

# **2018 KOICA-GSP Master's Degree Program in Industry and Trade Policy**

August 9, 2018 – December 17, 2019

Giheung Yongin, Korea



Korea International Cooperation Agency



Graduate School of Pan-Pacific International Studies,  
Kyung Hee University

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

# CONTENTS

## 2018 KOICA-GSP

## MASTER'S DEGREE PROGRAM IN INDUSTRY AND TRADE POLICY

<b>PART I. PROGRAM OVERVIEW .....</b>	<b>3</b>
<b>PART II. PROGRAM CONTENTS .....</b>	<b>5</b>
1. ACADEMIC SCHEDULE .....	5
A. GSP ORIENTATION.....	5
B. PREPARATORY SESSION.....	5
C. REGULAR SESSIONS .....	7
2. CURRICULUM .....	10
3. EXTRACURRICULAR ACTIVITIES (TENTATIVE) .....	10
A. FIELD TRIPS & STUDY VISITS .....	10
B. WORKSHOPS & FELLOWSHIP EVENTS.....	11
<b>PART III. TRAINING INSTITUTE .....</b>	<b>13</b>
1. GENERAL INFORMATION .....	13
A. ABOUT GSP.....	13
B. HOMEPAGE: <a href="http://gsp.khu.ac.kr/">http://gsp.khu.ac.kr/</a> .....	13
2. ACCOMMODATION .....	14
3. OTHER INFORMATION .....	15
A. CAMPUS LIFE.....	15
B. GSP LECTURE ROOMS .....	16
C. GSP SEMINAR ROOMS .....	17
D. DINING ON CAMPUS .....	17
E. HEALTH CARE .....	18
<b>PART IV. ACADEMIC REGULATIONS.....</b>	<b>19</b>
<b>PART V. REQUIRED DOCUMENTS .....</b>	<b>21</b>
<b>PART VI. CONTACTS.....</b>	<b>23</b>

# PART I. PROGRAM OVERVIEW

■ **Program Title: KOICA-GSP Master's Program in Industry and Trade Policy (MIT)**

■ **Duration**

- Stay duration: August 9, 2018 ~ December 17, 2019 (17 months study in Korea including 2 weeks of pre-course)

During 16 months in MIT, students are strongly recommended to complete their thesis.

- Academic duration: August 12, 2018 ~ February 12, 2019 (17 months)

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

■ **Degree**

- Master of Arts in Industry and Trade Policy

MIT provides two different courses, and it is required to choose only one. You may choose the course on your application form.

■ **Objectives**

- 1) To build up human resource capability in the areas of industry and trade for partner countries
- 2) To enhance the ability of industry and trade organization and institutionalization for partner countries by designing and establishing industry and trade policies suitable for each partner country's situation
- 3) To develop industries and increase trade for partner countries by adopting and conducting effective industry and trade policies
- 4) To contribute to achieving SDG 8 (creating high quality jobs and sustainable economic growth) and SDG 9 (activating industrialization and innovation, and improving infrastructure)
- 5) To strengthen the human network between Korea and partner countries and improve mutual understanding and collaboration

■ **Training Institute: Graduate School of Pan-Pacific International Studies(GSP), Kyung Hee University (<http://gsp.khu.ac.kr>)**

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

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

■ **Accommodations: Woojungwon Dormitory in Kyung Hee University**

The students attending the Graduate School of Pan-Pacific International Studies of the KOICA course (MIT) live in Woojungwon on Kyung Hee Global Campus (Aug.2018-Dec.2019).

\*Living Conditions

Dormitory with one bedroom, one bathroom

Single occupancy

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

Communal Area (Sharing): laundry room, seminar room, cooking room

■ **There is no available meal designed for vegetarian in the campus (Especially Vegans).**

**Public kitchen is available only in the Woojungwon basement.**

## **PART II. PROGRAM CONTENTS**

### **1. ACADEMIC SCHEDULE**

#### **A. GSP ORIENTATION**

Upon arrival at Kyung Hee University, there will be an orientation conducted by the program director and coordinator of GSP.

