

2018 KOICA-AJOU Master's Degree Program in Energy Science and Policy

August 12, 2018 – January 12, 2020

Seongnam & Suwon, Korea



Korea International Cooperation Agency



Ajou University

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

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I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-AJOU Master's Degree Program in Energy Science and Policy

■ **Duration**

- Stay duration: August 12, 2018 ~ January 12, 2020 (17 months)

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

- Academic duration: August 13, 2018 ~ February 22, 2020 (18 months)

In accordance to the university regulations, the diploma will be issued in February 2020.

■ **Degree:** Master of Energy Science and Policy

■ **Objectives**

- 1) To educate governmental officials of developing countries in the area of energy science and policy in order to enhance their comprehensive competency for nurturing start-ups
- 2) To secure a pool of future international experts so that they can actively engage in and play a meaningful role in energy administration sector in developing countries
- 3) To help enhance capabilities for promoting the energy science industry
- 4) To conduct academic research to improve an understanding of energy science and policy in this constantly fluctuating energy situation
- 5) To share Korea's experience in energy science and policy as well as its application to the industry, and to foster pro-Korean leaders

■ **Training Institute:** Graduate School of International Studies

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

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

■ **Accommodations: On-campus and off-campus housing, Ajou University**

1) New International Dormitory, Ajou University (Fall 2018 semester)

Newly built International Dormitory for international students.

Two students will share a double occupancy room.

2) Off-Campus Housing near Ajou University (Winter 2018 ~ Fall 2019 semester)

Students will move to off-campus housing – single occupancy (private room for each student)

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Orientation	2018.8.12 (Arrival) 2018.8.13(KOICA OT)	Arrival, KOICA Orientation
	2018.8.14	Medical Check-up in Korea
	2018.8.15 (Ajou OT)	Ajou Orientation
Pre - Session	2018.8.16 – 2018.8.31	2 weeks
Fall Semester (1st semester)	2018.9.3 – 2018.12.24	16 weeks
Winter Semester (2 nd semester)	2019.1.4 – 2019.1.31	4 weeks
Winter Break	2019.2.1 – 2019.2.28	8 weeks
Spring Semester (3 rd semester)	2019.3.1 – 2019.6.21	16 weeks
Summer Semester (4 th semester)	2019.6.22 – 2019.7.27	1 weeks
Summer Break	2019.7.30 – 2019.8.31	4 week
Fall Semester (5 th semester)	2019.9.03– 2019.12.26	16 weeks
Wrap-up Session	2019.12.15	Action Plan Submission
Wrap-up Session	2019.12.19	Thesis Submission
	2020.01	Graduation Ceremony
	2020.01	Departure

*The above schedule is subject to change. (Tentative schedule)

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

2. CURRICULUM

1) Master's degree program in energy science and policy

These master's degree programs are designed for participants who are engaging in the energy-related industries. Upon completion of the required 45 credit hours and master's thesis, the degree will be granted.

A. Curriculum & Credits

- The total number of credits required to complete the Master's program: 45 credits

	Type	Course Title
Pre-Course	Required	<ul style="list-style-type: none"> • Korean Language • Basic Energy Engineering • Basic Energy Economic • Korean Culture Experience
Major Course	Required	<ul style="list-style-type: none"> • Introduction to Energy System • Energy Policy and Economics • Energy Technology Perspective • Energy Modeling • Energy Leadership Workshop I & II
	Electives	<ul style="list-style-type: none"> • Social Systems, Energy and Policy • Renewable Energy • Principles in Energy Science • Energy System in Modern Society • New Energy Industry Initiatives • Analysis of Energy Market • Environment and Resource Economics • Energy and Climate Change • Strategies in Energy R&D • Sustainability and Fossil Fuel • Sustainable Energy Conversion • Mathematical Methods for Energy Analysis • Energy and Environmental Law • Organizational Behavior • Internship

	Type	Course Title
	Korean Studies	• Beginning Korean Language 1
	Research	• Research 1 & 2

* The above curriculum is subject to change.

B. Credits to be completed per semester

- As shown in the table below, students must complete 45 credit hours to graduate.
(Excluding the thesis course.)

Semester	Type	Course Title (credits)
Pre Session	Required	<ul style="list-style-type: none"> • Korean Language • Basic Principles of Energy Engineering • Basic Principles of Energy Economic • Korean Culture Experience
1st semester 2018 Fall	Required	<ul style="list-style-type: none"> • Introduction to Energy System (3) • Energy Technology Perspective (3) • Energy Policy and Economics (3) • Energy Modelling (3) • Energy Leadership Workshop I (1)
	Electives	<ul style="list-style-type: none"> • Korean Language (3)
2nd semester 2018 Winter	Electives	<ul style="list-style-type: none"> • Energy System in Modern Society (3) • Mathematical Methods of Energy Analysis (3)
3rd semester 2019 Spring	Required	<ul style="list-style-type: none"> • Energy Leadership Workshop II (2)
	Research	<ul style="list-style-type: none"> • Research I (3)
	Electives	<ul style="list-style-type: none"> • Principles in Energy Science (3) • Analysis of Energy Market (3) • Environment and Resource Economics (3) • Renewable Energy (3)

Semester	Type	Course Title (credits)
4th semester 2019 Summer	Electives	<ul style="list-style-type: none"> • Social Systems, Energy and Policy (3) • Sustainable Energy Conversion (3) • Internship (3)
5th semester 2019 Fall	Required	<ul style="list-style-type: none"> • Sustainability and Fossil Fuel (3) • New Energy Industry Initiatives (3) • Energy and Climate Change (3)

- * The above curriculum is subject to change.
- * The specified number of credits from the elective section is the minimum number of credits that students must take.

