



Mr. Pham Hoang Mai
Director General
Foreign Economic Relations Department (FERD)
Ministry of Planning and Investment (MPI)

KOICA-VO-24-235

23 January 2024

Subject: Announcement for 2024 KOICA Master and PhD's Degree Scholarship Programs

Dear Mr. Pham Hoang Mai,

The Korea International Cooperation Agency (KOICA) Viet Nam Office presents its compliments to MPI's FERD and has the honour to announce that we are opening 25 courses for the 2024 KOICA Scholarship Program, including 20 master's programs and five doctoral programs.

Among the 25 courses, we have now opened 15 master's programs in the first batch of the 2024 KOICA Scholarship Program. The remaining 5 master's programs and 5 doctoral programs will follow shortly after the selection process for operating universities and will be noticed later.

All applicants must submit application documents specified in Application Guideline (attached herewith) and Program Information (PI) for each course they intend to apply.

Program Information (PI) for each course (of the 1st batch) is available as of 24 January 2024 on the KOICA CIAT website: <https://www.koica.go.kr/sites/ciat/index.do>.

Eligible applicants must hold citizenship of the Socialist Republic of Viet Nam and be government employees. In addition, all applicants must submit an official nomination letter from the applicant's affiliated organization to KOICA Viet Nam Office to bear all responsibilities related to absconding and absence without leave issues. If the applicant's affiliated organization is not a government body of the Socialist Republic of Viet Nam, the applicant bears the responsibility to prove the organization has the authority granted from the government body to nominate their employee for the scholarship. Each applicant can only apply for one course.

KOICA Viet Nam Office will contact shortlisted applicants for a screening interview. Then we will nominate the most qualified candidates from the country to move on to the next stage for a competition with nominees from other participating countries for the 2024 KOICA Scholarship Program. KOICA highly recommends that Scholarship Program participants make professional contributions to their organization at least one year after finishing the course.

We recommend that applicants refer to the Checklist for Application (attached herewith) which gives an overview of the requirements for KOICA and the universities. Applicants must submit all required documents by email to KOICA Viet Nam Office (koicavn.ciat@gmail.com) **by 21 February 2024**. Interview will be conducted by KOICA Viet Nam Office soon after that. KOICA Viet Nam Office then submit interview result and related documents to KOICA Headquarters by early March 2024 and selected applicants will be required to submit necessary documents for admission to universities in the way that universities will provide individual guidance to respective applicants. The following specific selection steps are generally mentioned in the 2024 KOICA Scholarship Program Application Guideline (attached herewith) but beware that timeline may vary for each university.

It would be highly appreciated if MPI's FERD could make the Announcement for the 2024 KOICA Scholarship Program widely accessible to government employees and recommend eligible applicants.

If you need further information, please contact the person in charge, Ms. Thao, at 0979 886 798 or email at koicavn.ciat@gmail.com.

KOICA Viet Nam Office avails itself of this opportunity to renew to the MPI's FERD the assurances of its highest consideration.



Sincerely,

Lee Byung Hwa
Country Director
KOICA Viet Nam Office

Enc.: - *2024 KOICA Scholarship Program Application Guideline for Master or Doctoral Degree Course;*
- *KOICA Application Form;*
- *Application Checklist.*

Cc: - *Ministry of Defense;*
- *Ministry of Public Security;*
- *Ministry of Foreign Affairs;*
- *Ministry of Home Affairs;*
- *Ministry of Justice;*
- *Ministry of Finance;*
- *Ministry of Industry and Trade;*
- *Ministry of Agriculture and Rural Development;*
- *Ministry of Transportation;*
- *Ministry of Construction;*
- *Ministry of Natural Resources and Environment;*
- *Ministry of Information and Communication;*
- *Ministry of Labours, Invalids and Social Affairs;*
- *Ministry of Science and Technology;*
- *Ministry of Education and Training;*
- *Ministry of Health;*
- *Ministry of Culture, Sports and Tourism;*
- *The State Bank of Viet Nam;*
- *The Office of the Government;*
- *Viet Nam Women's Union;*
- *People's Committee of Provinces/ cities.*

2024 KOICA Scholarship Program Application Guideline

For Master or Doctoral Degree Course

01. 2024.

