



नेपाल सरकार सङ्घीय मामिला तथा समाज्य प्रशासन मन्त्रालय

सिंहदरवार काठमाडौं

जनशक्ति योजना तथा विकास शाखा

फोन { ४२००५०५
४२००२९९
४२००३०६
फ्याक्स नं.: ४२००३२२

पत्र संख्या:- ००८१/०

चलानी नं.:- ५३९

श्री सबै निकाय ।

विषय:- वैदेशिक अध्ययन/तालिम छात्रवृत्तिमा मनोनयन गर्ने सम्बन्धमा ।

मिति: २०७९/१०/१३

तपसिल अनुसारको अध्ययन/तालिम कार्यक्रममा निजामती सेवा ऐन, २०४९ (संशोधन सहित) को दफा ४०ख को उपदफा (३) बमोजिम गठित समितिको मिति २०७९/१०/१२ मा बसेको ३५८ औं बैठकबाट तपसिल बमोजिमको निर्णय भएको हुँदा उक्त कार्यक्रममा उपयुक्त कर्मचारी मनोनयन गरी मनोनित कर्मचारीको नाम, सम्पर्क नं. र ईमेल ठेगाना आवश्यक कार्यार्थको लागि अर्थ मन्त्रालयको अन्तर्राष्ट्रिय आर्थिक सहायता समन्वय महाशाखामा पठाउनुहुन तथा मनोनयन गरिएको कर्मचारीको संकेत नं. समेत उल्लेख गरी सोको जानकारी यस मन्त्रालयमा समेत अनिवार्य रूपमा उपलब्ध गराउने व्यवस्था हुन आवश्यक कार्यार्थ पठाईएको व्यहोरा निर्णयानुसार अनुरोध छ ।

छात्रवृत्ति मनोनयनमा सम्बन्धित सेवा, समूह र श्रेणी भित्रका समावेशी महिला, आदिवासी/जनजाति, मधेसी, दलित, अपाङ्ग, पिछडिएको क्षेत्र तथा हालसम्म अवसर नपाएका र दुर्गममा सबैभन्दा बढी समय काम गरेका आधारमा कर्मचारीहरूलाई समेत प्राथमिकता दिई मनोनयन गर्नुहुन अनुरोध छ ।

तपसिल:

क्र. सं.	अध्ययन/तालिम / अध्ययन भ्रमणको विषय	सिट संख्या	फाराम बुझाउने अन्तिम मिति/कार्यक्रमको अवधि	कार्यक्रम हुने संस्था / देश	आवश्यक योग्यता वा अन्य प्रासंगिक विषय	छात्रवृत्ति वितरण गर्न प्रस्तावित निकाय र निर्णयको व्यहोरा
1.	"Civil Society Leadership (Asia)" Master's Degree	4(Four)	March 06, 2023 / Aug 12, 2023- Dec 31, 2024	Ajou University/K OICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
2.	"Digital Innovation" Master's Degree	4(Four)	March 06, 2023 / Aug 28, 2023- Dec 27, 2024	Hanyang University /KOICA/Kor ea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
3.	"Techno- Entrepreneurship Competency Based on ICT Convergence" Master's Degree	4(Four)	March 06, 2023 / Aug 01, 2023- Jan 31, 2024	Handong Global University /KOICA/Kor ea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.	सबै निकायलाई खुला गर्ने ।



नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय
सिंहदरबार, काठमाडौं

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फ्याक्स नं.: ४२००३२२

पत्र संख्या: - ६०९/००

चलानी नं.: - ३३९

					<ul style="list-style-type: none">• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English .• For more details: https://www.koica.go.kr/ciat/index.do	
4.	“Capacity Building for Response to Climate Change” Master's Degree	4(Four)	March 06, 2023 / Aug 16, 2023- Dec 27, 2024	Incheon National University /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
5.	“Social Economy” Master's Degree	4(Four)	March 06, 2023 / Aug 21, 2023- Dec 31, 2024	Korea Advanced Institute of Science and Technology(KAIST) /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
6.	“Economic Development Policy for Sustainable and Inclusive Growth” Master's Degree	4(Four)	March 06, 2023 / Aug 22, 2023- Dec 20, 2024	KDI School of Public Policy and Management /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
7.	“Global Education Leadership” Master's Degree	4(Four)	March 06, 2023 / Aug 01, 2023- Dec 25, 2024	Korean National University of Education(KNUE) /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।



नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरबार, काठमाडौं
जनशक्ति योजना तथा विकास शाखा

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पत्र संख्या:- ८८९/१०

चलानी नं.:- ८३९

8.	"Fisheries Science" Master's Degree	4(Four)	March 06, 2023 / Aug 16, 2023- Dec 20, 2024	Pukyong National University(PKNU) /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
9.	"Capacity Building for SDGs (Asia)" Master's Degree	4(Four)	March 06, 2023 / Aug 27, 2023- Dec 31, 2024	Seoul National University (SNU) /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
10.	"Digital Transformation Technology" Master's Degree	4(Four)	March 06, 2023 / Aug 10, 2023- Dec 22, 2024	Soongsil University /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
11.	"Control of Infectious Disease" Master's Degree	4(Four)	March 06, 2023 / Aug 07, 2023- Dec 31, 2024	Yonsei University /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English• For more details: https://www.koica.go.kr/ciat/index.do	सबै निकायलाई खुला गर्ने ।
12.	"Gender Leadership (Asia)" Master's Degree	4(Four)	March 06, 2023 / Aug 08, 2023- Dec 20, 2024	Ehwa University /KOICA/Korea	<ul style="list-style-type: none">• Should be a citizen of the Scholarship Program target country.• Be officially nominated by their governments.• Be a government employee.• Age: Be under age 40 as of February 1, 2023• Health: be in good health, both physically and mentally.	सबै निकायलाई खुला गर्ने ।



नेपाल सरकार

सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरवार, काठमाडौं

जनशक्ति योजना तथा विकास शाखा

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पत्र संख्या:- ००९/१०

चलानी नं.:- ३३९

			<ul style="list-style-type: none">• Should have a completed Bachelor degree or an equivalent to college/university level Educational background.• Should have a good command of both spoken and written English.• For more details: https://www.koica.go.kr/ciat/index.do	
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नोट: विस्तृत जानकारीको लागि अर्थ मन्त्रालयको अन्तराष्ट्रिय आर्थिक सहायता समन्वय महाशाखाको च.नं. ८५३, मिति २०७९/०९/२६ र च.नं. ८०८, मिति २०७९/०९/२० को पत्र र पत्रसाथ प्राप्त कागजात संलग्न गरिएको छ ।

.....
सागर के.सी.
शाखा अधिकृत



नेपाल सरकार
अर्थ मन्त्रालय

(अन्तर्राष्ट्रिय आर्थिक सहायता समन्वय महाशाखा)

सुदूरपश्चिम प्रदेश ६२४

पत्र संख्या:- अआससम/KOICA/२०७९/८०

च. नं.:- ८५३

गणेशकिर्ति थापा

सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय
वर्ता नं.:- २३२२

वर्ता मिति:- ३/२२

सिंहदरबार, काठमाडौं
नेपाल।

मिति: २०७९/०९/२६

(१-११)

श्री सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय,
सिंहदरबार, काठमाडौं।

विषय:- छात्रवृत्तिको संशोधित सूची सम्बन्धमा।

यस मन्त्रालयको च.नं. ८०८, मिति २०७९/०९/२० को पत्रसाथ KOREA INTERNATIONAL COOPERATION AGENCY (KOICA) बाट प्राप्त विभिन्न Master's Degree Scholarship Program सम्बन्धी जनवरी २, २०२३ को पत्र समेत संलग्न गरी आवश्यक कार्यार्थ पठाइएको व्यहोरा तहाँ विदितै छ। सो पत्रसाथ संलग्न २०२३ KOICA SCHOLARSHIP PROGRAM को लिष्टको सि.नं. १ र सि.नं. १२ दोहोरो भएको हुँदा सि.नं.१२ को लागि KOICA बाट प्राप्त संशोधित सूची यसैसाथ संलग्न गरी पठाइएको व्यहोरा आदेशानुसार अनुरोध गर्दछु।

