

2017 KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms

August 13, 2017 – December 31, 2018
Seoul & Seongnam, Republic of Korea



Graduate School of Public Administration
Seoul 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.

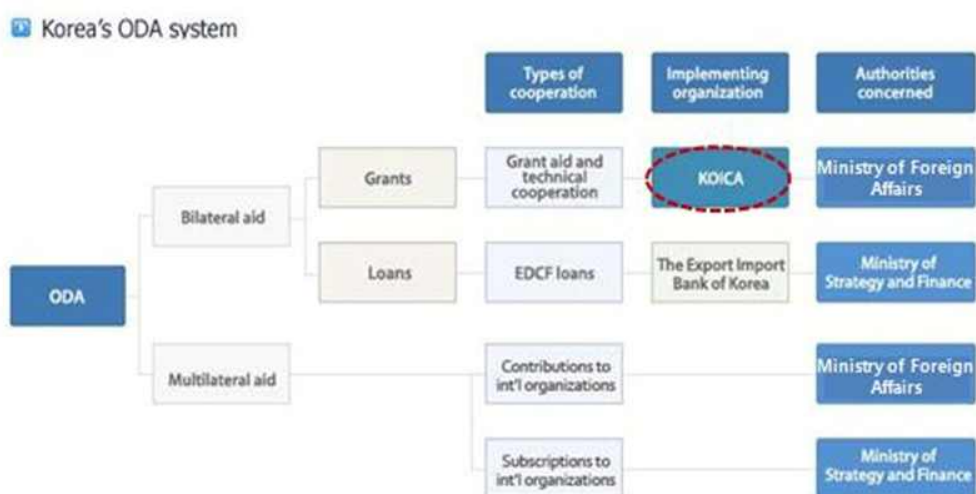
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

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 about 3,695 courses to approximately 53,984 participants from 174 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program
Tailored programs that are specifically designed for an individual partner country
2. Regular Training Program
Programs that are open to any interested partner countries
3. Special Training Program
Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments
4. Joint Training Program
Programs conducted in partnership with international organizations and other agencies
5. Scholarship Program
Master's degree programs offered to individuals from partner countries

KOICA's Scholarship Program

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

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

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

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

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

Part II	PROGRAM OVERVIEW
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- **Program Title:** KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms

- **Duration:**

1) Stay duration: August 13, 2017 ~ December 31, 2018 (17 months of study in Korea)

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

2) Academic duration: September 2017 ~ August 2019 (24 months)

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

- **Degree: Master of Public Administration (MPA)**

- **Objectives**

- 1) To improve the analytical and managerial skills of mid-level public officials in developing countries by offering knowledge about personnel management, public organization, public finances, local government and policy process.
- 2) To train public administration professionals to become changing agents for development who can contribute to the economic and social development of their country, region, and the global society as a whole.
- 3) To share Korean experiences of economic and social development and provide practical knowledge of public management and public sector reforms that accelerated Korea's growth and ultimately assisted mid-level public officials to promote advancement of their country.
- 4) To facilitate an ongoing dialogue between public officials from Korea and the participating KOICA's partner countries.

■ Training Institute:

Graduate School of Public Administration (GSPA), Seoul National University
(SNU) (<http://gmpa.snu.ac.kr>)

■ Number of Participants: 20 Government Officials**■ Language: English fluency that requires no translation****■ Accommodations:**

1) KOICA International Cooperation Center (ICC) during KOICA Orientation

**2) Seoul National University Dormitory (Gwanak Residence Halls) during
your stay in the school**

- : Double occupancy: 2 people per room
- : Each room is furnished with a bed, desk, bookshelf, closet (per person),
interphone and refrigerator
- : Personal items including blankets and pillows are not provided
- : Possessing or using any of electric heating appliances is banned
- : Dormitory facilities: cafeteria, convenient store, snack bars, gym, prayer
room for Muslim students
- : Each residence hall has a communal kitchen each floor

Part III

HOW TO APPLY

1. APPLICATION ELIGIBILITY

You can apply for <Capacity Building of Public Management and Public Sector Reforms> course, if you meet ALL of the following criteria:

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government or municipality official, or a researcher, an instructor in state institutes working in his/her home country with a Bachelor's degree or higher (**Private sector employees are not eligible**) with your organization concerned with Public Management and Public Sector Reforms
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
- * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participating in this program.
- Not be a person who has withdrawn before from KOICA's scholarship program.
- * Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied
- Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program previously (Master's degree program).

