

Request for Application of participants

on the 2018 Cultural Partnership Initiative(CPI) Programme

The Republic of Korea is now asking for your participation in the project of Cultural Partnership Initiative(hereinafter CPI).

The Ministry of Culture, Sports and Tourism of the Republic of Korea(hereinafter MCST) has undertaken the CPI Project aiming at enhancing the international exchange in the field of Culture, Arts, Tourism and Sports through inviting specialists from all over the world since 2005. Participants of the CPI project would be kindly asked to stay in Korea for the fixed period(for full 5 months: from July to November). At the moment, Korea Cultural Heritage Foundation (hereinafter CHF) is also conducting one of the CPI Projects under the support of the MCST and the CPI Secretariat.

CHF is looking forward to meeting new participants in the field of cultural heritage who will make good relationship between institutes and countries. Applicants can go through the detailed information on the attached files of this letter.

You can refer to guideline about the process on the attached file below; "2018 CPI Program Guideline", "2018 CPI Application Form", "2018 CPI Research Proposal" and "2018 CPI Program Application Guideline (CHF)" And it will be announced on the following website. (www.chf.or.kr/en/index.jsp)

The schedule could be changed or extended partially under discussion with CPI Secretariat. For the convenience and immediate contact of these kinds of case, let us know the applicant's expression of intention by e-mail.

CHF is kindly asking you to apply the CPI-CHF Program by **May 15th 2018**.

If you have any questions, please contact us.

Best regards and thank you.

Korea Cultural Heritage Foundation

2018 CPI Program Guideline

The Ministry of Culture, Sports and Tourism Korea (MCST) Korean Foundation for International Cultural Exchange (KOFICE) is implementing the CPI (Cultural Partnership Initiative) in order to prepare a foundation of mutual development through cultural interchange between Korea and Asia, CIS, South America, Africa, and East Europe. The CPI Secretariat is now waiting for 2018 CPI participants. This program will take place in various host organizations, and each organization will receive your application directly. For details, please read this guideline carefully.

Application Information

1. Duration: 5 months (July ~ November, 2018)

2. Location: Chosen Host Organization

3. Field: Culture, Art, Cultural Heritage, Tourism and Media

4. Qualifications

(1) Specialist in the field of Culture, Art, Cultural Heritage, Tourism and Media (Artist, Public servant, Researcher, Journalist, etc.) Candidate has to be between 25 to 45 years of age

(2) Competent language capacity is required for training (Korean or English).

(3) Holding position in related training sector within native country with an active interest for cultural exchange with Korea

** Former CPI Participants cannot apply.*

5. Support

Korean Foundation for International Cultural Exchange (KOFICE) provides financial support for Round-trip airfare, Living expenses, Training expenses (including Korean language training), and Medical insurance.

(1) Airfare: Round-trip direct flight airfare (economy class) from airport nearest to the participant's place of residence to Incheon International Airport in Korea.

(2) Provision of place of residence

(3) Living Expense: 900,000 won (living expenses to cover food, transportation, communication, taxes and public utilities) Living expense is transacted into the participant's Korean bank account once a month.

- (4) Training Expense: Expenses for Korean language and professional training
- (5) Medical Insurance, costs for cultural experience

Application Process

1. CPI Participant Selection

Participants must submit an application to an institution related to one's activities to become selected as a 2018 participant.

2. Submitting Documents required by Host Institution

- (1) **Documents of qualification:** Documents & recommendations which demonstrate that the qualifications required by the host institution are satisfied.
- (2) **Research proposal:** Proposal on planned research during stay in Korea
- (3) **Health examination documents:** Documents evidencing that conducting the program during the training period will not cause health-related issues
 - A health examination must be conducted at one's own expense prior to selection and results must be submitted. Follow-up measures related to examination results will be disclosed by the host institutions prior to selection.
 - Doctor's opinion statements must be attached in cases when the applying participant has a long-term disorder (high blood pressure, diabetes, depression, etc.)
 - Please consult with the CPI secretariat if having to return upon the discovery of a disorder through a health examination conducted after entering Korea.

