



MEMORANDUM

TO : ALL CUSTOMS EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
 Commissioner



BOC-03-09279

MAR 11 2021

SUBJECT : KOICA-Yonsei University Master's Degree Program in e-Government and Public Management for ASEAN

DATE : March 8, 2021

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the Korea International Cooperation Agency (KOICA)-Yonsei University Master's Degree Program in e-Government and Public Management for ASEAN to be held from August 16, 2021 to December 21, 2022 at the Department of Public Administration, Yonsei University.
- 2.0 The objectives for this scholarship are the following:
 - a. To cultivate core experts who contribute to economic and social development in Asian countries.
 - b. To educate future leaders who can contribute to the development of Asian regions as well as foster bilateral relationships between Asian countries and Korea.
- 3.0 KOICA will borne the airfare, tuition fees, monthly allowance, accommodation, settlement allowance, scholarship completion grants, accommodation and insurance.
- 4.0 Interested applicants must meet the following qualifications:
 - a. An officially nominated by the head of agency;
 - b. A government employee with a minimum of 2 years of experience in the field of study;
 - c. Must be under 40 years old as of February 1, 2021;
 - d. Must be in good health, both physically and mentally;
 - e. Have completed bachelor's degree or an equivalent to college/ university level education background;
 - f. Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and Thesis in English;

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- g. Have not withdrawn from KOICA's scholarship program;
- h. Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before; and
- i. Have met the other qualifications set by the university.

5.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:

- a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
- b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
- c. Have no foreign or local scholarship grant in the past two (2) years;
- d. Have no pending service obligation from previous local or foreign scholarship; and
- e. Have no pending criminal and/or administrative case.

6.0 Interested applicants must submit the following to the ITDD **on or before March 15, 2021 (Monday)** for evaluation of who will be nominated by the Commissioner:

- a. KOICA Application Form
- b. Yonsei University, Department of Public Administration Forms (refer to https://yupa.yonsei.ac.kr/yupa_en/graduate/grad_master.do)
 - i. Application Form 1
 - ii. Personal Statement and Research Plan (Form 2)
- c. Official Bachelor's Certificate of Graduation and Transcript
- d. Copy of the applicants passport (or other official document indicating your nationality)
- e. Copies of both parents' passports (or other official document indicating parents' nationality)
- f. Official document indicating parent-child relationship between the applicant and parents: Applicants Birth Certificate or Household Register proving the parent-child relationship.
- g. Curriculum Vitae
- h. Certificate of Employment
- i. Proof of English Proficiency: Applicants should submit a recognized score of English proficiency test such as TOEFL, TEPS, IELTS or other supporting document to demonstrate appropriate English proficiency.
- j. Recommendation Letters (from two recommenders): Applicants should submit two recommendation letters from a professor (on academic performance) or supervisor (on job performance).
- k. Consent to Release of Information Form
- l. Duly signed Endorsement/Recommendation Letter with justification from



- the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts
- m. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212)
 - n. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods
 - o. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship
 - p. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case
- 7.0 Attached in this memorandum are the guidelines and required forms for completion.
- 8.0 For more details and clarifications, you may contact Ms Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 0956-809-4668, and/or ITDDCustoms@customs.gov.ph, or visit the KOICA website (<http://www.koica.go.kr/ciat/7815/subview.do>).
- 9.0 For your information.

2021 KOICA SCHOLARSHIP PROGRAM REQUIREMENTS

1. KOICA Application Form
2. Recommendation Letter from Applicants' Government
 - a. Endorsement Letter from Head of Agency address to KOICA Country Director
Mr. SONG MINHYEON
 - b. The Letter must state that the Applicant will not be allowed to resign from the organization once accepted in the Scholarship Program.
3. Document Checklist
4. University Application Form with Required Documents for the University
5. Scholarship Service Contract between the Applicant and the Government Agency (or any proof that the Applicant will return to their Government Agency upon completion of the Scholarship Program)**

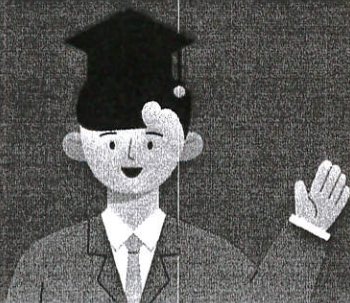
REMINDERS

1. Once the documents are submitted, they are considered final and the applicant cannot submit another set of requirements for the Scholarship Program.
2. Incomplete requirements will not be entertained.
3. Documents must be properly labeled and must be submitted in PDF Format.
4. Complete scanned or soft copies of the requirements must be submitted by **29 March 2021, 5:00 PM.**
5. If the applicant passed the Online Interview with KOICA Philippine Office, they must send the original copies of the documents to our office address as soon as possible:

KOREA INTERNATIONAL COOPERATION AGENCY

7/F DelRosarioLaw Centre, 21st drive corner 20th drive, Bonifacio Global City,
Taguig
02-8403-9780

***must submit once the Applicant passed the Selection Process for the 2021 KOICA Scholarship Program*



APPLY NOW FOR 2021 KOICA SCHOLARSHIP PROGRAM

The KOICA Scholarship Program(SP) is designed to train key leaders in partner countries who can contribute to the socio-economic development of their home countries.



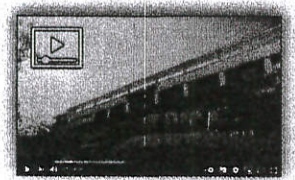
KOICA is offering 25 master's degree programs and 2 doctorate programs in 2021. This announcement is for 18 programs only. An additional announcement for 7 programs will be provided soon.

Programs KOICA Scholarship Program (Master's Degrees)

Target Countries Countries selected by KOICA among the DAC List of ODA Recipients (63 Countries)

Benefits Full tuition fees, monthly allowance, air fare, accommodation, settlement allowance, scholarship completion grants, insurance, extracurricular activities

Who Can Apply Refer to the "Application Guideline" for more information



2021 KOICA Introduction Video

- ◆ KOICA Master's Degrees
 - Citizen of a partner country, officially recommended by the country's government
 - Holder of a bachelor's degree from a recognized institution
 - Public official or publicly-affiliated worker
 - Those meeting the university's selection criteria

How to Apply Applications will be collected by your government employer (or NGO employer) and then sent to the KOICA Overseas Office or the Korean embassy.

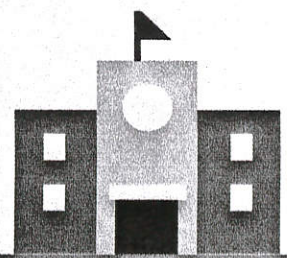
Application Period *by March 29, 2021*

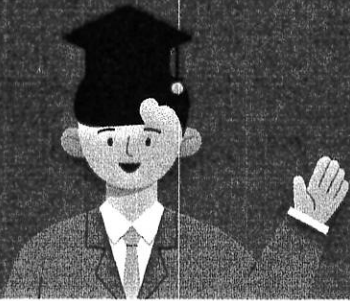
Available Universities and Fields of Study

For the information on application guidelines and available course list, please refer to the Program Information of each course that is available to access in the KOICA CIAT website

<http://www.koica.go.kr/ciat/index.do>

Inquiries Email: koica.sp@koica.go.kr




















APPLY NOW FOR 2021 KOICA SCHOLARSHIP PROGRAM


MASTER COPY *hmb*


Click for the university that interests you!

