



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANISATION
 REGIONAL CENTRE FOR SPECIAL EDUCATION (SEAMEO SEN),
 LEVEL 2, ANJUNG HIKMAH COMPLEX,
 IPG KAMPUS PEREMPUAN MELAYU,
 JALAN DURIAN DAUN,
 75400 MELAKA, MALAYSIA.

Tel: +60 (6) 281 8242 , +60 (6) 281 9357 ; Fax: +60 (6) 282 0187

E-mail: director@seameosen.org ; dryasmin@seameosen.org

Website : www.seameosen.org



INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U.(A) 200)

GENERAL INFORMATION
 SEAMEO REGIONAL CENTER FOR SPECIAL EDUCATION
 REGULAR COURSES
 FISCAL YEAR 2015/2016

1. Participant requirement

- Proficient in English.
- Must be excellent in health condition (a medical certificate accomplished by a government physician certifying that participant is medically fit for 4 week programme is to be attached to the course application form)
- Should not be more than 50 years of age.
- Should not in expectant mother condition (for female participant)

2. Terms and conditions of the course.

- a. For countries (Brunei, Indonesia, Philippines, Singapore and Thailand) that intended to send more than TWO (2) participants and for countries (Lao PDR, Cambodia, Timor Leste and Vietnam) that intended to send more than ONE (1) participant, these charges will apply:

No	ITEM	CHARGES (RM)	TOTAL (RM)
1	Meals	40.00 x 22 days 20.00 x 8 days	880.00 160.00
2.	Accommodation	35.00 x 30 days	1050.00
3.	Travelling to and fro KLIA	250.00 x 2 trips	500.00
4.	Educational visits	100.00	100.00
5.	Course registration fee	320.00	320.00
6.	Course materials fee	100.00	100.00
	Total sum		3110.00

TOTAL COURSE FEE PER PERSON: **RM 3110.00 / USD 691.00**

- b. Accommodation, Food and Attire
 - i. The center will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy. The Center has the right to allocate room-mates to participants.
 - ii. Meals will be provided by the Center (please state if you are vegetarian)
 - iii. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish.

- c. Medical coverage

SEAMEO SEN will not cover any medical expenses that needed specialist attention or chronic illnesses.

4. Arrival

In general, participants are expected to arrive in Melaka one (1) day before the course starts and to depart one (1) day after the course is over. SEAMEO SEN will provide pick-up service to the Center from Kuala Lumpur International Airport. For that purpose, kindly fill the arrival date and flight details on the registration form.

5. Understanding Southeast Asia Culture

- a. Participants are expected to give a cultural presentation (e.g. drama, dance and the like) that represents the culture of participants' countries. It is expected that participants should come prepared with the supporting items (such as costumes, musical instruments, etc). The Center does not pay nor provide for the items.
- b. Participants are expected to bring 30 little souvenirs from their country to be exchanged to other participants' souvenirs in the cultural program.

6. Passport and visa

- a. Participants are expected to have valid passport for travel purpose.
- b. Exit permit for nominated participants (except Malaysian participants) must be obtained from participants' own Government.
- c. Entry visa for nominated participants (except Malaysian and SEAMEO member countries that have bilateral agreement with Malaysia on 'free visa' policy) into Malaysia must be obtained from the Malaysian embassy in the participants' countries). The visa should be a minimum of 5 weeks to cover the 4-week period of the course, with multiple entries for the participants. If there is fine for the participant who has visa less than 4 weeks, it will be the participants' responsibility. The Center will send the participants a letter of acceptance (if needed) to help expedite the visa application process when the participants' names from the respective Ministries of Education are received. Therefore, the Center expects that the participant's names be sent in time.

7. Inquiries

Should you need more assistance/ information, kindly contact:

1. Ms MAZMI MAAROF
Phone: +6013 740 9567
Email: mazmi@seameosen.org
2. Mr. MOHD ZULKARNAIN ABDUL WAHAB
Phone: +6012 970 0166
Email: zulkarnain@seameosen.org