

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

August 7, 2017 – December 31, 2018
Seongnam & Seoul, the Republic of Korea



Korea International Cooperation Agency



Graduate School of Governance
SungKyunKwan University

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

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Part I	KOICA & SCHOLARSHIP PROGRAM
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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.

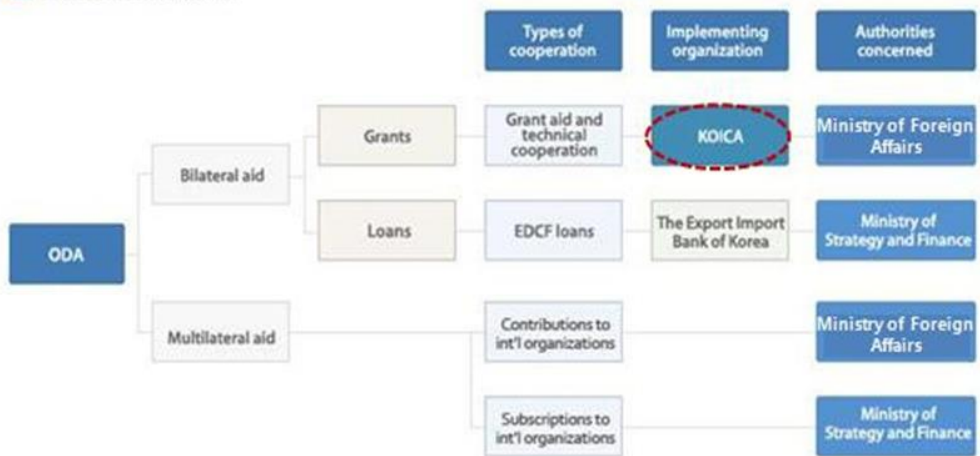
Korea's ODA & Framework

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.

Types of KOICA Fellowship Programs

KOICA offers five major types of fellowship programs:

1. Country Training Program

Tailored programs that are specifically designed for an individual partner country

2. Regular Training Program

Programs that are open to any interested partner countries

3. Special Training Program

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

4. Joint Training Program

Programs conducted in partnership with international organizations and other agencies

5. Scholarship Program

Master's degree programs offered to individuals from partner countries

KOICA's Scholarship Program

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

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

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

From 1997 to 2014, the program has assisted a total of 2,210 students. In addition, as of 2015, 388 participants will participate in 19 master's degree programs at 16 Korean universities.

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

Part II	PROGRAM OVERVIEW
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■ **Program Title:** KOICA-SKKU Master's Degree Program in Public Administration
(Local Government)

■ **Duration:**

- 1) Stay duration: August 7, 2017 ~ December 31, 2018 (17 months of study in Korea)
- 2) Academic duration: September 2017 ~ August 2019 (24 months)

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

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

■ **Objectives**

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

- 1) To foster the skills, intuition, and flexibility required to be effective local government leaders and professionals;
- 2) To equip a broad range of analytical competency to devise concrete solutions to unique and complex problems facing cities, rural, and population centers in a globalizing world;
- 3) To integrate theoretical learning with opportunities for practical applications;
- 4) To share the Korean successful local governance experience and knowledge with other developing countries, which would enhance their ability to further their expertise in the areas of economic development and quality of life at the local level; and.

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

■ **Training Institute:**

Graduate School of Governance (GSG),
SungKyunKwan University (<http://shb.skku.edu/gmpa>)

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

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

■ **Accommodations:**

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

Part III**HOW TO APPLY****1. APPLICATION ELIGIBILITY**

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

- Should be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government
- At least 5 years of full-time professional working experience in the public sector (acquired after a university degree);
- Hold a Bachelor's degree from any undergraduate program;
- Should have a grade point average (GPA) at least 80% or higher from previously attended institution; and.
- Should have sufficient command of both spoken and written English to take classes conducted in English.
- Not be a person who has withdrawn before from KOICA's scholarship program.
- * Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot apply
- Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program previously (Master's degree program).

2. ADMISSION PROCESS

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

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

Post Admission

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

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

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

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

- 2) KOICA On-site Interview** (*1st Selection stage*), applicants will be screened by KOICA selection committee based on their selection standard, and will recommend the selected applicants for the *2nd Selection* stage. The documents of the selected applicants will be forwarded to Sungkyunkwan University.
- 3) Document Screening** Documents of the applicants who passed the 1st Selection process will be screened and evaluated by the SKKU Selection Committee. The committee will assess written application base on the following factors: (1) academic excellence, (2) applicant-program fit, (3) leadership, (4) motivation and commitment, (5) ability to contribute to improve his/her country's local government management and/or administration capacity, and (6) completeness and timeliness.

