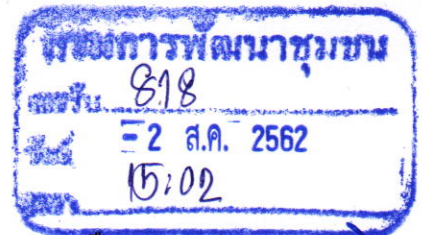




ที่ กต ๑๖๐๔.๑/๓๖๖๓



กรมความร่วมมือระหว่างประเทศ

ศูนย์ราชการเฉลิมพระเกียรติฯ

อาคารรัฐประศาสนภักดี ชั้น ๘

ถนนแจ้งวัฒนะ เขตหลักสี่

กทม. ๑๐๒๑๐



๓๐ กรกฎาคม ๒๕๖๒

เรื่อง ทูลเกล้าทูลกระหม่อมถวาย Capacity Development for Women Leadership

เรียน อธิบดีกรมการพัฒนาชุมชน

- สิ่งที่ส่งมาด้วย ๑. รายละเอียดหลักสูตร
๒. รายละเอียดเกี่ยวกับการสมัครขอรับทุน
๓. รายละเอียดเกี่ยวกับผู้สมัครรับทุน
๔. ใบสมัครรับทุนรัฐบาลสาธารณรัฐเกาหลี

ด้วยรัฐบาลสาธารณรัฐเกาหลีเสนอให้ทุนแก่รัฐบาลไทย เพื่อส่งเจ้าหน้าที่เข้ารับการฝึกอบรมหลักสูตร Capacity Development for Women Leadership ระหว่างวันที่ ๒๐ ตุลาคม - ๙ พฤศจิกายน ๒๕๖๒ ณ Ewha Womans University, Seoul สาธารณรัฐเกาหลี ดังมีรายละเอียดตามสิ่งที่ส่งมาด้วย ๑

กรมความร่วมมือระหว่างประเทศพิจารณาแล้ว เห็นว่าหลักสูตรอบรมดังกล่าวเป็นประโยชน์ต่อบุคลากรในหน่วยงานของท่าน จึงขอให้ท่านพิจารณาเสนอผู้สมัครขอรับทุน ซึ่งเป็นข้าราชการระดับชำนาญการหรือเจ้าหน้าที่ระดับกลางขึ้นไป ที่มีผลการทดสอบภาษาอังกฤษชุด DIFA TES ของสถาบันการต่างประเทศ เทเวศวงศวิโรฒการ กระทรวงการต่างประเทศ ในทักษะการอ่านและทักษะการฟังอย่างน้อยระดับ B1 หรือผลทดสอบภาษาอังกฤษ IELTS TOEFL หรือ TOEIC อย่างใดอย่างหนึ่ง และผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ โดยให้ผู้ที่ได้รับการเสนอชื่อจัดทำรายละเอียดเกี่ยวกับผู้สมัครรับทุน ตามสิ่งที่ส่งมาด้วย ๒ ๓ และ ๔ ส่งคืนให้กรมความร่วมมือระหว่างประเทศพร้อมสำเนาผลทดสอบภาษาอังกฤษ ภายในวันที่ ๑๓ สิงหาคม ๒๕๖๒ ด้วย

จึงเรียนมาเพื่อโปรดพิจารณาเสนอชื่อผู้ที่มีคุณสมบัติเหมาะสม จำนวน ๑ ราย จักขอบคุณมาก

ขอแสดงความนับถือ

Om

(นางศศิธร ว่องวีระโชติกิจ)
รองอธิบดี ปฏิบัติราชการแทน
อธิบดีกรมความร่วมมือระหว่างประเทศ

ภารกิจความร่วมมือกับต่างประเทศเพื่อการพัฒนาทรัพยากรมนุษย์

โทร. ๐ ๒๒๐๓ ๕๐๐๐ ต่อ ๔๓๑๐๗

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2019 Course Information

CAPACITY DEVELOPMENT FOR WOMEN LEADERSHIP



KOICA Korea International
Cooperation Agency

CIAT Center for International
Trade and Technology



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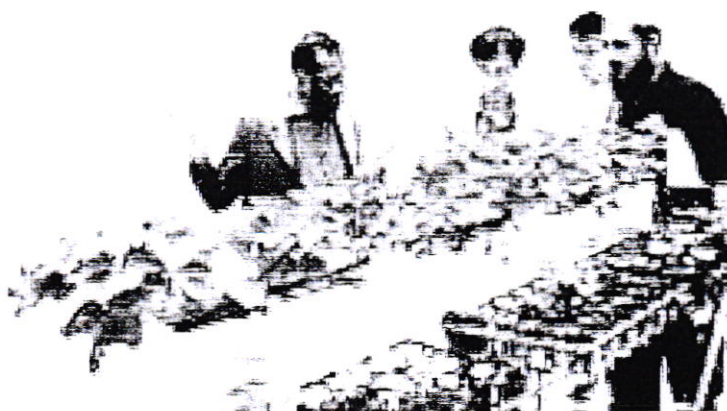
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People, Peace, Prosperity

KOICA 

Korea International
Cooperation Agency

Korea International Cooperation Agency (KOICA) was established as a government-funded agency dedicated to grant aid programs in April 1991. KOICA strives to combat poverty and support sustainable socio-economic growth of developing countries. By doing so, we aim to promote friendly and cooperative relationship with them.



DEVELOPMENT COOPERATION AGENCY OF THE KOREAN GOVERNMENT

KOICA is an organization responsible for 26% of the entire ODA (Official Development Assistance) in Korea based on the 2018 business plan, and is Korea's leading agency responsible for approximately 60% of grant aid. The scale of aid from KOICA, which was about 17.4 billion KRW in 1991, increased significantly to 800 billion KRW in 2018. This followed the admission to the Development Assistance Committee (DAC), along with the ODA contribution diplomacy policies of the Korean government which aims to make contributions to the international community.

