

25 June 2020 **MASTER COPY**
*hmt***CUSTOMS MEMORANDUM CIRCULAR**
NO. 161-2020

To: All Deputy Commissioners
The Assistant Commissioner
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: 2020-2022 Master's Degree Programs Offered by Korea

Attached is the invitation to the 2020-2022 Master's Degree Program in Public Management and Public Sector Reforms offered by the Korea International Cooperation Agency (KOICA) and the Graduate School of Public Administration, Seoul National University (SNU).

Interested parties may submit their application to the ITDD on or before 17 July 2020.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


REY LEONARDO B. GUERRERO
Commissioner

JUN 29 2020



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Program Information

2020


KOICA-SNU

Master's Degree Program in Public Management and Public Sector Reforms

December 21, 2020 – June 30, 2022

Seoul & Seongnam, Republic of Korea

KOICA  **CIAT**
KOICA Fellowship Program
Korea International Cooperation Agency

 **GSPA** Graduate School of
Public Administration
Seoul National University
Graduate School of Public Administration
Seoul National University

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

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I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms

■ **Duration:**

1) **Program Duration:**

• **Online Preparatory Session:** December 21, 2020 ~ January 29, 2021 (at student' home country)

• **Stay Duration:** February 15, 2021 ~ June 30, 2022 (16.5 months)

*During their stay at SNU, students need to complete their thesis.

2) **Academic duration:** March 2021~ February 2023 (24 months)

*Following the University regulations, the diploma will be conferred in February 2023.

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

■ **Objectives:**

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

■ **Training Institute:**

Graduate School of Public Administration (GSPA),

Seoul National University (SNU)

(<http://gmpa.snu.ac.kr>)

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

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

■ **Accommodations:**

Seoul National University Dormitory (Gwanak Residence Halls) during your stay in Graduate School of Public Administration, Seoul National University

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

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY/MM/DD)	Contents / Remarks
Preparatory Session (1)	2020/12/21~ 2021/01/29 (6 weeks)	Online Lecture in the Students' Home Country <ul style="list-style-type: none"> • Preparatory Session <Basic Statistics>, <Basic Korean>, <Korean Culture and History> • SWOT Analysis (1st) Lecture and Country Report Orientation
Arrival	2021/02/15	<ul style="list-style-type: none"> • Arrive in Korea • Move to self-quarantine facility for 14-day • Medical Check-up (1~2 days)
Preparatory Session (2)	2021/02/16 ~ 2021/03/01 (2 weeks)	Online Lecture in the Republic of Korea <ul style="list-style-type: none"> • <Basic Korean> • <Human Rights and Gender Equality> Education
2021 Spring Semester (1st semester)	2021/03/02 ~ 2021/06/11 (15 weeks)	<ul style="list-style-type: none"> • Dormitory Check-in and GMPA Orientation (3.2) • Alien Card Application • Apply for SNU student card and Open the Bank Account • Register four courses and earn 12 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Basic Korean (non-credit) • MT, Special Lecture & Forum, Seminar, Roundtable • Country Report Review Seminar (May) • Study Tour (3 times) • Assignment of Thesis Advisor
Short Summer Break	2021/06/12 ~ 2021/06/20	<ul style="list-style-type: none"> • Short Summer Break for Summer Semester
2021 Summer Semester (2nd semester)	2021/06/21 ~ 2021/07/30 (5 weeks)	<ul style="list-style-type: none"> • Register two courses and earn six credit hours • Mid-term Exam (8th time) and Final Exam (15th time) • Basic Korean (non-credit) • Special Lecture for Thesis Writing and Thesis Workshop • Course Registration for Fall Semester
Summer Vacation	2021/07/31 ~ 2021/08/31	<ul style="list-style-type: none"> • Public Internship (Optional) • Data Research for Thesis Writing (Optional) • GMPA Conference

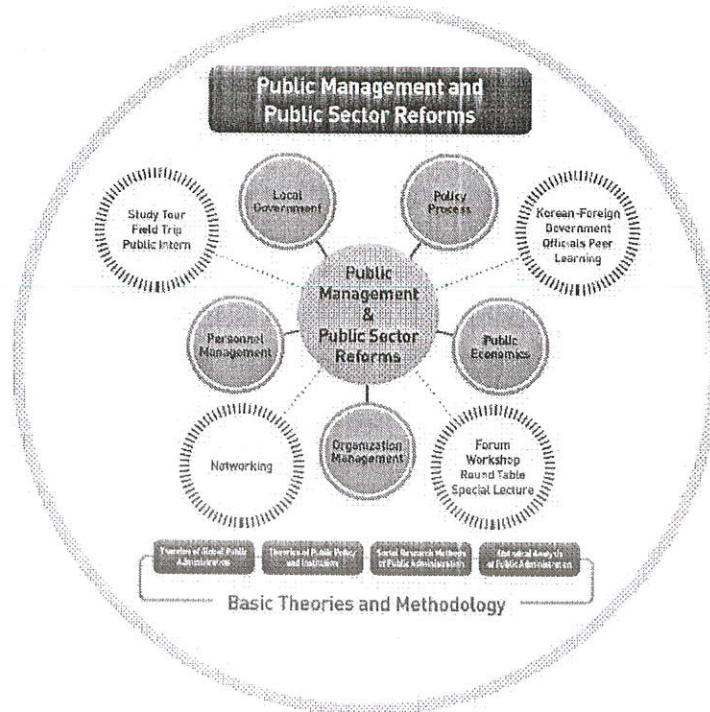
Session	Date (YYYY/MM/DD)	Contents / Remarks
2021 Fall Semester (3 rd semester)	2021/09/01 ~ 2021/12/10 (15 weeks)	<ul style="list-style-type: none"> • Register four courses and earn nine credit hours including one non-credit course <Korean and Korean Culture> • Thesis Qualifying Examination (9.10.) • SWOT Analysis (2nd) and Thesis Topic Presentation Workshop • Mid-term Exam (8th week) and Final Exam (15th week) • Special Lecture, Forum, and Seminar, Roundtable • Application for Thesis Submission and Submission of Thesis Summary (10.9.) • Submission of Thesis Proposal (11.15.) for Preliminary Thesis Examination (Oral Defense (11.22.)) • Special Lecture & Forum, Seminar, Roundtable • Study Tour (3 times) • Country Report Presentation Workshop
Winter Break	2021/12/11 ~ 2021/12/19	• Short Winter Break for Winter Semester
2021 Winter Semester (4 th semester)	2021/12/20 ~ 2022/01/21 (5 weeks)	<ul style="list-style-type: none"> • Register one course and earn three credit hours • Mid-term Exam (8th time) and Final Exam (15th time) • Course Registration for Spring Semester
Winter Vacation	2022/01/22 ~ 2022/03/01	<ul style="list-style-type: none"> • Public Internship (Optional) • Home Leave for Data Collection for Thesis (Optional)
2022 Spring Semester (5 th semester)	2022/03/02 ~ 2022/06/10 (15 weeks)	<ul style="list-style-type: none"> • Register two courses and earn six credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam (3.30) & Final Thesis Exam (Oral Defense) (5.16) • Submission of Thesis Final Version for Thesis Printing (6. 1) • Special Lecture & Forum, Seminar • Study Tour (1 time) • SWOT Analysis (3rd) and Action Plan Workshop
Wrap-up Session	2022/06/21	• Closing Ceremony of 2020 KOICA Scholarship Program
	2022/06/30	• Departure
2022 Fall Semester	2022/09/01 ~ 2022/12/14	<ul style="list-style-type: none"> • Thesis Revision under Professor's Supervision and Thesis Completion in home country (if required)\ • Master's degree certificate to be granted in February 2023

NOTE: * The above schedule is subject to change.

