REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

01 April 2020

CUSTOMS MEMORANDUM CIRCULAR
NO. 99- 2020

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

Subject: 2020 Seoul National University-Global Master of Public Administration (SNU-GMPA) Scholarship Program

Attached is a copy of the emailed letter dated 20 March 2020 from Yongmi Lee, Program Manager, Global Master of Public Administration (GMPA) Office, Graduate of School of Public Administration-Seoul National University (GSPA-SNU), inviting applicants for the 2020 SNU-GSPA-POSCO TK Foundation Scholarship Program. Financial arrangement, program overview, admission process, and other instructions can also be referred to the attached letter.

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
APR 08 2023

BOC-03-05344

South Harbor, Gate 3, Port Area, Manila 1099 .Tel. Nos. 527-4537, 527-1935 (OCOM)
Website: www.customs.gov.ph . E-mail: Boc.cares@customs.gov.ph (PIAD)

Highlights of 2020 SNU-GMPA Program will be as follows:

1. Stay duration: September 1, 2020 ~ December 31, 2021 (16 months of study in Korea)

2. Application Eligibility: Government officials from Asian countries (see the page 5 of attached 2020 GMPA Program Information)

3. Admission Process

4.　Procedure	Dates
Step 1. Closing Date for Application Package Submission	April 20, 2020
Step 2. Document Screening by GSPA-SNU	April 21 ~ April 23, 2020
Step 3 Essay Test and Skype Interview by GSPA-SNU	April 28 ~ April29, 2020
Step 4. Skype Interview by POSCO TK Foundation	May 11 ~ May 15, 2020

4. Application Package Submission: April 20 (Mon), 2020 in the form of PDF (SNU Application form 1~3 with supporting documents)

5. Method of Submission: via Email to GMPA Office (snugmpa@gmail.com)

6. Sponsorship:

1) The expenses will be covered by POSCO TK Foundation

Ÿ Tuition fee

Ÿ Monthly allowance: KRW1,000,000 including dormitory, meals, books and study

   supplies

2) The expenses will be covered by GSPA-SNU

Ÿ One economy class round trip from/to home country

Ÿ Accident compensation insurance

Ÿ 1 night stay at the Hoam Faculty House (on-campus hotel) on arrival date

Ÿ Field trip, study tour, and friendship events

For more details, please see the attached 2020 SNU-GMPA Program Information.

I appreciate if you would disseminate this information to the potential candidates for the program:

CMC No. 99-2020 p·2A

MASTER COPY

Best,

Yongmi Lee

Program Manager
GMPA Office
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Seoul National University
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Tel: +82-2-880-9272

2020 GMPA PROGRAM
Master's Degree Program in
Public Management and Public Sector Reforms

September 1, 2020 – December 31, 2021

Seoul, Korea

GSPA Graduate School of
Public Administration
Seoul National University

posco
TJ Park Foundation

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

CMC No. 99-2020 p.4

CONTENTS

Part I	PROGRAM OVERVIEW

■ **Program Title: Global Master of Public Administration (GMPA)**

■ **Duration:**

1) Stay duration: September 1, 2020 ~ December 31, 2021 (16 months of study in Korea)

   During their 16 months in SNU, students are strongly recommended to complete their thesis.

2) Academic duration: September 2020 ~ August 2022 (24 months)

   In accordance to the university regulations, the diploma will be issued in August 2021.

■ **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 finances, local government and policy process.

2) To train public administration professionals to become changing agents for development who can contribute to the economic and social development of their country, 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 sector reforms that accelerated Korea's growth and ultimately assisted mid-level public officials to promote advancement of their country.

4) To facilitate an ongoing dialogue between public officials from Korea and the Asian countries** (see the map on page 5)

■ **Training Institute:**

Graduate School of Public Administration (GSPA), Seoul National University (SNU)

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

■ **Sponsorship by:**

: **POSCO TK Foundation (POSCO)**

: **Graduate School of Public Administration (GSPA),**

Seoul National University (SNU)

■ **Number of Participants: Max 4 Government Officials**

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

■ **Accommodations:**

Seoul National University Dormitory (Gwanak Residence Halls) during your stay in the school

: Double occupancy: 2 people per room

: Each room is furnished 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

: Each residence hall has a communal kitchen each floor

Part II	**HOW TO APPLY**

1. APPLICATION ELIGIBILITY

You can apply for <Capacity Building of Public Management and Public Sector Reforms> course, if you meet ALL of the following criteria:

- Be a citizen of Asian countries** (see the map below)

- Be a government or municipality official, or a researcher, an instructor in state institutes working in his/her home country with a Bachelor's degree or higher (**Private sector employees are not eligible**) with your organization concerned with Public Management and Public Sector Reforms
- 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 theses in English
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
- * Pregnancy is regarded as a disqualifying condition for participating in this program.
- * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participating in this 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 be applied

- Have not participated in any of the Korean Government's Scholarship Program previously (Master's degree program).

