নম্বর : ০৫.০০.০০০০.২০২.০০.০০৫.১৭-১৫০   তারিখ : ০২/০৪/২০১৭ খ্রি.
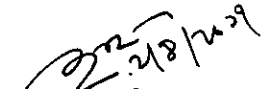
বিজ্ঞপ্তি

দক্ষিণ কোরিয়ায় অনুষ্ঠেয় নিম্নবর্ণিত মাস্টার্স কোর্সে অংশগ্রহণের জন্য বাংলাদেশের সরকারি কর্মকর্তাদের জন্য সুযোগ রয়েছে। উক্ত কোর্সে অংশগ্রহণের জন্য জনপ্রশাসন মন্ত্রণালয় এবং জনপ্রশাসন মন্ত্রণালয়ের অধীন মাঠপ্রশাসনে কর্মরত আগ্রহী যোগ্য কর্মকর্তাগণের নিকট হতে বরাদ্দকৃত ১টি সুযোগের বিপরীতে নিম্নোক্ত শর্ত সাপেক্ষে আগামী ০৫/০৪/২০১৭ তারিখের মধ্যে আবেদন আহবান করা যাচ্ছে। এতদসংক্রান্ত বিস্তারিত তথ্যাবলী এসাথে সংযুক্ত করা হলো:

ক্রমিক নং	প্রশিক্ষণের নাম, স্থান ও মেয়াদ	অর্থায়নকারী সংস্থা	সুযোগ সংখ্যা
১.	KOICA-SKKU Master's Degree Program in Public Administration (Local Government)" Duration : 07 August, 2017 to 31 December 2018.	KOICA Korea.	১ টি

শর্তসমূহ :

১. আবেদনকারী বাংলাদেশের নাগরিক ও সরকারি চাকুরিজীবি হতে হবে;

২. আবেদনকারীর চাকরি স্থায়ী হতে হবে;

৩. আবেদনকারীকে স্ব-স্ব নিয়ন্ত্রণকারী কর্মকর্তার অনুমতিক্রমে আবেদন করতে হবে;

৪. প্রার্থীত আবেদনের বিষয়ে কোইকা'র সিদ্ধান্তই চূড়ান্ত;

৫. আবেদকারীকে সংযুক্ত ফরম (বাংলা) নিয়ন্ত্রণকারী কর্তৃপক্ষের অনুমতির স্মারক হিসেবে নিম্নস্বাক্ষরকারীর কার্যালয়ে আবেদন পত্রের সাথে প্রেরণ করতে হবে;

৬. জনপ্রশাসন মন্ত্রণালয়ের প্রজ্ঞাপন নং-০৫.০০.০০০০.২১১.২২.১০৬.২০০৮-৩৩৯, তারিখ: ০৬/১২/২০১৫ মোতাবেক চাকুরিতে প্রবেশের পর প্রেষণ/শিক্ষাছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার এ কোর্সের জন্য আবেদন করার প্রয়োজন নেই;

৭. জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২খ্রিঃ তারিখের স্মারক নং-সম (বিঃপ্রঃ)-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালা ও বিদেশ প্রশিক্ষণে কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় কার্যক্রম গ্রহণ করা হবে;

৮. আবেদন সম্পর্কিত সংশ্লিষ্ট তথ্যাদি এ সাথে সংযুক্ত করা হলো।

২।   যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ বিজ্ঞপ্তি প্রকাশ করা হলো।

সংযুক্তি: বর্ণনামতে।

ড. আব্দুল হামিদ
যুগ্মসচিব
ফোন: ৯৫৭৪৪২৬
sasft.mopa@gmail.com

বিতরণ- সদয় জ্ঞাতার্থে ও কার্যার্থে:

১। সিনিয়র সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলানগর, ঢাকা

২। সিনিয়র সিস্টেমস্ এনালিস্ট, পিএসসি, জনপ্রশাসন মন্ত্রণালয় (জরুরি ভিত্তিতে ওয়েব সাইটে প্রদর্শনের অনুরোধসহ)।

৩। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।

আবেদনকারী কর্মকর্তার তথ্যাবলী:

১.	নাম :	
২.	পরিচিতি নং (যদি থাকে) :	
৩.	পদবী ও বর্তমান কর্মস্থল :	
৪.	ক্যাডার সার্ভিসের নাম (যদি থাকে) :	
৫.	আবেদনের বিষয় (কোর্সের নাম):	
৬.	জন্ম তারিখ : ও বয়স :	
৭.	চাকরিকাল :	
৮.	সর্বশেষ শিক্ষাগত যোগ্যতা :	
৯.	ইতঃপূর্বে বিদেশ প্রশিক্ষণ/উচ্চশিক্ষা গ্রহণ করলে তার বিবরণ :	
১০.	মোবাইল নম্বর : ও ই-মেইল এড্রেস :	
১১.	অফিসিয়াল মেশিল রিডেবল পাসপোর্ট নম্বর : ও মেয়াদ :	

আবেদনকারী স্বাক্ষর ও সীল

সুপারিশ করা হলো

নিয়ন্ত্রণকারী কর্তৃপক্ষের স্বাক্ষর ও সীল

Korea International **KOICA**≪≪≪
Cooperation Agency
Happiness for All, with Global KOICA

KOICA Bangladesh Office
Level 5N, Grand DELVISTAA, House CES(A) 1A,
113 Gulshan Avenue, Dhaka-1212
Tel : (880-2) 988-4690, 985-3295
Fax : (880-2) 988-2613

KOICA 117- *121*   March 19, 2017

Mr. Shah Md. Aminul Haq
Additional Secretary (Asia, JEC, F & F)
Economic Relations Divisions
Ministry of Finance, Dhaka

Subject: Offer for KOICA's Master's Degree Program on "KOICA-SKKU Master's Degree Program in Public Administration (Local Government)"

Dear Mr. Haq,

With reference to the Korea International Cooperation Agency's (KOICA) Master's Degree Program entitled, **"KOICA-SKKU Master's Degree Program in Public Administration (Local Government)"**, I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the participants that are to be selected **should be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations, at least 5 years of full-time professional working experience in the public sector, hold a Bachelor's Degree in any undergraduate program, must be fluent in English language, and be preferably under 40 years of age.** In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. SungKyunKwan University may select up to **maximum 2 participants from Bangladesh out of the maximum 4 candidates nominated by ERD,** for the following program to be held in Korea:

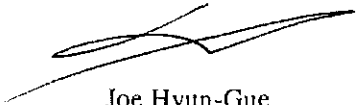| No.	Course duration	No. of allocations	Relevant Ministry	Last date for application
1.	August 7, 2017 ~ December 31, 2018	4 (four)	1. Ministry of Local Government, Rural Development & Cooperatives 2. Other relevant Ministries	April 6, 2017

Qualifications, selection criteria and procedure for applicants of the above course are stated in the attached program outline. Nomination of candidates should be sent to KOICA Bangladesh Office along with the application package including the **applicants' passport copies (THREE (3) sets of ORIGINAL applications should be signed & attested).** Please ensure that **ALL the**

original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office. In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

Furthermore, in reference to letter KOICA 114-379, dated, May 21, 2014, you are kindly requested to please copy all the ERD's offer letters to line ministries and others concerning the training programs of KOICA Office as this would be very helpful to follow up measures by KOICA in any case.

Your kind and necessary measures in this regard will be much appreciated.

Sincerely,

Joe Hyun-Gue
Country Director

Enclosures:
1. KOICA Application form
2. Checklist
3. University application form
4. Self introduction
5. Study plan
6. Letter of consent for degree verification
7. Letter of request for degree verification
8. Recommendation letter
9. Program information

KOICA
Korea International
Cooperation Agency

APPLICATION FOR ADMISSIONS

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

- **Please type or print in English or Korean.** Don't use cursive script, please.

COLLEGE / DIVISION		Photo (4cm*3cm)
Are you applying as a	■ Master's program ☐ Doctoral Program	
For the term beginning	■ Fall, 2017	

PERSONAL INFORMATION				
English Name				
	Family/Last	First	Salutation	☐Mr. ☐Ms.
Passport Number				
Nationality			Place of Birth	
Date of Birth (dd/mm/yyyy)			Marital Status	☐ Single ☐ Married
Mailing Address				
E-mail		Telephone		

CAREER INFORMATION			
Agency		Position	
Division			

ACADEMIC INFORMATION			
	Date of entry	Date of graduation	School's Name
High Schools			
School's Complete Address, including Country (English)			
Undergrad 1			
School's Complete Address, including Country (English)			
Undergrad 2			
School's Complete Address, including Country (English)			
Graduate			
School's Complete Address, including Country (English)			

I declare that the information contained in this application is complete, accurate and true. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and will be cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

Applicant's Signature_____ Date (DD/MM/YY)_____

KOICA
Korea International
Cooperation Agency

Self-Introduction

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

Fall – 2017

Applying Track	○Specialist Career Track ( ) ○Management Career Track ( )	Name	

(Within 500 words)

SUNGKYUNKWAN UNIVERSITY GRADUATE SCHOOL

KOICA

Korea International
Cooperation Agency

Study Plan

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

Fall – 2017

Applying Track	○Specialist Career Track ( ) ○Management Career Track ( )	Name	

※ **Describe your study plan according to headings below.(within 500 words each; in English)**

1. Personal academic orientation

2. Reason of application and personal goal

3. Future study plan

SUNGKYUNKWAN UNIVERSITY GRADUATE SCHOOL

KOICA
Korea International
Cooperation Agency

LETTER OF CONSENT

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

To whom it may concern:

This letter is to confirm that I attended (✦Name of school).
I have applied to Sungkyunkwan University in Seoul, Korea for the 2017-2018 academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from the schools I previously attended.