* One is required to submit the documents & tasks as required by institutions. If documents are found to have been falsified, cancellation or termination of selection, return of expenses such as airfare, living expense may be followed.

Process after Selection

1. Documents required for Issuance of Visa

The host institution will receive an issue of a long-term visitor visa number (confirmation of visa issuance number) from the Immigration office in Korea and will send to selected participant by mail (post or e-mail). Then participant is required to submit fully necessary documents for visa issuance to the host institutions. All the costs related to issuing visa will be paid by the participant.

2. Booking and Purchasing Airfare

If airfare is purchased by the participant (round-trip economy-class airfare tickets, direct flight from airport nearest to the participant's place of residence to Korea), this amount will be reimbursed along with 1st month training expenses (submission of purchase receipt required).

3. Accommodations

Accommodations will be provided in a suitable location for participant to train at the host institution.

4. Insurance

Insurance coverage of at least 30 million Korean won in the case of injury or disease and at least 20 million Korean won in the case of death will be provided upon entry into Korea. Detailed explanations will be provided upon participant's entry to Korea. Any additionally required insurance coverage can be arranged but must be done at the participant's own expense.

5. Preparations for Entry

Please conduct adequate discussions beforehand with the institution coordinator regarding the date of arrival and method. Materials requested by the host institution as well as personal necessities must be prepared upon entry into Korea. Please also prepare your traditional clothe for the CPI events. Be aware of baggage weight regulation on behalf of your airline company. The charge coming from the excess of baggage will be cost by the participant.

Process after Entering Country

1. Creating a Bank Account

Upon arriving in Korea, the participant must open a bank account in one's name. If the participant personally purchases airfare, then round-trip airfare expenses will be reimbursed into this bank account. Immediately upon entering Korea, please entrust your return trip ticket with the host institution.

2. Issuance of Alien Registration Card

Alien registration must be completed within 90 days of entering Korea and the issued alien registration card must be carried on person at all times.

3. Drafting Agreement Contract

An agreement contract regarding management and obligations of the participant and host institution must be drafted with each party obtaining one copy.

4. Obligations to Attend Events Sponsored by the CPI Secretariat

The CPI Secretariat will hold a general Orientation regarding CPI program as well as information about Korea at participants' arrival in Korea. CPI events such as Orientation, Cultural Field Trip, and Farewell Party, are required for attendance.

Basic Regulations during Stay

1. Leaving the country during training period is generally not allowed, but in case of an emergency, please discuss with the host institution without delay.
2. Training will be conducted in two ways, CPI common programs and particular programs by institution, both of which obligate attendance. If unable to attend a program, related procedures such as discussions must be made in advance.
 - (1) CPI common program: Korean language training (200 hours), Orientation, Cultural Field Trip, Farewell Party
 - (2) Institutional Programs: Professional training will be provided by the host organization from Monday to Friday for a total of 40 hours.
3. A midterm progress report and final report must be submitted for the CPI common programs as well as for the institutional programs. Methods of submission will be explained by each institution in advance.
 - * All basic regulations must always be followed, violations may result in disciplinary actions (immediate return, reductions in expenses).

Activities beyond Training

1. Accidents which occur outside of official training times are the sole responsibility of the participant.
2. Activities conducted during the training period must be in accordance to the original intent. Participants may be asked to leave or receive disciplinary sanctions when engaging in profit-gaining activities or other activities not related to one's intended

purpose of stay in Korea.

3. Participants cannot receive any financial support from any other organizations in Korea in addition to the expenses provided by one's host institution.
4. Participants generally may not be accompanied by family or friends.

Leaving the country

1. Training certificate issued by each institution will be delivered upon completion of 80% of the training program duration and submission of required results.
2. Cooperation must continue with the host institution after leaving the country.
3. Leaving the host country must occur following the completion of the training period.