CAPACITY IMPROVEMENT & ADVANCEMENT FOR TOMORROW

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1. OVERVIEW

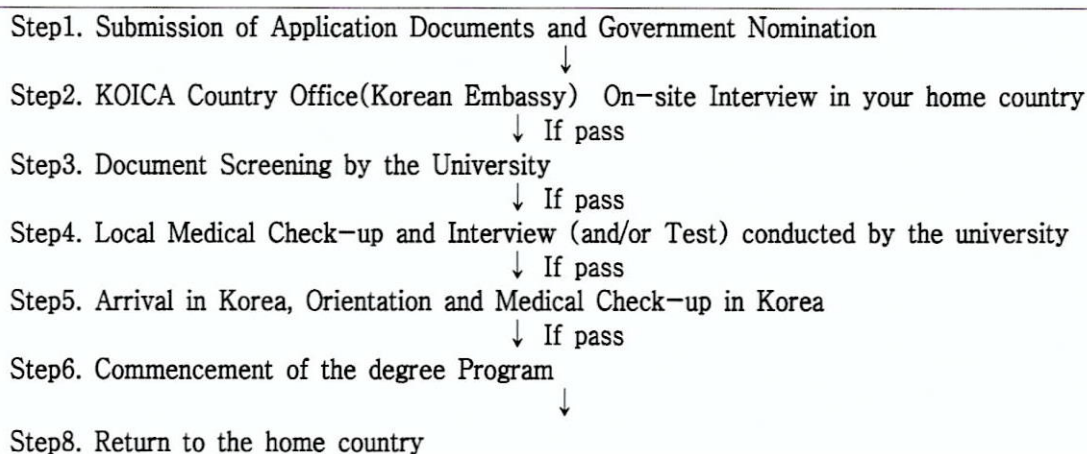
A. About KOICA

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

B. KOICA Fellowship Program, CIAT

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

C. Program Admission Procedure Summary



2. PROGRAMS AND UNIVERSITIES

A. Periods

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

B. List of Institutions and Field of study

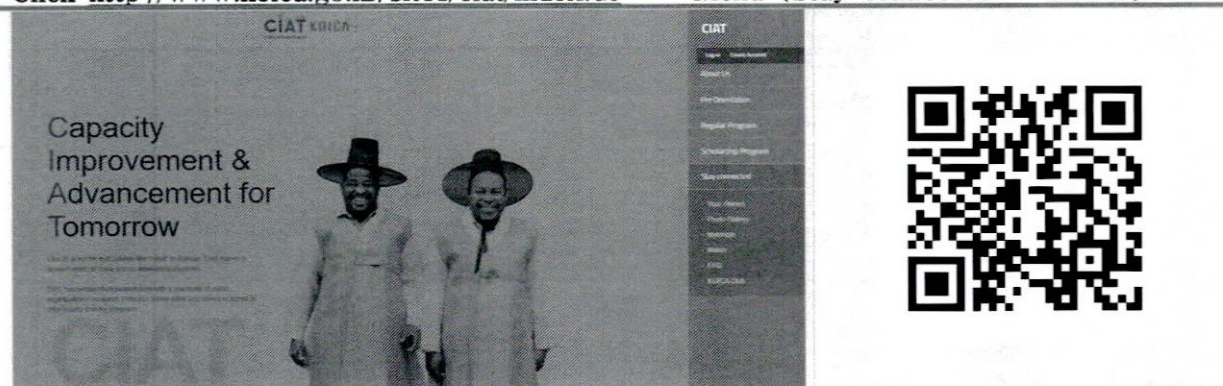
- Please refer to the CIAT website for detailed institution information

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

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

Please visit KOICA's CIAT website below.

