



**UNIVERSITY  
OF MALAYA**

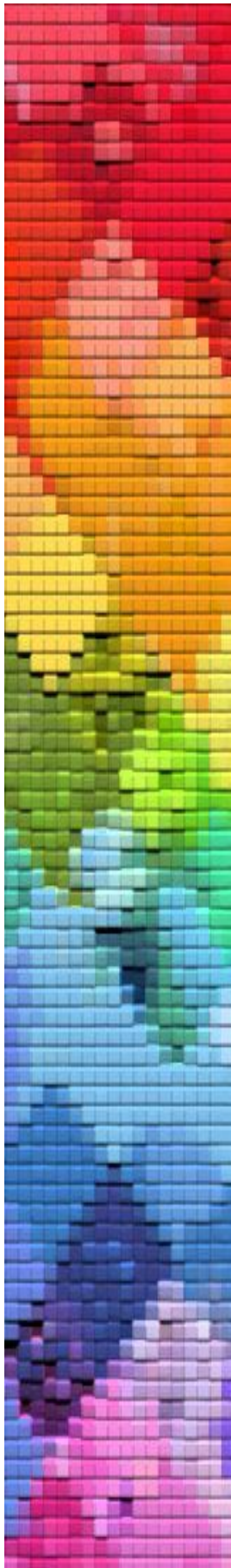
*The Leader in Research & Innovation*



INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT  
(Institut Antarabangsa Polisi Awam dan Pengurusan)

**Institute Public Policy and Management (INPUMA)**  
University of Malaya





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## BACKGROUND

This four-month advanced diploma programme is sponsored by the Malaysian government through the economic planning unit (EPU), Prime Minister's Department for senior government officials from selected member countries under the Malaysian Technical Cooperation Programme (MTCP). This programme is part of the Malaysian Government's continuous drive towards enhancing technical knowledge, skills and professionalism amongst public officials from developing countries.

The programme will be conducted by the International Institute of Public Policy and Management (INPUMA), University of Malaya. INPUMA works closely with a number of prominent academicians, practitioners, journalists, business leaders as well as government advisers to ensure the successful implementation of short and long term academic programmes for public officials, both at local and international levels.

The programme will commence from the 2<sup>nd</sup> of November 2009 until the 1<sup>st</sup> of February 2010.

## PROGRAMME OBJECTIVES AND STRUCTURE

### PROGRAMME OBJECTIVES

This programme is designed to meet the following objectives:

1. To equip students, in particular public officials; with the basic skills and expertise which are fundamental in the process of analysing and evaluating public policy processes, projects and programmes at various levels of government.
2. To provide public officials, with strong and resilient foundation on the general mechanism of government as well as inculcate distinct practices of governance on public administrators.
3. To enhance the knowledge and awareness of public officials on theoretical insights of policy-making at the local, national and global levels and ensuring proper application to practical approaches of governance.

### DURATION OF THE PROGRAMME

This programme is a full-time intensive coursework programme. It will run from Monday to Friday over a period of four months. During the study period, students are required to complete 24 credit hours; inclusive of 4 core courses, 2 elective courses, comprising of 3 credit hours each and a research paper of 6 credit hours.

### COURSE STRUCTURE

The curriculum is designed to provide mid-level professionals in the government sectors with adequate knowledge and skills to analyse and critically evaluate the changing roles of bureaucracy, financial and human resource management and the evolving concepts of responsibility and accountability.

# ADMISSION REQUIREMENTS

## ADMISSION REQUIREMENTS

A candidate is eligible for admission only if he/she meets the following requirements:

- Possess a minimum of bachelor's degree. Bachelor's degree in the fields of administration, politics and economics will be an added advantage for prospective candidates.
- Prospective candidate must not exceed 45 years of age.
- Must have a good command of English (both spoken and written). A phone interview with short listed candidates will be conducted before admission is granted.
- Have a minimum of 3 years working experience in the public sector.
- Must be in good health (a candidate must submit his/her medical certificate together with the application form, failure to meet this requirement will automatically discontinue the candidate's admission process).
- Must ensure that he/she has never participated in any previous MTCP/ TCTP programmes organised by INPUMA or other Malaysian implementing agencies.

