



T.C.
ANKARA ÜNİVERSİTESİ REKTÖRLÜĞÜ
Genel Sekreterlik

Sayı : 33526960-00/ 1784
Konu: Çevrimiçi İngilizce Dil Kursu Hakkında

34308


Ankara
13 Ağustos 2013

BAŞKENT MESLEK YÜKSEKOKULU MÜDÜRLÜĞÜNE

İlgi: Yükseköğretim Kurulu Başkanlığının 17/07/2013 tarihli ve 93601077-724.99-1028-38271 sayılı yazısı.

Yükseköğretim Kurulu Başkanlığının ilgede kayıtlı yazısı ekinde alınan, Malezya Teknik İşbirliği Programına (MTCP) bağlı İngilizce Dil Eğitim Merkezi (ELTC) tarafından 2-20 Eylül 2013 tarihleri arasında düzenlenmesi öngörülen çevrimiçi İngilizce dil kurslarına ilişkin başvuru formunun bir örneği ilişikte gönderilmektedir.

Bilgilerinizi ve ilgililere duyurulmasını saygılarımla rica ederim.


Prof. Dr. Ayhan ELMALI
Rektör a.
Rektör Yardımcısı

EKLER:
1-Başvuru Formu (11 sayfa)

DAĞITIM:
Fakülte Dekanlıklarına
Yüksekokul Müdürlüklerine



Please affix
passport
photograph

APPLICATION FORM

**SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN
TECHNICAL COOPERATION PROGRAMME (MTCP)**

Please type or write clearly in capital letters. Do not leave
any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

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

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone	
Office telephone	Telefax	Email Country Area Number	
Country Area Number	Country Area Number		
Person to be contacted in case of emergency :			
Name	Mobile Phone Number: _____		
Telephone	_____		
Address	_____		
Email	_____		

**NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs
or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or
not endorsed will not be accepted**

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to 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>

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

<u>Name of Course</u>	<u>Name of Training Institute</u>	<u>Year</u>

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

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8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

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9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

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11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
 for the training course.

Name and Designation	Signature and Official Stamp
Name and Organisation	Country code - Area code - Office tel no.
Email address	Country code - Area code - Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

Name	Email Address
Designation	(Ministry's Official Stamp)
Signature	Name of Organisation
Country code	Area code - Office tel no.
Country code	Area code - Office tel no.

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

ONLINE COURSE DESIGN AND SOURCE SYSTEMS

**2- 20
September
2013**

**English Language Teaching Centre
Ministry of Education Malaysia**

**A full-time three-week training course
with hands-on online course
development activities on an open
source management system.**

Emerging technologies are vastly expanding the scope for professional development in education. One area that holds great promise is that of online training.

The module introduces education professionals to the principles and practice of developing and implementing quality online courses.

The training methodology balances theoretical understanding with practical application, using the 'learning by doing' approach.

Workshops, demonstrations, group discussions, guided online research and hands-on online materials development are some of the strategies and techniques used.

By the end of the course, participants will have developed an outline and materials for *their own course* in an online Learning Management System.

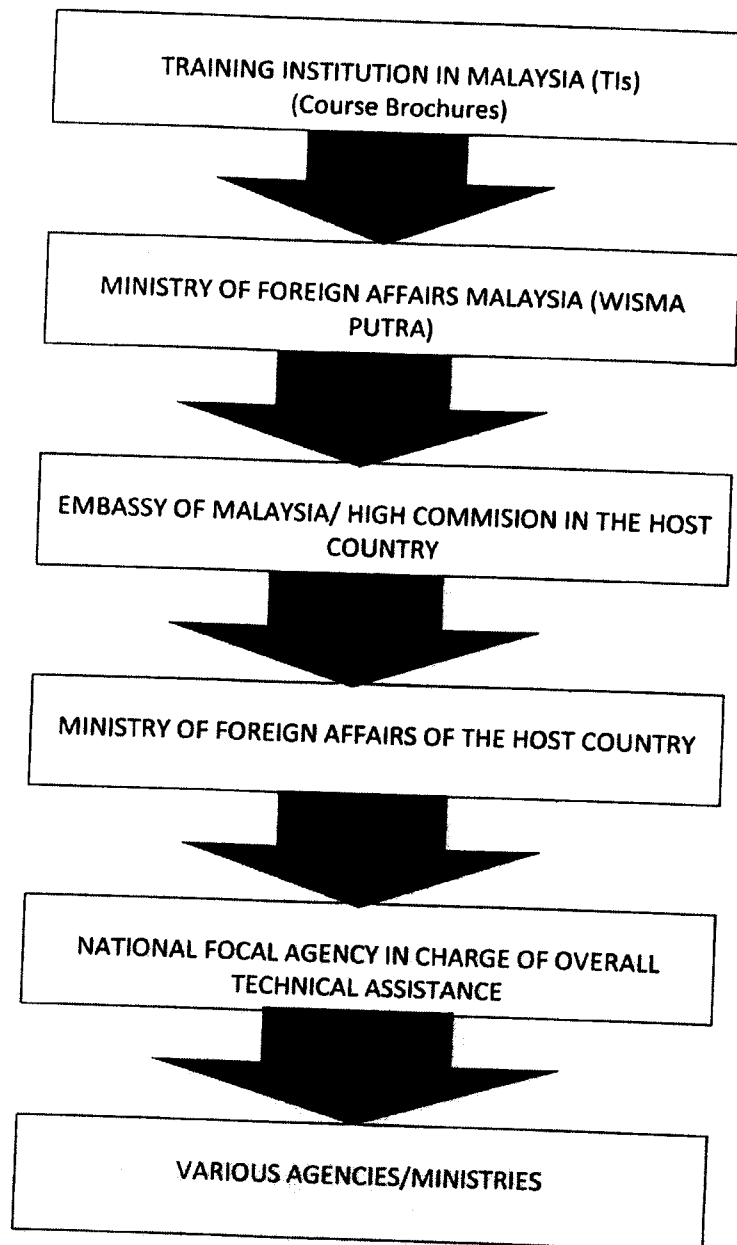
Closing date:

18 June 2013

EMAIL US @

elc@mohe.gov.my

DIPLOMATIC CHANNEL FLOW CHART
FROM TRAINING INSTITUTES TO VARIOUS MINISTRIES/AGENCIES



DIPLOMATIC CHANNEL FLOW CHART
FROM APPLICANTS TO TRAINING INSTITUTES

