

**Program Information**

**2011 KOICA – SKKU  
Master's Degree Program on  
Global e-Policy and e-Government**

August, 2011 – July, 2012

Seoul, Korea

Korea International Cooperation Agency  
Graduate School of Governance, SungKyunKwan University



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## **PART I. KOICA & SCHOLARSHIP PROGRAM**

### **KOICA and the Training Program**

The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

Under the motto "Making a better world together," KOICA is supporting partner countries to achieve the Millennium Development Goals (MDGs) and to promote equitable and sustainable development in the countries.

Less than a half century ago, Korea was among the world's most impoverished. However, it achieved economic development in a short time and has become a member of the OECD. As a country which overcame poverty and attained successful development, we believe our most valuable asset is our own experience. Reflecting on our own experience, we have learned that country ownership of the development is essential for success. Therefore, we seek to offer assistance in line with the development priorities of partner countries and empower our partners.

In order to empower a country's capacity for development, Human Resource Development (HRD) is critical. HRD has been a key factor behind the success of Korea's own development. As a country where natural resources were scarce and investment capital was lacking, it was through the expansion and upgrading of human resources that Korea was

able to escape from the vicious cycle of poverty and underdevelopment. Therefore, Korea presents a powerful example of how capacity building through HRD can push the development process forward. For this reason, KOICA has been providing various training programs focused on HRD.

### Types of KOICA Training Programs

KOICA offers five major types of training programs:

#### **1. Country Training Program**

Tailored programs that are specifically designed for an individual partner country

#### **2. Regular Training Program**

Programs that are open to any interested partner countries

#### **3. Special Training Program**

Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

#### **4. Joint Training Program**

Programs conducted in partnership with international organizations and other agencies

#### **5. Scholarship Program**

Master's degree programs offered to individuals from partner countries

### **KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps

them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2008, the program has assisted a total of 608 students through 35 courses. In addition, in 2009, 175 awardees participated in the program at seven different universities.

KOICA's Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

## **PART II. PROGRAM OVERVIEW**

- ▣ **Program Title: Master's Degree Program on Global e-Policy and e-Government**
- ▣ **Duration: August 2011 – July 2012 (12 Months in Korea)**
  - \*Degree will be issued in February, 2013**
- ▣ **Objectives**
  - **To educate the future leaders in government and civic organizations who can effectively participate on the future e-Policy & e-Government Projects**
  - **Public servant who wish to gain capacity to make e-government policy and carry out project based upon IT background**
  - To conduct academic research to enhance the understanding of e-Policy & e-Government as well as the awareness and knowledge of international and global issues.
  - To provide professional services to public and private sector organizations to facilitate democratic processes and market mechanism.
  - To share the Korean experience and knowledge with other developing countries, which will enhance their ability to further their expertise in the areas of economic development and quality of life.
- ▣ **Training Institution**

Graduate School of Governance, SungKyunKwan University



## ***PART I. KOICA & SCHOLARSHIP PROGRAM***

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- ▣ **Number of Participants: 20**
  
- ▣ **Language: English fluency that requires no translation**

## **PART III. HOW TO APPLY**

### **1. APPLICATION ELIGIBILITY**

Candidates should:

- A government official or employee in public sector or international organization working in her home country with a Bachelor's Degree or higher
- ※ Private sector employees are not eligible. However, if the applicant works in a development non-governmental organization (NGO) or UN-associated organization, he/she can apply on the condition that he/she obtains a recommendation from the government ministry which covers the organization
- Sufficient command of both spoken & written English to take classes conducted entirely in English
- Incumbent officer who is in the policy making position.
- Recommended by his or her Government
- In good health, both physically and mentally, to complete the program
- Preferably under 35 years of age
- Have not previously received a scholarship from the Korean government

### **2. APPLICATION PROCEDURE**

#### **a. Admission Decision Procedure**

- Round 1: Evaluation of Application Package
- Round 2: Interview by phone & Essay Test

\*Note: **An interview will be conducted only for those applicants who have passed Round 1.** The phone interview will be conducted strictly in English and the applicants' educational objectives and development potential will primarily be evaluated. The schedule to call each of applicants will be informed by e-mail. Therefore, fill the correct e-mail address or a couple of extra e-mail address in application forms just in case and check your e-mail box on occasion during the interview period.

Written test will be conducted on the day of interview. After interview, it is required to write about topic given about an hour. The Topic will be announced on the day of the test. Dictionary is allowed, but internet search is strictly prohibited.

**b. Application & Registration Timetable\***

<b>Procedure</b>	<b>Dates</b>
Closing Date for Application	May27, 2011
Phone Interview	June 7 – June 8, 2011
Final Admissions Decision	June 17, 2011
Arrival in Korea & KOICA Orientation	July 26, 2010

\* Please note that dates are subject to change.

**c. Checklist of Documents to Be Submitted**

- 1. KOICA application form**
- 2. Completed Application Form of GSG of SungKyunKwan University.** (Including a recommendation letter)  
*Photo should be attached in each application (KOICA & SKKU).*

### **3. Curriculum Vitae (Resume)**

Please make sure that you clearly outline the following (starting with the most recent):

- Employment held;
- Volunteer, public service, political, and/or civic work you have done;
- Academic and professional honors;
- honorary societies, leadership and service awards;
- Extracurricular activities;
- Relevant publications;
- Other professional activities.

### **4. Statement of Purpose (write about below questions as free format)**

- ✓ Describe your current job and professional/career goals.
- ✓ Relating with your job and experience, state your research interests.
- ✓ What are the major problems in your country in the field of IT (or e-Government or e-Administration)-Nationally or relating with your job?
- ✓ How will this degree program at GSG of SKKU contribute to your projected career?

### **5. Sealed Official Undergraduate Academic Transcript**

### **6. Photocopied college diplomas or Proof of prospective graduation**

### **7. Copy of passport**

### **8. Unofficial Copy of Score Reports for either official TOEFL or IELTS score (if applicable)**

- The most recent scores are preferred, and must be less than two years from the application deadline.
- Exemption: International students whose native language is English or who have received a Bachelor's degree or Master's degree from an accredited English-speaking institution

### **9. Doctor's opinion paper about Health Checkup review (required).**

### ***PART III. HOW TO APPLY***

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- ⊗ All documents (Diplomas, Transcripts, Statement of Purpose, Recommendation Letters, etc.) must be original in English.
- ⊗ Every document we listed as application package are very important to evaluate. If there are missing in them (in particular, Essay), your application file will not be reviewed. Please make them clear to read.

## PART IV. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Date	Contents	Place
May 27, 2011	Application Deadline	Home Country
July 26 - 29, 2011	Arrival, Medical Checkup and KOICA Orientation	KOICA
Aug 1, 2011	Orientation	GSG, SKKU
Aug 1 - 26, 2011	Preliminary Session	GSG, SKKU
Aug 29 - Dec 16, 2011	Fall Semester (1st semester)	GSG, SKKU
Jan 2 - Feb 24, 2012	Winter Semester (2nd semester)	GSG, SKKU
Mar 2 - Jun 22, 2012	Spring Semester (3rd semester)	GSG, SKKU
1 <sup>st</sup> week of Jun, 2012	Thesis Defense	GSG, SKKU
End of Jun - Mid July	International Summer Semester	GSG, SKKU
End of July	Departure	

\*The above schedule is subject to change.

\*\*A detailed Program Schedule will be provided upon arrival.

### 2. ORIENTATION

When you first arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of three parts: KOICA's welcoming session, a Seoul City Excursion and a medical checkup. The order of each part is subject to change.

## **A. KOICA'S WELCOMING SESSION**

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture and basic Korean language, as well as general information regarding daily life in Korea, will also be delivered in this session.

## **B. SEOUL CITY EXCURSION**

KOICA provides a Seoul City Excursion to every participant of the training program. Seoul is the capital of Korea. You will have a chance to visit the cultural heritage and downtown area of Seoul. The excursion will help you get accustomed to the new culture and surroundings in Korea.

