

# **2017 KOICA-AJOU Master's Degree Program in Energy Science and Policy**

August 13, 2017 – January 10, 2019

Seongnam & Suwon, the Republic of Korea



Korea International Cooperation Agency



Ajou University

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

***Information.\****

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<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.

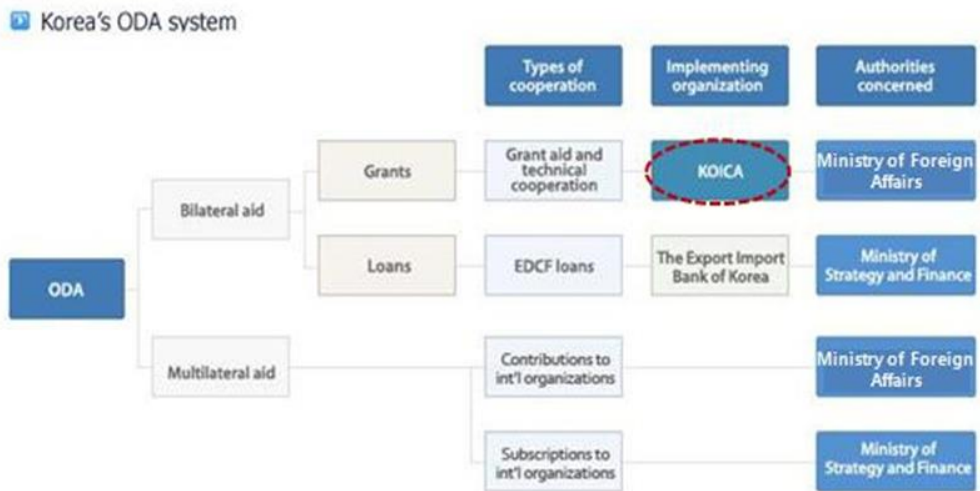
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

## 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 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-AJOU Master's Degree Program in Energy Science and Policy

■ **Duration**

- Stay duration: August 13, 2017 ~ January 10, 2019 (17 months)  
During 16 months in Ajou University, students are strongly recommended to complete their thesis.
- Academic duration: August 13, 2017 ~ February 22, 2019 (18 months)  
In accordance to the university regulations, the diploma will be issued in February 2019.

■ **Degree**

- 1) Master of Energy Science and Policy

■ **Objectives**

- 1) To educate governmental officials of developing countries in the areas of energy science and policy in order to enhance their comprehensive competency for nurturing start-ups
- 2) To secure a pool of future international experts needed by developing countries, with a view of encouraging their active participation and providing them with a meaningful role in energy administration sector
- 3) To enhance the competency for ultimately promoting energy science industry
- 4) To conduct academic research to improve understanding of energy science and policy in this consistently fluctuating energy situation
- 5) To share the Korean experience in energy science and policy as well as its application and implementation on the industry and to train leaders amicable to Korea

■ **Training Institute:** Graduate School of International Studies (GSIS),  
Ajou University

- **Number of Participants: 20 Government Officials**
- **Language: English fluency that requires no translation**
- **Accommodations: On-campus and off-campus housing, Ajou University**

**1) New International Dormitory, Ajou University**

Newly built International Dormitory for international students.

Students will reside in a bedroom for two with a Korean room-mate.

**2) Off-Campus Dormitory, Ajou University**

Students will move to off-campus dormitory - single occupancy (private room for each student)

**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. A minimum of 2 years of experience in the energy related governmental office or public institution is preferred.
- Have a completed Bachelor Degree.
- 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 thesis in English.
- Be 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.
  - Not be a person who has withdrawn 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 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 13-18, 2017

<b>Step 3.</b> Document Screening	April 20-27, 2017
<b>Step 4.</b> Phone Interview (English Writing Proficiency Test)	May 15-25, 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 and is subject to change.

### Post Admission

Arrival in Korea	August 13, 2017
KOICA Orientation	August 14, 2017
AJOU GSIS 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 AJOU GSIS 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 AJOU GSIS 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 AJOU GSIS. Application package as well as the on-site interview result will be thoroughly reviewed by Energy Science and Policy Admission committee of Graduate School of International Studies, Ajou 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.
  - Transcripts, SOP (Study of Purpose) and 2 recommendation letters will be evaluated equally as above documents. Applicants who fails to submit the required documents will fail from the 1<sup>st</sup> Round: Document Screening.
  - All of the submitted documents must be translated in English
  - Transcripts must include grading system explanation of the university attended
  - 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.
- AJOU GSIS provided Academic English Writing Proficiency Test will be conducted in the KOICA offices or the Korean Embassies in your region on the same day of your phone interview.

## 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 2<sup>nd</sup> 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 5<sup>th</sup>, 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 2<sup>nd</sup> 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 2<sup>nd</sup> round (limited to about 130% of capacity)
  - Applicants who successfully pass the 2<sup>nd</sup> 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) 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.

1) Graduate School of International Studies, Ajou University Form 1: Document Check List

2) KOICA Application Form

3) Graduate School of International Studies, Ajou University Form 2: Application Form (Type in English and Print out, Hand writing is not acceptable)

4) Graduate School of International Studies, Ajou University Form 3: Recommendation: from two different professors with a stamp or signature on a sealed envelope by the recommender (Print twice and to be completed by each of your two professors)

5) Graduate School of International Studies, Ajou University Form 4: Curricular Vitae

6) Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)

7) Official Documents (You can find the details on "FORM 0")

**\*\* Degree/Diploma and Transcript must be either original or Korean Embassy Notarized**

\*\* Transcript: must include a year-by-year record and if the CGPA/maximum score does not appear on the transcript, applicant must submit a proof letter certified by the university, if available

- 8) A Copy of the Applicant's Passport (please check the expired date.)  
Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card)
  - 9) Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship
  - 10) Verification of Academic Record (Sealed by president)
  - 11) Certificate of Employment (if applicable)
  - 12) Certificate proving English Proficiency (if applicable): Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.
  - 13) Doctor's opinion paper about health check-up review
- ★★ Form 1 ~ 4: Attached herewith

**\*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, Korean Embassy notarized 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.
6. Be sure to make and keep photocopies of all submitted documents and completed forms as AJOU GSIS will not return any submitted documents to the applicant.

