

1. (PI, Program Information)

KOICA-HKNU Master's Degree in SMART-Agricultural Engineering (MD-AE)

August 3, 2016 – December 23, 2018

Seongnam & Anseong, Republic of Korea



Korea International Cooperation Agency



Hankyong National University

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

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

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

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

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

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


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

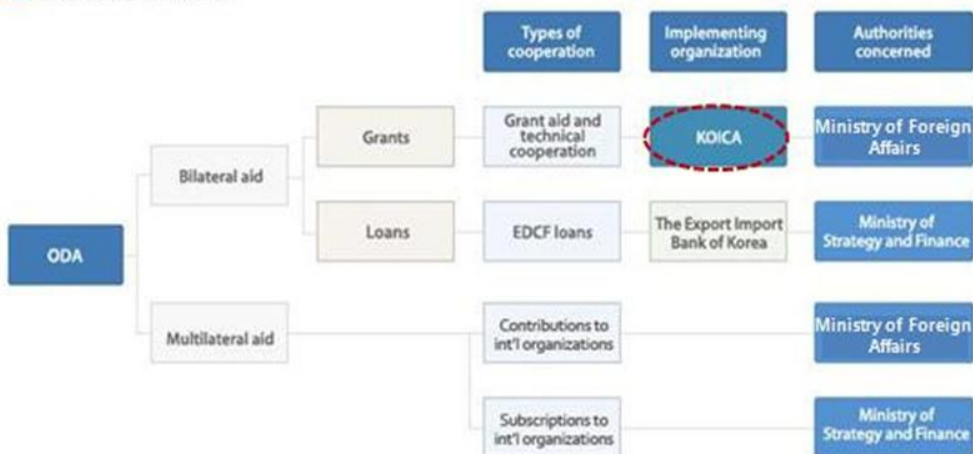
Korea's ODA Framework

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 contributions to international organizations.

 Korea's ODA system



Korea's Experience and KOICA's Program for Human Resources Development

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically about Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

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

health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

Types of KOICA Fellowship 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.

Part II	PROGRAM OVERVIEW
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1. Program Title: Master's Degree Program in SMART Agricultural Engineering (MD-AE)

2. Duration:

- Stay duration: August 3, 2017 ~ December 23, 2018 (16 months study in Korea including 3 weeks of pre-course), During 16 months in Hankyong National University, students are strongly recommended to complete their thesis.
- Academic duration: September 2, 2017 ~ February 25, 2019 (18 months)
In accordance to the university regulations, the diploma will be issued in February 2019.

3. Degree

- Master of Science in Agricultural Engineering,
Hankyong National University provides degree of master courses.

4. Objectives

- 1) To educate governmental officials of developing countries in the areas of agricultural engineering and strategy of mechanization for farm machinery in order to enhance their comprehensive competency for nurturing start-ups
- 2) To share the technologies in the agriculture and rural development
- 3) To enhance the competency for ultimately promoting agricultural engineering based on development of agricultural infrastructures, strategy of agricultural farm mechanization, and adapting global climate change in rural area
- 4) To increase the competency for vitalizing start-ups in agricultural engineering farm mechanization and for the purpose of promoting economic development and welfare of the country.
- 5) To share the Korean experience in agricultural engineering and farm mechanization as well as its application and implementation on the sustainable rural development and to train leaders amicable to Korea

**5. Institute: Hankyong National University, http://www.hknu.ac.kr/web/eng/u_02_06
Graduate School of International Development and Cooperation
(GSIDC) of Hankyong National University (HKNU)**

6. Number of Participants: 20 Government Officials

7. Language of Instruction: English fluency that requires no translation

8. Accommodations: Dormitory of Hankyong National University

- Students of Graduate School of International Development & Cooperation Entrepreneurship KOICA Course live in the Dormitory for all semester (Aug. 2017 ~ Dec. 2018) Hankyong National University has four dormitory buildings. Hoyeon-gwan was opened in 2007 and can accommodate 372 students in 186 rooms, and Changjo-gwan was also remodeled in 2007 and can accommodate 184 students in 46 rooms. In addition, the university operates facilities such as fitness room, computer room, study room, laundry room and lounge in the dormitories. Now the university has more HKNU_KOICA specialized dormitory in Changjo-gwan, Hoyeon-gwan, and Narae-gwan which is more convenient but more expensive.