** A detailed <Program Information> will be provided at SNU-GMPA Orientation.

2. CURRICULUM

The < Master's Degree Program in Public Management and Public Sector Reforms > program consists of six modules of curriculum and four modules of special activities. These ten modules will deliver the academic contents in a systematic and in-depth manner as follows.



- Students will learn fundamental theories of public management and understand the methods by which they can apply the learning to work-site operations. Further, with a view to building capacity for evidence-based policymaking and evaluation, <Social Research Methods of Public Administration>, and <Statistical Analysis of Public Administration> courses are offered. For students who do not have sufficient knowledge about statistics, a pre-course titled <Basic Statistics> is also provided during the preliminary session.
- <Theories of Global Public Administration> and <Theories of Public Policy and Institution> courses will enable students to understand the basics of public administration and public policy.

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

- o Advanced courses in organization, personnel management, public economics, local government, and policy process are introduced based on the fundamental theories and methodology.

Elective Courses	Organization Management	<ul style="list-style-type: none"> • Organization and Public Administration • Government and Transparency • Topics in Public Administration (Public Sector Reforms in South Korea)
	Personal Management	<ul style="list-style-type: none"> • Public Personnel Administration • Global Leadership and Public Ethics
	Public Economics	<ul style="list-style-type: none"> • Economic Analysis • Introduction to Government Accounting • Government and Market • Economics of International Development
	Local Government	<ul style="list-style-type: none"> • Local Administration • Environment and Sustainable Development
	Policy Process	<ul style="list-style-type: none"> • Evaluation of International Development Program • Project Management • Development Policies in the Global Context • Global Comparative Politics • US Foreign Policy • Environmental Issues and Global Governance • Topics in Public Administration (Public Policy and the Socio-Economic Development) <p> ↘ Theory and Practice of Knowledge Management ↘ Understanding International Development Cooperation ↘ Understanding East Asian Economic Development </p>

↘ These courses will be available at other schools in SNU

1) Curriculum & Credits

Credits required to complete the Master's program: 36 credits

Semester	Type	Credits	Course Title
2020 ONLINE Preliminary Session (1) & (2)		-	<ul style="list-style-type: none"> • Basic Korean • Basic Statistics • Korean History and Culture • SWOT Analysis Lecture and Country Report Orientation
2021 Spring Semester	Required	6	<ul style="list-style-type: none"> • Theories of Public Policy and Institutions • Social Research Methods of Public Administration • Basic Korean I (non-credit)

Semester	Type	Credits	Course Title
Four courses (12 credits)	Elective	6	<ul style="list-style-type: none"> • Environment and Sustainable Development • Public Personnel Administration • Organization and Public Administration • Development Politics in the Global Context
Summer Two courses (6 credits)	Required	6	<ul style="list-style-type: none"> • Topics in Public Administration (Public Sector Reform in South Korea) • Project Management • Basic Korean I (non-credit)
2021 Fall Semester Four courses (9 credits)***	Elective	3	<ul style="list-style-type: none"> • Theories of Global Public Administration • Korean Language and Korean Culture*** (non-credit) • Statistical Analysis of Public Administration
	Elective	6	<ul style="list-style-type: none"> • Global Leadership and Public Ethics • Evaluation of International Development Program • Local Administration • Government and Market • US Foreign Policy
Winter One course (3 credits)	Elective	3	<ul style="list-style-type: none"> • Topics in Public Administration (Public Policy and the Socio-Economic Development)
2022 Spring Semester Two courses (6 credits)	Required	3	<ul style="list-style-type: none"> • Reading and Research I
	Elective	3	<ul style="list-style-type: none"> • Government and Transparency • Introduction to Government Accounting • Global Comparative Politics
2022 Fall Semester One course (3 credits)	Required	3	<ul style="list-style-type: none"> • Reading and Research II

NOTE: 1. The above curriculum is subject to change.

2. Korean Language and Korean Culture***: This is an alternative course of Korean Language Examination, which is one of the requirements for submitting a master's thesis. The course has no credits.

2) Graduation Requirements

- o To graduate, students must complete 36 credit hours, earn a GPA higher than 3.0 (B⁰), and pass the final thesis examination.
- o Students should pass the thesis qualifying examination which will take place in the first or second week of the second semester.

- o Students should sit for <Korean Language and Korean Culture> course and obtain minimum B°. This course is a non-credit course, which is an alternative course of Korean language examination, which is one of the requirements to submit a thesis.
- o Having fulfilled the conditions above, students apply for thesis examination which consists of three parts: ① preliminary thesis examination (oral defense), ② intermediate thesis examination, ③ final thesis examination (oral defense). To pass the final thesis examination, students should obtain minimum B° (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A+, A°, A-, B+, B°, B- or C. A+ ~ B° means "PASS" and oral defense score should be minimum 60 out of 100 in the final thesis examination.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field Trip:

- o 2 times during this program. The duration of each field trip will be two nights and three days.
- o Field Trip (1) and Field Trip (2) will cover industrial sites, cultural and historical sites, as well as tourist attractions in Gyeonggi, Jeolla Provinces, and Gyeongsang Provinces.
- o The places of field trips will be as follows:
 - Industrial sites: POSCO, Hyundai Heavy Industries, Hyundai Motor, or Kia Motors, Gyeonggi Pyeongtaek Port Corporation, Korea Electric Power Co, Saemangeum Development and Investment Agency, Korea Electronic Power Co., etc.
 - Cultural and historic sites: Nagan Folk Villages, UN Memorial Cemetery, museum and temples in Gyeongju City (the capital city of Shilla Dynasty) and Gyeongsan Provinces
 - Tourist Attractions: Yeosu Expo Complex, Suncheon Bay Wetland Reserve, Nurimaru APEC House, Busan Tower, etc.

2) Study Tour

- o 5-6 times during the program. It is a day trip to public offices, public organizations, a government complex, historic places, and IT villages.
- o The sites of the study tour will be as follows:
 - Public Offices: Cheong Wa Dae (Office of the President), Central Government Complex (in Sejong City), National Assembly, local government, and Seoul Metropolitan Government.
 - Public Organization: National Health Insurance Service, National Information Society Agency, Global Government Employee Pension Service, etc.
 - Historical places: Independence Hall, War Museum
 - Others: DMZ-JSA, Sangam Digital City, Yeosu Intelligent Village, etc.

3) Fellowship Event:

- o Membership training for newcomers, sports events, friendship events such as pizza party, or barbecue party organized by GSPA Students Council.
- o International food festival, sports day, and cultural trips organized by SNU International Students Association (SISA)
- o International food festival and cultural events organized by SNU Residence Halls
- o Other friendship gathering organized by GMPA students themselves to celebrate Chuseok (Korean thanksgiving day) and New Year, and to watch fireworks festival at Han River, etc.

