

LE DIRECTEUR DE CABINET

N° 00262 MFPMA/DGFP/DFRC/KOICA

Abidjan, le 25 FEV 2022

## COMMUNIQUE

Dans le cadre de la coopération existant avec la Côte d'Ivoire, le Gouvernement Coréen se propose d'accueillir, au titre de l'année 2022, des fonctionnaires pour participer à des programmes de Masters dans les domaines tels que l'administration publique, l'agriculture, la santé, le genre, l'éducation, l'aviation, etc.

Les programmes proposés, la liste des universités ainsi que les formulaires de demande relatifs aux différentes universités sont annexés au présent communiqué.

Les fonctionnaires désireux de faire acte de candidature sont invités à renseigner lesdits formulaires et à transmettre leurs dossiers de candidature au bureau de KOICA, au plus tard **le jeudi 10 mars 2022, délai de rigueur.**

Pour toutes informations complémentaires, consulter le site : <http://www.koica.go.kr/ciat/index.do>, la page facebook : « KOICA Côte d'Ivoire Office » ou joindre le bureau de KOICA à l'Ambassade de Corée en Côte d'Ivoire au **05 45 55 67 01 ou 05 45 55 67 02.**

**PJ :**

- Liste des Universités et programmes proposés ;
- Formulaire de demande KOICA.

  
Nasséré KABA  
Le Directeur de Cabinet  
Ministère de la Fonction Publique et de la Modernisation de l'Administration

# 2022 KOICA Scholarship Program

## Application Guideline

### For Master's Degrees

#### 1. Purpose

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

#### 2. Target Countries

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

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

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



### 3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

Field of Study	University
Public Management and Public Sector Reforms	Seoul National Univ
Urban and Regional Development	Univ of Seoul
Finance and Tax Policy	Korea Univ
Local Administration	Sungkyunkwan Univ
Trade and Industrial Policy for Sustainable and Inclusive Growth	KDI (Korea Development Institute)
<b>Asian Smart City (for 24 Asia Countries)</b>	Sungkyunkwan Univ
<b>Asia E-Government (for 24 Asia Countries)</b>	Yonsei Univ
Economic Development	KDI (Korea Development Institute)
<b>Asian Capacity Building for SDGs (for 24 Asia Countries)</b>	Seoul National Univ
<b>Asian Civil Society Leadership (for 24 Asia Countries)</b>	Ajou Univ
Health Policy and Financing	Yonsei Univ
Agricultural Economics	Kangwon National Univ
Agricultural Productivity	Kyungpook National Univ
<b>Asian High Value-added Agriculture (for 24 Asia Countries)</b>	Kyungpook National Univ
Gender and Rural Community Development	Yonsei Univ
Global Fisheries Development	Pukyong National Univ
ICT Techno-policy	Soongsil Univ
Techno-Entrepreneurship Competency Based on ICT Convergence	Handong Global Univ
Energy Science and Policy	Ajou Univ
Gender and Development	Seoul National Univ
<b>Asian Gender Leadership (for 24 Asia Countries)</b>	Ewha Womans Univ
Global Education Leadership	Korea National Univ of Education
Aviation Management	Korea Aerospace Univ

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

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

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

\* Application guideline for 7 more courses will be provided during **March** as below.

Field of Study	University
Social Economy	To be determined (in the middle of bidding process for selecting universities)
Response to Climate Change (Master and PhD)	
Digital Innovation A (Master and PhD)	
Response to Infectious Disease	
Digital Innovation B	

\* Course title will be changed after bidding process.

\*\* Response to Climate Change and Digital Innovation A will provide Master and PhD degree courses.

## 5. Support Service (Scholarship Benefits)

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

\* Notes

- KOICA only provides the expenses above.
- Visa expenses, stopover expenses, local transportation and other sundry expenses will not be covered.
- KOICA arranges and pays for the participant to travel to and from Korea. KOICA will cover economy class, round-trip airfare.
- If a participant wants to change the flight itineraries, they should pay the additional airfare.
- The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2-3]) necessary for this Scholarship Program.



