

2017 KOICA-Yonsei Master's Degree Program in Community Development

August 7, 2017 – December 21, 2018

Seongnam & Wonju, Korea



Korea International Cooperation Agency



Yonsei University (Wonju Campus)

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

CONTENTS

PART I. KOICA & SCHOLARSHIP PROGRAM	03
PART II. PROGRAM OVERVIEW	08
PART III. HOW TO APPLY	10
1. APPLICATION ELIGIBILITY	10
2. ADMISSION PROCESS	11
3. REQUIRED DOCUMENTS	15
PART IV. PROGRAM CONTENTS	17
1. ACADEMIC SCHEDULE	17
2. ORIENTATION	18
3. CURRICULUM	18
4. EXTRACURRICULAR ACTIVITIES	25
PART V. TRAINING INSTITUTE	26
1. GENERAL INFORMATION	26
2. ACCOMMODATION	29
3. OTHER INFORMATION FOR INTERNATIONAL STUDENTS	31
4. HEALTH CARE	36
PART VI. SUPPORT SERVICE	38
1. TRAVEL TO KOREA	38
2. EXPENSES FOR STUDY AND LIVING	38
3. INSURANCE	39
PART VII. REGULATIONS	43
1. ACADEMIC REGULATIONS	43
2. PARTICIPANT'S RESPONSIBILITIES	45
3. WITHDRAWALS	46
4. TEMPORARY LEAVE	46
5. ACCOMPANYING OR INVITING FAMILY	47
6. OTHERS	47
PART VIII. CONTACTS	48
APPENDIX 1. BRAND NAME OF THE KOICA FELLOWSHIP PROGRAM	49
APPENDIX 2. HOW TO JOIN THE KOICA COMMUNITY	50
APPENDIX 3. HOW TO GET TO THE ICC	51

Part I	KOICA & SCHOLARSHIP PROGRAM
---------------	--

The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

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

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

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

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

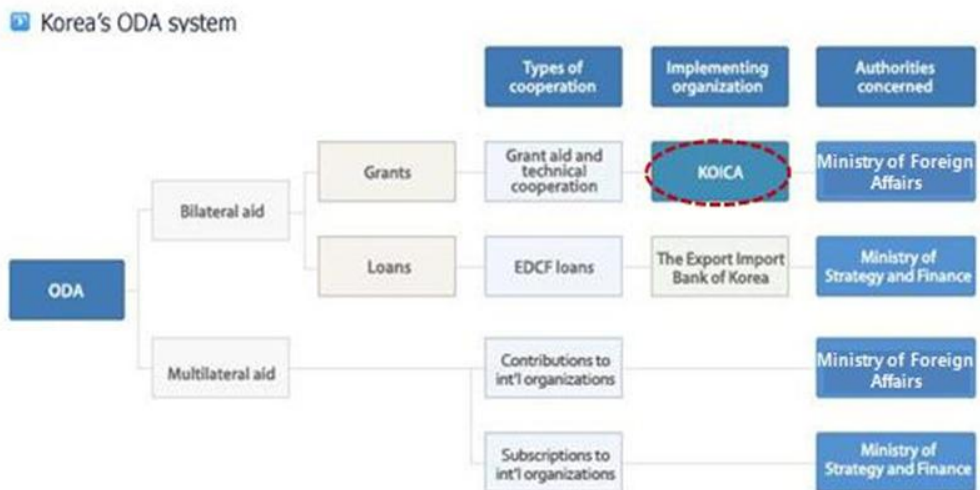
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

Korea's ODA & Framework

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

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

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



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 16Korean universities.

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

Part II	PROGRAM OVERVIEW
----------------	-------------------------

■ **Program Title:** KOICA-Yonsei Master's Degree Program in Community Development

■ **Duration**

- Stay duration: August 7, 2017 ~ December 21, 2018 (17 months study in Korea including 3 weeks of pre-course)

During 17 months in Yonsei, students are strongly recommended to complete their thesis.

- Academic duration: August 7, 2017 ~ August 22, 2019 (25 months)

In accordance to the university regulations, the diploma will be issued in August 2019.

■ **Degree**

- Master of Public Administration

■ **Objectives**

- 1) This program aims to cultivate the professional human resources necessary for a sustainable and autonomous community development in developing countries.
- 2) To transfer Korea's community development experiences to students and help them seek for the community development model which fits to the context of their own country.
- 3) To strengthen the capacity at the community level of the developing countries by making students become aware about the capacity building of the community leaders and organizations, and providing them with more integrated education of public administration, agriculture, economy, environment, etc.
- 4) To help students build global partnerships with Korean institutions and program alumni all around the world and global networks with international organizations as well as fellowship programs for the development collaboration.

- **Training Institute:** Graduate School of Government, Business, and Entrepreneurship, Yonsei University Wonju Campus
([http:// yonseigsgb.ac.kr](http://yonseigsgb.ac.kr); [http:// koica.yonsei.ac.kr](http://koica.yonsei.ac.kr))
- **Number of Participants:** 36 Government Officials
- **Language:** English fluency that requires no translation
- **Accommodations:** KOICA International Cooperation Center (ICC),
Yonsei University Dormitory
Canaan Farmers' School (only for the students who select the courses here for summer session)

1) Yonsei University Dormitory

The room is furnished with a bed, desk, closet, mattress and cover (excluding bedding), small refrigerator, air conditioner, shoe rack, bookshelf, wired LAN, etc. Shower facilities and flush toilet are included in each room.

*Individual bedding (blanket, pillow) should be either brought from home or be purchased upon arrival at the university.

2) Canaan Farmers School (selective)

The room is furnished with a bed, desk, closet, mattress and cover (including blanket and pillow), air conditioner, bookshelf, wired LAN, etc. The room is double occupancy. Shower facilities and toilet are in a separate place.

Part III

HOW TO APPLY

1. APPLICATION ELIGIBILITY

Candidates should:

- Have nationality of countries designated as cooperative with Korea.
- Be government or government relevant officials and researchers working in developing countries.
- Be qualified in regional, rural or agricultural development fields and the ability to study them
- Have a Bachelor's degree officially approved by the government in partner countries.
- Private sector employees are not eligible.
- Have sufficient command of both spoken and written English in order to take classes conducted entirely in English.
- Be under 40 years old in good health, both physically and mentally, to undergo the course.
- Not have experienced the same or similar KOICA's fellowship programs previously.
- Fulfill the requirements for Graduate School of Government, Business and Entrepreneurship, Yonsei University Wonju Campus and KOICA.
- Former dropouts of programs similar to KOICA Scholarship Program are ineligible.

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 20-27, 2017
Step 4. Phone Interview	May 15-25, 2017
Step 5. Medical Check-up (local)	May 29-June 30, 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 9, 2017
Yonsei Orientation	August 14-31, 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 Yonsei-University and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (April 12).

- Original copies should be sent to Yonsei-University before the phone interviews. (If it is unavailable, the originating institution must authorize copies before they are submitted.)

2) On-site Interview (KOICA)

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

3) 1st Round: Document Screening

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of the on-site interview and have submitted their application packages are considered for document screening.
 - Document screening will be processed by Yonsei-University. Application package as well as the on-site interview result will be thoroughly reviewed by committee of Yonsei-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 1st 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) 2nd Round: Interview (University)

- An opportunity for a phone interview will be given only to those who pass through the 1st 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 who belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- (Coordinating Agency Contact Info)
 - Inje University PAIK Hospital
 - Person in charge: Ms. Leah OH
 - E-mail: inje_paik@daum.net
 - Tel: +82-2-2273-0980
- (Date of examination) May 29-June 30, 2017
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the interview successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until May 12th, 2017, they should contact via e-mail or telephone with the coordinating agency.
- ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2nd round interview by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.
- (Recipient) Applicants who successfully pass the 2nd round interview (limited to about 130% of capacity)
 - Applicants who successfully pass the 2nd round interview must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
 - Even though you are on the waiting list, you must receive the medical check-up.
- (Medical institution) The medical check-up will be carried out in the medical institution "designated by KOICA" located in the applicant's capital city.

- ※ Examinations received individually are invalid and non-refundable.
- (Expenses) The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.
- Please remember that transportation and accommodation fees will NOT be reimbursed.
- KOICA will not pay for the treatment necessary after the examination.
- (Result notice) The local medical institution does not inform the participant of the results of the examination, but if the participants request to the local medical check-up service agency, they will send it to them directly.
- You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
- ※ In case of re-examination, it must be done during the re-examination period. (the coordinating agency will inform individually for those who need re-examination.)
- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

Please read carefully before you apply

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

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

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

6) Admissions Notification

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

3. REQUIRED DOCUMENTS

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

① KOICA application form

② Other Documents

- Application for Admission (must use the university's form)
- Personal Statement (must use the university's form)
- Two Letters of Recommendation (must use the university's form)
- Bachelor's Transcript(s) (undergraduate grades/marks)
- Certified copy of a Bachelor's degree diploma
- Two passport photos (3cm x 4cm)
- Employment verification (if available)
- Evidence of English Competency (ex. TOEFL score) in the case of applicants whose mother tongue is not English (if available)

※ All documents (Diplomas, Transcripts, Statement of Purpose, Recommendation Letters, etc.) must be original and in English.

