CP NO: 17/09

The Embassy of Malaysia presents its compliments to the Ministry of Foreign Affairs, Republic of Turkey and has the honour to forward herewith the following brochure for the course offered by the International Languages Teacher Training Institute (IPBA) of Malaysia under the Malaysian Technical Cooperation Programme (MTCP):

1. Developing Classroom Skills: The effective Facilitator
   (20 April – 15 May 2009)

2. English for Effective Communication
   (20 April – 15 May 2009)

3. Integrating ICT in Language Teaching
   (5 October – 30 October 2009)

4. Testing and Evaluation in Second Language Teaching
   (5 October – 30 October 2009)

The Embassy of Malaysia has further the honour to seek the kind assistance of the Ministry to extend the brochure and application form to the relevant agencies in Turkey. The Embassy of Malaysia wishes to inform as below:

1. **All application forms must be duly completed, stamped, signed and endorsed by the Ministry of Foreign Affairs or the relevant agency in Turkey and forwarded to the Embassy of Malaysia;**

2. **Applicants must have good command of spoken and written English as well as basic requirements as indicated in the brochures;**

3. **Closing dates for the applications are 3 months before the commencement; and**

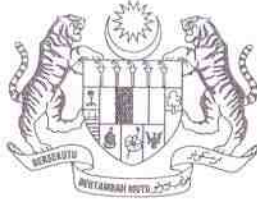4. **Incomplete forms will not be taken into consideration.**

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

Ankara, 23 February 2009

Ministry of Foreign Affairs
Republic of Turkey
Ankara

CP NO: 19/09

The Embassy of Malaysia presents its compliments to the Ministry of Foreign Affairs, Republic of Turkey and has the honour to forward herewith the following brochure for the courses offered by the Centre for Foundation Studies and Extension Education (FOSEE), Multimedia University (MMU) of Malaysia under the Malaysian Technical Cooperation Programme (MTCP):

1.   Managing E-University: Study Visit for Senior Officials
      (16 – May 24 2009)
      Closing Date: 15 April 2009

2.   Instructional Design and Multimedia Content Development
      (1 – 16 August 2009)
      Closing Date: 1 July 2009

3.   Instructional Design and Multimedia Content Development
      (9 – 25 October 2009)
      Closing Date: 1 September 2009

The Embassy of Malaysia has further the honour to seek the kind assistance of the Ministry to extend the brochure and application form to the relevant agencies in Turkey. The Embassy of Malaysia wishes to inform as below:

1. **All application forms must be duly completed, stamped, signed and endorsed by the Ministry of Foreign Affairs or the relevant agency in Turkey and forwarded to the Embassy of Malaysia;**

2. **Applicants must have good command of spoken and written English as well as basic requirements as indicated in the brochures;**

3. **Closing dates for the applications are as stated above; and**

4. **Incomplete forms will not be taken into consideration.**

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

Ankara, 23 February 2009

Ministry of Foreign Affairs
Republic of Turkey
Ankara

THE MALAYSIAN TECHNICAL CO-OPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was launched in 1980 to promote and facilitate technical cooperation amongst developing countries based on the concept of self-reliance. The programme consolidates various forms of technical cooperation in areas where Malaysia has the experience and expertise. The Programme encourages the exchange of relevant experiences, pooling and sharing of resources and the development of complementary capabilities through:

- □ Provision of scholarship and study awards for studies at various institutions in Malaysia;
- □ Provision of training where participants are sponsored by third world countries or organizations;
- □ Study visits and practical attachments;
- □ Export of services and expertise in various fields

The MTCP conducted by The Centre for Foundation Studies and Extension Education (FOSEE), Multimedia University is based on the fact that the development of a country depends on the quality of its human resources. Such human resource quality can best be achieved through training. FOSEE under Multimedia University is one of the many training institutions in Malaysia involved in this training.

At present, the MTCP covers 137 developing countries (please refer the attached list or browse http://www.epu.jpm.my/Bi/mtcp/MTCPFRAME.htm).

The MTCP Programmes at FOSEE in 2009 are:
I. Webpage Design and Dynamic Webpage Design (WDDW) March 21 - April 5, 2009
II. Managing E-University: Study Visit for Senior Officials (MEUNI) May 16 - 24, 2009
III. Groupware Applications and Electronic Commerce (GAEC) August 1 - 16, 2009
IV. Instructional Design and Multimedia Content Development (IDMCD) October 9-25, 2009

TERMS AND CONDITIONS OF SCHOLARSHIP/FELLOWSHIP AWARDS UNDER THE MALAYSIAN TECHNICAL CO-OPERATION PROGRAMME (MTCP)

1. General Conditions of Award:

- Participants have never participated in any MTCP or been awarded scholarships or awards under the programme.

