

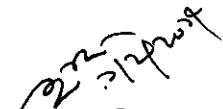
বিজ্ঞপ্তি

KOICA এর অর্থায়নে দক্ষিণ কোরিয়ায় অনুষ্ঠিত নিম্নবর্ণিত মাস্টার্স কোর্সে অংশগ্রহণের জন্য এ মন্ত্রণালয় ও মাঠ পর্যায়ে কর্মরত বিসিএস (প্রশাসন) ক্যাডারভুক্ত সহকারী সচিব/সিনিয়র সহকারী সচিব পর্যায়ের যোগ্য কর্মকর্তাদের নিকট থেকে আগামী ০৯/০২/২০১৭ তারিখের মধ্যে আবেদন আহ্বান করা যাচ্ছে। এতদসংক্রান্ত বিস্তারিত নির্দেশাবলী এসাথে সংযুক্ত করা হলো :

ক্র. ন.	প্রোগ্রামের নাম ও মেয়াদ	সুযোগ সংখ্যা	শর্তসমূহ
২.	2017 KOICA-KAIST Master's Degree Program in Finance" Duration: August 20, 2017 to February 28, 2019	১টি	১. আবেদনকারীর বয়স অবশ্যই অনূর্ধ্ব ৪০ এবং চাকুরি স্থায়ী হতে হবে; ২. আবেদনকারীকে স্ব স্ব নিয়ন্ত্রণকারী কর্মকর্তার অনুমতিক্রমে আবেদন করতে হবে; ৩. প্রার্থীত আবেদনের বিষয়ে জনপ্রশাসন মন্ত্রণালয় ও KOICA এর সিদ্ধান্ত চূড়ান্ত; ৪. জনপ্রশাসন মন্ত্রণালয়ের প্রজ্ঞাপন নং-০৫.০০.০০০০.২১১.২২.১০৬.২০০৮-৩৩৯, তারিখ: ০৬/১২/২০১৫ মোতাবেক চাকুরিতে প্রবেশের পর প্রেষণ বা অধ্যয়ন ছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার এ কোর্সের জন্য আবেদন করার প্রয়োজন নেই;
৪.	2017 KOICA HUFs Master's Degree Program in Atmospheric Environment" Duration: August 20, 2017 to February 20, 2019.	১টি	৫. জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২খ্রিঃ তারিখের স্মারক নং-সম (বিঃপ্রঃ)-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালা ও বিদেশ প্রশিক্ষণে কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় কার্যক্রম গ্রহণ করা হবে; ৬. একই প্রার্থী একাধিক কোর্সে আবেদন করতে পারবেন না; ৭. আবেদনকারীকে আবেদন ফরম ও সংশ্লিষ্ট কাগজপত্রের হার্ডকপি ও বৈধ পাসপোর্টের কপিসহ ৪ সেট আবেদনপত্র এবং নিয়ন্ত্রণকারী কর্মকর্তার সুপারিশসহ চাহিত তথ্যাবলী (সংযুক্ত বাংলা ফরমে) আগামী ০৯/০২/২০১৭ তারিখের মধ্যে নিম্ন স্বাক্ষরকারীর দপ্তরে (জনপ্রশাসন মন্ত্রণালয়ের ভবন নং-২, কক্ষ নং-১০৯, বাংলাদেশ সচিবালয়, ঢাকা) প্রেরণ করতে হবে। ৮. অসম্পূর্ণ বা বিলম্বে প্রাপ্ত আবেদন বাতিল বলে গণ্য হবে;

২। যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ বিজ্ঞপ্তি প্রকাশ করা হলো।

সংযুক্তি: বর্ণনামতে।


ড. আবদুল হামিদ
যুগ্মসচিব
ফোন : ৯৫৭৪৪২৬
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বিতরণ : সদয় জ্ঞাতার্থে ও কার্যার্থে

- ১। সিনিয়র সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলানগর, ঢাকা
- ২। বিভাগীয় কমিশনার (সকল)।
- ৩। জেলা প্রশাসক (সকল)।
- ৪। সিনিয়র সিস্টেমস্ এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (জরুরি ভিত্তিতে ওয়েব সাইটে প্রদর্শনের অনুরোধসহ)।
- ৫। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।

আবেদনকারী কর্মকর্তার তথ্যাবলী:

