



## NOTE VERBALE

**GF 59 / 18**

The Embassy of Malaysia presents its compliments to the Ministry of Foreign Affairs of the Islamic Republic of Iran (Protocol Department) and has the honor to inform that MTCP Scholarship 2018 is now open with the deadline until 30 June 2018.

Attached herewith are the necessary information for the Ministry's kind consideration.

In this connection, the Embassy of Malaysia would like to seek the kind assistance of the esteemed Ministry to introduce the possible nominees to the Embassy of Malaysia at the earliest time.

The Embassy of Malaysia avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Islamic Republic of Iran the assurances of its highest consideration.

**MINISTRY OF FOREIGN AFFAIRS  
ISLAMIC REPUBLIC OF IRAN  
TEHRAN.**



**02 June 2018**

c.c. Academic, Scholarships and Schools Affairs Abroad  
Ministry of Foreign Affairs, Islamic Republic of Iran



Please affix  
Passport  
size  
Photograph  
(2 copies)

**MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)  
SCHOLARSHIP  
TENABLE IN MALAYSIA**

APPLICATION FOR ACADEMIC YEAR 2018/2019

**FOR MOFA OFFICIAL USE  
ONLY**  
Reference no.:  
Received:  
Checked:

Before completing this form please read and understand the prospectus for the set of award you are applying. Other required documents to be submitted are:

- Certified copies of degree and academic qualification.
- Word processed copies of a research/project statement of not more than 200 words as instructed.
- Appraisal letter from your referees (appraisers) as instructed in item 9.
- One certified copy of your birth certificates or evidence of birth or your passport.

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

Course Applied :	<b>PhD                  Masters</b> <i>( please mark x )</i>
Name of the university in Malaysia :	Proposed date of commencement:

**1. PARTICULARS OF APPLICANT**

Family name (surname) ( <u>underline name by which formally addressed</u> )	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:	Number of children:
Expiry Date of Passport:	Religion:
Airport of Departure to Malaysia:	

**2. MAILING AND COMMUNICATION ADDRESS**

Applicant's office name:			Applicant's Postal Address:		
Postal address			City:		
City:			Country:		
Country:			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 and address)					

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

Name of institution and place of study	Major field of study	Years of study: from - to	Degree

**4. ACADEMIC AND FINANCIAL AWARDS** (e.g. Honours, distinction, book prizes, and scholarship) won in the last 3 years. Please list in chronological order and submit copies of documentary evidence)

Year	Type of Award/scholarship ( please indicate tenure and value of award)

**5. OTHER ACTIVITIES** involved

Date / Duration	Brief Description	Position Held

**6. PREVIOUS RESIDENCE IN FOREIGN COUNTRY**

Country	Year	Length of stay

Have you participated in any training programme in Malaysia before?

no    yes    \_\_\_\_\_

Name of programme, organizer, year

Are you going to return home to your present job? **YES / NO\*** If not, what job will you be doing?

**7. FIELD OF STUDY**

Please state briefly the reasons for applying to this course, your main fields of interest within the programme and how you hope to benefit from the programme:

Please continue on supplementary pages if necessary

**RESEARCH / PROJECT**

**Title:** .....

**Description / Abstract (not more than 200 words) - (Please attach)**

**9. REFEREES / APPRAISERS**

**Name two person you are asking to supply a confidential reference about you and appraisal letter of your academic ability.**

	<u>Name</u>	<u>Position</u>	<u>Address</u>
i.	.....	.....	.....
ii.	.....	.....	.....

**10. WORK EXPERIENCE**

**EMPLOYMENT RECORD**

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

<b>Current Job/Post</b> Dates From: _____ To: _____		<b>Description of your work including your personal responsibilities.</b>
Title of your post:		
Type of organization: (Private/Government/Semi-Government)*		
Name of employer:		
Address of employer:		
Monthly salary (USD):		
<b>Previous post:</b> Dates From: _____ To: _____	<b>Previous post:</b> Dates From: _____ To: _____	
Title of your post:	Title of your post:	
Type of organization: (Private/Government/Semi-Government)*	Type of organization: (Private/Government/Semi-Government)*	
Name of employer:	Name of employer:	
Address of employer:	Address of employer:	

Proficiency in Languages		Very good	Fair	Basic	Nil
(a) English	Spoken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Written	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Bahasa Malaysia ( Malay Language)	Spoken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Written	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Mother-tongue: _____					

**Recommendation from the Employer / Dean of Faculty:**

.....

.....

.....