2) Graduation Requirements.

- In order to graduate, students must complete 45 credits, earn a GPA higher than 3.0 (higher than B), and pass comprehensive exams of 2 subjects. Also, for the thesis track student, they must submit a completed thesis.

	Completion of Graduation Credits					Comprehensive Exam
	<i>Korean</i>	<i>Required</i>	<i>Elective</i>	<i>Research</i>	<i>Total</i>	
<i>Thesis Track</i>	3	15	21	6	45	<i>2 subjects</i>
<i>Non-thesis Track</i>	3	15	27	0	45	

- All international students are required to take at least one course (3 credits) in Beginning Korean Language I. If you have taken Beginning Korean Language before, you should choose one course in Korean Studies instead of Beginning Korean Language I.
- Research credits are to be earned after working on a thesis.
- Comprehensive Exams can be taken from the 2nd semester (2017 spring semester).

3) Thesis

Applicants will be evaluated based on the 1st semester and winter session's academic performance and English Proficiency level to go with thesis or non-thesis track. However, except for the unavoidable circumstances, all KOICA participants must write a thesis.

[GENERAL THESIS SCHEDULE]

	Date	Remarks
2nd Semester	1st Week (Early March)	Preliminary Application for Thesis Advisor
	3rd Week (Mid of March)	Thesis Advisor Allocation Announcement
	End of March	Thesis Workshop
	4th Week (End of March)	Submission of Application for Thesis Advisor
	13th Week (End of May)	Submission of Proposal Defense Draft
	14th Week (Early June)	Thesis Proposal Defense
3rd Semester	10th Week (Early November)	Submission of Application for Thesis Defense
	12th Week (Mid of November)	Submission of Thesis Defense Draft
	13th Week (End of November)	Thesis Defense
	14th Week (Early December)	Submission of Results of Thesis Defense
	15th Week (Mid of December)	D-Collection Upload
	16th Week (Mid of December)	Submission of Printed Thesis

4) Country Report and Action Plan

In order to give students a general idea of how they can maximize the benefit of KOICA Master's program, Ajou University offers students a chance to set up a plan from the beginning.

a) COUNTRY REPORT

Students are recommended to submit and present their country report under below topics in order to share main issues of each country and obtain an idea of how to write the action plan in their last semester.

TOPICS TO BE COVERED

1. Introduction to home country's energy industry and policies
2. Home country's energy development direction/ flow

b) ACTION PLAN

During the last semester, students must submit their final action plan that includes topics below. The action plan must be written based on the knowledge and experiences students achieved during their 17 months of stay in Korea.

Main Purpose:

1. To enable participants to apply what they learned at Ajou GSIS and in Korea to the development of their home country and local community
2. To concrete the action plan that can be implemented in home country

HOW TO WRITE ACTION PLAN	
Student Profile	<ul style="list-style-type: none">• Name / Country / KOICA Batch / Major at GSIS• Position and Main Duties at Home Country
Action Plan Contents	<ul style="list-style-type: none">• Body 1: Brief summary of each country's energy situation• Body 2: Direction of each country's energy policy• Body 3: Current energy policy measures of each country• Body 4: Lessons learned from GSIS program in Korea compared to each country's energy policy• Body 5: Action Plan about energy, greenhouse gas emission, climate change and each government's role in short- and long-term planning

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Energy Leadership Workshop I & II

The course is composed of special lectures, forums, seminars and industrial site visits. (The schedule is subject to change)

Course	No.	Program	Content
Energy Leadership Workshop I	1	Information Session	Information Session
	2	Special Lecture I	" Geun Mo Jung (former Minister of Science and Technology) ""Current Energy Industry Situation in China" by Professor Qinghua Guo (from China Institute of Science and Technology)
	3	Industrial Site Visit I	Korea Energy Agency
	4	Special Lecture II	Dr. Shin Jungsik (former President of Korea Energy Economic Institute)
	5	Conference	Energy Conference - International Session
	6	Forum	International Symposium
	7	Industrial Site Visit II	" Taeon Thermal Power Station and Korea Power Learning Institute.
Energy Leadership Workshop II	1	Information Session	Information Session
	2	Special Lecture I	Mr. Ilsoo Kim President, Africa Future Foundation
	3	Industrial Site Visit I	KOGAS Incheon Station
	4	Special Lecture II	Dr. Seki Oh Professor Emeritus, Ajou University
	5	Industrial Site Visit II	Uljin Nuclear Power Plant.
	6	Conference	REECON Renewable Energy Expo & Conference
	7	Forum	Joint Forum with Energy System Dep. Master students

2) Industrial Site Visits and International Conference: Once ~ twice a year
(The schedule is subject to change)

[KOGAS]

KOGAS, an abbreviation for Korea Gas Corporation, was incorporated by the Korean government in 1983. Since its founding, it has grown to become the world's largest LNG importer. As the nation's sole LNG provider, the Corporation is fully committed to providing clean, safe and convenient energy to the people of Korea. In keeping with this mission, KOGAS currently operates four LNG terminals and a nationwide pipeline network spanning over 4,790km in order to ensure stable supply for the nation.