- Living Conditions

Dormitory (Double occupancy)

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

- **Room type**

The rooms in the dorm are organized in suites. The occupants of these rooms share their unit's bathroom and toilet. The room in the dorm are organized in two single bed and facility. A half of section in the room is composed of one bed, desk, locker (1 person per 1 single bed).

- **Facilities for communal area**

Study room, TV room, laundry room, gym, computer room, table tennis, playroom, laundry drying room, lounge (TV, PC, table), and kitchen.

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 of Ministry of Agriculture/ Irrigation and Water Development, Ministry of Agriculture / Department of Irrigation, Ministry of Water and Irrigation, Ministry of Agriculture and Rural Development, Ministry of Water and Irrigation/ and in the Water Development and Management Institute/ Water quality Services and Rural Water Supply Service division, and Ministry of Irrigation and Drainage, etc...) or related research institutes. With a minimum 2 years of experience in related with agricultural engineering works.
- * Exception – Applicants with a ‘development NGO’ background may apply for the program with two letter of recommendations:
 - Your government office and Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Organization within your region.
 - Have a completed Bachelor Degree or an equivalent to college / university –level educational background; **Bachelor’s degree from an accredited institution (AE: Agricultural Engineering, ME: Mechanical Engineering, EE: Environmental Engineering, and ABE: Agricultural Biosystems Engineering, RE: Rural Engineering);**
 - 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 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.

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 above schedule is subject to change depending on the time required in the application process. After the completion of all application procedures, the best efforts should be made so that entry visas can be approved before the start of the regular semester.

Post Admission

Arrival in Korea	August 3, 2017
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KOICA Orientation	August 4, 2017
HKNU Orientation	August 7, 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 Hankyong National 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 Hankyong National 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 Hankyong National University. Application package as well as the on-site interview result will be thoroughly reviewed by committee of Hankyong National 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 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 June 5th, 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) Hankyong National University Form 1: Document Check List
- 2) KOICA Application Form
- 3) Hankyong National University Form 2: Application Form (Type in English and Print out, Hand writing is not acceptable)
- 4) Hankyong National University Form 3: Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)
- 5) Curricular Vitae
- 6) Hankyong 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 0")
- 8) A Copy of the Applicant's Passport (please check the expiry 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 and vaccination report
★★ 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****1) Orientation Sessions**

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 they 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.

Before the academic year begins, the Graduate School of International Development and Cooperation (GSIDC) will offer orientation sessions to assist trainees in adjusting successfully to the program. This session includes general information on HKNU-KOICA Scholarship Program, Campus Tour, Lab introduction & Lab tour (with all participating professors), and the Special Lecture on how to survive at HKNU.

Date	Activities
August 3	Arrival in Korea
August 4	KOICA Orientation
August 7	University Orientation / Welcome Ceremony - HKNU Dormitory check-in - Welcome Ceremony - Luncheon - Campus Tour - Orientation (with Dean and MD-AE Program Director)

**It is mandatory for all 2017 MD-AE students to participate in all courses. More detailed information will be given upon arrival.*

2) Preparation Sessions

Date	Activities				
Aug. 3 (Thurs.)	Arrival and KOICA ICC check-in				
Aug. 4 (Fri.)	KOICA Orientation				
Aug. 7 (Mon.)	University Orientation / Welcome Ceremony				
	09:00~10:00	KOICA_Hankyong National University			
	10:00~11:00	HKNU Dormitory Check-in			
	11:00~12:00	Welcome Ceremony			
	12:00~13:00	Luncheon			
	13:00~14:00	Campus Tour			
	14:00~19:00	Orientation (with Dean and MD-AE Program Director)			
	19:00~20:00	Dinner			
Time	Aug. 7 (Mon.)	Aug. 8 (Tues.)	Aug. 9 (Wed.)	Aug. 10 (Thurs.)	Aug. 11 (Fri.)
Morning (09:00~12:00)	University Orientation	Opening a bank account	Basic Experimental Methods (Seonggu Hong/ Seongjik Park)	Basic Experimental Methods	Survey Independent Study for Preliminary Thesis Title and Thesis Proposal
				9:00 Wonho Nam	
				10:00 Hanjoong Kim	
				11:00 JaeYong Shim	
Afternoon (14:00~17:00)		13:00~16:30 Lab Introduction (with all professors)	Basic Korean Language	Basic Experimental Methods	
				14:00 Byungkwan Cho	
				15:00 Namho Lee	
				16:00 Chang Hyun Kim	
Time	Aug.14 (Mon.)	Aug. 15 (Tues.)	Aug. 16 (Wed.)	Aug. 17 (Thurs.)	Aug. 18 (Fri.)