PR Videos

 <p>Aiou University</p> <ul style="list-style-type: none"> ▪ Energy Science and Policy 	 <p>Seoul National University (GSIS)</p> <ul style="list-style-type: none"> ▪ Gender and Development
 <p>Hallym University</p> <ul style="list-style-type: none"> ▪ Response to Climate Change 	 <p>Seoul National University (GSPA)</p> <ul style="list-style-type: none"> ▪ Public Management and Public Sector Reforms
 <p>KAIST (Korea Advanced Institute of Science and Technology)</p> <ul style="list-style-type: none"> ▪ Social Economy 	 <p>Soongsil University</p> <ul style="list-style-type: none"> ▪ ICT Techno Policy
 <p>Kangwon National University</p> <ul style="list-style-type: none"> ▪ Agricultural Economics 	 <p>SungKyunKwan University (Suwon)</p> <ul style="list-style-type: none"> ▪ Smart City
 <p>KDI (Korea Development Institute) School</p> <ul style="list-style-type: none"> ▪ Trade and Industrial Policy for Sustainable and Inclusive Growth 	 <p>SungKyunKwan University (Seoul)</p> <ul style="list-style-type: none"> ▪ Public Administration (Local Government)
 <p>Korea Aerospace University</p> <ul style="list-style-type: none"> ▪ Aviation Management 	 <p>Yonsei University (Seoul)</p> <ul style="list-style-type: none"> ▪ e-Government and Public Management ▪ Health Policy and Financing Capacity Building
 <p>Korea University</p> <ul style="list-style-type: none"> ▪ Finance and Tax Policy 	 <p>Yonsei University (Wonju)</p> <ul style="list-style-type: none"> ▪ Gender and Rural Community Development (for Women)
 <p>Kyungpook National University</p> <ul style="list-style-type: none"> ▪ Agricultural Production ▪ High Value-added Agriculture 	 <p>University of Seoul</p> <ul style="list-style-type: none"> ▪ Urban and Regional Development

* An additional announcement for 7 more programs will be provided soon.

Inquiries  Email : koica.sp@koica.go.kr

<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. Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to the KOICA Office in your country or the Embassy of Korea (if the KOICA Office 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

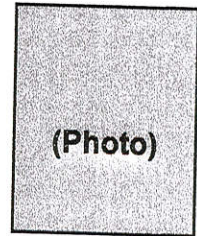
Items	Page No.	Check(✓) If completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	6-9	
d. Signed 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: _____

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	
Name of Degree	
Duration	from _____ to _____ (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

Previous Attendance to Training Program in Foreign Countries

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 employer.

I. PRIVACY AND COPYRIGHT POLICY ON THE USE OF PERSONAL DATA

- 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's policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA's 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 including their duplication, translation, distribution, and posting on websites KOICA's website 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).
- 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 Data

- ① KOICA collects and uses the participants' Personal 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, on/offline alumni database management, supporting KOICA's activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 1 year for hard copy / 20 years for soft copy
 - **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.
- 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's 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** : 1 year for hard copy / 20 years for soft copy
- **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.

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
- **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.

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. Entering and staying in Korea

3-1. In principle, participants are not allowed to accompany their family members. However, participants may invite their family members within the duration of one month.

3-2. 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

3-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 3-1 and 3-2

4. Leaving the Korea

4-1. Participants shall leave Korea on the designated day for leaving the country

4-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 5. "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.

4-3. 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.

4-4. Even in the case for the guideline 4-3, the relevant expenses shall be borne by the participant.

5. Dismissal of Participant Status

5-1. 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 4 of this guideline Leaving the Korea

5-2. If a participant loses his or her 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.

6. Leaving Korea During the Program

6-1. 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

6-2. If a participant has to return to his or her home country due to his or her own fault, and not for any of the reasons

listed in 6-1 of this guideline, 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.

7. Temporary Leave

7-1. 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

7-2. 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.

7-3. 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.

7-4. 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.

8. Scholarship Payment and Receipt

8-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

8-2. 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 4-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 5. Dismissal of Participant Status.
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in 6-1

9. 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.

10. 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

11. Internship

11-1. 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.

11-2. 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.

12. Applicable Provisions

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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 (_____)
-----------------------------	--

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. OFFICAL 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

2021 KOICA Scholarship Program

Application Guideline

For Master's Degrees

1. Purpose

The KOICA Scholarship Program (SP) is designed to nurture key leaders in Partner 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	Oceania	CIS
Countries	13 countries	24 countries	11 countries	3 countries	3 countries	9 countries
Name of countries (63)	Afghanistan Bangladesh Cambodia India Indonesia Lao PDR Mongolia Nepal Pakistan Sri Lanka Philippines Timor-Leste Vietnam	Algeria Angola Burundi Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Senegal Sudan Tanzania Tunisia Uganda Zambia Zimbabwe	Colombia Dominican-Republic Ecuador El Salvador Guatemala Haiti Honduras Jamaica Paraguay Peru Venezuela	Iraq Jordan Palestine	Fiji Papua New-Guinea Solomon Islands	Azerbaijan Belarus Georgia Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Ukraine Uzbekistan

*Note. The courses written 'for 13 Asia countries' are only eligible for applicants from the

13 Asia countries above

3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

Field of Study	University
Response to Climate Change	Hallym University
Social Economy	KAIST(Korea Advanced Institute of Science and Technology)
ICT Techno Policy	Soongsil University
Public Management and Public Sector Reforms	Seoul National University
Agricultural Economics	Kangwon National University
Agricultural Production	Kyungpook National University
Urban and Regional Development	University of Seoul
Health Policy and Financing Capacity Building	Yonsei University
High Value-added Agriculture (for 13 Asia countries)	Kyungpook National University
Smart City (for 13 Asia countries)	SungKyunKwan University
E-Government and Public Management (for 13 Asia countries)	Yonsei University
Energy Science and Policy	Ajou University
Gender and Rural Community Development (for Women)	Yonsei University
Finance and Tax Policy	Korea University
Gender and Development	Seoul National University
Public Administration (Local Government)	SungKyunKwan University
Trade and Industrial Policy for Sustainable and Inclusive Growth	KDI(Korea Development Institute) School
Aviation Management	Korea Aerospace University

* All applicants can take only one course for application of KOICA SP program.

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

English webpage → **Menu** (Stay connected → Notice)

* Application guideline for 7 more courses will be provided during **February** as below.

Field of Study	University
Education	To be determined (in the middle of bidding process for selecting universities)
Fisheries Development	
Economic Development	
ICT based entrepreneurship	
SDGs implementation (for 13 Asia countries)	
Civil society leadership (for 13 Asia countries)	
Gender Leadership (for 13 Asia countries)	

* Course title will be changed after the bidding process.

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 letters of recommendations:
 - 1) Your government office; and
 - 2) Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Overseas Office within your region.
- (3) **AGE:** (Preferably) Be under age 40 as of February 1, 2021.
- (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.
- (8) Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before.
- (9) and other qualifications from the university you are going to apply (refer to the Program Information)

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	- Borne by the university
Extracurricular Activities	Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	- Amount borne by a school varies - Part of the expenses can be borne by participants, and the amount varies among Universities
Monthly Allowance	KRW 999,000 per month	- It includes expenses for meals, books and study supplies if needed - Same amount will be provided per month - If a participant does not stay in Korea 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.
Accommodation	Actual amount paid	- Electricity and other utility fees shall not be covered. - Cost for cleaning, laundry or exchange of bedding shall not be covered. - Except for the above, borne by the university
Settlement Allowance	KRW 600,000 (once)	- Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by the university
Scholarship Completion Grants	KRW 300,000 (once)	- EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by the university before departure
Insurance	Actual cost paid	- Refer to separate documents for detailed insurance coverage - Borne by KOICA

* Notes

- KOICA only provides the expenses above.
- Visa expenses, COVID19 diagnosis for departure, 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-2-3]) necessary for this Scholarship Program.

6. Selection Procedures

Period	Procedures	Details
~ March, 2021	Application	<p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to the KOICA overseas office and the Korean Embassy) : March 29, 2021 - 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 the KOICA overseas office or the Korean Embassy by the submission date. - Original copies should be sent to the university before the phone interviews.
March 27 -April 7	On-site Interview (KOICA)	<ul style="list-style-type: none"> - Participate in an on-site interview by the KOICA overseas office or the Korean Embassy. If an applicant lives in a country where the KOICA overseas office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA overseas office / Embassy. - The KOICA Overseas office or the Korean Embassy send the result of interview and related documents to KOICA HQ : April 7
April 8 -April 21	Document Screening (University)	<p>[1st round : Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA overseas office or the 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,
April 26	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 overseas office and interview arrangements will be made respectively.
April 28 -May 12	Interview (University)	<p>[2nd round : Phone(online) Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for interview will be notified individually by the KOICA overseas office or the Korean embassy with 2-3 day notice in advance. * Some universities would be mandatory to essay test for 2nd round. - KOICA HQs announces the result of interview to the KOICA overseas office or the Korean Embassy : May 14
May 17 -June 18	Medical Checkup (Local)	<p>[3rd round : Medical Check-up]</p> <ul style="list-style-type: none"> - Applicants who successfully pass the 2nd round must take the Medical Check-up at the designated institution.