১.	নাম :	
২.	পরিচিতি নং (যদি থাকে) :	
৩.	পদবী ও বর্তমান কর্মস্থল :	
৪.	ক্যাডার সার্ভিসের নাম (যদি থাকে) :	
৫.	আবেদনের বিষয় (কোর্সের নাম):	
৬.	জন্ম তারিখ : ও বয়স :	
৭.	চাকুরিকাল :	
৮.	সর্বশেষ শিক্ষাগত যোগ্যতা :	
৯.	ইতঃপূর্বে বিদেশ প্রশিক্ষণ/উচ্চশিক্ষা গ্রহণ করলে তার বিবরণ :	
১০.	মোবাইল নম্বর : ও ই-মেইল এড্রেস :	
১১.	অফিসিয়াল মেশিনল রিডেবল পাসপোর্ট নম্বর : ও মেয়াদ :	

সুপারিশ করা হলো

আবেদনকারী স্বাক্ষর ও সীল

নিয়ন্ত্রণকারী কর্তৃপক্ষের স্বাক্ষর ও সীল

Program Information

2017

2017 KOICA - KAIST Master's Degree Program in Finance

August 20, 2017 – February 28, 2019

Seongnam & Seoul, Korea

Korea International Cooperation Agency (KOICA)

Finance MBA | KAIST College of Business

Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.

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Part I	KOICA & SCHOLARSHIP PROGRAM
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The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

PART I. KOICA & SCHOLARSHIP PROGRAM

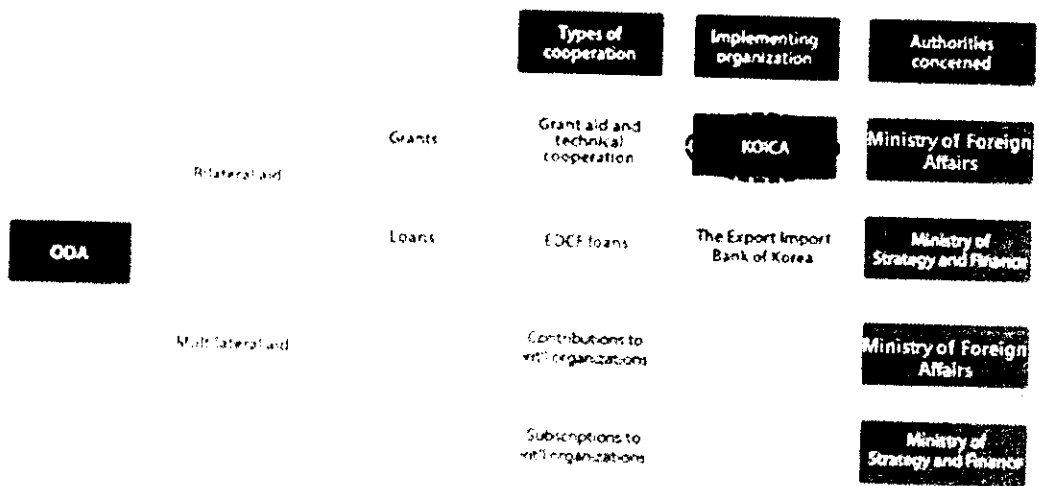
Korea's ODA & Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.

☞ Korea's ODA system



Korea's Experience and KOICA's Program for Human Resources Development

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regard to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,410 courses to 53,810 participants from 173 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

PART I. KOICA & SCHOLARSHIP PROGRAM

Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program

Tailored programs that are specifically designed for an individual partner country

2. Regular Training Program

Programs that are open to any interested partner countries

3. Special Training Program

Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

4. Joint Training Program

Programs conducted in partnership with international organizations and other agencies

5. Scholarship Program

Master's degree programs offered to individuals from partner countries

KOICA's Scholarship Program

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2013, the program has assisted a total of 1,854 students through 92 courses. In addition, as of 2014, 290 participants will participate in 16 master's degree programs at 16 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

PART II. PROGRAM OVERVIEW

Part II	PROGRAM OVERVIEW
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1. Program Title: KAIST Finance MBA Program for Government Officials of Emerging Economies
2. Duration
 - Stay duration: August 20, 2017 ~ February 28, 2019
(18 months study in Korea)
 - During 18 months in KAIST, students are strongly recommended to complete all required academics and graduation requirements.*
 - Academic duration: August 2017 – August 2019 (24 months)
 - In accordance to the university regulations, the diploma will be issued in August 2019.*
3. Degree: Master of Business Administration in Finance
4. Objectives
 - 1)To train finance professionals to implant financial policies for the growth of developing countries' financial and capital markets
 - 2)To build partnership with developing countries for future overseas expansions of Korean finance institutions
 - 3)To share Korea's experience in financial and capital market growth and spread Korean culture to developing countries
5. Training Institute: KAIST College of Business
(<http://www.business.kaist.ac.kr>)
6. Number of Participants: 20 Government Officials
 - *Government officials from finance sectors such as Ministry of Finance, Central / National Bank with quantitative and statistics background preferred.

