

# **KOICA-SKKU Master's Degree Program in Public Administration (Local Government)**

August 1, 2018 – December 31, 2019

Seoul & Seongnam, Korea



Korea International Cooperation Agency



Graduate School of Governance  
SungKyunKwan 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-SKKU Master's Degree Program in Public Administration (Local Government)

■ **Duration**

1) Stay duration: August 1, 2018 ~ December 31, 2019

(17 months of study in Korea)

2) Academic duration: September 2018 ~ August 2020 (24 months)

**※ NOTE: A DIPLOMA WILL BE ISSUED UPON COMPLETION OF THE GRADUATION REQUIREMENTS IN ACCORDANCE WITH THE UNIVERSITY REGULATION.**

■ **Degree:** Master of Public Administration (MPA) in Local Government

■ **Objectives**

The MPA program in Local Public Administration aims to strengthen the capacity of local government officials and civil servants by providing participants with an integrative educational program with a balanced curriculum. It will help to enhance their managerial skills and analytical policy expertise. Specific objectives of the program are as follows:

- 1) To develop skills, expertise, and flexibility required to be capable local government leaders and professionals;
- 2) To secure analytical skills to devise concrete solutions to unique and complex problems facing cities, rural areas, and others;
- 3) To apply theoretical learning to practice;
- 4) To share Korean successful experience and expertise in strengthening local governance with many developing countries around the world, in the hope that this can enhance their ability to further their expertise in the areas of economic development and better quality of life at the local level; and
- 5) To conduct academic research in order to raise understanding of local government administration/management as well as to improve public administration and public policies.

■ **Training Institute:** Graduate School of Governance (GSG),

SungKyunKwan University (SKKU)

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

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

■ **Qualification:**

- 1) Should be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government; and
- 2) At least 5 years of full-time professional working experience in the public sector (acquired after a university degree)

■ **Accommodations:**

- 1) KOICA International Cooperation Center (ICC) during KOICA Orientation
- 2) SungKyunKwan University Dormitory (E-House) during your stay at school.
  - Two (2) students will be randomly assigned to each room.
  - Each room is furnished with two beds, two desks, two chairs, two wardrobes, an air conditioner, a toilet, a shower booth, and a waste basket.
  - Cooking is not allowed in the room and in the E-House

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

#### 2018, Preparatory Session (August 1 – August 31)

Academic Events / Extra-Curricular Activities	Date (Day)
Arrival in Korea	August 1 (Wed.)
KOICA Orientation	August 2 (Thu.)–August 5 (Sun.)
Arrival in SKKU, SKKU Orientation	August 6 (Mon.)
Pre-semester	August 7 (Tue.)–August 31 (Fri.)

#### 2018, Fall Semester (September 1 – December 21)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 13 (Mon.)–August 24 (Fri.)
Start of 2018 Fall Semester	September 3 (Mon.)
Management by Objective I	September 17 (Mon.)–September 21 (Fri.)
Korean Thanksgiving Day(National Holiday)	September 23 (Sun.)–September 26 (Wed.)
Confucius's Birthday (Holiday in SKKU)	September 28 (Fri.)
National Foundation Day (National Holiday)	October 3 (Wed.)
Hangeul Proclamation Day (National Holiday)	October 9 (Tue.)
Midterm Examination	October 22 (Mon.)–October 26 (Fri.)
Midterm Course Evaluation for Fall Semester	October 22 (Mon.)–November 2 (Fri.)
Educational Trip	November 8 (Thu.)
Final Course Evaluation for Fall Semester	December 3 (Mon.)–December 14 (Fri.)
Final Examination	December 17 (Mon.)–December 21 (Fri.)
Student Track Selection (Specialist, Management Track)	December 17 (Mon.)–December 31 (Mon.)
End of Fall Semester	December 21 (Fri.)
Winter Vacation Begins	December 22 (Sat)–January 31, 2019 (Thu.)
Grade Notification Period	December 27 (Thu.) –January 2, 2019 (Wed.)
Internship	February 7, 2019(Thu.)–February 22, 2019(Fri)

### 2019, Spring Semester (March 4 – June 21)

Academic Events/ Extra-Curricular Activities	Date (Day)
Course Enrollment Period	February 18 (Mon.)–February 22 (Fri.)
Start of 2019 Spring Semester	March 4 (Mon.)
Management by Objective II (MBO)	March 25 (Mon.)–March 29 (Fri.)
Midterm Program Self-Evaluation	March 29 (Fri.)
Educational Trip	April 12 (Fri.)
Midterm Examination	April 22 (Mon.)–April 26 (Fri.)
Midterm Course Evaluation	April 22 (Mon.)–May 3 (Fri.)
Final Course Evaluation for Spring Semester	June 3 (Mon.)–June 14 (Fri.)
Memorial Day (National Holiday)	June 6 (Thu.)
Final Examination	June 17 (Mon.)–June 21 (Fri.)
End of Spring Semester	June 21 (Fri.)
Grade Notification Period	June 27 (Thu.)–July 3 (Wed.)
Educational Trip	July 1 (Mon.)–July 3 (Wed.)
Summer Vacation Begins	July 4 (Thu.)–August 31 (Sat.)

