



සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව

சமுர்த்தி அபிவிருத்தி திணைக்களம்

Department of Samurdhi Development

කාන්තා, ළමා කටයුතු සහ සමාජ ආරක්ෂණ අමාත්‍යාංශය - සමාජ ආරක්ෂණ අංශය
kfsph;> rpWth; mYty;fs; kw;Wk; r%f ghJfhg;G mikr;R - r%fghJfhg;G gphpT
Ministry of Women, Child Affairs and Social Security - Social Security Division



මගේ අංකය DSD/HO/13/TR/002/PEN.TR
எனது இல My No

ඔබේ අංකය
உமது இல Your No

දිනය 2020.03.06
திகதி Date

සියළුම දිස්ත්‍රික් අධ්‍යක්ෂවරුන්,
සියළුම අංශ ප්‍රධානීන්,
සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව.

විදේශ ශිෂ්‍යත්ව සඳහා අයදුම් කිරීම.

Australian Awards Scholarship (AAS) Intake for Academic Year 2021

උක්ත කරුණට අදාළව කාන්තා හා ළමා කටයුතු හා සමාජ ආරක්ෂණ අමාත්‍යාංශයේ සහකාර ලේකම් පාලනගේ MPI&SE/ADM/11/4 (ii) හා 2020.02.19 දිනැති මේ සමඟ අමුණා ඇති ලිපිය හා බැඳේ. ඒ අනුව ඕස්ට්‍රේලියානු රජයේ ආධාර මත පැවැත්වෙන පහත සඳහන් ශිෂ්‍යත්ව සඳහා අයදුම්පත්‍ර කැඳවයි. ඒ සඳහා කැමැත්ත හා සුදුසුකම් ඇති ඔබ දිස්ත්‍රික්කයේ /අංශයේ රාජකාරී නියුතු නිලධාරීන්ට එහි සඳහන් උපදෙස් පරිදි අයදුම් කිරීමට උපදෙස් ලබා දෙන මෙන් කාරුණිකව ඉල්ලා සිටිමි. තවද මෙම නිලධාරීන් online අයදුම්පත පුරවා තේරීමෙන් අනතුරුව පිටපත් 03 ක් අප වෙත ලබා දීමට කටයුතු කරන ලෙස උපදෙස් දෙන්නේ නම් මැනවි.

01. Australian Awards Scholarship (AAS) Intake for Academic Year 2021

ශ්‍රීයන්ත ලියනආරව්ව

නි.අධ්‍යක්ෂ (මානව සම්පත් සංවර්ධන) රා.ආ.
අධ්‍යක්ෂ ජනරාල් වෙනුවට.

පිටපත - සහකාර අධ්‍යක්ෂ (තොරතුරු හා සන්නිවේදන තාක්ෂණ) - මෙම තොරතුරු වෙබ් අඩවියට ඇතුළත් කිරීම සඳහා.

වන අදියර, 4 වන මහල, සෙත්තිරිපාය, බත්තරමුල්ල. /1st කட்டම, 4 වන ශ්‍රේණි, සෙත්තිරිපාය පත්තරාමුල්ල /1st Step, 4 th floor, Sethsiripaya Battaramulla

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் தலைமையிபதி
Director General
Tel- 011-2871672/2872202
Fax - 011-2889002
E-mail- dg@samurdhi.gov.lk

අධ්‍යක්ෂ (පාලන හා ආයතන)
பணிப்பாளர் (நிர்வாகம்/தர்பனம்)
Director (Admin & Establishment)
011-2873799
011-2873996
diradmin@samurdhi.gov.lk
Hot Line :0112-889007

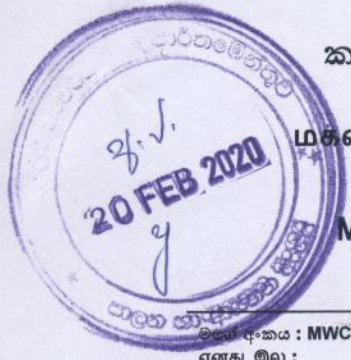
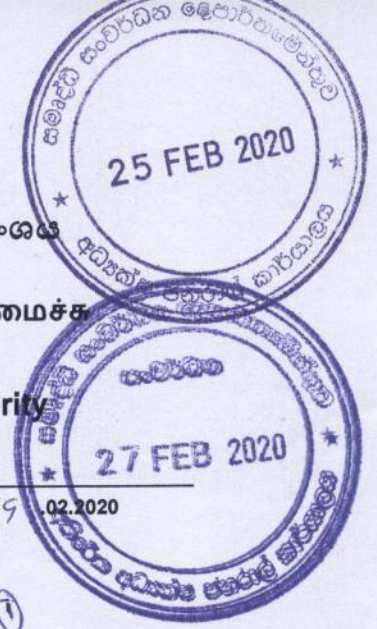
ප්‍රධාන ගණකාධිකාරී
பிரதான கணக்காளர்
Chief Accountant
011-2869742
011-2869742
finance@samurdhi.gov.lk