		<ul style="list-style-type: none"> -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.
June 23	Admission Notification (result of Medical Checkup)	<ul style="list-style-type: none"> - Admissions results(Medical Checkup result) will be notified to the KOICA overseas office or the Korean embassy. - KOICA informs the participants of their scheduled entry to Korea after notification.
August	Entry to Korea (Medical check-up in Korea. Etc.)	

*** The timeline for Selection process and date of 'Entry to Korea' above would be changed due to the COVID19 pandemic.**

**** If you are disqualified for long-term stay by the medical check-up in Korea, you may be deported even if you have successfully passed the local check-up in your country.**

7. Required Documents

All documents should be sent to the KOICA overseas 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 on KOICA CIAT Website.

*** 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 Overseas 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 CIAT Website (<http://www.koica.go.kr/ciat/index.do>)



< Form 1 >

Name of Applicant: _____ Nationality: _____

Checklist for Required Application Documents

Please complete this checklist and submit all the applicable documents.

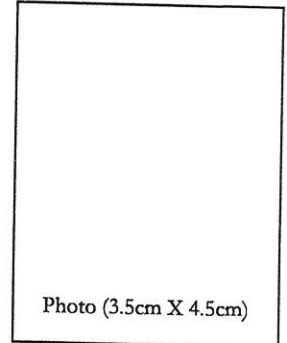
Documents		Mark
1. Completed Application Form	Original copy (Form 2)	
2. Recommendation Letters (Two letters)	Original copy (Form 3)	
3. Study Plan (Personal Statement and Research Plan)	Original copy (Form 4)	
4. Release of Information Form	Original copy (Form 5)	
5. Degree / Diploma	Certified original copy	
6. Official Transcripts	Certified original copy	
7. English Proficiency Test Reports (EPT) or TOEFL score	Original copy	
8. Curriculum Vitae	Copy	
9. Copy of Passport (Applicant's)	Copy	



10. Employment Verification	Original copy	
11. Copies of Both Parents' Passports	Copy	
12. Official document indicating parent-child relationship	Certified original copy	
Optional 1. List of Honors and Awards	Original copy	
Optional 2. School Profile / Credit Rating System	Original copy	

Yonsei University Application Form

General Information



Personal Information (Please type or print neatly)

Full Name
(as it appears on your
passport)

(Last/Family)
(First/Given)
(Middle)

Gender

Male

Female

Date of Birth

____/____/____
Month Day Year

Country of Birth

Citizenship

Passport Number

Email

Home Phone
Number

(_____)

Cell Phone
Number

Country / Area Code

Permanent Home Address

(Number and Street)

(City or Town)

(Province or State)

(Country)

(Zip/Postal Code)

Emergency Contact
in Korea (if any)

(Name)

(Relation)

(Occupation)

(Address)

(Phone No.)

Family Information

Father _____ Mother _____
 (Last/Family) (First/Given) (Middle) (First/Given) (Middle)

Date of Birth _____ Date of Birth _____
 (Last/Family) (First/Given) (Middle) (First/Given) (Middle)

Month Day Year Month Day Year
 Yes No (Date deceased _____) Living? Yes No (Date deceased _____)

Citizenship _____

Home address if different from yours _____

Home address if different from yours _____

Cell Phone _____

Cell Phone _____

Email _____

Email _____

By signing here, I certify that the information I have provided on this form is true and accurate to the best of my knowledge and I fully understand that knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of this form may result in the withdrawal of my admission and entrance to Yonsei University and may even lead to severe penalties.

Applicant's Name (Print or Type) _____

Applicant's Signature _____ Date _____



Educational History

1. Undergraduate School Name: _____
2. Province/Country of Undergraduate School indicated above: _____
3. (Expected) Graduation Date of Undergraduate School (mm/dd/yy): ____/____/____

Academics

Average Grade (as written on the transcript): _____

Class Rank / Class Size _____ / _____
GPA / Scale _____ / _____

Weighted? Yes No

Test Information

If you are submitting any official exam results, please fill in the exam scores below.

- I have taken the TOEFL: _____
/ _____
(Recommended for applicants whose native language is not English)
- I will take the TOEFL: Date _____
(yyyy / mm)

Composite Score _____ Date _____
/ _____
(yyyy / mm)

- I have taken other standardized exams. Name of exam _____
- Subject _____ Score _____
// _____ Subject _____ Score _____
Score _____

Subject _____ Score _____
// _____ Subject _____ Score _____
Score _____

- I have taken other standardized exams. Name of exam _____
- Subject _____ Score _____
// _____ Subject _____ Score _____
Score _____

Subject _____ Score _____
// _____ Subject _____ Score _____
Score _____



3. Please evaluate the applicant's overall grade. Also, please comment whether you would recommend the applicant or not with reason.

* Applicant's Overall Grade (%) : _____

Your Name:

Name & Location of Institution:

Position Title:

Email Address:

Phone Number:

Date:

Signature:



< Form 4 >

Study Plan (Statement of Purpose)