## TARGET GROUPS

The programme is specifically designed for mid-career professionals working at different levels of government and NGOs. Priority will be given to those whose nature of work falls within the areas of administration, politics and economics. These academic disciplines are indispensable for the enhancement of public sector operations.

## MEDIUM OF INSTRUCTION

Courses will be conducted in English.

## BENEFITS OF THE DPP CERTIFICATE

Students that have successfully completed the DPP programme will have an opportunity to pursue the Master of Public Policy (MPP) programme at INPUMA, University Malaya. An exemption on Research Methods and Designs course will also be granted.

## ALLOWANCES

A candidate will be provided with the following:

- Round trip air ticket (economy class) from his/her respective country.
- Basic allowances for books, accommodation and food.

## ACCOMMODATION

Accommodation will be provided by INPUMA and all students are expected to reside there throughout the programme period.

## FACILITIES

The International Institute of Public Policy and Management (INPUMA), University of Malaya will provide the essential and supplementary readings. Students will be given access to all University Malaya libraries as well as some recreational facilities and basic health services.

## CONTACT DETAILS

All applicants are required to complete the prescribed application form in **Appendix 1**, and submit three (3) copies of the completed forms to the **Malaysian Embassy in their respective countries** not later than 1<sup>st</sup> of September 2009. Incomplete application forms will not be processed.

For more enquiries on this programme, please contact INPUMA through the following addresses:

### **INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT**

#### **Advanced Diploma in Public Policy and Governance (DPP)**

Level 3, Block C, UM City Campus, University of Malaya, Jalan Tun Ismail,  
50480 Kuala Lumpur, Malaysia

Tel No.: 603 - 2617 3031/ 3038/ 3039

Fax No.: 603 - 2617 3027/ 3040

Email: [inpuma@um.edu.my](mailto:inpuma@um.edu.my)

Website: [www.impuma.org.my](http://www.impuma.org.my)

### **APPLICATION FORM AND PROCEDURES**

#### **Mr. Hirman Awang (Assistant Registrar)**

Tel No.: 603 - 2617 3031

Email: [hirman@um.edu.my](mailto:hirman@um.edu.my)

#### **Ms. Nur Muhaymin Mahayuddin (Project Executive)**

Tel No.: 603 - 2617 3039

Email: [ymin\\_83@hotmail.com](mailto:ymin_83@hotmail.com)

### **ADMISSION**

#### **Dr. Sharifah Mariam Syed Mohammed Alhabshi (Deputy Director I)**

Tel. No.: 603 - 2617 3006/ 3041

Email: [alhabshi@um.edu.my](mailto:alhabshi@um.edu.my)

#### **Dr. Yasmine Merican (Senior Lecturer)**

Tel. No.: 603 - 2617 3076

Email: [yasmine@um.edu.my](mailto:yasmine@um.edu.my)

## **THE ECONOMIC PLANNING UNIT (EPU), PRIME MINISTER'S DEPARTMENT, MALAYSIA**

The Economic Planning Unit (EPU) of the Prime Minister's Department is the central planning agency of the Malaysian Government. The EPU is responsible for formulating policies and strategies for medium and long-term economic development, with the overriding objective of achieving national unity. EPU is headed by a Director-General and consists of the Macro Planning Division and the Sectoral Planning Division.

The Macro Planning Division is responsible for the formulation and evaluation of policies and strategies in macroeconomics, regional development, income distribution, human resources development and international cooperation.

The Sectoral Planning Division is responsible for the formulation and evaluation of sectoral policies and strategies as well as preparation of programmes and projects to be implemented under the development plans. The Division also ensures that the allocation of funds for the various sectors of the economy is in line with the overall macro-economic framework and the efficient utilisation of resources towards achieving balanced growth amongst sectors and regions.

