

DOMESTIC INFORMATION FOR PARTICIPANTS

POSTGRADUATE EDUCATIONAL COURSE IN RADIATION PROTECTION AND SAFETY OF RADIOACTIVE SOURCES (PGEC-18) MALAYSIA

Code: **TN-RAS-9091-2001533**

6th May – 11 November 2024

Dear Participants,

Selamat Datang. 'Welcome to Malaysia'.

We would like to take this opportunity to congratulate you for being selected to participate in this forthcoming PGEC scheduled to be held at Malaysian Nuclear Agency, Bangi. The information provided in this leaflet is additional to the IAEA award letter that you have received.

COURSE VENUE

The above course will be held at Malaysian Nuclear Agency, Bangi, 43000 Kajang, Selangor, from **6th May until 11 November 2024**. Bangi is located about 40 km south of Kuala Lumpur.

REGISTRATION

The course registration is on the **6th May 2024 from 08:30 am** at **Seminar Room, Block 11, Nuklear Malaysia**. Please bring your passport or valid identification card to enable you to enter the agency and for registration purposes. Participant's entrance pass will be issued and valid for the period of your training.

INTERNAL PRE-TEST AND POST-TEST

Participants are required to sit for the internal pre-test on Wednesday, 8th May 2024. While the post-test will be held on.....

ORIENTATION

For your convenience, we will arrange a guided tour in the area of Bandar Baru Bangi, Putrajaya and Kuala Lumpur. This tour is to familiarize you with the local transport system, shopping area, food outlets and several tourist spots within the vicinity.

OPENING CEREMONY DINNER

The PGEC Opening Ceremony dinner will be held at 08:00 pm on..... You are expected to wear **lounge suit** or **traditional attire** for this event.

SAFETY AND SECURITY

Entrance pass must be worn at all time within the premise of Nuklear Malaysia. A safety and security briefing will be given by the safety officer after upon completion of registration.

STIPEND

IAEA provides each non-local participant with monthly stipend **to cover accommodation, transportation, visa processing, meals and minor incidental expenses** during your study duration in Malaysia. For international participants, the stipend will be paid by the United Nation Development Program (UNDP) via check and must be cashed at the Bank of America. Please complete and return the attached vendor form (Annex 1), **section 2 ONLY** with your signature at the bottom of the form (* Please state your home address). Please provide a copy of your passport for bank verification purposes. The stipend will be paid every 2 months, i.e. 3 times in total. The first stipend will be paid by the UNDP office normally on the third week of the course. **You are advised to bring enough pocket money to cover initial expenses during the first 2 weeks in Malaysia (for, meals, transport etc.).**

For **local participants**, the stipend will be credited directly into your bank account. Please complete and return the attached vendor form **section 2, 4 & 5** with your signature at the bottom of the form. Please provide a copy of your national identification card (IC) and Bank statement header (passbook/online banking screenshot with the bank name/logo, account name & account number only) for bank verification purposes.

Please note that, participants from Iran & Yemen are nationalities where issuance of cheque will be made through the host focal person i.e. Nuklear Malaysia in MYR (Malaysian Ringgit)

COUNTRY REPORT

Each participant is required to present a 5-10 minute country report. The country report should focus on the radiation protection framework in your country and your expected outcome from the PGEC course. The presentation should be concise and **not more than 4 slides. Presentation will be held onat Delima Room, Block 11, Malaysian Nuclear Agency**

Guidelines For Preparing A Country Report:

1. **Preparation of country report:** Each country must prepare only one country report
2. **Duration of Presentation:** Presentation of the country report can be done by one person or by group. Each country is given 5-10-minute to present and followed by a 5-minute question and answer.
3. **Presentation format:** It is recommended to use MS PowerPoint during the presentation.
4. **Format of Power Point Presentation:**

- ✓ Slide 1-Introduction
 - Brief introduction of the country
- ✓ Slide 2- Summary of duties
 - Responsibilities of participants' organization/ agency
- ✓ Slide 3-Issues and challenges
 - Challenges and problem in the participants' respective countries
- ✓ Slide 4- Expected outcome of the course

TIMETABLE

The timetable will be distributed to you on the first day of the course. Any changes to the timetable will be notified accordingly.