## **C. MEDICAL CHECKUP**

KOICA will implement a medical checkup after each participant's arrival in Korea to assure their health condition. After the medical checkup, KOICA will officially accept each participant as a KOICA trainee for the program. If any case which may hamper the scholarship in Korea is found in the medical checkup, the participant will be required to return home. The status as the participant for KOICA's Scholarship Program will be finalized and the acceptance for the program will be confirmed after the medical checkup.

### **3. CURRICULUM**

#### **a. Curriculum and Credits**

The main pedagogical goal of the program is to introduce and discuss theories, on-hand experience, and practical lessons of Korean e-Policy & e-Government and to disseminate future implications and applications of Korean e-Policy & e-Government to other developing countries.

As shown in the table below, the GePeG(Global e-Policy and e-Government) students have to complete **33 credit hours** for graduation. The courses are evenly distributed among Core, Korean Culture, and functional concentration.

#### **Course Requirements for GePeG**

<b>Category</b>	<b>Credit Hours</b>
Preparatory Courses	0 Credits(3 Courses)
Core Courses	9 Credit Hours (3 Courses)
Korean Culture Courses	3 Credit Hours (1Courses)
Elective Courses	21 Credit Hours (7 Courses)
<b>Total</b>	<b>33 Credit Hours</b>

#### **Typical GePeG Curriculum**

<b>Type</b>	<b>Preparatory(Summer Session)</b>
Required Courses	*Knowledge Based Society: e-Policy & e-Government *Korean Language *Research Design
Non-Curricular Programs	Special Lectures, Field Trip, Day Trips



## **PART IV. PROGRAM CONTENTS**

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Type	1 <sup>st</sup> semester (Fall Session)
Required Course (3 credits)	e-Government: Theory & Strategy
Elective Courses (12 credits)	Select 4 courses from: *Research Methods *Financial Management *Human Resources Management *e-Government Colloquium *Management Science & Statistical Methods

Type	2nd semester (Winter Session)
Required Courses (3 credits)	*e-Policy & e-Government: Implementation Practice
Elective Courses (3 credits)	*Self-leadership & Korean Culture Experience *Internship(Limited number of top students in the class will be given such opportunities. *For those you won't have internship, special lectures and study visit program will be provided, instead.)

Type	3rd semester (Spring Session)
Required Course (3 credits)	*e-Policy : Theory & Strategy
Elective Courses (12 credits)	Select 4 courses from: *Governance in East Asia *Quantitative Analysis in Administration I *Balanced National Development *Urban and Local Finance *Leadership Development

\* The above curriculum is subject to change.

### **b. Credits Completed per Semester**

- Summer: 1st semester (08/01/2011- 08/26/2011): 0 credits
- Fall Semester: 2st semester (08/29/2011- 12/16/2011): 15 credits
- Winter Semester: 3nd semester (01/02/2012-02/25/2012): 6 credits

- Spring Semester: 4th semester (03/02/2012-06/22/2012): 12 credits

\* The above requirements are subject to change.

### **c. Title of Degree**

This Program is a master's degree program; the students will study about Korean e-Policy & e-Government **in aspects of public administration, NOT technical analysis.** Master's candidates who complete 33 credits and submit the Master's Thesis will be granted the degree. The title is **Master of Public Administration (MPA) in e-Policy and e-Government.**

### **d. Medium and Methods of Instruction**

English is the medium of instruction. Not only the courses but all academic affairs will be conducted in English. Students do not need any prior knowledge of Korean for the courses. However, certain level of fluency in Korean would be helpful for day-to-day activity. Basic Korean course will be open during the preliminary session, but advanced Korean courses will be open per your request.

Students can complete all their requirements in Korea within 12 months.

Participatory teaching methods will be fully utilized. Diverse methods such as debate, simulation, role playing, and case study will be employed to enhance problem-solving ability.