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

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2017.8.13. – 2017.8.14	Arrival, KOICA Orientation
	2017.8.14	Orientation
Pre - Course	2017.8.14 – 2017.8.31	3 weeks
Fall Semester (1st semester)	2017.9.1 – 2017.12.26	16 weeks
Winter Semester (2nd semester)	2018.1.07 – 2018.1.31	4 weeks
Winter Break	2018.1.31 – 2018.3.03	8 weeks
Spring Semester (3rd semester)	2018.3.04 – 2018.6.21	16 weeks
Spring Break	2018.6.23 – 2018.7.01	1 weeks
Summer Semester (4th semester)	2018.7.02 – 2018.7.27	8 weeks
Summer Break	2018.7.28 – 2018.9.02	4 week
Fall Semester (5th semester)	2018.9.03– 2018.12.26	16 weeks
Wrap-up Session	2018.12.15	Action Plan Submission
	2018.12.19	Thesis Submission
	2019.01	Graduation Ceremony
	2019.01	Departure

\*The above schedule is 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. Usually, the orientation is composed of two parts: KOICA's welcoming session, and an extra-curricular activities. The order of each part is subject to change.

Session	Date	Contents
Arrival	August 13, 2017	Arrival in Korea
KOICA Orientation	August 14, 2017	KOICA's welcoming session

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

### **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.

## 3. CURRICULUM

### 1) MASTER'S DEGREE PROGRAM IN ENERGY SCIENCE AND POLICY

These master's degree programs are designed to train participants to foster energy industries. Upon completion of the required 45 credit hours and master's thesis, the degree will be granted.

**A. Curriculum & Credits**

- Credits required to complete the Master's program: 45 credits

	Type	Course Title
Pre-Course	Required	<ul style="list-style-type: none"> <li>• Korean Language</li> <li>• Basic Energy Engineering</li> <li>• Basic Energy Economic</li> <li>• Korean Culture Experience</li> </ul>
Major Course	Required	<ul style="list-style-type: none"> <li>• Energy Economics and Policy</li> <li>• Energy Technology Perspective</li> <li>• Renewable Energy</li> <li>• Principles in Energy Science</li> <li>• Energy Leadership Workshop I &amp; II</li> </ul>
	Electives	<ul style="list-style-type: none"> <li>• Energy Modelling</li> <li>• Energy System in Modern Society</li> <li>• New Energy Industry Initiatives</li> <li>• Analysis of Energy Market</li> <li>• Environment and Resource Economics</li> <li>• Energy and Climate Change</li> <li>• Social Systems, Energy and Policy</li> <li>• Strategies in Energy R&amp;D</li> <li>• Sustainability and Fossil Fuel</li> <li>• Sustainable Energy Conversion</li> <li>• Introduction to Energy System</li> <li>• Mathematical Methods for Energy Analysis</li> <li>• Internship</li> </ul>
	Korean Studies	<ul style="list-style-type: none"> <li>• Beginning Korean Language 1</li> </ul>
	Research	<ul style="list-style-type: none"> <li>• Research 1 &amp; 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 45 credit hours to graduate.

(Excluding the thesis course.)

Semester(credits)	Type	Course Title
Pre Session	Required	<ul style="list-style-type: none"> <li>• Korean Language</li> <li>• Basic Energy Engineering</li> <li>• Basic Energy Economic</li> <li>• Korean Culture Experience</li> </ul>
1 <sup>st</sup> semester 2017 Fall	Required	<ul style="list-style-type: none"> <li>• Energy Policy and Economics (3)</li> <li>• Energy Technology Perspective (3)</li> <li>• Renewable Energy (3)</li> <li>• Principles in Energy Science (3)</li> <li>• Energy Leadership Workshop I (1)</li> </ul>
	Electives	<ul style="list-style-type: none"> <li>• Korean Language (3)</li> </ul>
2 <sup>nd</sup> semester 2017 Winter	Electives	<ul style="list-style-type: none"> <li>• Energy System in Modern Society (3)</li> <li>• Energy Modelling (3)</li> </ul>
3 <sup>rd</sup> semester 2018 Spring	Required	<ul style="list-style-type: none"> <li>• Energy Leadership Workshop II (2)</li> </ul>
	Research	<ul style="list-style-type: none"> <li>• Research I (3)</li> </ul>
	Electives	<ul style="list-style-type: none"> <li>• Analysis of Energy Market (3)</li> <li>• Energy and Climate Change (3)</li> <li>• Strategies in Energy R&amp;D (3)</li> <li>• Sustainability and Fossil Fuel (3)</li> </ul>
4 <sup>th</sup> semester 2018 Summer	Electives	<ul style="list-style-type: none"> <li>• New Energy Industry Initiatives (3)</li> <li>• Environment and Resource Economics (3)</li> <li>• Internship (3)</li> </ul>
5 <sup>th</sup> semester 2018 Fall	Required	<ul style="list-style-type: none"> <li>• Social Systems, Energy and Policy (3)</li> <li>• Sustainable Energy Conversion (3)</li> </ul>
	Research	<ul style="list-style-type: none"> <li>• Research II (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 that students must take.

### C. Graduation Requirements

-In order to graduate, students must complete 45 credits, earn a GPA higher than 3.0 (higher than B), and pass comprehensive exams of 2 subjects. Also, for the thesis track student, they must submit a completed thesis.

	Completion of Graduation Credits					Co- mprehen- sive Exam
	<i>Korean</i>	<i>Required</i>	<i>Elective</i>	<i>Research</i>	<i>Total</i>	
<i>Thesis Track</i>	3	15	21	6	45	<i>2 subjects</i>
<i>Non-thesis Track</i>	3	15	27	0	45	

- All international students are required to take at least one course (3 credits) in Beginning Korean Language I. If you have taken Beginning Korean Language before, you should choose one course in Korean Studies instead of Beginning Korean Language I.
- Research credits are credits earned by working on thesis.
- Comprehensive Exams can be taken from the 2<sup>nd</sup> semester (2017 spring semester).

