

# KOICA-CAU Master's Degree Program in Urban Development Policy

August 10, 2017 – January 09, 2019

Seoul & Seongnam, the Republic of Korea



Korea International Cooperation Agency



Chung-Ang University

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

# CONTENTS

<b>PART I. KOICA &amp; SCHOLARSHIP PROGRAM</b>	<b>03</b>
<b>PART II. PROGRAM OVERVIEW</b>	<b>08</b>
<b>PART III. HOW TO APPLY</b>	<b>10</b>
1. APPLICATION ELIGIBILITY	10
2. ADMISSION PROCESS	11
3. REQUIRED DOCUMENTS	15
<b>PART IV. PROGRAM CONTENTS</b>	<b>18</b>
1. ACADEMIC SCHEDULE	18
2. ORIENTATION	19
3. CURRICULUM	19
4. EXTRACURRICULAR ACTIVITIES	28
<b>PART V. TRAINING INSTITUTE</b>	<b>29</b>
1. GENERAL INFORMATION	29
2. ACCOMMODATION	31
3. OTHER INFORMATION	33
<b>PART VI. SUPPORT SERVICE</b>	<b>38</b>
1. TRAVEL TO KOREA	38
2. EXPENSES FOR STUDY AND LIVING	38
3. INSURANCE	39
<b>PART VII. REGULATIONS</b>	<b>43</b>
1. ACADEMIC REGULATIONS	43
2. PARTICIPANT'S RESPONSIBILITIES	46
3. WITHDRAWALS	47
4. TEMPORARY LEAVE	47
5. ACCOMPANYING OR INVITING FAMILY	48
6. OTHERS	48
<b>PART VIII. CONTACTS</b>	<b>49</b>
<b>APPENDIX 1. BRAND NAME OF THE KOICA FELLOWSHIP PROGRAM</b>	<b>51</b>
<b>APPENDIX 2. HOW TO JOIN THE KOICA COMMUNITY</b>	<b>52</b>
<b>APPENDIX 3. HOW TO GET TO THE ICC</b>	<b>53</b>

<b>Part I</b>	<b>KOICA &amp; SCHOLARSHIP PROGRAM</b>
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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.

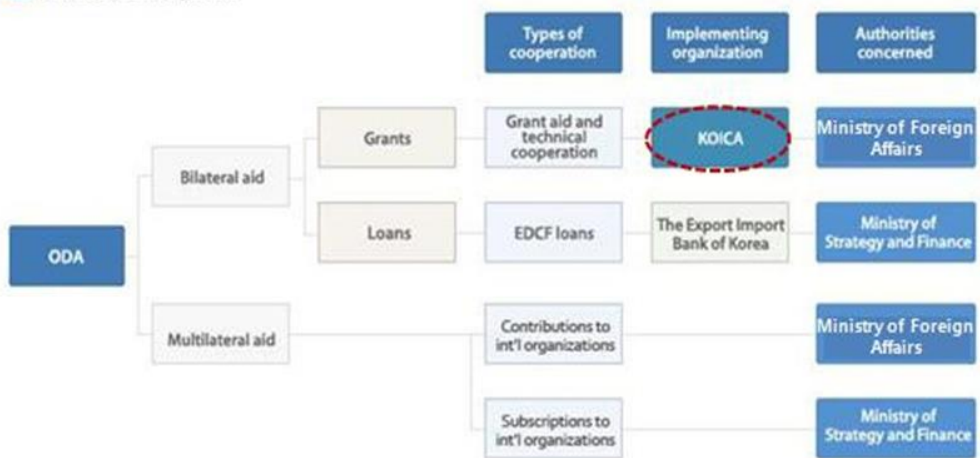
## Korea's ODA & Framework

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.

 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.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,695 courses to 53,984 participants from 174 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

### **Types of KOICA Training Programs**

KOICA offers five major types of training programs:

**1. Country Training Program**

Tailored programs that are specifically designed for an individual partner country

**2. Regular Training Program**

Programs that are open to any interested partner countries

**3. Special Training Program**

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

**4. Joint Training Program**

Programs conducted in partnership with international organizations and other agencies

**5. Scholarship Program**

Master's degree programs offered to individuals from partner countries

## **KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

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

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

From 1997 to 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.

<b>Part II</b>	<b>PROGRAM OVERVIEW</b>
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- **Program Title:** KOICA-CAU Master's Degree Program in Urban Development  
Policy

■ **Duration**

- Stay duration: August 10, 2017 ~ January 09, 2019 (17 months study in Korea including 3 weeks of pre-course)

During 17 months in Chung-Ang University, students are strongly recommended to complete their thesis.