2018 문화동반자사업 참가 지원서

2018 Cultural Partnership Initiative - Application Form

<p>모든 항목을 빠짐없이 정확하게 기입해 주십시오. Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY.</p>				
1. 성 Surname 이름 Given name		2. 국가 Nationality		
3. 생년월일(년/월/일) Date of birth(yy/mm/dd)		4. 성별 Sex 남 Male <input type="checkbox"/> / 여 Female <input type="checkbox"/>		
5. 직장명, 주소 Name of Organization, Office address				
6. 전화번호 Phone Number(with country code first) (Office) (Mobile)		7. 이메일 E-mail		
8. 결혼상태 Marital Status 미혼 Single <input type="checkbox"/> / 기혼 Married <input type="checkbox"/>		9. 배우자이름 Name of spouse (If married)		
10. 부양 자녀가 있습니까? Do you have any dependent children? 예 Yes <input type="checkbox"/> / 아니오 No <input type="checkbox"/> (있다면 다음 정보를 기입해 주십시오. If yes, give the following information)				
10-1. 자녀이름 Name of Children	10-2. 출생일(년/월/일) Date of Birth(yy/mm/dd)	10-3. 출생지 Place of Birth	10-4. 국적 Nationality	10-5. 성별 Gender
11. 본 프로그램에 참여한다면 어떤 분야 및 기관에서의 활동을 원하십니까? In which program and organization do you want to participate?				
12. 본 프로그램에 대하여 어떻게 알게 되었습니까? In which way you could know this CPI?				
<ul style="list-style-type: none"> ▪ 정부기관 Government organization <input type="checkbox"/> _____ ▪ 소속기관 Your organization <input type="checkbox"/> _____ ▪ 동료/친구 Your co-workers/ friends <input type="checkbox"/> _____ 				
13. 한국 체류 경험이 있습니까? Did you already stay in Korea in the past? 예 Yes <input type="checkbox"/> /아니오 No <input type="checkbox"/> (있다면 다음 정보를 기입해 주십시오. If yes, give the following information)				
13-1. 장소 Location				
13-2. 기간 Duration				
13-3. 목적 Purpose				

<p>14. 타 레지던스 프로그램이나 펠로우십 프로그램에 참여한 경험이 있습니까? Do you have any experience in residency programs or fellowship programs? 예 Yes <input type="checkbox"/>/아니오 No <input type="checkbox"/> (있다면 다음 정보를 기입해주시시오. If Yes, give the following information)</p>								
14-1. 명칭 Name								
14-2. 기간 Duration								
<p>15. 외국의 재단 및 정부의 지원을 받은 적이 있습니까? Have you received grants or other type of supports from foreign governments or foundations? 예 Yes <input type="checkbox"/> / 아니오 No <input type="checkbox"/> (있다면 다음 정보를 기입해주시시오. If Yes, give the following information)</p>								
15-1. 명칭 Name								
15-2. 기간 Duration								
<p>16. 외국의 재단 및 정부와 국제 협력 업무를 진행한 경험이 있습니까? Do you have any co-work experience with other foreign governments or foundations? 예 Yes <input type="checkbox"/> / 아니오 No <input type="checkbox"/> (있다면 다음 정보를 기입해주시시오. If Yes, give the following information)</p>								
16-1. 기관명 Name of organization								
16-2. 업무내용 Description of work								
17. 언어능력 Language skills								
언어 Languages (exclude native)	읽기 Reading		쓰기 Writing		말하기 Speaking		이해 Understanding	
	쉬움 Easy	쉽지않음 Not Easy	쉬움 Easy	쉽지않음 Not Easy	쉬움 Easy	쉽지않음 Not Easy	쉬움 Easy	쉽지않음 Not Easy
영어 English								
한국어 Korean								
기타 Others ()								
<p>18. 대학 또는 대학원 관련 상세 설명 Education of University or Graduate School, Give full details (정확한 학위명을 원어와 영어로 기입. 다른 학위로 번역하거나 균등화하지 마십시오.) (Please give exact titles of degrees in both original language and English. Please do not translate or equate to other degrees.)</p>								
이름, 도시, 국가 Name, City, Country	학업기간 Period of Education		취득 학위 및 학술상 특별한 업적 Degrees and Academic Achievements			전공 Major		
	입학일(년/월) FROM(yy/mm)	졸업일(년/월) TO(yy/mm)						