2. ADMISSION PROCESS

Procedure	Dates
Step 1. Closing Date for Application Package Submission	April 9, 2017
Step 2. On-site Interview (KOICA)	April 11 - 12, 2017
Step 3. Document Screening	April 14 – 26, 2017
Step 4. Essay Test and Skype Interview	May 15 – 23, 2017
Step 5. Medical Check-up (local)	May 29 - June 16, 2017
Step 6. Final Admissions Notification	July 3, 2017

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

Post Admission

Arrival in Korea	August 13, 2017
KOICA Orientation	August 14~15, 2017
Arrival in GSPA-SNU & GMPA Orientation	August 16, 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 Seoul 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 9, 2017).
- Original copies should be sent to Graduate School of Public Administration (GSPA), Seoul National University (SNU) before the Essay Test and Skype Interview.

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 GSPA-SNU. Application package as well as the on-site interview result will be thoroughly reviewed by committee of GSPA-SNU.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, study plan, and personal statements, potential and personal achievements of the applicant, letters of recommendation, English proficiency, current affiliation, working experience and will be evenly evaluated.
- The result for the 1st round selection will be announced to the applicants through regional KOICA offices.
- * It is a policy of the university not to disclose the result of the document screening.

4) 2nd Round: Essay Test and Skype Interview (University)

- An opportunity for essay test and Skype 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.
- 2nd round schedule will be notified individually by the regional KOICA offices or Korean embassy with 5 days' notice in advance.
- The result for the essay test and Skype 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 medical examination)**
 - The date of the medical check-up will be notified individually from the coordinating agency after passing the 2nd round successfully.
 - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until **June 5th, 2017**, they should contact via e-mail or telephone above with the coordinating agency.
 - ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2nd round by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.
- **(Recipient)** Applicants who successfully pass the 2nd round (limited to about 130% of capacity)
 - Applicants who successfully pass the 2nd round must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
 - Even though you are on the waiting list, you must receive the medical check-up.
- **(Medical institution)** The medical check-up will be carried out in the medical institution "designated by KOICA" located in the applicant's capital city.
- ※ Examinations received individually are invalid and non-refundable.
- **(Expenses)** The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.

- Please remember that transportation and accommodation fees will NOT be reimbursed.
- KOICA will not pay for the treatment necessary after the examination.
- **(Result notice)** The local medical institution does not inform the participant of the results of the examination, but if the participants request to the coordinating Agency, they will send it to you directly.
- You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
- ※ In case of re-examination, it must be done during the re-examination period. (The coordinating agency will inform individually for those who need re-examination.)
- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

Read carefully before you apply

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

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

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

6) Admissions Notification

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

3. REQUIRED DOCUMENTS

※ All documents should be handed in to the regional KOICA Office or the qualified government office. We will NOT consider any documents submitted to the GSPA-SNU. You are required to submit ALL of the following documents.

1) KOICA Application Form

2) Seoul National University Forms ([refer to http://en.snu.ac.kr/admission](http://en.snu.ac.kr/admission))

- Application Form (Form 1)
- Personal Statement and Study Plan (Form 2)
- Two Letters of Recommendation (Form 3) from two different professors with signature and stamp on the sealed envelope by recommender
- Financial Certification (Form 4)
- Agreement for Verification of Academic Record (Form 5)

3) Official Bachelor's Transcript and Degree/or Graduation Certificate

- Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academics Degree & Graduate Education Development Center. Refer to the website (<http://cdgdc.edu.cn>)

4) A copy of the Applicant's Passport (or other official document indicating your nationality)

5) Copies of Both Parents' Passports (or other official document indicating parents' nationality such as Identification Card)

6) Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship.

7) Curriculum Vitae

8) Certificate of Employment

9) **Proof of English Proficiency:** Applicants should submit a score of recognized English proficiency test such as TOEFL, TEPS, IELTS or other supporting documents which demonstrates appropriate English proficiency.

■ **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.
6. Make sure you keep photocopies of all completed forms, as all submitted documents will become property of SNU and will not be returned to the applicants.
7. Agreement for Verification of Academic Record is required and will also be considered as a part of your application.
8. Make sure that, in principle, any modification or cancellation will not be accepted after application has been submitted.
9. We do NOT provide unsuccessful applicants feedback or reasons for our decisions.