### 2019, Fall Semester (September 1 – December 21)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 12 (Mon.)–August 23 (Fri.)
Start of 2019 Fall Semester	September 2 (Mon.)
Korean Thanksgiving Day(National Holiday)	September 12(Thu.)–September 14(Sat.)
SKKU Foundation Day (Holiday in SKKU)	September 25 (Wed.)
Management by Objective III (MBO)	September 23 (Mon.)–October 4 (Fri.)
Confucius's Birthday (Holiday in SKKU)	September 28 (Sat.)
National Foundation Day (National Holiday)	October 3 (Thu.)
Hangeul Proclamation Day (National Holiday)	October 9 (Wed.)
Midterm Examination	October 21 (Mon.)–October 25 (Fri.)
Midterm Course Evaluation for Fall Semester	October 21 (Mon.)–November 1 (Fri.)
Educational Trip (Cultural Exposure/ Activity)	October 30 (Wed.)
Final Program Self-Evaluation	December 3 (Tue.)

Academic Events / Extra-Curricular Activities	Date (Day)
Final Thesis Defense	November 30 (Sat.)
Final Course Evaluation for Fall Semester	December 2 (Mon.)–December 13 (Fri.)
Final Examination	December 16 (Mon.)–December 20 (Fri.)
End of Fall Semester	December 20 (Fri.)
Closing Ceremony	December 23 (Mon.)
Departure	December 26 (Thu)

**✱ NOTE: THE ABOVE SCHEDULE MAY BE SUBJECT TO CHANGE. A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.**

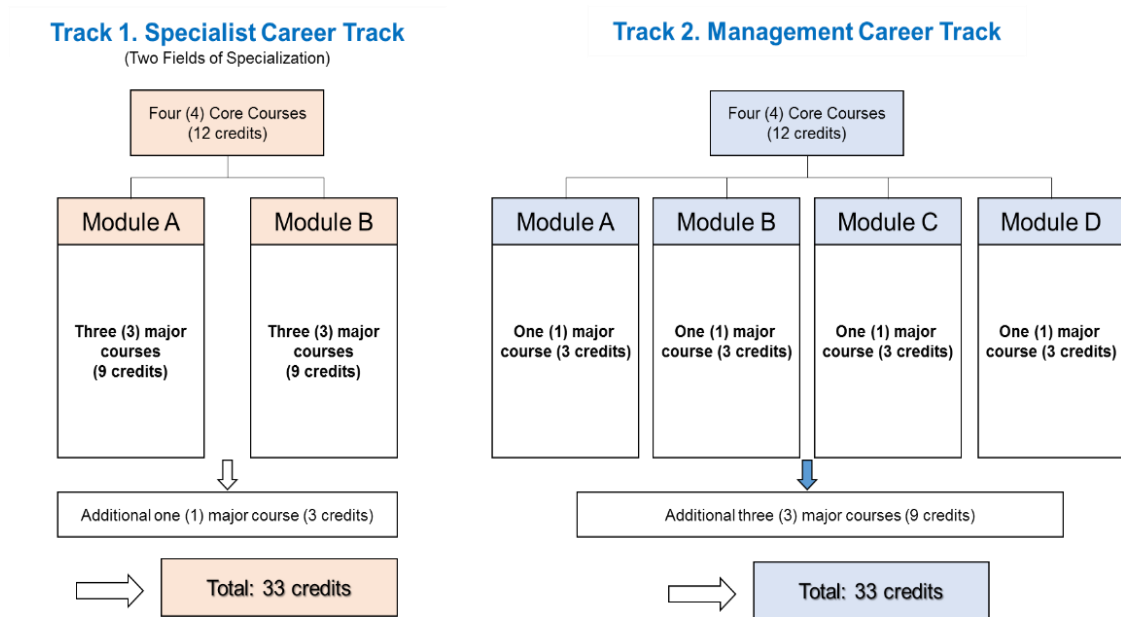
## 2. CURRICULUM

The MPA in Local Government will require a total of **33 credits** of graduate courses taken over 17 months during three semesters (i.e., fall 2018, spring 2019, and fall 2019). To better accommodate student's individual academic interests and professional aspirations, students must select into one of two concentration tracks, ***Specialist Career Track and Management Career Track***, during their first semester (see Figure 1). In both tracks, MPA students will be required to take four core courses (12 credits).

Among the four modules, students in the *Specialist Career Track* are required to choose one field of specialization in addition to the Regional Development & Local Public Finance (Module 4) field of specialization. Student must take at least three courses in each module to qualify as a specialist in that field. Since the students will specialize in two fields, this amounts to at least 18 credits. Students may also choose one additional course (3 credits) from any of the modules to complete the required credits for graduation.

Students in the Management Career Track must enroll in at least one course in each of four modules (12 credits). To satisfy the required credits for graduation, students will also choose three additional elective courses (9 credits) from any of the four modules.