In this regard, I would like to request your full assistance when the University Admissions Office contacts you regarding verification of enrollment and transcripts.

(※Applicants should write on the lines marked by ✦).

Enrolled Name: ✦_____

Student ID Number: ✦_____

Date of birth: ✦_____

Date of admission (transfer): ✦_____

Date of graduation (withdrawal): ✦_____

Sincerely yours,

✦_____   ✦(____)-(____)-2017
Signature   Date

KOICA

LETTER OF REQUEST

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

(※Applicants should write on the lines marked by ✦).

Date: ✦_____(dd/mm/yyyy)

School Name: ✦_____

Address: ✦_____

Zip code: ✦_____   Tel: ✦_____

Fax: ✦_____   E-mail: ✦_____

Student Name: ✦_____   Student ID Number: ✦_____

Subject: Requesting Student Information

Dear Sir or madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask you to verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, major field, and the date of graduation. Please complete below and return this document to our office. You can respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Vice President of Admissions _____

Questions to verify student information _____

Student name: _____
Degree: _____
Major: _____
Date conferred: _____
Name of institution: _____

Signature of University Official _____

KOICA

Korea International
Cooperation Agency

RECOMMENDATION

SungKyunKwan University

Graduate School of Governance

SUNGKYUNKWAN
UNIVERSITY
Graduate School of
Governance

- **Please type or print in English or Korean.** This form is two pages in length.

TO BE COMPLETED BY THE APPLICANT

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Name: _____

Passport No.: _____ Date of Birth (DD/MM/YY): _____

Proposed Dept/Program: _____ E-mail: _____

---

1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU.
2. I waive my right of access to this recommendation.
3. I take full responsibility for any falsity in the submitted materials.
4. I hereby affirm that all the contained information is true and complete.

| Applicant's Signature | Date (DD/MM/YY) |

TO BE COMPLETED BY THE RECOMMENDER

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: _____ E-mail: _____

Title, Position and Institution: _____

Address: _____

_____ Telephone: _____

How long have you known the applicant and in what context? _____

_____

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for judgment
Academic achievement	☐	☐	☐	☐	☐	☐
Academic motivation	☐	☐	☐	☐	☐	☐
Future academic potential	☐	☐	☐	☐	☐	☐
Leadership / Influence	☐	☐	☐	☐	☐	☐

Emotional maturity	☐	☐	☐	☐	☐	☐
Written/ Oral expression	☐	☐	☐	☐	☐	☐

Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

(Attach additional sheets if necessary)

Name _____ Institution _____

_____ Position _____

Telephone _____ E-mail _____

Address _____

_____

_____   _____
Signature   Date (DD/MM/YYYY)

Application Guidelines

In completing the attached application form, please be advised to:

a. Carefully read your Course Information (CI) prior to completing the application form;

b. Use a personal computer in completing the form, or handwrite in **block letters**;

c. Fill in the form in **English**;

d. Be sure to fill in **every part** of the form;

e. Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport;** and

f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

Items	Page No.	Check(√) If completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for **Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information**	5-6	
c. Ticked agree/disagree box for **Agreement on Sexual Harassment Policy**	7	
d. Signed the **declaration** for terms and conditions	8	
e. Signed and filled in every part of **Medical Report 1**	9	
f. Had an authorized physician to complete and sign **Medical Report 2**	10	
g. Had an authorized official from your government to complete and sign the **Nomination** form	11-12	
h. Have a **copy of passport** ready for submission	-	

This is to certify that I have completed every part of the application form

to apply for the KOICA Fellowship Program.

Date: _____ Applicant's Name: _____ Signature: _____

Application Form for the KOICA Fellowship Program

This form is to be used to apply for the Fellowship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.

(Photo)
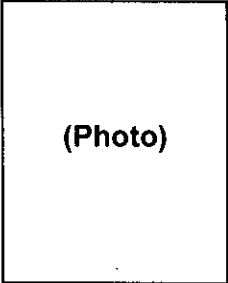
PART. 1. APPLICANT INFORMATION (to be completed by the applicant)

I. PROGRAM OF APPLICATION (as in the Program Information)

Program Title	
Name of Degree	
Duration	from _____ to _____ (DD-MM-YYYY)

II. PERSONAL DATA

Name (as in the passport)	**First Name**
	Middle Name
	Family Name

Date of Birth	Day		Month		Year	
Sex	□ M □ F		**Airport of Departure**			
Nationality			**Religion**			
Home Address						

Contact Information (Including Country Code)	Telephone		Fax	
	Mobile		E-mail	
Emergency Contact	Name		Relation	
	Telephone		E-mail	
Emergency Contact (2)	Name		Relation	
	Telephone		E-mail	

III. CURRENT EMPLOYMENT

Organization			
Department			
Present Position		**Employment Duration**	from _____ to present (MM-YYYY)
Type of	Government	□ Central □ Local	

Organization	Institution	□ Public □ Private □ International □ NGO
	Others	(Please specify)

Job Description	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Course. related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Course.
	Elaborate on your plans to apply the lessons learned from the Course to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To

Educational Background (Higher Education)

Name of Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

Previous Attendance to Training Program in Foreign Countries

Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?	□ Yes □ No
	If yes, please specify as below

Training Institute	City / Country	Course Title	Period *(MM-YYYY)*	
			From	To

V. LANGUAGE PROFICIENCY

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages *(please specify)* : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior or medication due to health or religious reasons?	
	□ NO	□ YES >> □ No Beef □ No Pork □ No Fish □ Others( )

4

KOICA CIAT
Korea International
Cooperation Agency
KOICA Fellowship Program

Homepage : http://training.koica.go.kr
Address : 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do, 13449, Korea

PART. 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.

b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.

c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).

d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to ciat@koica.go.kr.

e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Information

① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
- **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
- **Retention Period** : 3 years for hard copy / permanent preservation for soft copy

① If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

□ **Agree**   □ **Disagree**

Agreement on Collection and Use of Sensitive Information

⊙ KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
  - **Sensitive Information Collected** : religion, medical information
  - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
  - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy

⊙ If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

☐ **Agree**   ☐ **Disagree**

Agreement on Collection and Use of Unique Identifying Information

⊙ KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
  - **Unique Identifying Information Collected** : passport number, alien registration number
  - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
  - **Retention Period** : 5 days after the accomplishment of the purpose specified above

⊙ If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

☐ **Agree**   ☐ **Disagree**

II. POLICY ON SEXUAL HARASSMENT

a. Sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.

b. Once a sexual harassment case is filed, it is proceeded either to a review with the Program Manager, or to a review by KOICA Advisory Board. Sexual harassment cases may result in serious repercussions including 1) dismissal from the Program, 2) report to the pertinent embassy and/or government, 3) civil and criminal lawsuits and penalties.

c. Participants are encouraged to file a complaint in accordance with KOICA's complaint procedure, when they feel that they are sexually harassed.

Agreement on Sexual Harassment Policy

- ① I fully understand and agree to abide by KOICA's policy on sexual harassment.
- ② I understand the definition of sexual harassment as clarified above, and will not engage in any behavior that may be regarded as sexual harassment.
- ③ I understand that there are serious repercussions to engagement in sexual harassment cases.
- ④ I understand that I can file a complaint in accordance with KOICA's complaint procedure when I feel that I am sexually harassed.
- ⑤ I agree that when I am involved in civil and/or criminal lawsuits for my misconduct during the course period, KOICA has the right to acquire any information regarding the case.

☐ **Agree**   ☐ **Disagree**

III. GENERAL TERMS & CONDITIONS

a. Attendance & Punctuality

① Participants should be on-time and professional when submitting/presenting any reports and documents requested for the KOICA Fellowship Program.

② Participants should be punctual and devoted to following the schedule of the KOICA Fellowship Program. Participants are monitored and evaluated on their professional behavior while participating in the Program. KOICA may report the monitoring and evaluation results to Participants' government and/or employer when necessary. Absence without prior notice or acceptable reasons, and habitual tardiness are subject to evaluation, and may cause disadvantages.

③ Participants must leave Korea upon the completion of the Fellowship Program within three calendar days (seven calendar days for the Scholarship Program) unless they have obtained prior approval from KOICA and the government of their country of residence.

b. Misconduct

① Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.

② Any kind of disturbance to the efficient implementation of the Fellowship Program, including a breakaway from the Program, immoderate drinking, and other arbitrary and irresponsible behavior, will not be tolerated.

③ Participants are obliged to report immediately to KOICA of any damage incurred as a result of, or in connection with their act.

c. Security & Well-being

① Participants are responsible for their own personal belongings, safety, health and well-being.

② KOICA supports participants' medical expenses for accidents or diseases up to a limit covered by the insurance.

③ Participants, however, should pay for deductibles; and are solely responsible for the expenses exceeding the insurance coverage.