Part IV

PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Period (YY/MM/DD)	Academic Schedule
Arrival	2017/08/13 ~ 2017/08/15	<ul style="list-style-type: none"> • Arrival in ICC • KOICA Orientation
Preparatory Session	2017/08/16	<ul style="list-style-type: none"> • Check in the SNU Dormitory & GMPA Orientation • Medical Check-up at Gwanak-ku's Office (only for students from particular countries)
	2017/08/17 ~ 2017/08/31 (3 weeks)	<ul style="list-style-type: none"> • Preparatory session <Basic Statistics>, <Basic Korean>, <Korean History and Culture> • SWOT Analysis (1) • GSPA Entrance Ceremony & MT • Central Library Orientation • Seoul Immigration Office for Alien Card Application • SNU/GSPA Campus Tour • SNU International Students' Orientation
2017 Fall Semester	2017/09/01 ~ 2017/12/14 (15 weeks)	<ul style="list-style-type: none"> • Fall Semester (4 courses) (12 credit hours) • Mid-term Exam (8th week) and Final Exam (15th week) • Basic Korean (non-credit) • Assignment of Thesis Advisor • MT, Special Lecture & Forum, Seminar, Round Table • GMPA MT (1) and Study Tour (3 times) • Apply SNU Students Card and Open the Bank Account
2017 Winter Semester	2017/12/22 ~ 2018/01/25 (5 weeks)	<ul style="list-style-type: none"> • Winter Semester (Max 2 courses) (6 credit hours) • Mid-term Exam (8th time) and Final Exam (15th time) • Basic Korean (non-credit)
	2018/01/26~ 2018/02/28	<ul style="list-style-type: none"> • Course Registration for Spring Semester • Special Lecture and Seminar (5 times) • Presentation Skill Workshop & English Essay Writing Workshop • Thesis Workshop • SWOT Analysis (2)

PART IV. PROGRAM CONTENTS

2018 Spring Semester	2018/03/02 ~ 2018/06/14 (15 weeks)	<ul style="list-style-type: none"> • Spring Semester (4 courses) (9 credit hours) including one non-credit course <Korean and Korean Culture> • Thesis Qualifying Examination to write a thesis (3.9) • Mid-term Exam (8th week) and Final Exam (15th week) • Special Lecture, Forum and Seminar, Round Table • Application for Thesis Submission and Submission of Thesis Summary (4.30) • Submission of Thesis Proposal (5.21) for Preliminary Thesis Examination (Oral Defense) (5.28) • Special Lecture & Forum, Seminar, Round Table • Study Tour (3 times)
2018 Summer Semester	2018/06/21~ 2018/07/25 (5 weeks)	• Summer Semester (1 course) (3 credit hours)
	2018/07/27~ 2018/08/02	• Course Registration for Fall Semester
	2018/08/03~ 2018/08/31	• Thesis Writing during summer vacation
2018 Fall Semester	2018/09/01~ 2018/12/20 (15 weeks)	<ul style="list-style-type: none"> • Fall Semester (2 courses) (6 credit hours) • Basic Korean (non-credit) • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam (9.29) & Final Thesis Exam (Oral Defense) (11.19) • Special Lecture & Forum, Seminar, Round Table • Study Tour (3 times) • Submission of Thesis Final Version (12. 21) • SWOT Analysis (3)
	2018/12/27	• Closing Ceremony of 2017 KOICA Scholarship Program
	2018/12/31	• Departure
2019 Spring Semester	2019/03/04 ~ 2019/08/31	<ul style="list-style-type: none"> • Thesis Revision under Professor's Supervision and Thesis Completion in home country (if required) • Master's degree certificate to be granted in August 2019

NOTE: *The above schedule is subject to change.

