



**Thailand International Cooperation Agency
Ministry of Foreign Affairs of Thailand**

**GUIDELINES
for Thailand International Postgraduate Programme (TIPP)**

1. Qualifications

1.1 Candidates must be nominated by the National Focal Point for International Development Cooperation in a country from the TIPP eligible countries/territories list. (See “List of Eligible Countries/Territories”)

1.2 Candidates should be preferred working in the government sector or in the area which related to the course was provided

1.3 Candidates must have Bachelor’s 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 first language is not English and Bachelor’s degree was not instructed in English, have to pass an English Language proficiency test according to criteria required by the academic insitution regulations.

1.6 It is recommended that candidates should be no more than 45 years of age.

1.7 Candidates must have good physical and mental condition.

1.8 TICA reserves the rights to revoke scholarship offered to awardees who violate rules and regulations.

1.9 Other requirements apart from these will be under consideration by the University regulations.

2. Procedures for application submissions

2.1 The candidates must fill in the online application form on TICA website: Thailand International Cooperation Agency (TICA). Menu: Fellowships and Scholarships, Sub - menu: Thailand International Postgraduate Programme, Click on: TIPP 2022 or access the online application form at <https://forms.gle/Azn48mUEafSc1aNN9>

2.2 The candidates must be nominated by the National Focal Point for International Development Cooperation (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. The National Focal Point will forward the nominated candidates' documents to the Royal Thai Embassy/Permanent Mission of Thailand to the United Nations/Royal Thai Consulate – General accredited to eligible countries/territories.

Please prepare one (1) original with two (2) copies of each document as these following items:

*1. TIPP application form (Download at: <https://tica-thaigov.mfa.go.th/en/page/75500-tipp-application-form?menu=605b13dbb6f1b76ed31778b3>)

*2. Medical report (If candidates had submitted other health certificates without the medical report form, their application will not be accepted for consideration.)

*3. Transcript of Bachelor's degree (to show the courses that you have learnt throughout Bachelor's degree)

*4. Certificate of Bachelor's degree

*5. Recommendation Letter from at least 2 person (1 person per letter) e.g. university instructor, supervisor in the candidate's organization, employer etc.

*6. English test score (e.g. TOEFL, IELTS) as required by the academic institution

7. Other documents as required by the academic institution (please see the course detail : subject "Document Required" for more information.)

All forms are duly filled out and endorsed by the candidates' supervisor and the National Focal Point for International Development Cooperation. All of related documents *must be in English*.

***The documents number 1 – 6 are mandatory. If candidates fail to provide the specified documents, their application will not be accepted for consideration.**

Each of eligible countries/territories can nominate up to five (5) candidates per academic programme.

2.3 The application procedure will complete when TICA has received the hard copy of the application form and other related documents through the Royal Thai Embassy/Permanent Mission of Thailand to the United Nations/Royal Thai Consulate – General accredited to eligible countries/territories.

2.4 Application from should be summited to the Royal Thai Embassy/Permanent Mission of Thailand to the United Nations/Royal Thai Consulate – General accredited to eligible countries/ territories within 1st March 2022, 15th April 2022 and 15th May 2022 respectively, in order to be sent to Thailand International Cooperation Agency before the application’s closing date.

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 studying on the return to their Government positions.

3.2 Selection of candidates is also based on geographical distribution and gender balance, unless priority is set for particular countries/ cooperation frameworks.

4. Condition for Attendance

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

4.2 Any part time employment is not allowed.

4.3 Awardees are not allowed to bring any family members to stay with them during study.

5. Benefit of Awardees

The Royal Thai Government will bear the following expenses for successful candidates during their study in Thailand. The expenses include:

5.1 Return economy class air ticket and airport pick - up service

Return economy class air ticket

- *International travel* - Return economy class air ticket will be provided via the most direct and most economical route from the international airport at awardee’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, in case of a need for visa application to Thailand, with the most direct and the most economical route basis.

All booking and changes to the booking, including 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 in Thailand* – will be provided via the most economical route from the Suvarnabhumi International Airport, Thailand to the airport where the university located.

Your scholarship is confirmed once the travel documents/flights are verified.

Airport pick - up 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 present the instruction of scholarship award for the airport transfer. A taxi fare paid by awardees cannot be reimbursed.

5.2 Monthly subsistence, settlement, books and thesis allowance

Monthly subsistence allowance

- *Living allowance* - Awardees will receive living allowance at the amount of 7,000 Baht per month.

- *Accommodation allowance* - Awardees will receive accommodation allowance at the amount of 7,000 Baht or 9,000 Baht per month

Awardees need to bring pocket money of approximately USD300 to cover the payment of rental deposit (usually for 2 months) and advance rental for 1 month as requested by most accommodation owners. TICA will not be responsible for the deposit since awardees will receive back the deposit when their accommodation contract terminated.

Settlement allowance

Awardees will receive the settlement allowance at the amount of 6,000 Baht on their first arrival to Thailand.

Books allowance

Awardees will receive books allowance at the amount of 10,000 Baht per year. (Only 4 semesters for Master's degree)

Thesis allowance

Awardees are strongly recommended to make necessary data collection in relation to their proposed research topic, if it is to be done in their country, prior to coming to Thailand. Awardees will be given the thesis allowance as a lump sum amount of 20,000 Baht for compulsory fieldwork or data collection and a lump sum amount of 12,000 Baht for thesis printing or 8,000 Baht for independent study (IS) printing.

5.3 Visa arrangement

Awardees will be responsible for obtaining Non – immigrant visa Type “F” prior to their travel to Thailand. TICA will provide facilitation to awardees who require visa application i.e. liaising with the Royal Thai Embassy/Royal Thai Consulate – General 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.

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

5.4 Tuition fee

Awardees’ tuition fee will be directly reimbursed from TICA, except equipment insurance fee, transcript and certificate fee

5.5 Insurance

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.

6. Contact address

For more information, please contact;

Human Resources Development Cooperation Division
Thailand International Cooperation Agency (TICA),
Government Complex, Building B (South Zone), 8th Floor,
Chaengwattana Rd, Laksi District, Bangkok 10210
THAILAND

<https://tica-thaigov.mfa.go.th>

Email: tipp@mfa.mail.go.th



Thailand International Cooperation Agency (TICA)
Ministry of Foreign Affairs
APPLICATION FORM
for Thailand International Postgraduate Programme: TIPP

FOR OFFICIAL USE ONLY
 Reference No.....
 Received:
 Checked:

<p>INSTRUCTIONS This application form is composed of five parts. Part A to part E should be completed <u>in triplicate</u>, part A to part D should be completed by the candidate and part E by the government authority. All application forms 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. The National Focal Point for International Development Cooperation of the nominating Government will forward one original and two copies of certified application form and other related documents 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 countries/territories. The candidate is required to attach medical report or health status certification. No consideration will be given to the late submissions or incomplete applications/documents</p>	(Please attach photograph here)
Course Name: Institute:	

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 : E-mail : Fax No : International Airport/City for departure :		
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:.....									
English Proficiency Test (please attach) (only a candidate for a degree course)		<input type="checkbox"/> TOEFL		Score		<input type="checkbox"/> IELTs		Score	
		<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? ... <input type="checkbox"/> No ... <input type="checkbox"/> Yes, please specify.....									
Please give a list of relevant publications/researches (do not attach details)									
Are you currently applying for scholarship (s) from other source (s)?									

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:	
Ministry	
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:	
Ministry	
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)

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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 programme of scholarship;
 - b) follow the programme 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 programme 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, depending on the severity of the violation, without any appeal.

Signature of candidate:

Printed name:

Date:

E. GOVERNMENT AUTHORISATION (To be completed by the National Focal Point for International Development Cooperation in charge of nomination of the candidate (see guideline for TIPP for detailed information on nomination.))

Supervisor's Endorsement:

I certify that, to the best of my knowledge,

- (a) all information supplied by the candidate is complete and correct;
- (b) the candidate 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 candidate will be employed in the following position:

Title of post

Duties and responsibilities.....

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Signature of responsible supervisor

(Official stamp)

Title:

Organisation:

Official address:

.....

.....

E-mail :

Date:

National Focal Point for International Development Cooperation Endorsement:

(To be completed by the National Focal Point for International Development Cooperation, please affix seal here or attach a Diplomatic Note)

(Official stamp)

MEDICAL REPORT

Name of Candidate.....	Age:	Gender:
Country.....		

Physical Examination (To be filled in by physician)

Height Cms. Weightkgs. Blood Pressure mm.Hg. Pulse/min.

Vision Right Left Eyes With glasses / Without glasses

Check each item in appropriate column

Items	Normal	Abnormal	Additional Comments
General	<input type="radio"/>	<input type="radio"/>
Skin, Scalp	<input type="radio"/>	<input type="radio"/>
Lymph nodes	<input type="radio"/>	<input type="radio"/>
Eyes	<input type="radio"/>	<input type="radio"/>
Ears	<input type="radio"/>	<input type="radio"/>
Orthoscopic Exam			
Nose	<input type="radio"/>	<input type="radio"/>
Pharynx & tonsils	<input type="radio"/>	<input type="radio"/>
Teeth	<input type="radio"/>	<input type="radio"/>
Thyroid gland	<input type="radio"/>	<input type="radio"/>
Lungs	<input type="radio"/>	<input type="radio"/>
Heart	<input type="radio"/>	<input type="radio"/>
Abdomen	<input type="radio"/>	<input type="radio"/>
Liver	<input type="radio"/>	<input type="radio"/>
Spleen	<input type="radio"/>	<input type="radio"/>
Hernia	<input type="radio"/>	<input type="radio"/>
External genitalia	<input type="radio"/>	<input type="radio"/>
Rectal exam	<input type="radio"/>	<input type="radio"/>
Vertebrae	<input type="radio"/>	<input type="radio"/>
Locomotor	<input type="radio"/>	<input type="radio"/>
Reflejes	<input type="radio"/>	<input type="radio"/>
Mental health status	<input type="radio"/>	<input type="radio"/>

LABORATORY EXAMINATIONS

Blood group Blood film for malaria Hb gm%

WBC Cells/cu.mm.

Differential PMN % Lymp % Mono % Eos %

Baso % Band % Blast %

: Colour Sp. Gr pH

Sugar

Alb Blood Ketones Blie.....

Micro : WBC/HPF., RBC/HPF., Epethelial..... /HPF.

Casts/ HPD., Others

Stool examination for parasite & Ova

Chest X – Ray report

Urine pregnancy test

Is the person examined at present in good health and able to work full time?
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Is the candidate able physically and mentally to carry on intensive study away from home?
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Is the candidate free from infectious diseases (such as tuberculosis, leprosy, syphilis and filariasis) and other conditions (such as psychosis and drug addiction) which could present risks for anyone during the scholarship period?
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(For female candidate) Is the person examined pregnant?
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Does the candidate have any condition or defect which might require treatment during the scholarship period?
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I certify that the candidate is medically fit to undertake the scholarship in Thailand.

Physician signature (with stamp)M.D.
(.....)
Full name and address of Examining physician (printed)

Place and Date.....

Telephone:
(printed)

E-mail: