

# KOICA- PNU Master's Degree Program in Global ICT Policy

August 17, 2017 – December 5, 2018

Seongnam & Miryang, the Republic of Korea



Korea International Cooperation Agency



Pusan National University

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

# CONTENTS

<b>PART I. KOICA &amp; SCHOLARSHIP PROGRAM</b>	<b>03</b>
<b>PART II. PROGRAM OVERVIEW</b>	<b>09</b>
<b>PART III. HOW TO APPLY</b>	<b>11</b>
1. APPLICATION ELIGIBILITY	11
2. ADMISSION PROCESS	12
3. REQUIRED DOCUMENTS	17
<b>PART IV. PROGRAM CONTENTS</b>	<b>19</b>
1. ACADEMIC SCHEDULE	19
2. ORIENTATION	22
3. CURRICULUM	23
4. EXTRACURRICULAR ACTIVITIES	26
<b>PART V. TRAINING INSTITUTE</b>	<b>28</b>
1. GENERAL INFORMATION	28
2. ACCOMMODATION	31
3. INFORMATION IN UNIVERSITY	33
4. INFORMATION IN OTHER TRAINING INSTITUTES	40
<b>PART VI. SUPPORT SERVICE</b>	<b>44</b>
1. TRAVEL TO KOREA	44
2. EXPENSES FOR STUDY AND LIVING	44
3. INSURANCE	45
<b>PART VII. REGULATIONS</b>	<b>52</b>
1. ACADEMIC REGULATIONS	52
2. PARTICIPANT'S RESPONSIBILITIES	56
3. WITHDRAWALS	57
4. TEMPORARY LEAVE	57
5. ACCOMPANYING OR INVITING FAMILY	58
6. OTHERS	58
<b>PART VIII. CONTACTS</b>	<b>59</b>
<b>APPENDIX 1. BRAND NAME OF THE KOICA FELLOWSHIP PROGRAM</b>	<b>61</b>
<b>APPENDIX 2. HOW TO JOIN THE KOICA COMMUNITY</b>	<b>62</b>
<b>APPENDIX 3. HOW TO GET TO THE ICC</b>	<b>63</b>

<b>Part I</b>	<b>KOICA &amp; SCHOLARSHIP PROGRAM</b>
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The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

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

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

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

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

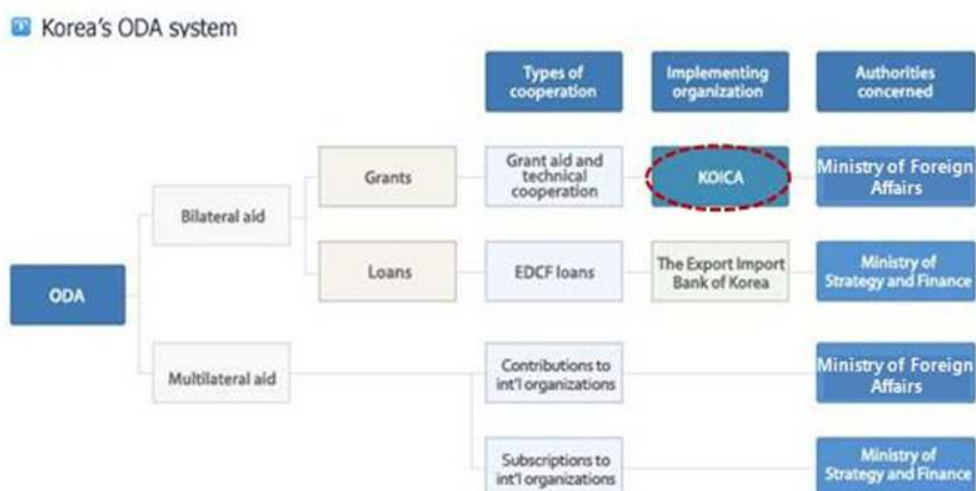
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

## Korea's ODA & Framework

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

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

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



## **Korea's 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.

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**Part II****PROGRAM OVERVIEW**

■ **Program Title:** KOICA-Pusan Nat'l University(PNU) Master's Degree  
Program in Global ICT Policy

■ **Duration**

- Stay duration: August 17, 2017 ~ December 5, 2018 (17 months study in Korea including 2 weeks of pre-course)  
During 16 months in Pusan National University & Busan Metropolitan City, students are strongly recommended to complete their thesis.
- Academic duration: September 3, 2017 ~ December 5, 2019 (17 months)  
In accordance to the university regulations, the diploma will be issued in February 2019.

■ **Degree**

- Master in Global ICT Policy

■ **Objectives**

- 1) To promote practical insights for ICT policy planning, implementing, and evaluating targeting governmental officials or relevant staffs of developing countries in order to enhance their comprehensive competency for better governance.
- 2) To increase the competency for implementing global cooperative project works with other foreign public-private partners sharing the technologies in ICT Policy and ICT convergence industry.
- 3) To build strong human networks in order for the sustainable collaboration nationally and internationally.
- 4) To share the Korean experience in e-Government, ICT convergence as well as its application and implementation in relevant area of the participants to train leaders amicable to Korea

■ **Training Institute:** Pusan National University

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

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

■ **Accommodations: PNU Accommodation in MIRYANG Campus**

Students of Dept. of Global ICT Policy, Graduate School of Pusan National University live in the MIRYANG CAMPUS Dormitory, “CHEONGHAK HALL” (Aug.-Dec.2018), which is located nearby the A Hall where the lectures of our graduate school are held.

- Dormitory Hall Name: **CHEONGHAK HALL**
- International undergraduates or graduate students, exchange students, certified research students or researchers.

“Living Conditions”

Single occupancy

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

Communal Area (Sharing): kitchen (2 rooms), resting area (2 rooms), laundry room, bathroom, gym

**Part III****HOW TO APPLY****1. APPLICATION ELIGIBILITY****Candidates should:**

- Be a citizen of the Scholarship Program target country.
- Be officially nominated by their governments.
- Be a government employee with a minimum of 2 years of experience in ICT policy in different areas.
- Have a completed Bachelor Degree or an equivalent to college/university –level educational background.
- Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally. Pregnancy, HIV/AIDS, tuberculosis or any kinds of contagious disease are regarded as a disqualifying condition for the program.
  - \* Pregnancy is regarded as a disqualifying condition to participate in this program.
  - \* Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition to participate in this 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).
- Be preferably under 40

**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	April 28, 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 17, 2017
KOICA Orientation	August 18, 2017
PNU Orientation	August 22, 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 PNU 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 Global HRD center 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 PNU. Application package as well as the on-site interview result will be thoroughly reviewed by committee of Pusan Nat'l University.
  - Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
  - The result for the 1<sup>st</sup> round selection will be announced to the applicants and KOICA respectively.
- \* It is a policy of the university not to disclose the result of the document screening.

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

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

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

### **5) Medical Check-up (Local)**

- (Summary) The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- (Coordinating Agency Contact Info)
  - Inje University PAIK Hospital
  - Person in charge: Ms. Leah OH
  - E-mail: inje\_paik@daum.net
  - Tel: +82-2-2273-0980
- (Date of examination)
  - 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) Admission Notification**

- 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

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

- 1) Pusan National University Form 1: Document Check List
  - 2) KOICA Application Form
  - 3) Pusan National University Form 2: Application Form (Type in English and Print out, Hand writing is not acceptable)
  - 4) Pusan National University Form 3: Personal Statement and Study Plan of National ICT Policy related problem statement for the Research (Type in English and print out, hand writing is not acceptable)
  - 5) Curricular Vitae
  - 6) Pusan National University Form 4: 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)
  - 7) Official Documents (You can find the details on "FORM #")
  - 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, the originating institution must authorize copies before they are submitted.)
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

**Part IV****PROGRAM CONTENTS****1. ACADEMIC SCHEDULE & INFORMATION**

Program	Date (YYYY/MM/DD)	Contents / Remarks
<b>Preparatory Course</b>	2017.8.17. ~ 2017.9.1	Arrival, KOICA Orientation, Extra-curricular activities(Seoul city tour) PNU Orientation
<b>Semester 1</b> (Fall Semester)	2017.9.3. ~ 2017.12.8	15 weeks
Winter Break	2017.12.11. ~ 2017.12.30	3 weeks
<b>Semester 2</b> (Winter Semester)	2018.1.2.~ 2018.2.27	8 weeks
<b>Semester 3</b> (Spring Semester)	2018.3.2. ~ 2018.6.1.	15 weeks
Spring Break	2018.6.11. ~ 2018.6.22.	2 weeks
<b>Semester 4</b> (Summer Semester)	2018.6.25. ~ 2018.8.17.	8 weeks
Summer Break	2018.8.20. ~ 2018.9.3	2 weeks
<b>Semester 5</b> (Fall Semester)	2018.9.5. ~ 2018. 12.5	Final Oral Defense Presentation Graduation Ceremony
<b>Wrap-up Session</b>	2018. 12. 5	Departure

**DETAILS**

	Main Activities & Classes	Research Support
<b>Preparatory Course (2 weeks) 2017.8.17. ~ 9.1</b>		
Pre-	<ul style="list-style-type: none"> <li>• Medical Check-up</li> <li>• Orientation for KOICA, PNU</li> <li>• Registration (on-, off-line)</li> <li>• Workshop for Successful Learning</li> <li>• SMART Device Practicum                             <ul style="list-style-type: none"> <li>✓ Korean Stay &amp; Study</li> <li>✓ Team-based Learning</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Problem statement submission</li> <li>• Mentoring for research topic</li> </ul>
<b>Semester 1 (Fall Semester, 15 weeks) 2017.9.3 ~ 12.8</b>		
1	<ul style="list-style-type: none"> <li>• Core, required essential subjects</li> <li>• Methodology for ICT Policy</li> <li>• The Korean Language Basics                             <ul style="list-style-type: none"> <li>✓ Buddie-buddie link</li> <li>✓ Int'l students community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Situation &amp; data analysis</li> <li>• Presentation &amp; feedback for individual thesis research</li> </ul>
<b>Winter Break (3 weeks) 2017.12.11~ 2017.12.30</b>		
Brk	<ul style="list-style-type: none"> <li>• Field Trip</li> <li>• Special Lecture &amp; Cultural Events                             <ul style="list-style-type: none"> <li>• TAEKWON-Do, the Korean Martial Art</li> <li>• Korean Music &amp; Dance</li> <li>• English Presentation Skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regional consultant mentoring</li> </ul>
<b>Semester 2 (Winter Semester, 8 weeks) 2018.1. 2~ 2018.2.27</b>		
2	<ul style="list-style-type: none"> <li>• ICT Policy Application &amp; Technology</li> <li>• Group Project Work: ICT Policy National Case Study</li> <li>• Special Lecture &amp; Workshop                             <ul style="list-style-type: none"> <li>• Human Rights &amp; Global Issues</li> <li>• Human &amp; Global Environment</li> <li>• Korean Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intensive &amp; customized support for individual learning &amp; research work</li> <li>• Research methodology</li> </ul>