CIAT

Capacity Improvement and
Advancement for Tomorrow



KOICA Fellowship Program, CIAT

Like its acronym that sounds like "seed" in Korean, CIAT hopes to spread seeds of hope across developing countries. CIAT is a cooperation program where policy-makers, public servants and experts from developing countries are invited to Korea for technical training and knowledge sharing. CIAT has established partnerships with a multitude of



public organizations, research institutes, universities and others in Korea to offer quality training programs. Such efforts have resulted in a high level of satisfaction among participants. After returning to their home countries, CIAT participants play a role in spreading Korea's commitment and goodwill towards their society.

FOR APPLICANTS

PROGRAM OVERVIEW

TITLE: Capacity Development for Women Leadership

DURATION: 2019-2021

GOAL: To promote capacity development for women leadership to catalyze gender equality and address broader development outcomes

	FIRST-YEAR COURSE (2019)	SECOND-YEAR COURSE (2020)	THIRD-YEAR COURSE (2021)
TARGET	Mid-level government officials and/or CSO workers with over 4 years of experience on gender equality and women's empowerment policies/programmes in their respective countries	Mid-level government officials and/or CSO workers with over 7 years of experience on gender equality and women's empowerment policies/programmes in their respective countries	Mid-level government officials and/or CSO workers with over 7 years of experiences on gender equality and women's empowerment policies/programmes in their respective countries
OBJECTIVES	To share knowledge on gender equality and women's empowerment	To train experts on gender equality and women's empowerment, and to design practical action plans	To design and implement practical action plans, review potential projects/programs for implementation, and to provide expert consultation
ACTIVITIES	· Invitational Training	· Workshop for Interim Check · Invitational Training	· Invitational Training · Workshop for Final Check
OUTPUT	Action Plan	Revised Action Plan & Identification of practical projects, programs and policies	Final Action Plan & Implementation of practical programs

(Selecting a good Action Plan and implementing practical on-site program)

Accomplishing the program's goals through capacity building and contributing to enhanced and sustainable development of women leadership

COURSE OVERVIEW

1. OBJECTIVES

- 1) To enhance gender equality and women's empowerment by promoting women's leadership
- 2) To help formulate gender equality policies and programs by developing action plans during the program
- 3) To establish network between Korean and partner countries' experts and government officials and share South Korea's experience and policies in the areas of gender equality and women's empowerment

2. COURSE DURATION

- October 20 (Sun) - November 9 (Sat), 2019 (including participants' arrival and departure dates)
- *Training Duration: October 21 (Mon) - November 8 (Fri)

3. LANGUAGE: English

4. LOCATION

- 1) Training: Ewha Womans University, Seoul
- 2) Accommodation: Somerset Seoul (Tentative)

5. PARTICIPANTS: 20 persons

Uzbekistan(2), Peru(2), Vietnam(2), Laos(2), Myanmar(2), Cambodia(2), Thailand(2), Sri Lanka(2), Mongolia(2), Philippines(2)

ELIGIBILITY REQUIREMENTS

MANDATORY

1. Be nominated by his/her government;
2. Be in good health both physically and mentally, enough to take the course;
3. Have a willingness to show a high level of participation and commitment throughout the course and contribute to the capacity building of his/her organization after the completion of the program;
4. Have not participated in the same or similar KOICA Fellowship Program for the past three years, unless otherwise specified; (provided, however, that a key person for the course of the intensive performance management program, for example, may participate in the same or similar KOICA Fellowship Program, subject to pre-discussion with KOICA.)
5. (Original place of employment) Related ministries or public organizations and CSOs;
6. (Position) Be in a mid-level, managerial position;
7. (Relevant work experience) Over 4 years of experience in relevant fields;
8. (Language capability) Sufficient proficiency in written and spoken English to actively participate in seminars and write an Action Plan

RECOMMENDED

9. Working knowledge of computers and PowerPoint software;
10. Experience of implementing projects/programs on gender equality
11. Background knowledge of policy and project design and implementation process
12. Strong commitment to share the output and outcome of the training program with fellow employees to lead to tangible outcome

※ This course is targeted at participants meeting the above qualifications, and thus ineligible participants, if any, may have difficulty understanding the course.

6. CURRICULUM

MAIN LECTURES & DISCUSSIONS	STUDY VISIT
Module 1. Gender and Sustainable Development	
· Gender and Development · SDGs(Sustainable Development Goals) and Gender Equality	· Ewha Womans University
Module 2. Gender Equality Policies of Korea	
· Gender Mainstreaming Policies of Korea · Understanding Gender Mainstreaming Tools · Development of Korean Gender Equality Policies · Women's Leadership and Development Strategy	· Korean Women's Development Institute · Korean Institute for Gender Equality Promotion and Education · Sasangu, Busan: an example of women-friendly city, designated by the Ministry of Gender Equality and Family of the Republic of Korea
Module 3. Women's Rights in Korea	
· Women's Movements in Korea : Experiences and Practices · Promotion of Women's rights in Korea and the Role of Civil Society	· National Women's History Museum · House of Sharing · The Busan Crisis Intervention Center for Women and Children · Seoul Innovation Park: Working Mom Center
Module 4. Economic Empowerment of Women	
· Women's Economic Empowerment: Key Issues and Policy Options · Employment and Labor Policy for Women in Korea	· Seoul Saeil Center · Women's Development Center of Gyeonggi-do Job Foundation
Module 5. Country Report and Action Learning / Plan	
· Presentation on Country Report · Action Learning Workshop - Lecture on Action Learning - Action Plan Building - Presentation and Evaluation of Action Plan	
EXTRACURRICULAR ACTIVITIES	
Culture Experiences in Seoul and Busan	

7. TRAINING INSTITUTE : Institute of Development and Human Security (IDHS), Ewha Womans University

Like many other countries, South Korea has been providing official development assistance (ODA) to assist in developing countries' political, economic and social development, for not only humanitarian purposes but the nation's political, economic and diplomatic interests.