(5) Others

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government / municipality official or a researcher / an instructor in state institute working in his / her home country with a Bachelor's Degree or higher **(Private sector employees are not eligible)**.
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
 - *Pregnancy is regarded as a disqualifying condition for participation in this program.
 - * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- 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.
- Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program previously (Master's degree program).

PART III. HOW TO APPLY

2. ADMISSION PROCESS

Process	Dates
Step 1. Application Package Submission	February 28 / 17:00 [Local time in Korea]
Step 2. On-site Interview (KOICA)	March 1 ~ 7
Step 3. 1 st Round Selection Process Document Screening	March 15 ~ March 31
Step 4. Online Application Process	April 5 ~ 14 / 23:59 [Local time in Korea]
Step 5. 2 nd Round Selection Process Interview (University)	April 14 ~ 28
Step 6. Medical Check-up (local)	May 10 ~ June 16
Step 7. Admissions Notification	June 23

※ The timeline in this table is based on the local time in South Korea and subject to change.

► Post Admission

Arrival in Korea	Sunday, August 20
KOICA Orientation	Monday, August 21
KAIST Orientation	Wednesday, August 23
First Day of Class	Monday, August 28

(1) application package submission

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both KAIST and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (February 28)
- Scanned copies are acceptable but original copies should be sent to KAIST before the interviews.

* **Applicants who submit the scanned copies should send the original copies to KAIST personally. KOICA and university do not pay postage costs for late submission of original copies.**(2) on-site interview (koica)

Program Information

2017

2017 KOICA - HUFS Master's Degree Program in Atmospheric Environment

August 20, 2017 – February 20, 2019

Yongin, Korea

Korea International Cooperation Agency (KOICA) | HUFS Graduate School

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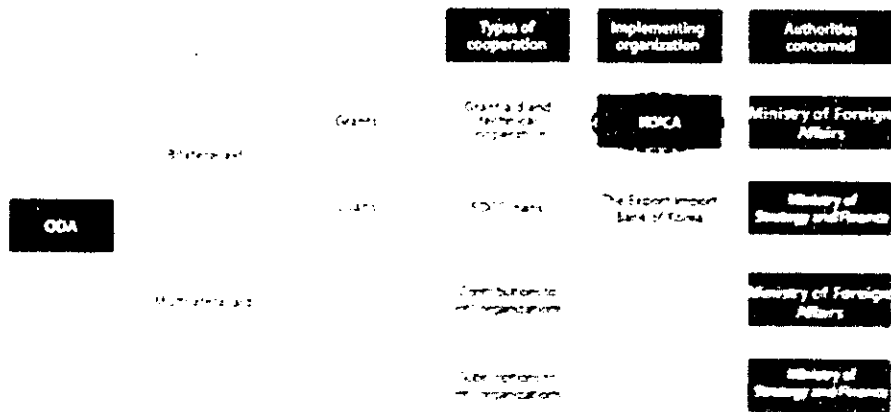
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KOICA's Scholarship Program

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2013, the program has assisted a total of 1,854 students through 92 courses. In addition, as of 2014, 290 participants will participate in 16 master's degree programs at 16 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

Part II PROGRAM OVERVIEW

■ **Program Title: HUFS Master Degree Program in Atmospheric Environment
for Government Officials of Emerging Economies**

■ **Duration**

- Stay duration: August 20, 2017 ~ February 20, 2019 (18 months study in Korea)

During 18 months in HUFS, students are strongly recommended to complete their thesis.

- Academic duration: September 2017 ~ August 2019 (24 months)

In accordance to the university regulations, the diploma will be issued in August 2019.