අධ්‍යක්ෂ (ක්ෂුද්‍ර මූල්‍ය)
பணிப்பாளர் (குறு நிதி)
Director (Micro Finance)
011-2889003
011-2887469
Hot Line:0112-885582

කාර්යාලය
அலுவலகம்
Office
0112872202
Hot Line: 011- 2887722

154

45



කාන්තා, ළමා කටයුතු සහ සමාජ ආරක්ෂණ අමාත්‍යාංශය
සමාජ ආරක්ෂණ අංශය
මැතිර, சிறுவர் அலுவல்கள் மற்றும் சமூக பாதுகாப்பு அமைச்சு
சமூக பாதுகாப்பு பிரிவு

Ministry of Women, Child Affairs and Social Security
Social Security Division

මගේ අංකය : MWCA&SS/ADM/11/4(ii)
எனது இல :
My No.:

ඔබේ අංකය :
உமது இல :
Your No.:

දිනය : 19.02.2020
திகதி :
Date:



- Additional Secretary (Administration)
- Additional Secretary (Development)
- Additional Secretary (Human Resources Development)
- Additional Secretary (Research, Statistics & Planning)
- Director General, National Institute of Social Development
- Director General, Department of Samurdhi Development
- Chief Accountant
- Chief Internal Auditor
- Director, National Secretariat for Persons with Disabilities
- Director (Counseling)
- Director (Planning)
- Director, Department of Social Services
- Director, National Secretariat for Elders
- Director, Rural Development Training & Research Institute
- General Manager, Sri Lanka Social Security Board

ADG
Please inform
to all the staff
26/02/2020

Australian Awards Scholarships (AAS) – Intake for Academic Year 2021

A copy of the letter, bearing the No. AusAid/Intake 2021 dated 13.02.2020 received to me from the Director General of the Department of External Resources, is hereby submitted for the necessary actions please.

Jayamali C. Wickramaarachchi
Assistant Secretary (Administration)
for Secretary

DD (Training & Res)
Pl. inform to all
officers
11/2/21

G. M. Deepika
Plan circulate among
all related and
the divisions.

අමාත්‍යා/ அமைச்சர்/ Minister	දුරකථන/தொ.பு./Tel. : 011 - 2186241	ෆැක්ස්/பெக்ஸ்/Fax : 011 - 2187 323
රාජ්‍ය අමාත්‍යා/இராஜாங்க அமைச்சர்/ State Minister	දුරකථන/தொ.பு./Tel. : 011 - 2861 145	ෆැක්ස්/பெக்ஸ்/Fax : 011 - 2884 613
ලේකම්/செயலாளர்/ Secretary	දුරකථන/தொ.பு./Tel. : 011 - 2186057	ෆැක්ස්/பெக்ஸ்/Fax : 011 - 2187 249
රාජ්‍ය ලේකම්/ இராஜாங்க செயலாளர்/ State Secretary	දුරකථන/தொ.பு./Tel. : 011-2883 525	ෆැක්ස්/பெக்ஸ்/Fax : 011-2187 007
අමාත්‍යාංශ කාර්යාලය/அலுவலகம்/ General Office	දුරකථන/தொ.பு./Tel. : 011 - 2887 349-51	ෆැක්ස්/பெக்ஸ்/Fax : 011 - 2877 127

අමාත්‍යාංශය } 1 වන මහල, සෙත්තිරිපාය අදිසර II, බත්තරමුල්ල.
அமைச்சு } 1ஆவது மாடி, செத்திரிபாயகட்டம் II, பத்தரமுல்லை.
Ministry } 1st Floor, Sethsiripaya Stage II, Battaramulla.