[The Korean Society of Climate Change Research]

Purpose of the KSCC: promotion of the advancement and the dissemination of knowledge to promote the public benefits as a public interest corporation. And it has pursued various activities in the areas of climate change for facilitating research, education, technology development, knowledge exchange and partnership among the members

[REECON Renewable Energy Expo & Conference]

REECON KOREA is an exhibition of future growth engines in 20 countries, boosted by the expansion of new and renewable energy industries. Founded in Songdo, Incheon is a global event attended by more than 30,000 specialists and buyers from more than 20 countries. Global enterprises will showcase and promote the future of renewable energy industry prospects, and REECON will become a business venue for promoting products and technology, attracting, investment and networking.

3) International Symposiums

In order to expand and deepen knowledge on international politics and business issues in Korean and around the world, GSIS and Department of Energy System holds International Symposium during every semester of each academic year and it is run by all student participants under supervision of their faculty members. The most recent International Symposiums included topics on

- Sustainable Development: Domestic, International and Transnational Issues (2013)
- The New Next Engines of Growth in the 21st Century: Innovating Social Systems (2014 Spring)
- Reimagining Borders? Securing Development in a Post-Sovereign Age (2014 Fall)
- Effective Governance and Institutional Reliability: Remapping Concepts, Policy and Geopolitics (2015)
- Deepening of Global Value Chain: Impact on Economic Development and Trade (2015)
- Making States Work in a World after Globalization (2016)
- 2014 Kyoto-Ajou Joint Symposium on Energy Science (February 2014)
- Chiba-Ajou Symposium (December 2014)
- 2015 Kyoto-Ajou Joint Symposium on Energy Science (February 2015)
- 2016 Ajou-Chiba Symposium (December 2015)
- 2016 Ajou-Kyoto Joint Symposium on Energy Science (January 2016)
- Inclusive Growth and Sustainable Development: Issues and Analyses (December 2017)

4) Special Lectures and Discussions

Special lectures are also provided as an extension of academic studies at Ajou GSIS every semester to provide opportunities to meet famous figures in various fields with our students and to listen to policies and practices in the real world.

- Korean Political Leadership and Its Evaluation (2013)
- Green Economy - New Paradigm of Sustainable Development (2013)
- Global Crisis and Korea (2014)
- The Sense of Value for Success Leader (2014)
- Global Leadership and Ethics (2015)
- Mathematics, Engineering and Science: a Fundamental pillar of Korean development (2015)
- The Real Potential of Tight Oil: Is it a revolution or just a temporary bubble? (2014)
- Making Science and Technology Policy at the White House (2014)

- Waveguide amplifiers and lasers in rare-earth-doped potassium double tungstates (2015)
- Electronic Structures of Organic Molecules and Polymers Studied by High Sensitivity Photoemission Measurements (2015)
- Scalable Nanoarchitecturing of Functional nanostructures for Commercially-feasible Energy and Electronic Applications (2015)
- Development of Environmental Friendly and Earth Abundant based Energy Harvesting Materials and Their Applications (2016)
- Scenario Analysis of Low Carbon Urban Energy System, the Modelling Approaches (2016)
- Development and Deployment of Renewable and Sustainable Energy Technologies (2016)
- Current Energy Industry Situation in China (2017)

5) Workshops

6) International Day: every fall semester

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Ajou University and Graduate School of International Studies, Ajou University

Ajou University is established in 1973 under the motto of “Asia’s best university of the 21st century” and is now considered one of a leading research university in Korea with approximately 15,000 students (10,000 undergraduate, 3,500 graduate and 1,500 in other courses). The university is located in Suwon, about 30km south from Seoul.

The strength in Ajou University’s academic programs and research lies in Engineering, IT, BT, NT, Medical Science, Business and International Studies. Ajou University is widely recognized for its innovative international programs and strong support for international students and has collaborative partnership with over 200 universities in 58 countries. As a globalized university, there is a wide range of international programs at Ajou University including student and faculty exchanges, international summer school, Korean language program and more. Today, Ajou University is welcoming about 750 international students every semester.

The Graduate School of International Studies (GSIS) of Ajou University (AJOU GSIS) was the first independent school to lead internationalized campus in early 1990s and is a host for the KOICA program conducted in Ajou University. AJOU GSIS has educated more than 615 graduate students from more than 69 different countries for the last decade and is one of the best graduate programs in Korea. AJOU GSIS also has experience of holding the specialized scholarship programs funded by “Argentine Government” called “BEC.AR Program 2013”, “BEC.AR Program 2014” and “BEC.AR Program 2015”.