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

2. ORIENTATION

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

Session	Date	Contents
Arrival	August 13, 2017	Arrival in Korea
KOICA Orientation	August 14~15, 2017	KOICA's welcoming session
		Extra-curricular activities

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

1) KOICA's welcoming session

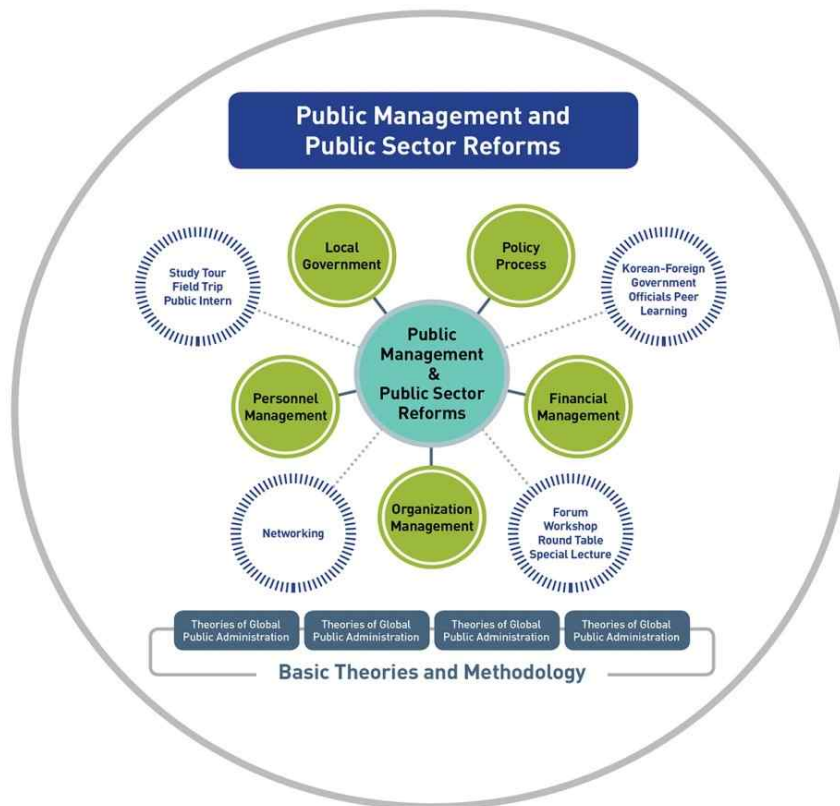
In the first part of the orientation, you will have a welcoming session, which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture, as well as general information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

2) GSPA-SNU Orientation

On your first day in the school, there will an orientation for the <Master's Degree Program in Public Management and Public Sector Reforms> program. The orientation aims to provide participants about program contents, curriculum and GSPA regulation, extra-curricular activities, and about the school and facilities of SNU and GSPA and the dormitory, as well as code of conduct as SNU-KOICA scholarship student.

3. CURRICULUM

The < Master's Degree Program in Public Management and Public Sector Reforms > course consists of 6 modules curriculum and 4 modules special activities. The 10 modules have been designed to deliver the academic contents in systematic and in-depth manner as follows.



- 1) In order to learn basic theories of public management and understand the methods to apply for work-site operations, and to build the capacity of evidence-based policy making and evaluation, <Social Research Methods of Public Administration>, and <Statistical Analysis of Public Administration> courses are offered in the regular semesters. For students who do not have sufficient knowledge about statistics, <Basic Statistics> is also offered during preparatory session as a prerequisite learning.

- 2) <Theories of Global Public Administration> and <Theories of Public Policy and Institution> course are offered to understand the basics of public administration and public policy.

Required Courses	Basic Theories	<ul style="list-style-type: none"> • Theories of Global Public Administration • Theories of Public Policy and Institution
	Methodology	<ul style="list-style-type: none"> • Social Research Methods of Public Administration • Statistical Analysis of Public Administration • Reading & Research I & II

- 3) Based on the basic theories and methodology, advanced courses on organization, personnel management, finance, local government and policy process are offered:

Elective Courses	Organization Management	<ul style="list-style-type: none"> • Organization and Public Administration • Government and Transparency • Public Sector Reforms
	Personal Management	<ul style="list-style-type: none"> • Public Personnel Administration • Global Leadership and Public Ethics • Performance Pay: Theory and Evidence
	Finance Management	<ul style="list-style-type: none"> • Economic Analysis • Introduction to Government Accounting
	Local Government	<ul style="list-style-type: none"> • Urban Government • Central-local Relations
	Policy Process	<ul style="list-style-type: none"> • Policy Analysis • Project Cycle Management • Development Policies in the Global Context • Diplomacy and Policy • International Politics • Analyzing Cases of Public Policies • ODA Management and Evaluation