EPU's objectives are to enhance Malaysia's socio-economic development towards achieving a developed-nation status by the year 2020, to improve the quality of life of all Malaysians and to promote a balanced and sustainable development through effective development planning, strengthening internal resilience and international competitiveness, and to promote optimum utilisation of available resources. EPU's functions are to formulate policies and strategies for socio-economic development, prepare medium and long-term plans, prepare the budget for development programmes and projects, monitor and evaluate the achievement of development programmes and projects, advice the government on economic issues, as well as initiate and undertake necessary economic research.

For more information about the EPU, please contact:

The Economic Planning Unit (EPU)  
Prime Minister's Department  
Block B5 & B6, Federal Government Administrative Centre,  
62502 Putrajaya, Malaysia

Tel: 603 – 8888 3333

Fax: 603 – 8888 3718

Or visit the homepage at <http://www.epu.jpm.my>

## **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)**

The history of the Malaysian Technical Cooperation Programme (MTCP) dates as far back as the First Commonwealth Heads of States and Governments meeting (CHOGM) in Sydney in February 1978, where the idea was first conceived. The MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, particularly in Technical Cooperation among Developing Countries (TCDC).

In line with the spirit of South-South Cooperation, the MTCP which is a bilateral technical cooperation programme, shares development experiences with other developing countries. The programme was first formulated based on the belief that the development of a country depends on the quality of its human resources. The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCP emphasise on the development of human resources through the provision of diploma in various areas which are essential for a country's development such as public administration, agriculture, poverty alleviation, investment promotion and ICT, banking and English language.

The Economic Planning Unit (EPU), which is the national focal point for all technical cooperation, is responsible for the administration and coordination of MTCP activities. Since its inception, the MTCP has expanded in terms of scope and coverage as more emphasis is given to exchange of development experience. More than 2,000 participants from 138 member countries come to Malaysia annually under the MTCP. Currently the MTCP has a membership of about 20,554 alumni worldwide. About 140 short-term specialised courses are offered by the 48 MTCP diploma institutions, many of which are centres of excellence for diploma, with the aim of building human capital in other developing countries.

The MTCP also collaborates with international organisations such as the United Nations Development Programme (UNDP), Economic Social Commission for Asia and the Pacific (ESCAP), United Nations Industrial Development Organisation (UNIDO), Japan International Cooperation Agency (JICA), Colombo Plan and Commonwealth Fund for Technical Cooperation (CFTC) through Third Country Training Programme (TCTP). These TCTPs are organised through partnerships with several MTCP diploma institutions.

For further inquiries regarding MTCP, please contact:

The Director General  
Economic Planning Unit, External Assistance Section,  
Prime Minister's Department,  
Block B5 & Block B6, Federal Government Administrative Complex,  
62502 Putrajaya, Malaysia

Tel : 603 – 8888 3875

Fax : 603 – 8888 3876

Or visit the homepage at [www.epu.jpm.my](http://www.epu.jpm.my)

# UNIVERSITY OF MALAYA

The University of Malaya is the oldest tertiary institution in Malaysia. It is located on a spacious 750-acre campus in the southwest of Kuala Lumpur, the capital city of Malaysia. The University of Malaya grew out of a tradition of service to society. Its predecessors were the King Edward VII College of Medicine, established in 1905, and the Raffles College, established in 1929. The two colleges, established to meet the urgent demands in medicine and education respectively, merged on 8 October 1949, so they might perform an even greater service together to help lay the foundations of a new nation by producing a generation of skilled and educated men and women. Hence the University was established to serve the higher education needs of the then Federation of Malaya.

The University's motto, "Ilmu Puncta Kemajuan" (Knowledge is the Key to Progress) reflects the philosophy of the University in its constant endeavour to seek knowledge in all fields and to produce successful graduates and laying the foundation for a prosperous nation. The University of Malaya currently has two academies, six institutes, five centres and twelve faculties. The university offers several degree programmes to local and international students. There are matriculation, certificate, diploma and postgraduate programmes offered by the academies, centres, faculties and institutes in the university. Today over 28,000 students are registered in various courses.

