

KOICA-HKNU Master's Degree Program in Integrated Chemical and Environmental Technology (M-ChET)

August 16, 2018 – March 29, 2020

Seoul & Seongnam, Korea



Korea International Cooperation Agency



Hankyong National University

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

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I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-HKNU Master's Degree Program in integrated Chemical Environmental Technology(M-ChET)

■ **Duration**

- Stay duration: August 16, 2018 ~ March 29, 2020 (20 months)
During 20 months in Hankyong University, students are strongly recommended to complete their thesis.
- Academic duration: August 15, 2018 ~ August 20, 2020 (24months)
In accordance to the university regulations, the diploma will be issued in August 2020.

■ **Degree:** Master of Science in Chemical Engineering

■ **Objectives**

Specifically designed for government officials from developing countries, the M-ChET program aims to contribute to economic development of these countries by

- Nurturing human resources capable of helping promote Chemical and Environmental Engineering, development cooperation, and adaptation of global climate change with Convergence Technology;
- Strengthening capabilities of government officials who are engaging in sustainable environmental development policy;
- Building human networks between and among the trainees and officials from relevant agencies and organizations and raising their understanding of how important the economic and cultural cooperation between countries is
- Offering them opportunities to learn chemical and environmental engineering for the purpose of promoting economic development and welfare in their countries.
- Assisting them to prepare and write a Master thesis on a subject related to chemical, energy and environmental problems.

■ **Training Institute:** Hankyong National University

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

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

■ **Accommodations:** KOICA International Cooperation Center (ICC), Hankyong
National University Dormitory

■ **Major courses**

Fundamentals of Chemical Engineering; Organic Chemistry; Energy and Environmental engineering; Air Pollution and Treatment Technology; and Thesis Research.

■ **Application Eligibility**

- Candidates should meet the following qualifications:

- Bachelor's and/or a higher degree in Engineering (CHEM, ME, EE, and BT) from an accredited institution (CHEM: Chemical Engineering, ME: Mechanical Engineering, EE: Environmental Engineering, and BT: Biotechnology);
- Have at least two years of work experience in the relevant field upon graduation;

■ **Expected future paths after graduation:**

- Further study for Ph.D. degree
- Leaders in the fields of chemical, energy, and environmental technologies.
- High-level policy-makers in the field of national strategy and policies on energy, environment and chemical industry development.
- University Professors

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE (2018~2020)

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2018.08.16	Arrival, KOICA Orientation
	2018.08.20	Orientation
Pre – Course (2weeks)	2018.08.20~2018.08.31	- Supplementary Class; Korean Language, Microsoft Office etc.
Fall Semester (1st semester) (15weeks)	2018.09.01~2018.12.21	- 1 st Semester - Field Trip 1, Study Trip 1 - Midterm Exam and Final Exam - Course Evaluation
Winter Semester /Winter Break (10weeks)	2018.12.22.~2019.03.01	- Winter Semester - Midterm Exam and Final Exam - Course Evaluation - Submission of the Potential Thesis Topics - Extra-curricular courses (Korean, Ski etc.)
Spring Semester (2nd semester) (15weeks)	2019.03.02~2019.06.21	- 2 nd Semester - Preliminary Thesis Proposal - Midterm exam and Final Exam - Course Evaluation - 2 Field Trips, 2 Study Trips
Summer Semester /Summer Break (10weeks)	2019.06.22~2019.08.31	- Internship/ Thesis Writing Period - Extra-curricular courses t(Korean, Taekwondo etc.)
Fall Semester (3rd semester) (15weeks)	2019.09.01~2019.12.20	- 3 rd Semester - Midterm Exam and Final Exam - Course Evaluation - Home Visiting
Winter Semester /Winter Break (10weeks)	2019.12.21~2020.03.01.	- Thesis Writing Period
Spring Semester (4nd Semester) (15weeks)	2020.03.02~2020.06.19	- 4 th Semester - Independent Research for the Thesis - Farewell Ceremony, Departure
Wrap-up Session	2018.03.02	Final Oral Defense Presentation
Wrap-up Session	2020.03.25	2018 M-ChET Farewell Ceremony
	2020.03.28	Departure
	2020.08.15	Graduation Ceremony(online)

*The above schedule is subject to change.