PART IV. PROGRAM CONTENTS

Morning (09:00~12:00)	Independent Study for Preliminary Thesis Title	Basic Experimental Methods (YongTae Kim)	Basic Experimental Methods (HanChul Whang)	Independent Study for Preliminary Thesis Title	Basic Experimental Methods (Determination of Advisor)
Afternoon (14:00~17:00)	Basic Korean Language	Basic Experimental Methods (Sangyong Moon)	Basic Korean Language	Basic Experimental Methods (Jongwhan Lee)	
Time	Aug. 21 (Mon.)	Aug. 22 (Tues.)	Aug. 23 (Wed.)	Aug. 24 (Thurs.)	Aug. 25 (Fri.)
Morning (09:00~12:00)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)
Afternoon (14:00~17:00)	Basic Korean Language	Learning Computer (MS Excel basic)	Basic Korean Language	Learning Computer (MS Excel basic)	
Time	Aug. 28 (Mon.)	Aug. 29 (Tues.)	Aug. 30 (Wed.)	Jan. 31 (Thurs.)	
Morning (09:00~12:00)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	Basic Experimental Methods (Lab research)	
Afternoon (14:00~17:00)	Basic Korean Language	Learning Computer (MS Excel basic)	Basic Korean Language	Learning Computer (MS Excel advanced)	

* The above schedule is subject to change. A detailed Program Schedule will be provided upon arrival.

2) Regular Sessions (Spring, Fall, Winter and the following Spring Semester)

The MD-AE program is run under a five-semester-system: Spring, fall, winter, and spring in the following year. During the initial spring semesters, students primarily take core in the Agricultural Engineering courses concentrated on related to research area, since students choose supervisor in their interested area. After the spring semester, students will have the summer period with only one required course for preparing their theses and internship.

<Academic Calendar, 2017~ 2018>

Semester #	Session	Academic Calendar	Description
0	HKNU Orientation	Aug. 7, 2017	- Dormitory check-in - Orientation & Tour of HKNU
	Preparation Session (4 weeks)	Aug. 8 ~ Aug. 30, 2017	- Basic Korean Language, Learning Computer, English Speaking, Basic Experimental Methods
1	Fall Semester (15 weeks)	Sept. 1 ~ Dec. 22, 2017	- Midterm Exam and Final Exam - Course Evaluation
2	Winter Semester (8 weeks)	Dec. 22 ~ Feb. 20, 2018	- Midterm Exam and Final Exam - Course Evaluation - Field Trip 1 - Extra-curricular courses (Korean, Taekwondo etc.) - Home Visiting
3	Spring Semester (15 weeks)	Mar. 2 ~ June 21, 2018	- Submission of the Potential Thesis Topics - Preliminary Thesis Proposal - Midterm Exam and Final Exam - Course Evaluation, - Field Trip 2
4	Summer Semester (4 weeks)	June 22 ~ July 22 2018	- Summer Semester
	Summer Vacation (4 weeks)	July 23 ~ Aug. 31 2018	- Internship Period (Pass or Fail)
5	Fall Semester (15 weeks)	Sept. 2 ~ Dec. 20, 2018	- Midterm Exam and Final Exam - Course Evaluation - Thesis Defense, (Independent Research for Thesis)
	Closing	Dec. 21 ~ Dec. 22, 2018	- Submitting Draft version after defense -GSIDC Farewell Ceremony, Departure
		Dec. 23 ~ Feb. 25, 2019	- Submitting Final version of Thesis

* The above schedule is subject to change. A detailed Program Schedule will be provided upon arrival. Participants in the internship process are selected according to the special examination and the needs of the related organizations. Participants are responsible for the cost.

