এ অধ্যয়নের জন্য আগ্রহী প্রার্থীদের নিকট হতে Application আহবান সংক্রান্ত পত্রটির ছায়ািলিপি এতৎসঙ্গে নির্দেশক্রমে প্রেরণ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক।

৬-২-২০২৪

মোঃ আব্দুস সামাদ প্রধান

সিনিয়র সহকারী সচিব

ফোন: +৮৮-০২-২২৩৩৫৫৫৭০

ফ্যাক্স: +৮৮-০২-৯৫১৪২৭৭

ইমেইল:

admin1.section@rdcd.gov.bd

বিতরণ :

- ১) পল্লী উন্নয়ন ও সমবায় বিভাগের সকল কর্মকর্তা
- ২) পল্লী উন্নয়ন ও সমবায় বিভাগের আওতাধীন দপ্তর/সংস্থার প্রধানগণ।

স্মারক নম্বর: ৪৭.০০.০০০০.০৩১.২৯.০১৮.২১-১২৩/১

তারিখ: ২৩ মাঘ ১৪৩০

০৬ ফেব্রুয়ারি ২০২৪

সদয় অবগতির জন্য প্রেরণ করা হল:

- ১) সিনিয়র সচিবের একান্ত সচিব, সিনিয়র সচিবের দপ্তর, পল্লী উন্নয়ন ও সমবায় বিভাগ
- ২) অফিস কপি।

৬-২-২০২৪

মোঃ আব্দুস সামাদ প্রধান

সিনিয়র সহকারী সচিব

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অর্থ মন্ত্রণালয়

অর্থনৈতিক সম্পর্ক বিভাগ

এফ এন্ড এফ শাখা

শের-ই-বাংলানগর, ঢাকা-১২০৭।

www.erd.gov.bd



জরুরি

স্মারক নম্বর: ০৯.০০.০০০০.১৮৮.২৫.০০৯.২৪.১৮

তারিখ: ১৪ মাঘ ১৪৩০

২৮ জানুয়ারি ২০২৪

বিষয়: কোরিয়ায় অনুষ্ঠেয় “Invitation for Nomination: KOICA Scholarship Program 2024”  
এ অধ্যয়নের জন্য কর্মকর্তা মনোনয়ন।  
সূত্র: ঢাকাস্থ KOICA’s Bangladesh Office এর পত্র, NO. KOICA 2024-026, Dated: January 22, 2024.

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের বরাতে জানানো যাচ্ছে যে, বাংলাদেশ সরকারের মানব সম্পদ উন্নয়নে কোরিয়া সরকারের চলমান সহায়তার অংশ হিসেবে KOICA Scholarship Program 2024 এর আওতায় বাংলাদেশ সরকারের বিভিন্ন মন্ত্রণালয়/বিভাগ/সংস্থাসমূহের কর্মকর্তাগণের উচ্চ শিক্ষার লক্ষ্যে ১৫ (পনের) টি Scholarship Program-এ অধ্যয়নের জন্য মনোনয়ন আহ্বান করা যাচ্ছে। প্রতিটি প্রোগ্রামের বিপরীতে ৪ (চার) জন কর্মকর্তা আবেদন করতে পারবেন। প্রার্থীর বয়স ৪০ বছর অথবা এর কম হতে হবে। একই সাথে প্রার্থীগণের Relevant filed of study-তে কমপক্ষে ২ বছরের অভিজ্ঞতা থাকতে হবে এবং যারা ইতোপূর্বে KOICA কর্তৃক প্রদত্ত কোন Scholarship Program-এ অংশগ্রহণ করেননি। উল্লেখ্য, বর্ণিত প্রোগ্রামসমূহে অংশগ্রহণকারী কর্মকর্তাগণের যাবতীয় ব্যয় কোরিয়া সরকার বহন করবে এবং এতে বাংলাদেশ সরকারের কোন আর্থিক সংশ্লেষ নেই।

০২। উল্লেখ্য, Concept Note এর Selection Criteria অনুসরণপূর্বক প্রার্থীগণকে Application Form যথাযথভাবে পূরণ করে আবেদনসহ প্রয়োজনীয় ডকুমেন্টস স্ক্যান করে সফটকপি (bangladesh@koica.go.kr) এ অবশ্যই আগামী ১৫ ফেব্রুয়ারি, ২০২৪ তারিখের মধ্যে ঢাকাস্থ KOICA’s Bangladesh Office- এ প্রেরণ করতে হবে।

০৩। বর্ণিতাবস্থায়, মনোনীত কর্মকর্তাগণের নাম, পদবী, কর্মস্থল, ফোন নম্বর (ইংরেজিতে) ই-মেইল আইডি উল্লেখ পূর্বক প্রার্থীগণ কর্তৃক যথাযথ ভাবে পূরণকৃত আবেদন ফরম ও পাসপোর্টের ফটোকপিসহ প্রয়োজনীয় Documents সফটকপি ও হার্ডকপি (০১ সেট) আগামী ১১ ফেব্রুয়ারি, ২০২৪ তারিখের মধ্যে এ বিভাগে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ

1. Offer Letter
2. Application Form
3. Application Guidelines

২৮-১-২০২৪

মোঃ নোমান হোসেন

উপসচিব (অতিরিক্ত দায়িত্ব)

ফোন: ৪৮১১৭৬৩৫

ইমেইল: fnf1@erd.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নহে):