LECTURE

Lectures are normally held at Delima Room, Block 11. Changes of venue/lecture, will be notified accordingly. Lecture are based on the latest PGEC syllabus. Participants are encouraged to actively participate in order to understanding of the topic better.

PRACTICAL

Practical exercises include laboratory works, demonstrations, simulations and case studies. Participants will be divided into groups for the practical exercises. All participants are required to **submit** practical report to the **secretariat** for marking and grading.

TECHNICAL VISIT

The technical visits will be arranged to Hospital, Irradiation Facilities, NDT laboratory and other related facilities. Participants are also required to **submit** report of the technical visit to the **secretariat** for grading and record. Please wear **covered shoes** during the visits for safety reason. Please bear in mind that, the **technical visits are meant for knowledge and experience sharing purposes and to improve the learning process**. Therefore, participants are advised to respect the host and follow all of the safety rules and regulation at site

ASSESSMENT METHODOLOGY

a) EXAMINATION

Assessment and examination will be held at the end of each course module. The results of each module will be transpired on the certificate and transcript. **Exam questions are structured in objective format**. The exam and marking scheme follows Malaysian university standard grading.

Participants are allowed to use **scientific calculator** during examination. Other electronic device such as **smart phone** and **electronic dictionary** are **prohibited**.

b) **CONTINUOUS ASSESSMENT**

Continuous assessment may come in the form of quizzes, tests, exercises and assignments.

c) **MINI PROJECTS**

Each participant is required to conduct a mini project. This requirement is to assist evaluation on participant's capability, to make use of the knowledge gained from the course and to address a specific issue of radiation protection relevant to the respective national context. Participants are required to discuss and consult with the **immediate supervisor** at their home country regarding the mini project **prior to attending the course**. Participants are strongly encouraged to propose their own title of mini project which is relevant and of most benefit to their country. Participants are required to present on their mini project during the final module.

Participants may also choose their mini project title and supervisor. Participants are provided with sufficient time for consultation with the mini project supervisor, conducting experiments and completing the mini project. There will be a mini project progress form for every session. The form will be signed and approved by the mini project supervisor and submitted to the secretariat.

EVALUATION METHODOLOGY

A series of activities will be used to measure the adequacy and the effectiveness of the training course. All of these activities will be carried out on **IAEA CLP4net system platform**.

(Webpage: <http://clp4net.iaea.org>)

a) **PRE TEST AND POST TEST (IAEA)**

Participants are required to sit for pre-training test at their home country at the latest, one week before the registration day in order to evaluate the knowledge level before attending the course. Participants are also required to sit for post-training test at the end of the course in order to evaluate the knowledge gained after attending the course.

b) **MODULE FEEDBACK**

Participants are required to respond to module's feedback questionnaires at the end of each course module. This feedback provides assessment on the delivery of the module and on lecturers' performance.

c) **IMPACT FEEDBACK**

Each participant is also required to respond to the follow-up questionnaires after a year, three years and five years of attending the course. This is to evaluate the long term impact of the course.

CERTIFICATE & TRANSCRIPT

Participants will be awarded with Certificate of Attendance by the IAEA and jointly issued certificate by Nuklear Malaysia and the Malaysian Atomic Energy Licensing Board (AELB). Participants will receive a transcript at the end of the course which will transpire the grade for each module and the title of successfully completed mini project.

ATTENDANCE

Attendance will be recorded daily. Please produce a valid medical certificate or a written statement of your absence (please refer to **Annex 5**). A monthly statement of class attendance will be sent to IAEA. Attendance will be taken both for morning and evening sessions. Participant is considered absent if attending only one of the two sessions.

TRAINING MATERIALS

Softcopy of presentation will be made available and can be downloaded from the computer in the classroom.

CLOSING CEREMONY

A closing ceremony and certificate presentation will be conducted at the end of the course. The dress code for this event will be formal dress, traditional attire or lounge suite.