※ Please refer to the following site for further information: <http://koica.yonsei.ac.kr>

***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

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2017.8.7 – 2017.8.11	Arrival, KOICA Orientation Extra-curricular Activities (Seoul City Tour)
	2017.8.14– 2017.8.31	Yonsei Orientation
Pre - Course	2017.8.14 – 2017.8.31	3 weeks
Fall Semester (1st semester)	2017.9.1 – 2017.12.21	16 weeks
Winter Session	2017.12.26 – 2018.2.5	6 weeks
Winter Break	2018.2.6 – 2018.2.28	3 weeks
Spring Semester (2nd semester)	2018.3.1 – 2018.6.20	16 weeks
Spring Break (I)	2018.6.23 - 2018.7.1	1 weeks
Summer Session	2018.7.2 – 2018.8.10	6 weeks
Summer Break (II)	2018.8.11 – 2018.8.31	3 weeks
Fall Semester (3rd semester)	2018.9.1 – 2018.12.21	16 weeks
Wrap-up Session	2018.11.14	Final Oral Defense Presentation
	2018.12.11	Graduation Ceremony
	2018.12.21	Departure

*The above schedule is subject to change.

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

2. ORIENTATION

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

Session	Date	Contents
Arrival	August 7, 2017	Arrival in Korea
KOICA Orientation	August 9~11, 2017	KOICA's welcoming session

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

3. CURRICULUM

1) Program Background

The Republic of Korea, once among the poorest countries in the world until the 1960's, successfully overcame poverty to become one of the donor countries. Korea has achieved great economic growth and democracy as well. Now she is at the leading edge in the development and use of information and communication technologies.

Saemaul Undong (means 'New Village Movement') is one of the symbols of Korea's development. It represents a strong social movement that transformed her rural communities during 1970's. It brought about increases in the revenues of rural families and reductions in the income gap between the urban and rural residents. Saemaul Undong also had significant implications because it was quite successful in making government exercise leadership through mobilizing support for rural people to become more active and participative in changing their living conditions and solving their own community problems.

This program aims at educating policy specialists who will develop and implement community development policies in the context of national development and also training project managers and community leaders who will work for changes and development at the region or village level. In order to develop these types of human resources, this program offers diverse interdisciplinary courses which provide students with opportunities to learn theoretical backgrounds, best practices, implementing issues, and success cases in relation to community development in general and Korean experiences in particular.

The program curriculum was designed to make students equipped with both basic and advanced theories and practical applications. One of the special features of this program is to have students stay and be trained at the Canaan Farmers' School for summer session. Canaan Farmers' School is famous for its practical training and disciplined life. Summer session concentrates more on the application of Saemaul Undong spirit and principles in the daily life as well as its implementation with Korean village people near Canaan Farmers' School.

2) Semesters and Sessions

The program is run for three regular semesters, plus two summer/winter sessions: from fall semester of 2017, as shown in the table below.

Semester	Total Credits (46)	Place	Duration
Pre-course	3 credits	Yonsei University	3 weeks
Fall Semester 2017	12 credits	Yonsei University	16 weeks
Winter Session 2017	7 credits	Yonsei University	6 weeks
Spring Semester 2018	12 credits	Yonsei University	16 weeks
Summer Session 2018	6 credits	Yonsei University or Canaan Farmers' School	6 weeks

PART IV. PROGRAM CONTENTS

Fall Semester 2018	6 credits	Yonsei University	16 weeks
Spring Semester 2019	0 credit	<i>Home Country</i>	16 weeks

Therefore, students should complete all their course requirements and thesis for graduation by the fall semester of 2018 within 17 months. When they succeed in completing all graduation requirements, they will receive the master diploma in August, 2019. Because the Korean education law only allows issuance of a graduation certificate after 18 months have passed (that is, in the fourth semester). So, the spring semester of 2019 in the above table is only to meet the requirements of Korean government's education law.

Regular semesters (fall and spring) consist of 16 weeks, and students normally take 12 credits in each semester. During the semesters, all classes will be open at Yonsei University Wonju Campus except for summer session 2017.