- Academic duration: September 01, 2017 ~ February 28, 2019 (18 months)  
In accordance to the university regulations, the diploma will be issued in February 2019.

■ **Degree**

- 1) Master of Urban Planning
- 2) Master of Engineering (Urban Engineering Major)

Chung-Ang University provides two different degrees, and it is required to choose only one. You may choose the degree on your application form.

■ **Objectives**

- 1) To educate governmental officials of developing countries in the areas of urban planning and development in order to enhance their comprehensive competency for urban related tasks
- 2) To share the technologies in-urban planning and development
- 3) To enhance the competency for coping with various urban problems especially in developing countries
- 4) To share the Korean experience in urban planning and development as well as its application and implementation in the developing countries and to train leaders amicable to Korea



- **Training Institute: Chung-Ang University**
- **Number of Participants: 20 Government Officials**
- **Language: English fluency that requires no translation**
- **Accommodations: Chung-Ang University, Blue-Mir Hall**

**Blue-Mir Hall**

Students of the program are to live in the Blue-Mir Hall, which is located inside of the Chung-Ang University and very close to the lecture hall.

**\* Living Conditions**

Dormitory room with 2 bedrooms, double occupancy

(Single occupancy available with students' own extra payment)

The room includes (Private): bed, desk, bookshelf, and closet

Communal Area (Sharing): restaurant, microwave oven, study room, computer lab, TV, laundry room, weight training center

**Part III**

**HOW TO APPLY**

**1. APPLICATION ELIGIBILITY**

**Candidates should:**

- Be a citizen of the Scholarship Program target country.
- Be officially nominated by their governments.
- Be a government employee with a minimum of 2 years of experience in urban (including civil and environmental) related works
  - \* Exception – Applicants with a ‘development NGO’ background may apply for the program with two letters of recommendation from:
    - Your government office; and
    - Korean Embassy, world widely known NGO, UN-associated organizations, or the KOICA Organization within your region.
  - Hold a completed Bachelor Degree or an equivalent to college / university - level educational background.
  - Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
  - Be preferably under 40 years of age in good health, both physically and mentally. Pregnancy, HIV / AIDS, tuberculosis or any kinds of contagious disease are regarded as a disqualifying condition for the program.
- \* Pregnancy is regarded as a disqualifying condition for participating in this program.
- \* Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participating in this program.
- Not be a person who has withdrawn from KOICA’s scholarship program previously.
- \* 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 before (Master's degree program).

## 2. ADMISSION PROCESS

Procedure	Dates
<b>Step 1.</b> Closing Date for Application Package Submission	April 12, 2017
<b>Step 2.</b> On-site Interview (KOICA)	April 13 – April 18, 2017
<b>Step 3.</b> Document Screening	April 20 - April 27, 2017
<b>Step 4.</b> Phone Interview	May 15 - May 23, 2017
<b>Step 5.</b> Medical Check-up (local)	May 29 – June 16, 2017
<b>Step 6.</b> Final Admissions Notification	July 3, 2017

\* The timeline in this table is based on the local time in South Korea (GMT+9) and is subject to change.

### Post Admission

Arrival in Korea	August 10, 2017
KOICA Orientation	August 11 ~ 12, 2017
Orientation	August 14, 2017

### **1) Application Package Submission**

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both Chung-Ang University and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (April 12).
- Original copies should be sent to Chung-Ang University before the phone interviews. (If it is unavailable, the originating institution must authorize copies before they are submitted.)

### **2) On-site Interview (KOICA)**

- Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA regional office / Embassy.

### **3) 1st Round: Document Screening**

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of the on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by Chung-Ang University. Application package as well as the on-site interview result will be thoroughly reviewed by committee of Chung-Ang University.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
- The result for the 1<sup>st</sup> round selection will be announced to the applicants and KOICA respectively.

\* It is a policy of the university not to disclose the result of the document screening.

### **4) 2<sup>nd</sup> Round: Interview (University)**

- An opportunity for a phone interview will be given only to those who pass through the 1<sup>st</sup> selection document screening successfully.

- Details of the interview including the interviewee list will be sent to the regional KOICA offices and interview arrangements will be made respectively.
- Phone interview schedule will be notified individually by the regional KOICA offices or Korean embassy with 2~3-day notice in advance.
- The result for the phone interview will be announced to the applicants individually by KOICA.

### 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 examination) May 29<sup>th</sup>, 2017 – June 16<sup>th</sup>, 2017
  - The date of the medical check-up will be notified individually from the coordinating agency after passing the interview 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 5<sup>th</sup>, 2017 should contact via e-mail or telephone with the coordinating agency above.
- ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2<sup>nd</sup> round interview 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 interview (limited to about 130% of capacity)
  - Applicants who successfully pass the 2nd round interview 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 local medical check-up service agency, they will send it to them 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, 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) Admissions Notification

- Admissions results will be notified to the regional KOICA offices or Korean embassy.
- Registration instructions, course registration and other necessary steps will be guided to individuals.