### **e. GSG Regulation**

#### **Attendance and Absenteeism**

1. Students are expected to attend all of the classes he/she has registered for each semester. Any student who, without good reason, has failed to

attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam.

2. In the event a student will be absent for any of the reasons below, the student must notify the appropriate department, faculty and dean and get approval in advance:
  - ⇒ Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
  - ⇒ Academic planning, field-trips, on-location training, etc.
  - ⇒ Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
  - ⇒ Other events as approved by the Graduate School Dean
3. In case of illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

### **Examinations and Grade Evaluations**

1. Minimum Grade Point Average Requirement
  - Students must maintain at a minimum a C- (70-74) grade point average. Anything below 70 points (F=69 and below) will not be acknowledged as a passing grade.
2. Regular Exams and Make-up Exams
  - Regular Exams: Mid-term (7th to 8th week of semester), Final (End of semester)
  - Make-up Exams
    - ⇒ In the event a student cannot sit for an exam due to illness, or any other emergency, the student must notify the faculty before the test

date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

3. Qualifications to Sit for an Exam

- Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

4. Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100 point score for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
  - ⇒ A to A+: 30% of the students in the class
  - ⇒ B to A-: 40% of the students in the class
  - ⇒ B and below: 30% of the students in the class

5. Evaluation Standard: Evaluation Ranking

Score	95-100	90-94	85-89	80-84	75-79	70-74	69 & below	P (Pass)	NP (Fail)
Grade	A+	A	B+	B	C+	C	F		
Average	4.5	4.0	3.5	3.0	2.5	2.0	0		

## **4. EXTRACURRICULAR ACTIVITIES**

- **Industrial sites:** Samsung Electronics, Sangam Digital Media City, SK Telecom, Hyundai Motors, Hyundai Heavy Industries, POSCO, etc.
  
- **Cultural sites:** Gyeongju historical Monument Place, Insadong, Folk village, Gyeongbok Palace, Cheongyecheon, National Museum of Korea, etc.
  
- **Public Offices sites:** Seoul Metropolitan Emergency Operations Center, Seoul Transportation Operation System center, National Tax Service, Ministry of Public Administration & Security, Ubiquitous Dream Hall, The Center for Free way Traffic Management System, etc.

## **PART V. TRAINING INSTITUTE**

### **1. GENERAL INFORMATION**

#### **☐ SUNGKYUNKWAN UNIVERSITY**



Sungkyunkwan is synonymous with both tradition and innovation in education. The literal meaning of the University's name is 'an institution for building a harmonious society' of perfected human beings. The founding philosophy of Old Sungkyunkwan is needed as much as ever today, in an era of technological advancement that seems devoid of humanity. The University's faculties of more than 1,000 are committed to quality teaching and research, offering

students a challenging environment for intellectual and personal growth.

Old Sungkyunkwan was founded over 600 years ago by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University merely in the context of its pre-modern history. What the University has achieved in the past fifty years meets and exceeds that of the five hundred years preceding our current century.



After World War II, with the emergence of the Republic of Korea, Old Sungkyunkwan underwent a renaissance as a private university. As Korea modernized and underwent social and economic reforms, the University grew rapidly to address the diverse demands of the advancing country. Though a long history alone cannot guarantee the excellence of an institution, the rich culture, which exudes from a long tradition, is surely a unique and valuable asset of the University. In addition, we take pride in the University's innovative spirit; as a result of the long efforts to place natural sciences on an equal footing with our strong foundation in humanities, we now operate two campuses: the Humanities and Social Sciences Campus and the Natural Sciences Campus.

Based on a highly successful partnership with Samsung who has generously funded several core initiatives, the University has been rapidly developing and prospering since 1996.

#### **□ GRADUATE SCHOOL OF GOVERNANCE**

Graduate School of Governance is specialty graduate program with a goal to train students as a cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with

reality and persons of pragmatic minds. In addition, GSG will establish an "Academy of Governance Studies" which would constitute the governances' "Think Tank".

GSG cultivates students of leaders and statesman in here with such schools as the J. F. Kennedy School of Government at Harvard University and ENA in France.