**Date:** .....

**Signature:** .....

**Name:** .....

**Designation:** .....

**Name of organization:** .....

**11. DECLARATION**

Have you ever been convicted by a Court of Law of any country? <i>If yes, please give brief details:</i>	Yes / No #

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

If accepted for a training award, I undertake to -

- (a) 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;
- (b) Follow the course of study or training, and abide by the rules of the University or other institution or establishment in which I undertake to study or train;
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain;
- (d) Submit any progress reports which may be prescribed; and
- (e) Return to my home country promptly upon the completion of my course of study or training.

I also fully understand that if I am granted a scholarship award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

**Signature of candidate:** .....

**Name:** .....

**Date:** .....

# Delete accordingly

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

The Government of: .....

nominate .....  
(name of applicant)

For the scholarship (Academic Year 2018/2019) under the Malaysian Technical Cooperation Programme (MTCP) tenable in Malaysia and certifies that:

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee had adequate knowledge, appropriately tested of his/her English Language which can be used for selection purposes in the proposed host country.

Remarks: .....

\_\_\_\_\_  
( Name )

\_\_\_\_\_  
( Signature of responsible Government official)

\_\_\_\_\_  
(Designation)

Address of Department / Ministry:  
.....  
.....

**Official Seal / Stamp:**

Office Telephone number: .....

Office Fax number: .....

**Date:** .....

**Email:** .....

**Please note:** This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the Commonwealth Scholarship in your country. INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.

**MALAYSIAN TECHNICAL COOPERATION PROGRAMME**  
**(MTCP) SCHOLARSHIPS**  
**FOR INTERNATIONAL STUDENTS**

The MTCP Scholarship for Post-Graduate Studies provides opportunities for students to pursue advanced academic study in Malaysia. This scholarship is a Government-to-Government basis, without any bond imposed by Malaysia. Scholarships are intended for promising candidates who may be expected to make a significant contribution to their own countries on their return from Malaysia. The duration of the award is 36 months for PhD and between 12 to 24 months for Masters Programme.

**ELIGIBILITY CRITERIA**

To be eligible for the **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) Scholarship**, applicants must fit the following criteria:-

- Not be more than 45 years of age during application.
- Obtained a minimum of Second Class Upper (Honours) or a CGPA of 3.5/4.0 at Bachelor Degree Level for Masters Degree applicants and for PhD candidates must possess CGPA 3.5/4.0 or very good result at Masters degree level in a similar field of intended PhD study. In addition, for post-doctoral programme, the selection will be evaluated based on the number of books produced, refereed/non refereed journals, portfolio and patent copyright. The Post-Doctoral candidate must have excellent reputation in research and possesses knowledge related to the research to be carried out.
- Took one of the following English Language Proficiency Test not more than two years before the date of application. The list of tests and minimum scores required are as follows:
  - IELTS Academic Test with a score of at least 6.5; or
  - TOEFL paper-based test with a score of at least 580 or computer-based test with a score of at least 230 or internet-based test with a score of at least 92.
- In excellent health condition and certified by a Certified Doctor/Medical Professional. The cost of medical examination is to be borne by the applicants.
- Wrote a proposal that is relevant to the field of studies.
- Has applied for and gained admission to postgraduate and post-doctoral



studies in Malaysia (conditional offer letter will be accepted at the time of application or has a confirmation of acceptance or affiliation with the universities in Malaysia).

### **VALUE OF SCHOLARSHIPS**

Each scholarship consists of:-

- Air tickets from recipient's capital city to Malaysia
- An approved tuition fees
- Monthly maintenance allowance
- Annual grant for books and internal travel
- Medical / Health Insurance
- Installation and Termination grant
- Thesis allowance
- Visa

### **PRIORITY STUDY AREAS**

Field of studies is in the following priority areas:

- Science and Engineering
- Agriculture and Fisheries
- Economics and Islamic Finance
- Information and Communication Technology
- Biotechnology
- Bio-security and Food Safety
- Infrastructure and Utility
- Environmental Studies
- Health not including nursing, medicine, clinical pharmacy.

\*\*\* Applicants may choose any related course within the field/areas mentioned above

### **SELECTION CRITERIA**

Applications will be considered according to the following selection criteria:-

- High-level academic achievement
- The quality of the research proposal and its potential contribution towards advancement of technology and human well-being.
- Excellent communication, writing and reading skills in English Language.