The Institute for Development and Human Security (IDHS), a think tank on South Korea's ODA, was established with the support from the Ministry of Education & Human Resources Development (currently Ministry of Education) under the name of Global Cooperation Center (GCC) in September 2007 to provide and expand South Korea's previous experiences of economic development through establishing collaborative system of industry-university-institute and educating the next generation to bring about broad agreement and support for ODA among its population.

With the leadership of Professor Eun Mee Kim (Graduate School of International Studies, Ewha Womans University), IDHS successfully carried out "World Class University (WCU)" project of Ministry of Education & Human Resources Development from April 2009 to August 2013, and changed its name to Institute for Development and Human Security specifying its research area.

From September 2013 to August 2016, IDHS also executed a project entitled "Advocacy for Korean Engagement in Global Health and Development" funded by Bill and Melinda Gates Foundation, which is one of the biggest philanthropic foundations in the world established by Bill Gates, who is the founder of Microsoft, and his wife Melinda Gates in 2000 (Principal researcher: Professor Eun Mee Kim). Researchers at IDHS focused on decreasing child mortality and improving maternal health and emphasized that adolescent girls under 18 in developing countries should be protected from child marriage, child pregnancy and birth, rape, malnutrition, lack of education opportunity and environmental risks. Moreover, the research findings contributed to the initiation of Korean government's "Better Life for Girls" Initiative.

In October 2015, IDHS newly established the International Development Results Management Center under IDHS. This center carries out research and education regarding monitoring and evaluation process in the area of international development, sharing and expansion of knowledge about monitoring and evaluation through seminar and workshops, evaluation projects based on social research methodology, and performance evaluation and consulting service based on qualitative and quantitative data.

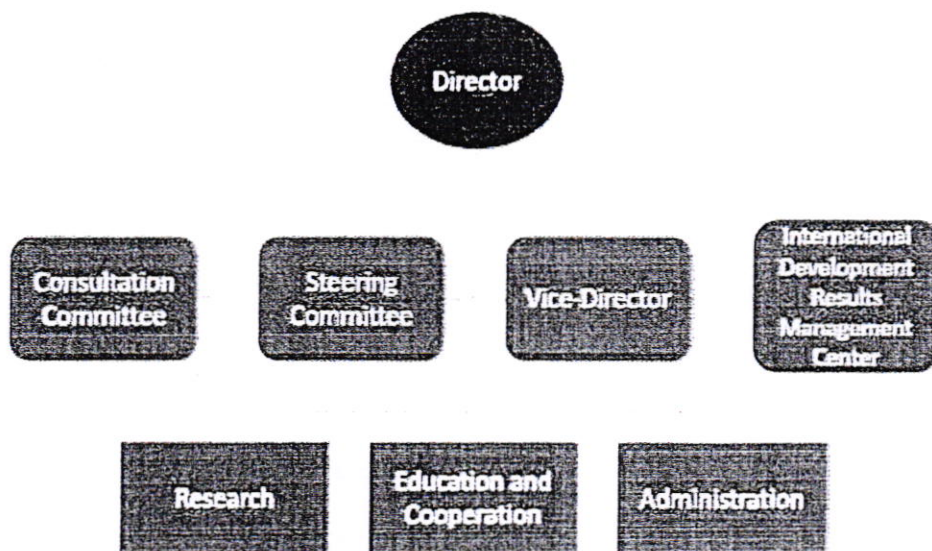
November 2016, the team led by Professor Eun Mee Kim received the second grant (\$400,000) from the Gates Foundation to carry out the project entitled "Korea Global Health

Strategy” for the following three years. This is the first consecutive funding in Korea after receiving the total of \$400,000 in 2013 for three years. This achievement illustrates the successful activities and accomplishment in the area of ODA from 2013 to 2016 by the multidisciplinary research team with backgrounds in development cooperation, medicine (preventive medicine, adolescent medicine, obstetrics and gynecology, emergency medicine, medical education), women’s studies, public administration, sociology, and international studies.

The following is the major research areas of IDHS:

1. Global public health in the SDGs era and its effectiveness
2. Case studies of girls’ health in developing countries
3. Case studies of South Korean ODA based on Korea’s economic development
4. Case studies of human security and aid effectiveness in conflict-affected areas
5. Development cooperation plans addressing the cooperation between donor and recipient countries
6. Enhancing knowledge and knowhow on international development cooperation and sharing information
7. Establishment of network among national and international organizations and stakeholders in the area of development cooperation to increase effectiveness and efficiency of ODA.

► Organization



For more information, please visit <http://idhs.ewha.ac.kr>

HOW TO APPLY

APPLICATION DEADLINE: August 26, 2019 (Mon)

Step 1. CHECK OUT COURSE INFORMATION

- Applicants must check Program Overview and Course Overview details to see if the course they apply for is relevant to their work and they meet the qualifications for selecting participants.

Step 2. FILL OUT AND SUBMIT AN APPLICATION.

- After filling out an application, applicants must submit it no later than the deadline.

※ Instructions for filling out an application ※

- 1) Fill in all entries in the application form, including email address and medical records, **accurately and without omission** (The selection process of qualified applicants will start based on the information provided).
- 2) Applicants are required to fill out an application clearly and legibly.
(The course application result or follow-up activities after completion of the course will be notified to the email address an applicant gives in the application.)
- 3) Make sure to submit all the documents required for application.
(ex, Passport, Medical Reports etc.)

Step 3. SELECTION RESULT NOTIFICATION

- The KOICA headquarter will notify finally selected candidates to their email address.