With the support of 1,918 faculty members, comprising of 274 professors, 338 associate professors and 1,021 lecturers, and 3,315 administrative and support staff, the university provides academic expertise of the highest quality. University Malaya has established several institutes such as the International Institute of Public Policy and Management (INPUMA), Institute of Research Management and Consultancy (IPPP), Institute of Postgraduate Studies (IPS), Asia-Europe Institute (AEI), and Institute of China Studies (ICS) to help meet its vision to be the leading research university in the region.

For more information on University of Malaya, please contact:

International and Corporate Relations Office (ICR)  
University of Malaya,  
50603 Kuala Lumpur, Malaysia

Tel: 603 – 79673273  
Fax: 603 – 79560027  
Email: [icr@um.edu.my](mailto:icr@um.edu.my)

Or visit the homepage at <http://www.um.edu.my>

# THE INTERNATIONAL INSTITUTE OF PUBLIC POLICY AND MANAGEMENT (INPUMA)

The International Institute of Public Policy and Management (INPUMA), University of Malaya, has strengthened to become one of the leading resource centers for public policy and human resource management in the region. This is achieved through carefully crafted strategies and consistent self benchmarking in relation to best global practices in public policies. The clear recognition and tracking of current developments in the political, economic and social spheres at the national and international levels progressively modifies INPUMA's outlook and perspective. For instance, in the wake of the on-going global financial crisis and general economic slowdown, INPUMA seeks to analyse issues, debates and monitors the effects of these developments on public policies.

Through forums, conferences and public lectures, INPUMA has succeeded in building a brand name by significantly contributing to the intellectual discourse on public policy issues in Malaysia. These events deal with topical and important public policy issues such as good governance in higher education, the impact of IT in bridging the urban- rural (or generational) divide, alongside development issues close to the heart of civil society. These programmes are designed to give resilient platforms to policy makers, leaders and the mass media to exchange and articulate ideas pertaining to policy issues. INPUMA, acts as an intellectual laboratory which experiments the best possible inputs for public policymaking.

INPUMA, in line with its multidisciplinary dimensions, moves forward to expand stronger collaboration with the private and public sectors, locally and internationally, in areas like human capital development, policy advisory and consultancy work as well as development through various research programmes mainly in social science discipline. A broader understanding of public policy and management is gained through the cross-fertilization of mindset and experience.

All these put INPUMA in a coveted position as one of the distinguished public policy institutions in Southeast Asia. INPUMA's range of research and publication include the following:

- Public Policy and Development Planning;
- Governance and Management;
- Human Development;
- Science, Technology and Environmental Management; and
- International Relations.
- An international postgraduate degree programme – Master of Public Policy (MPP).

**INTERNATIONAL COOPERATION PROGRAMMES:** These are advanced diploma programmes largely on human capital development (under the auspices of the Malaysian Technical Cooperation Programme – MTCP/Third Country Diploma Programme – TCTP) in several dimensions like capacity building, multicultural management and conflict resolution especially for public officials from developing countries. The nurturing process integrates basic theories with empirical experiences of Malaysia's unique developmental patterns. INPUMA has over the years, succeeded in cultivating and fostering close ties with participating governments such as Sudan and Afghanistan as well as non-governmental organisations (NGOs), principally the Asia Foundation, The Commonwealth Secretariat and the International Law Institute of African Centre for Legal Excellence (ILIACLE). In addition, existing ties with the international bodies such as the Japanese International Cooperation Agency (JICA) continues to be strengthened.

**CONFERENCES, SEMINARS AND PUBLIC LECTURES:** These events target critical issues that affect national development. The focus areas are leadership and management, policy-making and governance.

**SHORT-TERM ADVANCED DIPLOMA COURSES:** Many short term diploma courses have been conducted for local managers/executives and public officials from the private sector and government agencies respectively.

**RESEARCH AND PUBLICATIONS:** INPUMA's latest cutting-edge research projects include "Information Strategies for Malaysia", "e-Government", "International Relations of Southeast Asia: Emerging Issues and Conflicts", "Malaysian General Election 2008: Islam and other Dominant Issues", "US Presidential Election 2008" and "Comparative Study of Malay Villages Planning Approaches: Kampung Baru, Malaysia and Geylang Serai, Singapore".