- ১) মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ
- ২) সিনিয়র সচিব, অভ্যন্তরীণ সম্পদ বিভাগ
- ৩) সিনিয়র সচিব, জনপ্রশাসন মন্ত্রণালয়
- ৪) সিনিয়র সচিব, পররাষ্ট্র মন্ত্রণালয়
- ৫) সিনিয়র সচিব, প্রতিরক্ষা মন্ত্রণালয়
- ৬) সিনিয়র সচিব, বাণিজ্য মন্ত্রণালয়
- ৭) সিনিয়র সচিব, জননিরাপত্তা বিভাগ
- ৮) সিনিয়র সচিব, সিনিয়র সচিবের দপ্তর, তথ্য ও সম্প্রচার মন্ত্রণালয়
- ৯) সিনিয়র সচিব, নৌপরিবহন মন্ত্রণালয়
- ১০) সিনিয়র সচিব, বিদ্যুৎ বিভাগ
- ১১) সিনিয়র সচিব, পল্লী উন্নয়ন ও সমবায় বিভাগ
- ১২) সিনিয়র সচিব, সিনিয়র সচিবের দপ্তর, পরিকল্পনা বিভাগ
- ১৩) সিনিয়র সচিব, বাংলাদেশ জাতীয় সংসদ সচিবালয়
- ১৪) সিনিয়র সচিব, শিল্প মন্ত্রণালয়
- ১৫) সচিব, প্রধানমন্ত্রীর কার্যালয়
- ১৬) রাষ্ট্রপতির সামরিক সচিব, রাষ্ট্রপতির সামরিক সচিবের দপ্তর, আপন বিভাগ
- ১৭) সচিব, অর্থ বিভাগ
- ১৮) সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়
- ১৯) সচিব, আর্থিক প্রতিষ্ঠান বিভাগ
- ২০) সচিব, সুরক্ষা সেবা বিভাগ
- ২১) সচিব, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
- ২২) সচিব, সচিবের দপ্তর, কৃষি মন্ত্রণালয়
- ২৩) সচিব, আইন ও বিচার বিভাগ
- ২৪) সচিব (রুটিন দায়িত্ব), লেজিসলেটিভ ও সংসদ বিষয়ক বিভাগ
- ২৫) সচিব, খাদ্য মন্ত্রণালয়
- ২৬) সচিব, তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
- ২৭) সচিব, ডাক ও টেলিযোগাযোগ বিভাগ
- ২৮) সচিব, ধর্ম বিষয়ক মন্ত্রণালয়
- ২৯) সচিব, বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ
- ৩০) সচিব, পরিসংখ্যান ও তথ্য ব্যবস্থাপনা বিভাগ
- ৩১) সচিব, পরিবেশ, বন ও জলবায়ু পরিবর্তন মন্ত্রণালয়
- ৩২) সচিব, বস্ত্র ও পাট মন্ত্রণালয়
- ৩৩) সচিব, গৃহায়ন ও গণপূর্ত মন্ত্রণালয়
- ৩৪) সচিব, জ্বালানি ও খনিজ সম্পদ বিভাগ
- ৩৫) সচিব, পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়
- ৩৬) সচিব, বেসামরিক বিমান পরিবহন ও পর্যটন মন্ত্রণালয়
- ৩৭) সচিব, ভূমি মন্ত্রণালয়
- ৩৮) সচিব, মহিলা ও শিশু বিষয়ক মন্ত্রণালয়
- ৩৯) সচিব, মৎস্য ও প্রাণিসম্পদ মন্ত্রণালয়

- ৪০) সচিব, যুব ও ক্রীড়া মন্ত্রণালয়  
৪১) সচিব, প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়  
৪২) সচিব, বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়  
৪৩) সচিব, শ্রম ও কর্মসংস্থান মন্ত্রণালয়  
৪৪) সচিব, সমাজকল্যাণ মন্ত্রণালয়  
৪৫) সচিব, পানি সম্পদ মন্ত্রণালয়  
৪৬) সচিব, সংস্কৃতি বিষয়ক মন্ত্রণালয়  
৪৭) সচিব, স্বাস্থ্য সেবা বিভাগ  
৪৮) সচিব, স্বাস্থ্য শিক্ষা ও পরিবার কল্যাণ বিভাগ  
৪৯) সচিব, স্থানীয় সরকার বিভাগ  
৫০) সচিব, মুক্তিযুদ্ধ বিষয়ক মন্ত্রণালয়  
৫১) সচিব, দুর্যোগ ব্যবস্থাপনা ও ত্রাণ মন্ত্রণালয়  
৫২) সচিব, সচিবের দপ্তর, রেলপথ মন্ত্রণালয়  
৫৩) সচিব, সড়ক পরিবহন ও মহাসড়ক বিভাগ  
৫৪) সচিব, সেতু বিভাগ  
৫৫) সচিব, সিনিয়র সচিব/সচিবের দপ্তর, বাংলাদেশ নির্বাচন কমিশন  
৫৬) সচিব, কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ

স্মারক নম্বর: ০৯.০০.০০০০.১৮৮.২৫.০০৯.২৪.১৮/১(২)

তারিখ: ১৪ মাঘ ১৪৩০  
২৮ জানুয়ারি ২০২৪

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) ব্যক্তিগত কর্মকর্তা, সচিবের দপ্তর, অর্থনৈতিক সম্পর্ক বিভাগ  
২) ব্যক্তিগত কর্মকর্তা, উইং ৮: এশিয়া, জেইসি, এফ এন্ড এফ, অর্থনৈতিক সম্পর্ক বিভাগ



২৮-১-২০২৪

মোঃ নোমান হোসেন

উপসচিব (অতিরিক্ত দায়িত্ব)



KOREA INTERNATIONAL COOPERATION AGENCY

January 22, 2024

KOICA 2024-026

Mr. Md. Anwar Hossain  
Additional Secretary  
Wing Chief (Asia, JEC and F&F)  
Economic Relations Division  
Ministry of Finance, Dhaka

[ Attn: Mr. Md. Noman Hossain, Deputy Secretary, F&F Section]

**Sub: Invitation for Nomination: KOICA Scholarship Program 2024**

Dear Mr. Hossain,

I would like to express my appreciation for your cooperation thus far.