## 2) THESIS

Applicant will be evaluated for thesis and non-thesis track based on 1<sup>st</sup> semester and winter session's academic performance and English Proficiency level. However, for the KOICA participants, except for the unavoidable circumstances, all participants must write a thesis.

### [GENERAL THESIS SCHEDULE]

	Date	Remarks
2nd Semester	1st Week (Early March)	Preliminary Application for Thesis Advisor
	3rd Week (Mid of March)	Thesis Advisor Allocation Announcement
	End of March	Thesis Workshop

	4th Week (End of March)	Submission of Application for Thesis Advisor
	13th Week (End of May)	Submission of Proposal Defense Draft
	14th Week (Early June)	Thesis Proposal Defense
3rd Semester	10th Week (Early November)	Submission of Application for Thesis Defense
	12th Week (Mid of November)	Submission of Thesis Defense Draft
	13th Week (End of November)	Thesis Defense
	14th Week (Early December)	Submission of Results of Thesis Defense
	15th Week (Mid of December)	D-Collection Upload
	16th Week (Mid of December)	Submission of Printed Thesis

### 3) COUNTRY REPORT AND ACTION PLAN

In order to give students a general idea of how they can maximize the benefit of KOICA Master's program, Ajou University offers students to set up a plan from the beginning.

#### 1) COUNTRY REPORT

Students are recommended to submit and present their country report under below topics in order to share the main knowledge of each country and obtain an idea how to write the action plan in their last semester.

#### TOPICS TO BE COVERED

1. Home country's energy introduction
2. Home country's energy development direction/ flow

## 2) ACTION PLAN

During the last semester, students must submit the final action plan that includes below topics.

The action plan must be based on the knowledge and experiences students achieved during their 17 months of stay in Korea.

Main Purpose:

1. To enable the participants to apply what they learned at Ajou GSIS and in Korea to the development of their home country and local community
2. To concrete the action plan that can be implemented in home country

HOW TO WRITE ACTION PLAN	
Student Profile	<ul style="list-style-type: none"> <li>• Name / Country / KOICA Batch / Major at GSIS</li> <li>• Position and Main Duties at Home Country</li> </ul>
Action Plan Contents	<ul style="list-style-type: none"> <li>• Body 1: Brief Summary of the country (Energy Situation)</li> <li>• Body 2: Advantages and Disadvantages in Home Country (Energy Situation)</li> <li>• Body 3: Current Policy Directors in Energy Sector</li> <li>• Body 4: Lessons learned from GSIS program in Korea</li> <li>• Body 5: Action Plan in relation to economy, foreign trade, governmental intervention in terms of short-term and long-term planning</li> </ul>

## 4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

### 1) Energy Leadership Workshop I & II

The course is composed with special lectures, forums, seminars and industrial site visits. (The schedule is subject to change)

Course	No.	Program	Content
Energy Leadership Workshop I	1	Information Session	Information Session
	2	Special Lecture I	Jung-Sik, Shin President Korea Energy Economics Institute Director Korea Midland Power Co
	3	Industrial Site Visit I	Korea District Heating Corp. (Bundang)
	4	Special Lecture II	Director Il-Soo Kim Korea-Africa Center Executive Previous Ambassador –Embassy of the Republic of Korea in Israel, Canada, Kazakhstan
	5	Conference	Energy Symposium (Held by Energy System Department)
	6	Forum	Energy Tech Insight Forum
	7	Industrial Site Visit II	Sihwa Industrial Complex (Combined Heat and Power Generation)
Energy Leadership Workshop II	1	Information Session	Information Session
	2	Special Lecture I	Dr KunMo Chung Advisor, Korea Electric Power Corporation
	3	Industrial Site Visit I	Korea Energy Agency
	4	Special Lecture II	Myung Kyoon Lee, Director, Knowledge Services Department, Global Green Growth Institute(GGGI)
	5	Industrial Site Visit II	Korea South-East Power Co.
	6	Conference	Daegu Green Energy Expo Symposium
	7	Forum	Joint Forum with Energy System Dep. Master students

**2) Industrial Site Visits and International Conference:** Once ~ twice a year (The schedule is subject to change)

[Korea District Heating Corp.]

The Korea District Heating Corporation (KDHC) was founded in 1985 under the Integrated Energy Supply Act. Its purpose was to make life more convenient for people and to contribute energy saving such as reducing pollution and improving air quality. The KDHC focuses on certain policies including ethical management and eco-friendly green management. Finally, KDHC is committed to bring an eco-friendly corporation that people trust and respect and continuing to discover and promote future business models that will address the environmental changes.

[Energy Tech Insight Forum]

Energy Tech Insight is an annual event that discusses major issues and development directions of energy technology together with domestic and international experts and celebrities. With the completion of the COP-21 Paris Agreement, energy technology innovation for responding to climate change is becoming important, and the paradigm shift toward a clean energy society is accelerating. ETI 2016 is designed to look at the latest trends in global energy technology innovation in accordance with post 2020 and how to develop domestic energy industry. To this end, we will open up a clean energy technology roadmap that will focus on future clean energy technology investments, and discuss international energy cooperation and human resource development.

[International Green Energy Expo & Conference]

Green Energy Expo, the sole trade fair co-organized by Korea New & Renewable Energy Association, Korea Photovoltaic Industry Association, Korea Wind Energy Industry Association and Korea Hydrogen Industry Association, is the oldest and largest trade fair in Korea, which was certified as a professional and superior exhibition. It provides groundwork for entry to Asian market; an excellent network, a number of trade visitors including potential clients and a perfect marketplace if you are interested in Korean and Asian Renewable Energy Market.