2) Homepage: <http://gsis.ajou.ac.kr/gsis/index.jsp>

2. ACCOMMODATION

1) New International Dormitory – located inside campus

- Students will reside in on-campus dormitory for the first semester (August – January) so that they can quickly adjust to a new place in Korea.

Type	Place	Equipment
Individual Space	A bedroom for two (double occupancy)	2 single beds, 2 mattresses and covers, 2 beddings (comforter, pillow), 2 desks & chairs (with bookshelf), 2 closets Air-conditioner and heating system Wifi available
Common Living Place	Kitchen	Placed in every other floor Refrigerator, electronic range, sink Tables and chairs
	Toilet and Shower	Shower booths Toilet
	Study Room	Tables and chairs, refrigerator
	Landry Machine	Coin laundry machine, coin dryer, sink
	Lounge	Sofa, LED TV
	Gymnasium	Running machine and other facilities

- For a more intense security, there are several CCTV near the residence and in the building (Entrance, elevator, hallway)
- Janitor's Office is located on the 1st floor.
- Individual bedding (blanket, pillow) should be either brought from home or be purchased upon arrival to Korea.
- Elevator available

Housing Services

1. All residents should abide by the rules and regulations of the Ajou University Dormitory. Ajou University Housing Offices are maintained for students of all nations, races, and beliefs. These rules and regulations have been set for the purpose of promoting convenience, security, and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. You are expected to be willing to follow the dormitory regulations and to be

submissive to the school authorities (dorm staff members and inspectors) and their instructions to minimize disturbances and inappropriate behaviors.

2. Participants should not be accompanied by any member of their family
3. The detailed tenant regulations and instructions will be distributed upon move-in day.

	
<Global Dormitory Building>	<Main Gate>
	
<RF Card Reader Machine for each room>	<Elevator>
	
<Room-Beds and Closets>	<Room-Desks and Chairs>



<Kitchen>



<Kitchen>



< Shower Room>



< Shower Room>



<Laundry Machine>



<Study Room>



2) Off-Campus Housing – located outside of campus (10 minutes by walk)

: One-room accommodation near Ajou University

Students will reside in off-campus housing from January 2019.

Type	Equipment
Room	Single bed, mattress, cover and bedding Desk and chair Closet Refrigerator Electronic range Laundry machine LCD monitor Air-conditioner Bookshelf

- CCTVs are installed around the entrance.
- Password is necessary for entering each room and main entrance.
- Elevator available

	
< Room-Bed and Desk will be equipped >	< Room-Beds and Desks>



<Bathroom & Shower Room>



<Door>



<Refrigerator, Cooking Place, Laundry Machine>

3. OTHER INFORMATION

1) University Libraries

Central Library

The central library of Ajou University is located in the center of the university.

The general studying area is open 24 hours a day throughout the year, and the periodical room is open from 09:00 – 21:00 during weekdays and 09:00 – 17:00 during weekends.

At the periodical room, you can read books, journals, and newspapers. You can also browse the CD-Rom titles and use the Internet to search for the information you need.

2) International Students Counseling Offices

Graduate School of International Studies (GSIS)

GSIS Office offers Academic information, simple immigration issue, internships and career services for our international students.

Room 155, Yulgok Hall

(Tel. 219-1551~1555, Fax. 219-1554, Email: gsis@ajou.ac.kr)

Ajou Service Center (ASC) - Certificate Issuance Service

ASC offers services for issuing certificates and many miscellaneous matter.

Room 116, New Student Union Building

Office of International Affairs (OIA)

Coordinates study abroad programs with sister universities in the world. Assists incoming and outgoing exchange students.

Provides service to international scholars and students

Room 101, Yulgok Hall

(Tel. 219-2922~2926, fax. 219-2924)

3) PC Labs on Campus

There are many PC labs on campus, where you can use computers for word processing, web surfing, and so on. Also, there is a PC LAB on the 1st floor of the

dormitory where you will check-in. The PC labs are provided with printers and you are required to bring your paper.

Building Name	Location	Building Name	Location
Yulgok Hall	Rm153-1 (Only for GSIS students) Rm 157	Wonchun Hall	Rm 436, Rm 341
Dasan Hall	Rm 308, Rm 307	Library	Internet Center 1 st Floor
Sung Ho Hall	Rm 101	Hwahong Hall	PC Room 1 st Floor

4) Cafeteria

Cafeteria	Location	Hours	Food Served
Dormitory Dining Hall	Dorm. Dining Hall	8AM~7PM	Korean/Western meal
Sun In Jae	Basement, Songjae Hall	9AM~8PM	Korean home meal, bakery
Ahyang Cafeteria	Behind Wonchun Hall	9AM~6:30PM	Korean/Western meal
Sinsegye	1st Floor, Student Union BL	9AM~6:30PM	Korean/Western meal
Sungho Hall	1 st Floor, Sungho Hall	9AM~7PM	Snacks, Beverages
Dasan Hall	1 st Floor, Dasan Hall	9AM~8PM	Snacks, Beverages
Yulgok Hall	Basement, Yulkok Hall	9AM~6PM	Snacks, Beverages
Paldal Hall	1 st Floor, Paldal Hall	9AM~6PM	Snacks, Beverages