On behalf of the Korea International Cooperation Agency, I am pleased to inform you about the KOICA Scholarship Program for 2024. The program aims to strengthen cooperation with partner countries by developing human resources and improving institutions. This year, KOICA is offering scholarships for 25 Master's and Ph.D. programs.

Enclosed with this letter, you will find the KOICA scholarship application forms, application guidelines, program titles, duration, list of participating universities, eligibility, and other documents. You can access this information at <https://www.koica.go.kr/sites/ciat/index.do>.

I kindly request your department to nominate a maximum of four (04) qualified candidates for each program from relevant departments and ministries. Ideal candidates should be aged preferably less than 40 years, with a minimum of 2 years of experience in the relevant field of study. Additionally, applicants who have not previously participated in any KOICA Scholarship program are eligible.

After the nomination process, please submit nomination letters along with the KOICA scholarship application forms electronically to KOICA Bangladesh Office (**bangladesh@koica.go.kr**) no later than **February 15, 2024**.

I look forward to your kind cooperation in this matter.

Best Regards,



Taeyoung Kim  
Country Director  
KOICA Bangladesh Office

Enclosures:

1. 2024 KOICA Scholarship Application Guidelines
2. 2024 KOICA Scholarship Application Form





KOREA INTERNATIONAL COOPERATION AGENCY

[Attachment]

**List of Program Titles, Duration & Participating Universities**

SL	Title	Course duration	University
1	Master's Degree Program in Social Economy	2024.09.02~2025.12.31	Korea Advanced Institute of Science and Technology
2	Master's Degree Program in Control of Infectious Disease	2024.09.02~2025.12.31	Yonsei University
3	Master's Degree Program in Digital Innovation	2024.09.02~2025.12.23	Hanyang University
4	Master's Degree Program in Digital Transformation Technology	2024.09.02~2025.12.31	Soongsil University
5	Master's Degree Program in Capacity Building for Response to Climate Change	2024.09.02~2025.12.31	Incheon National University
6	Master's Degree Program in Trade and Industrial Policy for Innovative Growth and Resilience	2024.09.09~2025.12.31	KDI School of Public Policy And Management
7	Master's Degree Program in Urban Development	2024.08.19~2025.12.29	University of Seoul
8	Master's Degree Program in Agricultural Economics	2024.09.02~2025.12.26	Kangwon National University
9	Master's Degree Program in Agricultural Engineering	2024.08.19~2025.12.31	Kyungpook National University
10	Master's Degree Program in Sustainable Regional Development	2024.09.09~2025.12.31	KDI School of Public Policy and Management
11	Master's Degree Program in Policy Competency Based on ICT Convergence	2024.08.26~2025.12.31	Handong Global University
12	Master's Degree Program in Water Resources Management	2024.09.30~2025.12.31	Yeungnam University
13	Master's Degree Program in Energy Policy	2024.08.16~2025.12.31	Seoul National University
14	Master's Degree Program in Global Health Security	2024.09.02~2025.12.31	Yonsei University
15	Master's Degree Program in Agricultural Production	2024.08.19~2025.12.31	Kyungpook National University

\*Above is the list of 15 Master's programs out of 25. Another list of 10 Master's and Ph.D. programs will be shared in late February 2024 with a different nomination schedule.

\*\*Please advise the applicants that they will be required to apply for the universities, on which the guidelines will be provided by the respective universities later.

# **2024 KOICA Scholarship Program Application Guideline**

**For Master or Doctoral Degree Course**

**01. 2024.**

**CAPACITY IMPROVEMENT & ADVANCEMENT FOR TOMORROW**

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# 1. OVERVIEW

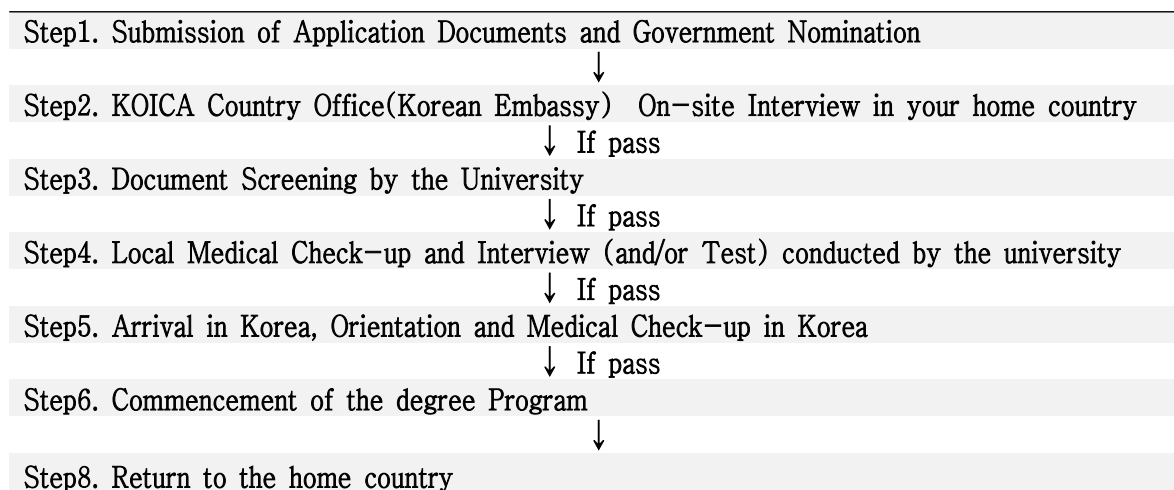
## A. About KOICA

The Korea International Cooperation Agency (KOICA), established in 1991, is a governmental agency dedicated to providing Korea's grant aid programs. KOICA aims to foster friendly, cooperative relationships, and mutual exchanges with partner countries by offering support for their socioeconomic development. KOICA is involved in a diverse range of initiatives, including the Fellowship Program, Korea Volunteer Dispatching Program, Humanitarian Assistance & Disaster Relief, Public-Private Partnership, Bilateral and Multilateral Projects, among others.