### **3) International Symposiums**

In order to expand and deepen knowledge on international politics and business issues in Korean and around the world, GSIS and Department of Energy System holds International Symposium during every semester of each academic year and it is run by all student participants under supervision of their faculty members. The most recent International Symposiums included topics on

- Sustainable Development: Domestic, International and Transnational Issues (2013)
- The New Next Engines of Growth in the 21st Century: Innovating Social Systems (2014 Spring)
- Reimagining Borders? Securing Development in a Post-Sovereign Age (2014 Fall)
- Effective Governance and Institutional Reliability: Remapping Concepts, Policy and Geopolitics (2015)
- Deepening of Global Value Chain: Impact on Economic Development and Trade (2015)
- Making States Work in a World after Globalization (2016)
- 2014 Kyoto-Ajou Joint Symposium on Energy Science (February 2014)
- Chiba-Ajou Symposium (December 2014)
- 2015 Kyoto-Ajou Joint Symposium on Energy Science (February 2015)
- 2016 Ajou-Chiba Symposium (December 2015)
- 2016 Ajou-Kyoto Joint Symposium on Energy Science (January 2016)

### **4) Special Lectures and Discussions**

Special lectures are also provided as an extension of academic studies at Ajou GSIS every semester to provide opportunities to meet famous figures in various fields with our students and to listen to policies and practices in the real world. Special lecture topics included knowledge based society, ODA of Korea, Korean Economic Development, G20 issues and many key issues in the past. The most recent International Special Lectures and Discussions included topics on:

- Korean Political Leadership and Its Evaluation (2013)
- Green Economy - New Paradigm of Sustainable Development (2013)
- Global Crisis and Korea (2014)
- The Sense of Value for Success Leader (2014)
- Global Leadership and Ethics (2015)
- Mathematics, Engineering and Science: a Fundamental pillar of Korean development (2015)

- The Real Potential of Tight Oil: Is it a revolution or just a temporary bubble? (2014)
- Making Science and Technology Policy at the White House (2014)
- Waveguide amplifiers and lasers in rare-earth-doped potassium double tungstates (2015)
- Electronic Structures of Organic Molecules and Polymers Studied by High Sensitivity Photoemission Measurements (2015)
- Scalable Nanoarchitecturing of Functional nanostructures for Commercially-feasible Energy and Electronic Applications (2015)
- Development of Environmental Friendly and Earth Abundant based Energy Harvesting Materials and Their Applications (2016)
- Scenario Analysis of Low Carbon Urban Energy System, the Modelling Approaches (2016)
- Development and Deployment of Renewable and Sustainable Energy Technologies (2016)

## **5) Workshops**

## **6) International Day: every fall semester**

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

### **1) About Ajou University and Graduate School of International Studies, Ajou University**

Ajou University is established in 1073 under the motto of “Asia’s best university of the 21<sup>st</sup> century” and is now considered one of a leading research university in Korea with approximately 15,000 students (10,000 undergraduate, 3,500 graduate and 1,500 in other courses). The university is located in Suwon, about 30km south from Seoul.

The strength in Ajou University’s academic programs and research lies in Engineering, IT, BT, NT, Medical Science, Business and International Studies. Ajou University is widely recognized for its innovative international programs and strong support for international students and has collaborative partnership with over 200 universities in 58 countries. As a globalized university, there is a wide range of international programs at Ajou University including student and faculty exchanges, international summer school, Korean language program and more. Today, Ajou University is welcoming about 750 international students every semester.

The Graduate School of International Studies (GSIS) of Ajou University (AJOU GSIS) was the first independent school to lead internationalized campus in early 1990s and is a host for the KOICA program conducted in Ajou University. AJOU GSIS has educated more than 615 graduate students from more than 69 different countries for the last decade and is one of the best graduate programs in Korea. AJOU GSIS also has experience of holding the specialized scholarship programs funded by “Argentine Government” called “BEC.AR Program 2013”, “BEC.AR Program 2014” and “BEC.AR Program 2015”.

## 2. ACCOMMODATION

### 1) New International Dormitory – located inside campus

- Students will reside in on-campus dormitory for the first semester (August – January) in order to help fast adaption in to Korea

Type	Place	Equipment
Individual Space	Room (1 single room )	2 single beds, 2 mattresses and covers, 2 beddings (comforter, pillow), 2 desks & chairs (with bookshelf), 2 closets Air-conditioner and heating system Wifi available
Common Living Place	Kitchen	Placed in every other floor Refrigerator, electronic range, sink Tables and chairs
	Toilet and Shower	Shower booths Toilet
	Study Room	Tables and chairs, refrigerator
	Landry Machine	Coin laundry machine, coin dryer, sink
	Lounge	Sofa, LED TV
	Gymnasium	Running machine and other facilities




- For a more intense security, there are several CCTV near the residence and in the building (Entrance, elevator, hallway)
- Janitor's Office is located on the 1st floor.
- Individual bedding (blanket, pillow) should be either brought from home or be purchased upon arrival to Korea.
- Elevator available

### Housing Services

1. All residents should abide by the rules and regulations of the Ajou University Dormitory. Ajou University Housing Offices are maintained for students of all nations, races, and beliefs. These rules and regulations have been set for the purpose of promoting convenience,

security, and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. You are expected to be willing to follow the dormitory regulations and to be submissive to the school authorities (dorm staff members and inspectors) and their instructions to minimize disturbances and inappropriate behaviors.

2. Participants should not be accompanied by any member of their family
3. The detailed tenant regulations and instructions will be distributed upon move-in day.