■ **Degree: Master of Science**

■ **Objectives**

- 1) To train atmospheric science professionals abroad to complete the advanced learning in current meteorological sciences and technologies.
- 2) To extend scientific insights and knowledge for reliable public meteorological information service including weather forecasts, warnings of severe weathers, and climate changes.
- 3) To build partnership among atmospheric science professionals from Korea and developing countries.

■ **Training Institution: HUFS Graduate School**

(<http://www.hufs.ac.kr/user/hufsenglish/>)

(<http://atmos.hufs.ac.kr/>)

■ **Number of Participants: 15 Government Officials**

- * Government officials from national meteorological service sectors such as Weather Service Agency with quantitative background preferred.

■ **Language: English fluency that requires no translation**

■ **Accommodations: KOICA International Cooperation Center (ICC),
HUFS Global Campus Dormitory**

- The dorm rooms are designed for double occupancy. However, single occupancy will be provided for each individual for the KOICA program.
- Each person is provided with a desk, a bed, a wardrobe, etc.

1. APPLICATION ELIGIBILITY

KOICA-HUFS Scholarship Program applicants must satisfy all of the following requirements:

(1) Bachelor's degree by August, 2017

- GPA 3.5 / 4.5 preferred
- Natural Science and Computer Science majors (e.g. Atmospheric science, Earth Science, Oceanography, Environmental Sciences, Computer Science, Statistics, Mathematics, etc.) with quantitative education / training for meteorology is strongly recommended.

(2) Not a Citizen of Korea**(3) Government Officials**

- Minimum of 3 years in weather service and education experience preferred
- Private sector employees are not eligible

(4) English Proficiency

- Applicants must meet one of the English proficiency test minimum score requirements: TOEFL IBT 83. TOEFL PBT 560. TOEFL CBT 220. IELTS 6.5, TEPS 585, TOEIC 740 or higher.
- English proficiency tests should be taken within two years from the deadline of the online application (valid test date: starting from February 9, 2015).
- Institutional Testing Program (ITP) is not valid.
- English Proficiency Test (EPT) submission can be waived when **applicants can submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed above.**

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(5) Others

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government / municipality official or a researcher / an instructor in state institution working in his / her home country with a Bachelor's Degree or higher (**Private sector employees are not eligible**).
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
 - *Pregnancy is regarded as a disqualifying condition for participation in this program.
 - *Having tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- 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 be applied
- Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program (Master's degree program) previously.

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2. ADMISSION PROCESS (2017 year)

Process	Dates
Step 1. Application Package Submission	February 28
Step 2. 1 st Round Selection Process "Document Screening"	March 15 ~ March 31
Step 3. 2 nd Round Selection Process "Interview (University)"	April 14 ~ April 28
Step 4. Medical Check-up (local)	May 10 ~ June 16
Step 5. Admissions Notification	June 23

※ The timeline in this table is based on the local time in South Korea and is subject to change.

► Post Admission

Arrival in Korea	Sunday, August 20
KOICA Orientation	Monday, August 21
HUFS Orientation	Wednesday, August 23
First Day of Class	Monday, August 28

(1) Application package submission

- Prepare all required documents for your admission package and must fill out the **Document Checklist**. Check whether all information is correct.
- Submit the application package (including both HUFS and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable)
- Applicants who submit the scanned copies should send the original copies to HUFS personally. KOICA and the university will not pay the postage costs for late submission of original copies.

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

→ Please do not send the materials to HUFS.

(2) On-site interview (KOICA)

- Applicants are to 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.

(3) 1st Round: Document Screening

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of the on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by HUFS. Application package as well as the on-site interview result will be thoroughly reviewed by Admission Committee of HUFS Atmospheric Environment Graduate Program.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
- The result for the 1st round selection will be announced to the applicants and KOICA respectively.

(4) 2nd Round: Interview (university) with Skype

- An opportunity for a video interview (Skype) will be given only to those who pass the 1st round document screening successfully.
- The details of interview including interviewee list will be sent to the regional KOICA offices and interview arrangements will be made respectively.

(5) Medical Checkup (Local)

- (Summary) The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- (Coordinating Agency Contact Info)
 - Inje University PAIK Hospital
 - Person in charge: Ms. Leah OH
 - E-mail: inje_paik@daum.net / CO_Leah@koica.go.kr
 - Tel: +82-2-2273-0980
- (Date of examination) May 15th, 2017 – May 26th, 2017
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the interview successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until May 12th, 2017, they should contact via e-mail or telephone with the coordinating agency.
 - ※ Since coordinating agency will provide guidance on medical check-up for those who passed the 2nd round interview by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.