## 3. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.

<b>0. Document Checklist</b>	Check all the documents you included in your admission package. (Form 0)	Original copy
<b>1. Application Forms</b>	Complete <b>both</b> KOICA and Chung-Ang University applications and print out. Should be clearly typed. (Form 1 and 2)	Original Copy
<b>2. Recommendation Letters (TWO letters)</b>	1) Two recommendation letters from your supervisors from your workplace are required. (Form 3) 2) The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal. 3) Letters should be signed and sealed across the back of its envelope by a recommender. 4) We do not accept recommendation letters via email.	Original Copy
<b>3. Study Plan</b>	Applicants should submit their study plan throughout the course. (Form 4)	Original Copy

<b>4. Degree / Diploma</b>	<p>1) An original copy of bachelor's degree certificate from every institution attended or attending are required.</p> <p>2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.</p>	<p>Certified original copy</p> <p>(Apostille or Consulate Authentication required)</p>
<b>5. Transcripts</b>	<p>1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending.</p> <p>2) The transcripts should include a statement of personal rank in department, if available.</p> <p>3) If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.</p>	<p>Certified original copy</p> <p>(Apostille or Consulate Authentication required)</p>
<b>6. Certificate Proving English Proficiency</b>	A score report of a recognized English Proficiency Test such as TOEFL, TOEIC, TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency	Original Copy
<b>7. Curriculum Vitae</b>	Free style personal résumé	Copy
<b>8. Copy of Passport (Applicant's)</b>	A copy of passport (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)	Copy
<b>9. Copy of Identity Documents II (Parent's)</b>	An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)	Copy
<b>10. Employment Certificate</b>	An official document proving your work experiences which should include the duration of employment, position, and job description should appear on the certificate or letter.	Original Copy



**\*Important Notes for All Applicants:**

1. All forms should be **typed in English** and all the supporting documents should be **in English**. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

<b>Part IV</b>	<b>PROGRAM CONTENTS</b>
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## 1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2017.8.10 2017.8.11 - 2017.8.12	Arrival, KOICA Orientation
	2017.8.14	Orientation
Pre - Course	2017.8.14 - 2017.8.31	3 weeks
Fall Semester (1st semester)	2017.9.1 - 2017.12.14	15 weeks
Winter Break 1	2017.12.15 - 2018.1.3	3 weeks
Field Visit	2018.1.8 - 2018.1.12	1 weeks
Field Study	2018.1.15 - 2018.2.18	5 weeks
Winter Break 2 & Korean Culture Experience Program 1	2018.2.19 - 2018.2.28	2 weeks
Spring Semester (2nd semester)	2018.3.1 - 2018.6.13	15 weeks
Summer Break & Korean Culture Experience Program 2	2018.6.14 - 2018.6.24	2 weeks
Internship Program	2018.6.25 - 2018.8.31	8 weeks
Fall Semester (3rd semester)	2018.9.1 - 2018.12.24	15 weeks
Wrap-up Session	2018.12.17 - 2018.12.21	Final Oral Defense Presentation
	2019.1.8	Graduation Ceremony
	2019.1.9	Departure

\*The above schedule is subject to change.

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

## 2. ORIENTATION

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

Session	Date	Contents
Arrival	August 10, 2017	Arrival in Korea
KOICA Orientation	August 11~12, 2017	KOICA's welcoming session
Extra-curricular Activities		Seoul City Tour

\* 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. CURRICULUM

### 1) TITLE OF DEGREE

These master's degree programs are designed to train participants to foster Urban Development and Policy. Upon completion of the required 30 credit hours and master's thesis, the degree will be granted. Two master's degrees are offered: Master of Urban Planning and Master of Engineering (Urban Engineering Major).

**A. Master of Urban Planning (MUP)**

The curriculum on this major provides understanding of urban problems and solutions in terms of establishing urban policies. The aim of this degree is to train urban planner with sufficient knowledge on the future trend of urban development. Special emphasis is given to focus on the application of IT technology and urban infrastructure.

**B. Master of Engineering (Urban Engineering Major) (M.Eng)**

The curriculum on this major provides understanding of urban infrastructure and transportation technologies. The aim of this degree is to train urban engineer with full knowledge on latest technologies such as smart city, big data and BIM.