For further information about INPUMA, please contact:

The International Institute of Public Policy and Management (INPUMA)  
Block C, Level 3, City Campus, University of Malaya, Jalan Tun Ismail,  
50480 Kuala Lumpur, Malaysia

Tel : 603 – 2617 3005 / 3031 / 3038

Fax : 603 – 2617 3040 / 3027

E-mail: [inpuma@um.edu.my](mailto:inpuma@um.edu.my)

Or visit the homepage at <http://www.inpuma.org.my>

## LIST OF COURSES FOR ADVANCED DIPLOMA IN PUBLIC POLICY AND GOVERNANCE (DPP)

COURSE		
CODE	COURSES	CREDIT HOURS
<b>CORE COURSES</b>		
<b>Session I (4 Weeks)</b>		
ZIFP5101	Introduction to Public Policy	3
ZIFP5102	Ethics, Administration and Governance	3
	<b>Total Credit Hours</b>	<b>6</b>
<b>Session II (4 weeks)</b>		
ZIFP5103	Public Policy Analysis, Measurement and Evaluation	3
ZIFP5104	Research Methods and Designs	3
	<b>Total Credit Hours</b>	<b>6</b>
<b>ELECTIVE COURSES</b>		
<b>Session III (4 Weeks)</b>		
ZIFP5301	Comparative and Global Perspectives on Social Policy	3
ZIFP5302	Leadership in a Global Environment	3
ZIFP5303	Managing Public Sector	3
ZIFP5304	Organisational Change and Transformation	3
ZIFP5305	Markets and Government	3
	<b>Total Credit Hours</b>	<b>6</b>
<b>COMPULSORY RESEARCH PAPER</b>		
<b>Session IV (4 Weeks)</b>		
ZIFP5180	Research Paper	6
	<b>Total Credit Hours</b>	<b>6</b>
	<b>TOTAL CREDIT HOURS</b>	<b>24</b>

# CORE COURSES & ELECTIVE COURSES DETAILS

## CORE COURSES

### Session I (4 Weeks)

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#### 1. INTRODUCTION TO PUBLIC POLICY

This course covers the dominant theoretical approaches and conceptual frameworks (past and present) which include a survey of the origins, nature and development of public policy. The focus will be on both governmental and non-governmental actors and institutions. A basic question to be considered in this course is the definition of “public policy”. It is important to realise the wide-ranging nature of public policy, so that even the constitutional rules and framework are in themselves an evolved outcome of public policy, and by extension the procedures and processes involved in the planning, strategising, formulation and implementation or enforcement of public policy. Hence, public policy takes on or assumes a broader understanding not limited to the substantive content only. As such, this course is also based on the premise that public policies can be characterised as political equilibrium determined by strategic interactions among self-interested agents in some political processes. Hence, normative and positive theories on the origin of government; political regimes of different types as policy-making mechanisms; rent-seeking models; roles of interest groups and bureaucracy in policy-making and policy implementation; relations between institutions and economic development will also be looked into.

#### 2. ETHICS, ADMINISTRATION AND GOVERNANCE

It is divided into 2 parts. The first part explores, from both theoretical and applied perspectives, the planning and implementation of programmes and services by government departments and agencies; and non-governmental bodies. The course critically evaluates the changing role of bureaucracy and the evolving concepts of responsibility and accountability in the developing world. The second part introduces students to (moral and professional) ethics and the role it plays in contemporary governance in the public sector. The focus is on the ethical principles underlying public sector management. This part also seeks to articulate and clarify how the concepts of governance and ethics co-relate in its dynamic and concrete situation, *i.e.* at the existential level(s). In addition, students will learn to assess the different approaches to stakeholder management, and make critical evaluation of the different perspectives on efficiency, devolution, ethical codes of behaviour, government regulatory failure, whistle blowing and the processes and procedures of disciplinary action and administrative appeals.