2. ADMISSION PROCESS

Procedure	Dates
Step 1. Closing Date for Application Package Submission	April 20, 2020
Step 2. Document Screening by GSPA-SNU	April 21 ~ April 23, 2020
Step 3 Essay Test and Skype Interview by GSPA-SNU	April 28 ~ April 29, 2020
Step 4. Skype Interview by POSCO TK Foundation	May 11 ~ May 15, 2020

Post Admission

Arrival in Korea	August 29, 2020
Check-in SNU dormitory	August 30, 2020

* The timeline above is based on the local time in South Korea and is subject to change.

1) Application Package Submission

- Prepare all required documents for your admission package and check whether all information is correct.
- Submit the application package (SNU application Form 1, 2 and 3 with supporting documents) to the GMPA Office (snugmpa@gmail.com) via email in the form of PDF by April 20, 2020
- Original copies should be sent to GMPA Office after your admission is confirmed.

3. REQUIRED DOCUMENTS

※ All documents should be sent to GMPA Office (snugmpa@gmail.com) in the form of PDF FIRST by April 20 (Monday), 2020

※ Original copies of all documents should be sent to GMPA Office via EMS or DHL, FEDEX when your admission is confirmed.

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

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 official certificate of nationality

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

- **Two Letters of Recommendation (Form 3) from Two Different Professors (Recommenders)** with signature and stamp on the sealed envelope by recommender

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 the record 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.

- 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.

3. **Copy of the Applicant's Passport** (or other official document indicating your nationality)

4. **Copies of Both Parents' Passports** (or other official document indicating parents' nationality

5. **Official document indicating parent-child relationship** between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship.

6. **Curriculum Vitae**

7. **Certificate of Employment**

MASTER COPY

8. **Proof of English Proficiency**: Applicants should submit a score of recognized English proficiency test such as TOEFL, TEPS, IELTS or other supporting documents which demonstrates appropriate English proficiency.

▣ Important Notes for All Applicants:

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

1. All forms should be <u>typed in English</u> and all the supporting documents should be <u>**in English**</u>. **All documents must be original ones and must be written in English.** However, should they be unavailable, **the photocopies or translated copies in English must be validated/attested/ notarized by the issuing institute or a notary office.**

2. **Required documents (No. 1 ~ No. 7)** above are related to qualification and you will be disqualified if not submitted.

3. If any of the submitted materials contain false information, admission will be rescinded.

4. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

5. Make sure you keep photocopies of all completed forms, as all submitted documents will become property of SNU and will not be returned to the applicants.

6. Make sure that, in principle, any modification or cancellation will not be accepted after application has been submitted.

7. **We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.**

8. Proof of English Proficiency: Applicants should submit a score of recognized English proficiency test such as TOEFL, TEPS, IELTS or other supporting documents which demonstrates appropriate English proficiency.

▣ Important Notes for All Applicants:

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Part III	PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

| Session	Period (YY/MM/DD)	Contents / Remarks
Arrival	2020/08/29 ~2020/08/30	• Arrival in Korea and Move to Hoam Faculty House • Check-in SNU Dormitory
2020 Fall Semester (1st semester)	2020/09/01 ~ 2020/12/14 (15 weeks)	• Apply Alien Card, SNU student card and Open a Bank Account • Register 4 courses and earn 12 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • MT, Special Lecture & Forum, Seminar, Round Table • GMPA MT, Field Trip and Study Tour
Winter Semester (2nd semester	2020/12/21 ~ 2021/01/31 (5 weeks)	• Register 1 course and earn 3 credit hours • Mid-term Exam (8th time) and Final Exam (15th time) • Assignment of Thesis Advisor • Course Registration for Spring Semester
Winter Vacation	2021/02/01~ 2021/02/28	• Data Collection and Research for Thesis Writing, or Home Leave (Optional)