4) Curriculum and Credits: 3 credits per course except for prerequisite courses

Semester	Type	Credits	Course
2017 Pre-term		-	<ul style="list-style-type: none"> • Basic Korean • Basic Statistics • Korean History and Culture
2017 Fall 4 courses (12 credits)	Required	6	<ul style="list-style-type: none"> • Theories of Public Policy and Institutions • Social Research Methods of Public Administration • Basic Korean I (non-credit)
	Elective	6	<ul style="list-style-type: none"> • Urban Government • International Politics • Organization and Public Administration • Government and Transparency
2017 Winter 1 course	Elective	3	<ul style="list-style-type: none"> • Project Cycle Management • ODA Management and Evaluation
2018 Spring 4 courses (9 credit)	Required	6	<ul style="list-style-type: none"> • Theories of Global Public Administration • Statistical Analysis of Public Administration • Basic Korean I (non-credit) • Korean Language and Korean Culture** (non-credit)
	Elective	3	<ul style="list-style-type: none"> • Global Leadership and Public Ethics • Public Personnel Administration • Diplomacy and Policy • Economic Analysis • Development Policies in the Global Context
2018 Summer 1 course	Elective	3	<ul style="list-style-type: none"> • Public Sector Reforms
2018 Fall 2 courses (6 credits)	Required	3	<ul style="list-style-type: none"> • Reading and Research I
	Elective	3	<ul style="list-style-type: none"> • Central-local Relations • Policy Analysis • Analyzing Cases of Public Policies • Introduction to Government Accounting • Performance Pay: Theory and Evidence
2019 Spring 1 course	Required	3	<ul style="list-style-type: none"> • Reading and Research II

NOTE: Korean Language and Korean Culture** (non-credit): Alternative course of Korean language examination.

- 5) Study tour, field trip, public internship is offered to improve the knowledge and learning from basic theories and methodology courses and advanced courses to the work-site applicable level. And workshop, forum and round table are also offered to share the knowledge and understanding.
- 6) By learning basic theories, advanced knowledge and skills, and its application to work-site operation, students can understand the governance on overall public sector and national development.

7) Requirements for Graduation

- Students must obtain 36 credit hours and minimum average of Bo (3.0) in order to be qualified to write a thesis and obtain the master's degree.
- Students should pass the qualifying examination of writing a thesis to be held in the first week of second semester.
- Students should sit for <Korean Language and Korean Culture> and obtain minimum Bo. This course is a non-credit course which is an alternative course of Korean language examination
- Having fulfilled the conditions above, students apply for thesis examination which consists of three parts: ① preliminary thesis examination (oral defense), ② intermediate thesis examination, ③ final thesis examination (oral defense). In order to pass the final thesis examination, students should obtain minimum Bo (3.0) and submit the final thesis in PDF and print copy.

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trip

- Industrial sites: Sangam DMC, Saemangeum Reclamation Project Sites, State-owned enterprises such as Korea Electronic Power Co, Gyeonggi Pyeongtaek Port Corporation etc., private-owned enterprises such as POSCO, Hyundai Heavy Industries, Hyundai Motor or Kia Motor.

- Public Offices sites: Cheong Wa Dae (Office of the President), Central Government Complex (in Sejong City), local government, and Seoul Metropolitan Government.

2) Forum, Seminar and Round Table, Special Lecture, Public Internship

- Through 15 university-funded research centers' activities, each concerning diverse areas of public affairs, GSPA engages in resolving public issues and advancing the quality of public administration. Those research centers hold various academic forums, conferences and special lectures for students.
- Round table is held every week during 2017 fall and 2018 spring semester. Students who are Korean and foreign government officials discuss public issues in a free and friendly environment. Also, GSPA Ph. D students also join the round table to present their research about Korean public issues which enables students to deepen the understanding about Korean public policy and public administration
- Public Internship: During winter and summer vacation, internship will be offered in the public enterprises or National Assembly on request basis. It is expected that max 5 students will join the internship program.

Part V	TRAINING INSTITUTE
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1. GENERAL INFORMATION

The Graduate School of Public Administration (GSPA) at Seoul National University (SNU) is the first graduate school established in South Korea in the field of public affairs. It was established under the support of the “Minnesota Project” by USAID of United States and SNU. Since its establishment in January 1959, GSPA has been a leading professional school in the field for the past half century, offering a wide range of programs to educate future scholars and public officials. The PhD program in Public Administration was launched in 1976 and it was also the first public administration in South Korea. Public Policy major was established under the public administration department in 1981. Recently, a mid-career program for public enterprise employees was created and offers a Master's degree of Public Enterprise Policy.