(राम प्रकाश महतो)

शाखा अधिकृत



KOREA INTERNATIONAL COOPERATION AGENCY
2023 KOICA SCHOLARSHIP PROGRAM

S.N.	Course Title	University	Duration	Deadline
1	Civil Society Leadership (Asia)	Ajou University	Aug 12, 2023- Dec 31, 2024	February 17, 2023 (Friday)
2	Digital Innovation	Hanyang University	Aug 28, 2023- Dec 27, 2024	
3	Techno-Entrepreneurship Competency Based on ICT Convergence	Handong Global University	Aug 1, 2023- Jan 31, 2024	
4	Capacity Building for Response to Climate Change	Incheon National University	Aug 16, 2023- Dec 27, 2024	
5	Social Economy	Korea Advanced Institute of Science and Technology (KAIST)	Aug 21, 2023- Dec 31, 2024	
6	Economic Development Policy for Sustainable and Inclusive Growth	KDI School of Public Policy and Management	Aug 22, 2023- Dec 20, 2024	
7	Global Education Leadership	Korea National University of Education (KNUE)	Aug 01, 2023- Dec 25, 2024	
8	Fisheries Science	Pukyong National University (PKNU)	Aug 16, 2023- Dec 20, 2024	
9	Capacity Building for SDGs (Asia)	Seoul National University (SNU)	Aug 27, 2023- Dec 31, 2024	
10	Digital Transformation Technology	Soongsil University	Aug 10, 2023- Dec 22, 2024	
11	Control of Infectious Disease	Yonsei University	Aug 07, 2023- Dec 31, 2024	
12	Gender Leadership (Asia)	Ehwa University	Aug 08, 2023- Dec 20, 2024	





नेपाल सरकार
अर्थ मन्त्रालय

(अन्तर्राष्ट्रिय आर्थिक सहायता समन्वय महाशाखा)

प्र.सं. ०७८/२०१९/८०

३/२२

सिंहदरबार, काठमाडौं
नेपाल ।

पत्र संख्या:- अआससम/KOICA/२०१९/८०
च. नं.:- ८०८


सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय
वर्ता नं.:- २२६४
वर्ता मिति:- ३/२२

श्री सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय,
सिंहदरबार, काठमाडौं ।

विषय:- छात्रवृत्ति सम्बन्धमा ।

KOREA INTERNATIONAL COOPERATION AGENCY (KOICA) बाट प्राप्त विभिन्न Master's Degree Scholarship Program सम्बन्धी जनवरी २, २०२३ को पत्र यसैसाथ संलग्न गरी आवश्यक कार्यार्थ पठाइएको व्यहोरा आदेशानुसार अनुरोध गर्दछु । साथै, KOICA बाट प्राप्त Application Guideline, Program Information तथा Application form समेत यसै साथ संलग्न गरी पठाइएको व्यहोरा समेत अनुरोध गर्दछु ।

जन्मदिन योचना,
३/२३


(प्रेमराज पोखेल)
शाखा अधिकृत

KOICA

KOREA INTERNATIONAL COOPERATION AGENCY

सङ्घीय मामिला तथा सामाजिक प्रशासन विभाग

वर्ता नं.: २२९९

वर्ता मिति: ९/२९

Ref- KOICA-CIAT/2023-024/003

Date: January 02, 2023

प्र.सं.सं.क्र.सं. क्रि.सं. १०३
९/२९

PRP/RPM
९/१९

HCD
Send to MOF
९/१८

Mr. Ishwori Prasad Aryal
Joint Secretary
International Economic Coordination Cooperation Division (IECCD)
Ministry of Finance
Singhadurbar, Kathmandu

Dear Mr. Aryal,

I have the pleasure to inform you the list of 12 Scholarship Programs that Korea International Cooperation Agency (KOICA) is scheduled to organize in 2023. Enclosed herewith are the list of scholarship programs, Application Guideline, Application forms (KOICA only) and other relevant document regarding the program.