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide the laws, rules and regulations of the country and Multimedia University. This scholarship cannot be held concurrently with any other scholarships or awards.

- For lectures, participants are required to be properly attired, in long-sleeved shirts with ties, tailored trousers and blazers, or uniforms. The accepted dress-codes for formal functions are suits, national costumes or "batiks". Female participants are advised to be appropriately dressed in office attire.

- Participants shall accept and participate in their approved programme. Any request for change of programme will not be entertained. Participants should actively participate in all activities carried out throughout 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 Official Representatives in Malaysia.

- Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants are 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 for reasons of unsatisfactory conduct, breaches of terms and conditions of the award, or failure to make satisfactory progress.

2. Travel Documents and Vaccination:

Persons seeking to enter Malaysia must be in possession of valid passports or other internationally recognised travel documents endorsed for travel to Malaysia. Such passports or other travel documents must be valid for at least 6 months beyond the period of stay allowed in Malaysia. In the case of a national passport not recognised by Malaysia, the holder must be in possession of a document in lieu of a passport obtained at the nearest Malaysian Mission abroad.

Travelers from certain countries are required to produce the Yellow Fever Vaccination Certificate and other health certificates at the entry point in Malaysia.

3. Terms and Condition Covered by the MTCP for International Participants:

3.1. Fares

A return air ticket on economy class is provided. This is from the capital city of the recipient country to Kuala Lumpur and back. Expenditures such as Visa and transit fees, excess baggage fees are to be borne by the recipients.

3.2. Maintenance Allowance

- Full board and accommodation; daily subsistence allowance
- Participants will be given an allowance, if food and accommodation are not made available, especially during the programme

3.3. Tuition Fees

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

3.4. 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 of government hospitals will be eligible for First Class Wards (two bedded or more). Dental treatment is restricted to extraction and filling only. Candidates must be certified medically fit to participate in this programme.

3.5. Resource person

Resource persons will be local experts and people in the fields to be selected from the FOSEE, MMU senior officials.

3.6. Methods of Payment

The participants will receive allowance and other benefits as mentioned above from the Economic Planning Unit, Prime Minister's Department, Malaysia through FOSEE, MMU.

4. Further Inquiries:

For further enquiry, write directly to the nearest official representative (Embassies and Commissions) of the Government of Malaysia in the respective countries or to contact the course coordinator:

Ms Ong Sue Lyn

MTCP Project Manager
Centre for Foundation Studies and Extension Education (FOSEE)
Multimedia University
63100 Cyberjaya
Selangor
MALAYSIA
E-mail: slong@mmu.edu.my, or zay@mmu.edu.my
Tel No: (603) 8312 5543 or (606) 252 3560
Fax No: (606) 231 8799 or (603) 8312 5535
http://fosee.mmu.edu.my

5. How To Apply:

Applications must be made using the standard MTCP application forms (attached) and also obtainable from Malaysian Embassies, High Commissions or Consulates in the respective countries. 3 copies of application forms, supported by a medical report, must be officially submitted through the applicant's government to the Malaysian Government and must reach the organizer **3 months before** the commencement of the course, unless specified otherwise; thus, a copy of the application should be mailed or faxed or e-mailed directly to:

Ms Ong Sue Lyn

MTCP Project Manager
Centre for Foundation Studies and Extension Education (FOSEE)
Multimedia University
63100 Cyberjaya
Selangor
MALAYSIA
E-mail: slong@mmu.edu.my, or zay@mmu.edu.my
Tel No: (603) 8312 5543 or (606) 252 3560
Fax No: (606) 231 8799 or (603) 8312 5535
http://fosee.mmu.edu.my

Only successful candidates who have been selected to attend the course will be notified officially. The decision by a Selection Committee is final and no appeal for consideration is allowed.

Course	:	MANAGING E-UNIVERSITY: STUDY VISIT FOR SENIOR OFFICIALS
Date (Duration)	:	May 16 – May 24, 2009 (9 days)
Closing Date	:	April 15, 2009
Number of Participants	:	12

Course Objectives:

This course is designed to expose senior officials in the education industry on ways to manage a university, using the latest technology. The senior officials will be shown various electronic system and database management system in running a higher learning institution. The officials will be given briefings from respective departments and faculties related as well as explore the system developed.

Course Contents:
- The recipes to successfully manage a university by fully employing the available technology.
  a. Vision/Mission/Values/Organizational Structure.
  b. Social, political and economical perspectives of MMU to the development of Malaysia.
  c. MMU's management style, approach and principle. The needs analysis of MMU's practices as compared to other successful universities around the globe.
  d. Globalization and its affect in managing an internationally recognized university.
  e. The E-Management concept of MMU.

- Forum and round table discussion on "Smart partnership and E-University in the IT era" will provide an avenue for the officials to understand effective management of a university.

- Visit and briefing by the Centre of Multimedia Education & Application Development (CMEAD). CMEAD consistently works on the latest technology in providing highly technical and specialized multimedia services. It contributes to the enhancement of departmental units in MMU by providing various multimedia support services. CMEAD's in-house products include Multimedia Learning System (MMLS), Smartcard, e-scroll, SMS service, Interactive Voice Response (IVR), Digital Imaging System and e-procurement

Qualifications – Specific Requirements:

- Senior Officials from MTCP recipient countries. The participants are decision makers such as Director General of Education, University's Vice Chancellors/President/CEO, Registrar or senior office bearers of any department from ASEAN member countries or Asia/Pacific or other countries that are listed in the MTCP recipient list (please refer to the Appendix 1);
- Below 50 years old
- Never participated in any MTCP;
- Proficient in English;
- Certified medically fit.

Course Methodology:

- The whole course will be conducted via presentations and discussions, so that participants will gain insights into matters pertaining to managing a university by fully utilising available technology. A mixture of visits and briefings will provide the participants a complete picture of university's management in the 21st century. At the end of the course, participants are required to propose some smart partnership projects that will benefit both parties.
- Medium of instruction – English

COURSE BACKGROUND: GAEC	

Course	:	**INSTRUCTIONAL DESIGN AND MULTIMEDIA CONTENT DEVELOPMENT**
Date (Duration)	:	**August 01 – August 16, 2009 (14 days)**
Closing Date	:	**July 01, 2009**
Number of Participants	:	**20**

Course Objectives
This course introduces the fundamental concepts of electronic commerce. It is aimed at people with a basic knowledge of e-business or for those who require a 'refresher' course covering basic concepts, language and terms, and how e-business planning fits into a company's total business planning process. The course will also cover use of groupware or WWW technologies such as consultants, government and industry managers, business analysts, system designers and designers of interactive websites.

Course Content
This curriculum helps the participants to be able to define strategic directions, identify business needs, technologies, design the database requirements and system and the development process. Basically it teaches the fundamentals of Web-based application architectures, as well as some key concepts in client and server-side technologies. It gives

an introduction to e-commerce as a type of e-business and then guides the learner through Java 2, Java technologies and tools, and J2EE. This curriculum consists of three Skill Builder courses: e-business Technology Fundamentals Part 1: Architecture and Building Blocks; e-business Technology Fundamentals Part 2: e-business Applications and Technologies; e-business Technology Fundamentals Part 3: Java, Security, Web Services, and Framework. Participants will also learn how to bid on a Web site, register site names, administrate the Web development process, and help the completed online business become successful.

Qualifications – Specific Requirements:

- Middle or junior level management or executives of any department from ASEAN member countries **or** Asia/Pacific **or** other countries that are listed in the MTCP recipient list (please refer to the Appendix 1);
- Never participated in any MTCP;
- Preferably a basic university degree with at least 5 years of working experience and proficient in English;
- Certified medically fit and below 45 years old.

Course Methodology:

- This is an interactive course, which will provide participants the opportunity to freely exchange ideas, knowledge and experience with fellow participants and resource person. This will be achieved through hands-on experience in using MS Office, presentation, lectures, group discussions, questions and answers, assignments and field visits.
- Medium of instruction – English

COURSE BACKGROUND: IDMCD

Course	:	**INSTRUCTIONAL DESIGN AND MULTIMEDIA CONTENT DEVELOPMENT**
Date (Duration)	:	**October 09 – October 25, 2009 (14 days)**
Closing Date	:	**September 01, 2009**
Number of Participants	:	20

Course Objectives:

Upon completion of the course, participants will be able to:

- Develop a blueprint for designing well-structured and compelling online learning experiences.
- Choose suitable courses for conversion into e-learning, when and how to use different media.
- Plan how to combine e-learning with more traditional instructional strategies.

Course Contents:

- 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
- Macromedia Dream weaver
- Macromedia Flash
- Sound Forge 5.5
- Adobe Premiere 6.5

Qualifications – Specific Requirements:

- Middle or junior level management or executives of any department from ASEAN member countries **or** Asia/Pacific **or** other countries that are listed in the MTCP recipient list (please refer to the Appendix 1);
- Never participated in any MTCP;
- Preferably a basic university degree with at least 5 years of working experience and proficient in English;
- Certified medically fit and below 45 years old.

Course Methodology:

- This is an interactive course, which will provide participants the opportunity to freely exchange ideas, knowledge and experience with fellow participants and resource person. This will be achieved through hands-on experience in using MS Office, presentation, lectures, group discussions, questions and answers, assignments and field visits.
- Medium of instruction – English