Session	Period (YY/MM/DD)	Contents / Remarks
2021 Spring Semester (3rd semester)	2021/03/02 ~ 2021/06/12 (15 weeks)	• Register 4 courses including 1 non-credit course <Korean and Korean Culture> and earn 9 credit hours • Qualifying Examination to submit a thesis (3.6) • Mid-term Exam (8th week) and Final Exam (15th week) • Special Lecture, Forum and Seminar, Round Table • Application for Thesis Submission and Submission of Thesis Summary (4.30) • Submission of Thesis Proposal (5.22) for Preliminary Thesis Examination (Oral Defense) (5.25) • Special Lecture & Forum, Seminar, Round Table • Field Trip and Study Tour
Summer Semester (4th semester)	2021/06/22~ 2021/07/24 (5 weeks)	• Register max 2 courses and earn 6 credit hours • Course Registration for Fall Semester
Summer Vacation	2021/07/25~ 2021/08/31	• Data Collection and Research for Thesis Writing, Public Internship, or Home Leave (Optional)
Fall Semester (5th semester)	2021/09/01~ 2021/12/18 (15 weeks)	• Register 2 courses and earn 6 credit hours • Basic Korean (non-credit) • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam (9.29) & Final Thesis Exam (Oral Defense) (11.20) • Special Lecture & Forum, Seminar, Round Table • Study Tour • Submission of Thesis Final Version (12.11) • SWOT Analysis (3rd)
Wrap-up	2021/12/22	• Departure
2022 Spring Semester (6th semester)	2022/03/01 ~ 2022/08/31	• Thesis Revision under Professor's Supervision and Thesis Completion in home country (if required) • Master's degree certificate to be granted in August 2020

NOTE: *The above schedule is subject to change.

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

2. CURRICULUM

The < Master's Degree Program in Public Management and Public Sector Reforms > course consists of 6 modules curriculum and 4 modules special activities. The 10 modules have been designed to deliver the academic contents in systematic and in-depth manner as follows.
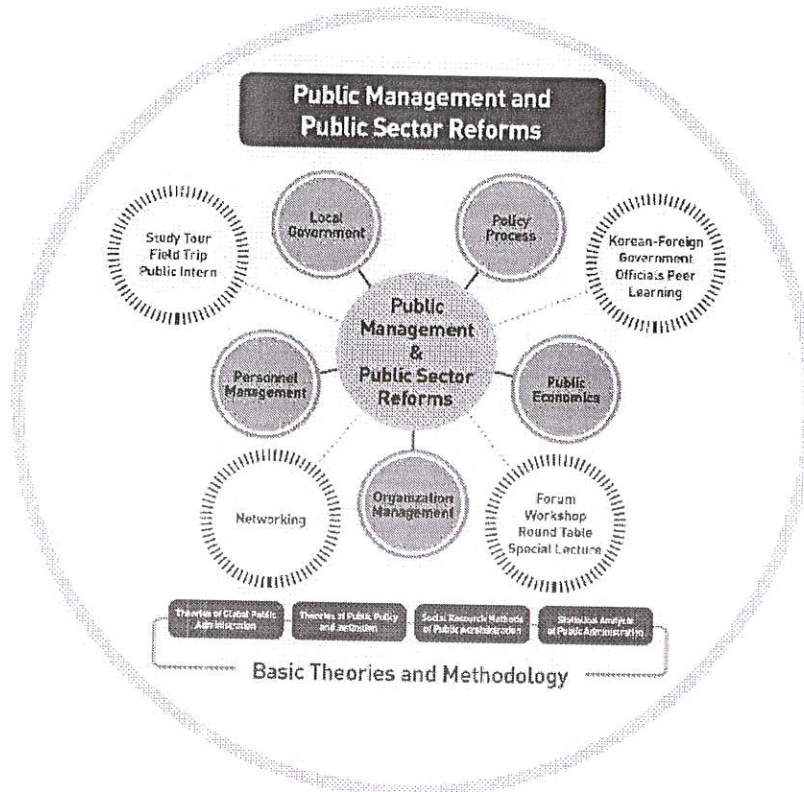
o In order to learn basic theories of public management and understand the methods to apply for work-site operations, and to build the capacity of evidence-based policy making and evaluation, <Social Research Methods of Public Administration>, and <Statistical Analysis of Public Administration> courses are offered. For students who do not have sufficient knowledge about statistics, <Basic Statistics> is also offered during preliminary session as a pre-course.