විද්‍යුත් තැපෑල/மின்துறை/ E-mail : secycdwa@gmail.com
වෙබ් අඩවිය/இணையத்தளம்/ Website: www.socialwelfare.gov.lk



විදේශ සම්පත් දෙපාර්තමේන්තුව
வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ආර්ථික සහ ප්‍රතිපත්ති සංවර්ධන අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி, பொருளாதாரம் மற்றும் கொள்கை அபிவிருத்தி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

AusAid/Intake 2021

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

13/02/2020

Secretary to the President
Secretary to the Prime Minister
Secretary to the Cabinet of Ministers
All Secretaries to Line Ministries
All Secretaries to State Ministers
All Chief Secretaries of the Provincial Councils
All Other Heads of the Departments and Government Institutions

Attn: Officer In-charge of Foreign Training

Dear Sir/Madam

Australian Awards Scholarships (AAS) – Intake for Academic Year 2021

This refers to our letter dated 10.02.2020 on the above.

Accordingly, we wish to inform you that the information session of the Australian Awards for intake of the year 2021 is scheduled to be held in selected areas during the month of February. The information session in Colombo district is scheduled to be held on 25th February 2020 at 10.00 am at the “Randora Auditorium” of the Ministry of Finance, Economic and Policy Development.

Therefore, you are kindly requested to circulate this information among all agencies which are coming under the purview of your Ministry and encourage all qualified officials who are willing to apply to participate in the above information session. Please confirm their participation by return fax or email : dharshani@erd.gov.lk on or before 24.02.2020.

Your cooperation in this regard is highly appreciated.

Yours faithfully

L.A.Y. Darshanie De Silva
Director/ TA Division
For Director General

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம்
Director General

කාර්යාලය
அலுவலகம்
Office

ෆැක්ස්
அகல
தொலை நகல்
Fax

94-11-2484500
94-11-2484600
94-11-2447633
94-11-2387153
94-11-2434876



කාන්තා, ළමා කටයුතු සහ සමාජ ආරක්ෂණ අමාත්‍යාංශය
සමාජ ආරක්ෂණ අංශය
මකනිර්, சிறுவர் அலுவல்கள் மற்றும் சமூக பாதுகாப்பு அமைச்சு
சமூக பாதுகாப்புவிரிவு

Ministry of Women, Child Affairs and Social Security

Social Security Division

මගේ අංකය : MWCA&SS/ADM/11/4(ii)
எனது இல :
My No.:


ඔබේ අංකය :
உமது இல :
Your No.:

දිනය: 19.02.2020
திகதி :
Date :

Additional Secretary (Administration)
Additional Secretary (Development)
Additional Secretary (Human Resources Development)
Additional Secretary (Research, Statistics & Planning)
Director General, National Institute of Social Development
Director General, Department of Samurdhi Development
Chief Accountant
Chief Internal Auditor
Director, National Secretariat for Persons with Disabilities
Director (Counseling)
Director (Planning)
Director, Department of Social Services
Director, National Secretariat for Elders
Director, Rural Development Training & Research Institute
General Manager, Sri Lanka Social Security Board

2020 KOICA Scholarship Program for Master's Degree

A copy of the letter, bearing the No. TA/KOICA/L/002-006 dated 14.02.2020 received to me together with copies of annexures from the Director General of the Department of External Resources, are hereby submitted for the necessary actions please.


Jayamali C. Wickramaarachchi
Assistant Secretary (Administration)
for Secretary

අමාත්‍ය/අමාත්‍යාංශ / Minister
රාජ්‍ය අමාත්‍ය/இராஜாங்க அமைச்சர் / State Minister
ලේකම්/செயலாளர் / Secretary
රාජ්‍ය ලේකම්/ இராஜாங்க செயலாளர் / State Secretary
අමාත්‍යාංශ කාර්යාලය/அலுவலகம் / General Office

දුරකථන/தொ.பு. /Tel. : 011 - 2186241
දුරකථන/தொ.பு. /Tel. : 011 - 2861 145
දුරකථන /தொ.பு. /Tel. : 011 -2186057
දුරකථන /தொ.பு. /Tel. : 011-2883 525
දුරකථන/தொ.பு. /Tel. : 011 - 2887 349-51

ෆැක්ස් /பெக்ஸ் /Fax : 011 - 2187 323
ෆැක්ස් /பெக்ஸ் /Fax : 011 - 2884 613
ෆැක්ස් /பெக்ஸ் /Fax : 011 - 2187 249
ෆැක්ස් /பெக்ஸ் /Fax : 011-2187 007
ෆැක්ස් /பெக்ஸ் /Fax : 011 - 2877 127

අමාත්‍යාංශය } 1 වන මහල, සෙත්තිරිපාය අදිසර II, බත්තරමුල්ල.
அமைச்சு } 1ஆவது மாடி, செத்திரிபாயகட்டம் II, பத்தரமுல்லை.
Ministry } 1st Floor, Sethsiripaya Stage II, Battaramulla.