2. CURRICULUM

1) Graduation Requirements:

<Credits>

Semester #	Semester	Total Credits	Required Courses		Elective Courses	
			Credits	Subject	Credits	Subject
0	Preparation	0	0	Basic Korean Language		Pre-supervisor instructs experimental technique
			0	Learning computer (MS Office)		
			0	Exercise in experimental Lab		
1	Fall 1	6-12	3	Advanced Global Agricultural Water Resources Management	3	Renewable Energy for Rural Development
			3	Water Environment and Remediation Engineering	3	Food Processing and Logistics
2	Winter1	3-6	3	Advanced Hydraulic Engineering	3	Applied Instrumentation and Agricultural Robotics
3	Spring 1	6-12	3	Information Systems for Rural Resources Management	3	Advanced Environmental Systems in Livestock Production
			3	Design and Management of Rural Water Systems	3	Agricultural Product Processing Machinery
						Extra-curricular courses -Understanding Korean Culture -Sports (Taekwondo, badminton, etc.)
4	Summer	3	3	Rural Planning and Development	-	- Internship Period (Pass or Fail) Workshop in Specialized Research Center or Cooperation
5	Fall 2	3-6	3	Independent Research for Thesis	3	Strategy for Agricultural Mechanization Implementation
	Winter and Spring	-	-	Thesis Writing	-	Thesis Writing and Publishing
Credits		39	21 (7 mandatory courses)		18 (select 4 courses among 6 elective courses)	

► Note: Graduate students have to earn a total of 33 credits including elective courses to complete the Master's Degree Program. If graduate students prefer to spend more time for thesis writing, then minimum elective courses are strongly recommended.

2) Requirements for Graduation

- Master's candidates who successfully complete 30 credits and submit the Master's thesis will be granted a degree entitled as the Master in SMART Agricultural Engineering.

Course Classification	Credit
Required Courses	18
Electives Courses	12
Independent Research for Thesis	3
Total	33

* The above requirements are subject to change.

- 17 months of resident (total: 3 semesters and 2 intersemesters)
- Minimum grade point average for graduation: B0 (3.0 / 4.5)
- Minimum grade in required courses: B0 for each course
- Minimum grade for other courses: C0
- Students who received a grade of "F" cannot retake the course.

3) Title of Degree

This program is a master's degree program; in which students will learn about Agricultural Engineering. Master's candidates who complete a minimum of 30 credits and submit the Master's thesis will be granted the degree entitled the Master of Science in Agricultural Engineering.

4) Medium and Method of Instruction

English is the medium of instruction, not only for all courses, but for all academic affairs; therefore, students do not need any prior knowledge of Korean. Students can complete all of their requirements for graduation within 16 months and the courses are designed to ensure that students gain practical expertise. Participatory teaching methods will be fully utilized including diverse methods such as debate, simulation, role playing, and case study will be employed to enhance the students' problem solving skill.

3. EXTRACURRICULAR ACTIVITIES

1) Field trips & study visits

During the program period, participants are provided with many opportunities for field learning for their interest in and understanding of Korea's Rural Development Cooperation (KRC etc.) and how to manage paddy field, upland field, reservoir systems. Below you will find the *tentative sites* for the program.

- Industrial Sites: Saemangeum Complex, Youngsan River Basin, Korea Rural Community Cooperation (Naju). Rural Research Institute Of KRC (Ansan). Rural Development Administration (Wanju)
- Cultural Sites: Insadong, The Folk Village, Gyeongbok Palace, Hwaseong Fortress
- Public Offices: Ministry of Agriculture, Food and Rural Affairs, Job World in Seongnam, Ubiquitous Dream Hall, The Center for The Freeway Traffic Management System



2) Academic Conferences

During the program period, participants can take a chance for attending scholastic conferences in domestic area and international academic conferences for their interest rural development methodology and how to design and manage irrigation system, paddy field, upland field.

3) Campus Event

School events for the faculty and students are held actively including closing gathering, sports meetings, mountain climbing, and Korean family visiting.

- Home visiting: graduate school staff members and professors invite international students to their home and provide opportunities to experience Korean culture and to develop friendship with Koreans.
- Buddy program: we have a buddy program, which may offer a practical help to foreign students in their life and study in Korea. This program matches local students (including foreign students studying in Korea), Anseong city's official, and international students one-to-one so that international students can adjust themselves to life in Korea and finish the course successfully.
- Closing gathering, and Birthday party: the closing gathering at the end of each semester is for celebrating the successful completion of the semester and sharing feedback on the classes between the professors and students.
- Sports activities and mountain climbing: in the spring semester (mountain climbing) and the fall semester (sports meeting), all the members of the graduate school gather together and strengthen their sense of belonging and unity through playing sports and climbing a mountain. Through these activities, they relax themselves in the middle of busy academic schedules.
- Student activities: every April, all students at Hankyong National University join the freshmen welcoming athletic event to compete their 'strength' and 'energy.' Every September, Daedong Hanmadang Hanareum Festival is held along with club talent shows, special lectures, athletic events, student life center open house, and many other events.
- International folk festival: international students introduce their culture and traditional clothing to community residents and other students. It is a student-led festival which provides opportunities to understand cultural diversity and to open mind to other cultures. Your preparation for this will be greatly appreciated.