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

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

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

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

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

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

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

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

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

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

- Less Qualified (2) Candidate seems to understand but the response is vague or incomplete. Candidate's response does not show level of readiness required in this program.
- Much Less Qualified (1) Candidate seems not to understand the question. S/he fails to respond properly and the response does not convey readiness required in this program.

5) Medical Check-up (Local)

- **(Summary)** The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- **(Coordinating Agency Contact Info)**
 - Inje University PAIK Hospital
 - Person in charge: Ms. Leah OH
 - E-mail: inje_paik@daum.net
 - Tel: +82-2-2273-0980
- **(Date of medical examination)**
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the 2nd round successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until **June 5th, 2017**, should contact the coordinating agency via e-mail or telephone above.
 - ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2nd round by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.
- **(Recipient)** Applicants who successfully pass the 2nd round (limited to about 130% of capacity)

- Applicants who successfully pass the 2nd round must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
- Even though you are on the waiting list, you must receive the medical check-up.
- **(Medical institution)** The medical check-up will be carried out in the medical institution “designated by KOICA” located in the applicant’s capital city.
 - ※ Examinations received individually are invalid and non-refundable.
- **(Expenses)** The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.
 - Please remember that transportation and accommodation fees will NOT be reimbursed.
 - KOICA will not pay for the treatment necessary after the examination.
- **(Result notice)** The local medical institution does not inform the participant of the results of the examination, but if the participants request to the coordinating Agency, they will send it to you directly.
 - You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
- ※ In case of re-examination, it must be done during the re-examination period. (The coordinating agency will inform individually for those who need re-examination.)
- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

Please read carefully before you apply

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

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

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

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

3. REQUIRED DOCUMENTS

1. KOICA Application Form
2. SKKU Application Form
3. Self-introduction Form
4. Curriculum Vitae (or Resume)
5. Study Plan
6. Two Recommendation Letters
7. Original copy of official transcripts (undergraduate work; include official transcript of previously attended graduate institution, if available)

8. Original copy of diploma or certificate of graduation from undergraduate institution (include certificate of diploma of graduation from graduate institution, if available)
9. Letter of consent for Degree verification
10. Letter of request for Degree verification
11. Certified copy of TOEFL, TOEIC, or IELTS (if available)
12. Employment verification
13. Copy of passport and two photos (3cm x 4cm)

Note:

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

Part IV	PROGRAM CONTENTS
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1. ACADEMIC SCHEDULE

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

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

2017, Fall Semester (September 1 – December 21)

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

2018, Spring Semester (March 2 – June 21)

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

2018, Fall Semester (September 1 – December 21)

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

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

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

2. ORIENTATION

When you arrive, first there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide the participants with useful information on the program as well as general information on living in Korea that you will need during the program.

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

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

1) KOICA's welcoming session

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

2) Extra-curricular Activities (Seoul City Tour)