※ *Pregnancy or treatment for any kind of chronic disease is excluded from the insurance coverage.*

d. General Rules

① Participants should abide by the terms and conditions of both KOICA and the training institute with regards to the Fellowship Program.

② Participants should not bring any family members (dependants) to Korea or the country of training.

③ Participants should refrain from engaging in political activities and any form of employment for profit or gain during the course period.

④ Participants are solely responsible for any claims, losses, damages, demands, actions, suits, and costs for legal proceedings that arise from their fault, misconduct, negligence, and/or failure to abide by the terms and conditions aforesaid during the course period.

IV. DECLARATION

I, _____ , of _____ *have read and fully agree to*
      (name of applicant)   *(name of country)*

the terms and conditions set forth above and declare that all the information given above is true and complete.

I will accept any penalties and consequences for failure to abide by the above terms and conditions,

including dismissal from the Program and report to my government and/or employer.

Date: _____ **Applicant's Name:** _____ **Signature:** _____

PART. 3. MEDICAL REPORTS

I. MEDICAL REPORT I (to be completed by the applicant)

1. Present Status

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

□ No   □ Yes >> Name of Medication (   ), Quantity (   )

b. Are you pregnant? (female only)

□ No   □ Yes >> (months)

c. Please indicate any needs arising from disabilities that may require additional support or facilities.

(   )

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past:	□ No	□ Yes >> Name of illness ( ), Place & dates ( )
Present:	□ No	□ Yes >> Present condition ( )

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past:	□ No	□ Yes >> Name of illness ( ), Place & dates ( )
Present:	□ No	□ Yes >> Present condition ( )

c. High blood pressure

Past:	□ No	□ Yes
Present:	□ No	□ Yes >> Present condition ( ) mm/Hg to ( ) mm/Hg

d. Diabetes (sugar in the urine)

Past:	□ No	□ Yes
Present:	□ No	□ Yes - Present condition ( ) - Are you taking any medicine or insulin? □ No □ Yes

e. What illness(es) have you had previously?

□ Thyroid Problem	□ Liver Disease	□ Heart Disease	□ Kidney Disease
□ Tuberculosis	□ Asthma	□ Stomach and Intestinal Disorder	
□ Infectious Disease >> Specify the name of illness ( )			
□ Others >> Specify ( )			

f. Has the above illness(es) been cured?

□ Yes   □ No
 - Specify the name of illness (   )
 - Present condition (   )

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date: _____   Applicant's Name: _____   Signature: _____

II. MEDICAL REPORT 2 (to be completed by an authorized physician)

1. Basic Health Information

Name				
Age		Blood Type	Height	cm
Sex		Blood Pressure / mmHG	Weight	kg

2. Health Examination Result

Name	Result	Remarks
EKG	□ Normal □ Abnormal	
Chest PA	□ Normal □ Abnormal	
Urinalysis	□ Normal □ Abnormal	
Diabetes	□ Normal □ Abnormal	
Hepatitis B	□ Normal □ Abnormal	
Syphilis	□ Normal □ Abnormal	
AIDS	□ Normal □ Abnormal	
Infectious disease	□ Normal □ Abnormal	
Endemic disease	□ Normal □ Abnormal	
Pregnancy test	□ Normal □ Abnormal	

3. How long have you known the person named above?

□ Less than 6 months   □   More than a year   □   More than 5 years   □   More than 10 years

4. Has this person received any medical treatment for the last 5 years?

□ Yes   □ No
- Specify (   )
- Present condition (   )

5. Does he/she have any conditions, whether in the past or present, that requires special care/attention or possibly disturb his/her participation to an intensive training course away from home?

□ Yes   □ No
- Specify (   )
- Present condition (   )

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date : _____   Contact Information of Clinic : _____

Name of Clinic : _____   Address of Clinic : _____

Name of Physician : _____   Signature : _____

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PART. 4. NOMINATION (to be completed by nominating government / organization)

I. Reasons for Nomination

e.g.) relevance of the Course to the applicant's duties; applicant's capabilities of developing the institutional capacity of the organization, etc.

II. Please attach ORGANIZATION CHART with an appropriate marking of the nominee's position

III. OFFICAL NOMINATION

The Government of _____ *officially nominates* _____
(Name of Country)   *(Full Name of Nominee)*

to participate in _____ *as organized by the Korean Government(KOICA)*
(Title of Course)

and I, _____ *, on behalf of the Government of* _____ *, certify that*
(Name of Authorized Official)   *(Name of Country)*

(a) *All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.*

(b) *The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Course.*

(c) *On behalf of the organization I agree to the terms and conditions of KOICA.*

(d) *My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Fellowship Program.*

(e) *Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.*

Name(Authorized Official) : _____

Position/Title: _____   **Organization:** _____

Telephone: _____   **Email:** _____

Date: _____ **Signature:** _____

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2017 KOICA-SKKU
Master's Degree Program in
Public Administration (Local Government)

August 7, 2017 – December 31, 2018

Seongnam & Seoul, the Republic of Korea

KOICA~ CIAT
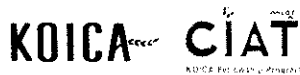
Korea International Cooperation Agency

Graduate School of Governance
SungKyunKwan University

Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.

CONTENTS

Part I	KOICA & SCHOLARSHIP PROGRAM

The Korea International Cooperation Agency (KOICA) 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.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

Korea's ODA & Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations(multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or as contributions to international organizations.

ள Korea's ODA system
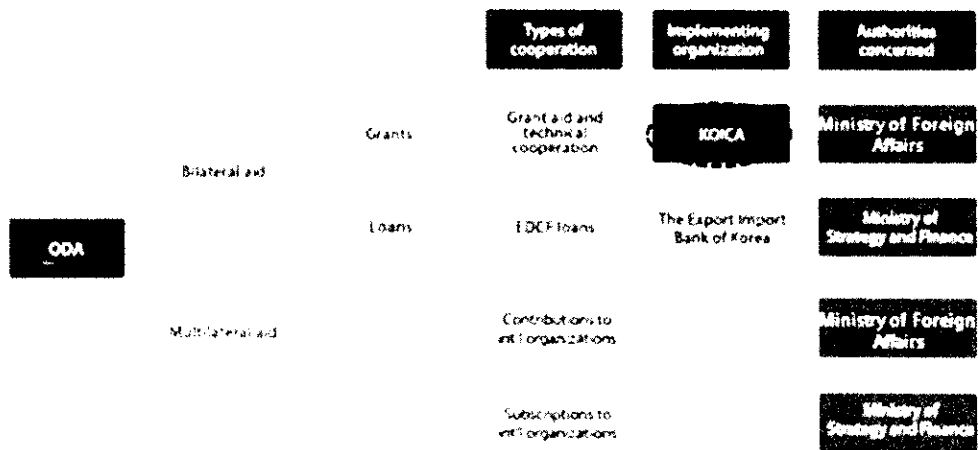
Korea's Experience and KOICA's Program for Human Resources Development

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically about Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

Types of KOICA Fellowship Programs

KOICA offers five major types of fellowship 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 2014, the program has assisted a total of 2,210 students. In addition, as of 2015, 388 participants will participate in 19 master's degree programs at 16 Korean universities.

KOICA 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**: KOICA-SKKU Master's Degree Program in Public Administration (Local Government)

■ **Duration**:

1) Stay duration: August 7, 2017 ~ December 31, 2018 (17 months of study in Korea)

2) Academic duration: September 2017 ~ August 2019 (24 months)

   ✕ Note: The diploma will be issued upon completion of the requirements for graduation in accordance with the university regulation

■ **Degree: Master of Public Administration (MPA) in Local Government**

■ **Objectives**

The MPA program in Capacity Development in Local Public Administration aims to strengthen the local government officials and civil servants by providing an integrative educational program with a balanced curriculum that enhances their managerial skills and analytical policy expertise. The program has the following specific objectives:

1) To foster the skills, intuition, and flexibility required to be effective local government leaders and professionals;

2) To equip a broad range of analytical competency to devise concrete solutions to unique and complex problems facing cities, rural, and population centers in a globalizing world;

3) To integrate theoretical learning with opportunities for practical applications;

4) To share the Korean successful local governance experience and knowledge with other developing countries, which would enhance their ability to further their expertise in the areas of economic development and quality of life at the local level; and.

5) To conduct academic research to enhance the understanding on local government administration/management as well as capabilities of public administration and public policy

◼ **Training Institute:**

Graduate School of Governance (GSG),

SungKyunKwan University (http://shb.skku.edu/gmpa)

◼ **Number of Participants: 20 Government Officials**

◼ **Language: English fluency that requires no translation**

◼ **Accommodations:**
   1) KOICA International Cooperation Center (ICC) during KOICA Orientation
   2) SungKyunKwan University Dormitory (C-House) during your stay at school.
      - Two (2) students will be assigned in each room.
      - Each room is furnished with two beds, two desks, two chairs, two wardrobes, air conditioner, toilet, shower booth, and waste basket.
      - Students can cook their food in the communal kitchen which is supplied with refrigerators (food storage), rice cooker, and electric stoves.

