

## ABOUT MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) 2015

The Malaysian Technical Cooperation Programme (MTCP) 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. The programme forms part of the commitment of the Malaysian Government towards the promotion of technical cooperation among developing countries, strengthening of regional and sub-regional cooperation, as well as nurturing collective self-reliance among developing countries.

The MTCP emphasises the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Annually more than 100 MTCP Programmes offered by more than 79 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 29,000 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).

## ABOUT MULTIMEDIA UNIVERSITY

Multimedia University (MMU) 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 19 July 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 three campuses are located as follows;

- i. Cyberjaya, Selangor - the multimedia hub
- ii. Melaka - one of the historical city in Malaysia
- iii. EduCity Iskandar, Nusajaya, Johor - the educational hub

### ABOUT LEARNING INSTITUTE FOR EMPOWERMENT (LiFE)

The acronym LiFE is a new perspective on today's education, which entails the hybridization of EQ and IQ, leading to personal growth that fuses into the creation of a holistic society. It aims to transform the student community into look beyond the campus, to be reflective, receptive, open-minded and to be equipped with a set of flexible and transferable skills in today's dynamic and diverse environment. The objective of setting-up of LiFE is reflective of its vision of being a leading institute in nurturing a lifelong passion for learning and its mission of producing lifelong learners with inquiring minds and inspiration to innovate, through education, engagement and empowerment.

LiFE's academic programmes offer students the opportunity to integrate theory with emerging new technology and real world practices to be equipped with the ever changing demands of the community, society, nation and the world. Professional internship and practical exposure are aimed at giving students transformational experiences to join confidently the workforce.



**MMU**  
MULTIMEDIA UNIVERSITY

## INSTRUCTIONAL DESIGN AND LEARNING OBJECT DEVELOPMENT FOR EDUCATION AND TRAINING (IDLDO)

15 - 30 AUGUST 2015



### ABOUT THE COURSE

This course is designed to answer the question of how instruction can best be structured to facilitate effective, performance-enhancing e-learning. The course covers the key learning theories and their relation to the development of the principles of instructional design. We also study 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. Other than that, this 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:
- 1) explain the concept of e-Learning, learning theories and instructional design method.
  - 2) produce a story board and writing instruction
  - 3) choose suitable courses for conversion into e-learning, when and how to use different media.
  - 4) develop effective learning objects for education and training.

### 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. Participants will work on a project throughout the course and receive a set of practical tools and checklists to take away and field visits.

### The course content will be covering the following areas:

- Instructional Design Framework and Best Practices
- Analysis
- Story board Designing
- Learning Content Management
- Design and Development
- Testing & Editing
- Question Design
- Implementation
- Evaluation
- Authoring Tools
- Learning Management System

### TARGETED PARTICIPANTS

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

Must not be more than 50 years of age.

Have a minimum skill or knowledge or working experience in this area.

Must ensure that he/she has never participated in any previous MTCP courses organised by Multimedia University or other Malaysian implementing agencies.

This course will be conducted in English. Therefore, participants are required to have an appropriate level of proficiency in English, written as well as spoken.

Comply with other general requirements for MTCP.

### COUNTRY REPORT, ACTION PLAN AND SUMMARY REPORT

#### Country Report

- Participants are required to prepare a 10 minutes country paper in MS Power Point format
- Areas to be highlighted include;
  - a. Summary of the duties and responsibilities of participants' organization
  - b. Challenges and problems in the participants' respective countries
  - c. Expectation of the course

#### Plan of Action (PoA)

- The Plan of Action (MS power point) will be presented at the end of the course.
- Each speaker is required to present a 10 minutes oral presentation that includes the following;
  - a. Title of the plan
  - b. Plan and implementation strategies for the challenges
  - c. How to apply knowledge/lessons learnt from the course of the plan.

#### Summary Report

- Objective of the report is to summarize lesson learnt throughout the course in Malaysia and how approachable to their respective countries.
- The summary report must be submitted at the end of the course and the report will be sent to the respective Ambassador in Malaysia through diplomatic channel.

### Terms and Condition Covered by the MTCP for International Participants:

Ø This scholarship cannot be held concurrently with any other scholarship award.

Ø 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.

Ø 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.

Ø 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.

Ø 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.

Ø Participants who are found to be medically unfit during the course of the programme will be required to return to their country.

Ø Successful applicants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by the applicants.

Ø Successful applicants are required to submit a colored photocopy of the first page of their valid passport to the program organizer for immigration processing.

### CONTACT DETAILS

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

**Dr. YONG CHYN CHYE**  
EMAIL: [yong.chyn.chye@mmu.edu.my](mailto:yong.chyn.chye@mmu.edu.my)  
TEL: +603-83125802

**Ms. ZAYNAB**  
EMAIL: [zay@mmu.edu.my](mailto:zay@mmu.edu.my)  
TEL: +606-2523560

**CLOSING DATE: 18 MAY 2015**

For further details on MTCP: <http://mtcp.kln.gov.my>



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 : \_\_\_\_\_

<b>TITLE OF COURSE:</b>	Date of commencement:
<b>NAME OF IMPLEMENTING AGENCY :</b>	

### 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 :	Religion :

# 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		
<b>Person to be contacted in case of emergency :</b>			
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**

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

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

**4. EMPLOYMENT RECORD**

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service ( from – to ) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization :	Type of organization
Government / Semi Government / Private / NGO #	Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

# Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

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## 5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

# Delete accordingly

## 6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mother tongue : \_\_\_\_\_

Language test administered by : \_\_\_\_\_

Title : \_\_\_\_\_

Address : \_\_\_\_\_

Tel Number : \_\_\_\_\_

E mail : \_\_\_\_\_

Date and signature : \_\_\_\_\_

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**7. MEDICAL REPORT (to be completed by an authorized physician)**

Name of Applicant:			
Age:	Sex:	Height:                      cm	Weight:                      kg
<b>Blood Pressure:</b>			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other (        )			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test ( for women ):	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician                      : _____</p> <p>Address of Clinic                      : _____</p> <p>(printed)                                              _____</p> <p>Telephone                                      : _____</p> <p>(printed)                                              _____</p> <p>Email                                              : _____ Date : _____</p> <p>Signature of Physician                      : _____ Seal of Clinic : _____</p>			

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## 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

9. TO: GOVERNMENT OF MALAYSIA

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

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The post which the applicant will be required to fill upon satisfactory completion of training

--

Relevance of the course to applicant's job

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**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; and
- 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.

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