4) Workshops

- o SWOT Analysis Workshop and Action Plan Workshop
- o Country Report Orientation, Country Report Review, and Country Report Presentation
- o Thesis Workshop
- o Academic Writing and Presentation Workshop organized by SNU English Writing Center

5) Other Extracurricular Activities

o Roundtable

Roundtables will be held once a week in the 2021 Spring and 2021 Fall semesters for the class of 2020 GMPA. These roundtables will allow GMPA students consisting of Korean and foreign government officials to discuss public issues in a free and friendly environment. Also, GSPA Ph. D students will join the Roundtables to present their research about Korean public policy issues, which will enable students to deepen their understanding of Korean public policy and public administration.

o Forum, International Conferences, and Special Lectures

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

o Public Internship

→ During summer (August) and winter (February) vacations, various types of internship will be offered in as follows:

: Short-term training program: lectures, field visits, country reports and action plan included

: Onsite internship: job experience program in public/private organizations, NGOs, or international organizations

: Research and Network: Opportunities to share participants' ideas, project proposals or market research

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Seoul National University (SNU) was founded in 1946 as the first national university in Korea. SNU has the largest campus in Seoul and an agricultural campus in Pyeongchang in Gangwon Province. Now it has 15 Colleges, 1 Graduate School, and 11 Professional Schools with 2,260 full-time faculty members and 24,993 students enrolled in degree programs. SNU global standing is 37th in the world, and 11th in Asia by QS World University rankings (Source: SNU, August 2019)

The Graduate School of Public Administration (GSPA) at Seoul National University (SNU) is the first professional graduate school established in Korea and was founded on April 1, 1959. Since then, GSPA has been playing a crucial role in the development of public policy and administration education in Korea, and GSPA graduates have been taking the lead in developing public policy and administration education in the nation. Therefore, the history of GSPA can also be the history of public administration in Korea.

For more than 60 years, GSPA has been committed to empowering students to become experts and government officials who successfully apply their knowledge and skills in responding to public issues, as well as faculty and scholars in various public policy and administration schools in the nation. In this respect, GSPA can be 'the cradle of national leaders' as the graduates of GSPA are demonstrating their ability by taking the lead not only in the public field but also in other various areas in the society.

The GSPA of Seoul National University is one of the top leading educational institutions in Asia that achieved its success through world-class research and educational infrastructure, networks with developing countries, and various practical training program. Furthermore, GSPA will leap to become one of the Global Top 5 administration, policy education, and research institutions through Vision 2030 and plan to nurture leaders for public sectors who takes the lead in creative innovation.

As of December 2019, 5,557 master's degree students and 274 doctoral degree students had graduated from the GSPA, of which many became leaders in the Korean society as high-level public officials: prime minister (1), deputy prime minister (1), minister (20), deputy minister (73), and professors and researchers, politicians, journalists, and corporate leaders.

Global Master of Public Administration (GMPA) Program launched in September 2011 with a combined effort of GSPA-SNU and KOICA to cultivate students' adaptive capacities that will add value to economic and social development in their home countries.

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

So far, 170 GMPA students from 42 different countries have been studying at the GMPA. As of June 2020, 45 participants from 21 different countries and 20 participants from the South Korean government now attend the GMPA program from August 2019. We also look forward to having new students in March 2021.

2) Homepage

- o **Seoul National University**

 - www.snu.ac.kr

- o **Graduate School of Public Administration**

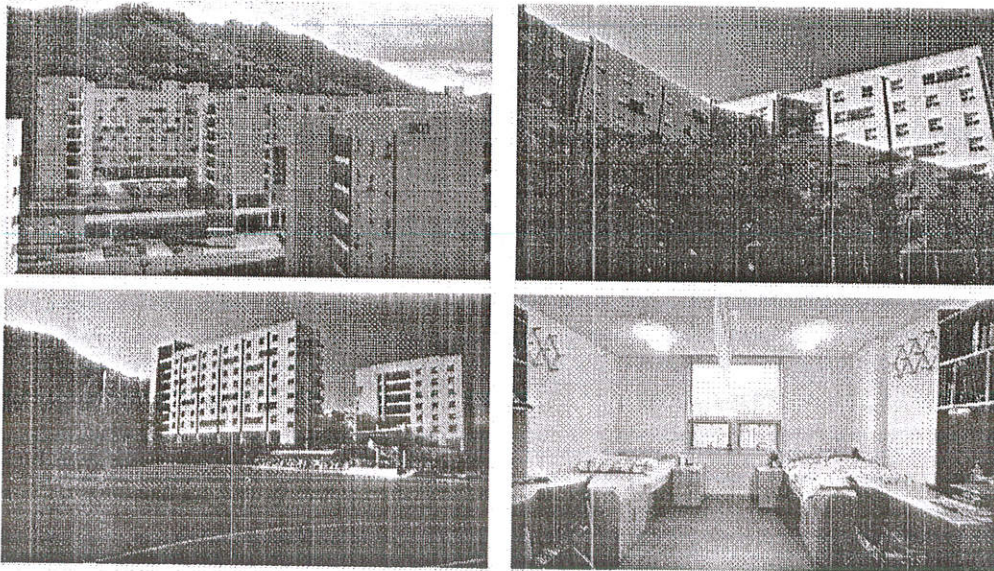
 - <http://gspa.snu.ac.kr>

- o **Global Master of Public Administration**

 - <http://gmpa.snu.ac.kr>

2. ACCOMMODATION

Gwanak Residence Halls is accommodating a large number of over 5,900 residents from all over Korea and around 80 different countries. It provides residents with living quarters not only to study and relax but also to meet people from various backgrounds. This multicultural living environment will provide an opportunity to learn and practice how to respect others and live happily together.



1) Type of Dormitory Room: Double Occupancy (2 people sharing a room)

2) Facilities in the Dormitory Room

- Each room is furnished with a bed, desk, chair, bookshelf, roll screen, phone, mini-refrigerator, shoe rack, air conditioner, bathroom, and shower room, and LAN port to provide internet and email on hand and 220 V power.
- Individual heating system
- Personal Items, including bed sheets, blanket, and pillow, are NOT provided.
- Possessing or using any of the electric heating appliances is prohibited

3) Common area

- **Cooking Room:** Induction, microwave (each floor)
- **Laundry area:** Located on 1st floor of Bldg. 900~903, 1st floor and 7th floor of Bldg. 904~905

4) Resident Assistance Office

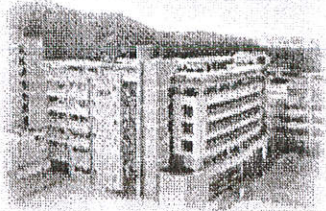
- RA Office is at the lobby of each dormitory building
- Working hours: 19:00~23:00
- RA's responsibilities are to focus on the quality of life in the residence halls and to foster community, and support residents, and to Working.