In this regards, I would like to request you to **recommend 4 eligible candidates** in each courses according to the program guideline and program eligibility criteria along with **3 sets of Application Forms (of KOICA and Application package of respective University)** and send to KOICA Nepal office until given deadline. The qualification of the applicants is explicitly explained in "2023 KOICA Scholarship Program Application Guideline for Master's Degree" enclosed with this letter. The recommended candidate has to go through series of interview including the local interview organized by the KOICA Nepal Office in order to know the motive, willingness to study. **The application submitted after the deadline will not be accepted.**

Furthermore, I would like to inform you that the above Master's courses are the open competition around the world, therefore KOICA office cannot assure about the confirmation from the University for the nomination made by the Government of Nepal. The final selection of the candidate solely depends on the applicant's performance in series of interview as well as final judgment of the respective University.

For your kind reference KOICA encourages female participation in each of its program, hence it is requested you to recommend more female participants. I thank you cooperation and support in this regards.

संयोजन तथा विकास सहयोग प्रशासन विभाग

वर्ता नं.: २४०

वर्ता मिति: २०७३/१०/२४

संयोजन



KOREA INTERNATIONAL COOPERATION AGENCY



With Best Regards,

Jeong Eun Song
Country Director (a.i)
KOICA Nepal Office

Enclosure- List of 2023 program, KOICA Application form, Program Information of 12 courses, Application Guideline.

NOTE- The soft copy of program information and Application Package of all the university is easily available in the link KOICA website (<https://www.koica.go.kr/ciat/index.do>) English webpage → Menu (Stay Connected → Notice → Scholarship Program → Application)

~~Cc~~
✓ Ministry of Federal Affairs and General Administration



KOREA INTERNATIONAL COOPERATION AGENCY

S.N.	Course Title	University	Duration	Deadline
1	Civil Society Leadership (Asia)	Ajou University	Aug 12, 2023- Dec 31, 2024	March 06, 2023 (Monday)
2	Digital Innovation	Hanyang University	Aug 28, 2023- Dec 27, 2024	
3	Techno-Entrepreneurship Competency Based on ICT Convergence	Handong Global University	Aug 1, 2023- Jan 31, 2024	
4	Capacity Building for Response to Climate Change	Incheon National University	Aug 16, 2023- Dec 27, 2024	
5	Social Economy	Korea Advanced Institute of Science and Technology (KAIST)	Aug 21, 2023- Dec 31, 2024	
6	Economic Development Policy for Sustainable and Inclusive Growth	KDI School of Public Policy and Management	Aug 22, 2023- Dec 20, 2024	
7	Global Education Leadership	Korea National University of Education (KNUE)	Aug 01, 2023- Dec 25, 2024	
8	Fisheries Science	Pukyong National University (PKNU)	Aug 16, 2023- Dec 20, 2024	
9	Capacity Building for SDGs (Asia)	Seoul National University (SNU)	Aug 27, 2023- Dec 31, 2024	
10	Digital Transformation Technology	Soongsil University	Aug 10, 2023- Dec 22, 2024	
11	Control of Infectious Disease	Yonsei University	Aug 07, 2023- Dec 31, 2024	
12	Civil Society Leadership	Ajou University	Aug 12, 2023- Dec 31, 2024	

2023 KOICA Scholarship Program

Application Guideline

For Master's Degrees

1. Purpose

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

2. Target Countries

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

Region	Asia*	Africa	Latin America	Middle East	Oceania*	CIS*
62 Countries	12 countries	24 countries	11 countries	3 countries	3 countries	9 countries
Name of countries	Bangladesh Cambodia India Indonesia Lao PDR Mongolia Nepal Pakistan Sri Lanka The Philippines Timor-Leste Vietnam	Algeria Angola Burundi Cameroon Côte d'Ivoire DR Congo Egypt Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Senegal Sudan Sierra Leone Tanzania Tunisia Zambia Zimbabwe Malawi	Colombia Dominican- Republic Ecuador El Salvador Guatemala Haiti Honduras Jamaica Paraguay Peru Bolivia	Jordan Palestine Iraq	Fiji Papua New- Guinea Solomon Islands	Uzbekistan Kyrgyzstan Azerbaijan Kazakhstan Ukraine Turkmenistan Tajikistan Belarus Georgia

*Note. The courses written 'for 24 Asia countries' are open only for the applicants from Asia(12), Oceania(3) and CIS(9) countries above.