DRESS CODE

Participants must maintain a professional appearance by wearing collared shirts/t-shirts, shoes, slacks or long skirts while attending classes and/or on technical visits. Avoid wearing inappropriate clothing or footwear including leggings, sleeveless dress, round neck t-shirt, mini skirt, slippers and sandal while attending the course. For safety reasons, please **wear proper clothing** and **covered shoe** at all time during both **practical exercises** and **technical visits**.



COMMUNICATIONS

You are advised to purchase local sim card during your stay. There are three main telecommunication providers which are, DIGI , CELCOM or MAXIS HOTLINK. The others such as U Mobile, One XOX, RedOne, Tune Talk and XOX can be used too. The sim card can be purchased at any outlet displaying the company logo below.



VISA REQUIREMENT TO ENTER MALAYSIA

Passport

Participants are required to have a valid to passport (**validity at least six (6) month from the date of entry to Malaysia**). Successful participants are required to submit a **color scanned copy of the first page of your passport, color passport size photo and visa application form** to the secretariat by e-mail for immigration processing as soon as possible. Visa Application form is as attached. **Please type-fill the form using computer (The form format can be edited).**

Visa (Visa-with References)

It is mandatory for all the PGEC participants to follow the Visa with Reference (VWR) application procedure. This will minimize complication at the Immigration counter at the Kuala Lumpur International Airport (KLIA) and during the period of training.

Upon receiving the necessary documents; secretariat will apply for VWR at the Department of Immigration in Malaysia. A copy of this VWR Approval Letter will be sent directly to the participant and related Malaysian Mission/Embassy. All the participants must follow the procedure as stated.

Immigration

Upon arrival in Malaysia the participants must present entry approval letter, Visa with Reference (VDR) and offer letter.

ACCOMMODATION

The local organizer will assist participant to find accommodation during the 6 months stay in Malaysia. You will be taken to the accommodations Savanna/Southvile City Bangi after the quarantine durations. These accommodations are located about 3-15 minute drive from Malaysian Nuclear Agency. **Brochures of the accommodation are attached.** Please follow the term and agreement stated by the landlord. The contact person of the respective accommodation is as below:

Accommodation	Phone/Name	Email
Savanna/Southvile Condo	+60 11-3602 8727/ Azlina +6019-236 3742/	azlina.sham@yahoo.com harlina_29@yahoo.com

Please note that house rental ranges from RM1500 and above per month and can accommodate 3 to 4 person in one house.

TRANSPORTATION

During the first week, local organizer will provide return transport from Savanna/Southvile City Bangi to class. Bus will be waiting at the main road in between block A & B and depart at 8.30 am daily.

FAMILY MEMBERS

Kindly refer to the IAEA fax of award which mention participants should not bring any family members with them to Malaysia.

HEALTH INSURANCE

For the duration of the course, the IAEA will, at its own expense, enrol you in a health insurance scheme under a policy with Cigna International Health Services BVBA, and provide you with limited death and disability insurance coverage. This arrangement does not, however, affect the below-indicated disclaimer of liability. The terms of the health insurance scheme are summarized in the attached sheet. According to the policy, you must pay your hospital and medical bills yourself, and then submit the original bills with proof of payment directly to Cigna International Health Services BVBA. They will reimburse you promptly. Do not send medical bills to or via the IAEA.

DAILY TRANSPORT ARRANGEMENT TO CLASS

Please note that transport allowance is included in your stipend. Each participant has to arrange daily transportation to commute from your accommodation to Malaysian Nuclear Agency. Taxi is available and takes about 10-15 minutes travel from Bangi to Nuklear Malaysia. Taxi fare is between MYR20-30 per trip (one way). A maximum of 3 people can share a taxi. You can negotiate for a monthly rate with the taxi driver. Below are several taxi numbers that you may call if you need the service:

1. Mr Rosman +6013 379 3891
2. Mr Yusof +6019 223 3664

You may also use e-hailing or transportation application such as Grab instead of conventional taxi.