**Figure 1. Specialists and Management Career Track**



MPA in Local Government program students will engage in experiential learning through an internship (3 credits). Possible internship sites include Korea Rural Community Corporation, Korea Environment Corporation, Korea Airports Corporation, and National HRD, among others. Though the internship program will be provided in January and February, 2019, its credits will be given during the 2019 fall semester..

In the MPA in Local Government program, students are required to submit Master's thesis related with local government. MPA students will be assigned a Graduate School of Governance professor who will advise them how to write and complete the thesis. Through the Management by Objective (MBO) session, students will be able to meet with his/her major professor at least once a month to discuss the progress of the thesis (applicable theory, methods, and others).

**Table 2. Curriculum**

Specialization	Classification	Subject (Professor)	Semester	Credit
	Core Course (Required)	Local Government and Public Administration (Bae, Suho)	1 <sup>st</sup> Semester	3
	Core Course (Required)	Research Methods (Jun, Hee Jung)	1 <sup>st</sup> Semester	3
	Core Course (Required)	Local Government Internship (Cho, Rosa Minhyo)	3 <sup>rd</sup> Semester	3
	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	3 <sup>rd</sup> Semester	3



Module 1: Public Management				
Public Management	Elective Course	Theories and Praxis of Public Management (Park, Sung Min)	1 <sup>st</sup> , 3 <sup>rd</sup> Semester	3
Public Management	Elective Course	Organizational Theory and Behavior (Kasdan, David Oliver)	3 <sup>rd</sup> Semester	3
Public Management	Elective Course	Management Science and Statistical Method (Moon, Sangho)	1 <sup>st</sup> , 3 <sup>rd</sup> Semester	3
Public Management	Elective Course	Seminar in Human Resource Management (Park, Sung Min)	2 <sup>nd</sup> Semester	3
Module 2: Policy Analysis and Evaluation				
Public Policy	Elective Course	Public Policy: Theory and Practice (Cho, Rosa Minhyo)	2 <sup>nd</sup> Semester	3
Public Policy	Elective Course	Policy Evaluation (Cho, Rosa Minhyo)	2 <sup>nd</sup> Semester	3
Public Policy	Elective Course	Dynamics of Public Policy Process (Park, Hyungjun)	2 <sup>nd</sup> Semester	3
Public Policy	Elective Course	Government Regulation (Park, Hyungjun)	1 <sup>st</sup> , 3 <sup>rd</sup> Semester	3
Module 3: e-Government and Governance				
e-Government and Governance	Elective Course	e-Government Theory (Kwon, Gi-Heon)	2 <sup>nd</sup> Semester	3
e-Government and Governance	Elective Course	Information Communication Technology (ICT) and Public Management (Nam, Taewoo)	2 <sup>nd</sup> Semester	3
e-Government and Governance	Elective Course	e-Government & Public Policy (Kwon, Gi-Heon)	1 <sup>st</sup> , 3 <sup>rd</sup> Semester	3
e-Government and Governance	Elective Course	Development and Governance (Lee, Sookjong)	3 <sup>rd</sup> Semester	3
Module 4: Regional Development and Local Public Finance				
Regional Development and Local Finance	Elective Course	Disaster Management (Kasdan, David Oliver)	1 <sup>st</sup> Semester	3
Regional Development and Local Finance	Elective Course	Local Public Financial Management (Bae, Suho)	2 <sup>nd</sup> Semester	3
Regional Development and Local Finance	Elective Course	Innovation and Development (Jeong, Moon Gi)	2 <sup>nd</sup> Semester	3
Regional Development and Local Finance	Elective Course	Urban Planning (Jun, Hee Jung)	2 <sup>nd</sup> Semester	3

**✳ NOTE: THE ABOVE CURRICULUM MAY BE SUBJECT TO CHANGE ACCORDING TO ACADEMIC AFFAIRS.**

Upon completion of the required courses of **33 credits** and acceptance of Master's thesis, the MPA students will be eligible for graduation.

※ **IMPORTANT NOTES**

1. Students under KOICA-SKKU scholarship program are not allowed to change his/her degree/major. The scholarship is limited to Master's Degree Program in Local Government (Degree Name: MPA in Public Administration (Local Government));
2. To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than B (GPA = 3.0) in all courses he/she enrolled in every semester. In case the student failed to meet this requirement, the scholarship will be rescinded. The final grade is the result of final term paper, midterm exam, final exam, attendance and participation in the class (see Grading Scale).
3. Students under KOICA-SKKU scholarship will be billeted only in the school dormitory. They are not allowed to stay in dormitories other than the dormitory identified by the university.

**Table 2. Grading Scale**

Grade	GPA	Grade	GPA
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

*F (Fail), I (Incomplete)*

The 'I' (incomplete) is restricted to cases in which graduate students have satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade received. When a final grade is received, all reference to the initial 'I' is removed and is changed to the final grade. Unless the result of the course evaluation is completed by the due date, the 'I' will be changed into 'F' (Fail).

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

The Office of the International Affairs (OIA) provides various services and programs to all international students at the Sungkyunkwan University. The OIA offers several academic and social support services such as campus life staff, free medical check-up and counseling services. Along with this support from the university, the GSG provides extracurricular activities such as cultural and social activities for international students, for example, home visiting, language exchange programs, cultural events, and academic counseling, international conferences, and among others.