※ Overview of the Selection Process ※

Applications submitted



Applications collected and submitted to KOICA's Regional Office by a target agency/agency directing the target agency



Primary review by Regional Office and final review by KOICA HQ



Final selection and result notification

< Information for Successful Candidates >

- Successful candidates are required to submit Country Report no later than the deadline (For details, see the next page).



FOR PARTICIPANTS

PARTICIPANTS' MAJOR ACTIVITIES

All participants are requested to establish and present an Action Plan towards the end of the program. The Action Plan is one of the crucial program activities to which KOICA gives top priority. It is intended, firstly, to help program participants to come up with alternatives and solutions to the current issues and major challenges which participants' country/government/organizations are facing and, secondly, to plan what action participants should take in order to solve those challenges.

For a successful Action Plan, **the first step is to prepare a Country Report.** In preparing a Country Report before joining the KOICA training course, participants will have an opportunity to analyze their own countries' current issues and challenges as well as circumstances surrounding them. Preparation and presentation of a Country Report is part of the Action Plan building process in which participants will be involved throughout the program.

The second step is to build an Action Plan. With the Country Report in mind, participants are encouraged to develop an Action Plan by incorporating the observations, experiences, and findings from the program, specifically from lectures, discussions, study visits, or local field trip. During the Program Orientation Session, the Action Plan guidelines, including a PPT template for presentation, will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

The third step is to implement the Action Plan. After going back to their home country, participants should implement the Action Plan according to its specifics and timeline. Participants are advised to do follow-up activities such as knowledge-sharing workshops or presentations with colleagues.

	STEP 1	STEP 2	STEP 3
WHO	Participants individually or as a group		
WHEN	Before program	During program	After program
WHAT	Country Report	Action Plan	Follow-up activities
HOW	Preparation and presentation	Establishment and presentation	Implementation
WHY	To analyze each country/organization's current status and problems focusing on the program theme	To provide solutions to the identified problems and issues in the Country Report	To apply participants' Action Plan to work & share knowledge with colleagues

[STEP 1] COUNTRY REPORT

1. WHAT IS COUNTRY REPORT?

A Country Report is a pre-assignment prepared and submitted by participants before the course starts. Participants analyze their own countries' current issues and challenges as well as circumstances surrounding them, and share the findings with other participants and Korean experts in an effort to provide solutions to the identified problems and issues for their own countries.

2. HOW AND WHAT TO PREPARE

Participants are requested to prepare the Country Report individually or as a group and must submit it by the deadline specified below, so that it can be shared by lecturers in advance, before the program starts and also by fellow participants, moderators, discussants and Korean experts during the program in an effort to provide solutions to the identified problems and issues. Participants can choose specific topic(s) or issue(s) on policy initiatives or programs for women's leadership and empowerment in their respective countries. Participants are strongly recommended to incorporate their experiences and challenges faced in designing and implementing women's leadership programs into the country report presentation, which will be held in the beginning of the program.

By when	October 4, 2019
In what format	Microsoft PowerPoint
To whom	mjparkfor@gmail.com with a copy to ids.ewha@gmail.com
Which contents? (e.g.)	Chapter 1. Major issues on promoting women leadership in your country Chapter 2. Women's leadership policies and strategies of your country (1) Major initiatives/programs of the past (2) Major on-going initiatives/programs (3) Initiatives/programs that are currently under design and/or will be implemented in the near future by your organization Chapter 3. Challenges in promoting women leadership policies and strategies of your country (1) Challenges in implementing a designed policy/program (2) Challenges in linking the program to overall gender equality and women's empowerment at the local and/or country level Chapter 4. Future Tasks (1) Tasks to achieve sustainable outcome

* The topics of Chapters 3 and 4 will be covered in the Action Plan.

3. COUNTRY REPORT PRESENTATION

Each presentation should take no longer than 15 minutes or so, and use an adequate number of slides, or maximum 20 pages, with consideration of time constraints. Each Country Report presentation will be followed by a question and answer session which includes feedback from Korean experts. For more effective presentations, a projector, slide projector, overhead projector or multimedia TV will be available for use.

[STEP 2] ACTION PLAN

1. WHAT IS ACTION PLAN?

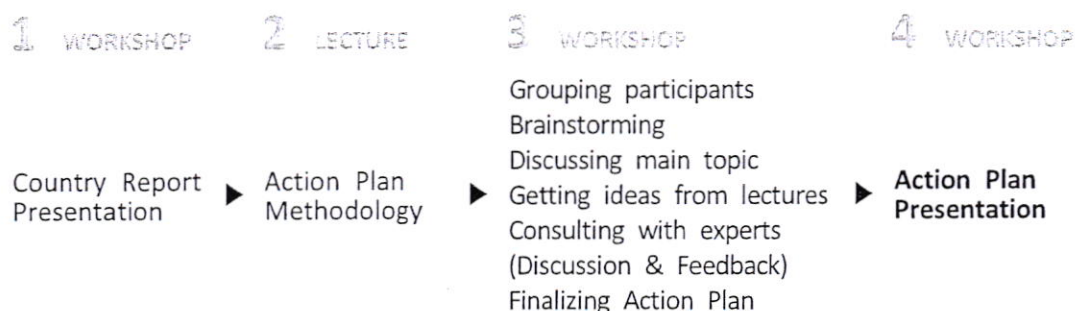
An Action Plan is a plan intended to help program participants provide alternatives and solutions to the issues and problems that are identified in the Country Report. A good Action Plan entails who will do what, when, and how in detail. Since the Action Plan's feasibility is very crucial, participants should thoroughly discuss with their supervisor(s) whether or not the main topic and direction are viable in advance.

Based on the observations and findings from the lectures, discussions, study visits, and a local field trip in Korea, participants will be asked to create an Action Plan in accordance with the Action Plan Guidelines to be provided. A session for developing and building the Action Plan will be held and the Action Plan guidelines will be provided to participants with instructions on how to formulate concepts and ideas for composing a practical and feasible Action Plan.