Over 4,300 master's degree students and 190 doctoral degree students had graduated from the GSPA, of which many became leaders in the Korean society as high-level public officials: former prime minister (1), former minister (17) and vice minister (26), present minister (3) and vice minister (7), professors and researchers, politicians, journalists, and corporate leaders.

Global Master of Public Administration (GMPA) Program will run the <Capacity Building of Public Management and Public Sector Reforms> course. GMPA's advanced curriculums are designed and developed by GSPA faculty members who have excellent research backgrounds and devotion to advancing the field of public policy and administration.

Through 15 university-funded research centers' activities, each concerning diverse areas of public affairs, GSPA engages in resolving public issues and advancing the quality of public administration. Those research centers hold various academic forums, conferences and special lectures for students.

GMPA program consists of two different but highly relevant courses. It enables students to form a prominent global network between public officials from Korea and the countries which as a cooperative relationship with KOICA. The two master's courses include one for highly distinguished public officials from developing countries, and another for public officials appointed by the Ministry of Security and Public Administration, Republic of Korea.

■ **Education Facilities of GSPA-SNU**





Compute Lab, B1



Seminar Room

■ **Excellent Facilities of Seoul National University**



Central Library



POSCO Sports Center

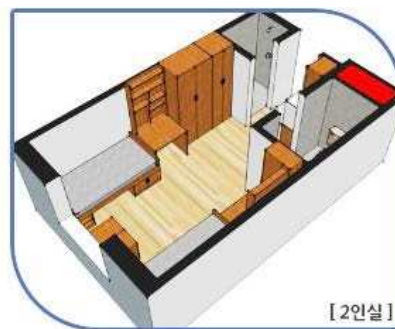


Museum of Art (MoA)

2. ACCOMMODATION

Gwanak Residence Hall is home to about 4,775 students from all over Korea and around the world. It provides residents with living quarters not only to study and relax, but also to meet people from various backgrounds. Each unit is furnished with a shower room, beds, desks and cabinets. Each room is supplied with a LAN cable able to provide use of internet and e-mail on hand.

1) Layout of Double Occupancy (2 people sharing a room)



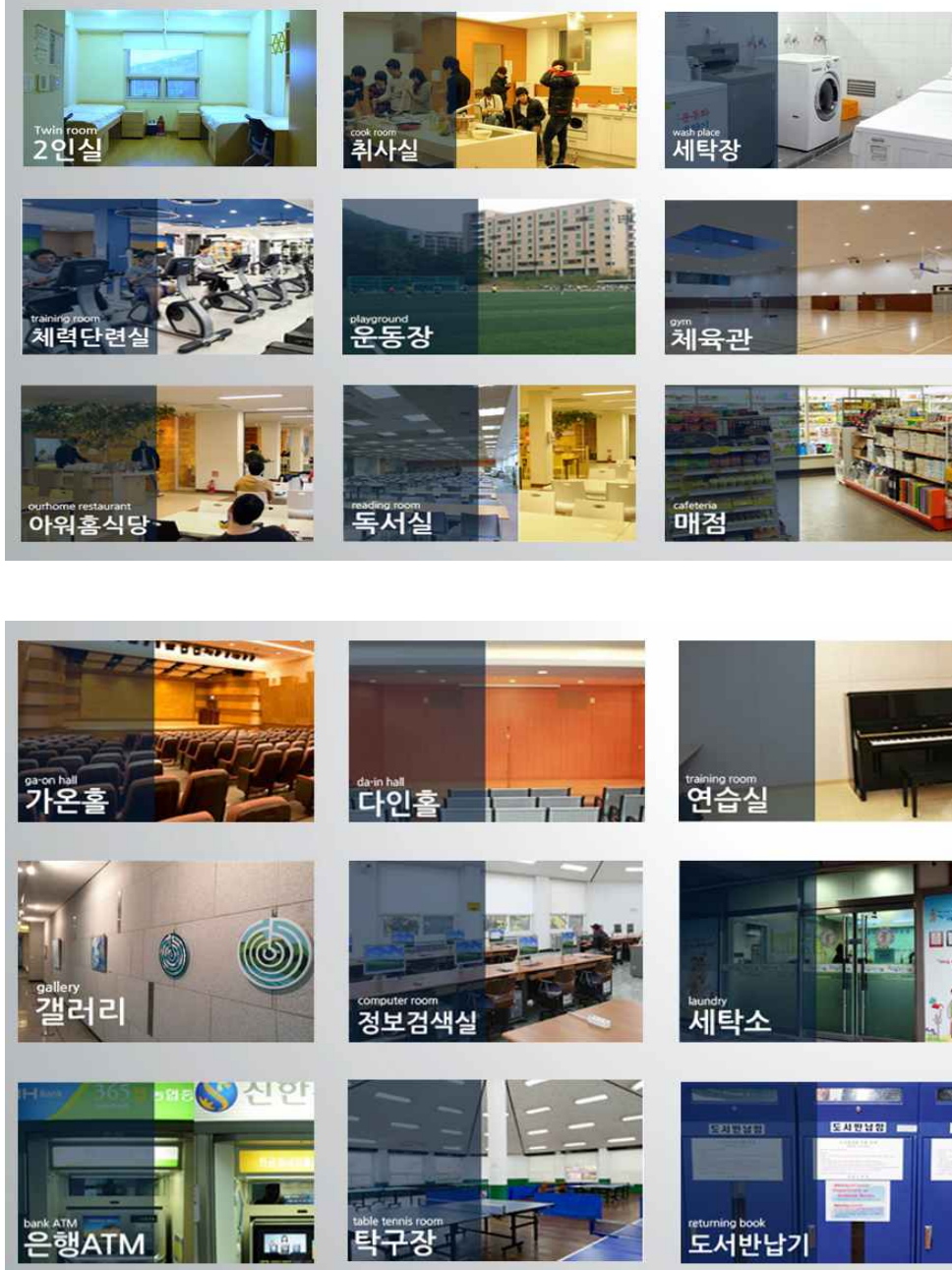
2) Facilities (Private Room)