Name of Applicant: _____ Nationality: _____

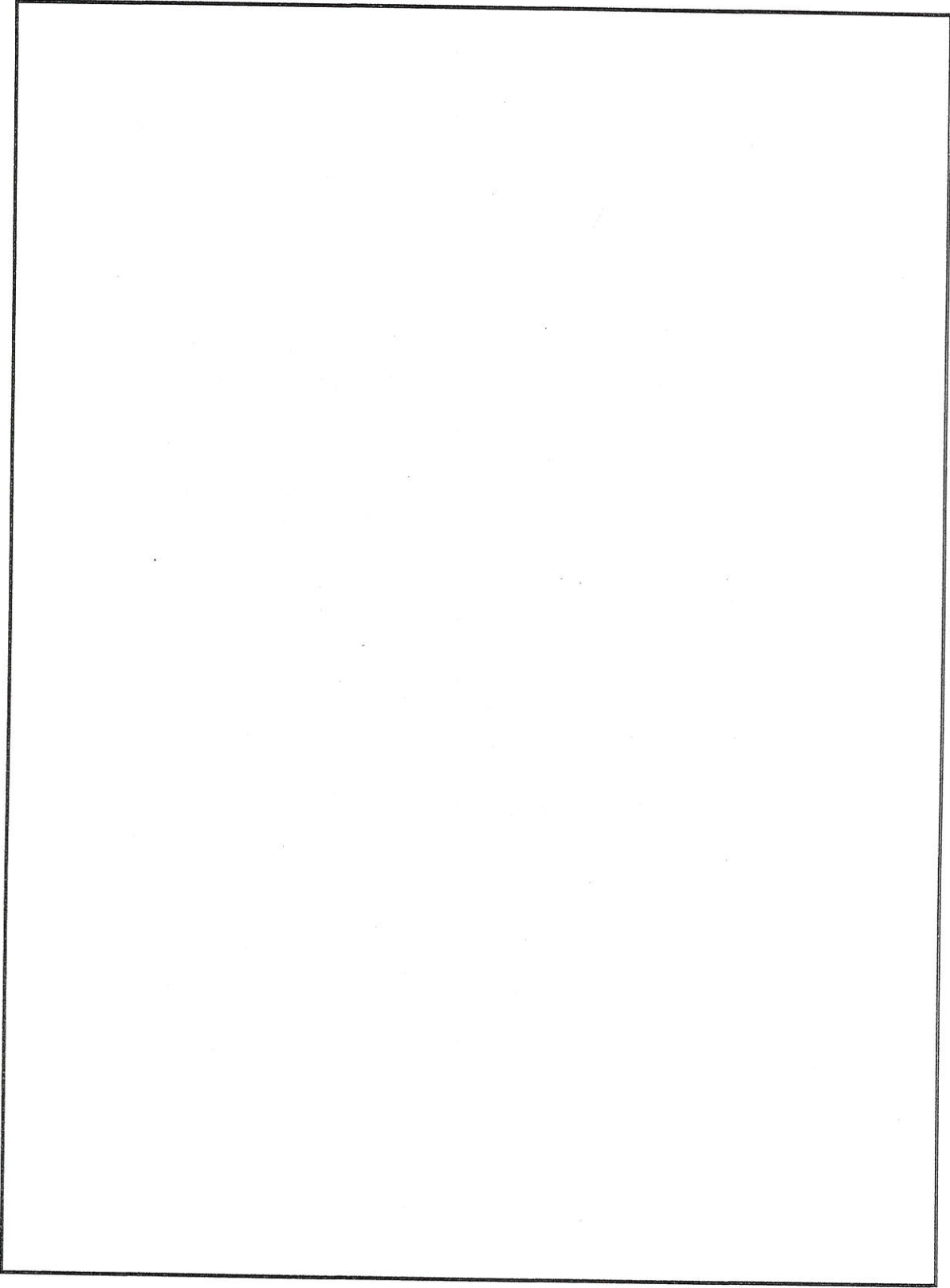
<Instructions>

1. Please write down your plan of study and research during your graduate study at Yonsei University.
2. Please include the followings: (1) **self-introduction**, (2) **motivation of applying**, and (3) **future research plan**. (within 500 words each)
3. Each category should have headings and give margin between categories.
4. We recommend a typed copy, as handwriting may be difficult to read. (In case of handwriting, write clearly in the square style with a blue or black pen.)

hms
MASTER COPY



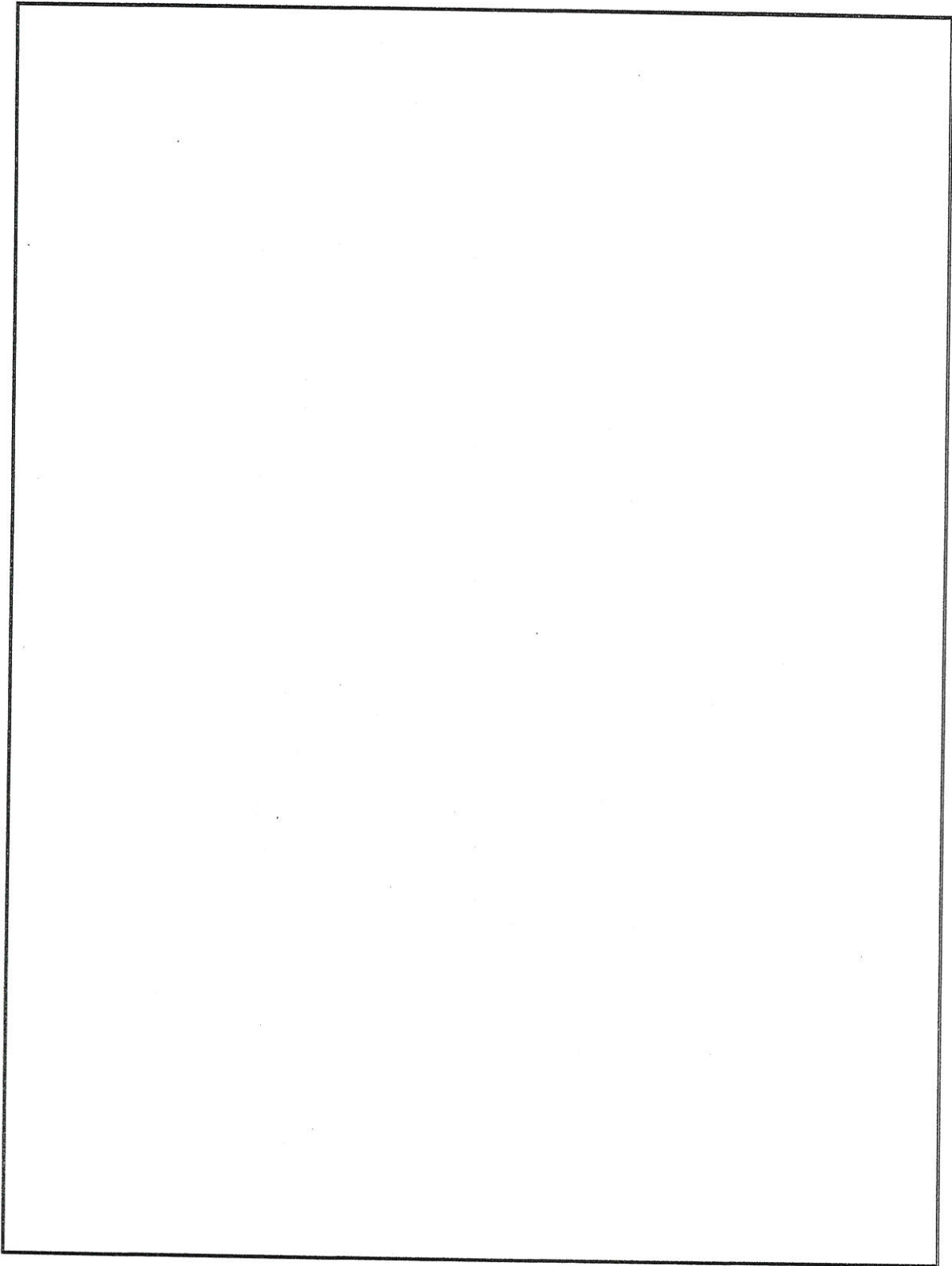
YONSEI UNIVERSITY
Department of Public Administration





YONSEI UNIVERSITY
Department of Public Administration

hmm
MASTER COPY





< Form 5 >

Release of Information Form

By signing this application for admission to Department of Public Administration at Yonsei University, I authorize administrators or other related-persons to obtain and verify my credentials and qualifications as a provider.

I release from any and all liability all organizations or individuals who act in good faith and without malice to provide the above information.

I hereby give consent to release my private information to other institutions that may be relevant to an evaluation of my credentials and qualifications. Thereby, I release any liability of such person from providing my information.

Signature : _____

Date : _____

Name : _____



< Form 3 >

Recommendation Letter

* Please type or print clearly in black ink.

To be completed by the applicant

Please fill out the applicant information below.

Name of Applicant: _____ Nationality: _____

I waive my right of access to this recommendation	<input type="checkbox"/> Agree / <input type="checkbox"/> Disagree
---	--

To be completed by the recommender

You are kindly requested to answer the following 3 questions in English.

1. How long and in what capacity have you known the applicant?

2. Please provide an honest evaluation of the applicant's academic or job performance based on the criteria listed below.

Criteria	Truly Exceptional	Excellent	Very Good	Good	Below Average
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%
Academic Achievement					
Academic Potential					
Attitude					
Integrity					
Responsibility/Independence					
Creativity/Originality					
Communication Skills					
Interpersonal Skills					
Leadership					

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hmo

Program Information

2021

**KOICA-YONSEI
Master's Degree Program in
e-Government and
Public Management for ASEAN**

August 16, 2021– December 21, 2022

Seoul & Seongnam, Republic of Korea

KOICA

Korea International Cooperation Agency



Yonsei University

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

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PART II. PROGRAM DETAILS	3
PART III. TRAINING INSTITUTE	9
PART IV. ACADEMIC REGULATIONS	16
PART V. REQUIRED DOCUMENTS.....	18
PART VI. CONTACTS	21

I. PROGRAM OVERVIEW

▣ **Program Title: KOICA-YONSEI Master's Degree Program in e-Government and Public Management for ASEAN**

▣ **Duration**

- **Stay duration: August 16, 2021 – December 21, 2022 (17 months including 10 days of program orientation)**

During the 17 months at Yonsei University, students are strongly advised to complete their thesis.

- **Academic duration: September 1, 2021 – February 31, 2023 (18 months)**

The 4th semester is available if the advisor decides the student need to register for an extra semester.

In accordance with university regulations, the diploma will be issued in February 2023.

▣ **Degree Completion Requirements:**

This program requires students to take 30 mandatory credits and write a thesis paper to accomplish the degree. For graduation, students have to submit the thesis paper in the final semester.