Gwanak Residence Halls



3. OTHER INFORMATION

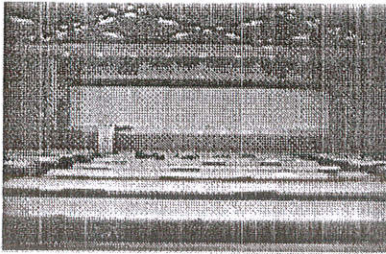
1) Education Facilities of GSPA-SNU



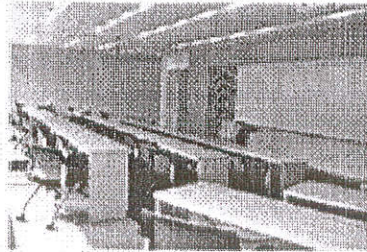
Whole view of GSPA Bldg. 57-1



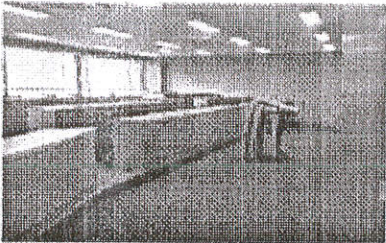
Lobby



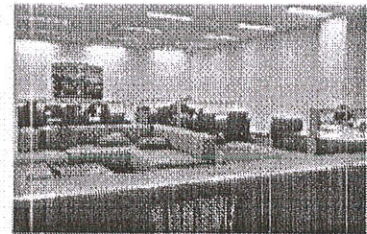
<SK Conference Hall, 1F>



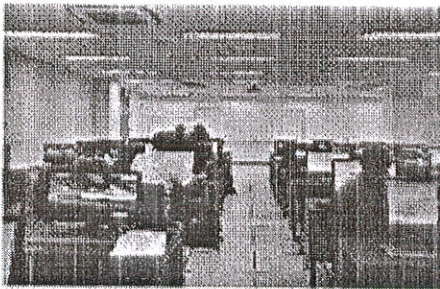
Lecture Theatre, 1F, Bldg. 57-1



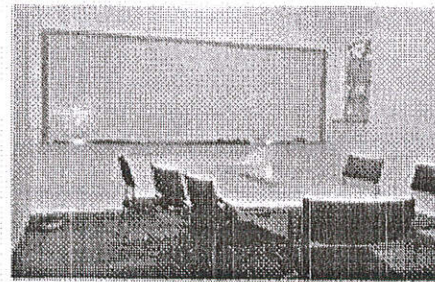
Lecture Theatre, 3F, 4F, Bldg. 57-1



GSPA Library

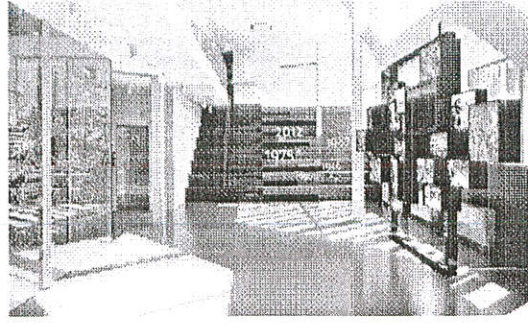
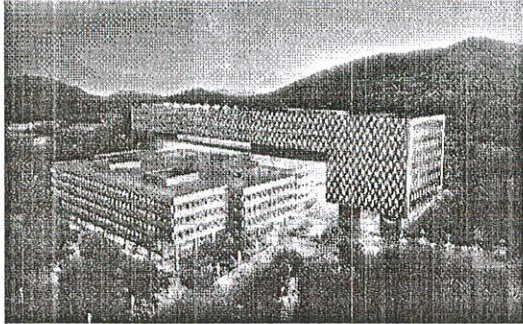


Computer Lab, B1



Seminar Room

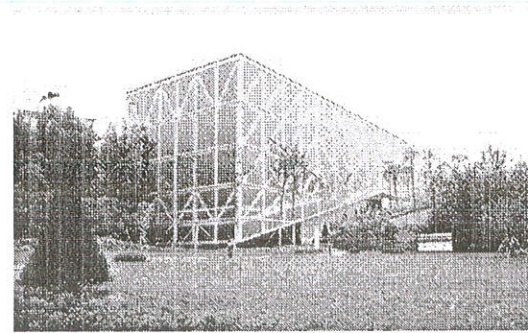
2) Excellent Facilities of Seoul National University



Central Library



POSCO Sports Center



Museum of Arts

3) Dining on Campus

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 1,700 ~ 5,000 KRW per meal. The menu is updated in English daily on the SNU mobile application.

Name	Location (Building#)	Floor	Opening Hours		
			Mon.~ Fri.	Sat.	Holidays
1 st Cafeteria	Student Center (63)	1	08:00-21:00	11:30-14:00, 17:00-19:00	
		B1	11:00-17:30	Closed	Closed
Gangol Cafeteria	Asian Research Institute (101)	1	11:00~14:00 17:00~18:30	Closed	Closed
Vegetarian Buffet			11:30~13:30	Closed	Closed
3 rd Cafeteria	Nearby College of Agriculture (75-1)	3	11:00-14:00	Closed	Closed
		4	11:30-13:30 17:00-19:00	11:30-13:30	Closed
4 th Cafeteria	Nearby College of Education (76)	1	11:00-14:00 17:00-18:00	Closed	Closed
		2	11:30-18:00	Closed	Closed
Dormitory Cafeterias	Old Gwanak-sa (919A)	1	07:30-09:30 11:30-13:30 17:30-19:30	08:00-09:30 11:30-13:30 17:30-19:30	
	New Gwanak-sa (901)	1	07:30-09:30 / 11:30-13:30 / 17:30-19:30		
Jahayon Cafeteria	Nearby the pond (109)	2	11:00-14:00 17:00-19:00	Closed	Closed
Dongwon Hall	Nearby College of Business (113)	2	11:00-14:00 17:00-19:00	Closed	Closed
Engineering Cafeteria 1	Nearby College of Engineering (301)	1	11:00-14:00 17:00-19:00	11:00-13:30	Closed
		2	11:30-13:30	Closed	Closed
Engineering Cafeteria 2	Nearby College of Engineering (302)	1	11:15-14:00 17:00-19:00	Closed	Closed
Snack bar	Nearby old College of Engineering (30-2)	1	08:00-20:30	08:00-17:00	Closed
Wellstory	Nearby College of Human Ecology (220)	1B	11:00-14:00 17:00-19:00	Closed	Closed

4) Medical Facilities in the City

◆ SNU Health Service Center (SNUHSC)

The **Seoul National University Health Service Center (SNUHSC)**, located at 3rd Floor, Student Union Center, Seoul National University, has played a pivotal role in improving healthcare and promoting health for the Seoul National University (SNU) members since its foundation in 1957.

To provide high-quality medical care for the university faculty, staff and students, the SNUHSC runs a comprehensive primary care clinic and various specialty clinics in cooperation with the SNU Hospital (SNUH) and SNU Dental Hospital (SNUDH).

- All medical staff members are specialists and general practitioners of SNUH and SNUDH.
- When a particular specialty clinic is closed, all primary care services are offered at the Family Medicine Clinic.
- As of January 2020, the SNUHSC manages nine specialist medical clinics and has established an efficient medical care linkage system in cooperation with Seoul National University Hospital, Boramae Hospital, and Gwanak Community Health Center. The nine specialties are as follows:
 - Family Medicine
 - Psychiatry
 - Ear, Nose, Throat
 - Dermatology
 - Ophthalmology
 - Gynecology
 - Orthopedics
 - Smoking Cessation Clinic
 - Dentistry
- **SNUHSC operating hours (Mon-Fri): 09:00 ~ 17:30** (*Lunch Break: 12:00~13:30)

During the break, you may obtain a waiting list order at the reception and wait at the lobby. Registration resumes at 13:30.

Tel: +82-2-880-5338
Fax: +82-8-877-1735
- You are required to make online **reservations to avail the services offered by SNUHSC. It is easy and fast.**
- The SNUHSC transfers patients to Boramae Hospital or SNU Hospital when further treatment is needed.

◆ **Seoul National University Hospital**

The **Seoul National University Hospital**, a leading tertiary care facility in Korea, has now extended its services and programs offered by the International Clinic, in response to the increasing demand from foreign residents in Korea. Its services and programs include inpatient and outpatient care and consultations, mostly provided by a comprehensive range of advanced specialists.

Appointment

You can make an appointment by contacting the call center. The contact point is as below.

Medical Service:

Tel. +82-2-2072-2890 (Mon. ~ Sat). 9am to 5pm, Sat. 9am to 12pm)

Fax. +82-2-763-0395 (24 hrs)

[Contact for Further Information]

SEOUL NATIONAL UNIVERSITY HOSPITAL

28 Yongon-dong, Chongno-gu, Seoul 110-744, Korea

Tel: +82-2-2072-2890 (9am to 5pm)

Fax: Medical Service +82-2-763-0395 Dental Service +82-2-741-0545

Email: ihc@snuh.snu.ac.kr Website: <http://www.snuh.org>

◆ **SMG-SNU Boramae Medical Center**

Seoul Metropolitan Government - Seoul National University (SMG-SNU) Boramae Medical Center has developed into a premier municipal hospital of Seoul. The medical center offers low-cost public healthcare while delivering the nation's highest level of treatment services at the same time. All the faculty and medical staff of Boramea Medical Center are employed by and dispatched from Seoul National University Hospital.