(photo)

PART. I. COMPLETED BY APPLICANT

I. TITLE OF COURSE

II. PERSONAL DATA

Name (as in the passport)	First		Middle		Last	
Date of Birth	Month		Day		Year	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F		Marital Status			
Nationality			Religion			
Passport Number			Airport of Departure			
Home Address						
Contact Information (Including country code)	Telephone			Fax		
	Mobile			E-mail		
Emergency Contact	Name			Relation		
	Telephone			E-mail		

III. EMPLOYMENT

Name of Organization		Address	
Department		Present Position	
		Employment Duration	from _____ to present
Telephone (including country code)		Fax (Including country code)	
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) <input type="checkbox"/> Others()		
Job Description	What are your main tasks with your current employer?		
	Which technical equipment or facilities do you work on your job with?(if applicable)		
	Describe any themes, topics and places of interest you would like to see in the training course related to your tasks mentioned aforesaid.		

IV. OTHERS

Restriction on Food/Behavior/ Medication

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

Yes >> Beef Pork Fish Others()/ No

V. CAREER

Career over the past 5 years

Organization	Department	Position/ Responsibilities	Period(dd/mm/yy)	
			From	To

Educational Background

Educational Institution	Field of Study and Degree	Location (City/ Country)	Period(dd/mm/yy)	
			From	To

Previous Attendance

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

Yes No

If yes, please be specific as follows

Education Institution	Field of Study / Diploma	Location (City/ Country)	Period(dd/mm/yy)	
			From	To

VI. LANGUAGE PROFICIENCY

English:

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Native Language : _____

Other Languages : _____

In case you speak English as a foreign language, it is required for you to certify your English proficiency. Please indicate your English Proficiency Test Scores:

TOEFL: _____ TOEIC: _____ Others(): _____
 (IBT, CBT, PBT) score score score

4. TERMS AND CONDITIONS

Participants commit to read, abide by, and respect the following terms and conditions that KOICA endorses in implementing the training program:

1. Privacy and Copyright Policy

- a. Participants agree that KOICA is able to provide and disclose participant information, including the name, nationality, gender, contact information, organization and position of participants, to relevant entities within the limit provided by KOICA policy, regulations or thereof
- b. Participants accept the KOICA's right of using all the documents or products produced by participants for the purposes of the training program (e.g.: country report, action plan, etc.) including its duplication, translation, distribution, and/or posting to websites (KOICA training website and/or other Korean government websites related to Korean ODA).

2. Attendance and Punctuality Policy

- a. Participants should submit/present on-time reports that have been requested.
- b. Participants should be punctual for any occasion in KOICA training program.
× The followings are all monitored and included within the evaluation of the program by KOICA: absence without prior notice, sufficient reason or proper explanation; and habitual tardiness.
- c. Participants must leave Korea upon the completion of the training program within three calendar days (seven calendar days for the Scholarship Program) unless they have obtained prior approval from KOICA and the government of their country of residence.

3. Policy on Misconduct

- a. Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- b. Especially, sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- c. Any kind of disturbance to the efficient operation of the program, such as arbitrary action, including a breakaway from the training program, immoderate drinking, and any other kind of irresponsible behavior, will not be tolerated, and the offender may be asked to leave in accordance with KOICA policy.
- d. Should damage be caused by any kind of incident of assault or misconduct, all participants are obliged to report the event to KOICA immediately.

4. Security and Well-being Policy

- a. Participants are responsible for their own personal belongings, safety, health and well-being, and are asked to conduct themselves accordingly.
- b. Participants are served with the medical treatment covered by the travel insurance of KOICA for

accidents or diseases caused during the length of the participants' stay up to certain limits. Participants, however, should be solely responsible for the treatment that exceeds their medical coverage.

✕ The cases of pregnancy or the treatment of any kind of chronic disease are excluded from the insurance coverage.

5. General Rules

- a. Participants of the program should carry out instructions given to them and abide by the terms and conditions of both KOICA and the training institute, including any subsequent revisions which may be stipulated by KOICA and the training institute in regards to the training program.
- b. Participants should not bring any family members (dependants) to Korea or the country of training
- c. Participants shall refrain from engaging in political activities and any form of employment for profit or gain during the length of stay in Korea.
- d. Participants are liable for all liabilities, including claims, losses, demands, actions, suits, costs or expenses, arising in accordance with legal proceedings undertaken during the course of the training course, and of any damage whatsoever to any property that arises from the carelessness, negligence, omission or default of the participants during the training course.