This program is composed of two tracks; the Thesis Paper track and Professional Report track. Students will take 30 credits for Thesis Paper Track, and 36 credits for Professional Report Track. For graduation, students have to submit a Thesis Paper or Professional Report.

* Students may choose Professional Report track to complete their degree after consulting their advisors during the semester.

▣ **Degree: Global Master of e-Government and Public Management(GMeGM)**

- Applicants should have a Bachelor's Degree.

▣ **Objectives**

This program aims to strengthen administrative and policy capacities of public sector employees who are interested in e-Government:

1) To cultivate core experts who contribute to economic and social development in Asian countries.

- 2) To educate future leaders who can contribute to the development of Asian regions as well as foster bilateral relationships between Asian countries and Korea.
- **Training Institute:** Department of Public Administration
(https://yupa.yonsei.ac.kr/yupa_en/index.do)
Yonsei University
(<https://www.yonsei.ac.kr/sc/>)
 - **Number of Participants: 15 public sector employees from Asia**
 - **Qualification: Applicants who meet the qualifications of KOICA**
 - * *Applicants with more than 1 year of experience as public officials in the public sector of Asian countries.*
 - **Language: English fluency that requires no translation**
(TOEFL score or English Proficiency Test is strongly encouraged)
 - **Accommodations:**
 - 1) KOICA International Cooperation Center (ICC) during the KOICA Orientation
 - 2) Yonsei University Dormitories while studying at Yonsei University
 - Room type: 2 persons per room (116 rooms)
 - Communal kitchen available
 - 24-hours front desk and security system operation
 - Each house holds English-fluent full-time staff.
 - Each house holds prayer rooms for students with various religious backgrounds (have to check again)
 - ARS system connecting each room
 - Each room is furnished with an air-conditioner, a bed, a desk, a bookshelf, a lamp, a closet (per person), an interphone and a refrigerator; Korean-style Ondol heating system
 - Personal items including blankets and pillows are provided.
 - Possessing or using any electric heating appliances is banned.
 - Dormitory facilities: a cafeteria, laundry area, study and seminar rooms, computer lab

II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

Session	Period (YY/MM/DD)	Contents/Remarks
Before Admission	2021/08/16- 2021/08/31	<ul style="list-style-type: none"> <input type="checkbox"/> Graduate community and language training • Orientation for YUPA GMeGM Program • Research Plan submission: draw a blueprint for academic plan during GMeGM • Basic Korean: 2 hour classes everyday (excluding weekends) to help with living and understanding Korean culture • Buddy Program: connect a Korean graduate student with a GMeGM student for one on one language exchange
1 st semester (16 Weeks)	2021/09/01- 2021/12/20	<ul style="list-style-type: none"> <input type="checkbox"/> Foundation Courses taken <input type="checkbox"/> Public Affairs: public management, public finance and budgets, public organization • Research Methods and Quantitative Methods for social science • Mentor and Advisor assignment • Peer mentor: study with a mentor for specific courses and language exchange • Professional mentor: meet and connect with experts from e-Government seminars, campus colloquiums, international academic seminars • Academic advisor: run "Meet the Faculty" program and voluntarily choose one or get assigned to one before the end of semester
1 st Break (Winter Vacation)	2021/12/21- 2022/02/28	<ul style="list-style-type: none"> <input type="checkbox"/> Personal consultation with the e-Government Committee in GMeGM <input type="checkbox"/> 1:1 general consultation on academic and daily life: once a month after 1stsemester to check and help research plan progress • 1stSpeaker Series with e-government experts: open a special seminar inviting experts in the week before the 2ndsemester begins • Support to take special methodology sessions or language courses held by various institutes <input type="checkbox"/> Field trip: Visit a public or private e-Government organization known for its best practice

<p>2ndSemester (16 Weeks)</p>	<p>2022/03/01~ 2022/06/21</p>	<ul style="list-style-type: none"> <input type="checkbox"/> e-Government Core courses taken <input type="checkbox"/> Study theories and practices of e-government to understand research trends on e-government and to develop research ideas by writing term papers or conducting term projects • Hold a working paper colloquium at the end of semester • A systematic preparation on a proposal for Thesis or Capstone project during the semester: submit at the end of semester • Survey on demands for on-site practices or experts interviews related with their thesis or capstone project • Regular meetings with an advisor once a month to get helps in progress on thesis or capstone project
<p>2ndBreak (Summer Vacation)</p>	<p>2022/06/22~ 2022/08/31</p>	<ul style="list-style-type: none"> • Field research with interviewing experts fitting to each thesis or Capstone project • Matching a client for Capstone Project: meeting at least twice during the break to set up a specific plan on the capstone project <input type="checkbox"/> 2ndSpeaker Series with e-government experts: open a special seminar inviting experts in the week before the 2ndsemester begins <input type="checkbox"/> Support to take special methodology sessions or language courses held by various institutes
<p>3rdSemester (16 Weeks)</p>	<p>2022/09/01~ 2022/12/20</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Writing a thesis: meeting with advisor once a week to develop the thesis and set up a thesis committee for assessing proposal, preliminary thesis, and final thesis • Writing a capstone project: meeting with client once a month to conduct the capstone project successfully and set up a capstone committee to develop the biweekly capstone project
<p>After Graduation</p>	<p>2022/12/21~</p>	<ul style="list-style-type: none"> • Research achievement proliferation • Present an award to a student who publishes his/her thesis or conducts an excellent capstone project <input type="checkbox"/> Create and manage a GMeGM alumni organization <input type="checkbox"/> Continue running communities with Korean students through various SNS <input type="checkbox"/> Setup a permanent consultation system <input type="checkbox"/> Provide Online consultations for GMeGM alumni returning to their own work • Send an experts group to Asian countries, if necessary, to provide useful and practical solutions on the problems a GMeGM alumnus meets • The graduation will be conducted in February according to the graduate school academic schedule

*The schedule above is subject to change.

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

2. CURRICULUM

Course	Type	Course	Semester	Credits
Courses	Required	Issues in Global Governance	1st	3
	Required	Public Administration and Democracy	1st	3
	Required	Government Performance	1st	3
	Required	Introduction to E-Government	1st	3
	Required	Field Study	Vacation (2nd)	3
	Required	E-Government and Technology	2nd	3
	Required	Productivity and Public Administration	2nd	3
	Elective	Transparency and Public Management	2nd	3
	Elective	Big Data and Machine Learning for Public Policy	2nd	3
	Required	E-Government Capstone Project	Vacation (3rd)	3
	Elective	E-Government and Public Services	3rd	3
	Elective	E-Government around the World: Cases	3rd	3

**The courses above are subject to change*

1) Curriculum & Credits

- The total number of credits required to complete the GMeGM's program: 30 credits
- **How to get 30 credits:**
 - 8 required courses + 4 elective courses (3 credits per course)
 - For graduation and degree, Thesis should be written in the 3rd semester
 - Students who take the Thesis Track would take 30 credits
- **Core courses** consist of 8 required courses (Issues in Global Governance, Introduction to E-Government, Government Performance, Public Administration and Democracy, Field Study, E-Government and Technology, Productivity and Public Administration, E-Government Capstone Project) and 4 elective courses (Transparency and Public Management, Big Data and Machine Learning for Public Policy, E-Government and Public Services, E-Governments around the World: Cases)

- **GMeGM** requires writing a **Thesis Paper** for graduation and conferral of the master's degree

2) Class Information

Issues in Global Governance

This course covers various theories and practices of global governance. We investigate how various actors influence different modes of global governance.

Public Administration and Democracy

Critical review of various issues related to e-government and citizen-participating public administration governance

Government Performance

This course is designed for graduate students who would like to critically examine a variety of issues related to public management and public organizations.

Introduction to E-Government

This course is designed for graduate students who would like to critically examine a variety of issues related to e-government and e-governance in public administration.

Field Study

This course will enable participants to experience e-Government policy field in Korea. Students will become familiar with the actual strategies and resources used in the policy field. Also, students will find cases for their thesis paper by the end of the Field Study.

E-Government and Technology

This course is designed for graduate students who are interested in meeting E-Government practitioners in Korea.