The following will be included:

- ☐ Introduction to Graduate School of Pan-Pacific International Studies (GSP)
- ☐ GSP Faculty Members
- ☐ Outline of MIT Program:
  - Academic Calendar
  - Graduation Requirements
  - Curriculum
  - Course List
  - Extracurricular Programs
- ☐ Others:
  - Emergency Contact Numbers
  - Application for a Student ID, Alien Registration Card

#### **B. PREPARATORY SESSION**

For two weeks in August before the academic year begins, the GSP offers a non-credit preparatory session for the scholarship program trainees (hereafter referred to as MIT students) to assist them in adjusting successfully to the program. The preparatory session includes such courses as Elementary Korean Language, Korean History and Culture and Academic English. (The courses are subject to change as necessary). This preparatory session may be particularly useful for those who have not been exposed to the Korean language and culture, or have been away from academia for a long time.

Time	8/13 (Mon.)			
Morning	09:30-10:30	Moving into Dormitory		
	11:00-12:00	MIT Orientation		
Afternoon	12:30-13:30	Welcome Luncheon		
	14:00-15:00	Competency Assessment (English, basic knowledge on major, etc.)		
	15:00-16:00	Campus Tour		
	16:00-17:00	Paper works (alien registration, bank, etc.)		
	17:00-17:30	Meeting with current students (2017 MIT)		
	17:30-	Purchasing daily necessities, bedding, etc.		
Time	8/14 (Tue.)	8/16 (Thur.)	8/17 (Fri.)	8/20 (Mon.)
Morning (09:00 - 12:00)	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)
Afternoon (14:00 - 17:00)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)
Time	8/21 (Tue.)	8/22 (Wed.)	8/23 (Thur.)	8/24 (Fri.)
Morning (09:00 - 12:00)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)
Afternoon (14:00 - 17:00)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)
Time	8/27 (Mon)	8/28 (Tue.)	8/29 (Wed.)	8/30 (Thur.)
Morning (09:00 - 12:00)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)
Afternoon (14:00 - 17:00)	<b>(Special Lecture I)</b> Everyday Culture & Customs of Koreans (YJ Lee)	<b>(Special Lecture II)</b> Korean Economic Development at a Glance (KJ Sung)	<b>(Special Lecture III)</b> How to Survive at GSP (TH Yoo)	<b>(Special Lecture IV)</b> Sexual Harassment & Crime Prevention

## C. REGULAR SESSIONS

### (FALL, WINTER, SPRING, AND THE FOLLOWING FALL SEMESTER)

The MIT program has a four-semester-system: fall, winter, spring, and fall in the following year. During the initial fall, winter and spring semesters, students primarily take core and functional concentration courses. After the spring semester, students will have the summer period for writing their theses. All of the students are strongly encouraged to complete their theses before they leave Korea.

#### <Academic Calendar, 2018~2019>

Session		Date	Academic Calendar
2018	Preparatory Session	2018/8/9	Entrance to Korea, KOICA OT
		8/14-8/31	Kyung Hee University OT and Preparatory Session
	Fall Semester	9/3	Fall Semester Starts
		9/3-9/7	Course Registration & Drop/Add Period for Fall Session
		9/5-9/10	Regular Meeting(Interview)
		10/2	Assignment of MIT Program Assistants
		10/18-10/24	Mid-term Exam
		11/30-12/24	Interview and Course Evaluation
		12/10-12/14	Final Exam
		12/15-1/15	Winter Vacation
		1/16-2/15	Winter Semester(2 <sup>nd</sup> ) Starts
	Winter Semester	2/16-2/28	Winter Vacation
		2/28	Submission of Rough Copy of Thesis/Action Plan
		3/4	Spring Semester(3 <sup>rd</sup> ) Starts
2019	Spring Semester	3/7	Regular Meeting and Assignment of thesis/Action Plan Advisor
		3/25-5/25	Monthly Workshop
		4/18-24	Mid-term Exam
		5/17	Submission of proposal of Thesis/ Action Plan
		5/20-5/24	Presentation of Thesis/Action Plan
		5/31	Assignment of Thesis/Action Plan Assistant
		6/7-6/13	Final Exam
		6/14-6/30	Summer Vacation