		<ul style="list-style-type: none"> <li>- Examination cost, Transportation and accommodation fees will NOT be reimbursed.</li> <li>- KOICA will not pay for the treatment necessary after the examination.</li> <li>- KOICA announces the result of Medical Checkup.</li> </ul>
June 16	<b>Admission Notification (result of Medical Checkup)</b>	<ul style="list-style-type: none"> <li>- Admissions results will be notified to the regional KOICA offices or Korean embassy.</li> <li>- KOICA informs the participants of their scheduled entry to Korea.</li> </ul>
August	<b>Entry to Korea (Medical check-up in Korea. Etc.)</b>	

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

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

## 7. Required Documents

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

- ① KOICA Application Form
  - ② Recommendation letter from applicants' governments
  - ③ Document Checklist
  - ④ University Application form with required documents for the university
- \* Refer to Program Information on KOICA CIAT Website.

### \* Important Notes for All Applicants:

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

## 8. Contacts

- 1) Application & Document Submission
  - KOICA Overseas Office or Korean Embassy
  
- 2) Major and University Admissions
  - Universities (Refer to the Program Information)
  
- 3) Other inquiries
  - KOICA HQs (Email : [koica.sp@koworks.org](mailto:koica.sp@koworks.org))
  - KOICA Website (<http://www.koica.go.kr/ciat/index.do>)

## Application Guidelines

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

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

### Application Checklist

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

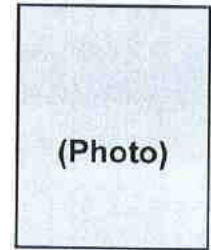
***This is to certify that I have completed every part of the application form to apply for the KOICA Scholarship Program.***

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Application Form for the KOICA Scholarship Program

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



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

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

<b>Program Title</b>			
<b>Name of Degree</b>			
<b>Duration</b>	from _____	to _____	(DD-MM-YYYY)

#### II. PERSONAL DATA

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

#### III. CURRENT EMPLOYMENT

<b>Organization</b>			
<b>Department</b>			
<b>Present Position</b>			<b>Employment Duration</b> from _____ to present (MM-YYYY)
<b>Type of Organization</b>	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local	
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO	
	Others	(Please specify)	
<b>Job Description</b>	Describe your main duties. Specify any technical equipment or facilities you work on with		



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

**VI. CAREER RECORD**

**Career Background (Past 5 Years)**

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

**Educational Background (Higher Education)**

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

**Previous Attendance to Training Program in Foreign Countries**

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

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



## PART 2. TERMS & CONDITIONS

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

### I. PRIVACY & COPYRIGHT POLICY

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

Agree

Disagree

Date:

Name:

Signature:

## Consent to Provide Personal Information to a Third Party

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

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs, records and performance management, management of participants including immigration and sojourn support, on/offline KOICA Club activities, database management, responding to audit, follow-up	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, email, SNS/messenger ID	For 5 years from termination of work
		address, academic background, photos, bank account info/bankbook copy	destroyed upon termination of work
Training institute (university) <sup>1</sup>	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 <sup>2</sup> (Samsung Fire & Marine Insurance Co., Ltd. , 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 <sup>3</sup> (Hana Tour Travel Agency / HanaTour-Business Travel Agency /Hyundai Dream	flight reservations and ticketing, performance management, etc.	name, date of birth, gender, nationality, passport info	destroyed upon termination of work

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

<sup>2</sup> Insurance company is subject to change upon the contract termination

<sup>3</sup> Travel Agency is subject to change upon the contract termination



Tour Agency)			
Self-quarantine facility <sup>4</sup>	self-quarantine support	name, date of birth, gender, email, contact info (emergency contact included), nationality, passport info	destroyed upon termination of work
Soonchunhyang University Hospital	conducting medical check-ups for participants	name, date of birth, gender, nationality,	10 years

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

Agree

Disagree

### Consent to Provide Sensitive Information to a Third Party

According to Article 23 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of sensitive information to a third party.

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs and performance management, management of participants including immigration and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Training Institute (university)	operation of training and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Insurance company (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance	(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

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

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

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 (Samsung Fire & Marine Insurance Co., Ltd., 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 to create a sound environment for the study of participants under the KOICA scholarship program.

### 2. Definition of Terms

The terms used in this guideline are defined as follows.