## B. KOICA Fellowship Program, CIAT

Just like its acronym that sounds like "seed" in Korean, CIAT (Capacity Improvement and Advancement for Tomorrow) aims to sow seeds of hope across KOICA's partner countries. CIAT is a cooperation program that invites policy-makers, public servants, and experts from KOICA's partner countries to Korea for technical training and knowledge sharing. It has established partnerships with numerous public organizations, research institutes, universities, and other institutions in Korea to provide high-quality training programs. In particular, CIAT Scholarship Programs offer various support to talented government officials from partner countries who wish to study and obtain a graduate degree in Korea. These efforts have resulted in a high level of satisfaction among participants. Upon returning to their home countries, CIAT participants contribute not only to their own societies but also strengthen the bilateral partnership between Korea and their respective partner countries.

## C. Program Admission Procedure Summary



## 2. PROGRAMS AND UNIVERSITIES

### A. Periods

Program	Master's Degree Program	Doctoral Degree Program
Period	17 months	36 months

### B. List of Institutions and Field of study

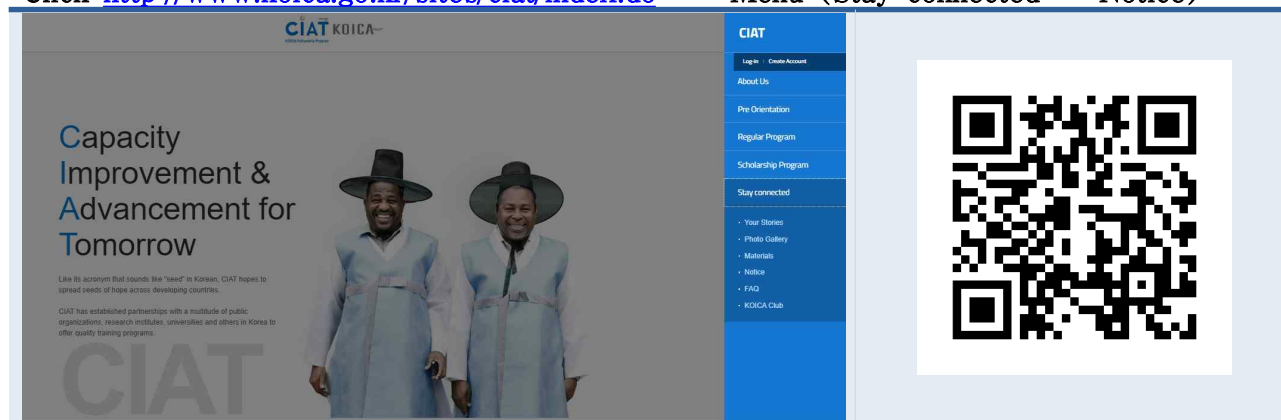
- Please refer to the CIAT website for detailed institution information

※ Applicants must apply to only one program among the course above.

### C. Where to find KOICA application forms and each Universities' Program Information

Please visit KOICA's CIAT website below.

Click <http://www.koica.go.kr/sites/ciat/index.do> → Menu (Stay connected → Notice)



## 3. ELIGIBILITY

### A. Nationality

- All applicants must be citizens of the designated countries listed below. These countries are selected by the Korean government(KOICA) from the OECD DAC List of ODA Recipients.
- The list of designated countries is subject to annual changes based on the policies of the Korean government(KOICA).

	List of Designated Countries (2024)
Africa(38)	Ghana, Nigeria, Rwanda, Morocco, Mozambique, Senegal, Algeria, Egypt ,Uganda, Cameroon, Republic of Cote d'Ivoire, Kenya, Tanzania, Tunisia, DR Congo, Gabon, Gambia, Niger, Lesotho, Libya, Madagascar, Malawi, Mauritius, Burkina Faso, Benin, Burundi, Sierra Leone, Angola, Zambia, Central African Republic, Zimbabwe, Togo, South Sudan, Liberia, Mali, Mauritania, Sao Tome and Principe, Comoros
Latin America(18)	Guatemala, Dominican Republic, Bolivia, Ecuador, El Salvador, Colombia, Paraguay, Peru, Suriname, Honduras, Jamaica, Costa Rica, Guyana, Grenada, Dominica, Belize, Saint Lucia, Saint Vincent and the Grenadines
Middle East(2)	Jordan, Iraq
Asia(13)	Nepal, Timor-Leste, Laos, Mongolia, Bangladesh, Vietnam, Sri Lanka, India, Indonesia, Cambodia, Thailand, Pakistan, Philippines
Pacific(11)	Fiji, Nauru, Niue, Marshall Islands, Vanuatu, Samoa, Solomon Islands, Kiribati, Tonga, Tuvalu, Papua New Guinea
CIS(8)	Azerbaijan, Uzbekistan, Kyrgyzstan, Tajikistan, Ukraine, Georgia, Kazakhstan, Turkmenistan

## B. Employee Status and Government Nomination

- All applicants must be government officials and receive official nomination from their respective governments for the KOICA Scholarship program.