Session		Date	Academic Calendar
	<b>Summer Vacation</b> (Thesis Writing Period)	7/1-7/5	July Meeting and Field Trip(2nights and 3days)
		7/1-8/30	Research of Thesis/Action Plan and Second Proposal
		8/16-8/22	Course Registration Period
		9/2	Fall Semester (Fourth) Starts
	<b>Fall Semester</b>	9/2-11/29	Small Group Workshop for Thesis/Action Plan (6 times)
		9/10	Submission of Main Chapter of Thesis/Action Plan
		9/19-9/20	Regular Meeting(Interview) and Fall Outing of GSP
		10/25	Submission of 1 <sup>st</sup> version Thesis/Action Plan
		10/17-10/23	Mid-term Exam
		11/4-8	1 <sup>st</sup> Thesis Examination
		11/20	Submission of 2 <sup>nd</sup> version Thesis/Action Plan
		11/26-11/29	2 <sup>nd</sup> Thesis Examination(Final)
		12/5	Submission of Final version of Thesis/Action plan
		12/6	Academic Conference of GSP and Ritsumeikan University
		12/2-12/24	Meeting (Interview) and Course Evaluation
		12/9-12/13	Final Exam
		12/13	Completion Ceremony of KOICA SP Course and Performance Evaluation
		12/18	Departure
		2020. 2/18	Acquisition of Degree
		2020. 4/30	Sending Degree and Thesis/Action Plan



**<MIT Program Curriculum>**

Semester	Total Credits	Required Courses (33 credits)		Elective Courses (9 credits)			
		Credits	Subject	Credits	Option I	Option II	Option III
Fall	15~18	12	<ul style="list-style-type: none"><li>• Essentials of Economics</li><li>• English Writing and Research</li><li>• Industrial Organization: Theory, Strategy and Policy</li><li>• International Trade Theory and Commercial Policy</li></ul>	3~6	2 Electives (6 credits)	1 Elective (3 credits)	1 Elective (3 credits)-
Winter	3~6	3	<ul style="list-style-type: none"><li>• Introduction to Social Science Research</li></ul>	0~3	0~1 Elective (3 credits)		
Spring	12~18	12 Industry Policy Major (IP)	<ul style="list-style-type: none"><li>• Workshop on Thesis and Action Plan Writing I</li><li>• Industrial Policy and Economic Development</li><li>• Science and Technology Development Policy</li></ul>	0~6	0~1 Elective (3 credits)	1~2 Electives (6 credits)	0~1 Elective (3 credits)
		12 Trade Policy Major	<ul style="list-style-type: none"><li>• Workshop on Thesis and Action Plan Writing I</li><li>• Theory and Practice of Global Trade Governance (TP)</li><li>• International Trade Negotiation: Theory and Practice(TP)</li></ul>				
Summer Vacation	-	-	<ul style="list-style-type: none"><li>• Thesis Writing Period</li></ul>	-	<ul style="list-style-type: none"><li>• Extra-curricular courses</li></ul>		
					<ul style="list-style-type: none"><li>• Thesis Writing Workshop</li></ul>		
Fall	6~9	6 (IP)	<ul style="list-style-type: none"><li>• Workshop on Thesis and Action Plan Writing II</li><li>• Seminar on IP I-III</li></ul>	0~3			1 Elective (3 credits)
		6 (TP)	<ul style="list-style-type: none"><li>• Workshop on Thesis and Action Plan Writing II</li><li>• Seminar on TP I-III</li></ul>				
Total Credits	42	33		9	(Total 9)	(Total 9)	(Total 9)

► Notes

1. MIT students must collect 42 credits to complete the Master's Degree Program. If MIT students prefer to have more time for thesis writing, then Option I is strongly recommended.
2. The specific subject and the sequence are subject to minor changes.

## 2. CURRICULUM

### A. Curriculum & Credits

- The credits required to complete the MIT Program: 42 credits
- Total Required Courses: 33 credits (Major Basic 6 + Common Required 18 + Major Required 9)

*\* The above curriculum is subject to change.*

### B. Graduation Requirements.

- In order to graduate, students must complete 42 credits and earn a GPA higher than 2.7 (higher than B-).
- Students may work on their thesis or an action plan under the supervision of the advisor.