3	<b>Semester 3</b> (Spring Semester, 15 weeks) 2018.3.2~ 6.1.	
	<ul style="list-style-type: none"> <li>• ICT Policy Implementation</li> <li>• Public-Private based Field Practicum</li> <li>• Co-work with regional consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Individual research work: thesis, portfolio, nat'l master planning or any types upon request</li> </ul>
Brk	<b>Spring Break (2weeks)</b> 2018.6.11 ~ 6.22.	
	<ul style="list-style-type: none"> <li>• Field Trip &amp; Cultural Activities</li> </ul>	
4	<b>Semester 4</b> (Summer Semester, 8 weeks) 2018.6.25. ~ 8.17.	
	<ul style="list-style-type: none"> <li>• ICT Policy Implementation</li> <li>• ICT &amp; e-Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Research work elaboration</li> </ul>
Brk	<b>Summer Break (2 weeks)</b> 2018.8.20 ~ 9.3	
5	<b>Semester 5</b> (Fall Semester, 14 weeks) 2018.9.5 ~ 12.4	
	<ul style="list-style-type: none"> <li>• Individual Project Work <ul style="list-style-type: none"> <li>✓ Action Planning</li> <li>✓ Regional Consultant</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Individual research mentoring</li> </ul>
Closing Session	<b>Wrap-Up</b> 2018.12. 5	
	<ul style="list-style-type: none"> <li>• Completion Ceremony</li> <li>• Departure</li> </ul>	<ul style="list-style-type: none"> <li>✓ Best Awards</li> <li>✓ Global ICT Co-op Declare</li> </ul>

\*The above schedule is subject to change.

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

## 2. ORIENTATION

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

Session	Date	Contents
Arrival	August 17, 2017	Arrival in Korea
KOICA Orientation	August 17-23, 2017	KOICA's welcoming session
Extra-curricular Activities		Seoul City Tour

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

### 3. CURRICULUM

#### 1) Master of Global ICT Policy

This master's degree program is designed to train participants to foster Information & Communication Technology (ICT) Policy and/or ICT based national strategies. Upon completion of the required 24 credit hours and master's thesis, the degree will be granted.

#### A. Curriculum & Credits

- The credits required to complete the Master's program: 24 credits
- All the subject for Basics and preparatory course are required to take for the eligibility test of your degree.

Category	Basics	Essential Major		Further Major		Thesis Research	Total
	Required	Required	Electives	Required	Electives	Required	
Credits	Non-credit	6	6	6	3	3	24

Course Module	Category (credits)	Subject Title
Preparatory	Required	<ul style="list-style-type: none"> <li>• SMART Device Practicum</li> <li>• Korean Stay &amp; Study</li> <li>• Team-based Learning</li> </ul>
Basics	Required	<ul style="list-style-type: none"> <li>• The Koran Language I, II</li> <li>• Teakwon-do, the Korean Martial Art</li> <li>• Korean Music &amp; Dance</li> <li>• English Presentation Skills</li> <li>• Research Methodology</li> </ul>
ICT Policy & Law	Required (9)	<ul style="list-style-type: none"> <li>• ICT for Development Policy Planning</li> <li>• ICT for Development Policy, Process &amp; Governance</li> <li>• ICT for Development Policy &amp; Evaluation</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Seminar for ICT Policy</li> <li>• e-Government Case Study</li> <li>• Big Data Analysis &amp; ICT Policy Trends</li> </ul>

ICT based Application & Technology	Electives (3)	<ul style="list-style-type: none"> <li>• e-Government Application &amp; Trends</li> <li>• ICT for Disaster Management</li> <li>• ICT for Climate Change, Green Growth &amp; Sustainable Development</li> <li>• Network &amp; Mobile System</li> <li>• Information Security &amp; Security Policy</li> <li>• Methods for Information Processing</li> </ul>
ICT based Int'l Cooperation & Project	Required (3)	<ul style="list-style-type: none"> <li>• ICT Project Management in Theory &amp; Practice</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Seminar for ICT National Master Planning</li> <li>• ICT Intl Project Practicum</li> </ul>
Thesis Research	Required (3)	<ul style="list-style-type: none"> <li>• ICT Research Topic Analysis_ Thesis&amp; Portfolio</li> <li>• Case Study for ICT Master Planning</li> <li>• Individual Research Work &amp; Feedback</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. Graduation Requirements**

In order to graduate, students must:

- Complete 24 credits
- Complete all those non-credit required subjects (\* The Korean Language I,II are must for graduate eligibility screening)
- Earn a GPA higher than 3.0 (higher than B), and submit a thesis from Thesis Research course.



