



MEMORANDUM

MASTER COPY

TO : ALL CUSTOMS EMPLOYEES

FROM : 
REY LEONARDO B. GUERRERO
 Commissioner



BOC-03-09279

MAR 11 2021

SUBJECT : **KOICA-Seoul National University (SNU Master's Degree Program in Public Management and Public Sector Reforms**

DATE : March 8, 2021

1.0 This is with regard to the invitation to qualified Bureau personnel to the Korea International Cooperation Agency (KOICA)-Seoul National University (SNU) Master's Degree Program in Public Management and Public Sector Reforms to be held from August 12, 2021 to December 31, 2022 at the Graduate School of Public Administration (GSPA), SNU.

2.0 The objectives for this scholarship are the following:

- a. To improve the analytical and managerial skills of mid-level public officials in developing countries by offering knowledge about personnel management, public organization, public economics, local government, and the policy-making process.
- b. To train public administration professionals to become changing agents for national development contributing to the economic and social development of their country and region and the global society as a whole
- c. To share Korean experiences of economic and social development and provide practical knowledge on public management and public sectors reforms that accelerated Korea's growth and ultimately assist mid-level public officials in promoting the advancement of their country
- d. To facilitate ongoing dialogue between public officials from Korea and participants from KOICA's partner countries

3.0 KOICA will borne the airfare, tuition fees, monthly allowance, accommodation, settlement allowance, scholarship completion grants, accommodation, and insurance of selected scholars.

4.0 Interested applicants must meet the following qualifications:

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- 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;
 - g. Have not withdrawn from KOICA's scholarship program;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/fellowship program; 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. Document Checklist
 - c. Seoul National University Application Form (Form 1-Form 3) with required documents as follows:
 - i. Seoul National University Forms (refer to <https://en.snu.ac.kr/admission>)
 - ii. Application Form 1
 - iii. Personal Statement and Study Plan (Form 2)
 - iv. Letter of Recommendation (Form 3) from two (2) different recommenders
 - d. Official Bachelor's Certificate of Graduation and Transcript
 - e. Proof of language proficiency
 - f. Applicant's certificate of nationality: Copy of an unexpired passport



- g. Certificate of Nationality of Parents: e.g. Birth Certificate, Certificate of Family Relations, Citizenship Certificate
 - h. Birth Certificate of the applicant
 - i. Explanatory Statement (Optional): Submit if an applicant needs to provide additional documentary evidence for his/her eligibility for international admissions
 - j. Curriculum Vitae
 - k. Certificate of Employment
 - 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*

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

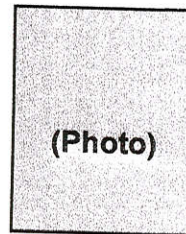
Items	Page No.	Check(✓) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	6-9	
d. Signed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

Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			If yes, please specify as below	
Training Institute	City / Country	Course Title	Period (MM-YYYY)	
			From	To

V. LANGUAGE PROFICIENCY

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages (please specify) : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior, or medication due to health or religious reasons?			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES >>	<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork <input type="checkbox"/> No Fish
		<input type="checkbox"/> Others()	

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

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

Handwritten mark
MASTER COPY

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)
 No Yes >> Name of Medication (_____), Quantity (_____)

b. Are you pregnant? (female only)
 No 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. [Preparation for the 2nd round] - 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>)



Seoul National University

MASTER COPY

Form 1. Application for Admissions (Graduate)

REGISTRATION NUMBER

*Do not write in this area.

- Please type or print in English or Korean.

Admissions Type

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

Personal Information

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

Salutation: Mr. Ms. Korean Name: _____

Resident Registration Number / Passport Number: _____ / _____

Nationality: _____ Place of Birth: _____

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

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

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

Mailing Address: _____ E-mail: _____

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

Family Information

◆ **Father**

Check one: Father Father deceased

Full Name: _____ Nationality: _____

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

◆ **Mother**

Check one: Mother Mother deceased

Full Name: _____ Nationality: _____

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

Check only if applicable: Parents divorced

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

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

FINANCIAL RESOURCES

You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at SNU: Agree Disagree

AGREEMENT FOR VERIFICATION OF ACADEMIC RECORDS

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

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

(Expected) Date of Graduation(DD/MM/YY): _____ Type of Degree: (Bachelor's / Master's / Ph.D / Others _____)

Name of Office in Charge: _____ Name of Staff in Charge: _____

Phone No. of Staff in Charge: _____ e-mail of Staff in Charge: _____

Academic Information

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

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

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

Applicant's Signature

Date (DD/MM/YY)

hms
MASTER COPY



Seoul National University

Form 2. Personal Statement & Study Plan (Graduate)

< 자기소개 및 수학계획서 >

Please type or print in English.

Please feel free to attach additional sheets if necessary.

Academics

Current or most recent school or institution attended : _____

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

Institution Address : _____
Number & Street

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

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

College/Department of your choice: _____

Field of Study (If applicable): _____

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

Personal statement (자기 소개)

Short Answer

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

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

Personal Essay

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

Study Plan(수학 계획)

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

REQUIRED SIGNATURE

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

Signature _____ Date _____
mm/dd/yyyy



Seoul National University
Form 3. Recommendation (Graduate)

REGISTRATION NUMBER

* Do not write in this area.