### Session II (4 Weeks)

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#### 3. PUBLIC POLICY ANALYSIS, MEASUREMENT AND EVALUATION

This course focuses on issues of problem definition, evaluation and selection of policy alternatives, recommendation and presentation, implementation and coordination, cost-benefit evaluation, and others. This course will also offer critical insights on the methods of employing professional evaluation and judgment vital for effective decision-making. It integrates performance measurement into evaluation practice and demonstrates how these skills are important foundations for situational analysis, including not least for constructing a criteria compliance assessment. It discusses the realities of organisational politics, and concomitantly the politics of organizational behaviour; and balances the importance of good evaluation methods with the resource and organisational constraints that frequently affect the choices evaluators make as they conduct their specific role-playing. The course is geared towards discussions in realistic scenarios and current events. It presents problem-solving skills in specific policy areas, such as health care, environment, transportation, science and technology, housing, social policy, etc.

#### **4. RESEARCH METHODS AND DESIGNS**

Students are expected to learn how to conduct and evaluate research. In the process, students are taught to think critically, logically, and creatively (think outside the box). The contents of this course include a focus on the development of students' professional skills in research design, data collection techniques, and analysis for the purposes of conducting policy research and evaluation. Main topics for the course include measurement, experiments, sampling, survey research, qualitative data collection and analysis, and methods for secondary analysis. Students will also be taught statistical methods via the utilisation of the software solution, Statistical Package for the Social Sciences (SPSS). Topics covered include descriptive statistics, sampling, inference and bivariate and multiple regression analysis. Emphasis is on the application of these statistical techniques to public policy issues. Upon completing the course students will be able to demonstrate the ability to plan and complete projects.

### **ELECTIVE COURSES**

#### **Session III (4 Weeks)**

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##### **1. COMPARATIVE AND GLOBAL PERSPECTIVES ON SOCIAL POLICY**

This course examines the dynamic relationship between economic globalisation and social development, and the impact on social policy processes. It also looks at the interaction and engagement between cultures within and across national boundaries. Attention is also given to the policy response by governments in tackling the challenges of globalisation as demographics undergo drastic re-configurations engendering social fault-lines and frictions and exacerbating rather than tampering the contestation of ideological perspectives seeking to provide alternative solutions.

##### **2. LEADERSHIP IN A GLOBAL ENVIRONMENT**

This course focuses on developing a greater level of receptivity, knowledge, and skills required from leaders in an increasingly multi-contextual, multicultural and global environment. The course works towards building an awareness and promoting a greater appreciation of the cultural differences, and discernment of the universal values inherent in them as well as developing culturally sensitive and flexible skills to understand diversity issues such as race, gender, social status, plural society, *etc.* Students will be taught about leadership in conflict management and building bridges across the cultural divide to foster and enhance relations - theories and concepts in conflict and conflict resolution. Exposure to complexity of the processes of negotiation and mediation are included. The course is concerned with the application of principles in conflict management and negotiation to specific case situations and cultural contexts. This course is experiential-based and students will have the opportunity to present their research findings on negotiation and conflict management exercises at discussions sessions and seminars.

### **3. MANAGING THE PUBLIC SECTOR**

The ability to effectively manage projects is one of the key skills for the public sector administrator in today's hectic workplace. Yet, in most public organisations, diploma programmes on comprehensive project management remain more an exception than a rule, leaving public sector administrators to make up the rules and picking up the pieces as each project takes on a life of its own. This course explores the theory and practice of public administration and management at all levels with particular reference to the administrator's role in the effective development and implementation of public policy. One of the core focuses of this course is oriented towards understanding the role of good governance in the management of the public sector itself. This course also exposes students to the role of spearheading every stage of a project: from developing goals, setting up project plans, assigning and scheduling work, monitoring progress, and exercising control to achieve desired project results. Prominent approaches such as Management by Objectives (MBO) and New Public Management (NPM) will also be discussed and considered for their pros and cons, and how these have impacted the public sector, to what extent the public sector has bucked the trend and how the public sector has since moved on.