Part III	HOW TO APPLY

1. APPLICATION ELIGIBILITY

To be admitted to the MPA in Capacity Development in Local Public Administration, applicants must display that they are academically, mentally, and physically prepared to face the challenges of a highly demanding MPA curriculum. Specifically, applicants must meet all the following requirements:

- Should be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government
- At least 5 years of full-time professional working experience in the public sector (acquired after a university degree);
- Hold a Bachelor's degree from any undergraduate program;
- Should have a grade point average (GPA) at least 80% or higher from previously attended institution; and.
- Should have sufficient command of both spoken and written English to take classes conducted in English.
- Not be a person who has withdrawn before from KOICA's scholarship program.

* Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot apply
- Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program previously (Master's degree program).

2. ADMISSION PROCESS

Procedure	Dates
Step 1. Closing Date for Application Package Submission	April 12, 2017
Step 2. On-site Interview (KOICA)	April 13~18, 2017
Step 3. Document Screening	April 20 ~ 26, 2017
Step 4. Skype/Phone Interview	May 15 ~ 24, 2017
Step 5. Medical Check-up (local)	May 29 ~ June 16, 2017
Step 6. Final Admissions Notification	July 3, 2017

* The timeline in this table is based on the local time in South Korea and is subject to change.

Post Admission

Arrival in Korea	August 7, 2017
KOICA Orientation	August 8-9, 2017
Arrival in GSG-SKKU & GMPA Orientation	August 10, 2017

All documents including application form, self-introduction, study plan, official transcript (undergraduate and graduate work), diploma or certificate of graduation, recommendation letters, employment verification, etc. will be evaluated. Applicants must apply for the Sungkyunkwan University MPA program via the Korea International Cooperation Agency (KOICA) office in their country.

1) **Closing Date for Application Package Submission** Application documents can be downloaded from KOICA and/or the SKKU website (http://gsg.skku.edu/) and submit

application until April 12, 2017. The selection for the MPA applicants will go through the following process:

2) **KOICA On-site Interview** *(1st Selection stage)*, applicants will be screened by KOICA selection committee based on their selection standard, and will recommend the selected applicants for the *2nd Selection* stage. The documents of the selected applicants will be forwarded to Sungkyunkwan University.

3) **Document Screening** Documents of the applicants who passed the 1st Selection process will be screened and evaluated by the SKKU Selection Committee. The committee will assess written application base on the following factors: (1) academic excellence, (2) applicant-program fit, (3) leadership, (4) motivation and commitment, (5) ability to contribute to improve his/her country's local government management and/or administration capacity, and (6) completeness and timeliness.

※ **Selection Criteria:** *Written Application (Scale from 1-10 (10 represents perfect score))*

Applicants will be evaluated in their written applications based on the following criteria:

- Academic excellence. This criterion relates to the applicant's average ratings in tertiary and/or undergraduate academic achievements. (1 point)
- Applicant-program fit. Assessment of this criterion will relate to the eligibility and fitness of the applicant in the scholarship program. The evaluation will determine the applicant-program fit based on education, work experience, and other relevant demographic criteria. It is required that the applicant should have been a civil servant for at least 5 years and/or possessed the necessary experiences and qualifications for the program. (2 points)
- Leadership. This criterion relates to the applicant's displayed leadership in his/her organization as well as the potential for a favorable career development. (2 points)
- Motivation and commitment. This criterion relates to the applicants demonstrated motivation to learn, adaptability and resilience to a new environment, and his/her commitment to abide with the programs and policies of the program. (1 point)
- Ability to contribute to improve his/her country's local government management and/or administration capacity. This criterion will relate to the applicant's study

plan—its relation with the development of local development strategies and policies in their country, or in their specific organization. (2 points)

- Completeness and timeliness. Assessment of this criterion will relate to the completeness of application documents (based on the guidelines) and their timely submission. (2 points)

4) Skype/ Phone Interview Applicants who successfully passed the *2nd Selection* stage will be notified by KOICA for Skype/phone interview or telephone—*3rd Selection* stage. The place and time for the interview will be determined by KOICA and SKKU.

※ **Selection Criteria:** *Skype/ Phone Interview (Scale from 1-5 (5 represents highly qualified))*

Applicants will be evaluated at the Skype interview based on the following criteria:

Following the written application, the interview will further evaluate the applicants relating with their English language proficiency, especially listening and speaking skills. The interview will also assess and determine the applicant-program fit, leadership, motivation and commitment, the potential contribution to improve the applicant's local government organization or agency. Further, the interview will determine the consistency of the applicant's motivation, study plan, and expectation from the scholarship program in relation with his/her submitted documents. The applicant will be rated in a scale of 5 (highly-qualified), 4 (well-qualified), 3 (qualified), 2 (less qualified), and 1 (much less qualified).

- Highly-Qualified (5) *Candidate understands fully and provides a well-thought and outstanding response to the question. Candidate's response requires no probing and conveys exceptional qualification to be in the program.*
- Well Qualified (4) *Candidate understands fully and provides acceptable, appropriate, and sufficient answers to the questions. The response is well presented and conveys high level of readiness required in this program.*
- Qualified (3) *Candidate seems to understand and respond appropriately. Candidate's response is complete and requires only minimal probing questions.*

- <u>Less Qualified (2)</u> *Candidate seems to understand but the response is vague or incomplete. Candidate's response does not show level of readiness required in this program.*

- <u>Much Less Qualified (1)</u> *Candidate seems not to understand the question. S/he fails to respond properly and the response does not convey readiness required in this program.*

5) Medical Check-up (Local)

○ **(Summary)** The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.

○ **(Coordinating Agency Contact Info)**
 - Inje University PAIK Hospital
 - Person in charge: Ms. Leah OH
 - E-mail: inje_paik@daum.net
 - Tel: +82-2-2273-0980

○ **(Date of medical examination)**
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the 2nd round successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until **June 5th, 2017**, should contact the coordinating agency via e-mail or telephone above.
 ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2nd round by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.

○ **(Recipient)** Applicants who successfully pass the 2nd round (limited to about 130% of capacity)

- Applicants who successfully pass the 2nd round must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
- Even though you are on the waiting list, you must receive the medical check-up.

○ **(Medical institution)** The medical check-up will be carried out in the medical institution "designated by KOICA" located in the applicant's capital city.

※ Examinations received individually are invalid and non-refundable.

○ **(Expenses)** The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.

- Please remember that transportation and accommodation fees will NOT be reimbursed.
- KOICA will not pay for the treatment necessary after the examination.

○ **(Result notice)** The local medical institution does not inform the participant of the results of the examination, but if the participants request to the coordinating Agency , they will send it to you directly.

- You may be asked to receive re-examination by the coordinating agency to certain your medical condition.

※ In case of re-examination, it must be done during the re-examination period. (The coordinating agency will inform individually for those who need re-examination.)

- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

Please read carefully before you apply

Changes in other natural and living environments may affect your health as leaving your home country. Among the trainees who have ever entered the country; their physical condition has fallen sharply, resulting in cases where they are hospitalized or had to return home earlier without being able to complete the program. In order to prevent such situation, we apply and judge the standard that does not interfere with the long-term study through the health screening when selecting trainees; we comprehensively judge the applicant's health eligibility based on the result of the medical examination.

Therefore, if you suffered from an illness in the past, or still have it (previous illness); you must state it in the Medical Questionnaire because there are some diseases that are exacerbated by the environment even if it is currently cured. If you do not report the exact details, you may not be able to claim your insurance or receive medical assistance. Besides, you might be sent back to your home country or end up returning your living expenses, travel expenses, etc. to us.

Korea may have higher medical costs than your home country. According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which often is covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

6) Admission Results will be notified to the regional KOICA offices or Korean Embassy. Registration instructions course registration and other necessary steps will be guided to individuls.

3. REQUIRED DOCUMENTS

1. KOICA Application Form

2. SKKU Application Form

3. Self-introduction Form

4. Curriculum Vitae (or Resume)

5. Study Plan

6. Two Recommendation Letters

7. Original copy of official transcripts (undergraduate work; include official transcript of previously attended graduate institution, if available)

8. Original copy of diploma or certificate of graduation from undergraduate institution (include certificate of diploma of graduation from graduate institution, if available)

9. Letter of consent for Degree verification

10. Letter of request for Degree verification

11. Certified copy of TOEFL, TOEIC, or IELTS (if available)

12. Employment verification

13. Copy of passport and two photos (3cm x 4cm)

Note:
*   Your application is considered complete only when you have submitted all required documents. Applicants who have not properly prepared the required documents will not be selected.
*   All documents should be original; however, you may submit documents only if they are attested.
*   All documents in a foreign language other than English must be accompanied by a notarized English translation.
*   None of the submitted records and documents will be returned.

Part IV	**PROGRAM CONTENTS**

1. ACADEMIC SCHEDULE

2017, Pre-Semester Session (August 10 – August 25)

Academic Events / Extra-Curricular Activities	Date (Day)
Arrival in SKKU, Pre-Semester Session, Program Orientation in SKKU	August 10 (Thus.) ~ August 25 (Fri.)