CURRENCY

The Malaysian unit of currency is called the Ringgit (MYR), and it is divided into 100 cent. Coins come in denominations of 5c, 10c, 20c, 50c and notes in denominations of MYR1, MYR5, MYR10, MYR20, MYR50 and MYR100. One US dollar is approximately equivalent to MYR4.58 (Updated August 2023)

GENERAL SAFETY IN MALAYSIA

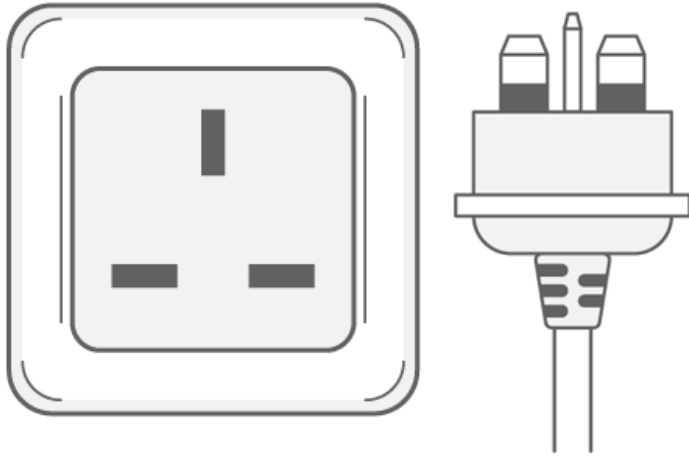
Malaysia is primarily a safe country. However, as a safety measure, the local organizer would like to advise participants to take extra precaution against street crime such as bag snatching and pick-pocketing. Please stay alert, don't display conspicuous wealth, make use of hotel safe for valuables, duplicate travel documents and don't walk alone at night.

COVID-19

Covid-19 has spread at a rapid rate on a global scale. The spread has been particularly seen in closed and crowded area. Participants are required to wear face mask and should be practiced along with frequent hand hygiene and social distancing.

ELECTRICITY

Voltage is 220 - 240 Volt AC at 50 cycles per second. Malaysia uses standard 3-pin square plugs and sockets.



TIME

Malaysia Standard Time is eight hours ahead of GMT and 16 hours ahead of U.S Standard Time.

CLIMATE

Malaysia is a tropical country with a warm and humid climate throughout the year. Daily temperatures may range from 25°C to 34°C. You might also experience heavy rain fall during certain month of the year.

MEAL

We would like to inform all the participants that there is no cafeteria available within Nuclear Malaysia's premises at the moment, and a vending machine is available that serves light beverages (hot or cold) for refreshment.

The participants are allowed to order outside food (a variety of choices) for delivery to Nuclear Malaysia by using mobile apps such as Grab Food, Food Panda and other meal services that are available within close range.

In Malaysia, halal food is easily available.

GROCERIES

There are 2 main groceries shop nearby Pasaraya CS Bangi Avenue and Tesco.

LOCAL PARTICIPANT

You are strongly advice to immediately apply official study leave from Public Services Department (PSD) through your department as soon as you accept the offer from IAEA. This is to avoid delay of approval from PSD which may affect your course attendance. Stipend will be credited directly to your account.

CODE OF CONDUCT

Participants are requested to sign the code of conduct agreement on the registration day. Failure to adhere will result in expulsion from the course with the IAEA agreement. Please refer to **Annex 2 and 3**.

PGEC-18 ORGANISING COMMITTEE

1. **Course Director**

Dr. Rasif Mohd Zain
Mobile: 6019 3936294
Email: rasif@nm.gov.my

2. **Advisor**

Ts. Dr. Ishak Mansor
Mobile : 6019 2049852
Email: ishak_mansor@nm.gov.my

3. **Academic Coordinator (Academic)**

Prof. Madya Dr Noramaliza Mohd
Mobile : 6019 481 1433
Email: noramaliza@upm.edu.my

4. **Co-Academic Coordinator (Technical Visit)**

Prof. Madya Dr. Anita Abdul Rahman
Mobile: 6012 3180272
Email: anitaar@upm.edu.my