I, _____, of _____ have read and fully agree to
(name of applicant) (name of country)
the above Terms and Conditions set forth and declare that all the information given above is true and complete.

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

II. MEDICAL REPORT 1 (Completed by Applicant)

1. Present Status

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

() No
 () Yes >> Name of Medication (), Quantity ()

(b) Are you pregnant? (Female only)

() No
 () Yes >> (months)

(c) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

()

Note: A disability does not lead to dismissal or exclusion from the program. However, upon the situation, you may be directly inquired by the KOICA official in charge for a more detailed account of your condition.

2. Medical History

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

Past:	() No	() Yes >> Name of illness (), Place & dates ()
Present:	() No	() Yes >> Present Condition ()

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

Past:	() No	() Yes >> Name of illness (), Place & dates ()
Present:	() No	() Yes >> Present Condition ()

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes >> Present Condition () mm/Hg to () mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes		
Present:	() No	() Yes >> Present Condition ()		
Present:	() No	Are you taking any medicine or insulin?	() No	() Yes

(e-1) Past History: What illness(es) have you had previously?

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness ()			
() Other >>> Specify ()			

(e-2) Has this disease been cured?

() Yes	() No (Specify name of illness):
() Yes	Present Condition: ()

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

Date: _____

Signature of Applicant: _____

IX. MEDICAL REPORT 2 (Completed by Authorized Physician)

Basic Information

Basic Information	Name			
	Age		Blood Type	
	Sex		Blood Pressure	/ mmHG
	Height	cm	Weight	Kg

Test Result

Name	Test Result	Remarks
EKG	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Chest PA	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Urinalysis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Diabetes	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Hepatitis B	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Syphilis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
AIDS	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Infectious disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Endemic disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Pregnancy test	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	

1. How long have you known the applicant named above?

- Less than 6 months More than a year More than 5 years More than 10 years

2. Has this person received treatment for the last 5 years or does he/she have any conditions that will require frequent or long periods of absence, or would otherwise affect his/her ability to carry out role given to him/her in participating an intensive training course away from home?

- Yes No (If you answered yes, please provide details)

3. Is there anything in the person's medical history that would make him/her unfit to participate in the training course?

- Yes No (If you answered yes, please provide details)

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

Date : _____

Name of Clinic: _____

Address of Clinic: _____

Name of Physician: _____

Signature : _____

PART. II. COMPLETED BY NOMINATING GOVERNMENT/APPLYING ORGANIZATION

I. Reasons for Applicant's Selection

※ Please, attach your organization chart with the appropriate marking of applicant's position.

e.g.) relevance of course to applicant's job, employee retention, etc

II. Organizational Setback or Challenges that You Wish to Address through Training Program

III. Plans to Apply the Lessons Learned from the Training to Your Organization

e.g.) ways to share and apply the KOICA training experience of the applicant in your organization

IV. OFFICAL NOMINATION

The Government of _____ officially nominates _____
name of country *full name of applicant*

for participation in _____ as organized by the Korean Government(KOICA)
training course title

and I, _____, on behalf of the Government of _____, certify that
authorized official

- (a) All information including educational background and career quoted by the nominee in this form are 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 spoken and written English to enable him/her to undergo the training course.

Name(Authorized Official) : _____

Position/Title: _____

Organization: _____

Date: _____ **Signature:** _____

Health Questionnaire /Medical Report 3 (Completed by Authorized Physician)

Basic Information of Applicant	Name	_____
	Nationality	_____
	Birth	_____
	Date(YY/MM/DD)	_____

Please list the countries where this person has stayed during the past 10 days.

1) _____ 2) _____ 3) _____

Please check a mark "v", if the person has or has had any of the following symptoms during the past 10 days.

<input type="checkbox"/> Fever	<input type="checkbox"/> Maculopapular rash	<input type="checkbox"/> Joint pain
<input type="checkbox"/> muscle pain	<input type="checkbox"/> conjunctivitis (red eyes)	<input type="checkbox"/> headache

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

Name of Clinic :

Address of Clinic :

Name of Physician :

Date :

Signature :