## C. AGE

- (Preferably) Under the age of 40

## D. Health

- All applicants must be in good health, both mentally and physically, to study in Korea for the full duration of the program.
- Applicants with disabilities, but in good mental and physical health, are eligible to apply.
- Applicants with severe illness are NOT ELIGIBLE to apply.

## E. Minimum Level of Education and Field experience

Program	Minimum Level of Education	Minimum experience in the field of study
Master's	Bachelor's Degree	(Preferably) 2 years
Doctoral	Master's Degree	(Preferably) 3 years <b>after graduation from KOICA Master's degree program</b>

- Applicants must have obtained the required degree (minimum level of education as indicated above) by 31 01 2024.
- Some programs may have specific educational qualifications, which can be found in the Program Information provided by each university.

## F. English Proficiency

- Applicants must have a strong command of English, both in speaking and writing.
- Proficiency in English is required to attend classes conducted entirely in English and to be able to write academic reports and theses in English.

## G. Restrictions

- Individuals who have previously received a scholarship for a degree program from the Korean government are NOT eligible to apply.
- Individuals who have previously enrolled in a degree program through a Korean government-sponsored scholarship program, other than the KOICA-administered scholarship program, are NOT eligible to apply for a Doctoral course.
- However, individuals who have received a bachelor's degree scholarship from the Korean government are eligible to apply for a master's course.
- Individuals who were previously KOICA scholars and had their scholarship cancelled\* after enrollment are NOT eligible to apply.

\*Cancellation of Scholarship means that a KOICA scholarship participant either withdrew from the program or had their scholarship forfeited due to cumulative warnings, etc., during their scholarship period.

- Applicants who apply to the KOICA Doctoral degree Program must be scholars who have successfully completed the KOICA Master's Degree Program.

- ◆ An applicant who has successfully completed a master's program funded by KOICA or any other Korean government scholarship is NOT eligible to apply for the KOICA Master's Program.
- ◆ An applicant who has cancelled their KOICA master's program is NOT eligible to apply for the KOICA Master's Program or the doctoral program.
- ◆ An applicant who has successfully completed the KOICA master's program is eligible to apply for the KOICA doctoral degree program.
- ◆ An applicant who has successfully completed a master's program funded by the Korean government, other than KOICA, is NOT eligible to apply for the KOICA Doctoral Degree Program.

## H. Preferable

- Employed by their government during and after the program, engaging in the specialized area of their study as an official servant of their government.

## I. University eligibility

- Applicants must meet the criteria set by the university they are applying to and must submit all the required documents as listed in the Program Information provided by the university.
- It is essential for all applicants to carefully read and understand the application guidelines and Program Information in its entirety.

# 4. SELECTION PROCEDURE AND SCHEDULE

	Period	Procedures	Details
KOICA Round	01.Feb.24 – 29.Feb.24	Application	<p><b>[Application package submission]</b></p> <p>The Application deadline (to KOICA country offices or Korean Embassy): DD MM , YYYY</p> <p>* The Application procedures may differ for each KOICA overseas office and Korean embassy, please verify the details through the respective office</p> <p>Prepare all the necessary documents for your admission package and complete the 'Document Checklist.'</p> <p>Submit the KOICA application package to the KOICA overseas office or Korean Embassy by the specified submission date. Submit KOICA application package via email to the relevant KOICA overseas office and Korean Embassy. The submission email address varies for each KOICA overseas office and Korean Embassy, so please follow the instructions provided by each office. Contact the KOICA overseas office or the Korean Embassy for more information.</p>
		On-site Interview conducted by KOICA overseas office or Korean embassy	Applicants are required to participate in an on-site interview conducted by the KOICA country office or Korean Embassy. However, if an applicant resides in a country where the KOICA country office or Embassy is not present, or lives far from the capital city, they may arrange for a phone interview after consulting with the KOICA Country office or Embassy.
		On-site Interview result	<p>The KOICA Country office or the Korean Embassy will send the results of the interview and related documents to KOICA HQ by 08/03/2024 .</p> <p>*Passing the KOICA overseas office /Korea embassy interview does not guarantee final acceptance</p>
University Round (Only for who passed the KOICA Round)	04.Mar.24 – 29.Mar.24	Document Screening (University)	<p><b>[1st round: Document Screening]</b></p> <p><b>Applicants who pass the interview with KOICA overseas office /Korea embassy interview will be required to submit</b> the necessary documents for admissions through the admission websites or via email of university. The University will provide individual guidance to the respective applicants. (The method for submitting documents varies for each university)</p> <p>The university will conduct the document screening process.</p>
	According to University	Submission of original documents	The original documents required for admission of university must be sent to the Korean university through the designated DHL service. The submission date for original documents varies for each university, so it should be done in accordance with the university schedule. Use the designated DHL service during this process, and KOICA provides support for the associated costs only once. The instruction for using DHL is written in the PI. The University will provide individual guidance to the respective applicants.