5) Lounge/Fitness

Facility	Location	Service
Global Lounge	Rm 153, Yulgok Hall	Use of Computer/Lounge
Ajou Student Service Center	1st Floor of New Student Union Building	Certificate Issuance Service
On Campus Gymnasium	1st Floor of Gymnasium	Sports Facilities

6) Others

Facilities	Functions	Location
Housing Office	Assists students who reside in on-campus housing. International Coordinator is available	2nd Floor, Dormitory Dining Hall
Sexual Harassment Counseling Center	Ajou Sexual Harassment Counseling Center aims to minimize the damage caused by sexual harassment by promptly dealing with issues of sexual harassment that might occur on campus by providing counseling services. English speaking counselor is available	Room 338, Sungho Hall
Standard Chartered Bank	Open a bank account, deposit and cash withdrawal.	1st Floor, Student Union Building
Post Office	Send mail, postcards and parcels	
Photo Studio	Students can take a picture for student ID cards or other purposes.	Basement of Yulgok Hall
Photocopy Room	Students can make a copy of any paper material.	Basement of all lecture Halls
ATM	Students can withdraw money.	1st Floor of Library and YulgokHall, on-campus Bank, and other lecture halls

4. HEALTH CARE

1) Community Health Care Center (Infirmary)

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

Location : Rm 227 New Student Union
Tel: 219-1597
Office Hours : 09:00a.m – 06:00p.m

2) Ajou University Hospital International Health Care Center

Ajou International Health Care Center (IHCC) provide total care of medical and communication service with multi languages including English.

For severe health problem or medical check-up, you can go to the Ajou University Hospital. We recommend you to visit the Office of International Affairs or the GSIS office before you go to the hospital. To go to the hospital, we will make a proper arrangement with the hospital for you.

Available Services	<ul style="list-style-type: none"> • Appointment • 1:1 Care for outpatients • Private Insurance Consultation • English Bill & Certificate Issue Service • Multi languages including English • Inpatient & ER patient coordinators • Medical Check-up
Contact Info	<ul style="list-style-type: none"> • Tel: (82-31) 219-4311 ~ 2, 2010, 5546 • Fax: (82-31) 219-5432 • E-mail: • Office Hours : 8 a.m. ~ 5 p.m.

3) Other Hospitals in Suwon

St. Vincent Hospital: 93, Ji-dong, Paldal-gu, Suwon 249-7114

Dongsuwon Hospital: 441, Uman-dong, Paldal-gu, Suwon 210-0114

www.dongsuwonhospital.co.kr

Oriental Hospital

Oriental hospitals are different from western hospitals. Doctors at oriental hospitals feel a patient's pulse for diagnosis, and prescribe treatments such as acupuncture, moxa cautery, and herbal medicine. Oriental treatment is not about eliminating the disease, but rather strengthening our body's immune system against disease. Each individual is treated according to his/her unique physical constitution. The main ingredients in herbal medicine are natural elements from plants and animals, which reduces the possibility of side effects.

※ **Korea's prescription law**

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

IV. ACADEMIC REGULATIONS

1. ACADEMIC AFFAIRS MANAGEMENT RULES FOR THE GRADUATE SCHOOL OF INTERNATIONAL STUDENTS

Chapter 1. General Provisions

Article 1 (Purpose) The purpose of these Rules is to provide the matters delegated by the school rules of AJOU University (hereinafter referred to as the "School Rules") and the necessary matters for the implementation thereof.

Article 2 (Purpose of Education) The purpose of the Graduate School of International Studies is "to train and produce leading talents capable of contributing to national development and the prosperity of mankind through advanced professional education and studies in conformity with the global era and to foster talented people capable of contributing to the development of the world and joint profit by raising Korea's profile with foreign students and, therefore, promoting friendship."

Article 3 (Scope of Application) These Academic Affairs Management Rules (hereinafter referred to as the "Rules") shall be applicable to all of the courses (academic and non-academic courses) offered by the Graduate School of International Studies (hereinafter referred to as the "Graduate School").

Chapter 2. Admission

Article 4 (Grant of Admission) Admission to the Graduate School shall be granted by the president of the University after passing the examination given by the Academic Affairs Steering Committee of the Graduate School.

Article 5 (Cancellation of Admission) In the event that an applicant to whom admission has been granted is found not to meet the qualifications, admission shall be cancelled.

Article 6 (Application for a Degree Course)

An award recipient cannot transfer to a different university after admission.

Article 7 (Attendance at a Degree Course)

Every Award recipient should faithfully attend his/her university courses and become fully involved in his/her studies according to the regulations of the university s/he belongs to

Chapter 3. Academic Course

Article 8 (Course Registration) Students shall register for courses within the predetermined period.