Figure 2. GMPA Extracurricular Activities



## III. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

#### 1) About University

##### ■ Graduate School of Governance, Sungkyunkwan University

Humanities and Social Sciences Campus: 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

##### ■ SUNGKYUNKWAN UNIVERSITY

Sungkyunkwan is synonymous with both tradition and innovation in education. The literal meaning of the University's name is 'an institution for building a harmonious society' of perfected human beings. The founding philosophy of Old Sungkyunkwan is needed as much as ever today, in an era of technological advancement that seems devoid of humanity. The University's faculties of more than 1,000 are committed to quality teaching and research, offering students a challenging environment for intellectual and personal growth.



Old Sungkyunkwan was founded over 600 years ago, by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University merely in the context of its pre-modern history. What the University has achieved in the past fifty years meets and exceeds that of the five hundred years preceding our current century.

After World War II, with the emergence of the Republic of Korea, Old Sungkyunkwan underwent a renaissance as a private university. As Korea modernized and underwent social and economic reforms, the University grew rapidly to address the diverse demands of the advancing country. Though a long history alone cannot guarantee the

excellence of an institution, the rich culture, which exudes from a long tradition, is surely a unique and asset of the University. In addition, we take pride in the University's innovative spirit; because of the long efforts to place natural sciences on an equal footing with our strong foundation in humanities, we now operate two campuses: The Humanities and Social Sciences Campus and the Natural Sciences Campus.

Based on a highly successful partnership with Samsung who has generously funded several core initiatives, the University has been rapidly developing and prospering since 1996.

**1398** Foundation of Sungkyunkwan

**1946** Reopening of Sungkyunkwan College

**1996** Samsung Group joins the University Foundation

**2011** VISION 2020, a ten-year plan for SKKU, was declared

**2013 - 2017** SKKU ranked top comprehensive university in Korea

## ■ GRADUATE SCHOOL OF GOVERNANCE

Graduate School of Governance (GSG) is specialty graduate program with a goal to train students as cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with reality and persons of pragmatic minds. In addition, GSG will establish an “Academy of Governance Studies” which would constitute the governances’ “Think Tank”.



The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. GSG cultivates students of leaders and statesman in here with such schools as the J. F. Kennedy School of Government at Harvard University and ENA in France.

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in

citizens' groups. The classes are operated on a full-time basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

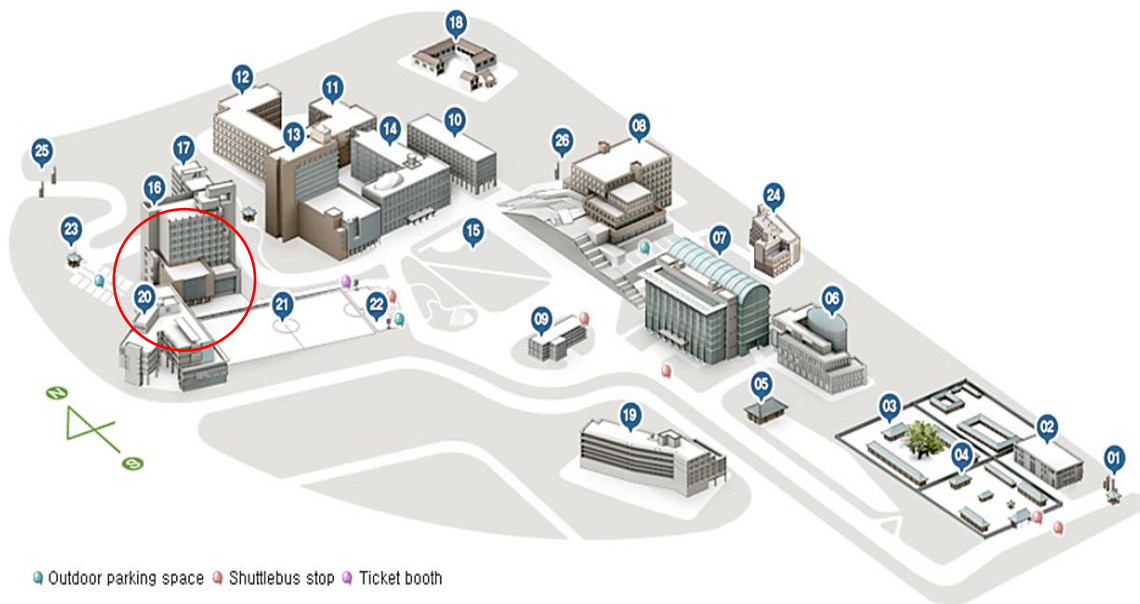
There are a total of 15 full-time faculty members and several adjunct professors in the GSG. The faculty of the GSG represents a strong group of experts and scholars that possess considerable expertise in the field of local government, public management, performance evaluation, governance, comparative administration, participatory administration, policy making, policy design and implementation, analysis, and program evaluation, public finance, regulatory policy, public sector leadership, governance, and urban planning.