	
<p>&lt;Global Dormitory Building&gt;</p>	<p>&lt;Main Gate&gt;</p>
	
<p>&lt;RF Card Reader Machine for each room&gt;</p>	<p>&lt;Elevator&gt;</p>

	
<p>&lt;Room-Beds and Closets&gt;</p>	<p>&lt;Room-Desks and Chairs&gt;</p>
	
<p>&lt;Kitchen&gt;</p>	<p>&lt;Kitchen&gt;</p>
	
<p>&lt; Shower Room&gt;</p>	<p>&lt; Shower Room&gt;</p>

	
<Laundry Machine>	<Study Room>

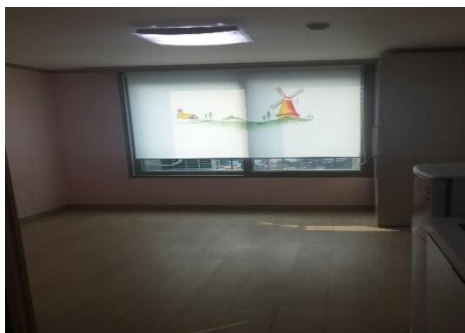
**2) Off-Campus Dormitory – located outside of campus (10 minutes by walk)**

**: One-room accommodation near Ajou University**

**Students will reside in off-campus dormitory from January 2018.**

Type	Equipment
Room	Single bed, mattress, cover and bedding Desk and chair Closet Refrigerator Electronic range Laundry machine LCD monitor Air-conditioner Bookshelf

- CCTV available at the entrance
- Password keypad is necessary for entering each room and main entrance
- Elevator available



< Room-Bed and Desk will be equipped >



< Room-Beds and Desks>



<Bathroom & Shower Room>



<Door>



<Refrigerator, Cooking Place, Laundry Machine>

### **3. OTHER INFORMATION**

#### **1) University Libraries**

Central Library

The central library of Ajou University is located in the center of the university.

The general studying area is open 24 hours a day throughout the year, and the periodical room is open from 09:00 – 21:00 during weekdays and 09:00 – 17:00 during weekends.

At the periodical room, you can read books, journals, and newspapers. You can also browse the CD-Rom titles and use the Internet to search for the information you need.

More detailed information on Central Library, please visit

#### **2) International Students Counseling Offices**

Office of International Affairs (OIA)

Coordinates study abroad programs with sister universities in the world. Assists incoming and outgoing exchange students.

Provides service to international scholars and students

Room 101, Yulgok Hall

(tel. 219-2922~2926, fax. 219-2924, Email: )

Graduate School of International Studies (GSIS)

GSIS Office offers Academic information, simple immigration issue, internships and career services for our international students.

Room 155, Yulgok Hall

(Tel. 219-1551~1555, Fax. 219-1554, Email: )

Ajou Service Center (ASC) - Certificate Issuance Service

ASC offers services for issuing certificates and many miscellaneous matter.

Room 116, New Student Union Building

### 3) PC Labs on Campus

There are many PC labs on campus, where you can use computers for word processing, web surfing, and so on. Also, there is a PC LAB on the 1st floor of the dormitory where you will check-in. The PC labs are provided with printers and you are required to bring your paper.

Building Name	Location	Building Name	Location
Yulgok Hall	Rm153-1 (Only for GSIS students) Rm 157	Wonchun Hall	Rm 436, Rm 341
Dasan Hall	Rm 308, Rm 307	Library	Internet Center 1 <sup>st</sup> Floor
Sung Ho Hall	Rm 101	Hwahong Hall	PC Room 1 <sup>st</sup> Floor

### 4) Cafeteria

Cafeteria	Location	Hours	Food Served
Dormitory Dining Hall	Dorm. Dining Hall	8AM~7PM	Korean/Western meal
Sun In Jae	Basement, Songjae Hall	9AM~8PM	Korean home meal, bakery
Ahyang Cafeteria	Behind Wonchun Hall	9AM~6:30PM	Korean/Western meal
Sinseggye	1st Floor, Student Union BL	9AM~6:30PM	Korean/Western meal
Sungho Hall	1 <sup>st</sup> Floor, Sungho Hall	9AM~7PM	Snacks, Beverages
Dasan Hall	1 <sup>st</sup> Floor, Dasan Hall	9AM~8PM	Snacks, Beverages
Yulgok Hall	Basement, Yulgok Hall	9AM~6PM	Snacks, Beverages
Paldal Hall	1 <sup>st</sup> Floor, Paldal Hall	9AM~6PM	Snacks, Beverages

### 5) Lounge/Fitness

Facility	Location	Service
Global Lounge	Rm 153, Yulgok Hall	Use of Computer/Lounge
Ajou Student Service Center	1st Floor of New Student Union Building	Certificate Issuance Service
On Campus Gymnasium	1st Floor of Gymnasium	Sports Facilities

**6) Others**

<b>Facilities</b>	<b>Functions</b>	<b>Location</b>
Housing Office	Assists students who reside in on-campus housing. International Coordinator is available	2nd Floor, Dormitory Dining Hall
Sexual Harassment Counseling Center	Ajou Sexual Harassment Counseling Center aims to minimize the damage caused by sexual harassment by promptly dealing with issues of sexual harassment that might occur on campus by providing counseling services. English speaking counselor is available	Room 338, Sungho Hall
Standard Chartered Bank	Open a bank account, deposit and cash withdrawal.	1st Floor, Student Union Building
Post Office	Send mail, postcards and parcels	
Travel Agency	Students can purchase train tickets and make a reservation for airline tickets to take a trip to major Korean cities and other countries	Located inside the cafeteria in Yulgok Hall
Photo Studio	Students can take a picture for student ID cards or other purposes.	Basement of Yulgok Hall
Photocopy Room	Students can make a copy of any paper material.	Basement of all lecture Halls
ATM	Students can withdraw money.	1st Floor of Library and Yulgok Hall, on-campus Bank, and other lecture halls

## 4. HEALTH CARE

### 1) Community Health Care Center (Infirmary)

For minor health problems such as cold or digestion, we strongly recommend students to visit the infirmary located on the second floor of the new student union building.

Location : Rm 227 New Student Union  
 Tel: 219-1597  
 Office Hours : 09:00a.m – 06:00p.m

### 2) Ajou University Hospital International Health Care Center

Ajou International Health Care Center(IHCC) provide total care of medical and communication service with multi languages including English.

For severe health problem or medical check-up, you can go to the Ajou University Hospital. We recommend you to visit the Office of International Affairs or the GSIS office before you go to the hospital. To go to the hospital, we will make a proper arrangement with the hospital for you.