Article 9 (Change of Course Registration) Students shall not change their registered courses after the period for course change has passed. However, if there is an unavoidable reason, students may pass through the prescribed procedure within four (4) weeks from the beginning date of a semester and then obtain permission from the dean of the Graduate School.

Article 10 (Opening Subjects) The curricula to be used for a particular semester shall be determined by the dean of the Graduate School by passing through an examination by the head of each department.

Article 11 (Syllabus) A professor responsible for a subject shall prepare a syllabus and submit it to the Education and Training Department of the Graduate School at least two (2) weeks before the beginning of a semester.

Article 12 (Curricula) ① The curricular of the research courses of the Graduate School shall be equivalent to a master's degree, and the relevant students shall receive recognition of their studies by taking no less than six (6) major courses for each semester.

② The minimum credits required to complete the research curricula shall be twelve (12) credits, and an eligibility for completion shall be given to students whose grade point average is no less than three point zero (3.0).

③ A certificate in the Appendix shall be granted to a student who has completed the courses.

Chapter 4. Attendance

Article 13 (Class) In principle, the classes offered by the Graduate School shall be provided during the daytime. However, night classes may be provided, if necessary.

Article 14 (Credit)

- ① The credit unit for a subject to be completed shall be one or three credits, and one hour for each week shall be one credit. However, practical or exercise-based subjects may be based on two hours for one credit, and the matters related to the completion of the language-related courses of the Graduate School may be separately determined by the dean of the Graduate School by passing through a resolution by the Academic Affairs Steering Committee of the Graduate School.
- ② With respect to research credits and receiving thesis supervision, students shall complete more than six credits. From the second semester, students shall register for and complete courses with the research credit being three credit units. Evaluation of research credits shall be marked as S (Passed), U (Un-passed), or I (Uncompleted).
- ③ Students enrolled at the Graduate School shall not complete courses of more than fifteen credits, as a combination of subject credits and research credits, every semester. However, such types of subject as workshops, internships, and the like separately specified by the Academic Affairs Steering Committee shall not be included therein.

Article 15 (Attendance) Grades may be granted only if students have attended not less than 3/4 of the lecture hours.

Chapter 5. Credit

Article 16 (Credit Transfer)

- ① Where a student has completed subjects opened at the college level, with approval by the head of each department of the Graduate School, such subjects may be transferred as the credits for graduation required by the student (but not more than six credits).
- ② When a student has completed any liberal art unrelated to his or her major, such subjects shall not be transferred as credits for his or her major to determine his or her eligibility for graduation.

Article 18 (Make-up Courses) With respect to a subject for which a student has received a grade of F, the subject with a grade of F may be deleted on condition that the student take a course designated by the head of department.

Chapter 6. Examination

Article 17 (General Examination)

- ① A student intending to acquire a master's degree shall pass a general examination to be conducted by the Graduate School.
- ② A student intending to take the general examination shall be registered for no less than two semesters and have a grade point average of no less than three points.
- ③ With respect to the subjects to take for the general examination, one subject shall be designated by the dean of the Graduate School, from among the required courses of each department, and the other subject shall be selected from among the subjects designated by each department.
- ④ In principle, the general examination shall be provided for each semester, and the time, procedure, and any other details shall be separately determined by the dean of the Graduate School.
- ⑤ Each subject for the general examination shall be a total score of 100 points, and a passing grade shall be more than sixty points.
- ⑥ In the event that a student has not passed a course in a general examination, the student may take the course again, and there shall be no restrictions on the time of the examinations.

Chapter 7. Reward and Scholarship

Article 18 (Tuition Waiver)

- ① Students for tuition waivers shall be determined by the Academic Affairs Steering Committee of the Graduate School from among the following student cases.
 1. Students designated as scholarship students by outside institutions;
 2. Public officials (those in the military and the police) and educational personnel of various school levels;
 3. Students who have conspicuously contributed to developing their local communities;
 4. Students who have contributed to or are highly likely to contribute to developing the school;
 5. Students found necessary by the dean of the Graduate School; or
 6. Any other students found necessary by the Academic Affairs Steering Committee.

- ② Students for tuition waivers shall submit the prescribed documentary evidence, if necessary.
- ③ The criteria for tuition waivers shall be determined by the Academic Affairs Steering Committee.

Article 19 (Types of and Objects for Scholarship)

Students of the Graduate School, who can receive a scholarship, shall fall under each of the following sub-paragraphs:

- 1. Students with good scores in admission or in school;
- 2. Students designated as scholarship students by outside institutions;

Chapter 8. Warning/ Punishment

Article 20 (Punishment)

Concerning a student for whom one of the following is applicable, punitive measures may be taken against him/her, such as warning, temporary suspension from school, suspension from school for an indefinite period of time and expulsion through the deliberation by the Student Reward and Punishment Committee. In the event of a light offense, the relevant student may be ordered to carry out community service with no record left concerning the punishment.