**2) MASTER OF URBAN PLANNING (MUP)**

The major study areas of the degree of Master of Urban Planning are composed of (1) Urban Policy & Planning, (2) Urban Infrastructure and Transportation, and (3) Smart City.

**A. Curriculum & Credits**

- The credits required to complete the Master's program: 30 credits

Track	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"><li>• Korean I (15 hours)</li><li>• Korean II (15 hours)</li><li>• Korean Economy and Society (15 hours)</li><li>• Korean Culture and Art (15 hours)</li></ul>

Track	Type	Course Title
Foundation Courses	Required (15)	<ul style="list-style-type: none"> <li>• Urban Management (3)</li> <li>• Urban Planning (3)</li> <li>• Transportation Planning (3)</li> <li>• Environmental Policy and Sustainable Development (3)</li> <li>• Internship Program (3)</li> </ul>
Urban Planning and Policy	Elective (9)	<ul style="list-style-type: none"> <li>• Housing and Urban Policy (3)</li> <li>• Urban Design (3)</li> <li>• Development of New Town (3)</li> <li>• Urban and Residential Regeneration (3)</li> </ul>
Smart City	Elective (6)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> <li>• Geographic Information System (3)</li> <li>• BIM Based Design and Construction (3)</li> </ul>
Thesis	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research 1</li> <li>• Thesis Research 2</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take.

**B. Credits completed per semester**

- As shown in the table below, students must complete 30 credit hours to graduate.  
Excluding the thesis course, the courses are evenly distributed among core, and functional concentrations.

Semester (credits)	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
1 <sup>st</sup> Semester 2017 Fall (9)	Required (6)	<ul style="list-style-type: none"> <li>• Urban Management and Policy (3)</li> <li>• Urban Planning (3)</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> </ul>
2 <sup>nd</sup> Semester 2018 Spring (9)	Required (3)	<ul style="list-style-type: none"> <li>• Transportation Planning (3)</li> </ul>
	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research 1</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Housing and Urban Policy (3)</li> <li>• Geographic Information System (3)</li> <li>• Development of New Town (3)</li> </ul>
2018 Summer (3)	Required (3)	<ul style="list-style-type: none"> <li>• Internship Program (3)</li> </ul>
3 <sup>rd</sup> Semester 2018 Fall (9)	Required (3)	<ul style="list-style-type: none"> <li>• Environmental Policy and Sustainable Development (3)</li> </ul>
	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research 2</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Urban Design (3)</li> <li>• Urban and Residential Regeneration (3)</li> <li>• BIM Based Design and Construction (3)</li> </ul>

\*This above curriculum is subject to change.

\*The specified number of credits from the elective section is the minimum number of credits that students must take.

**C. Graduation Requirements**

-In order to graduate, students must complete 30 credits (including internship program and thesis research), submit a thesis and pass thesis presentation & oral exam.

### 3) MASTER OF ENGINEERING (URBAN ENGINEERING MAJOR) (M.ENG)

#### A. Curriculum & Credits

- The credits required to complete the Master's program: 30 credits

Track	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
Foundation Courses	Required (15)	<ul style="list-style-type: none"> <li>• Urban Management (3)</li> <li>• Urban Planning (3)</li> <li>• Transportation Planning (3)</li> <li>• Environmental Policy and Sustainable Development (3)</li> <li>• Internship Program (3)</li> </ul>
Urban Infrastructure and Transportation	Elective (9)	<ul style="list-style-type: none"> <li>• Infrastructure Management System (3)</li> <li>• Traffic Operation and Management (3)</li> <li>• Urban Drainage and Sewerage (3)</li> <li>• Urban Data Analysis (3)</li> </ul>
Smart City	Elective (6)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> <li>• Geographic Information System (3)</li> <li>• BIM Based Design and Construction (3)</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take.



**B. Credits Completed per Semester**

- As shown in the table below, students must complete 36 credit hours to graduate.  
Excluding the thesis course, the courses are evenly distributed among core, and functional concentrations.

Semester (credits)	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
1 <sup>st</sup> Semester 2017 Fall (9)	Required (6)	<ul style="list-style-type: none"> <li>• Urban Management and Policy (3)</li> <li>• Urban Planning (3)</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> </ul>
2 <sup>nd</sup> Semester 2018 Spring (9)	Required (3)	<ul style="list-style-type: none"> <li>• Transportation Planning (3)</li> </ul>
	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research 1</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Infrastructure Management System (3)</li> <li>• Geographic Information System (3)</li> <li>• Traffic Operation and Management (3)</li> </ul>
2018 Summer (3)	Required (3)	<ul style="list-style-type: none"> <li>• Internship Program (3)</li> </ul>
3 <sup>rd</sup> Semester 2018 Fall (9)	Required (3)	<ul style="list-style-type: none"> <li>• Environmental Policy and Sustainable Development (3)</li> </ul>
	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research 2</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Urban Drainage and Sewerage (3)</li> <li>• Urban Data Analysis (3)</li> <li>• BIM Based Design and Construction (3)</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take.