විද්‍යුත් තැපෑල/மின்தொலைபேசி /E-mail : secycdwa@gmail.com
වෙබ් අඩවිය/இணையத்தளம் /Website: www.socialwelfare.gov.lk



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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ආර්ථික සහ ප්‍රතිපත්ති සංවර්ධන අමාත්‍යාංශය
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நிதி பொருளாதாரம் மற்றும் கொள்கை அபிவிருத்தி அமைச்சு
 செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/KOICA/L/002-006

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

14/02/2020

Madam

Secretary to the President, Presidential Secretariat
 Secretary to the Prime Minister, Prime Minister's Office
 Secretaries of All Ministries
 All the Heads of Independent Government Agencies
 Chief Secretaries of All Provincial Councils
 All Other Heads of the Departments and Government Institutions

Attn: Officer in-charge
 of Foreign Training

Dear Sir / Madam

2020 KOICA Scholarship Program for Master's Degree

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

You are kindly requested to submit **nominations** with the following documents **on or before 10th March 2020**.

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

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

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

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

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அலுவலகம்
Office

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94-11-2484600

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தொலை நகல்
Fax

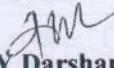
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94-11-2387153
94-11-2434876

Handwritten signatures and notes at the bottom of the page.

Applicants preferably be below 40 years of age.

Your early response in this regard is highly appreciated.

Yours faithfully,


L A Y Darshan De Silva
Director / TA Division
for Director

ERD Code	Course Name	Starting date of Program	Ending date of Program
KOICAT/002	Master's Degree Program in Regulation Management for Economic Development - KDM (Korea Development Institute)	01/08/2019	31/12/2021
KOICAT/003	Master's Degree Program in Techno-Entrepreneurship Competency based on E2EACT Convergence	04/08/2019	31/12/2021
KOICAT/004	Master's Degree Program in Global Education Leadership	01/08/2020	31/12/2021
KOICAT/005	2020 KOICA - KAIST Master's Degree Program in Social Economy	19/07/2020	31/07/2022
KOICAT/006	KOICA - Hallym Master's Degree Program in Response to Climate Change	02/08/2020	31/12/2021

For Master's Degrees

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

3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

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

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

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

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

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

* Course title will be changed after bidding process.

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

4. Qualifications

Prospective applicants must meet all of the following conditions.

- (1) **Citizenship:** Be a citizen of the Scholarship Program target country.
- (2) **Government Nomination:** Be officially nominated by their governments.
 - Be a government employee. With a minimum of 2 years of experience in the field of study

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Support Service (Scholarship Benefits)

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

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

* Notes

-KOICA only provides the expenses above.

-Visa expenses, stopover expenses, local transportation and other sundry expenses will not be covered.

-KOICA arranges and pays for the participant to travel to and from Korea. KOICA will cover economy class, round-trip airfare.

-If a participant wants to change the flight itineraries, they should pay the additional airfare.

-The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program.

6. Selection Procedures

Period	Procedures	Details
--------	------------	---------

March , 2020	Application	[Application package submission] - Application deadline (to KOICA regional offices and Korean Embassy) : March 27, 2020 - Prepare all required documents for your admission package and fill out the 'Document Checklist'. - Submit the application package (including both university and KOICA application forms and other required documents) to KOICA regional office or Korean Embassy by the submission date. - Original copies should be sent to university before the phone interviews.
March 27 -April 3	On-site Interview(KOICA)	- Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA regional office / Embassy.
April 6 -April 14	Document Screening	[1st round : Document Screening] -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening,
April 17	Result of Document Screening	- The result for the 1 st round selection will be announced to the applicants. [Preparation for the 2nd round] - Details of the interview including the interviewee list will be sent to the KOICA regional offices and interview arrangements will be made respectively.
April 20 -May 1	Interview	[2nd round : Phone Interview] - University conducts the second round (interview) according to the interview schedule. - Schedule for phone interview will be notified individually by the KOICA regional offices or Korean embassy with 2-3 day notice in advance. - KOICA HQs announces the result of interview to the KOICA regional office or Korean Embassy : May 8
May 11 -June 12	Medical Checkup (Local)	[3rd round : Medical Check-up] - Applicants who successfully pass the 2 nd round must take the Medical Check-up at the designated institution. - The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully. - Examination cost, Transportation and accommodation fees will NOT be reimbursed. - KOICA will not pay for the treatment necessary after the examination. - KOICA announces the result of Medical Checkup.
June 19	Admission Notification	- Admissions results will be notified to the regional KOICA offices or Korean embassy.