Appointment

You can make an appointment by contacting the call center. The contact point is as below.

Medical Service:

Tel. +82-2-870-2177 (Mon. ~ Sat). 8:30am to 5:30pm, Sat. 8:30am to 12:30pm)

Fax. +82-2-870-2177 (24 hrs)

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism

- 1) Students must attend all of the classes he/she has registered for each semester. Any student who, without a good reason, has failed to participate in the class for at least two-thirds of the total class hours shall not sit for the Exam.
- 2) In the event a student is absent for any of the reasons below, the student must notify GMPA Office (snugmpa@gmail.com) to get approval in advance.
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Participation in seminars or conferences (including international ones)
 - Participation in the embassy events
 - Hospitalization due to illness or accident
- 3) In the event of illness or emergencies, 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 Director of GMPA Program. For absences longer than seven days, students must provide a written diagnosis by a physician.

2. Examinations and Grade Evaluations

1) Minimum Grade Point Average Requirement

Students must achieve a minimum a B^o grade point average to be qualified to submit a thesis and to obtain the Master's degree.

2) Regular Exams and Make-up Exam

- Regular Exams: Mid-term (7th to 8th week), Final (15th week of the semester)
- Make-up Exams: In the event, a student cannot sit for an exam due to illness or any other emergency, the students must notify the professor in charge before the examination date and obtain an approval to sit for the exam at another time, and notify GMPA Office.

3) Qualification to Sit for an Examination

- Any students who, without good reason, has failed to attend the class for at least two-thirds of the total class shall be prohibited a written explanation of their absence.

4) Academic Performance Evaluation Method

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

3. Academic Integrity and Plagiarism

- 1) Academic integrity means honesty and responsibility in scholarship. All academic work should result from a student's efforts. Academic integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.
- 2) Plagiarism is dishonest and prevents professors from being able to assess student's authentic strengths and weaknesses and thereby help students to improve. No students shall represent others' words, work, or ideas as his or her own in any academic endeavors. A violation of this section includes but not limited to copying, direct quotation, paraphrase, borrowed facts, or information.
- 3) If academic integrity infractions are in the examination, assignment, or thesis writing, the school will evict students. They should return to his / her country in the middle of SP program.

4. Requirement for Graduation

- 1) Students must obtain 36 credit hours and a minimum average of B^o (3.0) to be qualified to submit a thesis and get the Master's degree.
- 2) Students should pass the thesis qualifying examination of submitting a thesis to be held in the first or second week of the second semester.
- 3) Students should sit for <Korean Language and Korean Culture> and obtain minimum B^o. This course is a non-credit course, which is an alternative course of Korean language examination.
- 4) Having fulfilled the conditions above, students apply for the thesis examination, which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, 3) final thesis examination (oral defense). To pass the final thesis examination, students should obtain minimum B^o (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A⁺, A^o, A⁻, B⁺, B^o, B⁻ or C. A⁺ ~ B^o means "PASS," and oral defense score should be minimum 60 out of 100.

5. Accommodation

- 1) **The student must reside in the SNU dormitory.** Living off-campus is not allowed in principle.
- 2) **Students must abide by dormitory regulation**
 - SNU has stringent dormitory regulations, and all students must abide by them.
 - If a student violates dormitory regulations, the dormitory will evict him or her. Then they must return to his/her country immediately.
- 3) **Cooking is only allowed in the communal cooking area.**
 - Induction, microwave, and water purifier are in the cooking room located on each floor.
 - **Cooking in a dormitory room is prohibited.**

V. REQUIRED DOCUMENTS

※ All documents should be sent to the regional KOICA Office or the relevant government organization's office.

※ You are required to submit ALL of the following documents:

1. KOICA Application Form
2. Recommendation Letter from Applicants' Governments
3. Document Checklist
4. Seoul National University Application Form (Form 1 ~ Form 3) with required documents as follows:

1) Seoul National University Forms (refer to <http://en.snu.ac.kr/admission>)

• **Application Form (Form 1)**

Your name should match the name on your passport or the official certificate of nationality.

• **Personal Statement and Study Plan (Form 2)**

• **Letter of Recommendation (Form 3) from Two Different Recommenders* (one letter from each recommender)**

*Recommendations from university professors, supervisors at work or others who are aware of the applicant's academic abilities are acceptable if it is difficult to receive one from professors of the university where the applicant has studied.

2) **Official Bachelor's Certificate of Graduation and Transcript**

• These documents, detailing your academic achievements, are required from every institution that you have attended (excluding records from primary and secondary schools).

• **Transcripts** must provide a record of the course(s) you completed in each academic year along with the final grade(s). If an institution cannot provide a year-by-year record, the school official must at least provide us with a list of the disciplines you have studied.

• **Apostille or an Authentication** issued by the Korean Embassy or Consulate, or the relevant ministry of applicant's country **is NOT necessary during application. (They are NECESSARY after the final result notice).**

• If there is a record of transfer between academic institutions, the transcript of the previous institute must be submitted. A Certificate of Graduation from the prior institute is not necessary.

3) **Proof of Language Proficiency:** Applicants should submit a score of a recognized English proficiency test such as TOEFL, TEPS, or IELTS. Alternatively, the applicant may prove Language Proficiency by the following documents:

- If the applicant studied at a university in an English speaking country: School profile
- If the applicant studied at a university in a non-English-speaking country: Documents proving that courses were taught fully in English.

4) Applicant's Certificate of Nationality: Copy of an unexpired Passport, or original/notarized Certificate of Nationality, or a notarized identification card can be submitted)

5) Certificate of Nationality of Parent(s): Birth Certificate, Certificate of Family Relations, Citizenship Certificate etc. Both the applicant and parents' names must be indicated.

6) Certificate of Parent-Child Relationship: Birth Certificate, Certificate of Family Relations, Citizenship Certificate, etc. Both the applicant and parents' names must be indicated.

7) Explanatory Statement (Optional): Submit if the applicant needs to provide additional documentary evidence of his/her eligibility for international admissions.

8) Curriculum Vitae

9) Certificate of Employment

■ **Important Notes for All Applicants:**

- ① All forms should be typed in English (**NOT handwritten**), and all the supporting documents should be in English. A notarized English translation should accompany documents in any other language.
- ② Original documents should be submitted. If original documents are unavailable, the originating institution must authorize copies before they are submitted with the application.
- ③ If any of the submitted materials are found to contain false information, admission will be rescinded.
- ④ Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for admission.
- ⑤ Applicants should take full responsibility for any disadvantage they incur on account of mistakes or omissions in the application.
- ⑥ Make sure that you keep photocopies of all completed forms, as all submitted documents will become the property of SNU and will not be returned to applicants.
- ⑦ We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.

VI. CONTACTS

1. Contact Information

1) Korea International Cooperation Agency (KOICA)

· **Program Specialist: Mr. Kang, Hyunseok**

ODA Education Center

Address: 825 Daewangpangyo-ro, Sujeong-gu,

Seongnam-Si, 461-833 Gyeonggi-do the Republic of Korea

Tel: +82-31-740-0681 Fax: +82-31-740-0765

Email: hyunseok@koica.go.kr

Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Bang, Jayoung**

Tel: +82-31-777-2851, Fax: +82-31-777-2882

Email: bang_jy@koworks.org

2) Graduate School of Public Administration, Seoul National University

· **Program Manager: Ms. Lee, Yongmi**

Global Master of Public Administration Program

Tel: +82-2-880-9272, Fax: +82-2-882-3998

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

2020 KOICA Scholarship Program

Application Guideline

For Master's Degree Program in Public Management and Public Sector Reforms

1. Purpose

The KOICA Scholarship Program (SP) for master's degrees is designed to nurture key leaders in developing countries who can contribute to the socio-economic development of their home countries.