## **GENERAL CONDITION OF AWARD**

- Scholarship holder must undertake full-time studies for postgraduate studies at a campus of Malaysian Universities. It is the responsibility of the scholarship holders to confirm admission to the university.
- Scholarship holders must not change their programme during tenure of the scholarship except with written permission from their university and the Ministry of Higher Education Malaysia.
- Scholarship holders must follow the approved programmes and abide by the university's rules, regulations and codes of conduct.
- Any suspension from the university will result in immediate suspension of award. Monthly allowances are not payable during suspension, including suspension due to illness.
- It is the responsibility of successful candidates to apply for and meet the requirements for the issuing of an appropriate entry visa including medical examination. The offer of the scholarship does not guarantee the granting of a visa.
- Scholarship holders must maintain satisfactory progress and good standing as stipulated by their host university and degree programme, or the scholarship will be withdrawn.
- The scholarships are tenable in Malaysian universities and research must be carried out in Malaysia.
- Scholarship holders are not allowed to take any paid employment during their tenure unless with written approval from the host university.

## **HOW TO APPLY**

### **STEP 1**

- Download the scholarship application form and fill in all the required details.

### **STEP 2**

- Please attach printed application form together with the following documents:
  - Recent passport-sized photo.
  - Completed Medical Report.
  - A certified copy of current passport showing evidence of citizenship.
  - A certified copy of academic transcript, testimonials and/or references relating to the relevant study, co-curriculum activities, achievements.
  - A certified copy of English Language proficiency certificate (Test of English as a Foreign Language/TOEFL or International English Language Testing Service/IELTS).
  - Curriculum Vitae.

- Admission letter from Malaysian Universities.
- Two letters of recommendation from two (2) people who can act as referees to support your application.
- Endorsement Form.

**ADDITIONAL NOTE :**

- You are required to complete two (2) Letters of Recommendation from two (2) referees, along with the Endorsement Form and Medical Report.
- For endorsement purpose, please bring a copy of the printed ONLINE application form and required documents to the Ministry of Foreign Affairs or the relevant agency responsible for the scholarship in your country to obtain the endorsement.
- Please ensure that all information are correct before submission.

**STEP 3**

- Scan all documents stated above in PDF format and email to [mtcp@kln.gov.my](mailto:mtcp@kln.gov.my) and copied to [international\\_scholar@mohe.gov.my](mailto:international_scholar@mohe.gov.my)

**ADDITIONAL NOTE:** Shortlisted applicants will be notified by email/mail to attend an interview conducted by officials from Ministry of Foreign Affairs, Malaysia and Ministry of Higher Education, Malaysia. You will be required to bring the hardcopy of the documents during the interview session.

**IMPORTANT NOTES**

- Late submission will not be entertained no matter what reasons are given.
- Applications without sufficient documents stated will not be considered.
- The decision on successful candidate made by the Ministry is final. Any queries on the final decision will not be entertained.
- All documents valid for six (6) month from date of application i.e. Medical Report, Endorsement Form and Reference Letters.
- The application is opened for those who have **received an offer letter from Malaysian universities but has yet to commence studies** or for those who **have enrolled for studies not more than one semester for Masters Degree and not more than two (2) semesters for PhD at Malaysian Universities.**
- Please attach your documents according to the list below : -
  - Recent Passport-sized photos.
  - A certified copy of current passport showing evidence of citizenship.
  - Completed Medical Report.
  - A certified copy of academic transcript.
  - A certified copy of English Language proficiency certificate (Test of

English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS).

- Curriculum Vitae (CV).
- Admission letter From University.
- 2 Letters of recommendation from two (2) people who can act as reference to support your application.
- Endorsement Form (From Applicants Home Countries Ministry of Foreign Affairs. For those already resides in Malaysia, form to be endorsed by embassy/ high commissioner in Malaysia).
- Research Proposal.

### **FURTHER ENQUIRIES**

For further enquiries, please contact us:-

#### **1) MTCP SECRETARIAT, MINISTRY OF FOREIGN AFFAIRS OF MALAYSIA**

**MTCP SECRETARIAT  
INTERNATIONAL COOPERATION AND DEVELOPMENT DIVISION  
DEPARTMENT OF MULTILATERAL AFFAIRS  
MINISTRY OF FOREIGN AFFAIRS MALAYSIA  
WISMA PUTRA, NO 1,  
JALAN WISMA PUTRA  
PRECINT 2  
62602 PUTRAJAYA  
MALAYSIA**

OR

#### **2) INTERNATIONAL SCHOLARSHIP DIVISION, MINISTRY OF HIGHER EDUCATION MALAYSIA**

**SCHOLARSHIP DIVISION  
MINISTRY OF HIGHER EDUCATION MALAYSIA  
LEVEL 2, NO 2, TOWER 2  
JALAN P5/6, PRECINT 5  
62200 PUTRAJAYA**