The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly important in the emerging environment of public sector organization and public sphere in general. Specifically, in the past five years, a large volume of peer-reviewed research articles and books were published by full-time faculty in both English and Korean.

The MPA program is committed to marrying theory and practice which is particularly important in a master's program designed to equip professionals and practitioners in local government management and/or administration. Thus, it is important that faculty possess practical experience and theoretical knowledge in the fields of management, public policy, public administration, and political science.

GSG gives preference to students who embrace greater self-development who are pioneers of change. If you want to see more details about GSG, please visit here: <http://gsg.skku.edu/eng/>

**Figure 3. Location of GSG (Building 20, Humanities and Social Science Campus)**



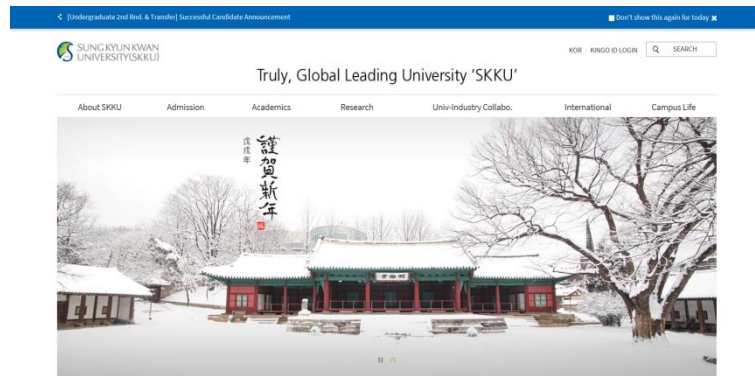
Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daeseongjeon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(3)	12 Toegye Hall of Humanities	13 Hoam Hall(50)	14 Business School(33)	15 Geumjandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex(62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)



## 2) Homepage

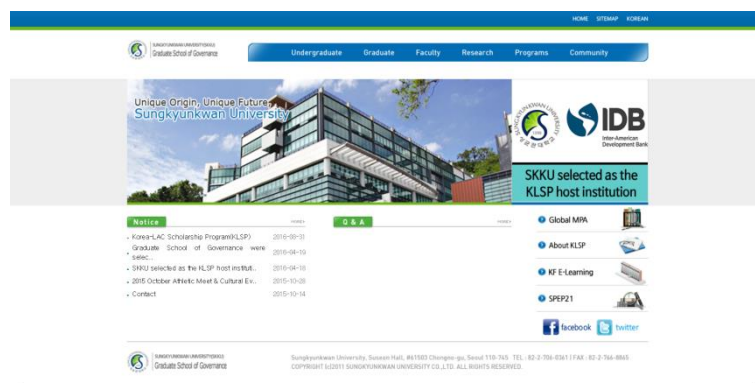
### ■ SungKyunKwan University (SKKU)

- [http://www.skku.edu/eng\\_home/index.jsp](http://www.skku.edu/eng_home/index.jsp)



### ■ Graduate School of Governance (GSG), SKKU

- <http://gsg.skku.edu/eng/index.php>



### ■ Global MPA of GSG, SKKU

- <http://shb.skku.edu/gmpal/>





## 2. ACCOMMODATION

### 1) E-House

Students of Graduate School of KOICA Course live in the E-House, one of the international dormitories of Sungkyunkwan University. Two (2) students will be randomly assigned in each room. You may request to use a single room. However, you will be responsible for paying the additional cost of single occupancy, and placement is based on dorm's availability. Please inform the GMPA office in advance if you plan on requesting a single room.

**Address:** Main Bild.: Yulgok-ro 29-gil 5, Jongno-gu, Seoul  
Annex Bild.: Yulgok-ro 257, Jongno-gu, Seoul

**Website:** [http://dorm.skku.edu/en\\_skku\\_seoul/lifeguide/e\\_house.jsp](http://dorm.skku.edu/en_skku_seoul/lifeguide/e_house.jsp)

**Figure 4. E-House, Sungkyunkwan University**



## ■ Accommodation Facilities

<b>Room Facilities</b>	Bed (2), Desk (2), Chair (2), Wardrobes (2), Wi-Fi, Air Conditioner, Toilet, Shower Booth	
<b>Students are responsible for supplying their own</b>	Personal Belongings (Clothes, Towel and Toiletries etc.), Blanket, Hair Drier, PC, Lamp, Minibar (mini-refrigerator less than 50L) etc. ※To prepare laundry drying rack is recommended	
<b>Public Facilities</b>	Free	Gym, Lounge, Postal Service Room, Study Room, Seminar Room, Water Purifier, Microwave, Cafeteria, Free Shuttle Bus (SKKU↔E-house) during semester,
	Paid	Printer, Laundry and Drying Machine, Ironing, Vending Machine, Canteen

### ※ **IMPORTANT NOTES**

1. Cooking is strongly prohibited in the room and E-House. Students can use E-Zipbob (cafeteria in E-House), cafeterias on SKKU campus or restaurants outside the dorm.
2. It is not allowed to use some of electric appliances, such as an electric rice cooker, a coffee machine, an electric heating pad or a radiator heater in the room, which can cause fire.
3. A mini-refrigerator can be furnished with the consent of the roommate.
4. It is impossible to change the accommodation.