3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

Field of Study	University
Economic Development	KDI (Korea Development Institute)
Asian Capacity Building for SDGs (for 24 Asia Countries)	Seoul National Univ
Asian Civil Society Leadership (for 24 Asia Countries)	Ajou Univ
Asian Gender Leadership (for 24 Asia Countries)	Ewha Womans Univ
Global Fisheries Development	Pukyong National Univ
Techno-Entrepreneurship Competency Based on ICT Convergence	Handong Global Univ
Global Education Leadership	Korea National Univ of Education
Social Economy	KAIST
Response to Climate Change	Incheon National University
Applied Artificial Intelligence (Major in Digital Innovation)	Hanyang University
Control of Infectious Disease	Yonsei University
Digital Transformation Technology	Soongsil University

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

* **For more details on the available** courses, refer to the Program Information of each course available on the KOICA website (<http://www.koica.go.kr/ciat/index.do>)

English webpage → **Menu** (Stay connected → Notice)

* Application guideline for 12 more courses will be provided during **March** as below.

Field of Study	University
Industry and Trade Policy	To be determined (in the middle of bidding process for selecting universities)
Urban Development Policy	
Agricultural Economy	
Agricultural Engineering	
Community Development	
Information and Communication Technology Policy	
Water Resource Management	
Energy Policy	
Global Health Security Agenda (Master and PhD)	
Agricultural Productivity (Master and PhD)	

* Course title will be changed after the bidding process.

** Global Health Security Agenda and Agricultural Productivity will provide Master and PhD 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.

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

- (For PhD) Be a government employee. With a minimum of 3 years of experience in the field of study after graduation from KOICA master's degree program

* Exception 1 - Applicants with an 'international NGO' background may apply for the program with two letters of recommendations:

- Your government office; and

- Korean Embassy, world widely known NGO, UN-associated organizations, or the KOICA Organization within your region

* Applicants with 'international NGO' background are ONLY allowed to apply for KOICA-AJOU Master's Degree Program in Civil Society Leadership

(3) **AGE:** (Preferably) Be under age 40 as of February 1, 2023.

(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 completed a Bachelor Degree or an equivalent to college / university level Educational background.

* Some programs have specific qualifications in terms of level of education. 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 thesis in English.

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

* A 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 Programs before.

* Doctorate Program applicants: recipients of a master's degree scholarship from KOICA are still eligible to apply.

i.e. an applicant who holds a master's degree through the KOICA SP may not apply for another KOICA master degree, but may apply for a KOICA doctorate degree.

(9) (Preferably) Be employed by your government during and after the program (be engaged in the expertized area of your study as an official servant of your government)

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

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 goes to his/her home country during the training period - Except for the above, borne by KOICA
Tuition Fees	Full amount required by a university	<ul style="list-style-type: none"> - Borne by university
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 universities
Monthly Allowance	KRW 999,000 per month	<ul style="list-style-type: none"> - 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 in Korea (KRW 33,300/day). * The amount deducted (33,300/day) is the same regardless of how many days there 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 the above, borne by universities
Settlement Allowance	KRW 600,000 (once)	<ul style="list-style-type: none"> - Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by universities
Scholarship Completion Grants	KRW 300,000 (once)	<ul style="list-style-type: none"> - EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by universities 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 miscellaneous 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-2-3]) necessary for this Scholarship Program.