### **4. ORGANISATIONAL CHANGE AND TRANSFORMATION**

The objective of the course is to enhance understanding of issues and controversies in the management of change, transition and transformation, personnel and organisational development and relate them to human resource management. It is concerned with developing the capabilities of personnel and organisational development professionals so as to play an effective and proactive role in the dynamic and complex organisational arena. This course critically surveys the major strategies for improving the performance of public sector organisations via the transition period and the transformed phase itself. The role of leadership in redefining organisational missions, building operational capacities and mustering political support for reform is a fundamental cross-cutting theme in this course whilst simultaneously introducing practical tools for organisational diagnosis and change management while cultivating through case study analysis an appreciation of the challenges inherent in their application.

### **5. MARKETS AND GOVERNMENT**

One of the key and enduring issues in public policy is to determine the roles of the market and government in meeting societal needs. This course examines the efficiency of markets in allocating resources, the circumstances in which markets might fail to be efficient, the case for and against government intervention in markets, and modes of intervention by government in the market. The context is how welfare and social justice are served through the (appropriate) balance between the market and government. Additionally, this course covers topics such as economic boundaries of the state; public choice theory; government budgeting systems and their implications; economic effects of various taxes; the role of user charges; fiscal incentives; government expenditure policies; tax and expenditure reform; as well as economics of multi-level government. The course also examines the privatization/corporation phenomenon.

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#### **Session IV (4 Weeks)**

#### **RESEARCH PAPER**

With the guidance of an academic supervisor, students will conduct research and prepare a report on an approved topic. The report is between 8,000 – 10,000 words. It must show evidence of the candidate's ability to formulate a research issue and to select, collate, integrate and analyse the relevant materials. The report must also be systemically organised and clearly presented. Students are given an opportunity to present their research design/methodology and preliminary findings of their study at a graduate seminar.

## APPENDIX: APPLICATION FORM



### MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) APPLICATION FOR SHORT COURSES IN MALAYSIA

Please affix  
passport  
photograph

#### APPLICATION FORM (Typewriting or block letters)

<b>TITLE OF COURSE :</b>	<b>DATE OF COMMENCEMENT:</b>
<b>NAME OF TRAINING INSTITUTION :</b>	

#### 1. PERSONAL DATA

Family name (surname):	Date of birth:		
	Day	Month	Year
First Name :	Nationality ( citizenship ) :		
Other names :	Gender: Male / Female *		
City and country of birth:	Marital status: Single / Married / Divorced / Widowed*		
Passport No:	Religion:		

*\*Delete accordingly*

#### 2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:	Applicant's Postal / Home Address:		
	Home telephone:		
	Country	Area	Number
Office telephone:	Telefax		
Country	Area	Number	Country
	Area	Number	Area
	Number	Number	Number
Email:			
Person to be contacted in case of emergency, name, telephone and address:			

**3. EDUCATION** (list in order of time, starting with last institution attended)

Name of Institution and Place of Study	Major field of study	Years of study: from - to	Degree

**4. EMPLOYMENT RECORD**

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service ( from – to):	Years of service (from – to):
Title of your post/position :	Title of your post/position :
Present salary per month ( US Dollars):	Salary per month ( US Dollars):
Name of supervisor and title:	Name of supervisor and title:
Type of organization: Government / Semi Government / Private / NGO*	Type of organization: Government / Semi Government / Private / NGO*
Main functions of organization:	Main functions of organization:
Total number of employees:	Total number of employees:

*\*Delete accordingly*

**Description of your work including your responsibility:**

*Please continue on supplementary pages if necessary*

**5. REASONS WHY YOU ARE APPLYING FOR THIS COURSE**

Please state briefly the reasons why you are applying for this course and how you hope to benefit from the programme.

*Please continue on supplementary pages if necessary*

Have you participated in any training programme in Malaysia before : YES / NO\*

<u>Name of programme</u>	<u>Organizer</u>	<u>Year</u>
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Have you participated in any MTCP training programme in Malaysia before : YES / NO\*

<u>Name of courses</u>	<u>Name of Advanced Diploma Institute</u>	<u>Year</u>
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*\*Delete accordingly*

**6. CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Basic</b>	<b>Remarks</b>
<b>Listening</b>					
<b>Speaking</b>					
<b>Writing</b>					
<b>Reading</b>					