**C. Graduation Requirements**

- In order to graduate, students must complete 30 credits (including Internship program and thesis research), submit a thesis and pass thesis presentation & oral exam.

**4) TEACHING PLAN FOR THESIS RESEARCH**

- Thesis supervisor will be appointed in 2<sup>nd</sup> semester according to the topic of each student's interest.
- Lecture on research methodology will be offered at the beginning of 2<sup>nd</sup> semester.
- Depending on the topic, joint supervisor can be assigned. In this case, major and minor supervisor must be clarified.
- Research Project Process per Semester

Semester	Classes	Expected Effects	Research Schedule
Spring Semester, 2018	Research Methodology (Special Lectures)	-Identifying research methodology to be applied	
	Thesis Research 1	-Topic clarification -Research design and development	Weekly meeting with supervisor
Winter Semester, 2018	Thesis Research 2	-Carry out experiment and surveying -Thesis writing	Weekly meeting with supervisor

## 4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

### 1) Field trip & Industrial Visit

- At the end of the first semester, field trip and industrial visit to new town and major construction site will take place. At the end of the second semester, field trip and industrial visit to urban regeneration site, cultural and industrial site will take place. Places will be selected from the following list.
- New Town Site: Sejong City, Incheon Songdo New Town, Whaseong Dongtan New Town, Paju Unjeong New Town, Seongnam Pangyo New Town.
- Construction Site: Incheon Grand Bridge, Seoul Metropolitan Transportation Control Office, Seoul Metro 9 Headquarter Office, Bucheon Sewerage Treatment Plant
- Urban Regeneration Site: Seoul Metropolitan Urban Regeneration Sites (Sinchon, Sangdo), DDP (Dongdaemun Design Plaza), Cheonggyecheon Restoration Project Site, Anyang Art Festival Site
- Cultural and Industrial Site: Jeonju Hanok Village, Gyeongju Bulguksa Temple (UNESCO World Cultural Heritage Site), Suwon Samsung Electronics Company, Ulsan Hyundai Shipbuilding Company

### 2) CAU CLAM (Chung-Ang University Global Ambassador) Program

- CAU GLAM program is in operation for foreign students studying at Chung-Ang University. According to this program, one buddy will take care of one foreign student to help academic and everyday life including course application, bank account matters (opening of bank account, money transfer, etc.), medical assistance and how to use public transportation system.

### 3) Academic Buddy

- In addition to CAU Global Ambassador (GLAM) program, Korean graduate student of the relevant academic department (architecture, urban planning, transportation, civil engineering) will give assistance to solve any matters related to academic affairs.

#### **4) Other Extracurricular Activities**

- CAU Korea Exploration Program (CKEP): This program offers an opportunity for foreign students to experience Korean traditional culture, food and the latest living trend.
- CAU Global Fair: Each student will introduce culture and development of his/her country to promote international relationship.
- In addition to the above activities, diverse musical concerts and sport activities will take place for foreign students to participate.



<b>Part V</b>	<b>TRAINING INSTITUTE</b>
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## 1. GENERAL INFORMATION

### 1) About Chung-Ang University (<http://neweng.cau.ac.kr/>)

- **Chung-Ang University** is a private institution with 30,000 students and 982 faculty members. It consists of 10 undergraduate colleges and 16 graduate schools. It operates two campuses, in Seoul and Anseong, Korea. Established in 1918, CAU has endured through the painful course of Korea's modern history, upholding its ideal of "Truth and Justice". Since then, CAU has taken a leading role in nurturing intellectuals of the nation. Respected as leading institution providing quality education, CAU has sped up the pace of innovation in local education.