5. **Co-Academic Coordinator (Mini Project & Laboratory)**

Dr. Siti Najila Mohd Janib
Mobile: 6012 5814450
Email: najila@nm.gov.my

6. **Finance Officer & Co-Academic Coordinator**

Ms. Sabariah Kader Ibrahim
Mobile: 6018 355 7903
Email: sabariah_ibrahim@nuclearmalaysia.gov.my

7. **PGEC Secretariat (E-learning)**

Ms. Nor Hadzalina Sukarseh
Mobile: 6019 3434122
Email : hadza@nuclearmalaysia.gov.my


8. **PGEC Secretariat (Administrative)**

Ms. Majidah Mohd Taib
Mobile: 60163348566
Email: majidah@cc.nuclearmalaysia.gov.my

9. **PGEC Secretariat (Administrative)**

Ms. Shawani Halid
Mobile: 6011 3389318
Email: shawani_h@cc.nuclearmalaysia.gov.my

Please do not hesitate to contact us should you need any clarification or assistance to facilitate your stay in Malaysia. Thank you. *Terima kasih*. We wish you a safe trip and have a pleasant journey. See you soon in Malaysia.

 UN DP	<h2>Vendor /Person Profile Update</h2>
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SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:	Date:	Atlas Vendor No:	
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF MEMBER <input type="checkbox"/> RETIREE <input type="checkbox"/> UNV <input type="checkbox"/> SC <input type="checkbox"/> FAMILY BENEFICIARY <input type="checkbox"/> SSA/IC/RLA <input type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> FELLOW <input type="checkbox"/> PARTNER-GOV <input type="checkbox"/> PARTNER-IGO/NGO <input type="checkbox"/> PARTNER-GRANT <input type="checkbox"/> SUPPLIER-IND <input type="checkbox"/> SUPPLIER-COM <input type="checkbox"/> SUPPLIER-NGO/IGO <input type="checkbox"/> SUPPLIER-UNIV <input type="checkbox"/> UN AG <input type="checkbox"/> DONOR			
ADD VENDOR'S TRAVEL PROFILE IN <u>T&E MODULE</u> : <input type="checkbox"/> YES <input type="checkbox"/> NO			
EXPORT TO ULTRAMAR <input type="checkbox"/> YES (if ticket will be purchased from H.Q travel Agency) <input type="checkbox"/> NO			

Complete either Section 2 or Section 3 (not both)

SECTION 2		PERSON INFORMATION (For Individuals only)	
Last Name	First Name	Middle Name	
Nationality	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Passport/National Identification Number (as applicable):	

SECTION 3		SUPPLIER INFORMATION (For Companies only)	
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)		Telephone	Fax
Name:			E-mail Address
Title:			

SECTION 4		BENEFICIARY BANKING INFORMATION	
Bank Name			
Bank ID:	Default account YES <input type="checkbox"/> NO <input type="checkbox"/>	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5		BENEFICIARY BANK ACCOUNT DETAILS	
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) ____	
Bank Account No. :		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)_Boxes for max number of digits			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks

Bank Information for Intermediary/Correspondent Bank (if applicable)		
Name of Bank :		Address of Bank :
Bank Account No (of beneficiary bank with intermediary bank)	SWIFT Code:	FED WIRE No. (US BANKS ONLY)

SECTION 6 TRAVEL AND EXPENSES PROFILE UPDATE (as per passport)		
Note - Kindly fill up this section only if the vendor's travel profile needs to be updated in T&E module.		
SetID	Vendor BU	
First Name (As in Passport):	Last Name (As in Passport):	Note: Leave blank if the information is available in passport or ID card copy.
Date of Birth	Place of Birth	

I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account. Signature: _____

GENERAL CONDITIONS OF PGEC PARTICIPANTS

Participants shall present themselves at all the times in a manner compatible with their responsibilities as PGEC participants and abide by Malaysian laws, rules and regulations and specific regulation of the organiser.