Productivity and Public Administration

This course is designed for graduate students who would like to critically examine a variety of issues related to performance management and public administration.

Transparency and Public Management

This course is designed for graduate students who want to enhance their understanding of transparency and public management.

Big Data and Machine Learning for Public Policy

This course is designed for graduate students who would like to enhance their understanding of big data and machine learning for public policy.

E-Government Capstone Project

This course is designed for graduate students who want to enhance their understanding of policy tools of e-Government for social innovation and problem-solving.

E-Government and Public Services

This course is designed for graduate students who want to enhance their understanding of online public services which is basically front-office applications of ICT.

E-Governments around the World: Cases

This course is designed for graduate students who would like to critically examine a variety of issues related to managing IT and e-government in Korea.

3. EXTRACURRICULAR ACTIVITIES

■ **Mentors Club:** Students can make friends and exchange cultures through various programs such as the Buddy Program or Cell Meeting

- Mentors Club contact information
 - email address: mentorsofficial@hotmail.com
 - website: <http://www.yonseimentors.org/>

■ **List of Clubs**

Club	Main Activity and Purpose
Traditional Music Society	- Korean traditional orchestra
NTIZ (Not Trick, It's Zeal)	- Yonsei University's one and only magic club
Jazz Feel	- Popularizes jazz dance
Orpheus	- Performs classical guitar music
Pungmulpae TTE	- Plays the Korean traditional instrument and learns Korean folk song
Piano In Yonsei	- A club for students with the love for piano to come to express themselves through music
Tongilhanmadang (Unification spot)	- Unification of North and South Korea
Cometogether	- LGBT community in Yonsei
IYC (International Yonsei Community)	- Engages with international students studying at Yonsei S 305
Yonsei Buddhist Association	- Provides studies of Buddhism gain self-cultivation through studies of Buddhism and has opportunities of temple stay
Manhwasarang	- In this club, we seek for creating original comics with three mottoes,

	'freedom', 'criticism', 'creation'. Although you can't draw comics well, There's no problem for join us. Not only drawing comics, we also seek for good friendship in this club. Here, you can make your college life more pleasant with people who have 'love for comics' in common
Club Seowoo	- Learns how to write calligraphical letters(Chinese characters as basic, and also Korean traditional alphabets) and holds exhibition
Mulsarang (Aquamour)	- An amateur swimming club
Hanasai	- Provides traditional taekkyon skills
YES (Yonsei English Society)	- Studies English and performs plays in English
Hangeulmulgyeol	- Corrects misuseage of the Korean language; runs a free bulletin board

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Yonsei University

History of Yonhee Severance(1885~1956) : The history of Yonsei University began on April 10th, 1885, as Korea's first modern hospital "Gwanghyewon." Two weeks after opening, King Kojong gave Gwanghyewon a new name - "Chejungwon." Gwanghyewon was established by a medical missionary, Horace N. Allen. Prior to opening, missionary Horace G. Underwood visited Korea, assisting in medical treatment at Chejungwon while starting his work in education and missionary activities. These two missionaries' work that is based in Chejungwon has become the foundation of Yonsei.

Since then, works related to medicine were institutionalized to become what was initially the Severance Medical College and later Severance Hospital and Severance Medical School. Meanwhile, in education, what was initially known as Underwood School, Gyeongsin School, and later Yonhi College became Yonhee University. Yonhee and Severance supported the independence and modernization of Korea during Japanese colonization and at times of crises. As a university, it also bore the responsibility to democratize and modernize the country after the Korean War.

History of YONSEI(1957~) : In 1957, Yonhee University and Severance Medical School merged to become Yonsei University. After the merging, Yonsei University grew to become one of the best universities in Korea. It became the driving force behind Korea's economic and political growth, and it also continues to spearhead university education and research.

This Yonsei spirit and academic tradition also took roots in Wonju. First opened as the Wonju Campus Medical School in 1978, it expanded to establish itself as a university, and it grew into one of Gangwon region's leading campuses since moving to Maeji-ri in 1984.

The opening of an international campus in Songdo, Incheon, in 2010 was the first step for Yonsei University to become a world-class education and research powerhouse. Through decentralization and collaboration among its campuses (Sinchon, Health System, Wonju, International), Yonsei is committed to contributing to the development of mankind and society by leading creative changes and to build a new history.

2) About the Department of Public Administration

Established in 1958, the **Department of Public Administration at Yonsei University** pioneered the Public Administration Program in South Korea and has since become a center for academic research and education in the field. The Department offers both undergraduate (BA) and graduate (MA and Ph.D.) programs in Public Administration and ranks as one of the top programs in the nation with 17 standing faculty members whose cutting-edge research is internationally recognized. Our alumni, a total of approximately 4,000 bachelors, 420 masters, and 110 Ph.Ds, play leading roles in government, finance, public and private corporations, academia, media, and NGOs. The Department takes pride in its tradition of more than sixty years for its contribution to Korean society and now aims for global excellence in research and education.

3) About the graduate program

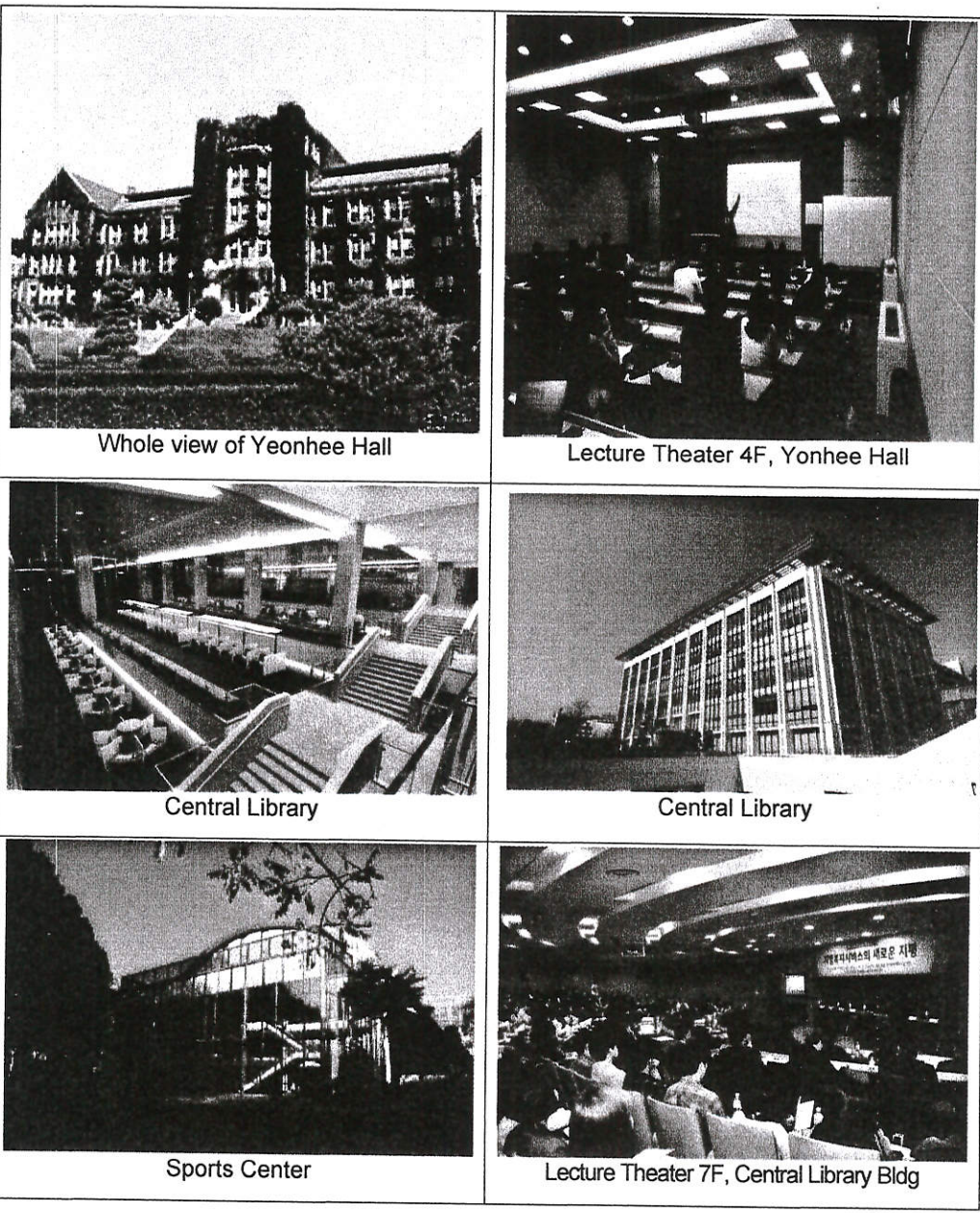
The graduate program was founded in 1962 as one of the first graduate programs in the nation. It exposes graduate students to a broad range of subjects in their course work. Issues across narrowly-defined disciplines, and diverse research projects, all of which help them pursue professional careers in universities, central and local governments, and public and private enterprises.