※ Note ※

- 1) Participants joining a second or third year course without attending the previous course or courses are required to review and understand the Action Plans by other participants in such course or courses in advance.
- 2) Participants may improve or develop the previous year's Action Plan, or build another Action Plan with a new topic.

2. ACTION PLAN BUILDING PROCESS



- Applying knowledge acquired through lectures, study visits and discussions and working on measures to solve the issues or problems identified in the Country Report from various angles
- Building specific solutions as well as implementation plan together with a moderator during an Action Plan workshop

[STEP 3] FOLLOW-UP ACTIVITY

ACTION PLAN & PILOT PROJECT

Sharing the implementation status of the Action Plan with the training institute and KOICA (See Appendix: Contact)
(An exemplary Action Plan is selected and financed by the training institute as a pilot project for implementation of the Action Plan)

KNOWLEDGE SHARING ACTIVITIES

Promoting knowledge spreading activities such as workshop and presentation to share knowledge acquired during the program and the Action Plan

ESSAY COMPETITION

Joining an essay competition held late in the year

KOICA CLUB ACTIVITIES

Taking part in an array of activities including joining KOICA Clubs in each country and community service after completion of the program

Visiting KOICA Fellowship Community and continuing networking

ONLINE NETWORKING



facebook.com/koica.icc



APPENDIX

CONTACT

KOICA Institute for Development and Human Security (IDHS)	+82-1899-4519 (CIAT Program HOT Line) http://www.koica.go.kr http://www.facebook.com/koica.icc	
	Program Manager Ms. Da Eun PARK +82-31-740-0979 dasilver0@koica.go.kr	Assistant Manager, Capacity Enhancement Program Department, KOICA
	Program Coordinator Ms. Hoomi LEE +82-31-740-3623 hoomi@koworks.org	Arrival/departure-related issues
	Program Director Ms. Eun Mie LIM +82-2-3277-5915 emlim@ewha.ac.kr	Professor, Graduate School of International Studies, Ewha Womans University
	Program Manager Ms. Min Joung PARK +82-2-3277-5987 mjparkfor@gmail.com	Researcher, IDHS, Ewha Womans University - in charge of Course contents (Curriculum, lecture, lecturer, Country Report & Action Plan, etc.)
	Program Coordinator Ms. Ajin CHO +82-2-3277-5915 carpediemaj401@gmail.com	Assistant Researcher, IDHS, Ewha Womans University - in charge of logistical issues (arrival, departure, accommodation, etc.)

FROM AIRPORT TO ICC

✈ AT AIRPORT [Arrival Procedures]

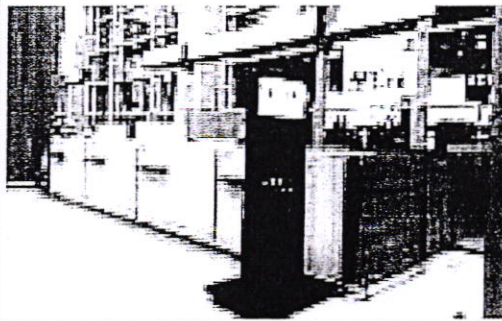


※ KOICA will provide the Immigration Office at the Incheon International Airport with a list of participants' names, nationality, flight schedules, and other information regarding the Fellowship Program before arrival. Participants are advised to carry the invitation letter in which their status is written, and show the letter to the Immigration Officer in case the Officer asks for further identification.

KOICA COUNTER

To ensure that you receive appropriate help to safely get to the KOICA International Cooperation Center(ICC), two KOICA Counters are in service at each Terminal. At the KOICA Counter, KOICA staff will arrange your ride to the KOICA ICC.

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 1 (IIAT 1)



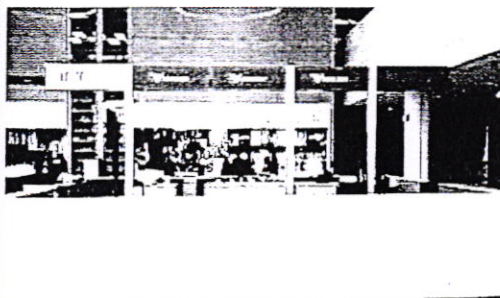
Location

Next to Gate 1
(Counter No. 9-10)

Contact Info

Ms. Jin-Young YOON
Tel. : 82-32-743-5904

AT INCHEON INTERNATIONAL AIRPORT TERMINAL 2 (IIAT 2)



Location

In front of Gate 4
(Close to Arrival Gate B)

Contact Info

Ms. Seung-Young YAU
Tel. : 82-32-743-5905

รายละเอียดเกี่ยวกับการสมัครขอรับทุน

ชื่อหลักสูตร **Capacity Development for Women Leadership**

วิธีการเสนอชื่อผู้สมัครขอรับทุน คุณสมบัติของผู้สมัครขอรับทุน หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน และผลการพิจารณาให้ทุน จะต้องปฏิบัติตามหลักเกณฑ์และวิธีการ ดังนี้

๑. วิธีการเสนอชื่อผู้สมัครขอรับทุน

- ๑.๑ หน่วยงานที่ได้รับการจัดสรรจะต้องมีหนังสือเสนอชื่อผู้สมัครขอรับทุน พร้อมทั้งส่งแบบพิมพ์รายละเอียดเกี่ยวกับผู้สมัครขอรับทุน (แบบพิมพ์ทุน ๑) ที่ติดรูปถ่ายขนาด ๑ นิ้ว หรือ ๒ นิ้ว จำนวน ๑ รูป ไปยังกรมความร่วมมือระหว่างประเทศ