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



3. ELIGIBILITY

A. Nationality

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

List of Designated Countries (2024)

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

B. Employee Status and Government Nomination

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

C. AGE

- (Preferably) Under the age of 40

D. Health

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

E. Minimum Level of Education and Field experience

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

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

F. English Proficiency

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

G. Restrictions

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

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

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

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

H. Preferable

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

I. University eligibility

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

4. SELECTION PROCEDURE AND SCHEDULE

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

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

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

5. DOCUMENTS TO SUBMIT

A. List of KOICA Application Documents

1) KOICA Application Forms (Part1~Part4)

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

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

B. List of University Application Documents

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

<IMPORTANT NOTE>

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

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

- ◆ Applicants must check the completeness and authenticity of all application documents
 - ※ If your country belongs to one of the member countries for the apostille Convention, submit your required certificates with apostille.
 - ☞ To find your country on the list, visit the website below
<https://www.gscca.org/notary-and-apstilles/hague-apostille-country-list>

- ◆ For applicants who submit false documents, the Institution where the applicant belongs will be restricted from recommending new applicants for three years as penalties.
- ◆ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details

6. SUBMISSION INSTRUCTION & CONTACTS

A. General inquiries : koica.sp@koworks.org

B. Online System or Email Submission of UNIVERSITY Application Documents

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

C. Submission of University Application & Documents :

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

<IMPORTANT NOTE>

◆ HOW TO SUBMIT (ORIGINAL COPY)

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

7. SCHOLARSHIP BENEFITS

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

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

8. APPLICATION PROCESS COST

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

9. VOLUNTARY WITHDRAWAL

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

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

10. IMPORTANT NOTICE

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

/END/

Application Guidelines

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

- Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
- Fill in the form in **English**;
- Be sure to fill in **every part** of the form;
- Send the completed form to the KOICA Office in your country or the Embassy of Korea (if the KOICA Office is not available) together with a **copy of your passport**; and
- Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

Items	Page No.	Check(√) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for (a) 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.

(Photo)

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

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

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

II. PERSONAL DATA

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

III. CURRENT EMPLOYMENT

Organization				
Department				
Present Position			Employment Duration	from _____ to present (MM-YYYY)
Type of Organization	Government	☐ 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 Program related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Program.
	Elaborate on your plans to apply the lessons learned from the Program to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

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

Educational Background (Higher Education)

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

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

☐ Yes ☐ No

If yes, please specify as below

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

Native Language : _____

	Excellent	Good	Fair	Basic	Remarks
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.

**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(

2

PART 2. TERMS & CONDITIONS

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

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
 - **Personal Information Collected** : Name, date of birth, sex, nationality, home address, contact information, emergency information, employment information including organization/department/type of organization/employment status, career background, language proficiency
 - **Purpose** : Implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA (Official Development Assistance)).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI).
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agree ☐

Disagree ☐

Date:

Name:

Signature:

Consent to Provide Personal Information to a Third Party

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

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs, records and performance management, management of participants including immigration and sojourn support, on/offline KOICA Club activities, database management, responding to audit, follow-up, Safety management mail	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, email, SNS/messenger ID	For 5 years from termination of work
		address, academic background, photos, bank account info/bankbook copy	destroyed upon termination of work
Training institute (university) 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

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

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

Agree ☐

Disagree ☐

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
KMI (Medical check-up)	conducting medical check-ups for participants	health information (medical history, etc.)	10 years

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

Agree ☐

Disagree ☐

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)

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

(If hospitalized, give place & dates).

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

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

Present: ☐ No ☐ Yes >> Present condition ()

- c. High blood pressure

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes >> • Present condition () mm/Hg to () mm/Hg
• Are you taking any medicine? ☐ No ☐ Yes

- d. Diabetes (sugar in the urine)

Past: ☐ No ☐ Yes

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

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

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

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

☐ Yes ☐ No
- Specify the name of illness ()
- Present condition ()

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

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

PART 4. NOMINATION

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

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

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

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

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

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____

(Official Stamp Included)

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