Part V

TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Graduate School of International Development and Cooperation

The UN General Assembly's Open Working Group (OWG) on Sustainable Development Goals (SDGs) forwarded a proposal for the SDGs to the Assembly. The proposal contained 17 goals with 169 targets covering a broad range of sustainable development issues. These included ending, poverty, and, hunger, improving health and education, making cities more sustainable, combating climate change, and protecting oceans and forests. The traditional model for assisting developing countries has mainly been based on cash grant with either unprincipled or too rigid specificity. A more effective way to help developing countries would be equipping them with the ability to fish through education for global development and entrepreneurship, rather than giving them the fish caught beforehand by others.

Hankyong National University, being the only four-year national university in Gyeonggi-do, is located among great regional assets of the West Coast, including the West Sea Development Plan site and Asan Bay Industrial Complex, to offer specialized technical education that is demanded by the advanced industrial society and for the national development of Korea. Recognized for the Best Faculties by Joongang Ilbo in 2000 and selected as Outstanding Industrial College by the Ministry of Education and Human Resources in 2001, Hankyong National University became the first industrial college to be designated for specialization in dairy industry. In 2002, Hankyong National University was selected for Gyeonggi-do Regional Cooperative Research Center's (GRRC) research in BT, Smart Logistics. Based on the research grounds, Hankyong National University will continue to specialize in agricultural bioengineering (BT) and information technology (IT).

In 2003, Hankyong National University won the Presidential Award at the Small / Medium Business Technology Innovation Competition. With our dedication to

nurture industrial man-power and offer continuing education, we are actively offering programs with academic-research cooperation systems and hands-on learning to nurture human resources that pioneer the 21st Century.

2) Mission Statement of Hankyong National University

Hankyong National University was established as a college of agriculture in 1939, and its academic traditions and efforts to specialize in the area of agriculture/animal science have laid the foundation for strengthening the university's capacities for specializing in the agricultural and livestock industry. The Department of Bioresources and Systems Engineering in College of Agriculture and Life science is the strategic area of specialization of Hankyong National University. With this tradition, the university has comparative advantage over other universities in education and research in this area.

Hankyong National University is to cultivate professionals who, in response to the needs of communities in developing countries, can contribute to the establishment of the indigenous and transformative capability that will lead to comprehensive and sustainable development of the communities.

2. ACCOMMODATION AND FACILITIES

1. ACCOMMODATION

a) Dormitory

Hankyong National University has four dormitory buildings. Hoyeon-gwan was opened in 2007 and can accommodate 372 students in 186 rooms, and Changjo-gwan was also remodeled in 2007 and can accommodate 184 students in 46 rooms. In addition, the university operates facilities such as fitness room, computer room, study room, laundry room and lounge in the dormitories. Now the university have more HKNU_KOICA specialized dormitory in Changjo-gwan, Hoyeon-gwan, and Narae-gwan which is more convenient but more expensive.

b) Rooms and Facilities for Hankyong-KOICA Students

The dorm provides the most affordable and convenient option to graduate students of the Program. Comfortable and accessible, the dorm is air-conditioned, and provides internet access in each room.

- **Room type**

The rooms in the dorm are organized in suites. The occupants of these rooms share their unit's bathroom and toilet. The room in the dorm are organized with two single beds and facility. Half of section in the room is composed of one bed, desk, and locker (1 person per 1 single bed).

- **Facilities for private use**

Air conditioner, heating, TV, refrigerator, computer, printer, bed, bed linen, pillow, desk, bookshelf, closet, shoe chest, phone, desk lamp, LAN cable, shared bathroom, shower, toilet, etc. In the Narae-gwan, some amenities, such as electricity, must be paid separately for yourself.

- **Facilities for common use**

Study room, TV room, laundry room, gym, computer room, table tennis, playroom, laundry drying room, lounge (TV, PC, table)



2) CAFETERIA

a) Meal Service

- Breakfast, lunch and dinner are served daily if you don't want to cook by yourself.
- The recipes are analyzed for specific requirements such as fat, protein, calories, vitamins and minerals.