**2)Teaching Plan for Thesis Research**

- The course aims to train talented developers in the practical sense of realism.
- Each semester builds a different stage of the overall curriculum, all of which come together to train the students to accomplish the final Thesis Research. Throughout this process, students will also receive subject specific guidance and personal mentoring.
- In order to acquire the practical insights for all the participants' thesis, teaching faculty for course are to be composed of as such: i) main research professor or main supervisor, ii) co-ordination professors who support learners and their successful research work, iii) practical experts from specific fields or organizations, and iv) regional experts from their project experience.
- In line with team teaching with theories and practices, all the participants will carry out their study successfully by completing their thesis or portfolio or action planning for their country's or ministry's ICT Master Plan
- Furthermore, the students will be able to take full advantage of Pusan National University's network domestic and international when carrying out their practical final projects based on real site experiences and data.

## 4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- 1) **Fieldvisit** An array of field trips during this program: POSCO, Taebaek Green Science, Gyeongju Eco-water Center, etc. (The places are subject to change)
- 2) **Industrial Co-op work**—Different types of industry organizations, provincial government offices, and on-site agencies in Busan and others supported by Busan Metropolitan City are to collaborate by providing site visit or Intern-ship occasions. (All the details are to provide)
- 3) **Fellowship Event**
- 4) **Workshops**
- 5) **Other Extracurricular Activities**
- 6) **Korean Cultural Experience Program**

Office of International Community Advancement (OICA) hosts a time for Korean cultural experience for international students. A variety of cultural programs will be provided to familiarize international students with Korean culture.

### Activities =====

Experience:

Korean traditional paper folk craft  
 Korean traditional pottery making  
 Korean traditional drawing  
 Korean traditional food cooking and visit:  
 Gyeongju National Museum  
 Korean traditional houses  
 Korean K-pop, Folk Music & Dance



### 7) International Buddy System (IBS)

International Buddy System is a program hosted by the Student Government to provide better opportunities for international students and Korean students to get to know one another and learn different cultures. Those who apply for IBS will be paired with a Korean student to participate in a variety of events prepared by the Student Government.



### 8) Culture Night

It is organized by international students to share global culture with Korean students (cultural performances, global food fair).



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

Pusan National University (PNU), the true university that lives up to the values of truth, freedom and service, is creating a new value system based on a humanitarian spirit and its insights on the trends of the times. PNU provides and realizes a future vision for society through academic research and HR development, contributing to the development of humanity and society.

### **1) Purpose of Education**

As a true university that represents Korea, PNU aims to foster capable talents who can teach and study in-depth academic theories and methods of applications based on the national educational philosophy of Korea and PNU's spirit of truth, freedom and service, while contributing to development of the country and society. To this end, PNU defines the ideal PNU talents as follows:

The University now comprised fifteen colleges, one independent division, one general graduate school, four professional graduate schools and five special graduate schools, and contributes to the development of the nation by producing prominent experts and talented leaders.

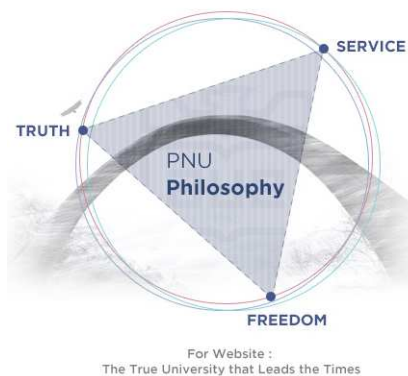
As of March 2015 graduates of PNU totaled 154,680 bachelor's degree holders, 42,052 master's degree holders, and 7,298 doctoral scholars, many of whom are playing central roles as community, national and world leaders.

### **2) History**

Pusan National University was founded in May 1946 with the establishment ideology of truth, liberty and devotion. Although the University started initially with just two faculties, the Faculty of Humanities and the Faculty of Fisheries, since then, it has grown into a major research level institution covering all the major disciplines within academia. Today, the University enjoys its reputation as one of top universities in Korea.

2010 ~	May 2016	PNU's 70th anniversary
	Mar. 2013	Restructuring of Organization of Headquarters (3 Vice Presidents (Education, External Affairs), 3 offices, 1 bureau, 9 divisions and 3 headquarters)
		Established R & D Future Strategy Headquarters and Graduate Administration Office
		Expanded the Integrated Human Resources Center to the Mirae Human Resource Development Center
		Promoted the Liberal Education Center to the Liberal Education Institute
	Jan.2012	Inauguration of the 19th President, Dr. Kim Ki-Seob
2000~2009	Sept.2010	The Undergraduate College of Economics and International trade opened
		The Undergraduate School of Business opened
	Mar. 2009	The Graduate School of Law opened
	Feb. 2009	The construction of PNU's YANGSAN Campus completed
	Mar. 2008	The first national Graduate School of Oriental Medicine opened
1980~1999	Feb. 2008	Selected as one of the institutions licensed to establish the Graduate School of Law
	July 1999	Center for Research Facilities opened
	Nov.1997	Designated as superior university in education reform / Designated by the Ministry of Education as a regional university to developing international affairs
	Apr.1992	PNU Foundation established
1960~1979	Mar.1972	PNU High School established
	Apr.1966	Central Library opened
1945~1959	Nov.1956	PNU Hospital opened
	Sept.1953	Pusan National University established with six colleges: Liberal Art & Law, Business, Pharmacy, Engineering, and Medicine
	Oct.1945	Founding Committee for Pusan National University Organized

### 3) Mission Statement of Pusan National University



PNU, the true university that lives up to the values of truth, freedom and service, is creating a new value system based on a humanitarian spirit and its insights on the trends of the times. PNU provides and realizes a future vision for society through academic research and HR development, contributing to the development of humanity and society.

