

Korea Foundation for Advanced Studies

한 국 고 등 교 육 재 단

Prof.Pornchai Tarkulwaranont
Vice Rector for International Affairs
Office of International Affairs
Thammasat University
2 Prachan Road
Bangkok 10200, Thailand

November 24, 2017



Dear Prof. Pornchai Tarkulwaranont,

I would like to remind you that the application period for 2018-2019 KFAS International Scholar Exchange Fellowship is approaching. I would like to cordially invite you to encourage the esteemed scholars of your university/institute to apply.

It is my honor to remind you that it has already been eighteen years since we began the KFAS International Scholar Exchange Fellowship (ISEF) program to enhance regional academic exchange and cooperation by providing an opportunity to conduct research in Korea. 868 scholars from all around Asia have already participated in our program. The 2017-2018 International Scholar Exchange Fellows who arrived in Korea this past August are working diligently on their proposed research projects. We deeply appreciate your continued interest and cooperation.

The fellows are provided with research expenses for six months or a year in the form of a monthly stipend, initial settlement support, final research paper support, round-trip airfare and accident insurance. We are very interested in welcoming outstanding scholars in the fields of the humanities, social sciences, electronic engineering, computer science, life sciences and energy related fields.

We hope you will encourage scholars from your university/institute to consider this opportunity. It would be highly appreciated if you could notify the faculty members at your institution about this fellowship.

We must receive all application forms by February 23, 2018. We plan to announce the names of the fellowship recipients in late March 2018. Please note that only online applications are valid now, so please refer to the guidelines provided in the attached application prospectus for details. ✓

Thank you for your cooperation.

Sincerely,

In-kook Park
President

Encl. 2018-2019 ISEF Prospectus

Application Instructions

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HOW TO APPLY

Please carefully read the following instructions before applying online.

* Online Application Steps

1. Confirm eligibility
2. Become a KFAS member and log in at www.kfas.or.kr
3. Complete the online application by filling out the necessary information, writing the research proposal, and attaching the applicable files
4. Submit the supplementary documents (2 recommendation letters, 2 research samples, a certificate of employment)
5. Confirm submission

1) Check your eligibility

- Thoroughly read the “Information of International Scholar Exchange Fellowship 2018-2019” to make sure that you meet all the requirements such as eligible field of research and country. Those who do not meet such requirements will be rejected without notice.

2) Become an online KFAS member and log in

- Eligible applicants must first go to the KFAS website at www.kfas.or.kr and become a member. Make sure you enter your correct e-mail address.
- After you become a KFAS member, an authentication number will be sent to the e-mail address that was provided.
- Please enter the authentication number the first time you log in to the KFAS website. Make sure there are no spaces preceding the authentication number. Afterwards, you will only need to enter your ID and password to log in.

1. BEFORE APPLYING



International Conference Commemoration 25 Years of Korea-China Diplomatic Relations



Special Lecture by Prof. Jeffrey D. Sachs

2. ONLINE APPLICATION

1) Complete the application form

- At the main page of the KFAS website (www.kfas.or.kr), click "ISEF Application" at the bottom of main page. You may also go to "International Program," and then go to "ISEF" to click "ISEF Application."
- The ISEF Application section of the website is made of three pages: Personal Information, Academic Information, and Additional Information. You may save the entered information only after completing each page. You cannot save an incomplete page. After saving all three pages, the application form is complete.
- All items must be entered in English. For Chinese applicants, Chinese may be entered in some cases, but always along with English.
- Required fields (marked with a red dot) must be entered in order to move to the next item.
- The ARC that applies to you must be selected at the middle of the Personal Information page. Applicants from institutions where Asia Research Center (ARC) is located must select his/her home institution. Applicants from institutions without Asia Research Center (ARC) must select "Korea." (Please refer to page 2 for institutions with ARCs).
- If you apply without indicating the applicable ARC, the application will not be considered for evaluation.
- Every question must be answered completely and carefully.
- After completing the application form, you may temporarily save the entered information and return later to make corrections by logging in and checking the information at My Page. After you make your final submission, you will not be able to change any of the entered information.

2) Write your research proposal and attach documents

- Research proposals should be attached as a doc, docx, pdf, or ppt file. The file name should be your full name (e.g. Wang Lei.doc).
- Research proposals must be a minimum of four single-spaced A4 pages, and use Times New Roman, 12 point font.
- At the beginning of your proposal, please indicate your full name, affiliation, field of research, and proposed research topic.
- Research proposals should include the following items:

- **Motivation and need for this project:** Be specific about your specialized academic interest within your field.
- **Background:** Place your research

project in an academic context by referencing major works by other scholars in this field. A selected bibliography may be attached in order to specify the background of your proposed project. Also describe how your proposed research plan is related to your previous study/research, and fits your future academic goals.

- **Objectives:** Write a clear and detailed description of your proposed research objectives.
- **Scope, design and methodology:** Describe the scope, design and methodology of your proposed research project.
- **Schedule:** Explain how your project can be completed within the duration of this fellowship.
- **Significance:** Explain the significance of your proposed project for your academic field, your own professional development and your home country.
- **Dissemination plan:** Describe your plans for disseminating your research findings in both your home country and elsewhere.
- **Publications:** Include a complete list of your publications, translated into English. You should use the standard citation and bibliographical format.

