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**CIRCULAR LETTER 49/2019
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**MASTER OF SCIENCE PROGRAMME IN HYDROGRAPHIC SCIENCE
AT THE UNIVERSITY OF SOUTHERN MISSISSIPPI (USA)
SPONSORED BY THE REPUBLIC OF KOREA**

CALL FOR NOMINATIONS (8th Course, August 2020 – August 2021)

References:

- A. IHO CL 17/2019 dated 20 March - *Master of Science in Hydrographic Science at the University of Southern Mississippi (USA) sponsored by the Republic of Korea. Seventh course (12 August 2019 - 03 August 2020) - Selection of Candidates.*
- B. IHO CL 20/2019 dated 28 March - *The IHO Online Form System for Responses to Circular Letters and Input to IHO Publications (P-5 and C-55)*

Dear Hydrographer,

1. Following the selection announced in Reference A, two students successfully enrolled in the FIG/IHO/ICA recognized Category "A" (Cat. "A") Master of Science Programme in Hydrographic Science held at the University of Southern Mississippi (USM), USA, and funded by the Republic of Korea (ROK). The IHO Secretariat is now pleased to call for nominations for the 8th ROK-funded programme at the USM (2020-2021 Programme).
2. The Republic of Korea has provided funds through the IHO Capacity Building Programme that can be made available for up to three students to attend the next course that will take place at the USM from August 2020 to August 2021. The exact start and finish dates will be announced later. Further details of the course are provided in Annex A. Funding support will cover almost all student expenses, and, in particular, course fees, travel to and from the respective countries, accommodation, medical insurance, books and a moderate living allowance.
3. Member States are invited to consider nominating ONE suitable candidate who will benefit from this training and will thereby assist the nominating country in developing its hydrographic capabilities.
4. It is essential that candidates are employed by a national hydrographic office, a maritime authority or a related national agency in the nominating country. The nomination must include a statement (Annex B), to be submitted with the documents listed in paragraph 7, specifying that the candidate is, or will be, involved in the provision of hydrographic services and that, once the training has been successfully completed, the candidate will continue to work in this field.
5. The authority nominating a candidate should carefully select the nominee and ensure that opportunities will be in place for the candidate to utilize and transfer the learning gained through the programme in a structured manner for the benefit of his or her parent organization. This will ensure that the individual and the sponsoring organization gain maximum benefit.

6. **Nominated candidates MUST meet the following criteria:**

- a. Have a university diploma (equivalent to the US Undergraduate Diploma) in a hydrography-related area (hydrography, cartography, ocean sciences, engineering, etc.) and provide a GRE (Graduate Record Examinations) test score;
- b. Provide evidence of a good standard of English, both written and spoken, with reasonable technical English via TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score tests;
- c. Have a high standard in mathematics, physics and computing and meet the minimum requirements of the Standards of Competence for Category "A" Hydrographic Surveyors (IHO Publication S-5A) regarding the following Basic Subjects:
 - B1 Mathematics, Statistics, Theory of Observations
 - B2 Information and Communication Technology
 - B3 PhysicsMatlab is a key tool for the programme and the USM will strive to deliver an introductory course once the students arrive to the Campus. However, students are encouraged to seek qualification in Matlab before the beginning of the programme.
- d. Comply with the submission requirements to the USM presented in paragraph 10 below.

7. Applications should be prepared in accordance with Capacity Building Procedure 7. This procedure is available on the IHO website at: www.iho.int → Capacity Building → CB Procedures. In addition to following CB Procedure 7, candidates must also provide the IHO Secretariat with:

- a. Their graduation diploma (copy);
- b. A curriculum vitae (including a photo) and any related documents (copy);
- c. GRE test result (the Verbal and Quantitative GRE scores should add up to 297 but this is not an absolute minimum if other admission factors score highly. USM does not have an official minimum);
- d. TOEFL test result (combined TOEFL score should be 80 or better). If IELTS is taken instead, USM requires a minimum score of 6.5;
- e. A personal letter stating goals and interests;
- f. Three letters of recommendation;
- g. Statement of the nominating authority, defined in paragraph 4.