**Mother tongue:**

Language test administered by: \_\_\_\_\_

Title : \_\_\_\_\_

Address : \_\_\_\_\_

Tel. Number : \_\_\_\_\_

E mail : \_\_\_\_\_

Date and signature: \_\_\_\_\_

**7. MEDICAL REPORT ( to be completed by an authorized physician )**

<b>Name of Applicant:</b>			
<b>Age:</b>	<b>Sex:</b>	<b>Height:</b> <b>cm</b>	<b>Weight:</b> <b>kg</b>
<b>Blood Group:</b>			
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other (      )			
<b>Blood Pressure:</b>			
<b>Is the person examined at present in good health?</b>		<b>Is the person examined physically and mentally able to carry out intensive training away from home?</b>	
<b>Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.) ?</b>		<b>Does the person examined have any condition or defect (including teeth) which might require treatment during the course?</b>	
<b>List any abnormalities indicated in the chest X ray.</b>		<b>Pregnancy Test ( for women ):</b>	
<p><b>I certify that the applicant is medically fit to undertake this course in Malaysia.</b></p> <p>Name of Physician : _____</p> <p>Address of Clinic : _____</p> <p>(printed) _____</p> <p>Telephone : _____</p> <p>(printed) _____</p> <p>E mail : _____                      Date : _____</p> <p>Signature of Physician: _____                      Seal of Clinic :</p>			

<p><b>8. DECLARATION</b></p> <p><b>Have you ever been convicted by a Court of Law of any country? Yes / No *</b>  <b><i>If yes, please give brief details:</i></b></p>
<p>I certify that my statements in response to the foregoing questions are true, complete and correct to the best of my knowledge and belief.</p> <p>If accepted for a training award, I undertake to:-</p> <ol style="list-style-type: none"> <li>Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;</li> <li>Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;</li> <li>Refrain from engaging in political activities, or any form of employment for profit or gain;</li> <li>Submit any progress reports which may be prescribed; and</li> <li>Return to my home country promptly upon the completion of my course of study or training.</li> </ol> <p>I also fully acknowledge that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.</p> <p style="text-align: right;"><b>Signature of applicant:</b>  <b>Name:</b> .....  <b>Date:</b> .....</p>

*\*Delete accordingly*

**9. OFFICIAL DECLARATION ( to be completed by the nominating government )**

<p>The Government of: .....</p> <p>nominates .....            ( name of applicant)</p> <p>For the course under the Malaysian Technical Cooperation Programme and certifies that:</p> <ol style="list-style-type: none"> <li>all information supplied by the nominee is complete and correct;</li> <li>the nominee had adequate knowledge and was appropriately tested for English Language proficiency.</li> </ol> <p>Remarks: .....</p>	
<p>_____</p> <p>( Name )</p>	<p>_____</p> <p>( Signature of responsible Government official)</p>
<p>_____</p> <p>( Designation)</p>	<p>Address of Department / Ministry:</p>
<p>Official Seal / Stamp:</p>	<p>Office Telephone number:</p> <p>Office Fax number :</p>
<p><b>Date:</b></p>	<p><b>E mail:</b></p>

Please note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country.

**INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.**

## REGULATION AND OBLIGATIONS

Participants are respectfully required:-

- a) to attend / participate in all sessions including study visits;
- b) to observe the course schedule by punctual attendance;
- c) refrain from bringing any members of their family to the programme;
- d) to follow the travel schedule designated by the institution with regard to departure from Malaysia;
- e) to carry out such instructions and abide by such conditions as may be stipulated by the Malaysian Government with respect to the course;
- f) to observe the rules and regulations of the institution or establishment with which participants are visiting or attached to;
- g) to refrain from engaging in political activities or any form of employment for profit and gain;
- h) to discontinue the course, should participants fall seriously ill and be considered unable to continue the programme;
- i) to refrain from committing any illegal or immoral acts. Should participants be found in contravention of this requirement, they will be barred from attending the course and will be asked to leave with immediate effect;
- j) to observe the rules and regulations of the respective accommodation and not to make any change in accommodation designated by the institution; and
- k) to abide by the instructions of the organising committee and their interpretation of the rules.