<b>Available Services</b>	<ul style="list-style-type: none"> <li>• Appointment</li> <li>• 1:1 Care for outpatients</li> <li>• Private Insurance Consultation</li> <li>• English Bill &amp; Certificate Issue Service</li> <li>• Multi languages including English</li> <li>• Inpatient &amp; ER patient coordinators</li> <li>• Medical Check-up</li> </ul>
<b>Contact Info</b>	<ul style="list-style-type: none"> <li>• Tel: (82-31) 219-4311 ~ 2, 2010, 5546</li> <li>• Fax: (82-31) 219-5432</li> <li>• E-mail:</li> <li>• Office Hours : 8 a.m. ~ 5 p.m.</li> </ul>

### 3) Other Hospitals in Suwon

St. Vincent Hospital: 93, Ji-dong, Paldal-gu, Suwon 249-7114

Dongsuwon Hospital: 441, Uman-dong, Paldal-gu, Suwon 210-0114

[www.dongsuwonhospital.co.kr](http://www.dongsuwonhospital.co.kr)

Oriental Hospital

Oriental hospitals are different from western hospitals. Doctors at oriental hospitals feel a patient's pulse for diagnosis, and prescribe treatments such as acupuncture, moxa cautery, and herbal medicine. Oriental treatment is not about eliminating the disease, but rather

strengthening our body's immune system against disease. Each individual is treated according to his/her unique physical constitution. The main ingredients in herbal medicine are natural elements from plants and animals, which reduces the possibility of side effects.

**※ Korea's prescription law**

**Korea's prescription law that separates dispensary from medical practice requires patients to receive a doctor's prescription and submit it to a pharmacist who prepares the medicine. Pharmacies are usually located near hospitals, so it is easy to spot them.**

**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.
- E. Overseas travel insurance, etc.
- F. 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

- Korean medical expenses of dental system diseases are very expensive
- 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 AFFAIRS MANAGEMENT RULES FOR THE GRADUATE SCHOOL OF INTERNATIONAL STUDENTS**

**Chapter 1. General Provisions**

**Article 1 (Purpose)** The purpose of these Rules is to provide the matters delegated by the school rules of AJOU University (hereinafter referred to as the "School Rules") and the necessary matters for the implementation thereof.

**Article 2 (Purpose of Education)** The purpose of the Graduate School of International Studies is "to train and produce leading talents capable of contributing to national development and the prosperity of mankind through advanced professional education and studies in conformity with the global era and to foster talented people capable of contributing to the development of the world and joint profit by raising Korea's profile with foreign students and, therefore, promoting friendship."

**Article 3 (Scope of Application)** These Academic Affairs Management Rules (hereinafter referred to as the "Rules") shall be applicable to all of the courses (academic and non-academic courses) offered by the Graduate School of International Studies (hereinafter referred to as the "Graduate School").

**Chapter 2. Admission**

**Article 4 (Grant of Admission)** Admission to the Graduate School shall be granted by the president of the University after passing the examination given by the Academic Affairs Steering Committee of the Graduate School.

**Article 5 (Cancellation of Admission)** In the event that an applicant to whom admission has been granted is found not to meet the qualifications, admission shall be cancelled.

**Article 6 (Application for a Degree Course)**

An award recipient cannot transfer to a different university after admission.

**Article 7 (Attendance at a Degree Course)**

Every Award recipient should faithfully attend his/her university courses and become fully involved in his/her studies according to the regulations of the university s/he belongs to

### Chapter 3. Academic Course

**Article 8 (Course Registration)** Students shall register for courses within the predetermined period.

**Article 9 (Change of Course Registration)** Students shall not change their registered courses after the period for course change has passed. However, if there is an unavoidable reason, students may pass through the prescribed procedure within four (4) weeks from the beginning date of a semester and then obtain permission from the dean of the Graduate School.

**Article 10 (Opening Subjects)** The curricula to be used for a particular semester shall be determined by the dean of the Graduate School by passing through an examination by the head of each department.

**Article 11 (Syllabus)** A professor responsible for a subject shall prepare a syllabus and submit it to the Education and Training Department of the Graduate School at least two (2) weeks before the beginning of a semester.

**Article 12 (Curricula)** ① The curricular of the research courses of the Graduate School shall be equivalent to a master's degree, and the relevant students shall receive recognition of their studies by taking no less than six (6) major courses for each semester.

② The minimum credits required to complete the research curricula shall be twelve (12) credits, and an eligibility for completion shall be given to students whose grade point average is no less than three point zero (3.0).

③ A certificate in the Appendix shall be granted to a student who has completed the courses.

### Chapter 4. Attendance

**Article 13 (Class)** In principle, the classes offered by the Graduate School shall be provided during the daytime. However, night classes may be provided, if necessary.

**Article 14 (Credit)** ① The credit unit for a subject to be completed shall be one or three credits, and one hour for each week shall be one credit. However, practical or exercise-based subjects may be based on two hours for one credit, and the matters related to the completion of the language-related courses of the Graduate School may be separately determined by the dean of the Graduate School by passing through a resolution by the Academic Affairs Steering Committee of the Graduate School.

② With respect to research credits and receiving thesis supervision, students shall complete more than six credits. From the second semester, students shall register for and complete courses with the research credit being three credit units. Evaluation of research credits shall be marked as S (Passed), U (Un-passed), or I (Uncompleted).

③ Students enrolled at the Graduate School shall not complete courses of more than fifteen credits, as a combination of subject credits and research credits, every semester. However, such types of subject as workshops, internships, and the like separately specified by the Academic Affairs Steering Committee shall not be included therein.

**Article 15 (Attendance)** Grades may be granted only if students have attended not less than 3/4 of the lecture hours.

## **Chapter 5. Credit**

**Article 16 (Credit Transfer)** ① Where a student has completed subjects opened at the college level, with approval by the head of each department of the Graduate School, such subjects may be transferred as the credits for graduation required by the student (but not more than six credits).

② When a student has completed any liberal art unrelated to his or her major, such subjects shall not be transferred as credits for his or her major to determine his or her eligibility for graduation.

**Article 18 (Make-up Courses)** With respect to a subject for which a student has received a grade of F, the subject with a grade of F may be deleted on condition that the student take a course designated by the head of department.