ภายในวันที่ ๑๓ สิงหาคม ๒๕๖๒

ในกรณีที่จำเป็นให้แจ้งรายชื่อและรายละเอียดของผู้สมัครขอรับทุนได้ทางโทรศัพท์ และ / หรือโทรสารเป็นกรลวงหน้า

- ๑.๒ จำนวนผู้สมัครขอรับทุนที่ได้รับการเสนอชื่อจะต้องไม่เกิน ๑ ราย ในกรณีที่หน่วยงานเสนอชื่อผู้สมัครขอรับทุนมากกว่าจำนวนที่ได้กำหนดไว้ข้างต้น กรมความร่วมมือจะพิจารณาคัดเลือกบุคคลที่ได้รับการเสนอชื่อเรียงตามลำดับที่ปรากฏในหนังสือเสนอชื่อจากหน่วยงานตามจำนวนที่กำหนดไว้ข้างต้นเท่านั้น บุคคลที่ปรากฏชื่ออยู่ในลำดับหลังซึ่งเกินจำนวนที่กำหนดไว้ กรมความร่วมมือฯ ไม่อาจพิจารณาให้เป็นผู้สมัครขอรับทุนได้

- ๑.๓ ให้ผู้ที่ได้รับการเสนอชื่อต้องแนบผลการทดสอบภาษาอังกฤษ ชุด DIFA TES ของสถาบันการต่างประเทศ เทเวศร์วงศวิโรปการ กระทรวงการต่างประเทศ หรือผลการทดสอบภาษาอังกฤษอื่น ๆ ตามที่แหล่งทุนกำหนดอย่างใดอย่างหนึ่ง ซึ่งมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ

๒. คุณสมบัติของผู้สมัครขอรับทุน

๒.๑ ก. สำหรับผู้ที่ป็นข้าราชการ

- ผู้สมัครขอรับทุนจะต้องเป็นข้าราชการพลเรือนตั้งแต่ระดับปฏิบัติการขึ้นไปหรือเทียบเท่า หรือมีคุณสมบัติอื่น ๆ ตามที่กำหนดไว้ในระเบียบว่าด้วยการให้ข้าราชการไปศึกษา ฝึกอบรม และดูงาน ณ ต่างประเทศ (กษต.)
- จะต้องได้รับการบรรจุเป็นข้าราชการหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

ข. สำหรับพนักงานรัฐวิสาหกิจ องค์การมหาชน และหน่วยงานเอกชน

- จะต้องปฏิบัติงานหรือโอนมาปฏิบัติงานในหน่วยงานที่เสนอชื่อสมัครรับทุนแล้วไม่น้อยกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๒ ไม่อยู่ในระหว่างการสมัครขอรับทุนอื่นที่อยู่ในความดูแลของกรมความร่วมมือฯ (ทุนประเภท ๑ (ข))

๒.๓ ผู้สมัครขอรับทุนจะต้องมีอายุไม่เกิน ๕๕ ปี หรือตามที่หลักสูตรกำหนด

๒.๔ กรณีเคยได้รับทุนประเภท ๑ (ข) ไปศึกษา ณ ต่างประเทศ จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๒ ปี (ยกเว้นอาจารย์

ในมหาวิทยาลัย หรือสถาบันการศึกษาที่เทียบเท่ามหาวิทยาลัย ต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี) และในกรณีที่เคยได้รับทุนไปฝึกอบรม จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี และในกรณีที่เคยได้รับทุน สัมมนา / ดูงาน ที่มี ระยะเวลาเกินกว่า ๑ เดือน จะต้องกลับมาปฏิบัติงานแล้วไม่ต่ำกว่า ๑ ปี นับถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๕ กรณีเคย.....

๒.๕ กรณีเคยละสิทธิการสมัครรับทุนที่ดำเนินการผ่านกรมความร่วมมือฯ จะต้องละสิทธิมาแล้วไม่ต่ำกว่า ๑ ปีนับแต่วันที่ที่ยินยอมให้ละสิทธิถึงวันปิดรับสมัครของกรมความร่วมมือฯ

๒.๖ กรณีที่เคยได้รับทุนและได้ยุติการรับทุนก่อนที่จะสำเร็จหลักสูตร โดยไม่มีเหตุผลอันสมควรและไม่ได้รับอนุญาตจากกรมความร่วมมือฯ และส่วนราชการที่เกี่ยวข้อง จะไม่มีสิทธิสมัครรับทุนใด ๆ เป็นเวลา ๒ ปี นับแต่วันที่ผู้รับทุนได้ยุติการรับทุน ถึงวันปิดรับสมัครของกรมความร่วมมือฯ และในกรณีที่แหล่งทุนแจ้งยุติการให้ทุนศึกษา ฝึกอบรม ดูงาน/สัมมนา หรือปฏิบัติการวิจัย จะไม่มีสิทธิสมัครรับทุนใด ๆ เป็นเวลา ๕ ปี นับจากวันที่กรมความร่วมมือฯ แจ้งหน่วยงานที่ผู้รับทุนสังกัด

๒.๗ ต้องมีคุณสมบัติตามที่รัฐบาลและสถาบันของต่างประเทศกำหนดไว้ในสิ่งที่ส่งมาด้วย ๑

๒.๘ กรณีที่แหล่งผู้ให้ทุนกำหนดระดับของผู้สมัครรับทุนไว้ ให้ถือเกณฑ์เปรียบเทียบระดับ ดังนี้

- ระดับต้น (Junior Level)	เทียบเท่าข้าราชการระดับปฏิบัติการ
- ระดับกลาง (Middle Level)	เทียบเท่าข้าราชการระดับชำนาญการ
- ระดับอาวุโส (Senior Level)	เทียบเท่าข้าราชการระดับชำนาญการพิเศษ
- ระดับบริหาร (Executive Level)	เทียบเท่าข้าราชการระดับเชี่ยวชาญ