1. Warning (not less than 3 days and not longer than 7 days)

- A. Causing a disturbance in class
- B. Being engaged in an act that causes public disturbance
- C. Displaying uncivilized behavior
- D. Being engaged in an act close to one of the foregoing

2. Temporary suspension from school (Not less than 8 days and not longer than 3 months)

- A. Using violence, resulting in a person's injury
- B. Causing disturbance within the school by distributing a false rumor
- C. Cheating during examination
- D. Causing damage to a material kept in the library or taking a book out of the library in an unauthorized way

- E. Putting up an unauthorized notice (of gathering) or causing damage to an authorized notice
- F. Distribution of an unauthorized notice of gathering or relevant prints
- G. Holding an unauthorized gathering
- H. Being issued a warning twice
- I. Being engaged in an act close to one of the foregoing

3. Suspension from school for an indefinite period of time

- A. Being engaged in group violence
- B. Being engaged in an act of extorting money from another person
- C. Causing damage to furniture or facility of the University intentionally
- D. Being subjected to punishment severer than fine under the Criminal Code
- E. Being engaged in an act close to one of the foregoing

4. Forced expulsion

- A. Causing an injury to a person, using a weapon
- B. Doing noticeable damage to the honor of the University with an uncivilized behavior
- C. Being sentenced to imprisonment or severer punishment
- D. Being engaged in an act close to one of the foregoing

Article 21 (Decision on Punishment)

A decision on punishment of a student shall be approved by the President after deliberation of the Student Punishment Committee. The procedure shall be accompanied by the following documents.

For punishment

- A. A report on an accident
- B. The student's statement
- C. A letter of opinion from the academic adviser

Article 22 (Opportunity for Self-Defense) A student concerning whom punishment is considered shall be given an opportunity to make self-defensive statement. (Newly established on December 10, 2007)

Chapter 9. Graduation

Article 23 (Credits to be Completed) The credits required to be completed at the Graduate School shall be as follows. However, the subjects and credits to be completed for each department may be adjusted by passing through an examination given by the Academic Affairs Steering Committee.

Classification	Track	Subjects of Korean Studies (Foreign Students)	Required Subjects	Selective Subjects	Research Credits	Total
Department of Energy System	Thesis Track	3	15	21	6	45
	Non-Thesis Track	3	15	27	0	45

Article 24 (Completion) Completion of a master's degree offered by the Graduate School shall refer to cases where a student has completed the required subjects without meeting the requirements for graduation.

Chapter 10. Acquiring Degree

Article 25 (Grant of Degree)

- ① The Academic Affairs Steering Committee of the Graduate School shall determine whether to grant a master's degree to a student by taking into consideration whether a student has completed the required subjects, whether a student has completed the required credits, whether a student has acquired no less than a grade point average of three point zero (3.0), whether a student has passed the general examination, and the results of the master's thesis examination.
- ② A student who has passed the determination of whether to grant a degree shall be granted the relevant degree.

Chapter 11. Facilities

Article 26 (On-campus Dormitory)

Dormitory takes new incoming students prior to current students and dormitory office has right to

Exclude those who were given 30 points of penalty and expelled from the dormitory

Exclude students with sleep disorders that may cause serious disturbance

Allocate rooms under the categorization such as undergraduate, graduate and exchange. Dormitory office has right to request for room relocation when it is necessary

Exclude student who harms public interest by unruly behavior, engaging in any conduct of excessive drinking, violence, theft, gambling and arson

Exclude student who enters or invites opposite gender floor without acceptable permission

Article 27 (University facilities)

Student must be aware that they are staying and using the public facilities including furniture and that it must be kept in original condition.

Chapter 12. Thesis

Article 28 (Thesis Plan)

A student who has been registered for no less than two semesters and was assigned a thesis supervising professor shall prepare a research plan for a master's thesis, receive a recommendation from the thesis supervising professor, and then submit it to the dean of the Graduate School. For the KOICA students, they are required to take thesis track unless there are unavoidable reason.

Article 29 (Submission of a Master's Thesis)

① A student who has completed the course work of the Graduate School and met the qualifications in each of the following sub-paragraphs may submit his or her a master's thesis along with recommendation b his or her thesis supervising professor.

1. A student who has been registered for no less than four semesters. However, an exception may be made.
2. A student who has received thesis supervision for no less than two semesters.

3. A student who has passed the general examination.
4. A student who has acquired or is expected to acquire the required credits for each department.
- ② The examination of a thesis shall be made on a regular basis, and a thesis shall be submitted no later than the date immediately preceding the date of determining the eligibility for graduation.
- ③ When a student intends to submit a thesis for a master's degree, the student shall submit each of the following documents to the dean of the Graduate School, together with the prescribed examination fee, by obtaining a recommendation from his or her thesis supervising professor within the prescribed due date:
 1. One copy of the examination results for a master's thesis.
 2. Three copies of the thesis for the purpose of the examination.
 3. One copy of a written confirmation of thesis research ethics compliance.