8. The timetable for the selection and processing of applicants for the 2020-2021 Programme is provided in Annex C. Candidates and their nominating authorities should carefully note the tight timetable and the need to meet the various deadlines.

9. Applications should be submitted no later than 17 February 2020 using the IHO Online Form System (Reference B) in Annex D. Alternatively, submissions can be sent via e-mail (cl-lc@iho.int with copy to adcc@iho.int, cba@iho.int, pok@iho.int and infokhoa@korea.kr) or Fax (+377 93 10 81 40) using Annex D.

10. A Selection Panel, comprising representatives from the IHO Secretariat and from the Korea Hydrographic and Oceanographic Agency (KHOA), in liaison with the Programme Coordinator of the USM, will select students and reserves for the 2020-2021 Programme. Selected candidates and reserves will be informed of their selection by 9 March 2020. Member States will also be informed of the results of the selection process shortly after.

11. Selected candidates (the IHO Applicants) will then be required to submit the following documentation to the USM within 14 days and no later than 27 March 2020:

- a. a completed online submission at:
<https://www.usm.edu/graduate-admissions/index.php>;
- b. a non-refundable application fee (approximately 60 US Dollars);
- c. the official transcripts of documents;
- d. the GRE score;

- e. the TOEFL (or IELTS) score;
- f. a personal letter stating goals and interests;
- g. contact information for three academic or professional recommenders; and
- h. a curriculum vitae.

Any IHO Applicant who is subsequently not accepted by the USM will be replaced by one of the reserves, if possible. Prospective candidates are encouraged to seek guidance from the CB Coordinators in their respective Regional Hydrographic Commission.

12. In order to overcome the tight schedule between the selection of students and the submission of their documentation to the USM, candidates may wish to consider providing the required admission documentation to the USM in advance of any decision of the Selection Panel. However, it should be borne in mind that, even if a candidate is accepted for admission by the USM in advance of selection by the Selection Panel, the I-20 Invitation Letter required to obtain a visa and the subsequent funding support will only be provided to those applicants who are eventually selected by the Selection Panel.

13. Candidates and nominating authorities should also carefully consider the following very important aspects of the process:

- a. GRE (<http://www.ets.org/gre>) score tests are mandatory for all applicants;
- b. TOEFL (<http://www.ets.org/toefl>) English score tests are mandatory for all applicants but may be waived for candidates from English-speaking countries or those who received their bachelor's degree from an accredited English-speaking university. Candidates may take the IELTS (<http://www.ielts.org>) English score test when the TOEFL is not available in their region. The official test scores above must be received from the testing agency (USM code is 1479);
- c. A number of candidates for the previous courses failed to pass the GRE and the TOEFL tests, others failed to get an appointment to do the tests in time to submit their documents;
- d. Funding support will be available for the selected student alone; no funds will be provided for family members or dependents;
- e. Test fees, visa and other administrative expenses must be paid by the student or the student's national sponsoring authority. These expenses are not covered by the IHO;
- f. Incomplete submissions will not be accepted by the Selection Panel.

14. **The IHO Secretariat would like to reiterate its appreciation to the Republic of Korea for its generous support of the IHO's role and objectives.**

On behalf of the Secretary-General

Yours sincerely,



Mustafa IPTES
Director

Annexes:

- A. Summary of the USM Category "A" Hydrography Programme
- B. Statement of the National Hydrographer or Appropriate National Authority
- C. Timetable for selection of candidates for the 2020-2021 USM-Cat "A" Programme
- D. Candidate application form (IHO Online Form System
https://iho.formstack.com/forms/web_form_cl49_2019)

SUMMARY OF THE USM CATEGORY "A" PROGRAMME IN HYDROGRAPHIC SCIENCE**August 2020 – August 2021****Courses**

This is an accelerated one-year track, which includes two periods of classroom lectures and practical exercises and one period of application, combining for about 50 continuous weeks of study.