During the summer session, classes will be open at the Canaan Farmers' School (see the details of this institution on Part V) as well as in Yonsei University. Students will be able to select either Canaan Farmers' School or Yonsei University according to personal interest and preference. When they enter into the Canaan Farmers' School, the standard daily schedule here during the session is as shown in the table below:

Canaan Farmers' School Standard Daily Schedule

Time	Schedule
05:00~06:00	Morning roll call/ Exercise
08:00	Breakfast
09:30~12:30	Lecture/ Discussion
13:00	Lunch
14:00~17:00	Lecture/ Practices/ Reflection
18:00	Dinner
21:30	Evening Roll Call
22:00	Sleeping

Students must complete all semesters and sessions provided by the program during their study period in Korea. When students want to take some break between semesters, they can only take a break after the winter and summer sessions when no academic activities are going on.

3) Curriculum

Semester/ Session	Courses (credit)
Pre-course 2017	<ul style="list-style-type: none"> - Korean Development Experience and Lessons (3)
Fall Semester 2017	<ul style="list-style-type: none"> - Statistical Analysis (3) - Organizational Theory and Community Organizing (3) - Community Human Resource Management (3) - Economics of Community Development (3) - Korean <i>Saemaul Movement</i> and Community Development (3) - Social Economy and Community Development (3) - Food Security and Agriculture Production (3) - Korean Language and Culture (I) (0)
Winter Session 2017	<ul style="list-style-type: none"> - Community Research Methodology (3) - How to Write Thesis (1) - Health and Community Development (3) - Environment and Sustainable Development (3) - ICT Use and Community Development (3) - Community Leadership Practice (0)
Spring Semester 2018	<ul style="list-style-type: none"> - Project Management (3) - Policy Analysis and Program Evaluation (3) - Theories of Development and Social Change (3) - Community Capacity Building and Governance (3) - Financing for Community Development (3) - Community Development and International Development Cooperation (3) - Agricultural Processing and Marketing (3) - Korean Language and Culture (II) (0)

PART IV. PROGRAM CONTENTS

Summer Session 2018	<ul style="list-style-type: none">- Appropriate Farming Technology and Practices (3)- Cooperative Practice (3)- New Trend of Agricultural Technology (3)- Gender, Social Diversity and Community Development (3)
Fall Semester 2018	<ul style="list-style-type: none">- Seminar on Community Development (3)- Intensive Individual Study (3)
Spring Semester 2019	<ul style="list-style-type: none">- Master's Thesis

*Several selective courses will be offered in each semester and session. Some courses may not be offered due to instructor unavailability, instead new ones will be added according to the students' needs.

- Most of the courses basically have three credits and three hour classes. But there are exceptional ones like "How to Write Master Thesis" (1 credit) and "Korean Language and Culture"(0 credit) and "Thesis"(0 credit).
- Graduation Requirement: For graduation with a Master's degree, all students must complete all requirement courses and a minimum of 46 credits. In addition to the course completion, they must complete the writing of thesis within the given academic schedule. They will need to pass comprehensive exams to obtain the qualification to write the thesis.
- Thesis Writing: It is strongly recommended for all students to complete their master's thesis before returning home. In Fall Semester of 2018, students will have enough time to work on their thesis. Detailed information about thesis writing will be provided later on.
- English is the language of instruction. Not only course work but all academic affairs will be conducted in English.
- Courses are designed to ensure that students gain practical expertise. Participatory teaching methods will be fully utilized. Diverse methods such as lecture and discussion, presentation and debate, simulation and case studies will be employed to enhance student's problem-solving abilities.

D. Graduation Requirements

-In order to graduate, students must complete 46 credits, earn a GPA higher than 2.7 (higher than B-), and submit a thesis.

4) Teaching Plan for Thesis Research

- Writing a thesis is required to obtain the Master of Public Administration in this program. It is certain that students can learn a lot writing it. In particular, they can improve the research capabilities which are demanded for policy makers when they want to investigate and discover solutions to the public issues in the more rigorous and systematic way.
- It is more desirable for students to begin their preparation earlier for writing a thesis in this program. As shown in the table below, students will start with thinking over the main topic and major research methodology from the first semester. This program has many faculties who have long experiences in teaching and advising students to write a better thesis. They will join thesis review committees and provide full support for students' work of writing a thesis, which may be stressful but necessarily taken in the learning process.
- Major activities for thesis research are in the following table:

Semester	Related Classes	Activities	Expected Effects
Fall Semester, 2017	- Statistical Analysis	<ul style="list-style-type: none"> - Thesis advisor will be assigned to each student - Begin a man-to-man interaction between thesis advisor and student for the thesis development 	<ul style="list-style-type: none"> - Students realize the importance of thesis - Students explore and decide the tentative topic of their thesis
Winter Session 2017	<ul style="list-style-type: none"> - How to Write Thesis - Community Research Methodology 	<ul style="list-style-type: none"> - Continuous contacts with the thesis advisor 	<ul style="list-style-type: none"> - Students determine the thesis topic