**①The Hall of Truth**

PNU pursues truth, and conducts education and research for academic advancement based on imagination and creativity. It is securing global competitiveness as a true university that represents Korea, while developing talents with creativity and extensive knowledge, who have insights on the times and are actively engaged in their communities and society as a whole.

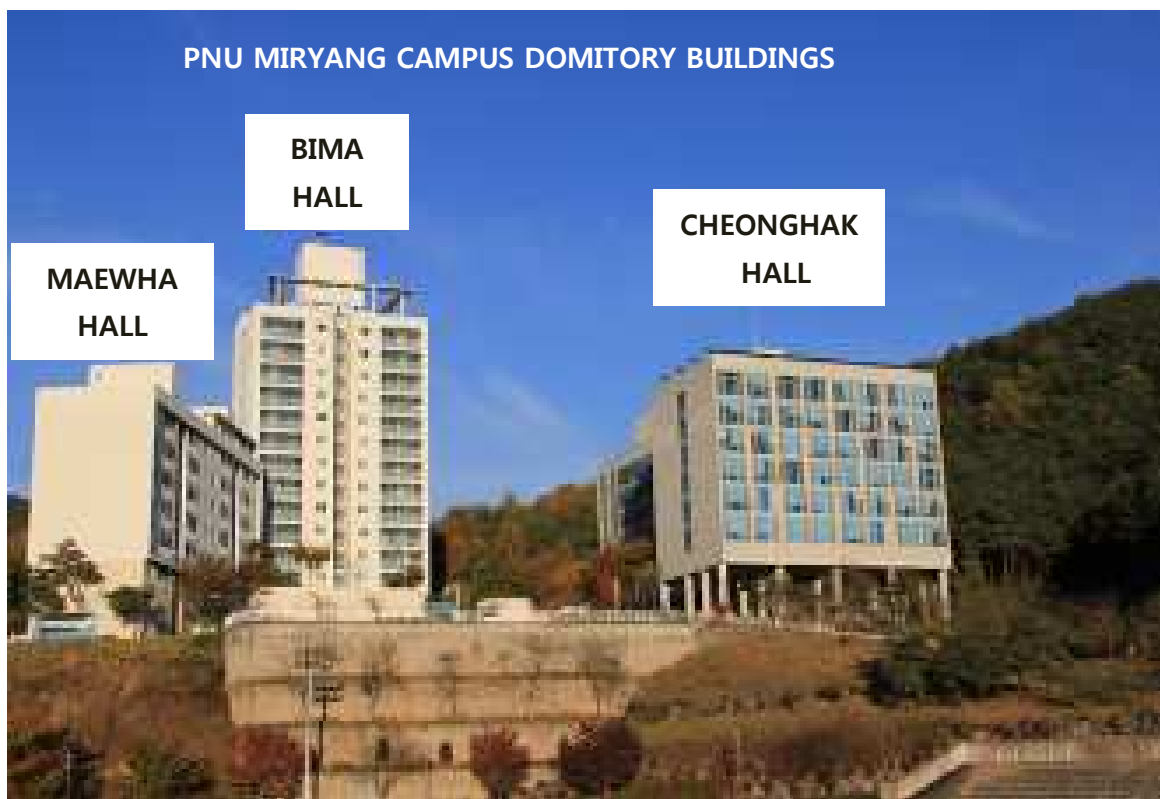
**②The Cradle of Freedom**

PNU safeguards freedom, the fundamental value of life, and pursues truth and education based on a spirit of co-prosperity, cooperation and harmony with the community. It is a true university that fosters mature individuals with creative and active attitudes and capabilities that can serve the development of the country and humankind.

**③The Birthplace of Services**

A university needs to explore knowledge and education based on freedom and truth, and provide various humanitarian services for the development of society and the country. PNU is a true university, as it fosters talents eager to engage in the services required by the society, and operates volunteer activity systems for social development, lifelong education and re-education at the university level.

## 2. ACCOMMODATION



### 1) BIMA Hall, CHEONGHAK Hall, MAEHWA Hall

- International undergraduates or graduate students, exchange students, certified research students or researchers.

Dorm	Male/Female	Number of rooms	Capacity	Stories	Occupancy
Bima Hall	Male	50	300	13	Six people per room
Guest Room		2	4	14 <sup>th</sup> floor of Bima Hall	Double occupancy
Cheonghak Hall	Female	21	126	6	Six people per room
Maehwa Hall	Male/Female	174	318	7	Double occupancy
Total		247	748		

#### Living Conditions

- Dormitory
- Single occupancy
- The room includes (Private): bed, desk, bookshelf, closet, bathroom and TV, refrigerator
- Communal Area (Sharing): kitchen (2 rooms), resting room (2 rooms), laundry room, gym.