	April – May	Document Screening Result	<b>[Preparation for the 2nd round]</b> The result of the 1 <sup>st</sup> round selection will be announced to the applicants by the University
		Local Medical Check up	<b>[Medical Check-up]</b> The applicants who passed the 1 <sup>st</sup> round, must take a medical check-up. The medical examination result will be checked for the reference. Some of university may require extra examination. The medical check-up costs are the responsibility of the applicants. The University will provide individual guidance to the respective applicants.
		Interview conducted by the University	<b>[2nd round: Phone Interview]</b> The university will provide the applicant with details of the interview, including the interview method and the schedule and make the necessary arrangements for the interviews. Applicants must follow the instruction by the university. If a individual fails to follow the instruction may result in withdrawal from the process. The University will provide individual guidance to the respective applicants. * Essay tests are mandatory for some universities.
		Interview Result	KOICA HQ will collect the result from each university and finalize the successful applicants.
Final Acceptance round	Jul. – Aug.	Admission Notification	KOICA office or Korean embassy will announce the result of Interview. (It will be also officially reported to the partner country's government) KOICA office or Korean embassy will inform the visa* procedure and required documents. * The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]').
		Prepare visas and Vaccination	Successful applicants are required to prepare their visa. And also must receive additional vaccinations as directed by the university. Some of university may require extra vaccination.
	August		Arrival to Korea, Orientation and Medical check-up in Korea.
			Applicants who pass the Medical check-up in Korea, can start the degree course.

\* The written schedule is subject to change based on circumstances etc.

## 5. DOCUMENTS TO SUBMIT

### A. List of KOICA Application Documents

#### 1) KOICA Application Forms (Part1~Part4)

- ※ Applicant's English name MUST match the name on their passport
- ※ Any discrepancy in the applicant's name (family, given, middle name) will cause a delay in visa processin.
- ※ All documents required for KOICA round should be submitted via email at KOICA overseas office and Korean embassy. As the procedures may differ for each KOICA overseas office and Korean embassy, please verify the details through the respective office.

- 2) The letter of Recommendation from the applicant's government(in charge of ODA or Abroad scholarship program)
- 3) A scanned copy of an applicant's valid passport
  - ※ Please DO NOT send a original passport
  - The passport should be valid until at least 6 months after the expected date of return.
  - Applicants with a passport that will not be valid until the end of the Program are recommended to renew it before departing their home country.
  - Indonesian applicants who are finally nominated as scholarship program participants need to obtain an official passport following the guidelines of the Indonesian government. Indonesian applicants are kindly advised to resubmit a copy of the newly issued passport to the KOICA office and the University once it is issued.

## **B. List of University Application Documents**

- ※ University Application document submission is required only for those who have been selected as the successful applicants for KOICA overseas office and Korean Embassy.
  - ※ The original documents required for admission of university must be sent to the Korean university through the designated DHL service.
  - ※ The instruction for using DHL is provided in the PI.
  - ※ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details
- 1) University Application form
  - 2) Others *\* Please Refer to Program Information on KOICA CIAT Website.*



### <IMPORTANT NOTE>

◆ Required certificates such as degree certificates or diploma

- Documents written in English : must be apostilled or consular confirmed.
- Documents written in other languages: ①documents written in a language other than English or Korean must be submitted together with a certified translation. ②obtain an apostille or consular confirmation on the original document and certified translation.
- If your document is unable to be re-issued, please keep the original and obtain an apostille (or consular confirmation) on a notarized copy.
- Please note that applicants who successfully pass the admission process will need to submit an apostilled or consular confirmed diploma and academic transcript in order to obtain a visa and alien registration card. Therefore, applicants are advised to prepare additional documents for the subsequent procedures.

◆ Documents to complete such as the Application form

- All forms must be typed in English with the applicant's original handwritten signature.
  - ※ DO NOT WRITE IN CURSIVE.
  - ※ No need to be apostilled or consular confirmed.

◆ Applicants must check the completeness and authenticity of all application documents

- ※ If your country belongs to one of the member countries for the apostille Convention, submit your required certificates" with apostille.

👉 To find your country on the list, visit the website below

<https://www.gscca.org/notary-and-apstilles/hague-apostille-country-list>

◆ For applicants who submit false documents, the Institution where the applicant belongs will be restricted from recommending new applicants for three years as penalties.

◆ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details

## 6. SUBMISSION INSTRUCTION & CONTACTS

A. General inquiries : [koica.sp@koworks.org](mailto:koica.sp@koworks.org)

### B. Online System or Email Submission of UNIVERSITY Application Documents

- The application procedures(Online system or Email) vary for each university, so please refer to the CIAT website and Email of University for details.

### C. Submission of University Application & Documents :

- Applicants will receive detailed information regarding the submission via email by university.
- University document should be sealed in a designated DHL envelope.
- Application documents must be submitted in the order of the “Application Checklist of university” which itself should be the front cover of a set of application documents. Please number and label each document on the top right corner.

#### <IMPORTANT NOTE>

#### ◆ HOW TO SUBMIT (ORIGINAL COPY)

- Use envelope and write the information you are applying for in English on each envelope.
- Use the specific DHL service during this process, and KOICA provides support for the associated costs.
- The instruction for using DHL is detailed in the PI

## 7. SCHOLARSHIP BENEFITS

Categories	Benefits	Note
Air Fare	Economy class flight ticket (Based on actual expense)  *At the time of initial entry/final departure	During the program, expense caused of Participant's fault will not be covered. If a participant wants to change the flight itineraries, they should pay the additional airfare.
Settlement Allowance	(Master) KRW 600,000 (Doctoral) KRW 1,200,000 /ONCE	KOICA→University→Participant
Monthly Allowance	KRW 999,000 Per month	KOICA→University→Participant
Tuition	Full amount	KOICA→University
Extracurricular Activities*	*Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	KOICA→University
Accommodation	Universities Dormitory	KOICA→University Condition varies depending on Universities
Scholarship Completion Grants	(Master) KRW 300,000 (Doctoral) KRW 600,000 /ONCE	KOICA→University→Participant Before Departure
National Health Insurance	Approx. KRW 79,210 Per month	KOICA→University→Participant
Private Medical Insurance	Unexpected accidents or illnesses (benefit may differ to each case)	KOICA→Issurance company (Claim paid) Issurance company→Participant

- ◆ KOICA only provides the expenses above. Visa expenses, stopover expenses, local transportation, and other miscellaneous expenses will not be covered.
- ◆ Scholarship benefits may change under KOICA Scholarship rules and regulations without notice.
- ◆ For more Information, please refer to the fellows' guidebook on the CIAT Website.