### 3. OTHER INFORMATION

#### 1) Lecture/ Seminar Room (Law School Building, Dasan Economic Hall)

Figure 5. Lecture and Seminar Room



Multimedia devices (i.e. computer, camera, projector, screen, microphone and sound system etc.) are installed in the lecture rooms. The courses take place in e+ recording lecture halls installed with lecture filming (camera tracking) and all the lectures are saved on I-campus(SKKU e-learning system). Recorded video materials can be relearned and reviewed on I-campus.

#### 2) Library

##### ■ University Library

The modern library of Sungkyunkwan University opened in 1946 and it has grown along with the University over the years. Currently there are 6 libraries. The Central Library opened in 1959, and the Science Library, the predecessor of the current Samsung Library, opened in 1982. and the Samsung Library opened in 2009. It has a unique architecture - not only the library but also the landscape of the campus.

The MPA students can utilize the school libraries which include, Central Library and Law Library (B1, Law Building) in Sungkyunkwan University, Seoul Campus. Students may also utilize the Samsung Library located in Suwon Campus. How to Connect to the Library Website: Click 'Library' at the bottom of SKKU's website (<http://www.skku.edu>); Website URL: SKKU Library: <http://lib.skku.edu>.

### Central Library (Opening Hours)

Floor	Room	During Semester		During Break	
		Weekday	Saturday	Weekday	Saturday
1F	Reading Room 1	06:00~24:00 (Sundays and National Holidays Included)			
	Reading Room 2 (Overnight)	06:00~05:00 (1 hour of cleaning)			
	Reading Room 3 (Laptop)	06:00~24:00 (Sundays and National Holidays Included)			
	Stack 1, 3	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
2F	International Literature Library	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Stack 2	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
3F	Research Commons	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Kingo Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
4F	Korean Literature Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
5F	Reading Room 4	06:00~24:00 (Sundays and National Holidays Included)			

### 3) Student Convenience & Welfare

#### ■ University Life and Academic Support Facilities

Facility Name	Services	Location
Self-Help Center	Free fax (incoming & outgoing), scanner and PC use available (Free umbrella and sports equipment rental service)	4F, Student Union Building
Lost and Found Center	Management of lost and found items	Student Support Team on 1F, 600th Anniversary Building

#### ■ Female Student Lounge

Facility Name	Services	Location
Dasan Hall of Economics Women's Lounge	Female student-only rest area (equipped with sleeping room)	1F, Dasan Hall of Economics
Law School Building Women's Lounge	Female student-only rest area (equipped with sleeping room)	B2, Law School Building

#### ■ Financial Facilities

Facility Name	Services	Location
Post Office	Mail services	B1, 600th Anniversary Building
Woori Bank	Banking services	1F, 600th Anniversary Building 1F, Yurim Hall by the University entrance

#### ■ Welfare Shops

Facility Name	Services	Location
Book Store	Sells textbooks, cultural books, language study books, etc	B3, Business Hall
Photo Studio	Offers various photo-related services	B3, Business Hall
Photocopy Office	Offers photocopy-related services	B2, Law School Building, B3, Business Hall
Optical Shop	Sells glasses and contact lenses	B3, Business Hall
Sarangbang	Sells coffee, drinks, etc.	B3, Business Hall
Hair Salon	Offers cuts, perms and other hair services	B3, Business Hall

Mobile Communications	Offers N-Zone and mobile communications related services	B3, Business Hall
Travel Agency	Offers domestic and international travel services	B3, Business Hall
Stationery Shop	Sells stationery items	B3, Business Hall
Music Shop	Sells music and relevant items	B3, Business Hall
Shoes Repair Shop	Shoe repair service	1F, Business Hall
Flower Shop	Sells flowers and flowerpots and offers flower delivery service	B3, Business Hall
Gift Shop	Sells various SKKU-themed souvenirs	B3, Business Hall
Shoe Repair Shop	Shoe repair service	1F, Business Hall
Fitness Center	On-campus fitness center	B4, Business Hall
Library Snack Bar	Snack Bar	1F, Library
Suseon Hall Snack Bar	Snack Bar	5F, Suseon Hall Annex
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Toegye Hall of Convenience Store	Convenience store	2F, Toegye Hall of Humanities
Take-Out Coffee Shop	Piloti Rest Area & Coffee Shop	Piloti Rest Area (between the Hall of Humanities and Dasan Hall of Economics)
Take-Out Coffee Shop	Outdoor coffee shop in Business Hall	Outside lounge on B2, Business Hall
Law School Snack Bar	Snack Bar	B2, Law School Building
Student Union Snack Bar	Snack Bar	3F, Student Union Bldg.
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Coffee &	Sells coffee, drinks, etc.	1F, Faculty Hall, B1, 600 <sup>th</sup> Anniversary Building