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

### 3. Entering and staying in Korea

- 3-1. In principle, participants are not allowed to accompany their family members. However, participants may invite their family members within the duration of one month.
- 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 the Korea

- 4-1. Participants shall leave Korea on the designated day for leaving the country
- 4-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 5. "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 should be submitted to the KOICA head office through the Korean embassy in the home country.
- 4-4. Even in the case for the guideline 4-3, the relevant expenses 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 for more than once without permission
- ⑤ Involved in any political activities
- ⑥ Violation of the agreement with KOICA
- ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
- ⑧ Behaving disgracefully as a participant of a SP
- ⑨ Withdrawal from the program before completion
- ⑩ Failing to leave Korea within the given time frame as stated in this guideline 4 of this guideline Leaving the 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 one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.

- ① A copy of the medical certificate (for sickness leave)
- ② Letter of explanation
- 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 air 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 a 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.



### 8. Scholarship Payment and Receipt

8-1. The 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 withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 4-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 5. Dismissal of Participant Status.
- ① Withdrawal and leaving Korea during the program for reasons other than 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 change to the contact information of a participant, the change must be reported immediately to the university

### 11. Internship

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 one's 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 regulation and guidelines of the universities.

3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the

summer and winter vacations, a participant must gain approval from the university.

3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

#### **4. Program Outcome**

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

#### **5. Health Management**

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

#### **6. Safety Measures**

6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.

6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

#### **7. Policy on Misconduct**

7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.

7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

#### **8. Discriminatory Actions and Sexual harassment**

8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.

8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.

8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.

8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be



regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.

8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

**9. Prohibition of Political Activity**

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

**10. Compliance with the Regulations of the University and KOICA**

10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.

10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

**IV. DECLARATION**

I, \_\_\_\_\_, of \_\_\_\_\_  
 (name of applicant) (name of country)

*certify that the statements I made in this form are **true and correct** to the best of my knowledge.*

*If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.*

*If I fail to comply the terms and conditions of KOICA Scholarship Program,*

*I will **accept any penalties and consequences** including dismissal from the Program  
 and report to my government and/or employer.*

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### PART 3. MEDICAL HISTORY QUESTIONNAIRE

**MEDICAL HISTORY QUESTIONNAIRE (to be completed by the applicant)**

**1. Present Status**

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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b. Are you pregnant? (female only)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> ( _____ months )
-----------------------------	--

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> ( _____ )
<p><i>Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.</i></p>	

**2. Medical History**

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

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

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

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

c. High blood pressure

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

d. Diabetes (sugar in the urine)

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

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

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

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

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

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

**Date:** \_\_\_\_\_ **Applicant's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**PART 4. NOMINATION**

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

The Government of \_\_\_\_\_ officially nominates \_\_\_\_\_  
 (Name of Country) (Full Name of Nominee)

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

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

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

Name(Authorized Official) : \_\_\_\_\_

Position/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Official Stamp Included)

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

Blank area for Organization Chart.



Nahomie Kouamé &lt;nahomiegloire@gmail.com&gt;

**(BOURSE KOICA 2022) DEMANDE DE MISE EN LIGNE SUR LE SITE DE LA FONCTION PUBLIQUE**

Adiey Korama Emmanuelle <emma.assi@overseas.koica.go.kr>  
À : nahomiegloire@gmail.com  
Cc : Mamadou Ouattara <watt@overseas.koica.go.kr>

21 février 2022 à 10:11

Bonjour Mme Lessiehi,

Je prie que ce mail vous trouve en bonne santé.

La KOICA a lancé son programme de bourse au titre de l'année 2022, et nous vous prions de bien vouloir publier cette information sur le site de la fonction publique, afin de permettre au maximum de fonctionnaires d'être informés et de saisir cette opportunité qui leur est offerte.

Je vous prie de trouver ci-joint le courrier adresser de notification de l'ouverture du programme de bourse.

Pour tout complément d'information, n'hésitez pas à nous contacter. (J'essaie de vous joindre sur votre téléphone en vain).