## 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

### A. FIELD TRIPS & STUDY VISITS

- Industrial sites: Companies which contribute to developed Korean economy and memorial museums showing history of developed Korean economy such as Incheon Free Economic Zone, Samsung Electrics, and Pangyo Techno Valley. Trips include daily trips (twice) and longer tours.
- Public Offices: Seoul City Hall & Transportation Center(TOPIS)
- Workshop at Korea Development Institute(KDI)





## B. WORKSHOPS & FELLOWSHIP EVENTS







## PART III. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

Kyung Hee University maintains 19 graduate schools and 24 colleges on 3 campuses (Seoul, Global and Kwangneung). As one of the leading universities in Korea, Kyung Hee University prepares future leaders to contribute to the development of both Korea and the world. To this end, the university has steadfastly pursued exchanges with 256 sister universities and affiliated institutions in 54 countries, among them Harvard University in the US, Catholic University of Leuven in Belgium, Cambridge University in the UK, Beijing University in China, the University of British Columbia in Canada, Keio University in Japan, the Autonomous University of Guadalajara in Mexico, and the UN University for Peace in Costa Rica.

#### A. ABOUT GSP

The Graduate School of Pan-Pacific International Studies (GSP) was established at the Global Campus in 1996 as one of nine government-funded graduate programs of international studies. The school is currently running three departments; International Trade and Economic Cooperation (IT & EC), International Business (IB), and International Development Cooperation (IDC), and also two programs: the Master of Arts in International Development and Consulting (MIDAC) and the Master of Arts in Industry and Trade Policy (MIT).

In addition to the aforementioned, GSP was nominated by the Korean Ministry of Education and Human Resources Department, as the institution which would train and educate experts in Official Development Assistance (ODA) in 2007. This ODA program offers not only educational content, but also many opportunities to work with other institutions including government branches and NGOs. It is expected that the MIT program will benefit greatly from this ODA program.

Since its foundation, GSP has achieved remarkable success in its quality of international studies. The objective of a GSP education is to produce experts in international and global affairs who can meet the challenges of globalization and normalization, and who are equipped with the core skills in their respective areas of study, practical expertise, problem-solving ability, international awareness and vision.

**B. HOMEPAGE:** <http://gsp.khu.ac.kr/>

## 2. ACCOMMODATION

### WOOJUNGWON

- Students of Graduate School of KOICA Course live in the International Hall where the dormitory actively supports the international community on campus, not only consisting MIT students but also other international students studying at Kyung Hee University. Currently, around 300 international students reside in Woojungwon.

Woojungwon, built in September 1998, is a dormitory complex with residence and business areas that can accommodate about 2,000 people. Each unit is furnished with a shower/lavatory, bed, desk, cabinet, and a telephone. Each room is supplied with a LAN cable for provision of free internet and e-mail. Woojungwon accommodates MIT students in their single occupancy rooms.

- a) Woojungwon provides their services in Korean, English, and Chinese
- b) The students are introduced to various activities for them to experience Korean culture (visiting the Korean Folk Village, making Korean rice cake, and city tour in the Gyeonggi Province.)
- c) Newly renovated rooms with new furniture

In addition, for the convenience of students wishing to cook for themselves, there is a public kitchen on the basement which is equipped with kitchen utensils, induction ranges and microwaves.





### 3. OTHER INFORMATION

#### A. CAMPUS LIFE

##### □ Student ID Card

GSP will assist you in obtaining and filling out the necessary forms for a student ID card at the One-stop Service Center. Students will need to provide a passport-size photo, which can be taken and developed at any photo shop in the Woojungwon dormitory. It can take up to three weeks to process the ID cards, but once students receive them, they may use them to enter the university library, purchase discounted subway tickets, and access all of the public university facilities.

##### □ Central Library

The library is located at the front of Philosopher Square near the GSP building. You will need a student ID card to enter the library and to borrow books or other materials. The website is <http://library.khu.ac.kr> and has extensive information. You can use your ID card to borrow or extend the due date of borrowed books.

##### □ Transportation

- **Bus:** To Seoul (Gangnam, Jamsil, Seoul Station) students should take a bus from the campus; to other places in Suwon, students take a bus from the opposite side of the KHU main gate.