2017, Fall Semester (September 1 – December 21)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 14 (Mon.) ~ August 23 (Wed)
Start of 2017 Fall Semester	August 28 (Mon.)
Educational Trip (Cultural Exposure/Activity)	September 14 (Thurs.)
Management by Objective I (MBO)	September 25 (Mon.) ~ September 29 (Fri.)
SKKU Foundation Day (Holiday in SKKU)	September 25 (Mon.)
Confucius's Birthday (Holiday in SKKU)	September 28 (Thurs.)
National Foundation Day (National Holiday)	October 3 (Tues.)
Mid-Autumn Festival (National Holiday)	October 3 (Tues.) ~ October 6 (Fri.)
Hangeul Proclamation Day (National Holiday)	October 9 (Mon.)
Midterm Examination	October 20 (Fri.) ~ October 26 (Thurs.)
Midterm Course Evaluation for Fall Semester	October 20 (Fri.) ~ November 2 (Thurs.)
Final Course Evaluation for Fall Semester	December 1 (Fri.) ~ December 14 (Thurs.)
Final Examination	December 15 (Fri.) ~ December 21 (Thurs.)
Student Track Selection (Specialist, Management Track)	December 21 (Thurs.) – December 23 (Sat.)
End of Fall Semester	December 21 (Thurs.)
Winter Vacation Begins	December 22 (Fri) ~ January 31 (Tues.)
Grade Notification Period	December 27 (Wed) ~ January 2, 2018 (Tues.)

2018, Spring Semester (March 2 – June 21)

Academic Events/Extra-Curricular Activities	Date (Day)
Course Enrollment Period	February 23 (Fri.) ~ February 28 (Wed.)
Start of 2018 Academic Year	March 1 (Thurs.)
Spring Semester Begins	March 2 (Fri.)
Management by Objective II (MBO)	March 26 (Mon.) ~ March 29 (Thurs.)
Midterm Program Self-Evaluation	March 30 (Fri.)
Educational Trip (Cultural Exposure/ Activity)	April 13 (Fri.)
Midterm Examination	April 20 (Fri.) ~ April 26 (Thurs.)
Midterm Course Evaluation for Spring Semester	April 20 (Fri.) ~ May 3 (Thurs.)
Cultural Activity	May 11 (Fri.)
Buddha's Birthday	May 22 (Tues.)
Final Course Evaluation for Spring Semester	June 1 (Fri.) ~ June 14 (Thurs.)
Memorial Day (National Holiday)	June 6 (Wed.)
Final Examination	June 15 (Fri.) ~ June 21 (Thurs.)
End of Fall Semester	June 22 (Fri.)
Summer Vacation Begins	June 22 (Fri.) ~ August 31 (Fri.)
Grade Notification Period	June 27 (Tues.) ~ July 1 (Sat.)
Educational Trip (Cultural Exposure/ Activity)	July 17 (Tues.) – July 19 (Thurs.)

2018, Fall Semester (September 1 – December 21)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 29 (Tues.) ~ August 31 (Thurs.)
Start of 2018 Fall Semester	September 3 (Mon.)
Mid-Autumn Festival (National Holiday)	September 23 ~ September 25
SKKU Foundation Day (Holiday in SKKU)	September 25 (Mon.)
Management by Objective III (MBO)	September 25 (Mon.) ~ October 1 (Fri.)
Confucius's Birthday (Holiday in SKKU)	September 28 (Thurs.)
National Foundation Day (National Holiday)	October 3 (Tues.)
Hangeul Proclamation Day (National Holiday)	October 9 (Mon.)
Midterm Examination	October 19 (Fri.) ~ October 26 (Fri.)
Midterm Course Evaluation for Fall Semester	October 19 (Fri.) ~ November 2 (Fri.)

Academic Events / Extra-Curricular Activities	Date (Day)
Educational Trip (Cultural Exposure/ Activity)	November 14 (Wed.)
Final Program Self-Evaluation	December 3 (Mon.)
Final Course Evaluation for Fall Semester	December 3 (Mon.) ~ December 14 (Fri.)
Final Course Evaluation for Fall Semester	December 3 (Mon.) ~ December 14 (Fri.)
Final Thesis Defense	December 1 (Sat.)
Final Examination	December 14 (Fri.) ~ December 21 (Fri.)
End of Fall Semester	December 21 (Thurs.)
Closing Ceremony	December 21 (Thurs.)
Departure	December 2018

Note: The above schedule may be subject to change. A detailed program schedule will be provided upon arrival.

2. ORIENTATION

When you arrive, first 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 the participants with useful information on the program as well as general information on living in Korea that you will need during the program.

Session	Date	Contents
Arrival	August 7, 2017	Arrival in Korea
KOICA Orientation	August 8, 2017	KOICA's welcoming session
Extra-curricular Activities	August 9, 2017	Seoul City Tour
SKKU Orientation	August 10, 2017	SKKU's welcoming session

* Before the dormitory check-in, you will stay at KOICA International Cooperation Center (ICC).

1) 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, as well as general information regarding daily life in Korea, will be also delivered in this session.

2) Extra-curricular Activities (Seoul City Tour)

- KOICA provides a Seoul City Tour 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 extra-curricular activities will help you get accustomed to the new culture and surroundings in Korea.
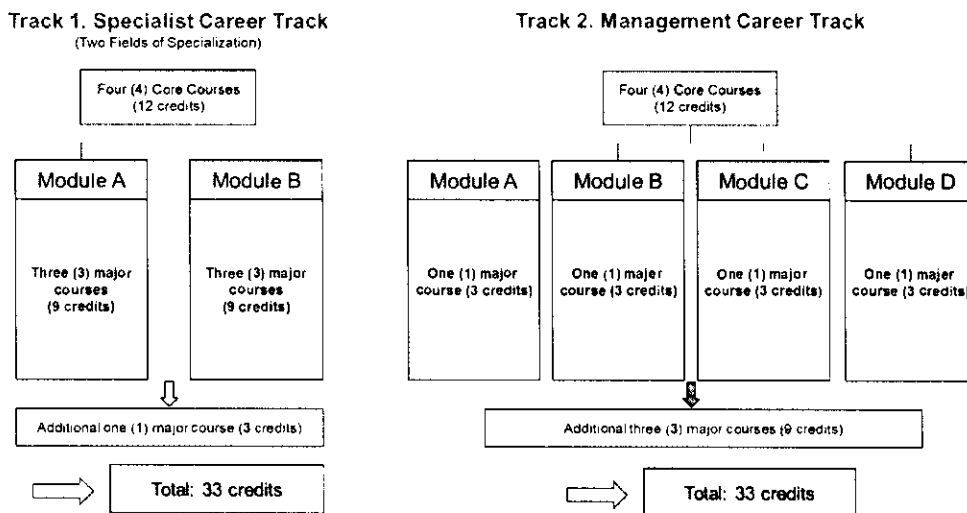
3) GSG-SKKU Orientation

Scholarship students for the Master's Degree Program in Local Public Administration and Capacity Development are required to participate in the SKKU Orientation Program and Welcoming Session. The orientation will provide a general information about the program, curriculum, school and scholarship regulations, about the GSG and SKKU (e.g., facilities, dormitory, and among others).

3. CURRICULUM

The MPA in Local Government will require a total of 33 credits of graduate courses taken over 17 months during three semesters (i.e., fall 2017, spring 2018, and fall 2018). To better accommodate student's individual academic interests and professional aspirations, students must select into one of two concentration tracks, *Specialist Career Track and Management Career Track*, during their first semester (see Figure 1). In both tracks, MPA students will be required to take four core courses (12 credits). Among the four modules, students in the *Specialist Career Track* are required to choose one field of specialization in addition to the Regional Development & Local Public Finance field of specialization. The student must take at least three courses in each module to qualify as a specialist in that field. Since the student will specialize in two fields, this amounts to at least 18 credits. Students may also choose one additional course (3 credits) from any of the modules to complete the required credits for graduation.

Figure 1. Specialists and Management Career Track

Track 1. Specialist Career Track
(Two Fields of Specialization)

Four (4) Core Courses
(12 credits)

Module A	Module B
Three (3) major courses (9 credits)	Three (3) major courses (9 credits)

Additional one (1) major course (3 credits)

Total: 33 credits

Track 2. Management Career Track

Four (4) Core Courses
(12 credits)

Module A	Module B	Module C	Module D
One (1) major course (3 credits)	One (1) major course (3 credits)	One (1) major course (3 credits)	One (1) major course (3 credits)

Additional three (3) major courses (9 credits)

Total: 33 credits

Students in the *Management Career Track* must enroll in at least one course in each of four modules (12 credits). To satisfy the required credits for graduation, students will also choose three additional elective courses (9 credits) from any of the four modules.

MPA in Local Government program students will engage into experiential learning through an internship (3 credits). The possible internship sites include, Seoul City Government, Gyeonggi-do Provincial Government, Local Government Research Institute, National HRD, Korea Rural Community Corporation, and among others.

In the MPA in Local Government program, students are required to submit Master's thesis related with local government. MPA students will be assigned to a Graduate School of Governance professor to guide them in the writing and completion of their thesis. Through the Management by Objective (MBO) sessions, the student meets at least once a month with his/her major professor to discuss the progress of the thesis (for example, applicable theory, methods, and among others).