<p>19. 업무경력 혹은 관련분야 연구내역 Employment and Research activities (최근 것부터 기입하고, 공간이 부족하면 같은 크기의 종이를 추가로 첨부하여 작성하십시오.) Employment record or special activities or publications related to your profession (Start with the recent activity. If you need more space, attach additional pages of the same size.)</p>			
담당업무명 Exact Title of Your Post	직급 position	기간 Period of Employment	
		~부터 FROM(yy/mm)	~까지 TO(yy/mm)
기관명 Name of Employer 1) 2)	기관종류 Type of Business 1) 2)		
기관주소 Address of Employer 1) 2)			
상사 성명 Name of Supervisor 1) 2)	직원 수 및 종류 Number and Kind of Employees 1) 2)		
담당업무 설명 Work Descriptions 			
관련분야의 특별활동 및 연구내역 (최근 것부터 기입) Related activities or research activities (Start with the recent achievements.) 			

20. 추천인 (3명) - 귀하의 인품과 능력을 잘 아는 추천인 3명을 적어 주십시오.
 (소속기관장 및 국제기관 포함/친인척 제외)
 References - List 3 people, who are familiar with your character and qualifications.
 (Including Chief of your Organizations/ Excluding your relatives)

이름 Full Name	직업 Occupation	연락처 Contact Information
		(Address) (Phone Number) (Email)
		(Address) (Phone Number) (Email)
		(Address) (Phone Number) (Email)

21. 범죄행위에 가담하거나, 그로 인해 체포되거나, 여타 사건의 피고인으로 소환된 경험이 있습니까?
 또는 유죄판결을 받거나, 벌금형에 처하거나 구속된 경험이 있습니까? (가벼운 교통법규 위반 제외)
 Have you ever been arrested, included, or summoned into court as a defendant in a criminal proceeding? Or convicted, fined or imprisoned for the violation of any law?
 (excluding minor traffic violation)
 예 Yes / 아니오 No
 (있다면, 모든 사실을 작성하여 별도로 첨부하십시오. If yes, attach the full particulars of each case.)

22. 본인은 이 신청서에 기술한 내용이 본인의 지식과 신념에 비추어 진실이며, 완벽하고, 정확함을 확인합니다. 또한, 제출하는 모든 서류에 허위진술이나 사실 누락이 있을 경우, 퇴거 당할 수 있음에 동의합니다.

I certify that the statements in all the documents, which I submit, are true, complete, and correct to the best of my knowledge and belief. Also, I agree that any misrepresentation or material omission in any of the required documents can render termination or dismissal before the expiration.

날짜 /Date
 (년, 월, 일 / Year, Month, Day)

서명 Signature: _____

*귀하는 상기 진술에 대한 관련 증명서류를 제출하도록 요구될 수 있습니다.
 *You may be requested to supply documentary evidence which supports the statements you have made above.