Bus Number	Destination
5100	Gangnam Station - YangJae Station - Kyung Hee University.
1112	Jamsil Station – Yeongtong – Kyung Hee University
5500-1	Gwanghwamun - Seoul Station - Kyung Hee University.
M5107	Myungdong – Seoul Station – Kyung Hee University

- **Subway:** Yeongtong Station opened in December 2012 as part of the latest southward extension of the Bundang Line. This new subway line connects Yeongtong-dong with both Suwon city center and Seoul.

To reach the subway, take a bus from the opposite side of the KHU main gate or walk to the Yeongtong Homeplus, where Yeongtong Station is located.

## B. GSP LECTURE ROOMS





### C. GSP SEMINAR ROOMS



### D. DINING ON CAMPUS



## E. HEALTH CARE

If students have minor health problems such as a cold or indigestion, it is strongly recommended that they visit the Kyung Hee Clinic, located on the second floor of the student union building (where a medical doctor will be available twice a week). 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.

**<Medical Facilities near Kyung Hee University Global Campus>**

Type	Medical Facility	Location	Business Hour	Phone Number
General	Hallym University Medical Center Dongtan	7 Keunjaebong-gil, Hwaseong	8:30AM~ 5PM (Weekday) 8:30AM ~ 12PM (Saturday)	031-8086-2300,2400
	Kangnam Hospital	411Jungbuda-ro, Giheung, Yongin	9AM ~ 6PM (Weekday) 9AM ~ 1PM (Saturday)	031-300-0114
	Ajou University Hospital	164World Cup-ro, Yeongtong, Suwon	8AM ~ 5PM (Weekday) 8AM ~ 12PM (Saturday)	1688-6114
Orthopedics	Barun Sungmo Orthopedics	New World Plaza, Bongyeongro, Yeongtong	9AM ~ 7PM (Weekday) 9AM ~ 3PM (Saturday)	031-206-7575
Internal Medicine	365 Internal Medicine	New World Plaza, Bongyeongro, Yeongtong	9AM ~ 7PM (Mon 9PM) 9AM ~ 2PM (Saturday) 9AM ~ 2PM (Sun & Holiday)	031-233-2878
	Samsung Happy Internal	Dreampia Bld Bongyeongro Yeongtong	8:50AM ~ 9PM (Weekday) 9AM ~ 3PM (Saturday) 9AM ~ 12AM (Holiday)	031-205-7582
Otolaryngology	Kim & Park	New World Plaza, Bongyeongro, Yeongtong	9AM ~ 7PM (Weekday) 9AM ~ 3PM (Saturday)	031-205-5633
	Ha Byeong Seok	1517 Bongyeong-ro, Yeongtong, Suwon	9AM ~ 7PM (Weekday) 9AM ~ 4PM (Saturday)	031-202-5070
Dental	Yeongtong Seoul Sha Dental	Damoa Plaza, Yeongtong, Suwon	10AM ~ 7PM (MWF) 10AM ~ 9PM (T,TH) 9:30AM ~ 12:30PM (Sat)	031-206-2755
Dermatology	Total Skin & Beauty Clinic	Millennium Plaza, Yeongtong, Suwon	9:30AM ~ 7PM (Weekday) 9AM ~ 2:30PM (Sat)	031-202-6611
Ophthalmology	L&K Mirae	Millennium Plaza, Yeongtong, Suwon	9:30AM ~ 18:30PM (Weekday) 9:30AM ~ 3PM (Sat)	031-204-5055
Pediatrics	Teunteun Pediatrics	New World Plaza, Bongyeongro, Yeongtong	9AM ~ 7PM (Weekday) 9AM ~ 3PM (Sat) 9:30AM~1:30PM(Sun & Holiday)	031-205-1300

## **PART IV. ACADEMIC REGULATIONS**

### **1. ATTENDANCE AND ABSENTEEISM**

Students are expected to attend all of the classes he/she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam.