#### 4) Dining on Campus

##### ■ Dining Halls

Facility Name	Services	Location
Onngnyucheon Restaurant	Korean meals services	1F, Faculty Hall
Faculty Dining Hall	Buffet-style meal services	6F, 600th Anniversary Building
Eunhaenggol Restaurant	Student dining hall (Korean and Chinese food)	B1, 600th Anniversary Building
SUBWAY Sandwich	Western Style Sandwich	B1, 600th Anniversary Building
Pop-up Deli	Korean Deli, Western Salad etc.	B1, 600th Anniversary Building
Domino Pizza	Pizza and Western Side-dish	B1, 600th Anniversary Building
Geumjandi Restaurant	Student dining hall (Korean, Japanese and Chinese food)	B2, Business Hall
Beopgoeul Restaurant	Student dining hall	B2, Law School Building

#### 5) Health Care

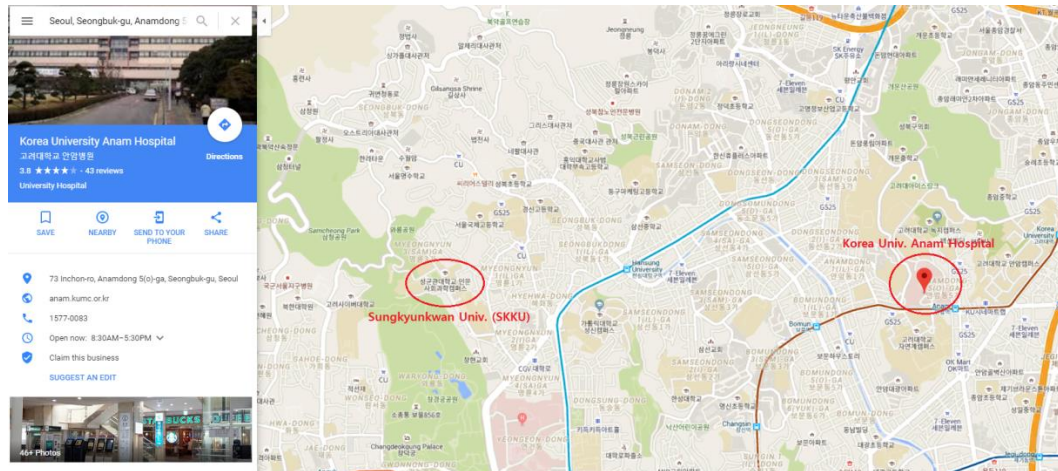
##### ■ Seoul National University Hospital



- 101, Daehak-Ro Jongno-Gu, Seoul 03080, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-2072-0505 / Mobile Tel. 82-10-8831-2890 (Emergency Only)
- Website: <https://www.snuh.org/english/>



## ■ Korea University Hospital



- 73, Incheon-ro, Seongbuk-gu, Seoul 02841, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-920-5373, 5374 (Emergency Only)
- Website: <http://anam.kumc.or.kr/language/ENG/main/index.do>

## ■ Medical Facilities near SKKU and E-House

Type	Medical Facility	Location	Business Hour	Phone Number
General	Hyehwa Hospital	Myeongnyun 1(il)ga, Jongno-gu, Seoul	AM 08:30 ~ PM 08:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-3832
	Seoul Family Clinic	126-2 Hyoje-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-0424
	Jongro Yonsei Medical Clinic	2F/3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Orthopedics	Korea Daon Orthopedics	562 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-3500
Internal Medicine	Tun Tun Internal Medicine	5F. 293 Jong-ro, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-3675-7582
Otolaryngology	Heungin Top ENT Clinic	3F. 693-3 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-741-7587
Dental	Dongdaemun MISO Dental Clinic	3F. 562 Changsin dong, Jongno-gu, Seoul	AM 09:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-722-2875
Dermatology	Jongro Yonsei Medical Clinic	3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388



<b>Ophthalmology</b>	Yonsei Best Ophthalmic Clinic	266-1 Changsin 1(il)- dong, Jongno- gu, Seoul	AM 09:30 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-743- 0088
<b>Pediatrics</b>	Mirae-Clinic	215-16 Jongno 6(yuk)-ga, Jongno- gu, Seoul	AM 09:00 ~ PM 06:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742- 6662

## **IV. REGULATIONS**

### **1. ACADEMIC REGULATIONS**

#### **1) Attendance and Absenteeism**

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

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

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) Academic Performance**

As a scholarship student, you are expected to display high academic performance. It is required that you should maintain a grade not less than B (GPA = 3.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his/her status as a KOICA program participant may be suspended and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.

#### **3) Academic Misconduct**

By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct *such as cheating on exam, plagiarism--copying or using ideas of another from any source without properly attributing it to the owner.*

#### **4) Must Reside in Dormitory**

Scholarship student must reside in the dormitory designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance. Living off-campus is not allowed.