Curriculum

Specialization	Classification	Subject (Professor)	Semester	Credit
	Core Course (Required)	Understanding Local Government (Jeong, Moon-Gi)	1st Semester	3
	Core Course (Required)	Research Methods (Bae, Suho)	1st Semester	3
	Core Course (Required)	Local Government Internship (Cho, Rosa Minhyo)	1st Semester	3
	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	3rd Semester	3

Module 1: Public Management

Specialization	Classification	Subject (Professor)	Semester	Credit
Public Management	Elective Course	Theories and Praxis of Public Management (Park, Sung Min)	3rd Semester	3
Public Management	Elective Course	Organizational Theory and Behavior (Kasdan, David Oliver)	1st, 3rd Semester	3

Public Management	Elective Course	Management Science and Statistical Method (Moon, Sangho)	1st, 3rd Semester	3
Public Management	Elective Course	Seminar in Human Resource Management (Park, Sung Min)	2nd Semester	3

Module 2: Policy Analysis and Evaluation

Public Policy	Elective Course	Public Policy: Theory and Practice (Cho, Rosa Minhyo)	2nd Semester	3
Public Policy	Elective Course	Policy Evaluation (Cho, Rosa Minhyo)	1st, 3rd Semester	3
Public Policy	Elective Course	Dynamics of Public Policy Process (Park, Hyungjun)	2nd Semester	3
Public Policy	Elective Course	Government Regulation (Park, Hyungjun)	1st, 3rd Semester	3

Module 3: e-Government

e-Government and Governance	Elective Course	e-Government Theory (Kwon, Gi-Heon)	2nd Semester	3
e-Government and Governance	Elective Course	Information Communication Technology (ICT) and Public Management (Nam, Taewoo)	2nd Semester	3
e-Government and Governance	Elective Course	e-Government & Public Policy (Kwon, Gi-Heon)	1st, 3rd Semester	3
e-Government and Governance	Elective Course	Development and Governance (Lee, Sookjong)	1st, 3rd Semester	3

Module 4: Regional Development and Local Public Finance

Regional Development and Local Finance	Elective Course	Disaster Management (Kasdan, David Oliver)	2nd Semester	3
Regional Development and Local Finance	Elective Course	Local Public Financial Management (Bae, Suho)	2nd Semester	3

Regional Development and Local Finance	Elective Course	Local Government and Public Administration (Jeong, Moon Gi)	2nd Semester	3
Regional Development and Local Finance	Elective Course	Urban Policy and Management (Jun, Hee Jung)	1st, 3rd Semester	3

Upon completion of the required courses of 33 credits and acceptance of Master's thesis, the MPA student will be eligible for graduation.

※   *Important Notes*

1.   Students under KOICA-SKKU scholarship program are not allowed to change his/her degree/major. The scholarship is limited to Master's Degree Program in Local Government (Degree Name: MPA in Local Government);

2.   To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than B (GPA = 3.0) in all courses he/she enrolled in every semester. In case the student failed to meet this requirement, the scholarship will be rescinded. The final grade is the result of final term paper, midterm exam, final exam, attendance and participation in the class (see Grading Scale).

3.   Students under KOICA-SKKU scholarship will be billeted only in the school dormitory. They are not allowed to stay in dormitories other than the dormitory identified by the university.

Grading Scale

Grade	GPA	GRADE	GPA
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

F (Fail), I (Incomplete)

The 'I' (incomplete) is restricted to cases in which graduate students have satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed and is changed to the final grade. Unless the result of the course evaluation is completed by the due date, the 'I' will be changed into 'F'(Fail)

4. EXTRACURRICULAR ACTIVITIES

The Office of the International Affairs (OIA) provides various services and programs to all international students at the Sungkyunkwan University. The OIA offers several academic and social support services such as campus life staff, free medical check-up, international summer school, and counseling services. Along with this support from the university, the GSG provides extracurricular activities such as cultural and social activities for international students, for example, home visiting, language exchange programs, cultural events, and academic counseling, international conferences, and among others.

Figure 2. GMPA Extracurricular Activities
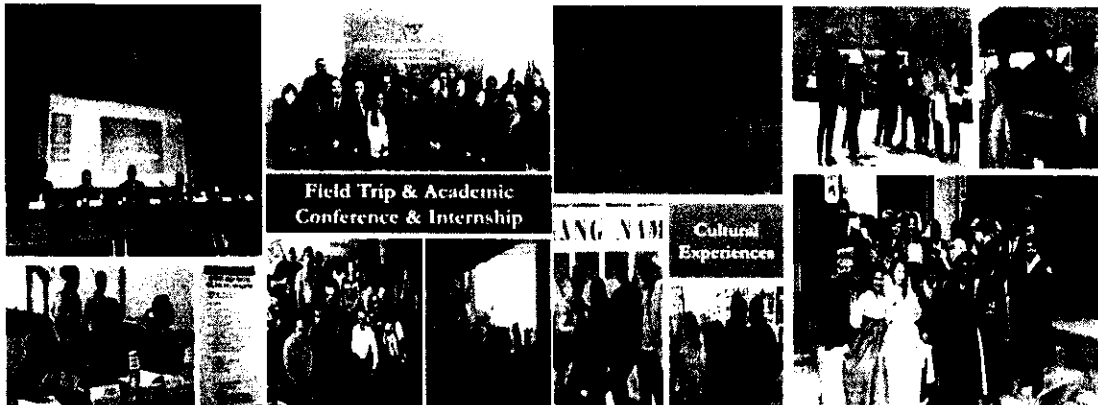
Part V	TRAINING INSTITUTE

1. GENERAL INFORMATION

※ **Graduate School of Governance, Sungkyunkwan University**

Humanities and Social Sciences Campus: 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

■ **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.
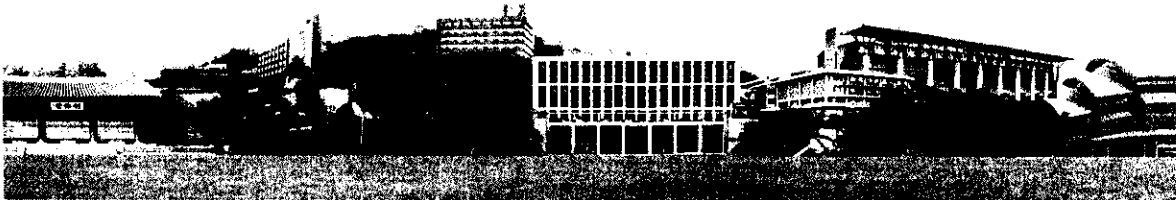
Old Sungkyunkwan was founded over 600 years ago, by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University 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 asset of the University. In addition, we take pride in the University's innovative spirit; because 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.

1398 Foundation of Sungkyunkwan
1946 Reopening of Sungkyunkwan College
1996 Samsung Group joins the University Foundation
2011 VISION 2020, a ten-year plan for SKKU, was declared
2013 - 2015 SKKU ranked top comprehensive university in Korea

■ **GRADUATE SCHOOL OF GOVERNANCE**

Graduate School of Governance (GSG) is specialty graduate program with a goal to train students as 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".

The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. 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.

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 basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

There is a total of 15 full-time faculty members and several adjunct professors in the GSG. The faculty of the GSG represents a strong group of experts and scholars that possess considerable expertise in the field of local government, public management, performance evaluation, governance, comparative administration, participatory administration, policy making, policy design and implementation, analysis, and program evaluation, public finance, regulatory policy, public sector leadership, governance, and urban planning.

The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly important in the emerging environment of public sector organization and public sphere in general. Specifically, in the past five years, a large volume of peer-reviewed research articles and books were published by full-time faculty in both English and Korean.

The MPA program is committed to marrying theory and practice which is particularly important in a master's program designed to equip professionals and practitioners in local government management and/or administration. Thus, it is important that faculty possess practical experience and theoretical knowledge in the fields of management, public policy, public administration, and political science.

GSG gives preference to students who embrace greater self-development who are pioneers of change. If you want to see more details about GSG, please visit here: http://gsg.skku.edu/eng/

Location of GSG (Building 20, Humanities and Social Science Campus)
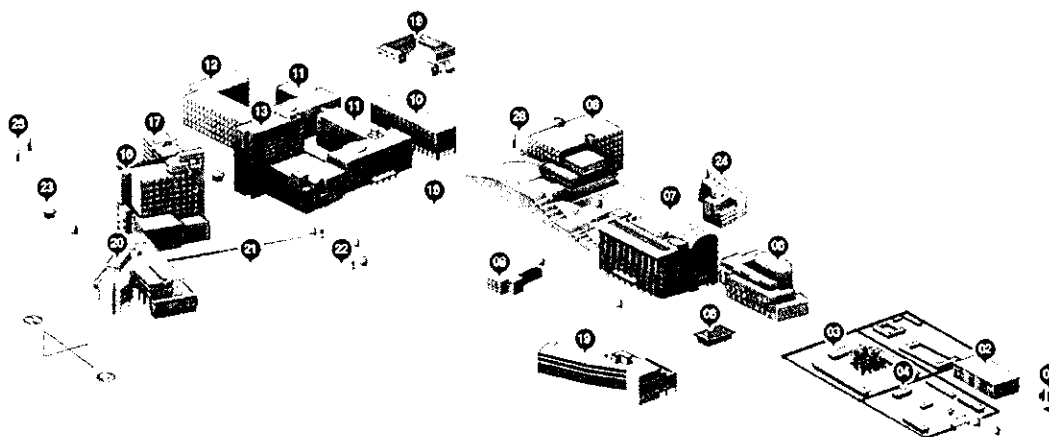
⌐ Outdoor parking space ⌐ Shuttlebus stop ⌐ Ticket booth

| Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daejeongwon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(2)	12 Toegye Hall of Humanities(6)	13 Hoam Hall(5)	14 Business School(3)	15 Geumandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex (62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)

2. ACCOMMODATION

Students will be billeted in the C-House, one of the international dormitories of Sungkyunkwan University. Two (2) students will be assigned in each room. (However, if a student wants to stay in a single room, the room may be arranged with extra money from the student.) Each room is furnished with two beds, two desks, two chairs, two wardrobes, air conditioner, toilet, shower booth, and waste basket. Students can cook their food in the communal kitchen which is supplied with refrigerators (food storage), rice cooker, and electric stoves.