๓. หลักเกณฑ์การคัดเลือกผู้สมัครขอรับทุน

๓.๑ จำนวนผู้สมัครที่จะได้รับการเสนอชื่อให้แหล่งทุนพิจารณาในขั้นสุดท้ายสำหรับหลักสูตรนี้ มีจำนวน

ไม่เกิน ๒๒ ราย

๔. ผลการพิจารณาให้ทุน

เมื่อกรมความร่วมมือฯ ได้เสนอชื่อและใบสมัครของผู้ที่ได้รับการคัดเลือกไปยังแหล่งผู้ให้ทุนแล้ว ผลการพิจารณาคัดเลือกผู้สมัครเข้ารับทุนในขั้นสุดท้ายขึ้นอยู่กับดุลยพินิจของแหล่งผู้ให้ทุน

แบบพิมพ์ทุน ๑
กรมความร่วมมือระหว่างประเทศ

ติดรูปถ่าย

รายละเอียดเกี่ยวกับผู้สมัครรับทุน
(โปรดกรอกรายละเอียดให้ละเอียดและตัวบรรจง)

ส่วนที่ ๑: แหล่งผู้ให้ทุน/หลักสูตร

แหล่งผู้ให้ทุน.....
ชื่อหลักสูตร/สาขาวิชา/ระยะเวลา.....
.....
.....
ณ ประเทศ.....

สำหรับเจ้าหน้าที่กรมความร่วมมือ
ระหว่างประเทศ

ได้ตรวจสอบคุณสมบัติขั้นต้นแล้ว

☐ มีสิทธิ์สอบ ☐ ไม่มีสิทธิ์สอบ

ส่วนที่ ๒: สังกัดของผู้สมัครรับทุน

ชื่อหน่วยงาน (ภาษาไทย).....
(ภาษาอังกฤษ).....
ที่อยู่ติดต่อได้.....
แผนก/ฝ่าย/กอง.....
โทรศัพท์..... โทรสาร..... โทรศัพท์(บ้าน).....
โทรศัพท์มือถือ..... E-mail Address:
บุคคลที่ผู้สมัครประสงค์จะให้ติดต่อในกรณีเร่งด่วน : ชื่อ..... โทรศัพท์.....

ส่วนที่ ๓: ประวัติส่วนบุคคลและการศึกษา

ชื่อ (นาย/นาง/นางสาว).....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
ชื่อ/นามสกุลเดิม (ในกรณีที่มีการเปลี่ยนชื่อ/นามสกุล)
นาย/นาง/นางสาว.....นามสกุล.....
Name (Mr./Mrs./Miss).....Surname.....
อายุ.....ปี.....เดือน (เกิดวันที่.....เดือน.....พ.ศ.....)
สถานภาพสมรส: ☐ โสด ☐ สมรส ☐ อื่น ๆ
วุฒิการศึกษา/สาขา.....
.....
สถาบัน/ประเทศ.....
.....
คะแนนรวมซึ่งได้รับจากการศึกษาระดับปริญญาตรี (เฉพาะผู้ขอรับทุนการศึกษา).....

ส่วนที่ ๔: ประวัติการรับทุน

เคยได้รับทุนที่ดำเนินการผ่านกรมความร่วมมือระหว่างประเทศ (เฉพาะ ๒ ครั้งสุดท้าย) คือ

๑. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

๒. แหล่งผู้ให้ทุน.....เพื่อไป ☐ ศึกษา ☐ ฝึกอบรม ☐ สัมมนา ☐ ทำงาน ☐ ประชุม

สาขาวิชา/หลักสูตร.....

ระหว่างวันที่.....ณ ประเทศ.....

นอกเหนือจากการสมัครรับทุนครั้งนี้ อยู่ในระหว่างการสมัครรับทุนจากองค์การ/รัฐบาลอื่นหรือไม่

☐ ไม่อยู่ระหว่างการสมัครรับทุนอื่น

☐ อยู่ระหว่างการสมัครรับทุน.....

ส่วนที่ ๕: ประวัติการทำงาน (อดีตและปัจจุบัน)

ตำแหน่ง	ระยะเวลา (วัน/เดือน/ปี)	หน่วยงาน	หน้าที่ความรับผิดชอบ

ข้าพเจ้าขอรับรองว่า ข้าพเจ้าเป็นผู้มีคุณสมบัติตรงตามคุณสมบัติของผู้สมัครรับทุนที่กรมความร่วมมือระหว่างประเทศ
ได้แจ้งเวียนให้ทราบ และข้อความที่แจ้งไว้ในแบบพิมพ์นี้ถูกต้องและเป็นความจริงทุกประการ หากปรากฏภายหลังว่า
ไม่เป็นไปตามที่ข้าพเจ้ารับรองไว้ให้ถือว่าข้าพเจ้าเป็นผู้ขาดคุณสมบัติในการสมัครรับทุนครั้งนี้

(ลงชื่อผู้สมัครรับทุน).....

(.....)

...../...../.....

Application Guidelines

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

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

Application Checklist

Items	Page No.	Check(√) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Ticked agree/disagree box for Agreement on Sexual Harassment Policy	7	
d. Signed the declaration for terms and conditions	8	
e. Signed and filled in every part of Medical Report 1	9	
f. Had an authorized physician to complete and sign Medical Report 2	10	
g. Had an authorized official from your government to complete and sign the Nomination form	11-12	
h. 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 Fellowship Program.***

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

Application Form for the KOICA Fellowship Program

This form is to be used to apply for the Fellowship 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 Course Information)					
Program Title					
Course Title					
Course 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	☐ M ☐ F			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	☐ Central ☐ Local			
	Institution	☐ Public ☐ Private ☐ International ☐ 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 Course related to your tasks mentioned aforesaid.	
	Elaborate on organizational setback or challenges that you wish to address through the Course.	
	Elaborate on your plans to apply the lessons learned from the Course to your organization.	