2018 문화동반자사업 활동 계획서
2018 Cultural Partnership Initiative - Proposal Form

1. 성 Surname 이름 Given name	
2. 생년월일(년/월/일) Date of birth(yy/mm/dd)	3. 국가 Nationality
4. 지원 기관 및 프로그램 / Which program and organization do you want to participate?	
<p>5. 참여하고자 하는 분야와 관련된 계획서를 작성해 주십시오. Write a proposal for the program.</p> <p>i) 참여목적 Motive or purpose of applying to the CPI program (including recent achievements).</p> <p>ii) 연수활동 계획 Proposal of your pursued activities in CPI program in Korea.</p> <p>ii-a) 연구계획 Subject of your research in CPI program in Korea.</p> <p>ii-b) 연구대상 Object of your study in CPI program in Korea.</p> <p>iii) 본 프로그램이 자신에게 어떻게 기여할 지에 대한 단기, 장기 계획 Both short and long term plan for contributing to your career by participating in this program.</p> <p>iii-a) 본 프로그램이 모국의 발전에 기여할 수 있는 부분 Contribution to your country by participating in this program.</p> <p>iii-b) 본 프로그램을 마치고 귀국 후 활동 계획 Plan to contribute to your country after returning home.</p> <p>iv) 문화동반자사업과의 사후 네트워크 유지를 위한 본인의 계획 Plan to keep network with the CPI program after finishing program.</p> <p>iv-a) 모국과 한국이 협력할 수 있는 기본 아이디어 제안 Suggest ideas to cooperate work between your country and Korea.</p>	

6. 본인은 이 신청서에 기술한 내용이 본인의 지식과 신념에 비추어 진실이며, 완벽하고, 정확함을 확인합니다. 또한, 제출하는 모든 서류에 허위진술이나 사실 누락이 있을 경우, 퇴거 당할 수 있음에 동의합니다.

I certify that the statements in all the documents, which I submit, are true, complete, and correct to the best of my knowledge and belief. Also, I agree that any misrepresentation or material omission in any of the required documents can render termination or dismissal before the expiration.

날짜 /Date

(년, 월, 일 / Year, Month, Day)

서명 Signature: _____

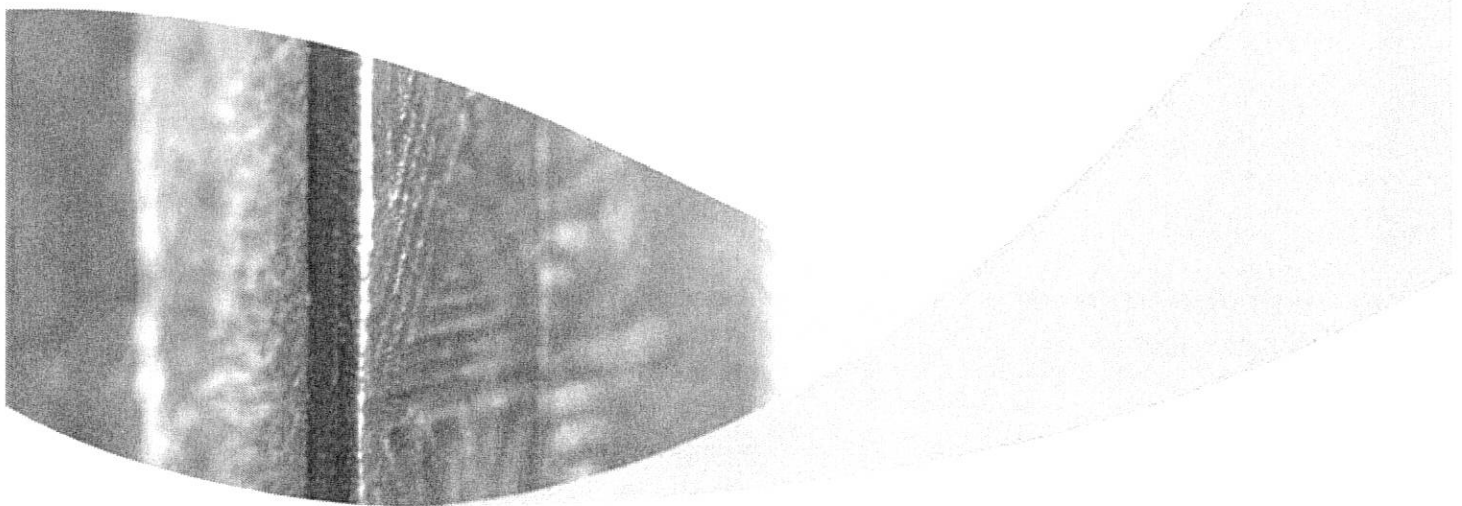
*귀하는 상기 진술에 대한 관련 증명서류를 제출하도록 요구될 수 있습니다.