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

2. CURRICULUM

1) Curriculum & Credits

- The total number of credits required to complete the Master's program: 33 credits

#	Semester	Total Credits	Required Courses		Elective Courses	
			Credits	Subject	Credits	Subject
0	Pre – Course	0	0	Basic Korean Language		
			0	Learning computer (MS office)		
			0	English Speaking		
1	Fall 1	12	3	Fundamentals of Chemical Engineering		
			3	English Writing		
			3	Intermediate Korean Language		
			3	Scientific Writing and Practice		
2	Winter Session	6-12	3	Organic Chemistry	3	Chemical and Environmental Thermodynamics
					3	Bio-Chemical Engineering
3	Spring 1	3-9	3	Energy and Environmental Engineering	3	Implementation of Renewable Energy and Biomass Resource Development Policy
					3	Water Resources and Environmental Systems Management
	Summer Session	-	-	Intern Course	-	Extra-curricular courses -Korean Language -Understanding Korean Culture -Sports (Taekwondo, badminton, etc.)
4	Fall 2	3-9	3	Air Pollution and Treatment Technology	3	Water Treatment and Water Quality Engineering
					3	ODA Policies in Global Development Cooperation
	Winter Session	-	-	Thesis Writing Period	-	Extra-curricular courses -Korean Language -Understanding Korean Culture -Sports (Taekwondo, badminton, etc.)
5	Spring 2	3	3	Independent Research for Thesis		
Credits		33	24 (8 mandatory courses)		9 (select 3 courses among 6 elective courses)	

* The above curriculum is subject to change.

* Graduate students have to earn a total of 33 credits including elective courses to complete the Master's Degree Program. If graduate students prefer to spend more time for writing a thesis, it is strongly recommended to take minimum number of elective courses.

2) Graduation Requirements.

- Master's candidates who successfully complete 33 credits and submit the Master's thesis will be granted the Master in integrated Chemical Environmental Technology.

Course Classification	Credit
Required Courses	21
Electives Courses	9
Independent Research for Thesis	3
Total	33

* The above requirements are subject to change.

- 20 months of resident (4 regular semesters and 1 winter session)
- Minimum grade point average for graduation: B0 (3.0/4.5)
- Minimum grade in required courses: B0 for each course
- Minimum grade for other courses: C0
- Students who received a grade of "F" cannot retake the course.

A. Title of Degree

This is a master's degree program; in which students can learn about chemical and environmental engineering. Master's candidates who complete a minimum of 33 credits and submit the Master's thesis will be granted the Master of Science in Chemical Engineering

B. Medium and Method of Instruction

English is the medium of instruction, not only for all courses, but for all academic affairs; therefore, students do not need any prior knowledge of Korean. Students can complete all of their requirements for graduation within 20 months and the courses are designed to ensure that students gain practical expertise. Participatory teaching methods will be fully utilized including diverse methods such as debate, simulation, role playing, and case study will be employed to enhance the students' problem solving skill.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trips & study visits

During the program period, participants are provided with many opportunities to make field trips to Korea's Chemical Industry and other sites of their interest to learn about Korea's energy and environmental sector. You can find the draft list of sites for the field trip.

- Industrial Sites: Hanwha Total Petrochemical, Korea Research Institute of Chemical Technology (KRICT), Water treatment plant, Hyundai Motors, Posco (Steel), SK Industry, Saemangeum Industrial Complex, Yeosu Chemical Complex, Hankyong Biogas center, and others
- Cultural Sites: Insadong, Korean Folk Village, Gyeongbokgung Palace, Hwaseong Fortress, Damyang Juknokwon (Bamboo Garden) and others
- Public Offices: Ministry of Finance and Economy, Job World in Seongnam, Ubiquitous Dream Hall, Center for The Freeway Traffic Management System (FTMS), Rural Development Administration, Korea Rural Community Corporation and others.



2) Campus Event

Various kinds of school events for faculty members and students are held all the year round, including closing gathering, sports meetings, mountain climbing, and Korean family visiting.

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

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Hankyong National University, being the only four-year national university in Gyeonggi-do, is located among great regional assets of the West Coast, including the West Sea Development Plan site and Asan Bay Industrial Complex, to offer specialized technical education that is demanded by the advanced industrial society and for the national development of Korea.