Article 30 (Thesis Framework)

- ① A master's thesis shall be prepared as described in each of the following subparagraphs:
 1. In principle, a master's thesis shall be written in English.
 2. The book size of a thesis shall be 4 x 6 inches.
 3. The cover of a thesis shall be the color bice, and the titles and the like shall be gilded and printed. The book shall be bound with a hardcover.
 4. After the title, a title page and then a written certificate must be inserted.
- ② Any other details about the format of a master's thesis shall be determined by separate guidelines.

Article 31 (Thesis Examination)

- ① The thesis examiners shall be composed and appointed by the dean of the Graduate School.
- ② The examiners of a master's thesis shall be composed of no less than three (3) persons.
- ③ A supervising professor for the student who has submitted a master's thesis shall be automatically a thesis examiner unless there is a special reason otherwise.
- ④ The supervising professor shall serve as the chair for the examination of a master's thesis unless there is a special reason otherwise.

- ⑤ A decision on a thesis examination shall be made with affirmative votes of no less than 2/3 of the thesis examiners.
- ⑥ The chair for an examination of a master's thesis shall submit the results of the thesis examination to the dean of the Graduate School no later than seven (7) days after the completion of the examination.
- ⑦ A student who has not passed a thesis examination may resubmit a thesis in the following semester.
- ⑧ A student who has violated the research ethics compliance as a result of engaging in wrongful activities, such as ghostwriting or plagiarizing a thesis, shall be referred to the Academic Affairs Steering Committee of the Graduate School, which shall decide whether to take concrete action against the thesis supervising professor. (Newly established on December 30, 2010.)

Chapter 13. Notification of Changes of Contact Info

Article 32 (Notification of Changes of Contact Information)

An Award recipient whose contact information has been changed should submit a Notification of the Change of Address and Contact to Graduate School.

Chapter 14. Academic Affairs Steering Committee

Article 33 (Academic Affairs Steering Committee)

- ① The Academic Affairs Steering Committee of the Graduate School (hereinafter referred to as the "Academic Affairs Steering Committee") shall be composed of no less than seven (7) members, including the dean of the Graduate School, the deputy dean of the Graduate School, and the heads of departments pursuant to Article 18, Section 7 of the School Rules of Ajou University.
- ② The dean of the Graduate School shall serve as the president of the Academic Affairs Steering Committee. However, in cases of an accident occurring to the president, a person appointed from among the deputy dean of the Graduate School and the heads of departments may instead perform the duties of the dean.
- ③ The Academic Affairs Steering Committee shall examine and resolve each of the following matters:
 - 1. Admissions, completion of courses, and grants for degrees;

2. Establishment or abolition of a department or a major and to fix the number of students;
 3. Curricula;
 4. Establishment, abolition, and operation of research courses and open lectures;
 5. Establishment, opening and closing of rules, and the like; or
 6. Any other matters related to the operation of the Graduate School.
- ④ The Graduate School may place a Rolling Admission Examination Committee if it is necessary to examine rolling admissions.

Article 34 (Operation of the Academic Affairs Steering Committee)

- ① The meetings of the Academic Affairs Steering Committee shall be convened by the president of the Committee, if necessary.
- ② The members of the Academic Affairs Steering Committee shall have a one (1) year term of office and may be reelected. However, the term of office of a member newly appointed as a result of a vacancy shall be the remaining term of the member's predecessor.
- ③ A meeting of the Academic Affairs Steering Committee shall be held where a majority of the current members are present, and a resolution may be passed where there are affirmative votes of no less than 2/3 of the members present.
- ④ In the event that circumstances require urgency or it is difficult to hold a meeting where the members are present as required, a written resolution may be made.

Article 35 (Minutes) The minutes of the results of meetings shall be prepared and retained.

V. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.
- All documents should be sent to the regional KOICA office or the relevant government office.
- 1) Graduate School of International Studies, Ajou University Form 1: Document Check List
- 2) KOICA Application Form
- 3) Graduate School of International Studies, Ajou University Form 2: Application Form (Type in English and Print out, Hand writing is not acceptable)
- 4) Graduate School of International Studies, Ajou University Form 3: 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)
- 5) Graduate School of International Studies, Ajou University Form 4: Curricular Vitae
- 6) Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)
- 7) Official Documents (You can find the details on "FORM 0")
- ** Degree/Diploma and Transcript must be either original or Korean Embassy Notarized
- ** Transcript: must include a year-by-year record and if the CGPA/maximum score does not appear on the transcript, applicant must submit a proof letter certified by the university, if available
- 8) A Copy of the Applicant's Passport (please check the expired date.)
Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card)
- 9) Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship

- 10) Verification of Academic Record (Sealed by president)
 - 11) Certificate of Employment (if applicable)
 - 12) Certificate proving English Proficiency (if applicable): Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.
 - 13) Doctor's opinion paper about health check-up review
- ★★ Form 1 ~ 4: Attached herewith

***Important Notes for All Applicants:**

1. All forms should be **typed in English** and all the supporting documents should be **in English**. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. (If it is unavailable, Korean Embassy notarized 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. Be sure to make and keep photocopies of all submitted documents and completed forms as AJOU GSIS will not return any submitted documents to the applicant

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

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* The schedule in PI (Program Information) is subject to change according to the KOICA and Ajou University Schedule.