o <Theories of Global Public Administration> and <Theories of Public Policy and Institution> courses are offered to understand the basics of public administration and public policy.

| Required Courses | Basic Theories | • Theories of Global Public Administration
• Theories of Public Policy and Institution |
| | Methodology | • Social Research Methods of Public Administration
• Statistical Analysis of Public Administration
• Reading & Research I & II |

o Based on the basic theories and methodology, advanced courses on organization, personnel management, finance, local government and policy process are offered:

Elective Courses	Organization Management	• Organization and Public Administration • Government and Transparency • Analyzing Cases of Public Sector Reforms
	Personal Management	• Public Personnel Administration • Global Leadership and Public Ethics • Performance Pay: Theory and Evidence
	Public Economics	• Economic Analysis • Introduction to Government Accounting • Government and Market
	Local Government	• Urban Government • Central-local Relations
	Policy Process	• Evaluation of International Development Program • Project Cycle Management • Development Policies in the Global Context • Comparative Politics • US Foreign Policy • Diplomacy and Policy • International Politics • Analyzing Cases of Public Policies

1) Curriculum & Credits

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

Semester	Type	Credits	Course Title
2020 Fall Semester 4 courses (12 credits)	Required	6	• Theories of Public Policy and Institutions • Social Research Methods of Public Administration • Basic Korean I (non-credit)
	Elective	6	• Intergovernmental Relations • International Politics • Theories of Public Organization
Winter 1 course (3 credits)	Required	3	• Analyzing Cases of Public Sector Reforms • Basic Korean I (non-credit)
2021 Spring Semester 4 courses (9 credits)***	Elective	3	• Theories of Global Public Administration • Korean Language and Korean Culture*** (non-credit) • Statistical Analysis of Public Administration
	Elective	6	• Global Leadership and Public Ethics • Public Personnel Administration • Diplomacy and Policy • Development Policies in the Global Context
Summer 1 course (3 credits)	Elective	3	• Project Cycle Management, and/or • Analyzing Cases of Public Policies
2021 Fall Semester 2 courses (6 credits)	Required	3	• Reading and Research I
	Elective	3	• Government and Transparency • Introduction to Government Accounting • Performance Pay: Theory and Eviden20ce
2022 Spring Semester 1 course (3 credits)	Required	3	• Reading and Research II

NOTE:

1. The above curriculum is subject to change.
2. Korean Language and Korean Culture*** : Alternative course of Korean Language

2) Graduation Requirements

o In order to graduate, students must complete 36 credit hours, earn a GPA higher than 3.0 (B^{O}), and pass the final thesis examination.

o Students should pass the qualifying examination of submitting a thesis which will be held 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^{o}. This course is a non-credit course which is an alternative course of Korean language examination which is one of 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). In order to pass the final thesis examination, students should obtain minimum B^{o} (3.0) and submit the final thesis in PDF and print copy. 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 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 2 nights and 3 days.

o Field Trip (1) and Field Trip (2) will cover industrial sites, cultural and historic 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 4~5 times during the program. It is a day trip to public offices, public organizations, government complex, historic places, and IT villages.

o The places of study tour will be as follows:

✈Public Offices: Cheong Wa Dae (Office of the President), Central Government Complex (Sejong City), National Assembly, local government, and Seoul Metropolitan Government.

✈Historic places: Independence Hall, War Museum

✈Others: DMZ-JSA, Sangam Digital City, Yeoju Intelligent Village etc.

3) Friendship Event:

o Membership training for freshmen, 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   Country Report Presentation and SWOT Analysis Workshop organized by GMPA Office
o   Thesis Workshop organized by GMPA Office
o   Academic Writing and Presentation Workshop organized by SNU English Writing Center

5) Other Extracurricular Activities

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 issues and advancing the quality of public administration. Those research centers hold various academic forums, conferences and special lectures for students.

o   **Round Table**

Round table is held every week in 2019 fall and 2020 spring semester. Students who are Korean and foreign government officials discuss public issues in a free and friendly environment. Also, GSPA Ph. D students join the round table to present their research about Korean public issues which enables students to deepen the understanding about Korean public policy and public administration.

o   **Public Internship**

During winter and summer vacation, internship will be offered for a month in the public organizations and/or National Assembly on voluntary basis. It is expected that max 4 students will join the internship program.