## **Chapter 6. Examination**

**Article 17 (General Examination)** ① A student intending to acquire a master's degree shall pass a general examination to be conducted by the Graduate School.

② A student intending to take the general examination shall be registered for no less than two semesters and have a grade point average of no less than three points.

③ With respect to the subjects to take for the general examination, one subject shall be designated by the dean of the Graduate School, from among the required courses of each department, and the other subject shall be selected from among the subjects designated by each department.

- ④ In principle, the general examination shall be provided for each semester, and the time, procedure, and any other details shall be separately determined by the dean of the Graduate School.
- ⑤ Each subject for the general examination shall be a total score of 100 points, and a passing grade shall be more than sixty points.
- ⑥ In the event that a student has not passed a course in a general examination, the student may take the course again, and there shall be no restrictions on the time of the examinations.

## Chapter 7. Reward and Scholarship

**Article 18 (Tuition Waiver)** ① Students for tuition waivers shall be determined by the Academic Affairs Steering Committee of the Graduate School from among the following student cases.

1. Students designated as scholarship students by outside institutions;
2. Public officials (those in the military and the police) and educational personnel of various school levels;
3. Students who have conspicuously contributed to developing their local communities;
4. Students who have contributed to or are highly likely to contribute to developing the school;
5. Students found necessary by the dean of the Graduate School; or
6. Any other students found necessary by the Academic Affairs Steering Committee.

② Students for tuition waivers shall submit the prescribed documentary evidence, if necessary.

③ The criteria for tuition waivers shall be determined by the Academic Affairs Steering Committee.

### **Article 19 (Types of and Objects for Scholarship)**

Students of the Graduate School, who can receive a scholarship, shall fall under each of the following sub-paragraphs:

1. Students with good scores in admission or in school;
2. Students designated as scholarship students by outside institutions;

## **Chapter 8. Warning/ Punishment**

### **Article 20 (Punishment)**

Concerning a student for whom one of the following is applicable, punitive measures may be taken against him/her, such as warning, temporary suspension from school, suspension from school for an indefinite period of time and expulsion through the deliberation by the Student Reward and Punishment Committee. In the event of a light offense, the relevant student may be ordered to carry out community service with no record left concerning the punishment.

1. Warning (not less than 3 days and not longer than 7 days)
  - A. Causing a disturbance in class
  - B. Being engaged in an act that causes public disturbance
  - C. Displaying uncivilized behavior
  - D. Being engaged in an act close to one of the foregoing
2. Temporary suspension from school (Not less than 8 days and not longer than 3 months)
  - A. Using violence, resulting in a person's injury
  - B. Causing disturbance within the school by distributing a false rumor
  - C. Cheating during examination
  - D. Causing damage to a material kept in the library or taking a book out of the library in an unauthorized way
  - E. Putting up an unauthorized notice (of gathering) or causing damage to an authorized notice
  - F. Distribution of an unauthorized notice of gathering or relevant prints
  - G. Holding an unauthorized gathering
  - H. Being issued a warning twice
  - I. Being engaged in an act close to one of the foregoing
3. Suspension from school for an indefinite period of time
  - A. Being engaged in group violence
  - B. Being engaged in an act of extorting money from another person
  - C. Causing damage to furniture or facility of the University intentionally
  - D. Being subjected to punishment severer than fine under the Criminal Code
  - E. Being engaged in an act close to one of the foregoing
4. Forced expulsion
  - A. Causing an injury to a person, using a weapon
  - B. Doing noticeable damage to the honor of the University with an uncivilized behavior

- C. Being sentenced to imprisonment or severer punishment
- D. Being engaged in an act close to one of the foregoing

#### **Article 21 (Decision on Punishment)**

A decision on punishment of a student shall be approved by the President after deliberation of the Student Punishment Committee. The procedure shall be accompanied by the following documents.  
For punishment

- A. A report on an accident
- B. The student's statement
- C. A letter of opinion from the academic adviser

**Article 22 (Opportunity for Self-Defense)** A student concerning whom punishment is considered shall be given an opportunity to make self-defensive statement. (Newly established on December 10, 2007)

### **Chapter 9. Graduation**

**Article 23 (Credits to be Completed)** The credits required to be completed at the Graduate School shall be as follows. However, the subjects and credits to be completed for each department may be adjusted by passing through an examination given by the Academic Affairs Steering Committee.

Classification	Track	Subjects of Korean Studies (Foreign Students)	Required Subjects	Selective Subjects	Research Credits	Total
Department of Energy System	Thesis Track	3	15	21	6	45
	Non-Thesis Track	3	15	27	0	45

**Article 24 (Completion)** Completion of a master's degree offered by the Graduate School shall refer to cases where a student has completed the required subjects without meeting the requirements for graduation.

### **Chapter 10. Acquiring Degree**

**Article 25 (Grant of Degree)** ① The Academic Affairs Steering Committee of the Graduate School shall determine whether to grant a master's degree to a student by taking into consideration whether a student has completed the required subjects, whether a student has completed the

required credits, whether a student has acquired no less than a grade point average of three point zero (3.0), whether a student has passed the general examination, and the results of the master's thesis examination.

② A student who has passed the determination of whether to grant a degree shall be granted the relevant degree.

## **Chapter 11. Facilities**

### **Article 26 (On-campus Dormitory)**

Dormitory takes new incoming students prior to current students and dormitory office has right to Exclude those who were given 30 points of penalty and expelled from the dormitory

Exclude students with sleep disorders that may cause serious disturbance

Allocate rooms under the categorization such as undergraduate, graduate and exchange.

Dormitory office has right to request for room relocation when it is necessary

Exclude student who harms public interest by unruly behavior, engaging in any conduct of excessive drinking, violence, theft, gambling and arson

Exclude student who enters or invites opposite gender floor without acceptable permission

### **Article 27 (University facilities)**

Student must be aware that they are staying and using the public facilities including furniture and that it must be kept in original condition.