### 3. INFORMATION IN UNIVERSITY

#### 1) Lecture Rooms



#### 2) Seminar Room



#### 3) Dining on Campus



#### **4) Convenient Store**



#### **5) Research Center**



## 6) Rest Area



## 7) Students Library







## 8) Other Facilities





### 9) Medical Facilities in Busan City

Type	Medical Facility	Location	Business Hour	Landmark	Phone Number
General	Medwall Medical	1951, Jungang-daero, Geumjeong-gu	Weekday: 09:00~17:30 Lunch: 12:30~13:30 Saturday: 09:00~13:00	Dusil Station	051-519-8000
	Family Medical	136-1, Oncheonjang-ro, Geumjeong-gu	Weekday: 09:00~18:00 Lunch: 12:30~13:30 Saturday: 09:00~13:00	Oncheonjang Station	051-515-0079
Orthopedics	Park Orthopedic	1727, Jungang-daero, Geumjeong-g	Weekday: 09:00~18:00 Lunch: 12:30~13:30	Pusan National University	051-911-7575
Internal Medicine	KimJongIn Clinic	11, Busandaehak-ro, Geumjeong-gu	Weekday: 09:30~19:00 Saturday: 09:30~16:00 (Holiday) 09:30~16:00	Pusan National University	051-516-9558
	SinHyeonSeong Clinic	13, geumjeong-ro 149beon-gil, Geumjeong-gu	Weekday: 09:00~18:00 Saturday: 09:00~15:00	Pusan National University	051-513-6248
Otolaryngology	KimCheolSuOtolaryngology	147, Geumjeong-ro, Geumjeong-gu	Weekday: 09:30~18:30 Lunch: 12:30~14:00 Saturday: 09:00~14:00 (Holiday) 09:30~13:00	Jangjeon Station	051-582-5125
	Su Otolaryngology	8, geumjeong-ro 38beon-gil, Geumjeong-gu	Weekday: 09:00~19:00 Saturday: 09:00~14:00 (Holiday) 10:00~14:00	Pusan National University	051-583-7585
Dental	New Ami Dental Clinic	26, Jungang-daeroGeumjeong-gu	Weekday: 9:30~19:00 Saturday: 9:30~16:00	Jangjeon Station	051-513-7525
Dermatology	Joy Clinic	15, Surim-ro, Geumjeong-gu,	Weekday: 09:30~18:30, Lunch: 13:00~14:00 Saturday: 09:00~14:00	Jangjeon Station	051-582-7573
Ophthalmology Pediatrics	Gallery Eye Center	50, Geumjeong-ro Geumjeong-gu	Weekday: 9:30~18:00 Lunch: 13:00~14:00 Saturday: 9:30~13:00	Pusan National University	051-516-0075-

## 10) Medical Facilities in Miryang City

Type	Medical Facility	Location	Business Hour	Landmark	Phone Number
General	Miryang Medical	1823, Miryang-daero, Miryang city	Weekday:08:40~17:00 Lunch: 12:30~13:30	Miryang Fire Station	055-356-9119
	Medical Happy Clinic	56-2, Susanjungang-ro, Susan-ri, Hanam-eup, Miryang City	Weekday: 09:00~17:30 Lunch: 12:30~13:30 Saturday: 9:00~12:30	Susan Elementary School	055-391-0090
Orthopedics	Miryang Orthopedics	451 Jungang-ro, Miryang City	Weekday: 08:30~18:30 Lunch: 12:30~13:30 Saturday: 08:00~12:30 (Holiday) 09:00~12:00	Miryang City Hall	055-356-5500
Internal Medicine	Kim Clinic	396, Jungang-ro, Miryang City	Weekday: 08:00~18:00 Lunch: 12:30~13:30 Saturday: 08:00~12:30 (Holiday) 09:00~12:00	Miryang City Hall	055-353-5354
	Jung Clinic	337, Jungang-ro, Miryang City	Weekday:09:00~18:30 Saturday: 09:00~16:00 (Holiday) 09:00~12:30	Miryang City Hall	055-354-6599
Otolaryngology	Woori Otolaryngology	413 Jungang-ro, Miryang City	Weekday: 09:00~18:30 Lunch: 12:30~13:30 Saturday: 9:00~13:00	Miryang City Hall	055-354-6433
	Yonsei Hyundai Otolaryngology	37, Sammunjungang-ro, Miryang City	Weekday: 9:00~18:00 Saturday: 9:00~16:00 (Sun./Holiday) 9:00~13:00	Miryang Middle School	055-354-0059
Dental	Jeil Dental Clinic	395 Jungang-ro, Miryang City	Weekday: 09:00~18:30 Lunch: 12:30~14:00 Saturday: 9:00~14:00	Miryang City Hall	055-355-0494
Dermatology	Seoul Clinic	381, Jungang-ro, Miryang City	Weekday: 09:00~18:00, Lunch: 13:00~14:00 Saturday: 09:00~13:00	Miryang City Hall	055-351-0094
Ophthalmology	Han Eye Center	11-2, Bukseong-ro, Miryang City	Weekday: 09:00~18:00 Saturday: 09:00~14:00	Miryang City Hall	055-353-4655-

**\*Medical Information Center**

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

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

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

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

**\*119 Fire & Emergency Services**

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

**\*Campus Clinic & SOS**

- **Location: Campus Clinic in the 2<sup>nd</sup> floor of “Student Welfare Center”, PNU Miryang Campus(Tel. 055 350-5177, Campus SOS Tel. 055, 350-5100)**

-During the semester: 9:00 am ~ 24:00 (Mon. ~ Fri.)