- All menu items containing pork are clearly labeled.
- All students must reside in university-owned housing and participate in the associated mandatory board plan in accordance with University's Housing Regulation.
- Meal plans are purchased for the entire academic year. This requirement allows us to enter into favorable year-long purchasing agreements with vendors.
- Before the meal, students must present their Dormitory Student ID Key Cards and cards need to be confirmed. It will double as your Meal Card.
- The Meal Card System can make it very easy for the staff to effectively manage a graduate's meal allowance.

b) Kitchen in Dormitory Cafeteria

- A kitchen with microwaves, electric stoves and sink is located in the dormitory.
- Students can cook for themselves using the kitchen facilities provided whenever they want.



3) FACILITIES

a) Education-Related Facilities

The main lecture hall is equipped with beam projector, screen and air-conditioners, and maintains illuminance of over 500lux that meets the legal requirement. In this way, we provide pleasant education environment for enhancing the effect of learning. The current state of major lecture rooms is as follows.

Classification	Major facilities and description		Numbers
Lecture Room	Lecture halls, Auditorium		114
Laboratory	9 data processing rooms and affiliated farmhouse (151,324m ²)		10
Classification	Number	Remark	

Multipurpose Laboratory	3	Equipped with advanced multimedia facility, which is able to accommodate up to 200 persons.
Computer Lab	15	Accommodate up to 50 persons
Language Lab	5	Multimedia System

b) Research Lab.**Hankyong Analysis Center**

The Hankyong Analysis Center has been accredited by the Ministry of Environment as a Drinking Water Test Laboratory to test microorganisms and chemical compounds in drinking water. It grades the water of agriculture, fisheries and industry, and verifies industrial products, foods, and soils as well. Recently it began a study on the effect of metal pollution and minerals on hair loss, developing into an integrated analysis institute.

Research Institute of Agricultural and Environmental Science

The Research Institute of Agricultural and Environmental Science promotes and executes researches on the production environment, living environment, and family environment of farm towns supports the development and training of advanced agricultural and environmental science and technology, improves resources on agricultural and environmental science, and participates in local and international academic seminars and exchanges. We also participate in various researches and academic projects, including regular / occasional lectures, presentations, and discussions.

The Research Center for Friendly Environment Livestock Production Technology

The center, established on November 2002, provides environment-friendly research & development and industrial cooperation in the field of animal production. The service area includes propagation and industrialization of animal resources, establishment and expanding environment-friendly animal production systems, development / industrialization of processing techniques for

traceability of animal products and thereby realization of a sustainable model in animal industry.

Biogas Research Center

The Biogas Research Center (BRC) was instituted with the financial aid of the Gyeonggi Provincial Government, Anseong City Office and Hankyong National University in 2006. BRC is conducting research for the production of renewable energy and the reuse of waste-biomass such as livestock manure and food wastes high in organic matter content.

The anaerobic digestion technique producing methane gas from strong organic wastes is the production method of alternative energy substituting fossil oil and a very effective disposal method of organic wastes reducing greenhouse gases.

3. OTHER INFORMATION

1) CAMPUS LIFE

a) Central Library

The central library is 9,044.31 m² in floor area and has about 500 seats in the reading room. It manages a collection of about 280,000 books, about 350 kinds of periodicals, about 10,000 kinds of electronic journals, and about 6,000 kinds of media resources to support researches and academic activities of the university. The library categorizes its services by locating humanities and social science room on the 2nd floor, art, linguistics, and literature room on the 3rd floor, natural & applied science & technology room on the 4th floor, and electronic information room on the 5th floor. Also, it allows students to search resources, use digital versions of theses and dissertations, and utilize the SMS services to make it faster and easier to use its services.

Units	Hours of Opening		Remark
	Mon. – Thurs.	Fri.	
Library	09:00 ~ 21:00	09:00 ~ 01:00	During Semester
	09:00 ~ 18:00		During Vacation
Digital Library	09:00 ~ 18:00		
Reading Room 1, 2	06:00 ~ 24:00		Open 24 Hours During Exam Period
Reading Room 3	Open 24 hours		