GSG is rich in human capital (ministers of 8 members , the directors of a bureau of 70 members, the professors and researchers of 50 members , a provincial governor, 4 members of vice- minister, administrative official of 240 members).

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in citizens' groups.

The classes are operated on a full time bases and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures.

GSG gives preference to students who embrace greater self-development who are pioneers of change.

**□ Master's degree Program on Global e-Policy and e-Government**

- Former Students' Comments

The course was very productive in terms of opening new avenues in the learner minds on the factors that have lead to tremendous economic development in Korea. The course has elaborated the diverse strategy of e-government and its role to make the government competitive, efficient and reliable. This have been achieved through class work and many seminars the class participated in as its networked with different delegates from leading e-government countries like Malaysia, Singapore, Taiwan china etc.

**(Alexander Ndungu Ndigirigi from Nigeria)**



In my opinion, this MPA course has brought me more knowledge of methodology in developing and executing effective and relevant e-policy and e-government in the information society and knowledge-based economy. This knowledge is important in theoretical and practical basis to apply in my daily work when returning to my home country.

**(Nguyen Viet Boi from Vietnam)**

In my opinion, the MPA course has been well designed, learning environment is excellent and the faculty members of staff are wonderful and have been very supportive, though there could be areas of improvement of the course program. The course content, delivery (teaching) approach and methodologies are remarkably excellent. Personally, I have benefitted tremendously from every activity that has been designed throughout the whole period of the program. The initial period where we attended the research presentation workshops, was an eye opener, as we were able to see for ourselves how academic research findings have been applied in reality.

**(Lubasi Munukayumbwa from Zambia)**

One year just has gone like one week, it was really very good program. I must say without your help it would have been impossible for me reach at this destination. I am very much grateful to all of you. I am deeply grateful to you, for your support and constant encouragement through this year, you opened a new door for me by giving me this opportunity.

**(Saltanat Kubegenova from Kazakhstan)**

## **2. ACCOMMODATION**

❑ **Dormitory of SungKyunKwan University**

Migaon-vill, recently built apartment. 4 to 6 people would share one housing unit which means that living room and kitchen should be shared with people you live with. There are 3 rooms in each housing so that 2 people will be assigned in each room. Each room is furnished with beds, desks, and cabinets. Each unit is supplied with a LAN cable able to provide use of Internet. Upon your room assignment, bedsheet for summer season will be provided, but the one for winter should be prepared by student.



### 3. OTHER INFORMATION FOR INT'L STUDENTS

#### - SCHOOL STORES & WELFARE FACILITIES

##### ◆ Campus Dining

Facilities	Location (Title)	Operating Hours
Cafeteria	<ul style="list-style-type: none"> <li>◆ B2, 600th Anniversary Building (Eun-Hang-Gol)</li> <li>◆ B2, Business School Building (Gum-Zan-Di)</li> <li>◆ B2, Business School Building (Eun-Na-Rae)</li> <li>◆ B2, Law Building (Bub-Go-Eul)</li> <li>◆ 6F, 600th Anniversary Building (Faculty Club)</li> <li>◆ 1F, Faculty Hall (Ok-Ryu-Cheon)</li> </ul>	There is a different schedule for service during the semester and during vacation. Please always be aware of the operating hours
Convenience Store	<ul style="list-style-type: none"> <li>◆ 1F, Student Union Building</li> <li>◆ B2, Central Library</li> <li>◆ B1, Toegye Hall of Humanities</li> <li>◆ B3, Business School Building</li> <li>◆ 5F, (An annex) Suseon Hall</li> <li>◆ B2, Law Building</li> </ul>	All stores are open during normal business hours
Coffee Shop	<ul style="list-style-type: none"> <li>◆ B2, Business School Building (outdoor)</li> <li>◆ B3, Business School Building (indoor)</li> </ul>	All stores are open during normal business hours

##### ◆ Banking

Woori Bank : 1F, Yurim Hoegwan near Main Gate

☎ 02-740-1901

Post Office : 1F, 600th Anniversary Building

☎ 02-740-1900

**◆ Fitness Center**

B4, Business Building ☎ 02-760-0848

Registration Fee: 20,000 won per month / 45,000 won per 3 months

Operating Hours: Weekdays 7:30-20:00, Saturday 9:00-13:00

**◆ Medical Services**

\* 2F, Student Union Building, ☎ 02-760-1229, 1230, 1239

Operating Hours: 9:00-21:30(during term), 9:00-17:30(during vacation)

\* **The nearest hospital from school** : HyeHwa Family Hospital,  
Seoul National University Hospital.

