Frequently Asked Questions

Participants

Will the successful applicants take part in both the Online Course and the Face-to-face Training?
Yes, successful applicants will have the privilege to take part in both the Online Training and the Face-to-face Training.

What if I cannot complete the Online Training?
You will not receive a certificate that confirms your participation in the Online Training. And only participants that have successfully completed the Online Training will be eligible to take part in the Face-to-face Training on 21-25 October 2019 in Siem Reap, Cambodia.

I sent all the relevant documents, but I was not selected, why?
Being nominated by your respective ministry or institution does not automatically qualify you to be chosen as a participant. All applications will be screened by a selection committee.

I have special dietary requirements.
The organisers will take into consideration the dietary requirements of each participant. Please specify any dietary requirements in the registration form.

Online Course

How does the Online Course work?
Thanks to the asynchronous e-learning platform specifically designed by our long-standing partner, the DiploFoundation, each participant will be able to follow all course activities independently wherever she or he may be. The course methodology is based on collaborative approach to learning which means that lecturers are in daily touch with participants responding to their comments.

What if I cannot attend an online session?
The online coordinators from the DiploFoundation will inform you as to what you can do to fulfil the requirements.

Do I have to attend the Online Course?
Yes, each participant has to attend the weekly online sessions. Moreover, each participant has to ensure that he/she submits the weekly assignments on time. Only participants who have successfully completed the online course will be invited to the Face-to-face Training in Siem Reap, Cambodia.

In case of any further questions, feel free to reach out to Trishia OCTAVIANO or Simon PIOLDI:

E: trishia.octaviano@asef.org T: +65 6874 9755
E: simon.pioldi@asef.org T: +65 6874 9707
Travel Costs & Visa

What exactly will be covered by ASEF and its partners?

The organisers will reimburse:

- **Airfare** on point-to-point economy class ticket to/from Siem Reap to/from the country of assignment of the selected participant.

- **Local transportation** in Siem Reap and including transportation from/to airport.

- **5 nights of accommodation** in Siem Reap (details tba).

- **Meals and refreshments** during the training programme.

Thanks to the hospitality of the Ministry of Foreign Affairs and International Cooperation of the Kingdom of Cambodia, each participant requiring a visa will receive it upon arrival.

Reimbursements

How does the reimbursement process work?

Participants are obliged to provide all the documents listed in the “Information on Reimbursement” document, which will be sent to them via email.

Participants will have to pay for their travel costs in advance. ASEF will reimburse each successful participant after the completion of the project.

Only when all the supporting documents have been received by the ASEF staff the reimbursement process will begin. We encourage early submission of the required documents.

One month has passed since the end of the Face-to-face training and I still did not receive my money back:

The entire reimbursement process is a time-consuming part of the project cycle. Some reimbursements may take up to 3 months to be completed. Please be patient and bear with us as we process your reimbursement.

I lost my original flight ticket. What now?

No need to panic. Most flight operators are able to issue a “confirmation of boarding” document. Another option is to get an email from the airline confirming your boarding.

Application

Are there any specific requirements regarding my CV and motivation statement?

Please send us a complete application including the required nomination, your CV and motivation statement.

Your CV should not be longer than 3 pages. Please make sure to only include the most relevant achievements that are related to the Training.

Please include a motivation letter that is not longer than 1 page and that corresponds with the overall formal requirements.

Do I need to be nominated in order to apply?

Yes, every participant needs to be nominated by his or her respective ministry or institution/organisation. Only applications with a valid nomination will be taken into consideration.

I am not from an ASEM Country. Can I still apply?

No, ASEF projects can only be attended by citizens of ASEM Countries.

The selection committee reserves the right to reject incomplete applications.

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