Part IV | TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Seoul National University (SNU) was founded in 1946 as the first national university of Korea. SNU has the largest campus in Seoul and agricultural campus in PyongChang in Gangwon Province. Now it has 16 Colleges, 1 Graduate School and 11 Professional Schools with 2,620 full-time faculty members and 28,490 students enrolled in degree programs. SNU is ranked globally 7th in terms of SCI paper publications. SNU global standing is 36th in the world, and 8th in Asia by QS World University rankings.

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 called as the history of public administration in Korea.

Furthermore, for almost 60 years, GSPA has been committed to empowering students to become experts that successfully apply their knowledge and skills in responding to public issues to become high-ranking public officials in many aspects of government, as well as faculty and scholars in various public policy and administration schools in the nation. In this respect, GSPA can be considered as 'the cradle of national leaders' as the graduates of GSPA are demonstrating their ability by taking the lead not only in public field, but also in other various fields in the society.

The GSPA of Seoul National University is one of the top leading educational institutions in Asia that achieved its success through a world-class research and educational infrastructure, networks with developing countries and various practical training program. Furthermore, GSPA will take a 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 February, 2019, 5,224 master's degree students and 251 doctoral degree students had graduated from the GSPA, of which many became leaders in the Korean society as high-level public officials: former prime minister (1), former minister (20) and former vice minister (33), professors and researchers, politicians, journalists, and corporate leaders.

2) About the Program

Global Master of Public Administration (GMPA) Program was launched in September 2011 with a combined effort of GSPA-SNU and KOICA with an objective of cultivating 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 a prominent 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 146 GMPA students from 39 different countries have graduated from GSPA-SNU. As of March 2020, 50 participants from 23 different countries and 22 participants from the South Korean government now attend GMPA program. We also look forward to having new students in September 2020.
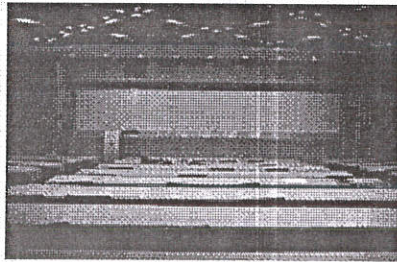
▣ **Education Facilities of GSPA-SNU**
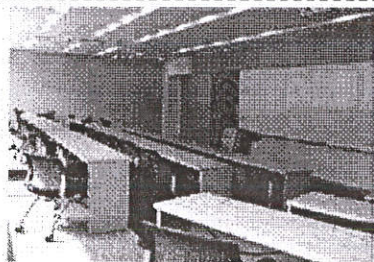