PART IV. PROGRAM CONTENTS

Semester	Related Classes	Activities	Expected Effects
Spring Semester, 2018	<ul style="list-style-type: none"> - Project Management - Policy Analysis and Program Evaluation 	<ul style="list-style-type: none"> - Form a thesis review committee for each student - Students present their thesis proposal at a workshop where all faculty and students attend 	<ul style="list-style-type: none"> - Assign two co-advisors to each student - Complete the draft of thesis proposal - Feedback on thesis research
Summer Session, 2018		<ul style="list-style-type: none"> - Continuous contacts with the thesis advisor and co-advisors - Work on the building of research framework and the data collection 	<ul style="list-style-type: none"> - Finish the literature, review, build the analytical framework, and begin data collection
Fall Semester, 2018	<ul style="list-style-type: none"> - Intensive Individual study 	<ul style="list-style-type: none"> - Take a comprehensive exam to be formally qualified to write a thesis - Preliminary and final review of thesis - Best thesis will be awarded at the closing ceremony 	<ul style="list-style-type: none"> - Finish data collection and write the analysis and the concluding parts - Thesis will be passed when three committee members reach an agreement - Good thesis may have a chance to be presented at an academic conference.
Spring Semester, 2019	<ul style="list-style-type: none"> - Master's Thesis 	(Only for registration purpose)	<ul style="list-style-type: none"> - Official certificate of Master's degree will be mailed to each person after the graduation ceremony at the end of August, 2019

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

Extracurricular activities are offered during the whole study period. Study visits, field trips, industrial and cultural site tours and other extracurricular activities will be as follows

1) Field trip to Wonju Cooperative Movement, Wonju Agricultural Technology Center, Hwang-dun Information Network Village, Smile Financial Foundation, Yeongwol Solar Power, Korea Saemaul Undong Center, etc. (The places are subject to change)

2) Industrial Visit to POSCO Kwangyang Steel Company, Hyundai Motors, Seoul City Tour, Koore I-Coop, Jeonju industrial center, Jeonju Traditional House(Han-ok), etc. (The places are subject to change)

3) Fellowship Event

- **The Culture Exchange Night** is organized for international students to share global culture with Korean students
- Other activities are Home Stay Program, Music Concert Series, Sports Day, Global Village Program, etc.



4) Korean Cultural Experience Program

A variety of cultural programs will be provided for international students to familiarize with Korean culture.



Part V

TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Yonsei University

- Being the oldest private university in Korea, Yonsei University was first established in 1885 by Christian missionaries. Its mission is to educate leaders who will contribute to mankind in the spirit of “truth and freedom.” Around 300,000 Yonsei alumni who take this calling to heart can be found manifesting this proud spirit from leadership positions around the world.

Yonsei's main campus is ensconced in a spacious, picturesque and natural setting located minutes away from the economic, political, and cultural centers of Seoul's metropolitan downtown. Yonsei has more than 4,800 eminent faculty members who are conducting cutting-edge research across all academic disciplines. There are 21 graduate schools, 22 colleges and 131 subsidiary institutions hosting a selective pool of students from around the world.

2) Yonsei University Wonju Campus



- Yonsei University Wonju Campus was founded in 1977 as a second campus to Seoul campus. As of 2016, the campus has 7,969 undergraduates, 1,059 graduate students and 791 faculty members in 39 academic departments. The city of Wonju is located in Gangwon province, and about 60 miles east of Seoul. The 500-acre campus is surrounded by a dense forest and a beautiful lake, while featuring highly-equipped facilities, great cultural diversity and a cosmopolitan atmosphere.



- | | | |
|------------------------------------|---|--|
| 01. Main Gate | 12. Yonsei Sports Center | 23. Seiyon 2 Haksa (Dormitory) |
| 02. University Church | 13. Athletic Field | 24. Seiyon 3 Haksa (Dormitory) |
| 03. Headquarters of Administration | 14. Tennis Court | 25. Hyonunjae (Guest House) |
| 04. Jeongui Hall | 15. Amphitheater | 26. Medical Industry Techno Tower |
| 05. Cheongsong Hall | 16. Wonju Museum | 27. Medical Industry Venture Center |
| 06. Changjo Hall | 17. 1071 Reserve Officers' Training Corps | 28. Eco Environmental Technology Center |
| 07. Baekun Hall | 18. Maeji 1 Haksa (Dormitory) | 29. Business Incubator Center for the Disabled |
| 08. Mirae Hall | 19. Maeji 2 Haksa (Dormitory) | 30. Business Incubator Center |
| 09. Main Library | 20. Maeji 3 Haksa (Dormitory) | 31. The Rose of Sharon Park |
| 10. Student Union | 21. Cheongyeon Haksa (Dormitory) | |
| 11. Yonsei Plaza | 22. Seiyon 1 Haksa (Dormitory) | |

◆ Campus Map (Dormitories No. 18 ~24)

3) Graduate School of Government, Business and Entrepreneurship

- The Graduate School of Government, Business, and Entrepreneurship researches and teaches theories and practices in the changing society under Yonsei's founding principles of truth and freedom. It was established in March 1990 to contribute to social development by nurturing talents with leadership, creativity, and capability.