Recognized for the Best Faculties by Joongang Ilbo in 2000 and selected as Outstanding Industrial College by the Ministry of Education and Human Resources in 2001, Hankyong National University became the first industrial college to be designated for specialization in dairy industry. In 2002, Hankyong National University was selected for Gyeonggi-do Regional Cooperative Research Center's (GRRC) research in BT, Smart Logistics. Based on the research grounds, Hankyong National University will continue to specialize in agricultural bioengineering (BT) and information technology (IT).

In 2003, Hankyong National University won the Presidential Award at the Small/Medium Business Technology Innovation Competition. With our dedication to nurture industrial manpower and offer continuing education, we are actively offering programs with academic-research cooperation systems and hands-on learning to nurture human resources that pioneer the 21st Century.

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

2) Homepage: General Graduate School (GGS) of Hankyong National University
(HKNU)
(http://www.hknu.ac.kr/web/eng/u_02_05)

2. ACCOMMODATION

1) Dormitory

Hankyong National University has five dormitory buildings. Hoyeon-gwan was opened in 2007 and can accommodate 390 students in 195 rooms, and Bibong-gwan was also opened in 2007 and can accommodate 214 students in 54 rooms, and ChangJo-gwan was also opened in 2013 and can accommodate 200 students in 100 rooms, and Green-Naknong-gwan was also opened in 2014 and can accommodate 70 students in 35 rooms, and Narae-gwan was also opened in 2017 and can accommodate 592 students in 296 rooms. In addition, the university operates facilities such as a fitness center, study rooms, a laundry room and a lounge in the dormitories.

2) Rooms and Facilities for Hankyong-KOICA Students

The dorm offers affordable and convenient option to graduate students of the Program. Comfortable and accessible, the dorm is air-conditioned, and wifi service is available in each room.

- **Room**

Rooms in the dorm are furnished with a bed, a desk and a locker. (1 room per person)

- **Facilities NOT Provided from the School**

Bed linen, pillow, blanket, closet, phone, desk lamp, LAN cable, kitchen items other than stoves, microwaves, and refrigerators

***If the amount of water, electricity, and gas consumed is more than twice the average, the excess should be paid by individual students.

- **Facilities Provided from the School**

Study room, laundry room, gym, table tennis and lounge



3) Cafeteria

A. Meal Service

- Breakfast, lunch and dinner are served daily.
 - * For students who want to use school cafeteria: Additional payment is required and may be paid with KOICA allowance of KRW 33,300 per day. Meal allowance is already included in the KOICA allowance.
- The cafeteria tries to offer a balanced diet containing appropriate amount of fats, proteins, carbohydrates, vitamins, minerals and others.
- All menu items containing pork are clearly labeled.
- All students must reside in university-owned housing and participate in the associated mandatory board plan in accordance with University's Housing Regulation.
- Meal plans are purchased for the entire academic year. This requirement allows us to enter into favorable year-long purchasing agreements with vendors.
- Before the meal, students must present their Dormitory Student ID Key Cards and cards need to be confirmed. It will double as your Meal Card.
- The Meal Card System can make it very easy for the staff to effectively manage a graduate's meal allowance.

B. Kitchen in Dormitory Cafeteria

- A communal kitchen with microwaves, stoves and sink is located in the dormitory.
 - Students are able to cook by using the kitchen facilities.
- * Kitchen items other than stoves, microwaves, and refrigerators must be provided by each individual.



4) Facilities

A. Education-related Facilities



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

Classification	Name of the Building	Room Number
KOICA Lecture Room	Future Integrated Technology Research Center	513
KOICA Study Room	Future Integrated Technology Research Center	509



B. Research Lab.

- Hankyong Analysis Center

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

- Research Institute of Agricultural and Environmental Science

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

- The Research Center for Friendly Environment Livestock Production Technology

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

production systems, development / industrialization of processing techniques for traceability of animal products and thereby realization of a sustainable model in animal industry.

- Biogas Research Center

The Biogas Research Center (BRC) was instituted with the financial aid of the Gyeonggi Provincial Government, Anseong City Office and Hankyong National University in 2006. BRC is conducting research for the production of renewable energy and the reuse of waste-biomass such as livestock manure and food wastes high in organic matter content. The anaerobic digestion technique producing methane gas from strong organic wastes is the production method of alternative energy substituting fossil oil and a very effective disposal method of organic wastes reducing greenhouse gases.