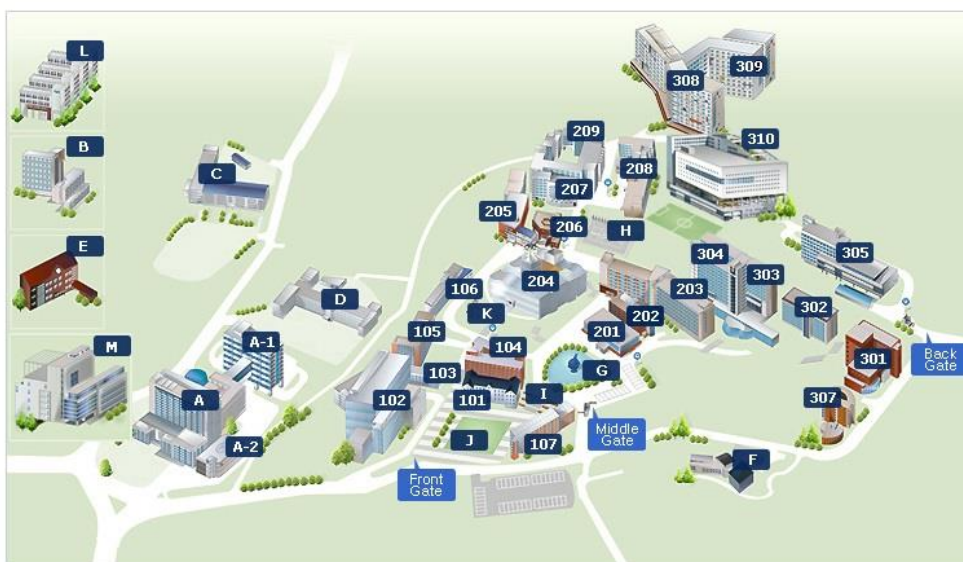
Fully accredited by the Ministry of Education of Korea, CAU offers a wide range of bachelor's, master's and doctoral programs including a law school, global MBA programs and a medical school. Thanks to these schools' vibrant activities, CAU gained top recognition in the nation from the MEST for the last eight years. Furthermore, CAU is recognized as the nation's best in the fields of pharmacy, culture and art education. With the help of its schools of art and culture, the university stands at the center of the Korean culture wave, currently sweeping Asia and beyond. As a major private institution, Chung-Ang University is fully committed to guiding its Korean and international students to envision their life goals and achieve their maximum potential in the increasingly competitive global society.

### 2) Graduate School of Chung-Ang University

- Chung-Ang University Graduate School was established in February 1953, currently operating graduate studies at 52 departments and at 15 interdisciplinary programs in 5 academic disciplines. The Graduate School concentrates all our capability to achieve the vision through the Substantiality of Education, Advancement of Research Capability, and Globalization in order to nurture world-class practical leaders and scholars of the future who will contribute to the country and the society needs.

As research-oriented Graduate School in the global era, Chung-Ang University Graduate School along with Doosan Group (which was ranked 4<sup>th</sup> among the “world’s Best 40 Companies 2009” list) provides outstanding faculty and excellent educational environment and facilities so that you could grow to be the specialized expert and scholar.

**◆Campus Map (Dormitories Bldg. 308, 309)**



101 Young-shin Hall	102 College of Pharmacy / R&D Center	103 Red Cross College of Nursing / Pfeiffer Hall	104 College of Natural Sciences
105 College of Medicine 1	106 College of Medicine 2	107 General Education Bldg	201 Main Administration Bldg
202 Computer & Information Center	203 College of Humanities / College of Education	204 Central Library	205 Student Union Hall
206 Student Culture Hall	207 College of Engineering 1 / Bobst Hall	208 College of Engineering 2	209 Business Incubator Center
301 Art Center	302 Graduate School Building	303 Law School Bldg	304 Performing Arts and Media Bldg
305 Faculty Office Building / Gymnasium	307 Global House (Dormitory)	308 Blue Mir Hall 1 (Dormitory)	309 Blue Mir Hall 2 (Dormitory)
310 Centennial Hall	A CAU Hospital : Chung-Ang Hall	A-1 CAU Hospital : Da-jeong Hall	A-2 CAU Hospital : Parking Tower
B Future House (Dormitory)	C Affiliated Middle School	D Affiliated Primary School	E Institute of Performing Arts
F Affiliated Kindergarten	G Blue Dragon Pond	H Giant Basketball Court	I Chung-Ang Stairway
J Chung-Ang Square	K Monument of Justice and Blood	L Affiliated High School	M Pyeongdong Campus

## 2. ACCOMMODATION

### 1) Blue-Mir Hall

- The students will stay at the Blue-Mir Hall on campus, which is the most advanced and among the best university dormitories in Korea. Blue-Mir Hall was built using Mondrian abstract art that balances symmetry and order, surrounded by a small natural forested environment. The building is equipped with the state of the art air conditioning and heating system, wireless high-speed internet access, a large dining area, fitness center, cafe and a lounge.