The graduate school targets students who aspire to systematically and effectively study the new areas to middle managers from all sectors. There are seven more

majors (all Korean) in addition to this program: economics and trade, business administration, public administration, educational administration, political science, international welfare, and entrepreneurship. The graduates are actively working in all corners of Korean society utilizing their capabilities that have been nurtured throughout its master program.

In addition, in order to meet the trends such as democratization, localization, and globalization, Yonsei developed a course for high-level executives based on its experience and strength in education. Around 1, 100 students completed the short-term executive course over 23 rounds to improve their leadership and capabilities.

In September 2011, the graduate school opened a new Master's Degree Program on Rural Society Leadership Development for Global Poverty Reduction as a special program for government officials who will play major roles in overcoming poverty in developing countries in the financial support of KOICA. Now this Master's Degree Program in Community Development is an extension of former program. By transferring knowledge of community development to policy makers and project managers from developing countries, this program will be expected to contribute to the sustainable development of their own countries.

4) Canaan Farmers School

- Aiming to produce model communities of poverty eradication based on mindset transformation and to raise leaders who would practice and live out the changed mindset, the Canaan Farmers' School movement has played a crucial role since its establishment in 1931. It taught national pride to the Korea public, stimulating them to work for poverty eradication through agriculture. The movement later evolved into a social movement, encompassing every aspect of life, especially through practical vocational training. It was also adapted as the role model for New Village Movement (Saemaul Undong) education. Now, ten overseas branches of the Canaan Farmers' School have been set up around the world.

The education of Canaan Farmers' School focuses on the changes in trainees' mindset, attitude and lifestyle. In this regard, its education goes on very strong and demands more disciplined way of living of trainees

2. ACCOMMODATION

1) Housing Services

- Participants will be housed at an on-campus dormitory, Seyon dormitory. Each student will be assigned to a single room. Depending upon the demands for dormitory, two students will be assigned to a single room during spring semester and some sessions.

2) Facilities

- The room is furnished with a bed, desk, closet, mattress and cover (excluding bedding), small refrigerator, air conditioner, shoe rack, bookshelf, wired LAN, etc. Shower facilities and flush toilet are included in each room.
*individual bedding (blanket, pillow) should be either brought from home or be purchased upon arrival at the university.
- There is no kitchen in the dormitory, but each floor has a lounge which has a microwave oven and other equipments for heating food.
- The janitor will keep guarding over the building. Seyon dormitory does not allow students to leave or enter the building after 24:00 until 5:00.
- Elevator is available.
- Monthly rent will be paid by Yonsei University in cooperation with the KOICA.

3) Regulations

- The tenant regulations and instructions will be distributed during the orientation period.



Seyon Dormitory

. 546 rooms are available.

(The photo on the left is the building of the 2nd Seyon Dormitory, and those below are some of its major facilities.



Bedroom



Study Room



Seminar Room



Lounge



Prayer Room



Computer Lab

3. OTHER INFORMATION FOR INTERNATIONAL STUDENTS

1) University Libraries

Main library of Wonju Campus (<http://wlib.yonsei.ac.kr>):

The main library of Yonsei University Wonju Campus is located at the center of the university.

- The Study Room at basement (B1) is opened 24 hours a day throughout the year
- In the periodical room, you can read books, journals, and newspapers. You can also browse the CD-Rom titles and get access to the Internet to search for information you need.



Area	Hour-weekdays	Saturday
Seminar Rooms (1F) Seminar Rooms (4F) Room for Private Laptops	06:00~23:00	06:00~23:00
Others (Periodical room, Multimedia room, etc.)	09:00~22:00	09:00~13:00

More detailed information on the Main Library,
please visit <http://wlib.yonsei.ac.kr/main/main.do?sLang=en>

2) International Students Offices

International education center (<http://yiec.yonsei.ac.kr>):

- Coordinates study programs abroad with sister universities in the world and assists incoming and outgoing exchange students.
- Provides service for international scholars and students on campus Room 314, Yonsei Plaza (Tel. +82-33-760-2727, E-Mail. yiec@yonseia.c.kr)

Graduate School of Government, Business, and Entrepreneurship:

(<http://yonseigsgb.ac.kr/main.php>)

- The Graduate School Office offers academic information and any kind of services for the students of the graduate school.