- A small refrigerator, space separation screen, LAN cable provided
- Toilet and shower booth
- Individual heating system
- Each room is furnished with a bed, desk, chair, book case, wardrobe, shoes shelf
- shelf and curtain
- Each room is equipped with air conditioner, telephone, LAN port and 220V power
- Personal Items including bed sheet, blanket and pillow are NOT provided.
- Possessing or using any of the electric heating appliances is prohibited.

3) Common area

- A small refrigerator, space separation screen, LAN cable provided
- Toilet and shower booth
- Individual heating system

Gwanak Residence Halls



3. OTHER INFORMATION

1) Korean Class

During preliminary session and one regular semester, Korean class will be offered for students to learn Korean for living as well as <Korea and Korean Culture> class which is an alternative course of Korean language examination which is a requirement to get the qualification of writing a thesis.

2) On-campus cafeterias

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 2,500~20,000 KRW per meal. The menu is updated in English on a daily basis on the SNU mobile application.

3) SNU International Students Association (SISA)

SISA represents international students and supports them to ensure that students have the best possible experience while studying at SNU. SISA organize cultural events and sports such as International Food Festival, Sports Day.

4) Administration Office

The GMPA Office is located on the second floor of GSPA Bldg. 57-1, Room 216.

5) Student ID Card Issuing Office

Paper application: Submit S-card application form and one COLOR PHOTO (3cmx4cm) to the Student Support Center (Bldg. 67, 2F) at the beginning of the first semester after you obtain Alien Registration Card and update your student records to reflect the new Alien Registration Number.

6) S-Card with security code

After 10PM the main entrance of the GSPA building will be locked. Students can make their student ID implemented with security code at GSPA IT Team located on 2F, Bldg. 57-1 in order to access the building after 10PM.

7) Central Library

This is located behind the main administration building. You will need a student ID card to enter the library and to borrow books and other materials. You can use your ID card to borrow and extend the due date of books. <http://library.snu.ac.kr>

8) Public Policy Information Center (PPIC)

Public Policy Information Center is a subject library established in 1971 with the support of the Asia Foundation. Throughout the history of the Graduate School of Public Administration, Public Policy Information Center has assisted all academic endeavors by effectively providing support for teaching and learning with organized instruction on library use, collaboration with other libraries to facilitate resource sharing, as well as serving the nationwide network of academic

9) The Official School Websites

Please refer to the official website of the GMPA Program (<http://gmpa.snu.ac.kr>).