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

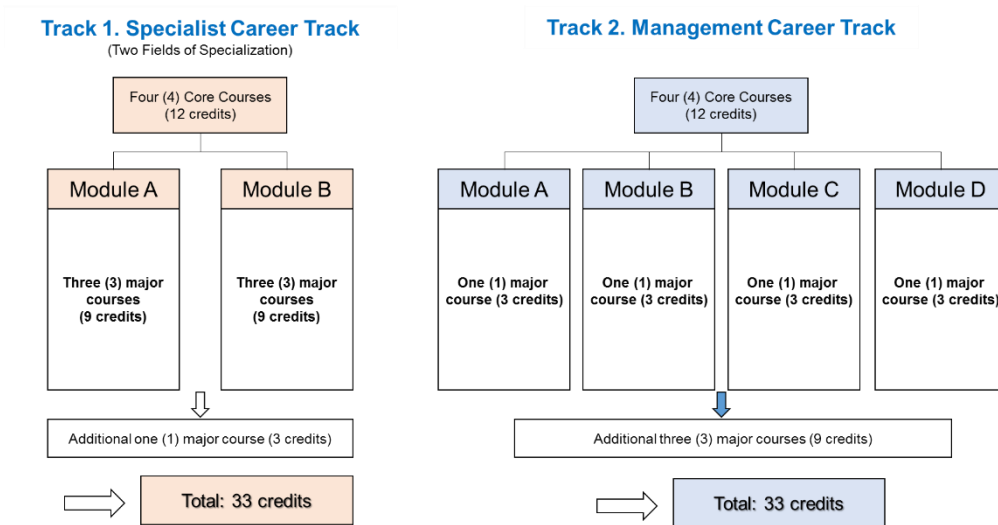
3) GSG-SKKU Orientation

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

3. CURRICULUM

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

Figure 1. Specialists and Management Career Track



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

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

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

Curriculum

Specialization	Classification	Subject (Professor)	Semester	Credit
	Core Course (Required)	Understanding Local Government (Jeong, Moon-Gi)	1 st Semester	3
	Core Course (Required)	Research Methods (Bae, Suho)	1 st Semester	3
	Core Course (Required)	Local Government Internship (Cho, Rosa Minhyo)	1 st Semester	3
	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	3 rd Semester	3
Module 1: Public Management				
Public Management	Elective Course	Theories and Praxis of Public Management (Park, Sung Min)	3 rd Semester	3
Public Management	Elective Course	Organizational Theory and Behavior (Kasdan, David Oliver)	1 st , 3 rd Semester	3

PART IV. PROGRAM CONTENTS

Public Management	Elective Course	Management Science and Statistical Method (Moon, Sangho)	1 st , 3 rd Semester	3
Public Management	Elective Course	Seminar in Human Resource Management (Park, Sung Min)	2 nd Semester	3
Module 2: Policy Analysis and Evaluation				
Public Policy	Elective Course	Public Policy: Theory and Practice (Cho, Rosa Minhyo)	2 nd Semester	3
Public Policy	Elective Course	Policy Evaluation (Cho, Rosa Minhyo)	1 st , 3 rd Semester	3
Public Policy	Elective Course	Dynamics of Public Policy Process (Park, Hyungjun)	2 nd Semester	3
Public Policy	Elective Course	Government Regulation (Park, Hyungjun)	1 st , 3 rd Semester	3
Module 3: e-Government				
e-Government and Governance	Elective Course	e-Government Theory (Kwon, Gi-Heon)	2 nd Semester	3
e-Government and Governance	Elective Course	Information Communication Technology (ICT) and Public Management (Nam, Taewoo)	2 nd Semester	3
e-Government and Governance	Elective Course	e-Government & Public Policy (Kwon, Gi-Heon)	1 st , 3 rd Semester	3
e-Government and Governance	Elective Course	Development and Governance (Lee, Sookjong)	1 st , 3 rd Semester	3
Module 4: Regional Development and Local Public Finance				
Regional Development and Local Finance	Elective Course	Disaster Management (Kasdan, David Oliver)	2 nd Semester	3
Regional Development and Local Finance	Elective Course	Local Public Financial Management (Bae, Suho)	2 nd Semester	3

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

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

※ **Important Notes**

1. Students under KOICA-SKKU scholarship program are not allowed to change his/her degree/major. The scholarship is limited to Master's Degree Program in Local Government (Degree Name: MPA in Local Government);
2. To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than B (GPA = 3.0) in all courses he/she enrolled in every semester. In case the student failed to meet this requirement, the scholarship will be rescinded. The final grade is the result of final term paper, midterm exam, final exam, attendance and participation in the class (see Grading Scale).
3. Students under KOICA-SKKU scholarship will be billeted only in the school dormitory. They are not allowed to stay in dormitories other than the dormitory identified by the university.

Grading Scale

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

F (Fail), I (Incomplete)

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

4. EXTRACURRICULAR ACTIVITIES

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

Figure 2. GMPA Extracurricular Activities



Part V TRAINING INSTITUTE

1. GENERAL INFORMATION

※ Graduate School of Governance, Sungkyunkwan University

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

■ SUNGKYUNKWAN UNIVERSITY

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



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

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

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

1398 Foundation of Sungkyunkwan

1946 Reopening of Sungkyunkwan College

1996 Samsung Group joins the University Foundation

2011 VISION 2020, a ten-year plan for SKKU, was declared

2013 - 2015 SKKU ranked top comprehensive university in Korea

■ GRADUATE SCHOOL OF GOVERNANCE

Graduate School of Governance (GSG) is specialty graduate program with a goal to train students as cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with reality and persons of pragmatic minds. In addition, GSG will establish an “Academy of Governance Studies” which would constitute the governances’ “Think Tank”.