Whole view of GSPA Bldg. 57-1
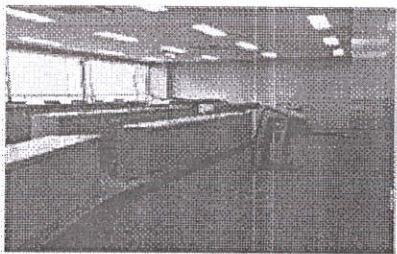

Lobby

<SK Conference Hall, 1F>
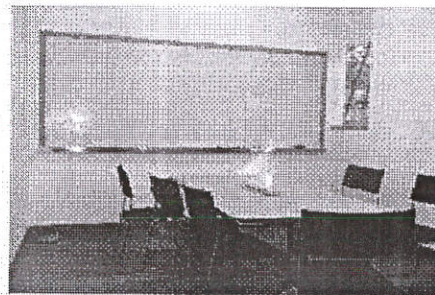

Lecture Theatre, 1F, Bldg. 57-1

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

GSPA Library

Computer Lab, B1

Seminar Room

■ **Excellent Facilities of Seoul National University**
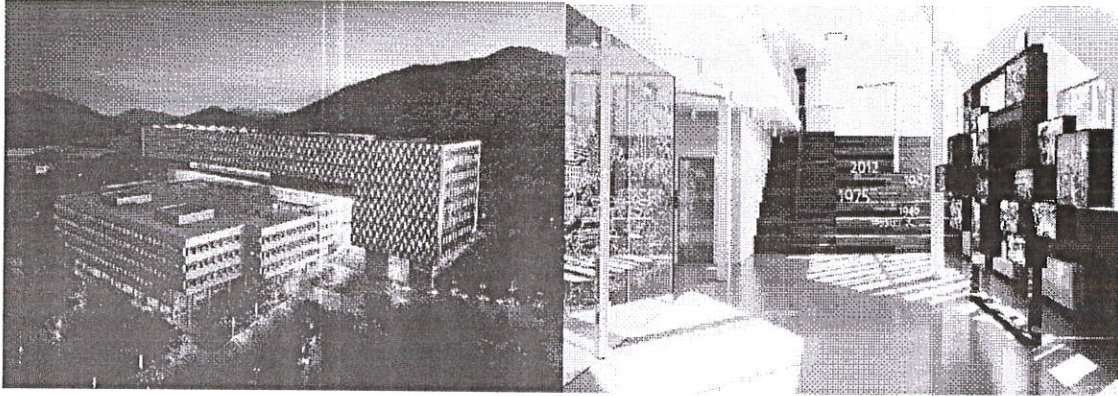
Central Library

POSCO Sports Center
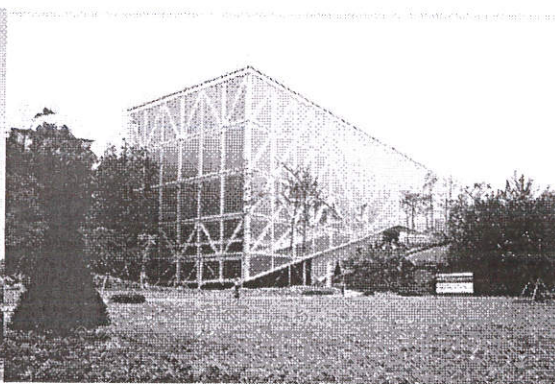
Museum of Art (MoA)

2. ACCOMMODATION

Gwanak Residence Halls is accommodating a large number of over 5,000 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.
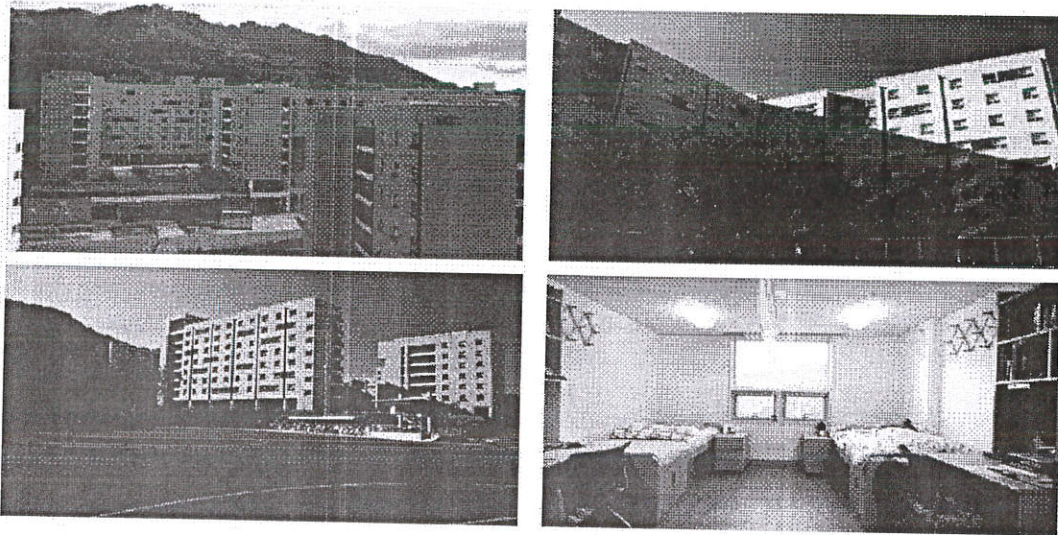
1) Type of Dormitory Room: Double Occupancy (2 people sharing a room)

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

Gwanak Residence Halls

919' Restaurant

Ourhome Restaurant

Global house Restaurant

Cafeteria

Gym

GS 25

Cook Room

Training Room

Soccer Field

Laundry

Wash Place

Parcel Service

Bank ATM

Guest House

Reading Room

Traing Room

Ga-on Hall

SNU hair shop

3. OTHER INFORMATION

1) GMPA Administration Office

The GMPA Office is located on the 2nd floor of GSPA Bldg. 57-1, Room 216.