## 8. APPLICATION PROCESS COST

KOICA does not provide compensation for all the costs incurred by selection process (such as document's authentication, local medical check-up, express mail service, university's application fee and visa fee etc) regardless of the outcome (Pass or fail)

## 9. VOLUNTARY WITHDRAWAL

Applicants who wish to voluntary withdrawal during or after the admission process are

kindly requested to inform the KOICA office(Korean embassy) in their respective country. Please note that the decision is irreversible.

## **10. IMPORTANT NOTICE**

Due to the nature of the admissions process, adjustments related to personal circumstances, such as changes in the examination schedule, deferral of entry, or taking a leave of absence, are not permitted. Therefore, we kindly request that you carefully consider your personal schedule and circumstances before submitting your application.

/END/

## Application Guidelines

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

- Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
- Fill in the form in **English**;
- Be sure to fill in **every part** of the form;
- Send the completed form to the KOICA Office in your country or the Embassy of Korea (if the KOICA Office is not available) together with a **copy of your passport**; and
- 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 (a) <b>Agreement on Collection and Use of Personal, Sensitive, and Unique Identifying Information</b> , (b) <b>Consent to Provide Personal, Sensitive and Personally Identifiable Information to a Third Party</b> and (c) <b>Agreement on Use of Personal Information for Sending Promotional Materials</b>	5-9	
c. Thoroughly read <b>Scholarship Program Guideline</b> and <b>Code of Conduct</b>	9-13	
d. Signed the <b>declaration</b> for terms and conditions	13	
e. Signed and filled in every part of <b>Medical History Questionnaire</b>	14	
f. Had an authorized official from your government to complete and sign the <b>Nomination</b> form	15	
g. Have a <b>copy of passport</b> 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.

(Photo)

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

#### I. PROGRAM OF APPLICATION (as in the Program Information)

<b>Program Title</b>	
<b>Name of Degree</b>	
<b>Duration</b>	from _____ to _____ (DD-MM-YYYY)

#### II. PERSONAL DATA

<b>Name</b> (as in the passport)	<b>First Name</b>															
	<b>Middle Name</b>															
	<b>Family Name</b>															
<b>Date of Birth</b>	Day		Month		Year											
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female				<b>Airport of Departure</b>											
<b>Nationality</b>					<b>Religion</b>											
<b>Home Address</b>																
<b>Contact Information</b> (Including Country Code)	Telephone					Fax										
	Mobile					E-mail										
<b>Emergency Contact</b>	Name					Relation										
	Telephone					E-mail										
<b>Emergency Contact (2)</b>	Name					Relation										
	Telephone					E-mail										

#### III. CURRENT EMPLOYMENT

<b>Organization</b>																	
<b>Department</b>																	
<b>Present Position</b>					<b>Employment Duration</b>	from _____ to present (MM-YYYY)											
<b>Type of Organization</b>	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)												

<b>Job Description</b>	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



Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?

☐ Yes      ☐ No

If yes, please specify as below

Training Institute	City / Country	Course Title	Period (MM-YYYY)	
			From	To

**Native Language :** \_\_\_\_\_

	Excellent	Good	Fair	Basic	Remarks
<b>Listening</b>					
<b>Speaking</b>					
<b>Writing</b>					
<b>Reading</b>					

**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.

**Restriction on  
Food/Behavior/  
Medication**

Any restrictions on food, behavior, or medication due to health or religious reasons?

☐ NO

☐ YES >> ☐ No Beef ☐ No Pork ☐ No Fish

☐ 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 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.
  - **Personal Information Collected** : Name, date of birth, sex, nationality, home address, contact information, emergency information, employment information including organization/department/type of organization/employment status, career background, language proficiency
  - **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
- 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. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA (Official Development Assistance)).
- 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).
- 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.

Agree ☐

Disagree ☐

Date:

Name:

Signature:

## Consent to Provide Personal Information to a Third Party

According to Article 17 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personal information to a third party.

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs, records and performance management, management of participants including immigration and sojourn support, on/offline KOICA Club activities, database management, responding to audit, follow-up, Safety management mail	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, email, SNS/messenger ID	For 5 years from termination of work
		address, academic background, photos, bank account info/bankbook copy	destroyed upon termination of work
Training institute (university) <sup>1</sup>	operation of training programs, records management, on/offline KOICA Club activities, database management, follow-up, sojourn support	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, academic background, photos, email	for 5 years from termination of work
		address, family information (parent info, etc.)	destroyed upon termination of work
Insurance Company <sup>2</sup> (DB Insurance Co.,Ltd.)	(registration) insurance purchase and roster management (compensation) document screening and claims management	name, gender, date of birth, bank account info/bankbook copy, nationality, contact info(emergency contact info included), alien registration number	(registration) 3 years (compensation) 5 years
Travel Agency <sup>3</sup> (Hana Tour Travel Agency / HanaTour-Business Travel Agency /Hyundai Dream Tour Agency)	flight reservations and ticketing, performance management, etc.	name, date of birth, gender, nationality, passport info	destroyed upon termination of work

<sup>1</sup> Cooperative partners of KOICA, on consignment for the Capacity Enhancement Training Programs (government agencies, public institutions, research institutes, universities, etc.)