Room 305, Jeongui-Hall (Tel. +82-33-760-2303, Fax. +82-33-760-4324)

Yonsei-KOICA Scholarship Program :(<http://koica.yonsei.ac.kr>)

(<http://yonseigsgb.ac.kr/main.php>)

- The Yonsei-KOICA Office offers academic information and any kind of services for the students of this Program.

Room 219, Jeongui-Hall (Tel. +82-33-760-2479, Fax. +82-33-760-4324)

3) PC Labs on Campus

There are many PC labs on campus, where students can use computers for word processing, internet, and so on. In all the PC labs printers are available, but students are required to bring their paper for printing.

Building Name	Location	Building Name	Location
Jeongui Hall	Room 215	Chongsong Hall	Room 201
Student Reference Room	Room 339	Library	Internet Center (1F), Multimedia Room (2F)



4) Cafeteria

Cafeteria	Location	Hours	Food Served
Student Cafeteria I	2 nd Floor of Yonsei Plaza	7:30 AM~7 PM	Korean/Western meal
Student Cafeteria II	1 st Floor of Student Union Building	8 AM~7 PM	Korean/Western meal
Staff Restaurant	1st Floor of Faculty Residence Hall	11 AM.~7 PM	Korean/Western meal
A-reum Sam	2nd Floor of Yonsei Plaza	9 AM~9 PM	Snacks, Noodles, Beverages
Food Court	1 st Floor of Student Union Building	9 AM~8 PM	Korean/Western meal



5) Lounge/Fitness

Facility	Location	Service
I-Lounge	4th Floor of Student Union Building	PC use, Coffee, Seminar Rooms
Fitness Center, Swimming Pool, Other Sports Facilities	1st Floor of Yonsei Sports Center	Weight training, Racquetball, Skin scuba training, etc.



6) Others

Facilities	Functions	Location
Dormitory Office	It assists students who reside in on-campus housing.	1st Floor, Chung Yon Dormitory
Sexual Harassment Counseling Center	Yonsei Sexual Harassment Counseling Center aims to minimize the damage caused by sexual harassment by promptly dealing with issues of sexual harassment that might occur on campus by providing counseling services.	Room 208, Student Union Building
Woori Bank	Students can open bank account, deposit and money withdrawal and so on.	1st Floor, Yonsei Plaza
Post Office	Students can send airmail as well as postcards and parcels.	1st Floor, Yonsei Plaza
Travel Agency	Students can purchase train tickets and make a reservation for airline tickets to take a trip to major Korean cities and other countries.	1st Floor, Yonsei Plaza
Bookstore	Students can buy textbooks and other books.	1st Floor, Yonsei Plaza
Photocopy Room	Students can make a copy of any paper material.	1st Floor, Yonsei Plaza
ATM	Students can withdraw, deposit, and transfer money.	Yonsei Plaza, Student Union Building
Nu-ri Sam	It is a stationary & souvenir store.	1 st Floor, Yonsei Plaza
Laundry	Students can wash not only clothing, but also bedding, shoes, etc.	1 st Floor Yonsei Plaza
Optician's	Students can buy glasses, frames, lens.	1 st Floor, Yonsei Plaza
Family Mart	It is a convenient store.	1 st Floor, Yonsei Plaza





4. HEALTH CARE

1) Health Care Center

- For minor health problems such as cold or digestion, it is strongly recommended that students visit the health care center located on the third floor of Student Union Building. The medical doctor and the nursing service are available during fixed hours. It also provides the dental checking service.

Location	Student Union Building
Tel	033) 760-2641
Office Hours	09:00 AM – 05:00 PM

2) Wonju Severance Christian Hospital, Yonsei University

- Yonsei University Wonju campus has the Wonju Severance Christian Hospital in the downtown area of the city of Wonju. It is a huge hospital with around 900 beds and provides total care of medical service.
- For severe health problems or medical check-up, you can go to Wonju Severance Christian Hospital. We recommend you to visit the dormitory office or the GSGB office before going to the hospital. We will make a proper arrangement with the hospital for you.