2. Target Countries

- Countries selected by KOICA among the DAC List of ODA Recipients
- The list of target countries is subject to change annually to the policies of the Korean government or KOICA

Region	Asia	Africa	Latin America	Middle East	CIS
Countries	16 countries	24 countries	11 countries	3 countries	9 countries
Name of countries	Bangladesh Cambodia Fiji Indonesia Lao PDR Mongolia Myanmar Nepal Pakistan Afghanistan Papua New Guinea Solomon Islands Sri Lanka The Philippines Timor-Leste Vietnam*	Algeria Angola Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Burundi Senegal Sudan Tanzania Tunisia Uganda Zambia Zimbabwe	Colombia Ecuador El Salvador Guatemala Haiti Honduras Jamaica Dominican Republic Paraguay Peru Venezuela	Iraq Jordan Palestine	Azerbaijan Ukraine Belarus Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan Georgia

3. Program overview

- (1) **Program Title:** Master's Degree Program in Public Management and Public Sector Reforms
- (2) **University:** Seoul National University (SNU), Graduate School of Public Administration (GSPA),
- (3) **Number of Participants:** 20 Government Officials

* **For more details on the available** courses, refer to the Program Information of each course that is available to access in the KOICA website (<http://www.koica.go.kr/ciat/index.do>) English webpage → Menu (Stay connected" → "Notice")

4. Qualifications

Prospective applicants must meet all of the following conditions.

- (1) **Citizenship:** Be a citizen of the Scholarship Program target country.
- (2) **Government Nomination:** Be officially nominated by their governments.
 - Be a government employee. With a minimum of 2 years of experience in the field of study
 - * Exception - Applicants with an 'international development NGO' background may apply for the program with two letter of recommendations:
 - Your government office; and
 - Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Organization within your region.
- (3) **AGE:** (Preferably) Be under age 40 as of February 1, 2020.
- (4) **Health:** Be in good health, both physically and mentally.
 - Those with disabilities, but in good mental and physical health, are eligible to apply.
 - Those with severe illness are NOT ELIGIBLE to apply.
- (5) **Level of Education:** Have a completed Bachelor Degree or an equivalent to college / university level Educational background.
 - * Some program have specific qualifications in terms of level of education, and refer to Program Information of each program.
- (6) **English Proficiency:** Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- (7) Not be a person who has withdrawn from KOICA's scholarship program.
 - * Person belonging to the institution in which candidates submitted false documents and returned to his / her country arbitrarily in the middle of SP program cannot apply.
- (8) Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before.
- (9) and other qualifications from university you are going to apply (refer to the Program Information)
- *(10) **Preference:** Descendants of Korean War Veterans will be given preference.
 - Proof of descendants of Korean War document must be presented in application package.

5. Support Service (Scholarship Benefits)

Supports	Amounts	Note
Air Fare	Actual amount paid	<ul style="list-style-type: none"> - Cannot be borne by KOICA in special circumstances like when a participant violates academic regulations - Not borne by KOICA when a participant temporarily leave to his/her home country during the training period - Except for above, borne by KOICA
Tuition Fees	Full amount required by a university	<ul style="list-style-type: none"> - Borne by a training institute
Extracurricular Activities	Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	<ul style="list-style-type: none"> - Amount borne by a school varies - Part of the expenses can be borne by participants, and the amount varies among training institutes
Monthly Allowance	KRW 999,000 per month	<ul style="list-style-type: none"> - It includes expenses for meals, books and study supplies if needed - Same amount will be provided per month - If a participant cannot participate in the course for specific reasons like temporary leave to his/her home country, the allowance for that month shall be prorated for the corresponding number of days studies in Korea (KRW 33,300/day). * The amount deducted (33,300/day) is the same regardless of how many days are in the month. ** During the period of Online lecture in applicants' home country, monthly allowance will not be supplied.
Accommodation	Actual amount paid	<ul style="list-style-type: none"> - Electricity and other utility fees shall not be covered. - Cost for cleaning, laundry or exchange of bedding shall not be covered. - Except for above, borne by a training institute
Settlement Allowance	KRW 600,000	<ul style="list-style-type: none"> - Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by a training institute
Scholarship Completion Grants	KRW 300,000	<ul style="list-style-type: none"> - EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by a training institutes before departure
Insurance	Actual cost paid	<ul style="list-style-type: none"> - Refer to separate documents for detailed insurance coverage - Borne by KOICA

* Notes

-KOICA only provides the expenses above.

- Visa expenses, stopover expenses, local transportation and other sundry expenses will not be covered.
- KOICA arranges and pays for the participant to travel to and from Korea. KOICA will cover economy class, round-trip airfare.
- If a participant wants to change the flight itineraries, they should pay the additional airfare.
- The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program.

6. Selection Procedures

Period	Procedures	Details
June - Aug, 2020	Application	<p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to KOICA regional offices and Korean Embassy) : Please check with KOICA regional office or Korean embassy in Applicants' country - Prepare all required documents for your admission package and fill out the 'Document Checklist'. - Submit the application package (including both university and KOICA application forms and other required documents) to KOICA regional office or Korean Embassy by the submission date. - Original copies should be sent to university before the phone interviews.
Aug 2020	On-site Interview(KOICA)	<ul style="list-style-type: none"> - Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA regional office / Embassy.
Aug 13 - Aug 19	Document Screening	<p>[1st round : Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening,
Aug 21	Result of Document Screening	<ul style="list-style-type: none"> -The result for the 1st round selection will be announced to the applicants. <p>[Preparation for the 2nd round]</p> <ul style="list-style-type: none"> - Details of the interview including the interviewee list will be sent to the KOICA regional offices and interview arrangements will be made respectively.
Aug 21 -Sept 4	Interview	<p>[2nd round : Phone Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for phone interview will be notified individually by the KOICA regional offices or Korean embassy with 2-3 day notice in advance. - KOICA HQs announces the result of interview to the KOICA regional office or Korean Embassy : Sept 8

Sept 10 - Sept 24	Medical Checkup (Local)	[3rd round : Medical Check-up] - Applicants who successfully pass the 2 nd round must take the Medical Check-up at the designated institution. -The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully. - Examination cost, Transportation and accommodation fees will NOT be reimbursed. - KOICA will not pay for the treatment necessary after the examination. - KOICA announces the result of Medical Checkup.
Sept 28	Admission Notification	- Admissions results will be notified to the regional KOICA offices or Korean embassy. - KOICA informs the participants of their scheduled entry to Korea.
Dec 2020	Online Lecture	- Preparatory session will be implemented in online.
Feb, 2021	Entry to Korea	

7. Required Documents

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

- ① KOICA Application Form
- ② Recommendation letter from applicants' governments
- ③ Document Checklist
- ④ University Application form with required documents for the university

* Refer to Program Information attached

* Important Notes for All Applicants:

- 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.
- Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

8. Contacts

- 1) **Application & Document Submission**
 - KOICA regional Office or Korean Embassy

- 2) **Major and University Admissions**
 - Universities (Refer to the Program Information)

- 3) **Other inquiries**
 - KOICA HQs (Email : koica.sp@koica.go.kr)
 - KOICA Website (<http://www.koica.go.kr/ciat/index.do>)

Application Guidelines

In completing the attached application form, please be advised to:

- a. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- b. Use a personal computer in completing the form, or handwrite in **block letters**;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport**; and
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

Items	Page No.	Check(√) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	6-9	
d. Signed the declaration for terms and conditions	9	
e. Signed and filled in every part of Medical History Questionnaire	10	
f. Had an authorized official from your government to complete and sign the Nomination form	11	
g. Have a copy of passport ready for submission	-	

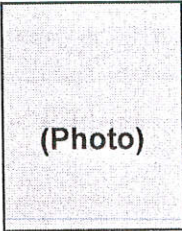
This is to certify that I have completed every part of the application form to apply for the KOICA Scholarship Program.