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

7. Required Documents

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

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

* Refer to Program Information attached

* Important Notes for All Applicants:

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

8. Contacts

1) Application & Document Submission

- KOICA regional Office or Korean Embassy

2) Major and University Admissions

- Universities (Refer to the Program Information)

3) Other inquiries

- KOICA HQs (Email : koica.sp@koica.go.kr)
- KOICA Website (<http://www.koica.go.kr/ciat/index.do>)

Application Guidelines

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

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

Application Checklist

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

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

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

Application Form for the KOICA Scholarship Program

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

(Photo)

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

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

Program Title			
Name of Degree			
Duration	from _____	to _____	(DD-MM-YYYY)

II. PERSONAL DATA

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

III. CURRENT EMPLOYMENT

Organization			
Department			
Present Position			Employment Duration from _____ to present (MM-YYYY)
Type of Organization	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local	
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO	
	Others	(Please specify)	

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

VI. CAREER RECORD

Career Background (Past 5 Years)

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

Educational Background (Higher Education)

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

Previous Attendance to Training Program in Foreign Countries

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

V. LANGUAGE PROFICIENCY

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages (please specify) : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

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

PART 2. TERMS & CONDITIONS

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

I. PRIVACY & COPYRIGHT POLICY

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

Agreement on Collection and Use of Personal Information

- ☐ KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
 - **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ☐ If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

☐ Agree

☐ Disagree

Agreement on Collection and Use of Sensitive Information

- ☐ KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Sensitive Information Collected** : religion, medical information
 - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ☐ If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

☐ **Agree** ☐ **Disagree**

Agreement on Collection and Use of Unique Identifying Information

- ☐ KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Unique Identifying Information Collected** : passport number, alien registration number
 - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
 - **Retention Period** : 5 days after the accomplishment of the purpose specified above
- ☐ If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

☐ **Agree** ☐ **Disagree**

II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

1. Purpose

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

2. Definition of Terms

The terms used in this guideline are defined as follows.

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

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

3. Obtaining a Degree

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

4. Entering and staying in Korea

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

5. Leaving the Korea

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

6. Dismissal of Participant Status

- 6-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

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

7. Leaving Korea During the Program

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

② Letter of explanation

☐ Any other documents required by the university

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

8. Temporary Leave

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

① Letter of confirmation from the advisor

② A copy of a round trip air ticket

③ A copy of traveler insurance (when traveling to a third country)

☐ Any other documents required by the university

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

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

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

9. Scholarship Payment and Receipt

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

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

① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 5-3 of this guideline

② Dismissal of a KOICA participant status as stated in 6. Dismissal of Participant Status.

☐ Withdrawal and leaving Korea during the program for reasons other than stated in 7-1

10. Notification of Re-entry

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

11. Notification of Changes in Contact Information

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

12. Internship

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

① Participants must give first priority to their studies over any other activity.

② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

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

13. Applicable Provisions

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

III. CODE OF CONDUCT

1. Purpose

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

2. Application and Compliance

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

3. Academic Performances

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

4. Program Outcome

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

5. Health Management

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

6. Safety Measures

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

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

7. Policy on Misconduct

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

8. Discriminatory Actions and Sexual harassment

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

9. Prohibition of Political Activity

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

10. Compliance with the Regulations of the University and KOICA

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

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)

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

- b. Are you pregnant? (female only)

☐ No ☐ Yes >> (months)

- c. Please indicate any needs arising from disabilities that may require additional support or facilities.

()

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

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

Past: ☐ 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
• Are you taking any medicine? ☐ No ☐ Yes

- d. Diabetes (sugar in the urine)

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes >> • Present condition ()
• Are you taking any medicine or insulin? ☐ No ☐ Yes

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

☐ Thyroid Problem ☐ Liver Disease ☐ Heart Disease ☐ Kidney Disease

☐ Tuberculosis ☐ Asthma ☐ Stomach and Intestinal Disorder

☐ Infectious Disease >> Specify the name of illness ()

☐ Others >> Specify ()

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

☐ Yes ☐ 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