3) Attach your photo

- Please attach a recent ID photograph (e.g. passport photo).

3. SUBMIT SUPPLEMENTARY DOCUMENTS

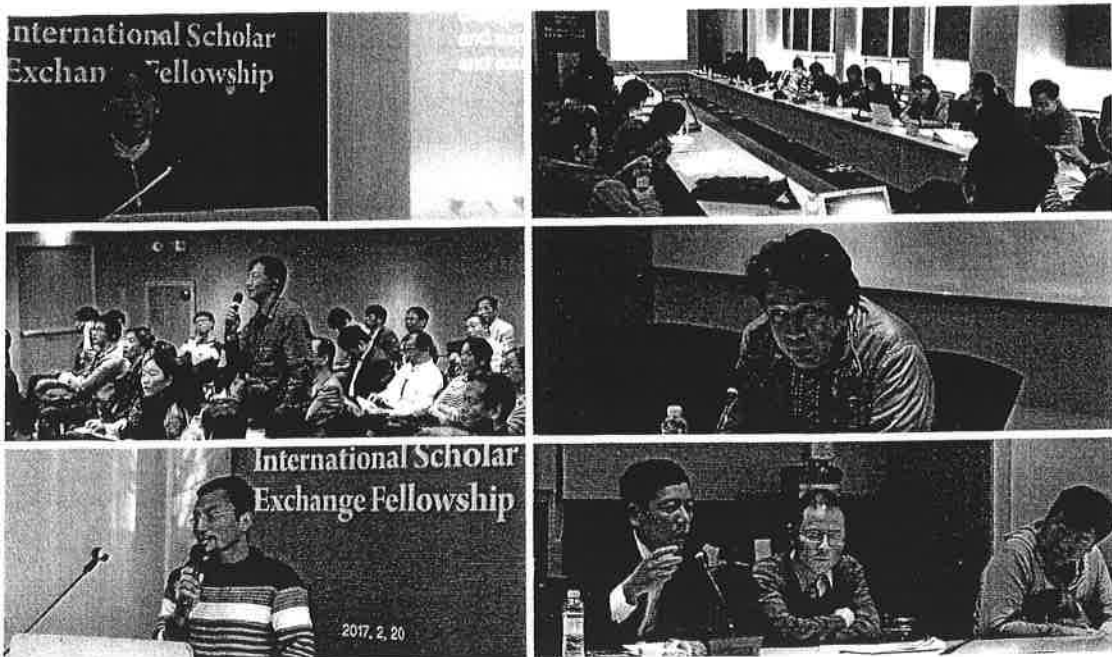
- After completing the online application form, you must submit 2 recommendation letters, 2 research samples, a certificate of employment, and a letter of research affiliation (if applicable) to KFAS by post. If your home institution has an ARC, you must submit the documents to the applicable ARC. After an initial screening at your ARC, ARCs will send the documents of qualified candidates to KFAS.

1) Recommendation Letters

- An application to the ISEF program requires 2 recommen-



KFAS Conference Hall



Academic seminars by ISEF fellows

institutions and scholars immediately to arrange your research affiliation. You should send KFAS a letter of research affiliation as soon as your arrangements are made.

- Fellows should find their own host scholar as they best understand their field of study and research proposal. It is also best for fellows and host scholars to contact each other directly for active cooperation and exchange during the research period. You are also advised to inquire whether the institution's accommodations, such as dor-

adations. You may download the form at the KFAS homepage. ("Community"→"Download"→"Letter of Recommendation.doc")

- Please follow the instructions on the recommendation form. At least one recommendation should come from a source not affiliated with your institution.
- Recommenders should be in a position to comment on your abilities and qualifications to carry out the stated research project in Korea and its value in relation your research and teaching responsibilities in your country.
- If a recommender is Korean, he/she may write in Korean and submit his/her recommendation letter directly to KFAS.

2) Research Sample

- 2 research samples that best represent your work (i.e. books or research papers) must be submitted. An English abstract of no longer than 300 words must be attached to each research sample.

3) Certificate of Employment

4. HOST INSTITUTION IN KOREA

- If available, please attach a letter of research affiliation from your host institution in Korea to your application. You may download the form at the KFAS homepage. ("Community"→"Download"→"Letter of Research Affiliation.doc")
- Upon selection as an ISEF fellow, you must contact Korean

institutions and scholars immediately to arrange your research affiliation. You should send KFAS a letter of research affiliation as soon as your arrangements are made.

5. CONFIRM SUBMISSION OF APPLICATION

- After submitting your application form, you may check whether all materials were received at My Page.
- ISEF Fellows will be announced on March 30, 2018. You may also check My Page for results.

6. IMPORTANT NOTICE

- 1) All documents must reach KFAS by the application deadline in order to be considered for the following academic year, which begins in September.
- 2) All communication, including questions about your application, should be sent to the ARC in the applicant's respective country or to KFAS.
- 3) If an application form is not completely filled out and/or is not accompanied by proper documents, the applicant may be rejected without notice.
- 4) No submitted documents will be returned to applicants.
- 5) Accepted ISEF fellows may have their acceptance rescinded if he/she is found to have provided incorrect information.

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