Date: _____ Applicant's Name: _____ Signature: _____

MASTER COPY *hmt*

Application Form for the KOICA Scholarship Program

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.



PART 1. APPLICANT INFORMATION (to be completed by the applicant)

I. PROGRAM OF APPLICATION (as in the Program Information)					
Program Title	Master's Degree Program in Public Management and Public Sector Reforms				
Name of Degree	Master of Public Administration				
Duration	from 21-12-2020 to 30-06-2022 (DD-MM-YYYY)				
II. PERSONAL DATA					
Name (as in the passport)	First Name				
	Middle Name				
	Family Name				
Date of Birth	Day	Month	Year		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		Airport of Departure		
Nationality			Religion		
Home Address					
Contact Information (Including Country Code)	Telephone			Fax	
	Mobile			E-mail	
Emergency Contact	Name		Relation		
	Telephone		E-mail		
Emergency Contact (2)	Name		Relation		
	Telephone		E-mail		
III. CURRENT EMPLOYMENT					
Organization					
Department					
Present Position			Employment Duration	from _____ to present (MM-YYYY)	
Type of Organization	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local			
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO			
	Others	(Please specify)			

Job Description	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Program.
	Elaborate on your plans to apply the lessons learned from the Program to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To

Educational Background (Higher Education)

Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

PART 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to koica.sp@koica.go.kr.
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
 - **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

Agree **Disagree**

Agreement on Collection and Use of Sensitive Information

- ① KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Sensitive Information Collected** : religion, medical information
 - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

Agree Disagree

Agreement on Collection and Use of Unique Identifying Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Unique Identifying Information Collected** : passport number, alien registration number
 - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
 - **Retention Period** : 5 days after the accomplishment of the purpose specified above
- ② If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

Agree Disagree

II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

1. Purpose

This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.

2. Definition of Terms

The terms used in this guideline are defined as follows.

- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.
- 2-3. "University" refers to the university that is entrusted by KOICA to operate and be responsible for the SP.
- 2-4. "Participants" refer to individuals participating in the SP under the nomination of the governments of partner countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the

university, and bear the corresponding responsibilities.

3. Obtaining a Degree

- 3-1. Participants shall obtain a master's degree at their registered university.
- 3-2. If a participant loses his or her status as a KOICA participant in accordance with the guideline 6. "Dismissal of participant Status", he or she shall automatically lose the qualification as a degree candidate in the university.

4. Entering and staying in Korea

- 4-1. In principle, Participants are not allowed to accompany their own family members to stay in Korea during SP duration, except for their family members' temporary visiting or traveling less than a month.
- 4-2. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea
- 4-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 4-1 above.

5. Leaving the Korea

- 5-1. Participants shall leave Korea on the designated day for leaving the country
- 5-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 6. "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.
- 5-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the KOICA head office through the Korean embassy in the home country.
- 5-4. Even in the case for the guideline 5-3, the relevant expenses shall be borne by the participant.

6. Dismissal of Participant Status

- 6-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.
 - ① Falsifying statements on any of their application documents or providing false information in their application documents.
 - ② Receiving serious disciplinary actions, such as suspension or expulsion from the university
 - ③ Violating the Korean law
 - ④ Temporarily leaving Korea for more than once without permission
 - ⑤ Involved in any political activities
 - ⑥ Violation of the agreement with KOICA
 - ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
 - ⑧ Behaving disgracefully as a participant of a SP
 - ⑨ Withdrawal from the program before completion
 - ⑩ Failing to leave Korea within the given time frame as stated in this guideline 5. Leaving the Country of this guideline
- 6-2. If a participant loses one's status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant's home country of the fact.

7. Leaving Korea During the Program

- 7-1. If a participant intends to return to one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.
 - ① A copy of the medical certificate (for sickness leave)
 - ② Letter of explanation
 - ③ Any other documents required by the university

7-2. If a participant has to return to one's home country due to one's own fault, and not for any of the reasons listed in guideline 7-1, KOICA will notify the participant's original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.

8. Temporary Leave

8-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the university with the following documents by the date set by the university.

- ① Letter of confirmation from the advisor
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the university

8-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.

8-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry). And there will be no exception for deduction.

8-4. In case of death of an immediate family member (only for participants' own parents, spouse, and children), KOICA will support round-trip air-ticket for temporary leave.

9. Scholarship Payment and Receipt

9-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

9-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 5-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 6. Dismissal of Participant Status.
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in 7-1

10. Notification of Re-entry

If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.

11. Notification of Changes in Contact Information

If there are any change to the contact information of a participant, the change must be reported immediately to the university

12. Internship

12-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and create a "study-first" environment.

- ① Participants must give first priority to their studies over any other activity.
- ② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

12-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one's daily allowance.

13. Applicable Provisions

For any other matters not stipulated in this guideline, the academic regulation of the participant's registered university shall be applied.

III. CODE OF CONDUCT

1. Purpose

The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hereafter "SP").

2. Application and Compliance

This Code of Conduct applies to all participants of the KOICA SP.

3. Academic Performances

- 3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they have enrolled in (hereafter "university") to facilitate their studies.
- 3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with the regulation and guidelines of the universities.
- 3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the summer and winter vacations, a participant must gain approval from the university.
- 3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

4. Program Outcome

Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.

5. Health Management

Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.

6. Safety Measures

- 6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.
- 6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

7. Policy on Misconduct

- 7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.
- 7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

8. Discriminatory Actions and Sexual harassment

- 8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.
- 8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.
- 8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.
- 8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

9. Prohibition of Political Activity

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

10. Compliance with the Regulations of the University and KOICA

- 10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.
- 10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

IV. DECLARATION

I, _____, of _____

(name of applicant)

(name of country)

certify that the statements I made in this form are **true and correct** to the best of my knowledge.

If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.

If I fail to comply the terms and conditions of KOICA Scholarship Program,

I will **accept any penalties and consequences** including dismissal from the Program

and report to my government and/or employer.

Date: _____ Applicant's Name: _____ Signature: _____

PART 3. MEDICAL HISTORY QUESTIONNAIRE

MEDICAL HISTORY QUESTIONNAIRE (to be completed by the applicant)

1. Present Status

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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b. Are you pregnant? (female only)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> (_____ months)
-----------------------------	--

c. Please indicate any needs arising from disabilities that may require additional support or facilities.

(_____)

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition (_____)

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition (_____)

c. High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition (_____) mm/Hg to (_____) mm/Hg • Are you taking any medicine? <input type="checkbox"/> No <input type="checkbox"/> Yes

d. Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition (_____) • Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

e. What illness(es) have you had previously?

<input type="checkbox"/> Thyroid Problem	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Stomach and Intestinal Disorder	
<input type="checkbox"/> Infectious Disease >> Specify the name of illness (_____)			
<input type="checkbox"/> Others >> Specify (_____)			

f. Has the above illness(es) been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Specify the name of illness (_____)	
- Present condition (_____)	

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date: _____ Applicant's Name: _____ Signature: _____

PART 4. NOMINATION

I. OFFICIAL NOMINATION (to be completed by nominating government / organization)

The Government of _____ officially nominates _____
 (Name of Country) (Full Name of Nominee)

to participate in _____ as organized by the Korean Government(KOICA)
 (Title of Program)

and I, _____, on behalf of the Government of _____, certify that
 (Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.
- (e) **Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.**

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____
 (Official Stamp Included)

II. ORGANIZATION CHART with an appropriate marking of the nominee's position



Seoul National University

Form 2. Personal Statement & Study Plan (Graduate)

< 자기소개 및 수학계획서 >

REGISTRATION NUMBER				
9				

* Please fill in registration number in this area.