Library Units and Materials

Location	Unit	Seats	Remark
1F	Reading Room 1	318	<ul style="list-style-type: none"> - Study room - Seat designation system
	Reading Room 2	130	
	Reading Room 3	50	
2F	Social and Human Sciences	34	<ul style="list-style-type: none"> - Collections: Computer, philosophy, religion, social science - Newspaper
	Seminar Room 3	14	<ul style="list-style-type: none"> - Group discussion or seminar - Online application only
	Seminar Room 4	18	
3F	Art, Language, and Culture	95	<ul style="list-style-type: none"> - Art, language, culture and history
4F	Science and Technology	133	<ul style="list-style-type: none"> - Technology, science
	Donation Book Room	7	<ul style="list-style-type: none"> - Room for donated books
5F	Digital Library	200	<ul style="list-style-type: none"> - Internet search, DVD, VIDEO - Films on Wednesdays at noon - Computer documentation, scanner, printer, etc. are available. - Library services and collections for National Assembly Library / The National Library of Korea
	Seminar Room 1	12	<ul style="list-style-type: none"> - Group discussion / Seminar - Online application only
	Seminar Room 2	12	

b) Student Counseling Center

Student counseling center supports and services students to lead their college life successfully, efficiently, and practically. We offer individual and group counseling and give career interest tests to help students discover their career objectives. We implement helpful programs to guide students to solve and overcome their personal problems and concerns.

c) Athletic Facilities

Location		Open Hours	Remark
Gym		09:00 ~ 18:00	<ul style="list-style-type: none"> - Free sports equipment rental hours: 09:00 ~ 17:00 - **Not available during 12:00~13:00 - Equipment return hours: 18:00
Fitness Center	Husaenggwan 1F	09:00 ~ 21:00	

d) Other Facilities

	Location	Open Hours	Remark
Bookstore	Student Union 1F	09:00 ~ 18:00	<ul style="list-style-type: none"> - Textbook - Office supplies
Campus Café TIAMO	Student mart 1F	09:00 ~ 20:00	<ul style="list-style-type: none"> - Refresh Coffee Shop - Daily open
Convenience Store	Near Headquarter	09:00 ~ 20:00	- During semester
		09:00 ~ 18:00	- During vacation
Photocopy Room	Central Library 1F	09:00 ~ 20:00	<ul style="list-style-type: none"> - Printing, photocopy - (cash or prepaid card only)
On-campus Bank	Student Union 2F	09:00 ~ 16:00	- Shinhan Bank
ATM	Administrative Building 1F	08:00 ~ 22:00	- Nonghyup and Shinhan Banks ATM machines

4. HEALTH CARE

If students have minor health problems such as a cold or indigestion, it is strongly recommended that they visit the Campus healthcare center, where a medical doctor will be available. For further treatment, students may need to visit a hospital near the campus. Students are requested to consult with the program coordinator when they become ill.

1) Campus Health Care Services

The health clinic is set up for the purpose of prevention of diseases, health care and a healthy educational environment so that students may concentrate on learning and research. The clinic takes charge of primary medical treatment and helps healthy campus life in closer cooperation with local medical facilities and also insure students' safety to help positive school activities and compensate medical bills for the accidents related to school activities on campus.

The most important priority for living together in a community facility is to check your **immunization records**. If the vaccination is needed according to the result of the confirmation from a dedicated hospital, it should be inoculated in the domestic hospital near HKNU.

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

- **Location: Student union building 2F**
- **Office hours: Mon.-Fri. 09:00-17:00**
(Lunch hour: 12:00-13:30)
- **Tel: 031) 670-5119**

2) Off-Campus Health Care Services

For severe health problem or medical check-up, you can visit the following hospitals. We recommend you to visit the university health service center before

you go to the hospitals. Before you go to the hospital, we will make a proper arrangement with the hospital for you.

Gyeonggi-do Medical Center (Anseong hospital)

- Weekdays: 08:30~17:30
- Holidays: for 24 hours
- Tel: (031) 8046-5000
- Website <http://www.medical.or.kr>

Anseong St. Mary Hospital

- Weekdays: 08:30~18:00
- Saturdays: 08:30~14:00
- Tel: (031) 675-6007
- Website http://ansmc.co.kr/sungmo/sungmo_index2.html

Anseong Dongin Hospital

- Weekdays: 09:00~18:00
- Saturdays: 09:00~15:00
- Tel: (031) 677-0300
- website [http:// http://ansungdongin.net/](http://ansungdongin.net/)

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

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

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

2. EXPENSES FOR STUDY AND LIVING

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

- Tuition fee
- Accommodation sharing a room basis (mainly the dormitory of a training institute)
- Living & meal allowance: KRW 999,000 per month
- Overseas travel insurance, etc.
- In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