## **Chapter 12. Thesis**

### **Article 28 (Thesis Plan)**

A student who has been registered for no less than two semesters and was assigned a thesis supervising professor shall prepare a research plan for a master's thesis, receive a recommendation from the thesis supervising professor, and then submit it to the dean of the Graduate School. For the KOICA students, they are required to take thesis track unless there are unavoidable reason.

### **Article 29 (Submission of a Master's Thesis)**

① A student who has completed the course work of the Graduate School and met the qualifications in each of the following sub-paragraphs may submit his or her a master's thesis along with recommendation b his or her thesis supervising professor.

1. A student who has been registered for no less than four semesters. However, an exception may

be made.

2. A student who has received thesis supervision for no less than two semesters.
  3. A student who has passed the general examination.
  4. A student who has acquired or is expected to acquire the required credits for each department.
- ② The examination of a thesis shall be made on a regular basis, and a thesis shall be submitted no later than the date immediately preceding the date of determining the eligibility for graduation.
- ③ When a student intends to submit a thesis for a master's degree, the student shall submit each of the following documents to the dean of the Graduate School, together with the prescribed examination fee, by obtaining a recommendation from his or her thesis supervising professor within the prescribed due date:
1. One copy of the examination results for a master's thesis.
  2. Three copies of the thesis for the purpose of the examination.
  3. One copy of a written confirmation of thesis research ethics compliance.

#### **Article 30 (Thesis Framework)**

- ① A master's thesis shall be prepared as described in each of the following sub-paragraphs:
1. In principle, a master's thesis shall be written in English.
  2. The book size of a thesis shall be 4 x 6 inches.
  3. The cover of a thesis shall be the color bice, and the titles and the like shall be gilded and printed. The book shall be bound with a hardcover.
  4. After the title, a title page and then a written certificate must be inserted.
- ② Any other details about the format of a master's thesis shall be determined by separate guidelines.

#### **Article 31 (Thesis Examination)**

- ① The thesis examiners shall be composed and appointed by the dean of the Graduate School.
- ② The examiners of a master's thesis shall be composed of no less than three (3) persons.
- ③ A supervising professor for the student who has submitted a master's thesis shall be automatically a thesis examiner unless there is a special reason otherwise.
- ④ The supervising professor shall serve as the chair for the examination of a master's thesis

unless there is a special reason otherwise.

⑤ A decision on a thesis examination shall be made with affirmative votes of no less than 2/3 of the thesis examiners.

⑥ The chair for an examination of a master's thesis shall submit the results of the thesis examination to the dean of the Graduate School no later than seven (7) days after the completion of the examination.

⑦ A student who has not passed a thesis examination may resubmit a thesis in the following semester.

⑧ A student who has violated the research ethics compliance as a result of engaging in wrongful activities, such as ghostwriting or plagiarizing a thesis, shall be referred to the Academic Affairs Steering Committee of the Graduate School, which shall decide whether to take concrete action against the thesis supervising professor. (Newly established on December 30, 2010.)

## **Chapter 13. Notification of Changes of Contact Info**

### **Article 32 (Notification of Changes of Contact Information)**

An Award recipient whose contact information has been changed should submit a Notification of the Change of Address and Contact to Graduate School.

## **Chapter 14. Academic Affairs Steering Committee**

**Article 33 (Academic Affairs Steering Committee)** ① The Academic Affairs Steering Committee of the Graduate School (hereinafter referred to as the "Academic Affairs Steering Committee") shall be composed of no less than seven (7) members, including the dean of the Graduate School, the deputy dean of the Graduate School, and the heads of departments pursuant to Article 18, Section 7 of the School Rules of Ajou University.

② The dean of the Graduate School shall serve as the president of the Academic Affairs Steering Committee. However, in cases of an accident occurring to the president, a person appointed from among the deputy dean of the Graduate School and the heads of departments may instead perform the duties of the dean.

③ The Academic Affairs Steering Committee shall examine and resolve each of the following matters:

1. Admissions, completion of courses, and grants for degrees;
  2. Establishment or abolition of a department or a major and to fix the number of students;
  3. Curricula;
  4. Establishment, abolition, and operation of research courses and open lectures;
  5. Establishment, opening and closing of rules, and the like; or
  6. Any other matters related to the operation of the Graduate School.
- ④ The Graduate School may place a Rolling Admission Examination Committee if it is necessary to examine rolling admissions.

**Article 34 (Operation of the Academic Affairs Steering Committee)** ① The meetings of the Academic Affairs Steering Committee shall be convened by the president of the Committee, if necessary.

② The members of the Academic Affairs Steering Committee shall have a one (1) year term of office and may be reelected. However, the term of office of a member newly appointed as a result of a vacancy shall be the remaining term of the member's predecessor.

③ A meeting of the Academic Affairs Steering Committee shall be held where a majority of the current members are present, and a resolution may be passed where there are affirmative votes of no less than 2/3 of the members present.

④ In the event that circumstances require urgency or it is difficult to hold a meeting where the members are present as required, a written resolution may be made.

**Article 35 (Minutes)** The minutes of the results of meetings shall be prepared and retained.

## **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 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****1) Korea International Cooperation Agency (KOICA)**

- **Program Manager: Ms. Jinmin LEE**

- Capacity Development Program Team

- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 13449

- Gyeonggi-do Republic of Korea

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- **Program Coordinator: Ms. Misuk PARK**

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- Fax: +82-31-777-2631

- E-mail: [misukplay@global-inepa.org](mailto:misukplay@global-inepa.org)

**2) Graduate School of International Studies (GSIS), Ajou University**

- **Training Coordinator: Ms. Jeong-Young CHOI / Ms. Soomin KIM**

- Phone+82-31-219-1552,5

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- E-mail : [jychoi@ajou.ac.kr](mailto:jychoi@ajou.ac.kr)/[gsis@ajou.ac.kr](mailto:gsis@ajou.ac.kr)

- Home page : <http://www.ajou.ac.kr/en/>

- Address: #155 Yulgok Hall, Ajou University 206 Worldcup-ro Yeongtong-gu Suwon,16499, Republic of Korea

**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 Ajou University Schedule.