The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. GSG cultivates students of leaders and statesman in here with such schools as the J. F. Kennedy School of Government at Harvard University and ENA in France.

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in citizens' groups. The classes are operated on a full-time basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

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

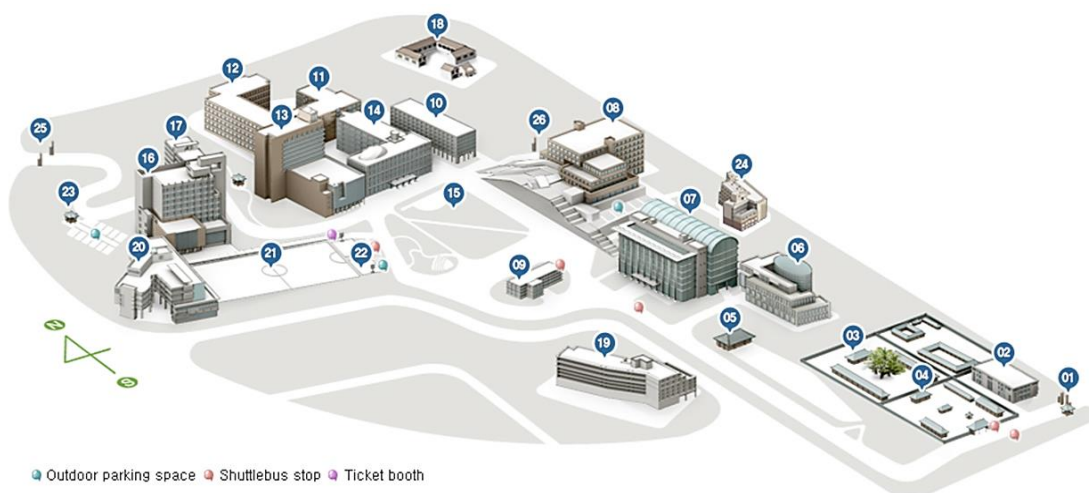
The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly important in the emerging environment of public sector organization and public sphere in general.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

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

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

<http://gsg.skku.edu/eng/>

Location of GSG (Building 20, Humanities and Social Science Campus)



Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daeseongjeon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(5)	12 Toegye Hall of Humanities(5)	13 Hoam Hall(50)	14 Business School(33)	15 Geumjandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex(62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)

2. ACCOMMODATION

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

Address: Dongsun-dong 1-ga 55, Seongbuk-gu, Seoul / Bomun-ro 34-gil 49

Website: http://dorm.skku.edu/en_skku_seoul/lifeguide/c_house.jsp

C-House, Sungkyunkwan University



3. OTHER INFORMATION

■ *University Library*

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

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

Central Library (Opening Hours)

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

■ University Life and Academic Support Facilities

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

■ Female Student Lounge

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

■ Financial Facilities

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

■ Dining Halls

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

■ Dining Halls

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

■ Welfare Shops

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

■ Welfare Shops

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

4. HEALTH CARE

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

※ Sungkyunkwan University Health Center



MPA students may visit the school clinic for health consultations.

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

※ Seoul National University Hospital

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

※ Korea University Anam Hospital

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

Part VI**SUPPORT SERVICE****1. TRAVEL TO KOREA**

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

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

2. EXPENSES FOR STUDY AND LIVING

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

- 1) Tuition fee
- 2) Accommodation sharing a room basis (mainly the dormitory of a training institute)
- 3) Living & meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)
- 4) A medical check-up in the following year
- 5) Overseas travel insurance, etc.

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

3. INSURANCE

- Participants who have entered Korea have been covered by “New group injury insurance” policy in case of illness or accident.
 - ※ The insurance coverage period is from the time of arrival in Korea to the time of departure.
 - ※ We encourage you to read about the coverage of insurance and deductibles carefully.
- KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Chronic disease (medical expenses for previous illness; high blood pressure, diabetes, obesity, etc.) pregnancy, and mental illness will not be reimbursed.