Bien à vous,

Mme ASSI Emmanuelle

Coordnatrice de projet

KOICA

07 09 70 07 96 / 05 45 55 67 01

**3 pièces jointes**

- 2022 KOICA SP.pdf  
1101K
- 2. Application Guideline\_2022.pdf  
232K
- 4. (KOICA) 2022 KOICA SP Application form.doc  
1685K





## KOREA INTERNATIONAL COOPERATION AGENCY

Cocody Riviera Golf IV Immeuble Brandon & McCain 08 BP 3915 Abidjan 08 Tel : (225) 27 22 47 46 33

**N/Réf.0007/KOICA/AE/01/02/2022**

L'Agence Coréenne de Coopération Internationale (KOICA) en Côte d'Ivoire, présente ses compliments au Ministère d'État, Ministère des Affaires Etrangères, de l'Intégration Africaine et de la Diaspora de la République de Côte d'Ivoire, et a l'honneur de l'informer de l'ouverture du programme de bourse Coréen (2022 KOICA Scholarship Program) au titre de l'année 2022, à l'attention des fonctionnaires Ivoiriens.

L'Agence Coréenne de Coopération Internationale (KOICA) en Côte d'Ivoire, envisage offrir des bourses d'études pour des diplômés de master en République de Corée dans divers domaines tels que l'administration publique, l'agriculture, la santé, le genre, l'éducation, l'aviation, etc. Les informations complètes sur les domaines et les formulaires à renseigner sont disponibles sur le site : <http://www.koica.go.kr/ciat/index.do>.

L'Agence Coréenne de Coopération Internationale (KOICA) en Côte d'Ivoire, prie le Ministère d'État, Ministère des Affaires Etrangères, de l'Intégration Africaine et de la Diaspora de la République de Côte d'Ivoire de bien vouloir communiquer cette information aux différents Ministères et de lui faire parvenir les dossiers des éventuels candidats au plus tard le 10 Mars 2022.

L'Agence Coréenne de Coopération Internationale (KOICA) en Côte d'Ivoire, voudrait, par ailleurs, informer le Ministère d'État, Ministère des Affaires Etrangères, de l'Intégration Africaine et de la Diaspora de la République de Côte d'Ivoire de la tenue d'une réunion d'orientation en ligne le 10 février 2022, à l'attention des potentiels candidats. Ceux-ci sont priés d'envoyer un mail aux adresses suivantes pour recevoir le lien de la réunion : [yoone@koica.go.kr](mailto:yoone@koica.go.kr) et [kw1146@koica.go.kr](mailto:kw1146@koica.go.kr), et de contacter la KOICA, pour toute autre information complémentaire aux numéros suivants : 05 45 55 67 01 ou 05 45 55 67 02.

L'Agence Coréenne de Coopération Internationale (KOICA) en Côte d'Ivoire, saisit cette occasion pour renouveler au Ministère d'État, Ministère des Affaires Etrangères, de l'Intégration Africaine et de la Diaspora de la République de Côte d'Ivoire, les assurances de sa très haute considération.

Abidjan le 1<sup>er</sup> Février 2022

**MINISTERE DES AFFAIRES ETRANGERES,**  
**DE L'INTEGRATION AFRICAINE ET DE**  
**LA DIASPORA DE LA REPUBLIQUE**  
**DE COTE D'IVOIRE**  
**ABIDJAN**





## KOREA INTERNATIONAL COOPERATION AGENCY

Cocody Riviera Golf IV Immeuble Brandon & McCain 08 BP 3915 Abidjan 08 Tel : (225) 27 22 47 49 33

Pièce Jointe : 1- Programme des bourse (application guideline)  
2- Formulaire de demande KOICA

Ampliation :

- Ministère de la Fonction Publique et de la Modernisation de l'Administration ;
- Ministère de l'Economie et des Finances ;
- Ministère de la Construction, du Logement et de l'Urbanisme ;
- Ministère du Commerce et de l'Industrie ;
- Ministère de la Santé, de l'Hygiène Publique et de la Couverture Maladie Universelle ;
- Ministère de l'Agriculture et du Développement Durable ;
- Ministère des Ressources Animales et Halieutiques ;
- Ministère de la Femme, de la Famille et de l'Enfant ;
- Ministère des Mines, du Pétrole et de l'Energie ;
- Ministère de l'Education Nationale et de l'Alphabétisation ;
- Ministère du Plan & du Développement ;
- Agence pour la Sécurité et la Navigation Aérienne.