<sup>2</sup> Insurance company is subject to change upon the contract termination

<sup>3</sup> Travel Agency is subject to change upon the contract termination

DHL	Sending original documents to University	name, address, email, contact info (emergency contact included)	destroyed upon termination of work
KMI (Medical check-up institution)	conducting medical check-ups for participants	name, date of birth, gender, nationality,	10 years

You have the right to disagree to the provision of the above personal information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.

**Agree** ☐ **Disagree** ☐

<b>Consent to Provide Sensitive Information to a Third Party</b>			
According to Article 23 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of sensitive information to a third party.			
<b>The recipient of personal information</b>	<b>Purpose of use</b>	<b>Provided particulars of personal information</b>	<b>Term of retention and use</b>
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs and performance management, management of participants including immigration and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Training Institute (university)	operation of training and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Insurance company (DB Insurance Co.,Ltd.)	(registration) insurance purchase and roster management (compensation) document screening and claim payment management	treatment records (detailed statement of treatment, doctor's note, etc.)	(registration) 3 years (compensation) 5 years
KMI (Medical check-up)	conducting medical check-ups for participants	health information (medical history, etc.)	10 years

institution)			
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You have the right to disagree to the provision of the above sensitive information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.

**Agree** ☐      **Disagree** ☐

<b>Consent to Provide Personally Identifiable Information to a Third Party</b>			
According to Article 24 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personally identifiable information to a third party.			
The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	immigration and sojourn support such as flight arrangements and insurance claims	passport number, alien registration number	destroyed upon termination of work
Training Institute (university)	immigration and sojourn support, Data management and certificate issuance	passport number, alien registration number	for 5 years from termination of work
Insurance company (DB Insurance Co.,Ltd.)	(registration) insurance purchase and roster management (compensation) document screening and claim payment management	passport number, alien registration number	(registration) 3 years (compensation) 5 years
Hana Tour Travel Agency / HanaTour-Business Travel Agency / Hyundai Dream Tour Agency	flight reservations and ticketing, performance management, etc.	passport number	destroyed upon termination of work
You have the right to disagree to the provision of the above personally identifiable information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.			
<b>Agree</b> <input type="checkbox"/> <b>Disagree</b> <input type="checkbox"/>			

## Agreement on Use of Personal Information for Sending Promotional Materials

According to Article 15 of the Personal Information Protection Act, KOICA would like to obtain your consent on using your personal information as below for sending promotional materials relating to KOICA's services and activities.

Personal Information Used	Purpose of use	Term of retention and use
name, nationality, email address	sending COVID-19 Information hub weekly briefing	3 years

You have the right to disagree to the use of the above personal information if you do not wish to receive KOICA's promotional information.

Agree ☐

Disagree ☐

Date:

Name:

Signature:

## II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

### 1. Purpose

This guideline aims to provide necessary guidance to help 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 the master's or Ph.D. 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 government nomination 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. Entering and Staying in Korea

- 3-1. Participants are not allowed to accompany their family members.  
 \*If necessary, doctorate program fellows may be accompanied by family members after 6 months of the fellow's entry to Korea (subject to prior approval by KOICA and the university). Family members of participants are not allowed to work or engage in any profit-making activities in Korea, and KOICA and the university will not provide them with any support (both financial and administrative).
- 3-2. 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.
- 3-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 3-1 and 3-2.

### 4. Leaving Korea

- 4-1. Participants shall leave Korea on the designated date of departure (in most cases, the course termination date). However, on exceptional cases such as pandemic, participants may be asked to leave earlier than the expected date of departure.
- 4-2. If a participant loses his or her status as a KOICA participant pursuant to Item 5 of this Guideline, "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.
- 4-3. 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 (an official letter from the ministry to which he or she belongs) should be submitted to the KOICA head office through the KOICA overseas Office or the Korean embassy in the home country.
- 4-4. Relevant expenses incurred due to Guideline 4-3 shall be borne by the participant.

### 5. Dismissal of Participant Status

- 5-1. 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 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 4 of this guideline Leaving Korea

5-2. If a participant loses his or her 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.

## 6. Leaving Korea during the Program

6-1. If a participant intends to return to his or her 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
- ③ Any other documents required by the university

6-2. If a participant has to return to his or her home country due to his or her own fault, and not for any of the reasons listed in 6-1 of this guideline, 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.

## 7. Temporary Leave

7-1. 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 airline ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the university

7-2. 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.

7-3. For the days of the temporary leave, daily allowance will be deducted for each day of the leave (including days of departure and re-entry) and there will be no exception for deduction.

7-4. 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 with the following documents :

- ① a family death certificate
- ② a confirmation letter by a professor
- ③ a family relation certificate issued by government
- ④ a travel insurance certificate

## 8. Scholarship Payment and Receipt

8-1. All matters regarding the payment and receipt of scholarship shall be defined by KOICA.

8-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable nature of the matter of the participant's withdrawal from the SP, he or she 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 4-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 5. Dismissal of Participant Status
- ③ Withdrawal and leaving Korea during the program for reasons other than what is stated in 6-1

#### 9. 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.

#### 10. Notification of Changes in Contact Information

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

#### 11. Internships

11-1. 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.

11-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from his or her daily allowance.

#### 12. 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 regulations 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. However, if there is a seasonal semester during the vacations, temporary leave or travel to a third country is not allowed.
- 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 regulations of the university or KOICA, the participant shall be subject to disciplinary measures, as stipulated in such regulation.

#### IV. DECLARATION

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.

( )
<i>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.</i>

#### 2. Medical History

- a. Please fill in if there is any disease you currently have and had in the past.

(If hospitalized, give place & dates).

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

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

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

- c. High blood pressure

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Present:</b>	<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)

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Present:</b>	<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. OFFICIAL 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