Address: Dongsun-dong 1-ga 55, Seongbuk-gu, Seoul / Bomun-ro 34-gil 49
Website:http://dorm.skku.edu/en_skku_seoul/lifeguide/c_house.jsp

C-House, Sungkyunkwan University
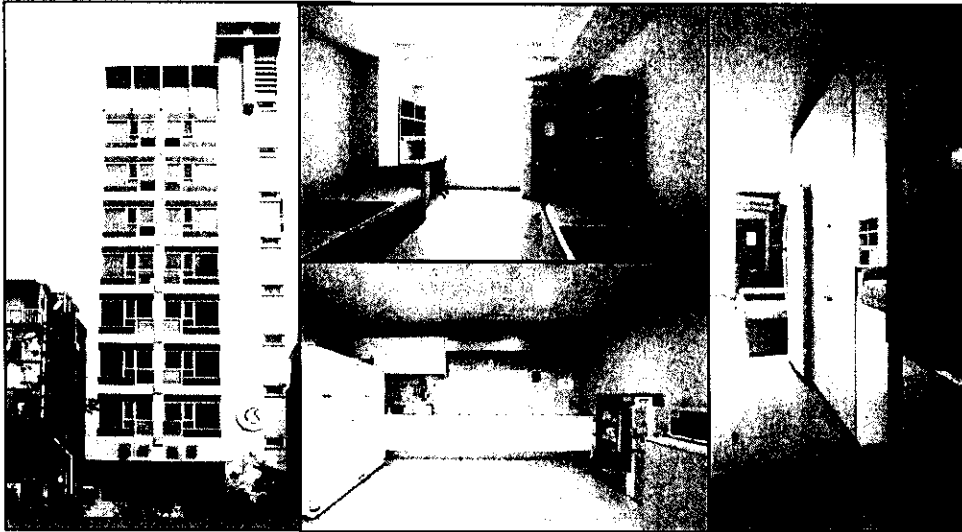
3. OTHER INFORMATION

- *University Library*

The modern library of Sungkyunkwan University opened in 1946 and it has grown along with the University over the years. Currently there are 6 libraries. The Central Library opened in 1959, and the Science Library, the predecessor of the current Samsung Library, opened in 1982. and the Samsung Library opened in 2009. It has a unique architecture - not only the library but also the landscape of the campus.

The MPA students can utilize the school libraries which include, Central Library and Law Library (B1, Law Building) in Sungkyunkwan University, Seoul Campus. Students may also utilize the Samsung Library located in Suwon Campus. How to Connect to the Library Website: Click 'Library' at the bottom of SKKU's website (http://www.skku.edu); Website URL: SKKU Library: http://lib.skku.edu.

Central Library (Opening Hours)

Floor	Room	During Semester		During Break	
		Weekday	Saturday	Weekday	Saturday
1F	Reading Room 1	06:00~24:00 (Sundays and National Holidays Included)			
	Reading Room 2 (Overnight)	06:00~05:00 (1 hour of cleaning)			
	Reading Room 3 (Laptop)	06:00~24:00 (Sundays and National Holidays Included)			
2F	Stack 1, 3	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
	International Literature Library	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Stack 2	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
3F	Research Commons	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Kingo Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
4F	Korean Literature Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
5F	Reading Room 4	06:00~24:00 (Sundays and National Holidays Included)			

■ **University Life and Academic Support Facilities**

Facility Name	Services	Location
Self-Help Center	Free fax (incoming & outgoing), scanner and PC use available (Free umbrella and sports equipment rental service)	4F, Student Union Building
Lost and Found Center	Management of lost and found items	Student Support Team on 1F, 600th Anniversary Building

■ **Female Student Lounge**

Facility Name	Services	Location
Dasan Hall of Economics Women's Lounge	Female student-only rest area (equipped with sleeping room)	1F, Dasan Hall of Economics
Law School Building Women's Lounge	Female student-only rest area (equipped with sleeping room)	B2, Law School Building

■ **Financial Facilities**

Facility Name	Services	Location
Post Office	Banking and mail services	1F, 600th Anniversary Building
Woori Bank	Banking services	1f, Yurim Hall by the University entrance

■ **Dining Halls**

Facility Name	Services	Location
Ongnyucheon Restaurant	Korean and Western meals services	1F, Faculty Hall

■ **Dining Halls**

Facility Name	Services	Location
Faculty Dining Hall	Buffet-style meal services	6F, 600th Anniversary Building
Eunhaenggol Restaurant	Student dining hall	B1, 600th Anniversary Building
Geumjandi Restaurant	Student dining hall	B2, Business Hall
Enhaengnamu-a-rae Restaurant	Student dining hall (mainly fast food)	B2, Business Hall
Beopgoeul Restaurant	Student dining hall	B2, Law School Building

■ **Welfare Shops**

Facility Name	Services	Location
Snack Bar	Sells textbooks, cultural books, language study books, etc	B3, Business Hall
Photo Studio	Offers various photo-related services	B3, Business Hall
Photocopy Office	Offers photocopy-related services	B3, Business Hall
Optical Shop	Sells glasses and contact lenses	B3, Business Hall
Sarangbang	Sells coffee, drinks, etc.	B3, Business Hall
Hair Salon	Offers cuts, perms and other hair services	B3, Business Hall
Mobile Communications	Offers N-Zone and mobile communications related services	B3, Business Hall
Travel Agency	Offers domestic and international travel services	B3, Business Hall
Stationery Shop	Sells stationery items	B3, Business Hall
Music Shop	Sells music and relevant items	B3, Business Hall
Shoe Repair Shop	Shoe repair service	1F, Business Hall

■ **Welfare Shops**

Facility Name	Services	Location
Flower Shop	Sells flowers and flowerpots and offers flower delivery service	B3, Business Hall
Gift Shop	Sells various SKKU-themed souvenirs	B3, Business Hall
Shoe Repair Shop	Shoe repair service	1F, Business Hall
Fitness Center	On-campus fitness center	B4, Business Hall
Library Snack Bar	Snack Bar	1F, Library
Suseon Hall Snack Bar	Snack Bar	5F, Suseon Hall Annex
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Toegye Hall of Humanities Convenience Store	Convenience store	2F, Toegye Hall of Humanities
Take-Out Coffee Shop	Piloti Rest Area & Coffee Shop	Piloti Rest Area (between the Hall of Humanities and Dasan Hall of Economics)
Take-Out Coffee Shop	Outdoor coffee shop in Business Hall	Outside lounge on B2, Business Hall
Law School Snack Bar	Snack Bar	B2, Law School Building
Student Union Snack Bar	Snack Bar	3F, Student Union Bldg.
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall

4. HEALTH CARE

Here are the lists of hospitals and clinics near Sungkyunkwan University.

※ Sungkyunkwan University Health Center

↓ MPA students may visit the school clinic for health consultations.

- Location: 2F, Student Union Building,
- ☎ 02-760-1229, 1230, 1239
- Operating Hours: 9:00-21:30 (during term), 9:00-17:30 (during vacation)

※ Seoul National University Hospital

- 101, Daehak-Ro Jongno-Gu, Seoul 03080, Rep. of KOREA
  International Healthcare Center
- ☎ 82-2-2072-0505 / Mobile Tel. 82-10-8831-2890 (Emergency Only)
- Website: https://www.snuh.org/english/

※ Korea University Anam Hospital

- 73, Inchon-ro, Seongbuk-gu, Seoul 02841, Rep. of KOREA
  International Healthcare Center
- ☎ 82-2-920-5373, 5374 (Emergency Only)
- Website: http://anam.kumc.or.kr/language/ENG/main/index.do

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, they should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by KOICA during the participant's stay in Korea.
1) Tuition fee
2) Accommodation sharing a room basis (mainly the dormitory of a training institute)
3) Living & meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)
4) A medical check-up in the following year
5) 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

- Participants who have entered Korea have been covered by "New group injury insurance" policy in case of illness or accident.

  ※ The insurance coverage period is from the time of arrival in Korea to the time of departure.

  ※ We encourage you to read about the coverage of insurance and deductibles carefully.

- KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Chronic disease (medical expenses for previous illness; high blood pressure, diabetes, obesity, etc.) pregnancy, and mental illness will not be reimbursed.