4. HEALTH CARE

If you have health problems, you have two choices:

1) Gwanak Campus Health Service Center (located in the Student Union Bldg.).

The health team at this facility includes physicians, registered nurses, and a counselor and is equipped with a laboratory, radiology services, a pharmacy, and support staff. This center also offers the following specialty services: internal medicine, dermatology, dental, ENT (ear, nose, throat specialist), gynecology, neuropsychiatry, ophthalmology, orthopedics and surgery.

The HSC transfers patients to Boramae Hospital and SNU Hospital when further treatment is needed.

The center also provides health education, immunizations, general check-ups, treatment for tuberculosis, health certification issuance, on-loan first aid kits, and sanitary inspections. <http://health4u.snu.ac.kr/main/english/english.jsp>

2) SMG-SNU Boramae Medical Center

The nearest and one of the finest medical centers from SNU.

<http://www.brmh.co.kr/eng/main.asp>

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

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

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

2. EXPENSES FOR STUDY AND LIVING

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

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

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

3. INSURANCE

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

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

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

- Limit of Coverage & Deductibles

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-
Hospitalization	50,000,000	Deductibles
Outpatient medical expenses	250,000/ day	Deductibles
Prescription fee	50,000/ day	Deductibles
Liability	10,000,000	KRW 200,000 Deductibles

Acute myocardial infarction treatment fee	10,000,000	Once
Stroke treatment fee	10,000,000	Once
Special terms for persons killed or wounded for a righteous cause	100,000,000	

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

• Deductibles

* Outpatients and prescription fee

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

* Hospitalization fee

Classification	Deductibles
Hospitalization	20%

- Procedures, Services and Diseases Not Covered by the Insurance

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

- National Health Insurance

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

□ **Dentistry**

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

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

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

Part VII**REGULATIONS****1. ACADEMIC REGULATION****1) Attendance and Absenteeism**

- Students are expected to attend all of the classes they have registered for each semester. 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 a student will be absent for any of the reasons below, the student must notify GMPA Office (snugmpa@gmail.com) to 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) as approved by the Director of GMPA Program
 - Other events as approved by the Director of GMPA Program.
- In the event a 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 GMPA Office to get the approval of Director of GMPA program. For absences longer than seven days, students must submit diagnosis by a physician.

2) Must reside in a dormitory

- Students must reside in the Graduate Students Dormitory of Seoul National University.
- Living off-campus is not allowed in principle.

3) Must abide by dormitory regulation

- Seoul National University has very strict dormitory regulations and all students must abide by them.

- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

4) Cooking is only allowed in a dormitory cooking area.

- Induction, microwave, and water purifier can be used. Each floor has a communal kitchen.
- Cooking in a dormitory is prohibited.

5) Examinations and Grade Evaluation**○ Minimum Grade Point Average Requirement**

Students must achieve a minimum a Bo grade point average to be qualified to write a thesis and to obtain the master's degree

○ Regular Exams and Make-up Exam

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

○ Qualification to Sit 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 situations, students need to provide a written explanation of their absence.

○ Scholastic Performance Evaluation Method:

- Scholastic performance will be based on a 100-point score for each course registered. Grades will be based on classroom performance (presentation, attendance) and test performance (mid-term and final exam).
- Grades will be calculated on a curve as follows:
 - A to A+: 30% of the students in the class
 - B+ to A-: 40% of the students in the class
 - B and below: 30% of the students in the class.

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

a. Korea International Cooperation Agency (KOICA)

· **Program Manager: Mr. Keonhee LEE**

Training Program Department

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

Gyeonggi-do, Republic of Korea

· Tel: +82-31-740-0588, Fax: +82-31-740-0595

· E-mail: leon@koica.go.kr

· Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Jingyeong(Jenny) JANG**

· Tel: +82-31-8017-2663, Fax: +82-31-8071-2680

· E-mail: jenn@global-inepa.org

**b. Graduate School of Public Administration (GSPA),
Seoul National University (SNU)**

· **Program Manager: Ms. Yongmi LEE**

· Global Master of Public Administration Office

· Email: selyml@snu.ac.kr, snugmpa@gmail.com

· Homepage: <http://gmpa.snu.ac.kr>

· Tel: +82-2-880-9272, Fax: +82-2-877-5622

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 changeable according to the KOICA and Graduate School of Public Administration, Seoul National University Schedule.**