- Institute of Ecological Phytochemistry

The Institute of Ecological Phytochemistry was founded by five professors in April 2002. Located near other biochemical research centers in Hankyong National University, it has great resources for joint research and networking. The ultimate goal of the Institute is to analyze, separate and refine medicinal substances of special plants, and researchers collect plants and extract them to analyze their chemical substances for that purpose. Some of our achievements include studies on responding to climate changes, selection of new plants producing bio-ethanol, and discovery of new helpful plants based on plant genetics and evolution. We are spotlighted by many esteemed researchers around the world and working with five departmental members, four professional researchers, and five students in doctorate and graduate programs.

3. OTHER INFORMATION

1). Campus Life

A. Central Library

The central library is a total floor area of 9,044.31m² and has about 500 seats in the reading room. It manages a collection of about 280,000 books, about 350 kinds of periodicals, about 10,000 kinds of electronic journals, and about 6,000 kinds of

media resources to support researches and academic activities of the university. The library categorizes its services by locating humanities and social science room on the 2nd floor, art, linguistics, and literature room on the 3rd floor, natural & applied science & technology room on the 4th floor, and electronic information room on the 5th floor. Also, it allows students to search resources, use digital versions of theses and dissertations, and utilize the SMS services to make it faster and easier to use its services.

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

Library Units and Materials

Location	Unit	Seats	Remark
1F	Reading Room 1	318	<ul style="list-style-type: none"> - Study room - Seat designation system
	Reading Room 2	130	
	Reading Room 3	50	
2F	Social and Human Sciences	34	<ul style="list-style-type: none"> - Collections: Computer, philosophy, religion, social science - Newspaper
	Seminar Room 3	14	<ul style="list-style-type: none"> - Group discussion or seminar - Online application only
	Seminar Room 4	18	
3F	Art, Language, and Culture	95	- Art, language, culture and history
4F	Science and Technology	133	- Technology, science

	Donation Book Room	7	- Room for donated books
5F	Digital Library	200	<ul style="list-style-type: none"> - Internet search, DVD, VIDEO - Films on Wednesdays at noon! - Computer documentation, scanner, printer, etc. are available. - Library services and collections for National Assembly Library / The National Library of Korea
	Seminar Room 1	12	<ul style="list-style-type: none"> - Group discussion / Seminar - Online application only
	Seminar Room 2	12	

B. Student Counseling Center

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

C. Athletic Facilities

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

D. Other Facilities

	Location	Opening Hours	Remark
Bookstore	Student Union 1F	09:00 ~ 18:00	<ul style="list-style-type: none"> - Textbook - Office supplies

Campus Cafe	Student Union 2F	09:00 ~ 20:00	- Refresh Coffee Shop - Only open during semesters
Convenience Store	Near Headquarter	09:00 ~ 20:00	- During semester
		09:00 ~ 18:00	- During vacation
Photocopy Room	Central Library 1F	09:00 ~ 20:00	- Printing, Copy - (cash or prepaid card only)
On-campus Bank	Student Union 2F	09:00 ~ 16:00	- Shinhan Bank
ATM	Administrative Building 1F	08:00 ~ 22:00	- Nonghyup and Shinhan Banks ATM machines

4. MEDICAL CHECKUP & HEALTH CARE

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

1) Campus Health Care Services



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

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

- **Location:** Student union building 1F
- **Office hours:** Mon.-Fri. 09:00 -17:00
(Lunch hour: 12:00-13:30)
- **Tel:** 031) 670-5119

2) Off-Campus Health Care Services

For severe health problems or medical checkup, you can visit the following hospitals. We recommend you to visit the university health service center before you go to the hospitals. The school will make a proper arrangement with the hospital for you.

○ Gyeonggi-do Medical Center (Anseong Hospital) (경기도 안성 의료원)

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

○ Anseong St. Mary Hospital (안성 성모 병원)

- Weekdays: 08:30~18:00
- Saturdays: 08:30~14:00
- Tel: (031) 675-6007
- Address: 58, Sijang-gil, Anseong-si, Gyeonggi-do, Korea
- Website: <http://ansmc.co.kr/>

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.