VI. CAREER RECORD

Career Background (Past 5 Years)				
Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To
Educational Background (Higher Education)				
Name of 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?			☐ Yes ☐ 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?				
	☐ NO	☐ YES >>	☐ No Beef	☐ No Pork	☐ No Fish
		☐ Others(			)

PART. 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /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. 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).
- 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 Course Information (CI), or send an email to ciat@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

- ① 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
- ② 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

- ① 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
- ② 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

- ① 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
- ② 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. POLICY ON SEXUAL HARASSMENT

- a. Sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- b. Once a sexual harassment case is filed, it is proceeded either to a review with the Program Manager, or to a review by KOICA Advisory Board. Sexual harassment cases may result in serious repercussions including 1) dismissal from the Program, 2) report to the pertinent embassy and/or government, 3) civil and criminal lawsuits and penalties.

- c. Participants are encouraged to file a complaint in accordance with KOICA's complaint procedure, when they feel that they are sexually harassed.

Agreement on Sexual Harassment Policy	
①	I fully understand and agree to abide by KOICA's policy on sexual harassment.
②	I understand the definition of sexual harassment as clarified above, and will not engage in any behavior that may be regarded as sexual harassment.
③	I understand that there are serious repercussions to engagement in sexual harassment cases.
④	I understand that I can file a complaint in accordance with KOICA's complaint procedure when I feel that I am sexually harassed.
⑤	I agree that when I am involved in civil and/or criminal lawsuits for my misconduct during the course period, KOICA has the right to acquire any information regarding the case.
☐ Agree ☐ Disagree	

III. GENERAL TERMS & CONDITIONS

a. Attendance & Punctuality

- ① Participants should be on-time and professional when submitting/presenting any reports and documents requested for the KOICA Fellowship Program.
- ② Participants should be punctual and devoted to following the schedule of the KOICA Fellowship Program. Participants are monitored and evaluated on their professional behavior while participating in the Program. KOICA may report the monitoring and evaluation results to Participants' government and/or employer when necessary. Absence without prior notice or acceptable reasons, and habitual tardiness are subject to evaluation, and may cause disadvantages.
- ③ Participants must leave Korea upon the completion of the Fellowship Program within three calendar days (seven calendar days for the Scholarship Program) unless they have obtained prior approval from KOICA and the government of their country of residence.

b. Misconduct

- ① Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- ② Any kind of disturbance to the efficient implementation of the Fellowship Program, including a breakaway from the Program, immoderate drinking, and other arbitrary and irresponsible behavior, will not be tolerated.
- ③ Participants are obliged to report immediately to KOICA of any damage incurred as a result of, or in connection with their act.

c. Security & Well-being

- ① Participants are responsible for their own personal belongings, safety, health and well-being.

- ② KOICA supports participants' medical expenses for accidents or diseases up to a limit covered by the insurance.
- ③ Participants, however, should pay for deductibles; and are solely responsible for the expenses exceeding the insurance coverage.
- ※ *Pregnancy or treatment for any kind of chronic disease is excluded from the insurance coverage.*

d. General Rules

- ① Participants should abide by the terms and conditions of both KOICA and the training institute with regards to the Fellowship Program.
- ② Participants should not bring any family members (dependants) to Korea or the country of training.
- ③ Participants should refrain from engaging in political activities and any form of employment for profit or gain during the course period. (improper offering of jobs for relatives, etc. included)
- ④ Participants are solely responsible for any claims, losses, damages, demands, actions, suits, and costs for legal proceedings that arise from their fault, misconduct, negligence, and/or failure to abide by the terms and conditions aforesaid during the course period.

IV. DECLARATION

I, _____ of _____ have read and fully agree to
 (name of applicant) (name of country)

the terms and conditions set forth above and declare that all the information given above is true and complete.

*I will accept any penalties and consequences for failure to abide by the above terms and conditions,
 including dismissal from the Program and report to my government and/or employer.*

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

PART. 3. MEDICAL REPORTS

I. MEDICAL REPORT 1 (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

- 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: _____					
II. MEDICAL REPORT 2 (to be completed by an authorized physician)					
1. Basic Health Information					
Name					
Age		Blood Type		Height	cm
Sex		Blood Pressure	/ mmHG	Weight	kg
2. Health Examination Result					
Name	Result		Remarks		
EKG	☐ Normal	☐ Abnormal			
Chest PA	☐ Normal	☐ Abnormal			
Urinalysis	☐ Normal	☐ Abnormal			
Diabetes	☐ Normal	☐ Abnormal			
Hepatitis B	☐ Normal	☐ Abnormal			
Syphilis	☐ Normal	☐ Abnormal			
AIDS	☐ Normal	☐ Abnormal			
Infectious disease	☐ Normal	☐ Abnormal			
Endemic disease	☐ Normal	☐ Abnormal			
Pregnancy test	☐ Normal	☐ Abnormal			

3. How long have you known the person named above?

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

4. Has this person received any medical treatment for the last 5 years?

☐ Yes	☐ No
	- Specify ()
	- Present condition ()

5. Does he/she have any conditions, whether in the past or present, that requires special care/attention or possibly disturb his/her participation to an intensive training course away from home?

☐ Yes	☐ No
	- Specify ()
	- Present condition ()

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

Date : _____ Contact Information of Clinic : _____

Name of Clinic : _____ Address of Clinic : _____

Name of Physician : _____ Signature : _____

PART. 4. NOMINATION (to be completed by nominating government / organization)

I. Reasons for Nomination

e.g.) relevance of the Course to the applicant's duties; applicant's capabilities of developing the institutional capacity of the organization, etc.

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

III. OFFICAL NOMINATION

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

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

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 Course.
- (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 Fellowship 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: _____