*You may be requested to supply documentary evidence which supports the statements you have made above.

한국문화재단



2018
Cultural Partnership Initiative Program
Application Guideline
for
Korea Cultural Heritage Foundation



Application Guideline for CPI-CHF

The Republic of Korea is now asking for your participation in the project of Cultural Partnership Initiative(hereinafter CPI) programme. CPI Secretariat have organized dozens of host institutions. Each agencies have professional experiences and knowledge in the area of expertise.

INTRODUCTION

The Ministry of Culture, Sports and Tourism of the Republic of Korea(hereinafter MCST) has undertaken the CPI Project aiming at enhancing the international exchange in the field of Culture, Arts, Tourism and Sports through inviting specialists from all over the world since 2005. Participants of the CPI project would be kindly asked to stay in Korea for the fixed period (for 5 months: from July to November). Korea Cultural Heritage Foundation (hereinafter CHF) has also conducted one of the CPI Projects under the support of the MCST and the CPI Secretariat since 2008.

CHF is an organization specializing in Cultural Heritage, established under the Cultural Heritage Administration of the Republic of Korea(hereinafter CHA) on the basis of the Cultural Properties Protection Law. CHF was accredited as one of the advisory NGOs in the field of Intangible Cultural Heritage(hereinafter ICH) through the third ordinary session of the General Assembly of the States Parties to the UNESCO 2003 Convention on June 2010, and has promoted a number of international cooperation projects for safeguarding of ICH, and for creative inheritance as well as transmission and dissemination of Cultural Heritage.

On the other hand, CHF is a delegated representative public organization of CHA and KOICA in the field of international cooperation on tangible cultural heritage. CHF initiated conservation and restoration projects in Lao PDR(2013) and Cambodia(2015), and have considered and examined expanding the project to other regions. And also, CHF has excavated plenty of historic archaeological sites and is doing rescue excavations and researches for decades.

PURPOSE

CPI programme by CHF is designed to provide an opportunity for heritage-related experts and professionals to study and work together during the period in Korea. In addition, we would like to promote cooperation in the field of cultural heritage among participants and their organizations and countries.

RESEARCH CRITERIA

(1) Intangible Cultural Heritage

- ① Cultural Law/Code, Management system
- ② ICH related cultural programs (performance, exhibition)
- ③ Inventorying
- ④ other related interest field

(2) Tangible Cultural Heritage

- ① Archaeological research
- ② Research on architectural heritage, Architectural conservation and repair
- ③ Conservation treatment and scientific research
- ④ other related interest field

QUALIFICATION OF APPLICANT

- (1) Minimum 3 years experience in national or state institute of cultural heritage (criteria of research interest is listed above)
- (2) Born after 1974
- (3) Good written and oral communication skills in Korean (or in English) are essential.
- (4) Candidate should be physically fit and be able to travel abroad without any legal restrictions. However, no family is allowed to be accompanied.
- (5) Ability to execute and independent research in full-time for 5 months is essential and holding related position in native country after CPI programme.