- (1) In the classroom, participants are required to follow the dress code at all time.
- (2) Participants are not allowed to leave Malaysia anytime during the course
- (3) Participants are not allowed to participate in any political and/ or commercial activities at any capacity whatsoever. Participants shall not take up paid employment or serve as staff of their official representative in Malaysia.
- (4) Participants are not allowed to bring along their spouse or any member of their family for the duration of the course
- (5) The PGEC participation may be terminated at any time due to unsatisfactory conduct, breach of the conditions of PGEC participants, failure to make satisfactory progress or as deemed necessary by the organiser.
- 6) Participants must respect the local customs and observe the rules and regulations at the place of accomodation.

OTHER GENERAL REGULATIONS AND OBLIGATIONS

In addition to the conditions stipulated in above, PGEC participants are also required to observe the followings:

- (1) To observe the rules and regulations set by the organiser or establishment at which participants are visiting or attached to
- (2) To remain in Malaysia and complete the whole duration of the programme without any leave of absence.
- (3) Participants who do not comply with PGEC general conditions, regulations and obligations would be reported to their respective country as well as to IAEA
- (4) Participants are fully responsible for their own valuables and belongings while travelling and while in Malaysia. Any losses due to **negligence will not** be compensated by organisers

CODE OF CONDUCT AGREEMENT

I hereby, _____ Identification No (Passport No): _____

Will observe the following conditions

1. Participants shall conduct themselves at all time in a manner compatible with their responsibilities as IAEA fellows and abide by the laws, rules and regulations of the land and institution.
2. Participants are not allowed to participate in any political and/or commercial activities. Participants shall not take up paid employment during the tenure of the fellowship or serve as the staff of their Official Representative in Malaysia.
3. Participants will be required to return to their home countries upon completion of the course.
4. Participants who found to be medically unfit during the course program will be required to return to their country as advised by IAEA.
5. Organizer will provided a suitable and comfortable accommodation during technical visit, However participants wish to find another accommodation is under their own responsibility.
6. Participants are also required to abide the following:-
 - i. Strictly observe the course schedule and participate actively in all activity.
 - ii. Carry out instructions and abide by conditions as stipulated by Nuklear Malaysia with respect to the programme.
 - iii. Submit all the lab reports and technical visits as scheduled
 - iv. Submit evaluation using IAEA CLP4 Net system within four days after the examination of each module.
 - v. Wear appropriate attire during classes, laboratory, technical visit and formal activities.
 - vi. Discontinue the course should the participants be found committing illegal or immoral conduct

I herewith fully understand the above code of conduct. Failure to adhere will result in expulsion from the course and IAEA will request to reimburse the stipend.

Signature of Participant,

Witnessed by,

Name:

DR. RASIF MOHD ZAIN

Passport Number:

Course Director PGEC-18

Date:

CENTRE OF EXCELLENCE IN NUCLEAR

PGEC-18 MINI PROJECT CONSULTATION FORM

Mini Project Title	
Date of Consultation	
Time of Consulation	
Supervisor's Remarks : <i>(mini project progress/status/others)</i>	

Participant's signature:

Name:

Supervisor's stamp:

Date :

Date:

Supervisor's signature

Name:

Note:

i. the form is to be sign by mini project supervisor and submitted to the local organizer within 1 week after each meeting as in the PGEC timetable

CENTRE OF EXCELLENCE IN NUCLEAR

PGEC-18 ABSENCE NOTIFICATION FORM

Name	
Passport / IC Number	
Date of Absence	
Reason for Absence	
<p>_____</p> <p>Participant's signature: Name : Date :</p>	
For Management Use	
<p>This request above is approved/not approved</p> <p>_____</p> <p>PGEC Course Director signature: Name : Date :</p>	

CHECKLIST FOR THE PARTICIPANT

i. BEFORE REGISTRATION (submit to the secretariat)

No.	Item	Status
1.	Vendor form for International Participant- Annex 1	

- Email to: pgec.mal@gmail.com

ii. DURING REGISTRATION

<u>No.</u>	<u>Item</u>	<u>Status</u>
1	Form of Code of Conduct – Annex 3	
3.	Soft Copy of Country Report	