#### - Living Conditions

Dormitory room with 2 bedrooms, double occupancy

(Single occupancy available with students' own extra payment)

The room includes (Private): bed, desk, bookshelf, and closet

Communal Area (Sharing): restaurant, microwave oven, study room, computer lab, TV, laundry room, weight training center



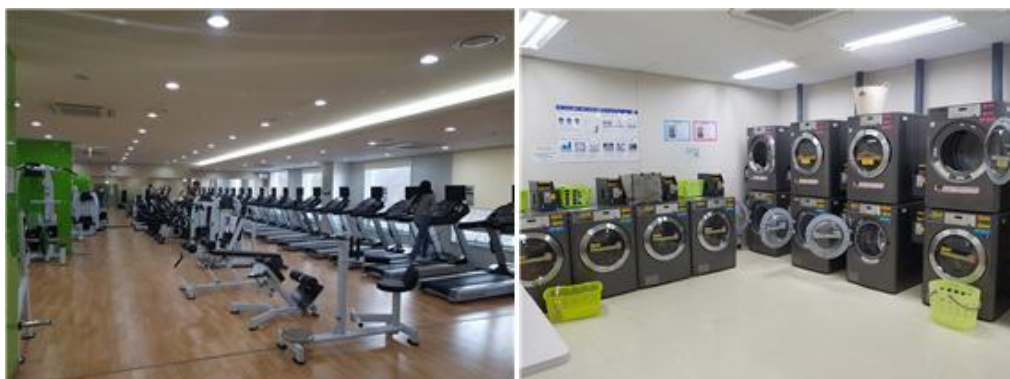
- Double occupancy bedroom



- Single occupancy bedroom



- Fitness center and laundry room





### 3. OTHER INFORMATION

#### 1) Lecture Room

##### CAU Lecture Room (Bldg. 310)

Most of the lectures are to be held in the lecture rooms of Bldg. 310, which is newly opened in 2016. All the lecture rooms are equipped with A/V lecture aid facilities and air conditioning systems.



#### 2) Dining on Campus

In addition to the two main restaurants in Blue-Mir Hall, mainly providing dining services for the dormitory residents, there more than 10 restaurants in the university. The prices of these restaurants are 2,800 ~ 10,000 KRW.



### 3) Library

The main library is located at the center of the university. It was renovated in 2009 and the size of the library reaches 14,258m<sup>2</sup> with a collection of 1 million volumes of books. The reading rooms of the library are opened 05:00~23:00.



### 4) Sport Facilities

Fitness Centers are located both in Bldg. 308 (for dormitory residents only) and Bldg. 305 (for general students). A soccer field and basketball courts are also in the university.



### 5) Other facilities

Other facilities in the university include café, book store, postal office, bakery, stationary shop, convenience store, beauty shop, and bank.





## 6) Health care service

Health care service is mainly provided by Chung-Ang University Hospital, which is only 5 minutes walking distance from the university. The hospital with over 870 sickbeds aims to attain One-Day & One-Stop Service with nation's best Thyroid Center, robotic surgery using the latest da Vinci Si, and latest RFID (radio-frequency identification) systems to increase efficiency. The students can have medical services from the hospital at a discounted rate.

The International Healthcare Service Center of Chung-Ang University Hospital provides the primary medical services for patients from overseas countries. It also provides such diverse services as medical counseling or protective inoculation for travelers. For patients who are in need of the specialized secondary medical service following the primary treatment, it provides the medical service by consulting the specialized clinical areas within the shortest time and thereby minimizing the waiting time.

The center provides the interpretation service for patients from overseas countries. It also provides the emergency interpretation service, via an Emergency Medical Information Center in Seoul (1339), for the convenient use of emergency medical center during night.



### **\*Medical Information Center**

-The services are for all residents living in Korea so the initial call pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed).

During the switchover time, prerecorded music and Korean will be relayed over the phone.

-Wait patiently until the switchover and then you will be able to receive a step-by-step instruction in English on the required medical condition.

Your emergency call will be translated by a 3rd translating party between you and the professional medical staff. This service is not like 119, but is a hotline for a step-by-step process of dealing with sudden ailments that may not require an ambulance (although you can request an ambulance).

**\*119 Fire & Emergency Services**

-The 119 Emergency & SOS Service is similar to the American 911 service. In case of fire or a medical emergency call this number. The service will immediately send a fire truck or an ambulance to the required location. The service is for all residents, Korean and foreign, so the pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed). Wait patiently until the switchover and then you will be able to inform the medical staff of the patient's condition and request a fire truck or an ambulance.

**Part VI**

**SUPPORT SERVICE**

**1. TRAVEL TO KOREA**

A. 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.

B. 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:

- A. Tuition fee
- B. Accommodation sharing a room basis (mainly the dormitory of a training institute)
- C. Living & Meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)
- D. A medical check-up in the following year (TBD)
- E. New group injury 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.
- According to Korea's insurance system, 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%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Medical expenses for previous illness, pregnancy, mental illness, etc. 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, 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

. Limit of Coverage

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-

Collateral	Limits of coverage	Note
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 check-up 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, 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

- Korean medical expenses of dental system diseases are very expensive
- Medical expenses for dental diseases are not refundable.