**◆ Other On Campus Facilities**

Facilities	Location
Bookstore	B3, Business Building
Shoe Repair Shop	Outdoor beside Business Building
Beauty Salon	B3, Business Building
Optician's Shop	B3, Business Building
Photo Studio	B3, Business Building
Travel Agency	B3, Business Building
Stationary Store	B3, Business Building
Souvenir Shop	B3, Business Building

## **PART VI. SUPPORT SERVICE**

### **1. TRAVEL TO KOREA**

KOICA arranges and pays for the participant to travel to and from Korea. The participant is to travel by the most direct route between Incheon International airport and a main international airport in the participant's home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, he or she should pay the additional fare. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant accompanies or invites family members, he or she must be responsible for all the relevant costs and other necessary administrative measures (please refer to the "4. Accompanying or Inviting Family" section of Part 7. Regulations).

### **2. EXPENSES FOR STUDY AND LIVING**

The following expenses will be covered by KOICA during the participant's stay in Korea.

- Tuition fee
- Accommodation (mainly the dormitory of a training institute)
- Living allowance: KRW 17,000 per day (subject to change)
- Meals: in kind or cash equivalent KRW 21,600 per day (subject to change)

- Textbook and materials: KRW 800,000 (KRW 200,000 for each semester)
- Study visit & field trip, etc. during the program
- A medical checkup after entrance
- Overseas travel insurance, etc.

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

### **3. INSURANCE**

During the program participants will be covered by the overseas travelers' health insurance. The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should pay themselves first and be reimbursed for the expenses later on the condition that the case falls under the coverage of the insurance.

Limits of Coverage (subject to change)

- Death or Permanent Disability by Accident: KRW 100 million
  - Medical Expenses by Accident: KRW 10 million
  - Death by Disease: KRW 50 million
  - Liability: KRW 10 million
  - Loss of Personal Effects: KRW 1 million
  - Airplane Hijacking: KRW 1.4 million
- \* US\$1= approx. KRW 1,200 (as of October 2009)

Main Scope of Coverage

- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

## **PART VII. REGULATIONS**

### **1. PARTICIPANT'S RESPONSIBILITIES**

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain *grades* required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- to refrain from engaging in political activities or any form of employment for profit or gain.
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.



- to return to their home country upon completion of their training program.
- not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.

## **2. WITHDRAWALS**

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

## **3. TEMPORARY LEAVE**

- Participants can have temporary leave within 15 days a in a year (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.

- KOICA and the university do not pay airfare for the trip. If the trip exceeds 15 days in a year, KOICA will not pay the living allowance for the absent days which exceed 15 days.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, his or her living allowance will be suspended (from the day of departure to the day of return).

#### **4. ACCOMPANYING OR INVITING FAMILY**

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, participants are recommended not to bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- Participants may bring or invite family members but they must cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc, of their family. The safety and security of their family is also the participant's responsibility.

#### **5. OTHERS**

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.