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

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

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

### **2. WOOJUNGWON RESIDENCE**

- Students should reside in KOICA Resident House of Kyung Hee University.
- Single occupancy

### **3. MUST ABIDE BY RESIDENCY REGULATIONS**

- Kyung Hee University Global Campus has very strict residency regulations and all students must abide by them (the residency regulations prohibit cooking outside of the designated area, inviting an outsider, drinking, smoking, etc.).
- 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. MINIMUM GPA REQUIREMENTS AND EXAMINATIONS**

#### **-Minimum Grade Point Average Requirement**

- Students must maintain at a minimum a B- grade point average.

#### **- Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Final (last two weeks of semester)

- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

**- Qualifications 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.

## PART V. REQUIRED DOCUMENTS

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

<b>0. Document Checklist</b>	Check all the documents you included in your admission package.	Original copy
<b>1. KOICA Application Form</b>	Complete <b>both</b> KOICA and GSP applications and print out. Should be clearly typed. Type in English. Handwriting is not acceptable.	Original copy
<b>2. GSP Application Form</b>		Original copy
<b>3. Recommendation Letters (two letters)</b>	1) Two recommendation letters from your supervisors or professors are required. 2) The academic recommendation letter should be signed and sealed across the back of its envelope by the recommender. 3) We do not accept recommendation letter via email.	Original Copy
<b>4. Research/Action Plan</b>	Applicants should submit both their Research and Action plans. (GSP Application Form)	Original Copy
<b>5. Degree / Diploma</b>	1) An original copy of bachelor's degree certificate from every institution attended or attending are required. 2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.	Certified original copy  (Apostille or Consulate Authentication required)
<b>6. Transcripts</b>	1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending. 2) The transcripts should include a statement of personal rank in department, if available. 3) If the CGPA/ maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.	Certified original copy  (Apostille or Consulate Authentication required)
<b>7. English Proficiency Test Reports (EPT)</b> - If applicable	1) TOEFL, TOEIC, or IELTS English proficiency tests should have been taken within two years from the deadline of the application 2) EPT report submission can be waived only for those who apply from a country where EPT is not available. <u>In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in 1.</u>	Original copy
<b>8. Copy of passport (Applicant's)</b>	A copy of passport (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)	Copy (Optional)
<b>9. Copy of identity</b>	An official document indicating parents'	Copy

<b>documents II (Parent's)</b>	nationality, e.g. passports, national ID cards, etc. (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)	(Optional)
<b>10. Employment Certificate</b> - If applicable	An official document proving your work experiences which should include the duration of employment, position, and job description should appear on the certificate or letter.	Original copy (Optional)
<b>11. Two Passport-size Photos(3 x 4 cm)</b>		Original copy (Optional)
<b>12. Doctor's Opinion Paper about Health Check-up Review</b>		Original copy (Optional)

**\* 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. Should they be unavailable, however, copies must be authorized by the originating institution 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 omission on the application.

## PART VI. CONTACTS

### A. KOREA INTERNATIONAL COOPERATION AGENCY (KOICA)

· **Program Manager: Mr. Yonghwa Shin**

Training Program Department

Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833,  
Gyeonggi-do Republic of Korea

· Tel: +82-31-740-0583

· Fax: +82-31-740-0595

· E-mail: [yhs@koica.go.kr](mailto:yhs@koica.go.kr)

· Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Sujin Yim**

· Phone: +82-31-777-2646

· Fax: +82-31-740-0996

· E-mail: [sujinyim@global-inepa.org](mailto:sujinyim@global-inepa.org)

### B. GRADUATE SCHOOL OF PAN-PACIFIC STUDIES

· Program Director: **Prof. Jun Yeup Kim**

· Program Coordinator: **Ms. Soobin Jeong**

· Address: 1732 Deogyongdaero Giheung-gu, Yongin-si, Gyeonggi-do, 446-701, Korea

· Phone: 82-31-201-2146~9      · Fax: 82-31-204-8120

· E-mail: [soobin2017@khu.ac.kr](mailto:soobin2017@khu.ac.kr) and [mitp@khu.ac.kr](mailto:mitp@khu.ac.kr)

· Home page: <http://gsp.khu.ac.kr>

\*The schedule in PI (Program Information) can be changeable according to the KOICA and Kyung Hee University Schedule.