3. INSURANCE

- Participants who have entered Korea have been covered by “New group injury insurance” policy in case of illness or accident.
- ※ The insurance coverage period is from the time of arrival in Korea to the time of departure.
- ※ We encourage you to read about the coverage of insurance and deductibles carefully.
- 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
Prescription fee	50,000/ day	Deductibles
Liability	10,000,000	KRW 200,000 Deductibles
Acute myocardial infarction treatment fee	10,000,000	Once
Stroke treatment fee	10,000,000	Once
Special terms for persons killed or wounded for a righteous cause	100,000,000	

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

. Deductibles

* Outpatients and prescription fee

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

* Hospitalization fee

Classification	Deductibles
Hospitalization	20%

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

- National Health Insurance

According to Korea's insurance system, 20% of medical expenses must be paid by participants as mandatory deductibles by law. KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles

by up to 80%. If you have an illness that you have suffered in the past, or still ill (previous illness), you are recommended to join the National Health Insurance. If you are not covered by national health insurance, high medical costs may arise.

□ Dentistry

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

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

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

Part VII

REGULATIONS

1. ACADEMIC REGULATION

1) Attendance and Absenteeism

- Students are expected to attend all of the classes for which the student has registered in each semester. Any student who, without good reason, has failed to attend class for a minimum of two thirds of the total classes shall be prohibited from sitting for the exam.
- In the event that a student is expected to be absent for any of the reasons stipulated below, the student must notify the appropriate department, faculty, and dean to obtain approval in advance:
 - ⇒ Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstances;
 - ⇒ Academic planning, field trips, on-location training, or similar situations;
 - ⇒ Participation in seminars or conferences (including international ones) as approved by the Dean of Graduate School of International Development and Cooperation;
 - ⇒ Other events as approved by the Dean of Graduate School of International Development and Cooperation;
- In the event of student illness or emergency, students expected to be absent for fewer than seven days (including holidays and weekends) must submit written notification of their expected absence to the Dean of Graduate School. For absences longer than seven days, students must submit a written diagnosis signed by a physician.

2) Must reside in Hankyong National University residence

- Students must reside in KOICA Resident House (Former International Faculty House) of Hankyong National University

- Single or double occupancy
- Living off-campus is not allowed

3) Must abide by residency regulations

- Hankyong National University has very strict residency regulations and all students must abide by them.
- A student who violates residency regulations will be evicted from the KOICA Resident House and he / she must return to his / her country immediately.

4) Examinations and Grade Evaluation

- Minimum Grade Point Average Requirement

Students must maintain at least a 2.7 (80~84) grade point average. Anything below 2.7(80) points will not be acknowledged as a passing grade.

- Regular and Make-up Exams

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

- Restrictions upon Sitting for an Exam

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

- Scholastic Performance Evaluation Method

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

- Grades will be calculated on a curve as follows:

⇒A to A+: 30% of the students in the class

⇒B to B+: 40% of the students in the class

⇒C+ and below: 30% of the students in the class

- Evaluation Standard and Ranking

Score	95~100	90~94	85~89	80~84	75~79	70~74	< 70	P	NP
Grade	A+	A	B+	B	C+	C	F	Pass	Fail
Average	4.5	4.0	3.5	3.0	2.5	2.0	0.0		

2. PARTICIPANT'S RESPONSIBILITIES

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.

- to refrain from engaging in political activities or any form of employment for profit or gain.
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- to return to their home country upon completion of their fellowship 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 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 may take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) under 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 the 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 to 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 GGS 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 violate 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, Capacity Development Department

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**2) Graduate School of International Development and Cooperation
(GSIDC) of Hankyong National University**

·Program Director: Prof. Seong-Gu Hong

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· E-Mail: bb9@hknu.ac.kr

· Homepage: http://www.hknu.ac.kr/web/eng/u_01_01_05_faculty

·Program Coordinator: Ms. Eun-Young Cha

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· Phone: +82-31-670-5444

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· E-Mail: chabang89@hknu.ac.kr · Homepage: <http://www.hknu.ac.kr>

Appendix 1.

Brand Name of the KOICA Fellowship Program

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

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



Appendix 2.

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 KOICA ICC**

- Route: Incheon International Airport → City Airport, Logis & Terminal, Korea (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 KOICA International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logis & 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 reach the KOICA ICC. KOICA will reimburse the limousine bus fare when you arrive at KOICA 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 KOICA ICC reception desk
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the KOICA ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to KOICA ICC is normally 90,000 Won.

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

• From Incheon International Airport to the KOICA 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 KOICA 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 Hankyong National University Schedule.