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 REGULATIONS****1) Attendance and Absenteeism**

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least three-fourths of the total class hours shall be prohibited from sitting for the exam.

A. In the event a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
- Other events as approved by the Graduate School Dean

B. In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

**2) Must reside in Chung-Ang University residence**

- Students must reside in the dormitory of Chung-Ang University
- Single or double occupancy
- Living off-campus is not allowed

### **3) Must abide by residency regulations**

- Chung-Ang University has very strict residency regulations and all students must abide by them.
- A student who violates residency regulations will be evicted from the dormitory of Chung-Ang University and he / she must return to his / her country immediately.

### **4) Examinations and Grade Evaluations**

#### **-Minimum Grade Point Average Requirement**

- Students must maintain at a minimum a B0 (80-84) grade point average. Anything below 80 points will not be acknowledged as a passing grade.

#### **- Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Final (last two weeks of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

#### **- Qualifications to Sit for an Exam**

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

#### **-Scholastic Performance Evaluation Method**

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

**-Evaluation Standard: Evaluation Ranking**

Grades	Score (%)	Grade Point	Grades	Score (%)	Grade Point
A+	95 - 100	4.5	P		Pass
A0	90 - 94	4.0	I		Incomplete
B+	85 - 89	3.5			
B0	80 – 84	3.0			
F	79 – 0	0			

## **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.
- To maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- To participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- To notify the training institute in advance and get an approval for temporary leave.
- To advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- To refrain from engaging in political activities or any form of employment for profit or gain.
- To agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- To return to their home country upon completion of their training program.
- Not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for the extension of their stay.

### 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 as long as they notify the university in advance.
- KOICA and the university will not pay airfare for the trip **and his or her 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.

## **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 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****1) Korea International Cooperation Agency (KOICA)**· **Program Manager: Mr. Yonghwa SHIN**

Training Program Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833

Gyeonggi-do Republic of Korea

· Tel: +82-31-740-0583

· Fax: +82-31-740-0590

· E-mail: yhs@koica.go.kr

· Homepage: <http://www.koica.go.kr>· **Program Coordinator: Ms. Minkyung KIM**

Training Program Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833

Gyeonggi-do Republic of Korea

· Tel: +82-31-8017-2683

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· E-mail: kmk1025@global-inepa.org

**2) Graduate School of Chung-Ang University**· **Section Chief: Prof. Joongseok Joseph RYU**Department of Urban Development & Policy, Graduate School,  
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- Homepage : <http://www.cau.ac.kr>

**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.



**Appendix 2.**

## **HOW TO JOIN THE KOICA COMMUNITY**

### **1) The KOICA Alumni Community (<http://training.koica.go.kr>)**

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The door to the KOICA Alumni Community is open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present participants. By becoming a member of the KOICA Alumni Community, you can stay in touch with your former classmates and be informed of what is happening at KOICA and the center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

### **2) The KOICA FACEBOOK (<http://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.



## Appendix 3.

**HOW TO GET TO THE ICC**

- Route: Incheon International Airport import question port, Logis & Terminal (CALT) national Airport import questions and writ
- **Arrival at Incheon International Airport (<http://www.airport.kr>)**

**Flow:**

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Quarantine including animals and plants (on 2nd Floor)
- ▶ Present your Arrival Card, Passport and other necessary document to Passport Control
- ▶ Claim baggage on 1st Floor
- ▶ Customs Clearance
- ▶ Pass an Arrival Gate
- ▶ Go to the KOICA Counter, which is located between Exit 1~2

• **KOICA Counter at Incheon airport**



Location : Next to Exit 1 on the 1st floor  
(No.9- 10)

Tel. : 82-32-743-5904

Mobile : 82-(0)10-9925-5901

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

-After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logistics& Travel (CALT).

-All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1<sup>st</sup> Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff who will help you to reach the ICC. KOICA will reimburse the limousine bus fare when you arrive at ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.

### • KOICA Counter at CALT airport



Location : Lounge on the 1st floor of  
CALT airport  
Mobile : 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30.
- Please contact the ICC reception desk  
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.

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

### •From Incheon International Airport to the ICC through CALT

- Take a City Air limousine bus at bus stop No.4A on the 1<sup>st</sup> Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.
- Meet the KOICA staff at the lounge on the 1<sup>st</sup> Floor of CALT upon arrival.
- Take a car arranged by the KOICA staff to the ICC (Expected time: 20 minutes)

**"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 Chung-Ang University Schedule.