## ***PART VII. REGULATIONS***

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- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

## **PART VIII. OTHERS**

### **1. CONTACT INFORMATION**

#### **a. Korea International Cooperation Agency (KOICA) (<http://www.koica.go.kr>)**

- Training Program Coordinator: **Ms. Se-hyun JU**
- Phone: +82-31-740-0411
- Fax: +82-31-740-0684
- E-mail: [sehyunju@koica.go.kr](mailto:sehyunju@koica.go.kr)
- Address: 418 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, Gyeonggi-do, Republic of Korea, 461-833

- Assistant Program Coordinator: **Ms. Jin-Gyeong(Jenny) JANG**
- Phone: +82-31-740-2647
- Fax: +82-31-740-2680
- E-mail: [jenn@koica.go.kr](mailto:jenn@koica.go.kr)

#### **b. Graduate School of Governance, SungKyunKwan University (<http://gsg.skku.edu/eng>)**

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Ms. Sojin Jang  
Assistant / Graduate School of GSG  
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Global MPA Lounge & Office, Room 423, Law School building,  
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South Korea (Post code: 110-745)  
Tel: +82-2-740-1880 Fax: +82-2-740-1890

## **2. HOW TO GET TO THE ICC OF KOICA**

### **▶ Notice !!**

When participants arrive in Korea, they should go to the ICC of KOICA for KOICA Orientation including medical checkup. After the Orientation, participants will move to the dormitory of the University.

- ❑ Route : Incheon International Airport -> Korea City Air Terminal (KCAT) -> International Cooperation Center(ICC)
- ❑ Arrival at Incheon International Airport (<http://www.airport.kr>)

### **▶ FLOW**

Fill out a health questionnaire (distributed aboard your flight) → Quarantine including animals and plants (2nd floor) → Immigration office (passport, ticket, arrival card) → Reclaim baggage (1st floor) → Customs clearance → Welcoming reception → KOICA Airport Counter located by EXIT 7(Counter #33-34)

▶ Pass through the Arrivals Exit and go to the KOICA Airport Counter located by EXIT 7.

- At the KOICA Airport Counter located EXIT 7, you can get detailed information on how to get to the ICC and a limousine bus ticket for KCAT.

**KOICA Counter at Incheon International Airport**

Location : Next to Exit 7, near Millennium Hall on the 1st floor

Tel. : 82-32-743-5904                      Mobile: 82-(0)10-9925-5901

Contacts : **Ms. Jin-Young YOON**

❑ From Incheon International Airport to Korea City Air Terminal (KCAT)

▶ Leave the terminal and proceed to bus stop No. 4A and take a City Air limousine bus to the KCAT. (Expected time: 70 ~ 90 minutes)

※ If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter near a bus stop on the 1st floor, and go to bus stop No. 4A.

※ You will find another KOICA staff member at KCAT who will assist you in getting to the ICC. KOICA will reimburse the limousine bus fare when you arrive at the ICC.

※ If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30:

## ***PART VIII. OTHERS***

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- Please contact the ICC reception desk  
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the ICC reception desk will let you know how to use a taxi.  
The taxi fare from the airport to ICC is normally 90,000 Won.

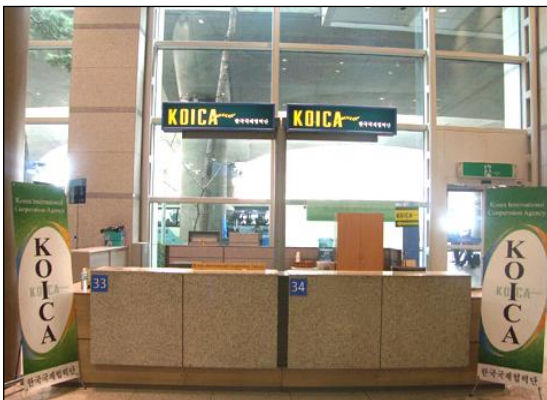
※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05:30 ~ 22:00.

□ From Korea City Air Terminal (KCAT) to the ICC of KOICA

- ▶ Take a City Air limousine bus at bus stop No. 4 A on the 1st floor. The bus runs every 10-15 minutes between the hours of 05:30 and 22:00.
- ▶ Meet the KOICA staff at the lounge on the 1st floor of KCAT upon arrival.
- ▶ Take a car arranged by the KOICA staff to the ICC.

(Expected time: 20 min.)

### **- KOICA Airport Counter -**



### **- KOICA KCAT Counter**