2) Public Policy Information Center (PPIC)

Public Policy Information Center is a subject library established in 1971 with the support of the Asia Foundation. Throughout the history of the Graduate School of Public Administration, Public Policy Information Center has assisted all academic endeavors by effectively providing support for teaching and learning with organized instruction on library use, collaboration with other libraries to facilitate resource sharing, as well as serving the nationwide network of academic

3) Central Library

This is located behind the main administration building. 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. http://library.snu.ac.kr

4) SNU International Students Association (SISA)

SISA represents international students and supports them to ensure that students have the best possible experience while studying at SNU. SISA organize cultural and sports events such as International Food Festival, Sports Day.

5) Student ID Card Issuing Office

Paper application: Submit S-card application form and one COLOR PHOTO (3cmx4cm) to the Student Support Center (Bldg. 67, 2F) at the beginning of the first semester after you obtain Alien Registration Card and update your student records to reflect the new Alien Registration

6) S-Card with security code

After 10PM the main entrance of the GSPA building will be locked. In order to access the building after 10 PM students can make their student ID implemented with security code at GSPA IT Team located on 2F, Bldg. 57-1.

7) On-campus cafeterias

There is a wide range of meals available from on-campus cafeterias and restaurants. The menu is updated in English on the SNU mobile application.

8) Medical Facilities

■ On-campus SNU Health Service Center (SNUHSC) http://health4u.snu.ac.kr

In order to provide high quality medical cares for the university members, the SNUHSC runs a comprehensive primary care clinic and various specialty clinics in cooperation with the SNU Hospital (SNUH) and SNU Dental Hospital (SNUHDH).

✈All medical staff members are specialists and general practitioners of SNUH and SNUDH.

✈When a certain specialty clinic is closed, all primary care services are available at the Family Medicine Clinic.

✈As of now, the SNUHSC manages nine specialist medical clinics, and has established an efficient medical care linkage system in cooperation with Seoul National University Hospital and Boramae Hospital, and Gwanak Community Health Center. Nine specialists such as <Family Medicine>, <Psychiatry>, < Ear, Nose, Throat>, < Dermatology>, < Ophthalmology>, < Gynecology>, <Orthopedics>, <Smoking Cessation Clinic>, < Dentistry>

✈Lunch time: 12:00~13:30
During the break, obtain a waiting list order in front of the reception and wait at the lobby. You can register starting from 13:30.

✈Online reservations for SNUHSC is highly recommended. It is easy and fast.

✈The SNUHSC transfers patients to Boramae Hospital and SNU Hospital when further treatment is needed.

■ Boramae Hospital http://www.brmh.org

The nearest and one of the finest medical centers from SNU

■ SNU Gwanak Dental Hospital (SNUDH) http://www.snudhgw.org

Globally competitive dental hospital which consists of 7 departments such as Oral Medicine, Oral and Maxillofacial Surgery, Periodontics, Conservative Dentistry, Prosthodontics. Orthodontics, and Dental Implant Center.

Part V	SUPPORT SERVICE

1. EXPENSES FOR STUDY AND LIVING

1) The expenses will be covered by POSCO TK Foundation

- Tuition fee
- Monthly allowance: KRW1,000,000 including dormitory, meals, books and study supplies

2) The expenses will be covered by GSPA-SNU

- One economy class round trip from/to home country
- Accident compensation insurance
- 1 night stay at the Hoam Faculty House (on-campus hotel) on arrival date
- Field trip, study tour, and friendship events

2. INSURANCE

- Participants who have entered Korea have been covered by "New group injury insurance" policy in case of illness or accident.

  ※ The insurance coverage period is from the time of arrival in Korea to the time of departure.

  ※ We encourage you to read about the coverage of insurance and deductibles carefully.

- KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Chronic disease (medical expenses for previous illness; high blood pressure, diabetes, obesity, etc.) pregnancy, and mental illness will not be reimbursed.

