



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 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 has to pass and English Language proficiency test according to criteria announced by University regulations.

1.6 It is recommended that candidates be less than 50 years of age.

1.7 Candidates must have good physical and mental condition.

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 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 training 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 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. 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), 8<sup>th</sup> Floor,

Chaengwattana Rd. Laksi District,

Bangkok 10210

THAILAND

Website : [www.tica.thaigov.net](http://www.tica.thaigov.net)

Email : [tipp@mfa.go.th](mailto:tipp@mfa.go.th)