It is truly a special place where graduate students, staff, and faculty members learn from each other and form great networks for their future careers. As of 2012, one hundred and twenty students are enrolled in the graduate program.

The master's program covers basic theories of policy making in public administration. Its curriculum is divided into three paths in order to provide a broad range of theories and practical knowledge in different fields of public administration and policy. Each year approximately 20 students are admitted to the MA program and currently 60 master's students are enrolled.

After master's degrees are granted, students pursue their professional careers in research institutes, public agencies, and the private sector or continue toward doctoral degrees at Yonsei or abroad.

■ Education Facilities of GMeGM-Yonsei



4) Homepage

- Yonsei University

<https://www.yonsei.ac.kr/sc/>

- Department of Public Administration

<https://yupa.yonsei.ac.kr/yupa/index.do>

2. ACCOMMODATION

Yonsei University have the SK Global House and International House for foreign students. These houses provide its residents with living quarters not only to study and relax, but also to meet people from various backgrounds. For GMeGM students, the University will provide dormitories.

Name	Yonsei University Dormitories
Accommodation	Room Type: Double room for two persons
Facilities	Lounge, Laundry Room, Computer Lab, Seminar room, etc.

■ Living Convenience

We strive to help the residents enjoy the best of their residential life in Korea by ensuring security and living convenience. We boast top-of-the-line facilities and services with a 24-hour-operating front desk and security system.

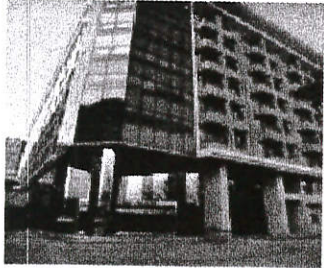
■ Global Environment

Yonsei University's International Dorms provide a home away from home to international students studying at Yonsei. Students from all over the world make the residence an ideal place to meet new people and make great memories. The main language of communication is English and the duty managers and residential assistants are capable of assisting the residents in multiple languages.

■ Learning Opportunity

International students in our residence also provide a unique learning opportunity. Year after year, the residents spend a great time with friends from all over the world and learn to understand different languages and cultures.

■ SK Global House & International House



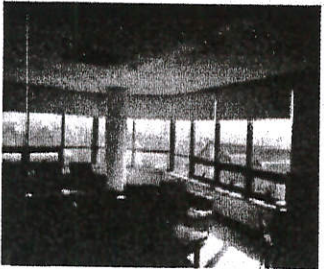
SK Global House



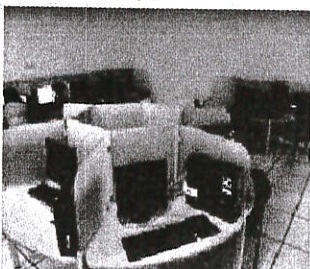
Lobby Entrance



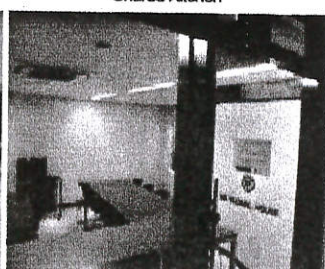
Shared Kitchen



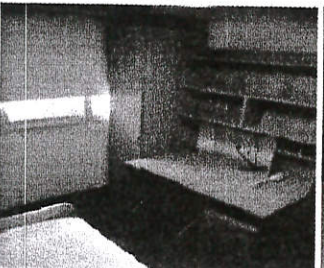
Lounge



Computer Lab



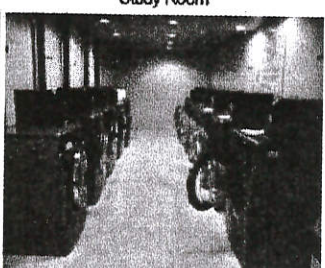
Study Room



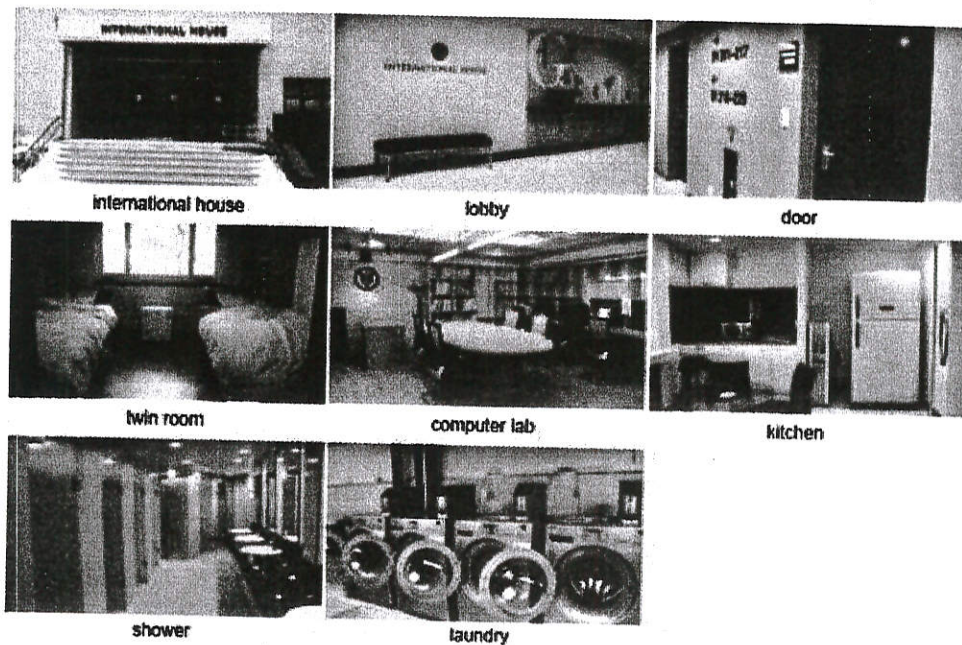
Single Room



Double Room



Laundry Room



1) Type of Dormitory Room: Double Occupancy(2 persons 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 outlets.
- Individual heating system
- Personal items including bed sheet, blanket and pillow are provided.
- Possessing or using any electric heating appliances is prohibited.

3) Common area

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

4) Resident Assistance Office

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

3. OTHER INFORMATION

1) YUPA Administration Office

The YUPA Office is located on the 2nd floor, #213 Yonhee Hall.

2) KOICA Office

The KOICA Office is located on the 3rd floor, #315-2 Yonhee Hall.

3) Central Library

You need a student ID card to enter the library and to borrow books and other materials.

You can use your ID card to borrow and extend the due date of books.

4) On- Campus Cafeterias

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 4,500 ~ 25,000 KRW per meal.

5) Health Care

■ Sinchon Severance Hospital

Severance Hospital was the foundation of modern medical science in Korea with the establishment of Kwang Hye Won in 1885 by Dr. Horace N. Allen, missionary doctor, and has been serving the nation's health for the last 130 years as the leading organization among medical institutions in this country.

In pursuit of the quality improvement of medical service through the specialization of medical examinations and treatments for the first time in Korea, Severance Hospital manages the Cancer Center, Rehabilitation Hospital, Cardiovascular Hospital, EYE Hospital, Children's Hospital, Emergency Care Center, International Health Care Center and Specialized Clinic. In addition, Severance Hospital has created a new medical culture focused on customers through the investigation of a customer satisfaction survey, Quality Improvement(QI) Division management and Service Manual manufacture, following the first Korean promulgation of the 'Patient's Bill of Rights' in 1993.