ARRANGEMENT OF PROGRAMME

- (1) Our program is composed of CPI common program and Institutional Programs.
 - ① CPI common program is composed of Korean language training (200 hours / twice a week), Orientation, Cultural Field Trip and Farewell Party.
 - ② Institutional Program is composed of coordinating course and professional training. The first 2-week coordinating course provides a consultation about individual research goals and living environment. During the period, each participant delivers a presentation about their institute, the past projects, and research plan during the program. After presentation and consultation, each participant will determine or adjust her/his individual research theme and methodology. According to these results, professional training provides 'Invited expert lecture', 'Practical field training', 'Visit to relative professional institution or field site' and 'Interview with experts or masters'. During the period, participants should submit a monthly report of each individual research. And also each participants can request a professional consultation.
 - ③ During the program, CHF will provide some opportunities to visit cultural heritage sites, various museums or cultural facilities in Korea. Each participants can experience Korean culture within the limit of her/his living expenses in free time.
- (2) The whole programme and lectures will be delivered in English(Except Korean language training). Good command of speaking and writing in English is an essential factor to produce quality research outcome during the programme.

APPLICATION FORMS (APPLICANT FOR CPI Secretariat and CHF)

- (1) Application Form & Research Proposal
 - ※ Specific separate curriculum vitae is helpful in examination.
- (2) Recommendation Letter(one or two) : [related to Application Form - No.20]
- (3) YOUTUBE link(or other video clips)
 - ※ Applicant's self introduction(around 3~5 minutes)
- (4) Documents of Qualification, Health Examination Documents
- (5) A Scanned file of Passport photo (4.5cm×3.5cm).

- ※ All fields in the application form should be filled with truthful information with genuine documents.
- ※ 'Application Form' and 'Proposal Form' should be made in MS Word.
 - 'Application Form' should be made with the information of a direct contact number and address(including applicant's phone number with the national code and e-mail address) which can be directly reached to the applicant.
 - 'Proposal Form' should be drafted in accordance with the participant's individual research interest and it should be fit for the length of a 5 month individual research. And there should be included the expected effectiveness, utilization plan after returning to work, and continuous relation plan between both institutes or countries.
- ※ One of the Recommendation Letter should be written by the director of the institute which employs the applicant for the confirmation of the applicant's academic qualification, job experience, and current job status and title, and the statement of the applicant's prospect of future contribution in the institute.
- ※ In case that you would like to send a scanned files due to a hand written signature, your can send JPG or PDF file along with MS-Word file (file name should be 'applicant's name.jpg' or 'applicant's name.pdf') before the application deadline. Photos(3.5×4.5cm/for passport) of the applicant should be attached in the e-mail or post.
- ※ Confirmation e-mail for each application will be sent for the acknowledgement of receipt of the application.
- ※ All submitted application will be kept strictly confidential, and will not be returned. (dropped applications will be shredded after screening.)
- ※ Any misrepresentation or omission in any of the required documents can render termination or dismissal before the selection and the expiration.

DEADLINE FOR APPLICATION

May 15, 2018 (GMT+9)

Application forms (electronic or hard copy of your application) should be arrived at CHF no later than May 15, 2018

SELECTION OF PARTICIPANTS AND NOTIFICATION

CHF will select the applicants after reviewing "Application Form", "Proposal Form" with supporting documents. After screening them, CHF will conduct personal interview with preliminary candidates by telephone interview or video call. The result of selection will be informed individually by e-mail after May 25, 2018.

In case of any changes or important information which applicants should know, CHF will put up a notice on the website below.

CONTACTS FOR INQUIRY AND SUBMISSION OF APPLICATION

Please send your application to following contacts. Application can be made by e-mail or post. All inquiries about the application and the programme can be made to following contacts.

Ms. Jisoo LEE

E-mail : jisoolee@chf.or.kr

Address : 06153(postcode)

Korea Cultural Heritage Foundation

International Cooperation Team

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Application forms(MS-Word) can be downloaded in the following websites
<http://www.chf.or.kr/en/index.jsp>

REFERENCE DETAIL

You can use the attached "2018 CPI Application Form" and "2018 CPI Research Proposal". Please refer to the "2018 CPI Program Guideline". But, the guideline could be changed a little by CPI Secretariat. If so, CHF will inform you immediately. All details of these documents will be applied to CHF's CPI programme except the specifications in this paper.