During the program, participants will be covered by the "New group accident 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 first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which must be covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

- Limit of Coverage & Deductibles

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-
Hospitalization	50,000,000	Deductibles
Outpatient medical expenses	250,000/ day	Deductibles
Prescription fee	50,000/ day	Deductibles
Liability	10,000,000	KRW 200,000 Deductibles
Acute myocardial infarction treatment fee	10,000,000	Once
Stroke treatment fee	10,000,000	Once
Special terms for persons killed or wounded for a righteous cause	100,000,000	

※ Limited to cases of injury and illness

※ 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 (Refer below to the category not covered by the insurance).

※ The insurance coverage is limited to the treatment incurred within Korea.

※ 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)

. **Deductibles**

* Outpatients and prescription fee

Classification	A	B	Deductibles
Clinic	10,000	20%	The larger amount between A and B
Hospital	15,000	20%	The larger amount between A and B
University hospital, level 3 hospital	20,000	20%	The larger amount between A and B
Prescription fee	8,000	20%	The larger amount between A and B

* Hospitalization fee

Classification	Deductibles
Hospitalization	20%

- Procedures, Services and Diseases Not Covered by the Insurance

* Diseases that participants already had before arrival in Korea
* Medical check-up, vaccination, nutritional supplements, and tonic medicines
* Dental care and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry Hospital treatment
* Fees for issue of certificates
* Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
* Orthopedics
* Equipment and consumables (e.g., wristbands and cast shoes)
* Mental disease and behavior disorder
* Congenital cerebropathy
* Herbal remedies
* Obesity
* Urinary diseases: Hematuria and urinary incontinence
* Diseases of the rectum and anus
* Tiredness and fatigue
* Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
* Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)

※ Detailed information will be provided upon arrival

- National Health Insurance

According to Korea's insurance system, at least 20% of medical expenses must be paid by participants as mandatory deductibles by law. KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%. If you have an illness that you have suffered in the past, or still ill (previous illness), you are recommended to join the National Health Insurance. If you are not covered by national health insurance, high medical costs may arise.

□ Dentistry

o Korean medical expenses of dental system diseases are very expensive

o Medical expenses for dental diseases are not reimbursed

Korean medical expenses of dental system diseases are very expensive. However, dental treatment costs are usually not covered by insurance and often exceed the cost of living. Therefore, it is recommended that you check your tooth condition beforehand and finish both tooth check-up and medical treatment before entering Korea.

※ For dental care, no costs are covered by KOICA or "New group accident insurance."

Part VII	**REGULATIONS**

1. ACADEMIC REGULATION

1) Academic Misconduct. By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct such as plagiarism--copying or using ideas of another from any source without properly attributing it to the owner.

2) Unsatisfactory Academic Performance. As a scholarship student, you are expected to display high academic performance. It is required that you should maintain a grade not less than B (GPA = 3.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.

3) Must Reside in a Dormitory. Scholarship student must reside in the dormitory designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance Students must reside in the Graduate Students Dormitory of SungKyunKwan University. Living off-campus is not allowed in principle.

4) Must Abide by Dormitory Regulation. SungKyunKwan University has very strict dormitory regulations and all students must abide by them. A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

2. 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 on the condition that the leave is reported to the university in advance;
- To maintain an appropriate study load and achieve satisfactory academic progress for the course (see also Academic Regulations, item 2).
- 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 at least 1-month before taking a temporary leave. Such temporary leave will be discussed with the training institute and acquire approval before reserving plane ticket.
- 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 an extension of their stay.
- To either return to their original job post or remain employed in a field related to their degree for at least 3 years.
- Not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

3. 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. In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- 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.
- In this case, he / she is not allowed to re-apply for KOICA's scholarship program.
- 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.

4. TEMPORARY LEAVE

- Participants can take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and if they notify the university in advance.
- The airfare and any other expenses incurred for the temporary leave is to be borne by the participants. **Living allowance will be suspended from the day of departure to the day of return during temporary leave.**
- 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,** he or she may be suspended from the KOICA scholarship.

Application Process for Temporary Leave
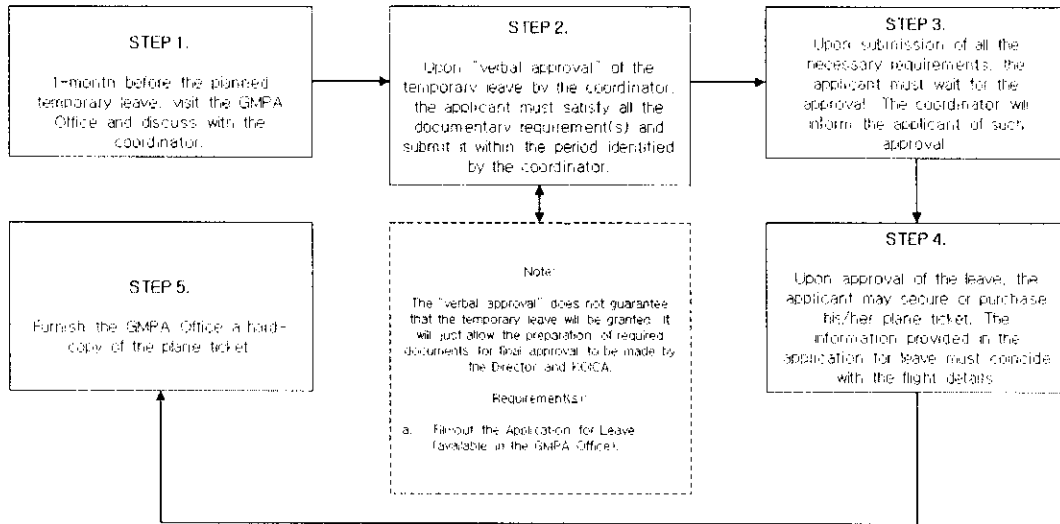
5. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program, which requires full commitment and concentrated effort for study, **participants CAN NOT bring any family members.**

- KOICA does not provide any financial or other administrative support for the dependents of the participants.

- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at GMPA Office.

6. 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.
- 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	CONTACTS

1. CONTACT INFORMATION

a. Korea International Cooperation Agency (KOICA)

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Training Program Department

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· Program Coordinator: Ms. Sujin Yim

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b. Graduate School of Governance (GSG), SungKyunKwan University (SKKU)

· Program Manager: Ms. Hyelin CHUNG

· Global Master of Public Administration Office

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· Homepage: http://shb.skku.edu/gmpa

Appendix 1.

Brand Name of the KOICA Fellowship Program

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means "seed (씨앗)" with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.
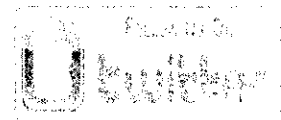
CIAT

KOICA Fellowship Program

Appendix 2.

facebook.com/koica.icc

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.
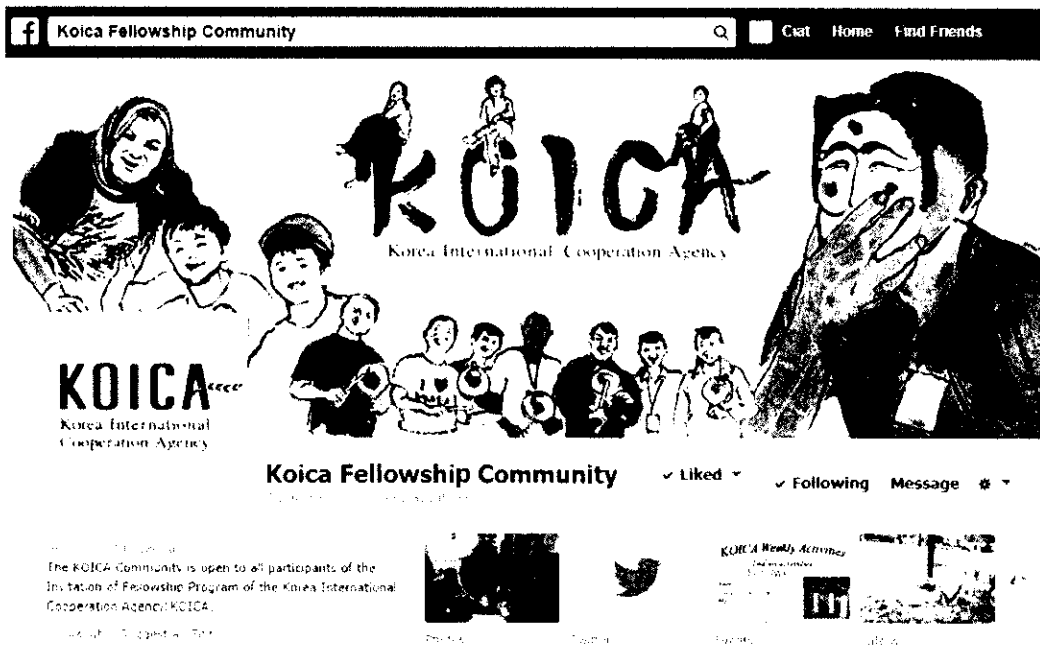
twitter.com/koica.icc

Do you have a Twitter account? It seems everyone does these days.
If you have a Twitter account, be sure to follow us @koica_icc

"Please remember to read the Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."

* The schedule in PI (Program Information) can be changeable according to the KOICA and Graduate School of Governance, SungKyunKwan University Schedule.