Master's Degree Curriculum

One Year Degree Programme	
Fall Semester	
HYD 600	Classical Geodesy
HYD 607	Oceanography for Hydrographers
HYD 608	Practical Hydrographic Science
HYD 609	Nautical Science
HYD 620	Math Concepts for Hydrographers
MAR 668	Applied Ocean Acoustics
Spring Semester	
HYD 601	Hydrographic Data Management
HYD 604	Kinematic Positioning
HYD 605	Applied Bathymetry
HYD 611	Remote Sensing for Hydrographers
HYD 612	Water Levels
Summer Semester	
HYD 603	Law & Policy for Hydrographic Science
HYD 606	Nautical Cartography and GIS
HYD 610	Hydrographic Science Field Project

More information about the programme is available at:

<https://www.usm.edu/graduate-programs/hydrographic-science.php#Hydrographic%20Science%20MS>

http://catalog.usm.edu/preview_program.php?catoid=23&pooid=10490

**STATEMENT OF THE NATIONAL HYDROGRAPHER
or
APPROPRIATE NATIONAL AUTHORITY**

The **Hydrographer** (or _____) of _____ requests the IHO to consider this Application and confirms that Mrs/Mr _____ is fully aware of the following conditions which apply to this application:

1. The candidate (if selected) once the training has been successfully completed, he/she will continue to work in the field of the training received.
2. The IHO Capacity Building Fund will support the items so agreed and indicated in the relevant Circular Letter or Invitation Letter.
3. Insurances, visa and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.
4. Should a selected candidate not be able to participate in the course for any reason he/she will be replaced by a candidate from the waiting list and **NOT** by an applicant from the same country.
5. Passport and Visa are the responsibility of the applicant or the applicant's administration.
6. Where the IHO Secretariat is informed less than one month before the start of the course that a selected candidate is unable to participate in the course, his/her sponsoring institution will be required to refund the IHO Capacity Building Fund any expenses already incurred by the IHO.

Date:	National Authority (Position):
Signature:	

**TIMETABLE FOR THE SELECTION OF CANDIDATES FOR THE
2020 – 2021 USM-CAT "A" PROGRAMME**

Deadline	Action	Responsible	Observation/Status
10/02/2020	Complete required documentation for application including GRE and TOEFL (or IELTS) tests	Candidates	
17/02/2020	Submit candidate application to the IHO Secretariat	Nominating Authority	
03/03/2020	Selection Board meeting	IHO Secretariat, ROK	
09/03/2020	Issue notification letter to the selected candidates and request for the affidavit	IHO Secretariat	
13/03/2020	Send signed affidavit to the IHO Secretariat (digital copy via e-mail)	Selected Candidates	
18/03/2020	Issue letter of financial support for the Selected Candidates	IHO Secretariat	
20/03/2020	Issue Circular Letter for selection results	IHO Secretariat	
27/03/2020	Finish online application to the USM	Selected Candidates	
06/04/2020	Issue invitation letter (I-20) for F-1 visa to Accepted Students	USM	
27/04/2020	Send copy of visa and passport to the IHO Secretariat	Accepted Students	
11/05/2020	Provide air tickets to the Accepted Students	IHO Secretariat	
01/07/2020	Transfer the funds to the USM account	IHO Secretariat	
27/07/2020	Provide the Accepted Students with start-up cash for settling in	IHO Secretariat	
10/08/2020	Report to the USM Campus in the USA	Accepted Students	Date may change

CANDIDATE APPLICATION FORM
 (IHO Online Form System https://iho.formstack.com/forms/web_form_cl49_2019)

1. Project: 2020 CBWP (Activity P-01)	
Type of project:	Course
Name of the project:	IHO-ROK Cat "A" Hydrographic Programme
Venue:	USA - Mississippi
Period:	August 2020 - August 2021
2. Personal information (filled by applicant)	
Title:	
Family name:	
First name:	
Nationality:	
Date of birth:	
Place of birth:	
3. Address direction (filled by applicant)	
Address:	
Telephone:	
Fax:	
e-mail	
4. Present position and description of duties (filled by applicant)	
5. Experience in Hydrography and Cartography (filled by applicant)	

6. Candidate's future plans for application of the training/participation (filled by applicant)

7. Date and signature of the applicant