6. Selection Procedures

Period	Procedures	Details
~ March, 2022	Application	<p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to KOICA regional offices and Korean Embassy): March 10, 2022 - Prepare all the 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. * KOICA document and University document should be sealed separately in a different envelope. - Original copies should be sent to university before the phone interviews.
March 10 -March 20	On-site Interview (KOICA)	<ul style="list-style-type: none"> - Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA regional office / Embassy. -The KOICA Overseas office or the Korean Embassy will send the result of interview and related documents to KOICA HQ : March 20
March 31 -April 27	Document Screening (University)	<p>[1st round: Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening.
April 28	Result of Document Screening	<ul style="list-style-type: none"> -The result for the 1st round selection will be announced to the applicants. [Preparation for the 2nd round] - Details of the interview including the interviewee list will be sent to the applicant by the university and interview arrangements will be made respectively.
April 29 -May 26	Interview (University)	<p>[2nd round: Phone Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for interview will be notified individually by the University with 2-3 days notice in advance. * Essay tests are mandatory for some universities. - KOICA HQs announces the result of interview to the KOICA Overseas office or Korean Embassy: June 2
June 3 -June 19	Medical Checkup (Local)	<p>[3rd round : Medical Check-up]</p> <ul style="list-style-type: none"> - Applicants who successfully pass the 2nd round must take the Medical Check-up at the designated institution.

		<ul style="list-style-type: none"> -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 23	Admission Notification (result of Medical Checkup)	<ul style="list-style-type: none"> - Admissions results will be notified to the regional KOICA offices or Korean embassy. - KOICA informs the participants of their scheduled entry to Korea.
August	Entry to Korea (Medical check-up in Korea. Etc.)	

*** The timeline of Selection Process and date of 'Entry to Korea' can be changed due to the COVID19 pandemic**

**** If you are disqualified for a long-term stay from the medical check-up in Korea, you may be deported even if you have successfully passed the local check-up in your country.**

7. Required Documents

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

KOICA documents	<ul style="list-style-type: none"> - KOICA Application Form - Recommendation letter from applicants' governments - A scanned copy of an applicant's passport <p>*KOICA documents should be submitted to regional KOICA office or Korean embassy in your country</p>
University documents	<ul style="list-style-type: none"> - University Application form with required documents for the university * Refer to Program Information on KOICA CIAT Website. <p>*An original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of the local medical checkup. (After the medical checkup, an original copy should be handed in to the university directly by the applicant)</p>

*** KOICA document and University document should be sealed separately in a different envelope.**

*** Important Notes for All Applicants:**

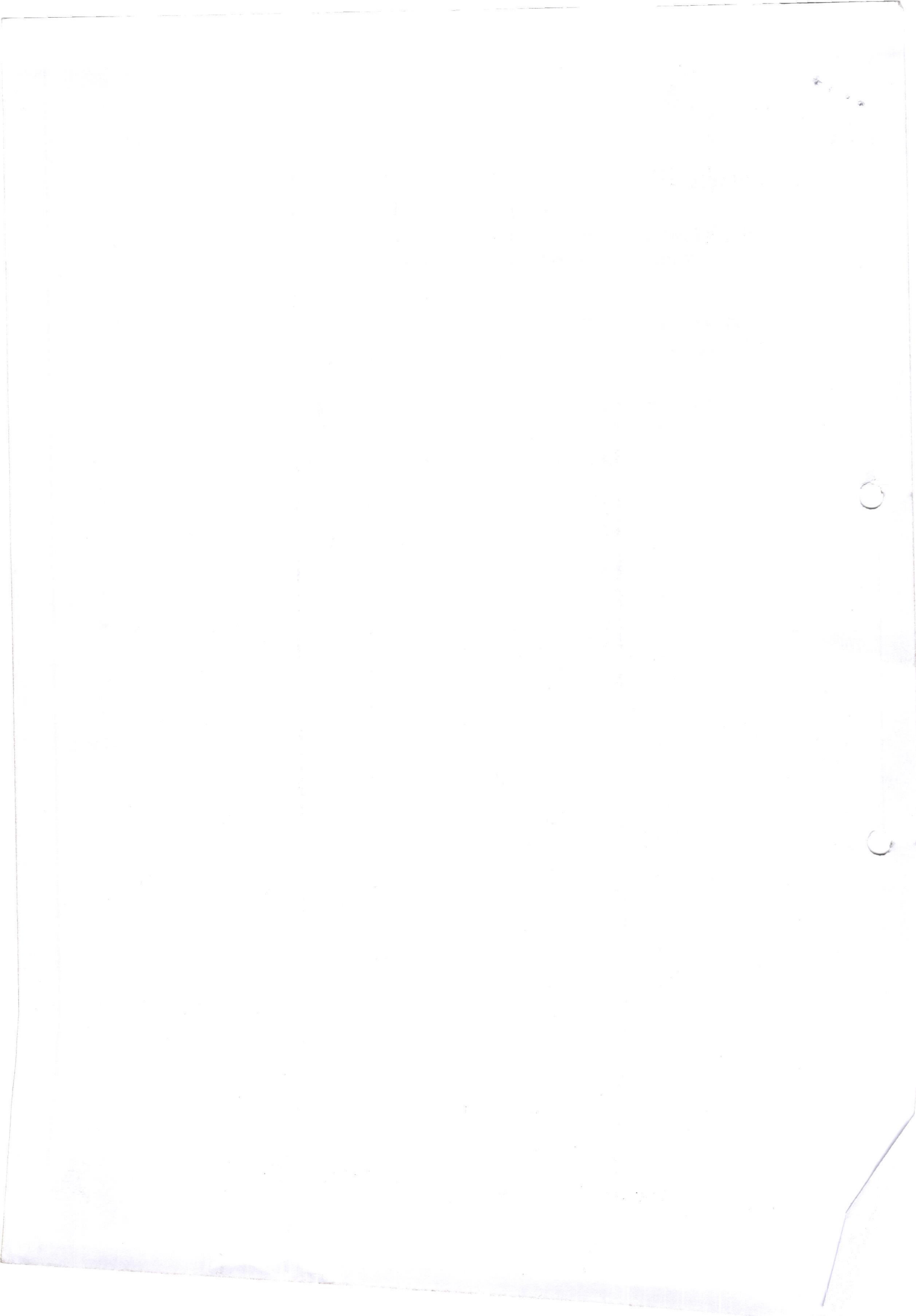
- All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
- Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before 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 disadvantages due to the mistakes or omissions on the application.

