



Thailand International Cooperation Agency
Ministry of Foreign Affairs of Thailand

GENERAL GUIDELINES

for Thailand's International Postgraduate Programme (TIPP)

1. Qualifications

- 1.1 Candidates must be nominated by central government agencies in a country from the TIPP eligible countries/territories list. (See "List of Eligible Countries/Territories")
- 1.2 Candidates should be an officer or agent (preferably from government agencies) currently working in the area related to the course provided.
- 1.3 Candidates must have bachelor degree and/or professional experience related field or related to graduate degree.
- 1.4 Candidates must have a good command of English.
- 1.5 Candidates whose English is not the first language/Bachelor's degree was not taught in English/ who is from a country other than New Zealand, USA, the United Kingdom, Australia, Canada **MUST** pass an English Language proficiency test according to criteria announced by University regulations and the English score should be submitted with the application Form.
- 1.6 It is recommended that candidates be less than 50 years of age.
- 1.7 Candidates must be in good health both physically and mentally to complete the course. Pregnancy is regarded as a disqualifying condition for participation in the course.
- 1.8 TICA reserves the rights to revoke scholarship offered to participants who are pregnant during the period of study or violate rules and regulations.

1.9 Other requirement apart from these will be under consideration by TICA and the University regulations.

2. Procedures for submission of nominations

2.1 Nomination must be made by central government agencies in charge of nomination of national candidates (such as Ministry of Foreign Affairs) or by relevant central government agencies for which the nominated candidates currently work. Nomination must be in line with relevant rules and regulations of the nominating countries/territories.

Each eligible countries/territory can nominate up to five (5) candidates per academic program.

2.2 The nomination must be supported by the following four documents;

- Application form
- Medical Report
- Transcript
- Recommendation letters
- English score (e.g. TOEFL/IELTS)

One original with two (2) copies of all forms duly filled out, counter-signed and stamped by the authorized person must be submitted.

2.3 The nomination must be submitted to TICA through the Royal Thai Embassy/ Permanent Mission of Thailand to the United Nations/ Royal Thai Consulate-General accredited to eligible countries/territories. (See "List of Eligible Countries/Territories")

2.4 Originals of nomination documents, duly filled out, must be received no later than a specified deadline of each academic program.

2.5 Application form must be filled in typed-block letter. Soft file of the Application Form and Medical Report Form can be found at

<http://www.tica.thaigov.net/main/contents/files/information-20161217-152430-795372.pdf>

3. Selection of candidates

3.1 In considering applications, particular attention shall be paid to the candidates' background, their current position in the service of their Government, and practical use they expect to make of the knowledge and experience gained from academic program on the return to their Government positions.

3.2 Selection of participants is also based on geographical distribution and gender balance, unless priority is set for particular country/ group of countries.

4. Condition for Attendance

4.1 Awardees are required to study full time and not to change the program topic/study plan.

4.2 Employment during the period of the study is not allowed.

4.3 Awardees are not allowed to bring any family members to stay with them during study and/or leave the country before completion of the program of scholarship without suitable reason.

5. Travel and financial arrangements

5.1 Successful candidates will be offered and award which covers:

- Return economy class airfare
- Accommodation allowance
- Living allowance
- Book allowance
- Thesis allowance
- Settlement allowance
- Insurance
- Airport meeting service

5.2 Regulations on travel

- Return economy class airfare

- International travel - Return economy class air ticket will be provided via the most direct and most economical route from the international airport at participant's respective country/territory to the Suvarnabhumi International Airport, Bangkok –Thailand. The award does not cover domestic travel cost in awardee's respective country.

Transit destination will be arranged according to a need for visa application to Thailand must be the most direct and the most economical route basis.

All booking and change to the booking, including a setting of date of arrival and departure, must be done by TICA only. Ticket will be issued in electronic form (e-ticket) only.

Baggage allowance quota is in line with the airlines' policy. Any purchase for extra baggage allowance is not covered by the award.

- Domestic travel – will be provided via the most economical route from the Suvarnabhumi International Airport, Thailand to the airport where the university located.

- Insurance – Group Accident and Hospitalization Insurance during the period of study in Thailand will be provided. Cost of pre-existing illnesses, dental treatment, brain disease, mental illness, pregnancy and glasses are NOT covered. Awardees are advised to obtain their own travel insurance which is fully covered for any costs arising from loss or theft of personal belongings.

- Airport meeting service – Transfer to and from airport will be provided to awardees. TICA will coordinate directly with the limousine service, upon arrival at the Suvarnabhumi International Airport please proceed to the AOT Limousine Customer Relations counter and hand the instruction of scholarship award to prepare for the airport transfer. A taxi fare paid by awardees cannot be reimbursed.

Visa arrangement – Awardees will be responsible for obtaining "Non-F" visa prior to their travel to Thailand. TICA will provide facilitation to participants who require visa application i.e. liaising the liaising with the Royal Thai Embassy/ Consulate and advising on appropriate procedure and necessary documents for visa application.

Awardees must cover all costs arising from visa application i.e. visa fee, travel cost to the Royal Thai Embassy/ Consulate, postal fee (in case visa application is made by post,) transit visa fee (in case awardees needs to apply for visa to Thailand at a transit country). The visa fee can be reimbursed upon presenting an original receipt of the fee but not exceed 2,000 THB.