During the program, participants will be covered by the “New group accident insurance.” The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

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

- Limit of Coverage & Deductibles

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

- ※ Limited to cases of injury and illness
- ※ Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance (Refer below to the category not covered by the insurance).
- ※ The insurance coverage is limited to the treatment incurred within Korea.
- ※ The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)

. Deductibles

*** Outpatients and prescription fee**

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

*** Hospitalization fee**

Classification	Deductibles
Hospitalization	20%

- Procedures, Services and Diseases Not Covered by the Insurance

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

※ Detailed information will be provided upon arrival

- National Health Insurance

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

□ Dentistry

- 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 REGULATION

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

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

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

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

2. PARTICIPANT'S RESPONSIBILITIES

Participants are required

- To take up the scholarship in the academic year for which it is offered (deferral is not allowed);
- To follow the training program to the best of their ability and abide by the rules of the training institute and KOICA;
- To reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance;
- To maintain an appropriate study load and achieve satisfactory academic progress for the course (see also Academic Regulations, item 2).
- To participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- To notify the training institute at least 1-month before taking a temporary leave. Such temporary leave will be discussed with the training institute and acquire approval before reserving plane ticket.
- To advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- To refrain from engaging in political activities or any form of employment for profit or gain.
- To agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- To return to their home country upon completion of their training program.
- Not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for an extension of their stay.
- To either return to their original job post or remain employed in a field related to their degree for at least 3 years.
- Not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

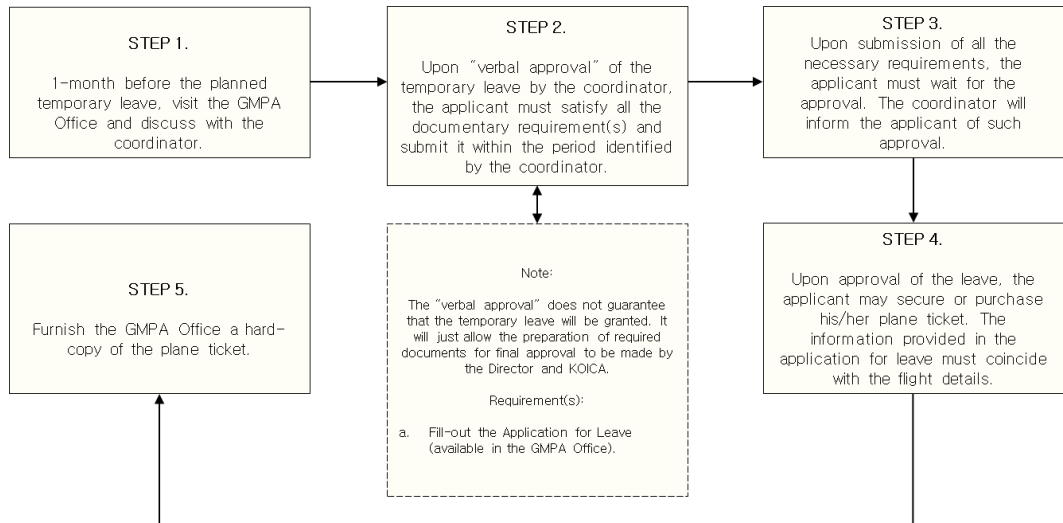
3. WITHDRAWALS

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

4. TEMPORARY LEAVE

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

Application Process for Temporary Leave



5. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program, which requires full commitment and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at GMPA Office.

6. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

Part VIII**CONTACTS****1. CONTACT INFORMATION****a. Korea International Cooperation Agency (KOICA)**· **Program Manager: Ms. Jinmin LEE**

Training Program Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 13449
Gyeonggi-do, Republic of Korea

· Tel: +82-31-740-0586, Fax: +82-31-740-0595

· E-mail: jinmin.lee@koica.go.kr

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

· Tel: +82-31-777-2646, Fax: +82-31-777-2631

· E-mail: sujinyim@global-inepa.org

**b. Graduate School of Governance (GSG),
SungKyunKwan University (SKKU)**· **Program Manager: Ms. Hyelin CHUNG**

· Global Master of Public Administration Office

· Tel: +82-2-740-1836, Fax: +82-2-740-1890

· Email: mystory311@skku.edu

· Homepage: <http://shb.skku.edu/gmpa>

Appendix 1.

Brand Name of the KOICA Fellowship Program

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

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



Appendix 2.

facebook.com/koica.icc

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

**twitter.com/koica.icc**

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



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

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