■ **Severance Hospital**, the leading proponent of medical service in Korea for the last century, practices the love of God that is the founding spirit of the hospital. The hospital continuously strives to secure international competitive power through a concentrated devotion to raising the level of medical examination and treatment, to lead the advancement of medical techniques through constant education and researches, and to make a practice of love for human beings through offers of advanced medical services and the realization of the patient satisfaction.

6) International Counseling & Coaching Services

Yonsei University provides counseling not only to Korean students but also to international students. International students can make a reservation with a professional counselor via e-mail.

★ e-mail: globaldiasporamn@gmail.com/Phone: 02)2123-6244, 070-4040-3081(English)

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

1) Attendance

- Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, fail to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam.

2) Minimum Grade Point Average Requirement

- Students must achieve a minimum of a 3.0(B) grade point average to obtain the master's degree.

3) Academic Integrity and Plagiarism

- Academic integrity means honesty and responsibility in scholarship. All academic work should result from a student's own efforts. Academic work completed in any other way is fraudulent. Academic integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.
- Plagiarism is dishonest and prevents professors from being able to assess the student's authentic strengths and weakness and help them improve. No student shall represent others' words, work, or ideas as his or her own in any academic endeavors. A violation of this section includes but is not limited to copying, direct quotation, paraphrasing of borrowed facts or information.
- If academic integrity infractions are found in the examination, assignment, or thesis writing, students will be evicted from the school and asked to return to his/her country in the middle of the GMeGM program.

4) Comprehensive Examination and Foreign Language Requirement

- The comprehensive examination shall be based on questions that can determine the student's basic knowledge and ability in the major and research methods, entrusted to the professor in charge of each subject.
- 2 subjects for the comprehensive examination shall be selected from two areas: the first in administrative and policy theory and the second in e- government theory. However, with the recommendation of the advisor and approval of the principal of the

graduate school, it may be replaced by research tasks and oral tests considered equivalent to the comprehensive test.

- The foreign language requirement recognizes the institutional TOEFL conducted in this school and any foreign language test approved by the country.
- However, the acceptance of foreign language tests held by major institutions shall be determined through a meeting of professors.
- A graduate student of this school shall comply with the rules for conducting a foreign language test. For English tests, the lowest passing score of the school's institutional TOEFL is 540 points, and for TOEIC, the master's score should be a minimum of 750 points. For any other foreign language tests (TEPS, IELTS, FLEX, etc.), corresponding scores can be submitted. The criteria for this is determined by the GMeGM Steering Committee.

2. OTHERS: ACCOMMODATION REGULATIONS

1) Student must reside in the YONSEI dormitory (International House). Living off-campus is not allowed in principle

2) Students must abide by dormitory regulations

- International House: 2 persons sharing a room
- Communal kitchen available to both houses
- 24-hour front desk and security system in operation
- Each house holds English-fluent full time staff
- Each house holds prayer rooms for students with various religious backgrounds
- ARS system connecting all rooms
- Each room is furnished with air-conditioner, a bed, desk, bookshelf, lamp, closet (per person), an interphone and a refrigerator; Korean-style Ondol heating system
- Personal items including blankets and pillows are provided.
- Possessing or using any electric heating appliances is banned.
- Dormitory facilities: a cafeteria, laundry area, study and seminar rooms, computer lab.

V. REQUIRED DOCUMENTS

1. APPLICATION ELIGIBILITY

Public officials working in the public sector from Asian countries.

- Applicants who receive official recommendation from KOICA partner countries mentioned above, hold a bachelor's degree, is fluent in English enough to take courses taught in English, capable of writing a thesis or performing a capstone project, and be both physically and mentally healthy.
- Applicants should not have previously participated in or have a dropout record from a master's program supported by a Korean government entity.

2. ADMISSIONS PROCESS

- Application: submit application form (to a KOICA Overseas Office) → local interview by the application deadline announced by KOICA
 - Document Review: review documents → announce results
 - Phone/Face-To-Face Interview: arrange interview dates → conduct interviews → announce results
 - Health Check-up: examine health checks locally → report the result
 - Final Announcement: select final candidates → report it → abandonment or replacement
- ※ The selection process above may change depending on KOICA's annual plan.

3. REQUIRED DOCUMENTS

- ▣ All documents should be sent to the KOICA Overseas Office or relevant government office.
- ▣ You are required to submit ALL of the following documents:

1. **KOICA Documents:** * Refer to the attached Application Guideline.
- 2 **Yonsei University, Department of Public Administration Forms** (refer to https://yupa.yonsei.ac.kr/yupa_en/graduate/grad_master.do)
 - **Application Form (Form 1)**
Your name should match the name on your passport or official certificate of nationality
 - **Personal Statement and Research Plan (Form 2)**
3. **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 have taken in each academic year along with 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.
 - **The Apostille or Authentication attachment** issued by the Korean Embassy or Consulate, or relevant ministry of the applicant's country **is NOT necessary during the application process but NECESSARY after applicant receives an offer of admission**
 - If there is a record of transfer, the transcript of the previous institute must be submitted. Certificate of Graduation of the previous institute is not necessary
4. **Copy of the applicant's passport** (or other official document indicating your nationality)
5. **Copies of both parents' passports** (or other official document indicating parent's official d
6. **Official document indicating parent-child relationship** between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship.
7. **Curriculum Vitae**
8. **Certificate of Employment**

9. **Proof of English Proficiency:** Applicants should submit a recognized score of English proficiency test such as TOEFL, TEPS, IELTS or other supporting document to demonstrate appropriate English proficiency.
10. **Recommendation Letters (from two recommenders) :** Applicants should submit two recommendation letters from a professor (on academic performance) or supervisor (on job performance). They provide an overall evaluation of the applicant and comment on whether to recommend the applicant or not with reason.
11. Consent to the Release of Information Form

Important Notes for All Applicants:

※ **Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for the admissions process.**

1. All forms should be **typed in English** and all supporting documents should be **in English**. **All documents must be original copies and be written in English.** However, should they be unavailable, **photocopies or translated copies in English must be validated/attested/ notarized by the issuing institute or a notary office.**
2. You will be disqualified if **Required documents** are not submitted in full.
3. If any of the submitted materials contain false information, admission will be revoked.
4. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions in the application.
5. Make sure to keep photocopies of all completed forms, as all submitted documents will not be returned to the applicants.
6. Be aware that, in principle, any modifications or cancellation will not be accepted after an application is submitted.
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 Manager: Ms. Aram Moon**, Capacity Enhancement Program Department
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do
Republic of Korea
- Tel: +82-31-740-0678
- Fax: +82-31-740-0765
- E-mail: withus911@koica.go.kr
- Website: <http://www.koica.go.kr>

- **Program Coordinator: Ms. Enkyol Kim**
- Tel: +82-2-6916-9678
- E-mail: kek0107@koworks.org

2) Yonsei University, Department of Public Administration

- Program Manager : **Ms. Si Kyeong Seo**
- Address: Yonhee Hall315-2, 50 Yonsei-ro, Seodaemun-gu, Seoul, 03722,
Republic of Korea
- Phone: +82-2-2123-2954
- Fax: +82-2-2123-8118
- Email: yupa.gmegm@gmail.com

- **Program Intern : Ms. Monica Hyun Soo Kim**
- Address: Yonhee Hall 315-2, 50 Yonsei-ro, Seodaemun-gu, Seoul, 03722,
Republic of Korea
- Phone: +82-2-2123-2954
- Email: mhsk95@yonsei.ac.kr

MASTER COPY

Homepage:

<http://www.koica.go.kr/ciat/7815/subview.do?enc=Zm5jdDF8QEB8JTJGYmJzJTJGY2IhdCUyRjE5NTIIMkYzNTY5NDgIMkZhcjRjbFZpZXcuZG8IM0Y%3D>

**The PI (Program Information) schedule is subject to any changes made to KOICA and Yonsei University's schedule.*

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"Please remember to read the SP Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."