Available Services	<ul style="list-style-type: none"> • Appointment • 1:1 Care for outpatients • English Bill & Certificate Issue Service • Inpatient & ER patient coordinators • Medical Check-up
Contact Info	<ul style="list-style-type: none"> • Tel: +82-33-741-0114 • Homepage: http://wch.or.kr



※ Korea's prescription law

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

Part VI

SUPPORT SERVICE

1. TRAVEL TO KOREA

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

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

2. EXPENSES FOR STUDY AND LIVING

- A. The following expenses will be covered by KOICA during the participant's stay in Korea.
- B. Tuition fee
- C. Accommodation sharing a room basis (mainly the dormitory of a training institute)
- D. Living & Meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)
- E. A medical checkup after arrival and during the summer in the following year
- F. Overseas travel insurance, etc.
- G. In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

3. INSURANCE

- Participants who have entered Korea have been covered by “New group injury insurance” policy in case of illness or accident.
- ✕ The insurance coverage period is from the time of arrival in Korea to the time of departure.
- ✕ We encourage you to read about the coverage of insurance and deductibles carefully.
- According to Korea's insurance system, 20% of medical expenses must be paid by participants as mandatory deductibles by law.
- KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Medical expenses for previous illness, pregnancy, mental illness, etc. will not be reimbursed.

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

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

- Limit of Coverage & Deductibles

. Limit of Coverage

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-
Hospitalization	50,000,000	Deductibles
Outpatient medical expenses	250,000/ day	Deductibles

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

□ Dentistry

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

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

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

Part VII	REGULATIONS
-----------------	--------------------

1. ACADEMIC REGULATIONS

1) Attendance and Absenteeism

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least one-third of the total class hours shall be evaluated as fail(F).

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

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

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

2) Must reside in Yonsei Dormitory

- Students must reside in Yonsei dormitory on campus (and at Canaan Farmers' School when students take courses there for summer session)
- Single or double occupancy
- Living off-campus is not allowed

3) Must abide by residency regulations

- Yonsei dormitories on Wonju campus house more than 3,500 undergraduate and graduate students and have strict residency regulations, and all students in dormitories must abide by them.

4) Examinations and Grade Evaluations

-Minimum Grade Point Average Requirement

- Students must maintain minimum B- (2.7 point or 80-82 scores) grade point average to successfully graduate the program.

- Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of semester), Final (last two weeks of semester)
- Make-up Exams: In the case a student cannot sit for an exam due to any reason like illness, he or she must notify the course faculty before the test date, and a make-up exam can be arranged at another time.

-Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100-point scale for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

-Evaluation Standard: Evaluation Ranking

Grades	Score (%)	Grade Point	Grades	Score (%)	Grade Point
A+	97-100	4.3	C+	77-79	2.3
A0	93-96	4.0	C0	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B0	83-86	3.0	D0	63-66	1.0
B-	80-82	2.7	D-	60-62	0.7
			F	0~59	0.0
			P/ NP		Pass/ Non-Pass

2. PARTICIPANT'S RESPONSIBILITIES

Participants are required

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

3. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.

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

- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.

In this case, he / she is not allowed to re-apply for KOICA's scholarship program.

- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

4. TEMPORARY LEAVE

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

5. ACCOMPANYING OR INVITING FAMILY

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

6. OTHERS

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

Part VIII

CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Ms. SuJung LEE**
Capacity Development Program Team
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0585
- Fax: +82-31-740-0595
- E-mail: gsujung87@koica.go.kr
- Homepage: <http://www.koica.go.kr>
- **Program Coordinator: Ms. A young KIM**
 - Phone: +82-31-8017-2675
 - Fax: +82-31-8017-2680
 - E-mail: ayoung33@global-inepa.org

2) Graduate School of Global Development & Entrepreneurship, YONSEI UNIVERSITY Global University

- **Program Coordinator: Ms. Eunhee KWAK**
 - Phone: +82-33-760-2479
 - Fax: +82-33-760-4324
 - E-Mail: bagunik@yonsei.ac.kr
- **Program Intern: Mr. Jiseong KIM**
 - Phone: +82-33-760-2482
 - Fax: +82-33-760-4324
 - E-Mail: raycent@yonsei.ac.kr
- **Home page: koica.yonsei.ac.kr**
- **Address: Graduate School of Government, Business, and Entrepreneurship**

Appendix 1.

Brand Name of the KOICA Fellowship Program

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

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



Appendix 2.

HOW TO JOIN THE KOICA COMMUNITY

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

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

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

2) The KOICA FACEBOOK (<http://facebook.com/koica.icc>)

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



Appendix 3.

HOW TO GET TO THE ICC

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

Flow:

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

• **KOICA Counter at Incheon airport**



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

Tel. : 82-32-743-5904

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

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

- After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logistics& Travel (CALT).
- All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1st 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 1st 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 1st 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 changed according to the KOICA and/or Yonsei University schedules.