Awardees must not bring their family members with them during their scholarship program. Awardees in the scholarship program cannot be used as reference for visa application to Thailand of his/her family member.

6. Contact

For more information, please contact;
Bureau of International Cooperation on Human Resource Development
Thailand International Cooperation Agency (TICA)
Government Complex, Building B (South Zone), 8th Floor,
Chaengwattana Rd. Laksi District,
Bangkok 10210
THAILAND
Website : www.tica.thaigov.net
Email : tipp@mfa.go.th





Thailand International Development Cooperation Agency (TICA)
Ministry of Foreign Affairs

APPLICATION FORM
for Thailand International Postgraduate Programme: TIPP

FOR OFFICIAL USE ONLY
Reference No:
Received:
Checked:

INSTRUCTIONS

This application form is composed of five parts. Part A to part E should be completed in triplicate, part A to part D should be completed by the candidate and part E by the government authority. **All application form must be filled in typewritten form. Each question must be answered clearly and completely. Detailed answers are required in order to make the most appropriate arrangements.** Official authority of the nominating Government will then forward three copies of original of all certified application forms to the Thailand International Cooperation Agency (TICA), the Government Complex, Building B (South Zone), 8th Floor, Chaengwatta Road, Laksi District, Bangkok 10210, THAILAND, through the Royal Thai Embassy/Permanent Mission of Thailand to the United Nations/Royal Thai Consulate – General accredited to eligible/territories. The nominee is required to attach medical report or health status certification. **No consideration will be given to the late submissions or incomplete applications/documents.**

(Please attach
photograph here)

Course Name:
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.....

A. PERSONAL HISTORY

Title	Family name (as shown in passport and kindly attach the copy of your passport, information will be used for travel arrangement)	Middle name	Given name			Gender
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/>						<input type="radio"/> Male <input type="radio"/> Female
City and country of birth	Nationality	Date of birth (DD/MM/YY)	Age	Marital Status	Religion	
Work address (Please complete this section as clear as possible, information will be used for travel arrangements.)			Home address (Please complete this section as clear as possible, information will be used for travel arrangements.)			
.....					
.....					
Fax No: (Country Code / Area Code/ Number)		Telephone No :	Telephone No :			
.....		Fax No :			
.....		International Airport/City for departure :			
Update email address:						
Name and address of person to be notified in case of emergency :						
.....						
Telephone No : Relationship of this person to you						

Languages:	READ			WRITE			SPEAK		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
Mother tongue:									
English									
Others:0.....									
English Proficiency Test (please attach) <input type="checkbox"/> TOEFL Score <input type="checkbox"/> IELTS Score (No consideration for none English score attached.) <input type="checkbox"/> Other (specify)									

EDUCATION RECORD					
Education Institution	City / Country	Years Attended		Degrees, Diplomas and Certificates	Special fields of study
		From	To		

Have you ever been trained/studied in Thailand? If yes, what course, where and for how long?
 ... No
 ... Yes, please specify

Please give a list of relevant publications/researches (do not attach details)

B. EMPLOYMENT RECORD: It is important to give complete information. For each post you have occupied, give details of your duties and responsibilities.

Present or most recent post : Dates from _____ to _____	Description of your work, including your personal responsibilities
Title of your post:	
Name of organisation:	
Type of organisation:	
Official address:	
Previous post : Dates from _____ to _____	Description of your work, including your personal responsibilities
Title of your post:	
Name of organisation:	
Type of organisation:	
Official address:	

C. REFERENCES: Please attach the recommendation letters from three (3) persons acquainted with your academic and professional experiences.

D. EXPECTATIONS

Please describe the practical use you will make of this training/study on your return home in relation to the responsibilities you expect to assume and the conditions existing in your country in the field of your training.
(Give the attached paper, if necessary)

I certify that my statements in answer to the foregoing questions are true, complete and correct.

If accepted for a scholarship award, I undertake to :-

- a) carry out such instructions and abide by such conditions as stipulated by both the nominating government and the host government in respect of this program of scholarship;
- b) follow the program of scholarship, and abide by the rules of the University and Thailand International Cooperation Agency in which I undertake the scholarship;
- c) refrain from engaging in political activities, or any form of employment for profit or gain;
- d) study full time, make academic progress and submit progress reports to Thailand International Cooperation Agency;
- e) not bring any member of my family to stay with me during the course;
- f) return to my home country promptly upon the completion of my program of scholarship.

I also fully understand that if I am granted a scholarship award and violate Thailand International Cooperation Agency's rules and regulations, I may be required to return part or all of the scholarship paid or suspended scholarship, depending on the severity of the violation, without any appeal.

Signature of applicant:

Printed name:

Date:

E. GOVERNMENT AUTHORISATION: To be completed by the central government agencies in charge of nomination of the candidates (see guideline for TIPP for detailed information on nomination.)

I certify that, to the best of my knowledge,

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee has adequate knowledge and experience in related fields and has adequate English proficiency for the purpose of the scholarship in Thailand.

On return from the scholarship, the nominee will be employed in the following position:

Title of post

Duties and responsibilities

(Official stamp)

.....
Signature of responsible Government official

Title:

Organisation:

Official address:

.....
Date: