

Direction Générale de la Formation à l'Étranger,
de la Coopération et des Echanges Interuniversitaires
Sous direction de la Formation, du Perfectionnement
à l'Étranger et de l'Insertion

المديرية العامة للتكوين بالخارج والتعاون
و التبادل ما بين الجامعات
المديرية الفرعية للتكوين و تحسين المستوى
بالخارج وإعادة الإدماج

Alger le :

N° 280 /DGFECEI/SDFPEI

2014 06 مارس

000985

Monsieur le Président

de la conférence régionales des universités de l'Est

Université de Constantine

Objet/: Offre de formation de courte durée du Gouvernement Malaisien .

P.J. : Note plus Formulaire.

Le Ministère de l'enseignement supérieur et de la recherche scientifique est destinataire d'une offre de formation de courte durée émanant du Gouvernement Malaisien intitulée « **Instructional Design and Object Development For Education and Training** » du 16 au 31 Août 2014 à « **Multimedia University of Malaysia** ».

Je vous prie de bien vouloir nous proposer deux (02) dossiers d'enseignants remplissant les critères d'éligibilité à un stage de courte durée à l'étranger

Je vous saurais gré des dispositions que vous voudrez bien prendre à l'effet de nous faire parvenir **avant le 06 Mai 2014** les dossiers complets des postulants accompagnés du formulaire dûment renseigné, en vue de les parvenir dans les temps requis aux instances concernées.

المديرة الفرعية للتكوين والتبادل بالخارج وإعادة الإدماج
إمضاء: بوعلوش رشيدة مولود سعيد

جامعة Constantine 1
UNIVERSITÉ DE CONSTANTINE - 1
مديرية الجامعة
RECTORAT

بريد وارد

الرقم
التاريخ

2014 3/18 12

was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC). In line with the spirit of South-South Cooperation, Malaysia through the MTCP shares its development experiences and expertise with other developing countries. The MTCP was first formulated based on the belief that the development of a country depends on the quality of its human resources. More than 100 short-term specialised courses are offered by more than 50 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 25,000 participants from 140 countries have benefited from the various programmes offered under the MTCP.

OBJECTIVES OF MTCP

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC).

TYPES OF ASSISTANCE

- Short-term specialised courses
- Long-term courses (Scholarships)
- Study visits and attachments
- Services of experts
- Socio-economic development projects
- Supply of equipment and materials

CONTACT DETAILS

For further enquiries, applicants can either approach their respective Malaysian official representatives or contact the following MMU Secretariat:

Ms. FARHAN ABDULLAH
EMAIL: farhan@mmu.edu.my
TEL: +603-83125530

Ms. ZAYNAB
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CLOSING DATE: 23 MAY 2014

as Universiti Telekom (Unitel), was established in 1996 with the main objective of producing high quality graduates in the field of Information Technology and Multimedia who are adept with the ability to innovate, contribute and lead in this challenging millennium. Its official launch on July 19th 1999 by the fourth Prime Minister of Malaysia, Tun Dr. Mahathir Mohamed signifies heavy responsibilities that encompass the scope of a truly world class institution, that is, to be a catalyst for the development of the nation.

As the first Government-approved private university in Malaysia, MMU plays an important role in providing world class education within the broad sphere of telecommunications, multimedia, computers, digital art, animation, information technology, software development and management. With information Technology and Multimedia evolving at high speed, MMU is strategically placed within the Multimedia Super Corridor (MSC), a centre for multimedia producers and users, to capture and capitalise the continual technology transfer from external industries and to create new inventions, innovations and technology to benefit the nation. MMU's two campuses are located in the multimedia hub of Cyberjaya, Selangor and in the historical town of Melaka, and both campuses have a total student population of 18,964.

ABOUT LEARNING INSTITUTE FOR EMPOWERMENT (LIFE)

The Learning Institute for Empowerment (LIFE) was established on June 1, 2013 with the vision to be a leading institute in nurturing a lifelong passion for learning. Its main objective is to produce lifelong learners with inquiring minds and inspiration to motivate, through education, engagement and empowerment. Formerly known as the Centre for Foundation Studies and Extension Education (FOSEE), LIFE has proven its excellence by establishing several quality foundation programmes in the field of engineering, information technology and management since 1997. These well-designed programmes are now managed by respective faculties in the university. Now, LIFE is taking initiatives to deliver the best learning programmes to meet the needs of today's dynamic and diverse environment. Hence, the design of all programmes consolidates new strategies, concepts and ideas to meet the social needs of all background, from students, workers and community.

INSTRUCTIONAL DESIGN AND LEARNING OBJECT DEVELOPMENT FOR EDUCATION AND TRAINING (IDLOD)

16 August - 31 August 2014



ABOUT THE COURSE

This course is designed to answer the question address the challenges of how instruction can be best structured to facilitate effective, performance-enhancing e-learning. The course focuses on the key learning theories and their relation to the development of the principles of instructional design. It also incorporates their application to the design of synchronous and asynchronous e-learning experiences, within a context of 'blended learning'. This is in line with the Malaysian's Government 12 National Key Economic Area (NKEA) under the Education - EPP 6: Expanding international distance learning. It is also part of the Malaysian government's continuous drive aimed at enhancing technical knowledge, skills and professionalism amongst public officials from developing countries.

OBJECTIVES

- Upon completion of the course, participants will be able to:
- Develop a blueprint for designing well-structured and compelling online learning experiences.
- Identify suitable courses for conversion into e-learning, when and how to use different media
- Combine e-learning with more conventional instructional strategies.

TRAINING METHODOLOGY

This is an interactive course which will provide participants the opportunity to exchange ideas, knowledge and experience with fellow participants and resource person. Participants will work on a project throughout the course and receive a set of practical tools and checklists for future implementation in their respective countries. Field visits are incorporated to enhance training and expose participants to practices in Malaysia.

The course content will be covering the following areas:

- Learning Theory and Instructional Design
- A Systematic Approach to Instructional Design Analysis
- Writing Measurable Learning Objectives
- Program Map (Blue-print for course structure)
- Designing Blended Learning Solutions
- Learning Content Management and Instructional Design
- Converting Existing Programs into e-learning
- Design and Development
- Testing & Editing
- Question Design
- Implementation
- Evaluation & Project Management
- Swish
- Macromedia Dreamweaver
- Audacity
- Windows Movie Maker

Individual participants must complete and present project based module which will be assessed at the end of the training period.

TARGETED PARTICIPANTS

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

- Must not be more than 45 years of age.
- Possess a minimum skills or knowledge or working experience in this area.
- The medium of communication is English and hence it is essential that the participants be proficient (written and spoken) in the language.
- Comply with other general requirements for MTCP.

The selection of the successful candidates is made by a committee. Decision of the Committee is final, and hence no appeal for consideration be entertained.

GENERAL CONDITION OF AWARDS

Visa and Vaccination

All participants are required to enter Malaysia with Visa with Reference (VDR). The VDR must be applied by the training institutions upon the selection of participants. Once the approval is obtained, the training institutions should send a copy of letter of approval to the participants. Subsequently, with the copy of the approval, the participants may get the VDR from the nearest Malaysian Missions. The VDR is the prior approval in order to gain the right to enter Malaysia. The details of the VDR requirement are enclosed under the subheading "Visa Information". Wherever applicable, participants are advised to arrange on their own for vaccination prior to Malaysia.

Manners

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of the land and institutions.

Dress Code

During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. For formal occasions – lounge suit or national costume are required.

Accommodation and Subsistence Allowance

Accommodation and daily subsistence allowance are as follows:

- Participants will be accommodated either in hostel belong to the training institutions or nearby hotel.
- Participants will be given daily allowance of RM85 (USD26).
- However, if the training institutions provide full-board accommodations, the subsistence allowance will not be fully provided.

Tuition Fees

Tuition fees will be borne by the Malaysian Government under the MTCP.

Medical and Dental Treatment

Expenses for medical and dental treatment in government hospitals/clinics will be borne by the Government of Malaysia. In case of admission in government hospitals, participants will be eligible for first class wards (two bedded or more). Dental treatment is restricted to extraction and filling only.

Terms and Condition Covered by the MTCP for International Participants:

- ☒ This scholarship cannot be held concurrently with any other scholarship award.
- ☒ Participants shall follow the programme approved for them. Request for change of programme will not be entertained. Participants should fully participate in all activities related to the programme.
- ☒ Participants are NOT allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve as the staff of their Diplomatic Missions in Malaysia.
- ☒ Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.
- ☒ The award may be terminated at any time due to unsatisfactory conduct, breach of the conditions of the award, failure to make satisfactory progress or as deemed necessary by the Malaysian training institution with the approval of the MTCP Secretariat.
- ☒ Participants who are found to be medically unfit during the course of the programme will be required to return to their country.

Specific Conditions

Air Fare

The Government of Malaysia shall provide excursion economy class return ticket for the participants except for participants from countries that their GDP per capita have exceeded USD5,000. These countries are as follows:

Algeria	Grenada	St. Kitts & Nevis
Angola	Iran	St. Lucia
Antigua & Barbuda	Jamaica	St. Vincent & Grenadines
Argentina	Kazakhstan	Suriname
Azerbaijan	Kuwait	Trinidad & Tobago
Bahamas	Labanon	Turkey
Bahrain	Lithya	Turkmenistan
Barbados	Maldives	United Arab Emirates
Botswana	Mauritius	Uruguay
Brazil	Mexico	Venezuela
British Virgin Islands	Namibia	
Cayman Islands	Oman	
Chile	Palau	
China	Panama	
Colombia	Peru	
Cook Islands	Qatar	
Croatia	Saudi Arabia	
Equatorial Guinea	Seychelles	
Gabon	South Africa	



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 :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No : Type of Passport: International P	Religion :
Expiry Date:	

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

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

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

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

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

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

(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

_____-_____-_____
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