

National Institute Of Land And Survey (INSTUN)

The National Institute of Land and Survey (INSTUN) was established on 1 May 1998. INSTUN began operation at a temporary office of Wisma Tanah, Jalan Semarak, Kuala Lumpur until its permanent campus in Behrang Ulu was completed. INSTUN is built on a 200-acre land owned by the federal government in Behrang Ulu, Tanjong Malim, Perak. It began operation on 15 November 2001. To date, only 80 acres of the land has been developed.

In 2004, INSTUN was placed under the Ministry of Natural Resources and Environment (NRE). It is the sole training institution in Malaysia which has been given the mandate and responsibility to train personnel in land administration, survey and mapping matters as well as related fields of information technology. The objective for the establishment of INSTUN is to enhance the competency of human capital in land administration, surveying and mapping and information technology through a systematic and planned training.

INSTUN conducts various courses in the fields of land administration, survey and mapping as well as related fields of information technology. The institute provides advisory services and also acts as a resource centre in the fields of land administration, survey and mapping as well as related fields of information technology.

Malaysian Technical Cooperation Programme (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was first initiated at the First Commonwealth Heads of Government Meeting (CHOGM) in Sydney in February 1978. It was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes the development of human re-sources 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. More than 100 short-term specialised courses are offered by 79 MTCP training institutions, many of which are centres of excellence for training. Since its launching, more than 29,000 participants from 141 countries have benefited from the various programmes offered under the MTCP. For more information on MTCP and general conditions of the award, please visit <http://mtcp.kln.gov.my/application/application-procedures>

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).

TYPE OF ASSISTANCE

- Short-term specialized 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 Representative or write/email to the following address:-

MTCP SECRETARIAT 2015

NATIONAL INSTITUTE OF LAND AND SURVEY (INSTUN)
BEHRANG ULU, 35950 TANJONG MALIM,
PERAK DARUL RIDZUAN
MALAYSIA

Training Coordinator:

Mr. Roslan Bin Abd Ghani
E-mail: roslan@instun.gov.my

Mr. Mohamad Zikri bin Mat Isa
E-mail: zikri@instun.gov.my

Tel No: (+605) 454 2825

Fax No: (+605) 454 2837

Or visit the website <http://www.instun.gov.my>



MALAYSIAN TECHNICAL
COOPERATION PROGRAMME
(MTCP)

SURVEY AND MAPPING PRACTICES

Tanjong Malim, Perak Malaysia
06-19 September 2015



NATIONAL INSTITUTE OF
LAND AND SURVEY
(INSTUN)

SURVEY AND MAPPING PRACTICES

ABOUT THE COURSE

This course is designed to provide theoretical and practical knowledge in the field of cadastral surveying and mapping. Surveying is the technique, profession, and science of accurately determining the terrestrial or three-dimensional position of points and the distances and angles between them. These points are usually on the surface of the Earth, and they are often used to establish land maps and boundaries for ownership or governmental purposes. Participants will be able to share and exchange knowledge and ideas in surveying and mapping in their countries. With proper delivering techniques and hands-on training on the use of surveying instruments and technology, the absorption of knowledge and skills by the participants will be maximized; hence the course objectives will be achieved. This course will be held from 06 September until 19 September 2015.

WHO SHOULD JOIN

Open to officials whose jobs or responsibilities require land surveying knowledge and skills such as engineering survey, cadastral survey, control point measurements, topographic survey, GIS, construction and land development with a minimum of three (3) years experience in the related field.

COURSE OUTLINE

- Theoretical and practical knowledge in the field of cadastral surveying and mapping
- Sharing Malaysia's knowledge and ideas in surveying and mapping practices.
- Providing hands-on training on the use of surveying instruments/technology.
- Introduction to latest technology update in eCadastral, Mapping and Geodetic surveying.

COURSE METHODOLOGIES

- Formal classroom lecture
- Online test
- Assignments
- Group Project and Presentation
- Field / Study Visits

MEDIUM OF INSTRUCTION

The course will be fully conducted in English.

ALLOWANCE

Accommodation, food, travel insurance and transportation expenses within Malaysia will be provided

FARES

A return ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided.

However, expenditures such as visa and visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees et cetera are borne by the recipients.

COURSE FEES

All course fees are borne by the Malaysian Government.

AGE

Applicants should be at the age of 26 to 45 years old at the closing date of the application.

MEDICAL AND DENTAL TREATMENT

During participants stay in Malaysia, all medical and dental expenses in government hospital/clinic are at the cost of the Malaysian Government. Dental treatment however is restricted to extraction and filling which must be carried out in government hospitals/clinic only.

NOTIFICATION

An applicant is not successful if he/she does not receive notification of award four weeks before the commencement of the course.

GENERAL CONDITIONS OF AWARD

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the rules and regulation of the Training Institution

The award may be terminated at any time due to unsatisfactory conducts, breach of the conditions of the award or failure to make satisfactory progress

Participants are not allowed to bring along their spouses for the duration of the course.

Candidates should be certified medically and physically fit to participate in this program.

CERTIFICATES

Certificates will be awarded to participants upon the successful completion of the course.

ATTIRE

For lectures, male participants are required to be in long-sleeved shirts and tailored pants. Ladies should dress in appropriate office attire. For formal occasions, lounge suit is required. For outdoor activities, please bring proper sport attires (collar t-shirt, long sport pants, sport shoes).

PASSPORT, VISA AND VACCINATION

Person seeking to enter Malaysia must be in possession of valid passport or other internationally recognized travel document and visa if required. Passports or other travel documents must be valid for at least 6 months beyond the period of stay allowed in Malaysia.

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

APPLICATION AND ENQUIRIES

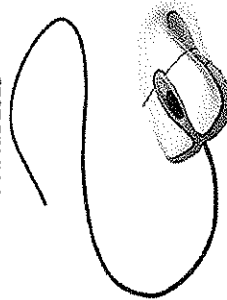
All applications should be made in the prescribed forms which also can be downloaded from MTCP's website.

The applications must be endorsed by the participating countries through the respective Ministry of Foreign Affairs/focal points. Subsequently, the respective Ministry of Foreign Affairs/focal points will forward the completed forms to the relevant Malaysian Missions before it reach INSTJUN.

Submitted application form must be accompanied by the applicant's medical report and a copy of his/her passport. List of Malaysian Embassies worldwide is available at <http://www.kln.gov.my>.

CLOSING DATE FOR SUBMISSION:

17 APRIL 2015





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 :	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		
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

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 : Government / Semi Government / Private / NGO #	Type of organization 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

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

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	☐	☐	☐	☐	
Speaking	☐	☐	☐	☐	
Writing	☐	☐	☐	☐	
Reading	☐	☐	☐	☐	

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

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

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

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: ☐ A ☐ B ☐ AB ☐ O ☐ 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):	
I certify that the applicant is medically fit to undertake a course in Malaysia. Name of Physician : _____ Address of Clinic : _____ (printed) _____ Telephone : _____ (printed) _____ Email : _____ Date : _____ Signature of Physician : _____ Seal of Clinic : _____			

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

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.)

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

--

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- 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
- 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;
- 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
- 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