-During the break: 9:00 am~ 10:00 pm (Mon. ~ Fri.)

-Lunch time: 12:00 pm~1:00 pm

-Dinner time: 6:00 pm~7:00 pm

\*Closed on Sat., Sun. and holidays

## 4. INFORMATION ON OTHER TRAINING INSTITUTES

### 1) Busan Metropolitan City Hall



### 2) Korea Electric Power Corporation





### 3) Busan International Finance Center



### 4) Busan Port Authority



### 5) Busan Economic Promotion Agency



### 6) Busan Transportation Corporation



### 7) Others



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

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

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

**2. EXPENSES FOR STUDY AND LIVING**

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

A. Tuition fee

B. Accommodation sharing a room basis (mainly the dormitory of a training institute)

C. Living & Meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)

D. A medical checkup after arrival and during the summer in the following year(TBD)

E. New group injury 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

#### 1) BASIC INSURANCE SERVICE FOR PARTICIPANTS (KOICA)

- 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.”

## **2) Collective Insurance for International Students at PNU**

International students at PNU must sign up for health insurance that guarantees minimum coverage of USD 10,000 for injuries and illness. After signing up for health insurance, you have to submit the certified documents to PNU International every semester.

The Center for International Student Services (CISS) starts collecting insurance documents during vacation before every semester. Please refer to the following instructions below before signing up for insurance.

### **Qualifications**

- Freshmen and enrolled students (diploma candidates and researchers included).
- Exchange and visiting students cannot purchase Group Insurance provided by PNU.

### **Insurance Fees**

- Varies every year (based on spring semester 2015: Male - KRW 77,700 / Female - KRW 64,250).

### **Period of Insurance Payment**

- On the same schedule as the dormitory payment period and tuition payment period every semester.
- Students can pay from overseas during the designated period (you will be alerted by notice).

### **How to Pay for Health Insurance**

- Print the bill for your dormitory fee on the Dormitory Service System or your tuition fee bill on the Student Support System. Along with the bill, your insurance bill will be printed out on the second page. Students may pay the bill at any bank in Korea.



**Insurance Period**

- From the beginning of each semester (00:00 a.m.) to the date before the next semester begins (24:00 p.m.), six (6) months total.
- Example: Tuesday, September 1, 2015 at 12:01 a.m. ~ Monday, February 29, 2016 at midnight.

**Insurance Guarantee Information**

Insurance Coverage	Limit (KRW)
Accidental death and physical impairment	100,000,000
Illness, death, and more than 80% permanent disability	30,000,000
Accident and illness, in-patient medical expenses	50,000,000
Accident and illness, out-patient medical expenses	250,000
Accident and illness, pharmacy expenses	50,000
In-patient (overseas)	10,000,000

※ This insurance does not cover injuries caused by cars or motorcycles. For vehicle insurance (especially motorcycles or scooters), students should purchase a separate policy if needed.

※ Dental treatment (except for removal of wisdom teeth) is not covered.

**3) Student Medical Fund**

Students may save medical service fees (fund) into a student account when they pay their tuition fees. After treatment at one of Busan's medical centers, students may submit an application for the student medical service payment, which will be reviewed to determine if they are eligible for the student medical fund limits listed below. This medical plan can also give duplicate insurance benefits to international students. For more information, please refer to the following:

**Members and Fees**

- Members are required to name the university and graduate school where they paid the medical services fees (diploma candidates and exchange students are not included).
- Medical Care Fees: KRW 3,000 per semester, equal for all the degree programs.

**Medical Institutions**

- General hospitals, clinics, Korean medicine clinics, dental clinics and any medical institutions approved by the Supervising Committee for the Student Medical Fund.

**Application Process**

- Go to the Student Support System for the on-line application.  
Student Life > Student Medical Fund > Application and Confirmation for Medical Service Payment.
- Submit your medical record or medical certificates and receipts for medical expenses (in detail) to the 2nd floor of the Main Administration Building or Student Affairs Office at PNU.

**4) Limits on Medical Fund Payment****Class 1 (Death)**

- Death in Service: KRW 5,000,000
- Other Deaths: KRW 3,000,000

**Class 2 (While in Service): KRW 2,000,000**

**Class 3 (Hospitalization for critical illness or injuries):** 80% of the insurance payouts (no more than KRW 600,000) and 50% of non-insurance payouts (no more than KRW 400,000)

**Class 4 (Hospitalization for reasons other than Class 3):** 70% of insurance payouts (no more than KRW 400,000) and 40% of non-insurance payouts (no more than KRW 300,000)

**Class 5 (Outpatient Treatment):** 60% of insurance payouts (less than KRW 300,000) and 30% of non-insurance payouts (less than KRW 200,000)

- \* A Committee composed of PNU professors will determine which class is applicable to determine insurance payout limits.