During the program, participants will be covered by the "New group accident insurance." The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which must be covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

- Limit of Coverage & Deductibles

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-
Hospitalization	50,000,000	Deductibles
Outpatient medical expenses	250,000/ day	Deductibles
Prescription fee	50,000/ day	Deductibles
Liability	10,000,000	KRW 200,000 Deductibles
Acute myocardial infarction treatment fee	10,000,000	Once
Stroke treatment fee	10,000,000	Once
Special terms for persons killed or wounded for a righteous cause	100,000,000	

※ Limited to cases of injury and illness

※ Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance (Refer below to the category not covered by the insurance).

※ The insurance coverage is limited to the treatment incurred within Korea.

※ The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)

. **Deductibles**

* **Outpatients and prescription fee**

Classification	A	B	Deductibles
Clinic	10,000	20%	The larger amount between A and B
Hospital	15,000	20%	The larger amount between A and B
University hospital, level 3 hospital	20,000	20%	The larger amount between A and B
Prescription fee	8,000	20%	The larger amount between A and B

* **Hospitalization fee**

Classification	Deductibles
Hospitalization	20%

- **Procedures, Services and Diseases Not Covered by the Insurance**
    * Diseases that participants already had before arrival in Korea
    * Medical check-up, vaccination, nutritional supplements, and tonic medicines
    * Dental care and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry Hospital treatment
    * Fees for issue of certificates
    * Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
    * Orthopedics
    * Equipment and consumables (e.g., wristbands and cast shoes)
    * Mental disease and behavior disorder
    * Congenital cerebropathy
    * Herbal remedies
    * Obesity
    * Urinary diseases: Hematuria and urinary incontinence
    * Diseases of the rectum and anus
    * Tiredness and fatigue
    * Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
    * Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)

※ Detailed information will be provided upon arrival

- National Health Insurance

According to Korea's insurance system, at least 20% of medical expenses must be paid by participants as mandatory deductibles by law. KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%. If you have an illness that you have suffered in the past, or still ill (previous illness), you are recommended to join the National Health Insurance. If you are not covered by national health insurance, high medical costs may arise.

□ Dentistry

- ○ Korean medical expenses of dental system diseases are very expensive
- ○ Medical expenses for dental diseases are not reimbursed

Korean medical expenses of dental system diseases are very expensive. However, dental treatment costs are usually not covered by insurance and often exceed the cost of living. Therefore, it is recommended that you check your tooth condition beforehand and finish both tooth check-up and medical treatment before entering Korea.

※ For dental care, no costs are covered by Group Accident Compensation Insurance.

Part VI	ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

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

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 other events

- Hospitalization due to illness or accident

3) In the event of illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Director of GMPA Program. For absences longer than seven days, students must submit a written diagnosis by a physician.

2. EXAMINATION AND GRADE EVALUTIONS

1) Minimum Grade Point Average Requirement

Students must achieve a minimum a B° 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 of semester), Final (15th week of 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 class for at least two-thirds of the total class shall be prohibited a written explanation of their absence

4) Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100-point score for each course registered. Grades will be based 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 own efforts. Academic work completed in any other way is fraudulent. Academic integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.

2) Plagiarism is dishonest and prevent professors from being able to assess student's authentic strengths and weakness 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 found in the examination, assignment, or thesis writing, students will be evicted from the school and should return to his / her country in the middle of SP program.

4. REQUIREMENT FOR GRADUATION

1) Students must obtain 36 credit hours and minimum average of B° (3.0) in order to be qualified to submit a thesis and obtain the master's degree.

2) Students should pass the qualifying examination of submitting a thesis to be held in the first or second week of second semester.

3) Students should sit for <Korean Language and Korean Culture> and obtain minimum Bo. 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 thesis examination which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, 3) final thesis examination (oral defense). In order to pass the final thesis examination, students should obtain minimum B° (3.0) and submit the final thesis in PDF and print copy. 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.

5. ACCOMMODATION

1) Student must reside in the SNU dormitory. Living off-campus is not allowed in principle.

2) Students must abide by dormitory regulation

- SNU has very strict dormitory regulations and all students must abide by them.

- A student who violate dormitory regulations will be evicted from the dormitory and he/she must return to his/her country immediately.

3) Cooking is only allowed in communal cooking area.

- Induction, microwave, and water purifier is equipped in the cooking room located each floor.

- Cooking in a dormitory room is prohibited.

Part VII	CONTACTS

1. CONTACT INFORMATION

Graduate School of Public Administration (GSPA), Seoul National University (SNU)

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