(1) 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 Dean of Graduate School of International Development and Cooperation
- Other events as approved by the Dean of Graduate School of International Development and Cooperation

(2) 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. MUST RESIDE IN DORMITORY

- Students must reside in dormitory
- Living off-campus is not allowed

A. Dormitory Policies

- At the dormitory, the reward and punishment policy is in operation to provide safe and favorable atmosphere. All residents (newcomers, undergraduates, graduates, foreign students) are required to observe the dormitory policies without any exceptions for the entire order of the community. Please check the guidelines in advance and follow the policies.

○ Reward Action

Details	Rewards
• Contributing to the development/honor of the dormitory	20
• Residents who participate in and win the prize from dormitory events	15
• Applicants for dormitory volunteer programs or events	15
• Residents who voluntarily clean up the dormitory environment	10

○ Disciplinary Action

Disciplinary action	Demerit point
•Any types of sexual violence, harassment and assault will result in a severe penalty •Holding of an unapproved assembly inside and outside of the dormitory •Entering the other gender's dormitory is strictly forbidden	- 30 Termination of occupancy (Re-admission to the dormitory is forbidden)
• Damage to dormitory property	-10 ~ -30
•Entering the dormitory through means other than the designated ways (use of a master key due to loss of original key, illegal passing without a key)	-20
•Allowing non-residents to stay overnight or transferring or renting of a room without permission	-20
•Noises, gambling, violence or theft •Changing room without permission •No flammable materials, fireworks or cooking •Possession or use of potential fire hazards (butane gas, flammable materials. electrical appliances, portable stoves)	-10 ~ -15

Disciplinary action	Demerit point
<ul style="list-style-type: none"> •Fire in the dorm (building) •Carrying or possession of alcoholic beverages / Drinking in the room •Non-resident's visit without permission from the housing supervisor •Absence from routine inspection (No excuse will be allowed.) 	-10
<ul style="list-style-type: none"> •Disobedience or noncompliance with staff or supervisor's instructions •Opening/acquiring of another resident's mail without permission •Abandoning personal items in the shared space (corridor / stairways / lounge / laundry room) 	-5

- ※ Residents who get – 30 penalty will be evicted immediately and the offender forfeits the refund on paid housing fees, and will permanently not be permitted entering dormitory.
- ※ Frequent passing after midnight is less welcomed (00:00 ~ 05:59 four times a month).



3. 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.

4. EXAMINATIONS AND GRADE EVALUATIONS

- Students must maintain at a minimum a B0 (80-84) grade point average.

Anything below 80 points will not be acknowledged as a passing grade.

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

○ 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.

○ Scholastic Performance Evaluation Method

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

V. REQUIRED DOCUMENTS

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

- 1) **Hankyong University Form 1: Document Check List**
- 2) KOICA Application Form
- 3) **Hankyong University Form 2: Application Form(Type in English and Print out, Hand writing is not acceptable)**
- 4) **Hankyong University Form 3: Personal Statement & Study Plan(Type in English and print out, hand writing is not acceptable)**
- 5) Curricular Vitae
- 6) **Hankyong University Form 4: Recommendation: from two different professors with a stamp or signature on a sealed envelope by the recommender**
- 7) **Hankyong University Form 5: Permission of Inquiry of Certificate of Entry and Exit**
- 8) A Copy of the Applicant's Passport (please check the expired date.)
- 9) Verification of Academic Record (Sealed by president)
- 10) Certificate of Employment (if applicable)
- 11) 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.

* Important Notes for All Applicants:

1. All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. SuJung Lee**

Training Program Department

- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 13449 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0585
- Fax: +82-31-740-0590
- E-mail: gsujung87@koica.go.kr
- Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Jiwon Yoo**

- Phone: +82-31-8017-2674
- Fax: +82-31-8017-2680
- E-mail: jiwonyoo@global-inepa.org

2) Graduate School of Hankyong National University

· **Program Director: Prof. Hyoung Lim Koh**

- Phone: +82-31-670-5410, Fax: +82-31-670-5200
- E-Mail: hlkoh@hknu.ac.kr
- Homepage: <http://www.hknu.ac.kr>

· **Program Coordinator: Ms. Heesun Kwon**

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- Homepage: <http://www.hknu.ac.kr>

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