8. Contacts

- 1) Application & Document Submission**
 - KOICA Overseas Office or Korean Embassy

- 2) Field of study and University Admissions**
 - Universities (Refer to the Program Information)

- 3) Other inquiries**
 - KOICA HQs (Email : koica.sp@koworks.org)
 - KOICA Website (<http://www.koica.go.kr/ciat/index.do>)



Application Guidelines

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

- a. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- b. Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. 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
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

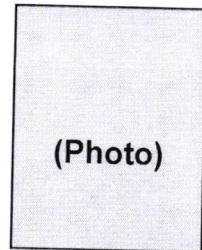
Items	Page No.	Check(√) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for (a) Agreement on Collection and Use of Personal, Sensitive, and Unique Identifying Information , (b) Consent to Provide Personal, Sensitive and Personally Identifiable Information to a Third Party and (c) Agreement on Use of Personal Information for Sending Promotional Materials	5-9	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	9-13	
d. Signed the declaration for terms and conditions	13	
e. Signed and filled in every part of Medical History Questionnaire	14	
f. Had an authorized official from your government to complete and sign the Nomination form	15	
g. Have a copy of passport ready for submission	-	

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

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

Application Form for the KOICA Scholarship Program

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



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

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

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

II. PERSONAL DATA

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

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

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	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) ¹	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 ² (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 ³ (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

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

² Insurance company is subject to change upon the contract termination

³ Travel Agency is subject to change upon the contract termination

Self-quarantine facility ⁴	self-quarantine support	name, date of birth, gender, email, contact info (emergency contact included), nationality, passport info	destroyed upon termination of work
Soonchunhyang University Hospital	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

Consent to Provide Sensitive Information to a Third Party

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.

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 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

⁴ An accommodation facility where you will stay during the mandatory self-quarantine when you get into Republic of Korea

Soonchunhyang University Hospital	conducting medical check-ups for participants	health information (medical history, etc.)	10 years
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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

Consent to Provide Personally Identifiable Information to a Third Party

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.

Agree

Disagree

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).

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

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

c. High blood pressure

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

d. Diabetes (sugar in the urine)

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

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

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

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

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

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

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

PART 4. NOMINATION

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

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

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

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

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

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____

(Official Stamp Included)

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