Please type or print in English or Korean. Please feel free to attach additional sheets if necessary.

Academics

Current or most recent school or institution attended : _____

Entry Date : _____ (Expected) Degree Conferred : _____ Graduation Date : _____
mm/yyyy mm/yyyy

Institution Address : _____
Number & Street

City/Town _____ State/Province _____ Country ZIP/Postal Code _____

Applicant's Name : _____ Birthdate (dd/mm/yyyy): _____

Desired College/Department: _____

Desired Field of Study (If applicable): _____

*Please fill out after check field of study on desired program's website in advance.

Personal statement (자기 소개)

Short Answer

1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.

Please fill in this form on the online application website

Empty box for personal statement/short answer.

MASTER COPY 

2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experiences in the space below.

Please fill in this form on the online application website

Personal Essay

3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken; or discuss an issue of personal, local or international concern and its importance to you; or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

Please fill in this form on the online application website

Study Plan(수학 계획)

Please explain in some detail your purpose in studying at Seoul National University and your plans for study. Be as specific as you can regarding your academic interests and the curriculum you expect to follow in achieving your goals.

Please fill in this form on the online application website

REQUIRED SIGNATURE

I certify that all information submitted during the admissions process – including the application, the personal essay, any supplements, and any other supporting materials – is my own work, factually true, and honestly presented. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.

Signature _____ Date _____
mm/dd/yyyy



Seoul National University
Form 3. Recommendation (Graduate)

REGISTRATION NUMBER				
9				

* Please fill in registration number in this area.

- Please type or print in English or Korean. This form is two pages in length.

To be completed by the applicant

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's Name: _____

Current attending/Last attended School: _____

Date of Birth (DD/MM/YY): _____ E-mail: _____

Desired Dept/Program: _____

1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU.	<input type="checkbox"/> Agree	Date
2. I waive my right of access to this recommendation.	<input type="checkbox"/> Agree	
3. I take full responsibility for any falsity in the submitted materials.	<input type="checkbox"/> Agree	
4. I hereby affirm that all the contained information is true and complete.	<input type="checkbox"/> Agree	DD/MM/YY

To be completed by the recommender

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: _____ E-mail: _____

Title, Position and Institution: _____

Address: _____

Telephone: _____

How long have you known the applicant and in what context? _____

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

	Below average	Average	Good	Excellent	Top few ever encountered	No basis for judgment
Academic achievement						
Academic motivation						
Future academic potential						
Leadership / Influence						
Concern for others						
Emotional maturity						
Written expression						
Oral expression						
Creativity/Originality						
Respect for differences						

1. **Academic / intellectual evaluation:** Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

2. **Personal / interpersonal evaluation:** What are your impressions of the applicant as a person? How is he or she viewed by professors (teachers)? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

3. **Additional comments:** Is there anything else we should know about this applicant?
Please feel free to attach additional sheets if necessary.

Recommender's Signature

Date (DD/MM/YY)

사유서 EXPLANATORY STATEMENT
<ul style="list-style-type: none"> ● 접수번호 Application number _____ ● 생년월일 Birth of date _____ ● 이름 Full name _____
<ul style="list-style-type: none"> <input type="checkbox"/> 학력사항 관련 A reason for academic information <input type="checkbox"/> 재학기간/학기 수 차이 관련 A reason for period of enrollment / number of semesters <input type="checkbox"/> 출입국 사실에 관한 증명 관련 A reason for Certificate of Facts concerning the Entry and Exit <input type="checkbox"/> 지원자 국적 관련 A reason for certificate of nationality(Applicant) <input type="checkbox"/> 부모 국적 관련 A reason for certificate of nationality(Parents) <input type="checkbox"/> 가족관계증빙 관련 A reason for certificate of parents-child relationship <input type="checkbox"/> 언어 능력 증빙 관련 A reason for certificate of language proficiency <input type="checkbox"/> 기타 The others

Signature _____

Date _____

mm/dd/yy



Seoul National University

Form 1. Application for Admissions (Graduate)

REGISTRATION NUMBER				
9				

* Please fill in registration number in this area.

• Please type or print in English or Korean.

Admissions Type

- Please indicate your application type. Admission International I International Admissions II
 - Check the appropriate box and indicate your desired program of study. You may apply to only one program.
 - Master's Program Combined Master's/Doctoral Program Doctoral Program
- Desired College: _____ Desired Department/School (Major): _____
- Desired Field of Study (If applicable): _____

Personal Information

English Name: _____
Family / Last (姓) First (名) Middle (if any)

Salutation: Mr. Ms. Korean Name : _____

Resident Registration Number / Passport Number: _____ / _____

Nationality: _____ Place of Birth: _____

Date of nationality acquired (國籍取得日 - DD/MM/YY): _____

Date of Birth (DD/MM/YY): _____ Marital Status: Single Married Other _____

[If Dual Nationality of Korean and other foreign citizenship : Nationality _____ Passport Number _____]

Mailing Address: _____ E-mail: _____

Telephone (Korea or permanent residence): _____ Cell Phone: _____

Family Information

♦ **Father**

Check one: Father Father deceased

Full Name: _____ Nationality: _____

Date of Birth(DD/MM/YY): _____ Resident Registration No./Passport No.: _____

♦ **Mother**

Check one: Mother Mother deceased

Full Name: _____ Nationality: _____

Date of Birth(DD/MM/YY): _____ Resident Registration No./Passport No.: _____

Check only if applicable: Parents divorced

Custody (de facto) belongs to (please check one): Father Mother

Parental Authority (de jure) belongs to (please check one): Father Mother

AGREEMENT FOR VERIFICATION OF ACADEMIC RECORDS

I agree that Seoul National University could rightfully make a request for my enrollment records: Agree Disagree

Name of Institute: _____ Name of Department or Major: _____

(Expected) Date of Graduation(DD/MM/YY): _____ Type of Degree: (Bachelor / Master / Doctorate / Combined Bachelor-Master's / Combined Master's-Doctoral)

Name of Office in Charge: _____ e-mail of Staff in Charge: _____

Academic Information

※ In chronological order, list the names and complete addresses (including zip code) of all the schools and institutions that you've attended. Indicate the (expected) Graduation date or the Last date of Attendance for the current school.

Grade/Semester	Dates Attended (DD/MM/YY)		Name of School/Univ.	School Location	(Expected) Graduation or Last Date of Attendance (DD/MM/YY)	Telephone, Fax	School / Institution E-mail Address
	From To	From To					
Primary (Elementary) Schools	From To	/ / / /			/ / / /		
	From To	/ / / /			/ / / /		
	From To	/ / / /			/ / / /		
Secondary (Middle & High) Schools	From To	/ / / /			/ / / /		
	From To	/ / / /			/ / / /		
	From To	/ / / /			/ / / /		
Post-Secondary Studies (Undergraduate / Graduate)	From To	/ / / /	(Major:)		/ / / /		
	From To	/ / / /	(Major:)		/ / / /		
	From To	/ / / /	(Major:)		/ / / /		

I declare that the information contained in this application is complete, accurate and true. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date. I agree to abide by the rules and regulations in the Admission Guide for International Students and will take full responsibility for any problems arising from failing to adhere to the same.

Applicant's Signature

Date (DD/MM/YY)