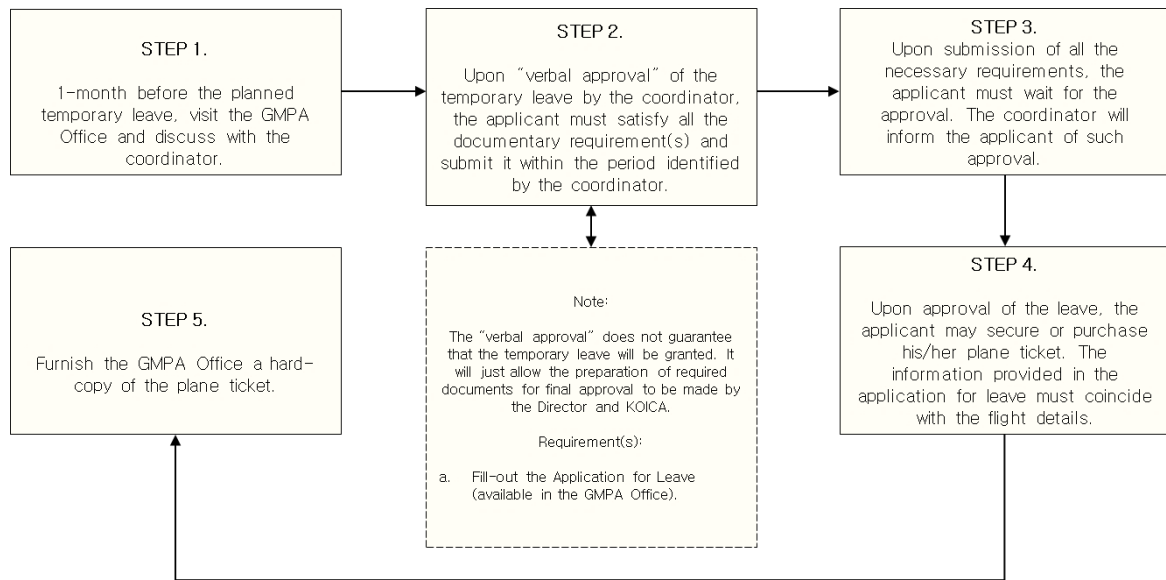
#### **5) Must Abide by Residency Regulations**

A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately. SungKyunKwan University has very strict dormitory regulations and all students must abide by them. SKKU's dormitory regulations will be provided upon arrival.

## **2. 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 if they notify the university in advance.
- The airfare and any other expenses incurred for the temporary leave is to be borne by the participants. **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/she may be suspended from the KOICA scholarship.

**Figure 6. Application Process for Temporary Leave**



### 3. OTHERS

- Students should follow the code of conduct as well as KOICA SP participants guideline provided by KOICA and SKKU.
- 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.
- Student should check Student Visa (D-2-3 for Master's Degree in Korea) and its valid date by the end of scholarship program before entering Korea. Otherwise, the student may pay the additional charge to renew the visa in Korea

## V. REQUIRED DOCUMENTS

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

1. **KOICA Application Form** *(Type in English and print out, hand writing is not acceptable)*
2. **SKKU Application Form** *(Type in English and print out, hand writing is not acceptable)*
3. **Self-introduction Form** *(Type in English and print out, hand writing is not acceptable)*
4. **Curriculum Vitae or Resume** *(Type in English and print out, hand writing is not acceptable)*
5. **Study Plan** *(Type in English and print out, hand writing is not acceptable)*
6. **Two Recommendation Letters**
7. **Original copy of official transcripts** (undergraduate work; include official transcript of previously attended graduate institution, if available)
8. **Original copy of diploma or certificate of graduation from undergraduate institution** (include certificate of diploma of graduation from graduate institution, if available)
9. **Letter of consent for Degree verification** *(Please write down 'accurate date of admission and graduation of your undergraduate school')*
10. **Letter of request for Degree verification**
11. **Certified copy of TOEFL, TOEIC, or IELTS** (if available)
12. **Employment verification**
13. **Copy of passport and two photos (3cm x 4cm)** *(please check the expired date.)*

### ※ **IMPORTANT NOTES**

- Your application is considered complete only when you have submitted all required documents. Applicants who have not properly prepared the required documents will not be selected.
- All documents should be original; however, you may submit documents only if they are attested.
- All documents in a foreign language other than English must be accompanied by a notarized English translation.
- None of the submitted records and documents will be returned.

## VI. CONTACTS

### CONTACT INFORMATION

#### 1) Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. Jinmin Lee**

Training Program Department

- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0586
- Fax: +82-31-740-0590
- E-mail: [jinmin.lee@koica.go.kr](mailto:jinmin.lee@koica.go.kr)
- Homepage: <http://www.koica.go.kr>

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

- Tel: +82-31-777-2646, Fax: +82-31-777-2631
- E-mail: [sujinyim@global-inepa.org](mailto:sujinyim@global-inepa.org)

#### 2) Graduate School of Governance, SungKyunKwan University

· **Program Manager: Ms. Hyelin CHUNG**

- Global Master of Public Administration Office, GSG, SKKU
- Tel: +82-2-740-1836,
- Fax: +82-2-740-1890
- Email: [mystory311@skku.edu](mailto:mystory311@skku.edu)
- Homepage: <http://shb.skku.edu/gmpa>

**\*THE SCHEDULE IN PI (PROGRAM INFORMATION) IS SUBJECT TO CHANGE ACCORDING TO THE KOICA AND SUNGKYUNKWANUNIVERSITY SCHEDULE.**