**Limitations on Providing the Fund**

- If the amount of the medical service fees claimed is less than KRW 3,000
- If medical fund disbursement was received for the same illness more than one time per year
- If the member's medical fund provision exceeds one time per semester

- Congenital illness or cosmetic surgery for improvement in physical appearance
- Treatment or death by accident or violence-based injuries
- If another committee decides that providing the medical fund is unjustified
- Metal dentures, aesthetic functional dentures, braces and scaling

**Limitations on the Application Period**

- Students are required to apply within three (3) months after recovery if they applied for the fund during the semester in which they had been medically treated and if they had been medically treated for two consecutive semesters.
- ※ For details, please contact the Student Affairs Office (☎510-1271)

**Part VII****REGULATIONS****1. ACADEMIC REGULATIONS****1) Grades****Grade Management Standards**

Grade evaluation is based on midterm exams, final exams, term papers, quizzes, class participation, attendance, presentations, and other course assignments. The final results of each registered student's performance will be individually posted and based on a grading scale of 100.

**Grading**

- Grades are based on the following breakdown of performance totals:

Grade **A+ ~ F**

95-100: A+

90-94: A0

85-89: B+

80-84: B0

75- 79: C+

70-74: C0

65-69: D+

60-64: D0

Less than 60: F

- Pass (P)/Fail (F0) Grade

60% (sometimes 70%) of the total score or higher: P

Lower than 60% (sometimes 70%) of the total score: F0

- Students who fail to attend more than two-thirds (2/3) of their semester classes will receive an 'F' as their final grade.

**Academic Assessment Scales**

- All courses by subject area are graded on a relative scale except for non-education courses with less than 10 students; non-education courses by education area, special lectures (open-classes and special classes);

undergraduate courses by subject area in English (English-related courses not included); internships and field-training courses off-campus; major practical courses offered by the College of Arts; practical courses (College of Arts, the Department of Physical Education and the Division of Sports Science), which are assessed based on an absolute evaluation.

- Practical English, practical computer courses, internships and field-training courses, community service courses and courses offered by the capability development program are graded 'Pass'/'Fail' (P/F0).
- In the case of international students and graduate students taking undergraduate courses, their grades depend on the evaluation standards of the course instructors.

### **Grade Check and Challenging**

- A grade must be revised if a student challenges the grade and proves a change is during the designated period even if the recording of grades has been completed.
- Grades cannot be revised after the designated period for challenging and revising grades is over.

### **Attendance and Exams**

- Students who fail to attend two thirds (2/3) of the class hours will receive an F
- Students who cheat on any exam in a course will be subject to academic sanctions according to university regulations.
- Students who take one or more makeup exams for a course will receive a grade of B+ or lower in that class.

## **2) Withdrawal**

Application period: unspecified

Procedures for Academic Withdrawal

- Students must provide a written request for academic withdrawal co-signed by their guardian and notify their academic advisor and dean before submitting the request to their college or graduate school.

Required Documents for Academic Withdrawal

- A request for academic withdrawal (a medical certificate is required in the event of a student's death).

### 3) Foreign Language Proficiency Graduation Requirements

Foreign Language Proficiency Graduation Requirements for International Graduate Students (Qualifying Foreign Language Exams for Graduate Degrees)

-International students can choose either English or Korean.

-Standards of Exemption from English or Korean exams are listed below.

Foreign Language	Affiliation	Name of Examination		Standards of Exemption
English	All Affiliations	TOEIC		800 or higher
		TOEFL	PBT	550 or higher
			CBT	213 or higher
			iBT	80 or higher
		IELTS		5.5 or higher
		TEPS		690 or higher
Korean		Completion of courses replaced with the English exam at PNU's International Language Institute and a test score of 70 or higher. (You can register for the courses in June or December		
		Completion of classes replaced with the English exam at PNU's International Language Institute and a test score of 70 or higher (You can register for the courses in June or December)		
		Test of Proficiency in Korean (TOPIK): Level 4 or above (includes Level 4 or above based on Korean language classes in the International Language Institute at PNU)		

### 4) International Student Korean Language Class Completion Recognition

It is mandatory for international students from the General Graduate School to take basic Korean language, intermediate Korean language, and/or advanced Korean language courses administered by the PNU International Language Institute.

Courses will be graded as 'Satisfactory' or 'Unsatisfactory' (S/U) and will not be part of course completion credits. However, according to the exemption test administered by PNU's International Language Institute, students can be exempted from this requirement.

 Number of mandatory courses completed

- nNatural Sciences/ Engineering/ Arts · Sports: 1 course
- Humanities/ Social Sciences: 2 courses

☞ Exemption Standard

- Test of Proficiency in Korean (TOPIK): Students scoring above Level 4 (5, 6) at the International Language Institute should submit certificates.
- Korean language learning with more than 800 hours of instruction.
- ※ This is put into effect for students admitted after the fall semester 2005.

Please contact the PNU Language Institute (☎ 510-3305) for further inquiries.



## **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: Mr. HyeonSeok KANG**

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## 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 → Korea City Airport, Logis & Terminal(CALT) → KOICA International Cooperation Center (ICC)
- **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 Pusan National University Schedule