- Please type or print in English or Korean. This form is two pages in length.
- Mail the completed form to the following address by the application deadline:

Office of Admissions
Seoul National University
1 Gwanak-ro, Gwanak-gu
Seoul 08826, KOREA

To be completed by the applicant

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

Applicant's Name: _____

Current attending/Last attended School: _____

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

Desired Dept/Program: _____

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

To be completed by the recommender

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

Name: _____ E-mail: _____

Title, Position and Institution: _____

Address: _____

Telephone: _____

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

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

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

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

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

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

Recommender's Signature

Date (DD/MM/YY)

Program Information

2021

KOICA-SNU(GSPA)
**Master's Degree Program in Public
Management and Public Sector Reforms**

August 12, 2021 – December 31, 2022

Seoul & Seongnam, Republic of Korea

KOICA

Korea International Cooperation Agency

GSPA Graduate School of
Public Administration
Seoul National University

Graduate School of Public Administration
Seoul National University

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

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I . PROGRAM OVERVIEW

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

▣ **Duration:**

1) **Stay Duration: August 12, 2021 ~ December 31, 2022 (16.5 months)**

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

2) **Academic duration: September 2021~ August 2023 (24 months)**

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

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

▣ **Objectives:**

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

▣ **Training Institute:**

Graduate School of Public Administration (GSPA),

Seoul National University (SNU)

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

▣ **Number of Participants: 20 government officials**

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

▣ **Accommodation:**

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

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

II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

Session	Date (YYYY/MM/DD)	Contents / Remarks
Arrival	2021/08/12~ 2021/08/15	<ul style="list-style-type: none"> • Arrive in Korea and move to ICC • KOICA Orientation and Medical Check-up
Preparatory Session	2021/08/16~ 2021/08/31 (2 weeks)	<ul style="list-style-type: none"> • GMPA Orientation • Preparatory Session <Basic Statistics>, <Basic Korean>, <Korean Culture and History> • <Human Rights and Gender Equality> Education • Country Report Orientation (1) • GSPA Admission Ceremony • SNU International Students' Orientation
Fall Semester 2021 (1st semester)	2021/09/01 2021/12/10 (5 weeks)	<ul style="list-style-type: none"> • Dormitory Check-in and GMPA Orientation (9.1.) • Alien Card Application • Apply for the SNU student card and open bank account • Register for 4 courses and earn 12 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Basic Korean (non-credit) • MT, Special Lecture & Forum, Seminar, Roundtable • Country Report Orientation (2) (Mar) • Country Report Review Seminar (May) • Study Tour (3 tours) • Assignment of Thesis Advisor • GMPA Conference
Short Winter Break	2021/12/11 ~ 2021/12/19	<ul style="list-style-type: none"> • Short Winter Break
Winter Semester 2021 (2nd semester)	2021/12/20 ~ 2022/01/21 (5 weeks)	<ul style="list-style-type: none"> • Register for 1 course and earn 6 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Basic Korean (non-credit) • Special Lecture for Thesis Writing and Thesis Workshop • Course Registration for Spring Semester 2022
Winter Vacation	2022/01/22 ~ 2022/02/28	<ul style="list-style-type: none"> • Public Internship (Optional) • Data Research for Thesis Writing (Optional)

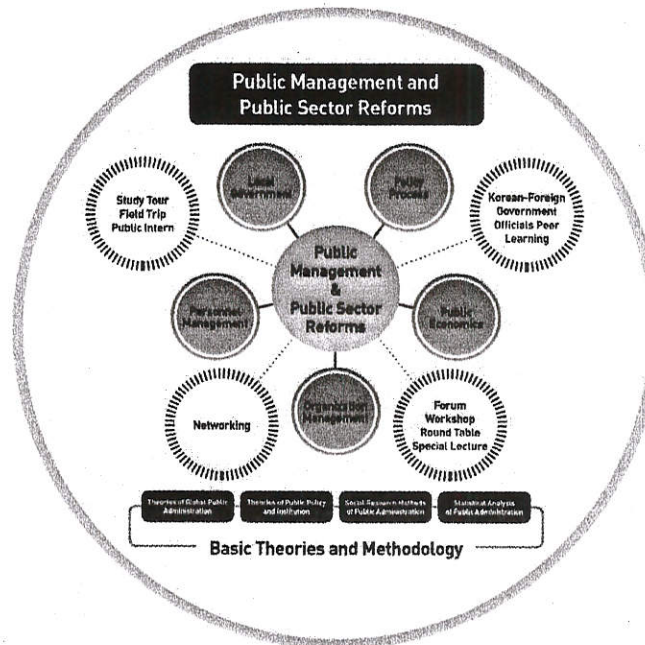
Session	Date (YYYY/MM/DD)	Contents / Remarks
Spring Semester 2022 (3 rd semester)	2022/03/02 ~ 2022/06/17 (15 weeks)	<ul style="list-style-type: none"> • Register for 4 courses and earn 9 credit hours, including 1 non-credit course <Korean and Korean Culture> • Thesis Qualifying Examination (3.5.) • Thesis Topic Presentation Workshop • Mid-term Exam (8th week) and Final Exam (15th week) • Special Lecture, Forum, and Seminar, Roundtable • Application for Thesis Submission and Submission of Thesis Summary (5.13) • Submission of Thesis Proposal (5.20.) for Preliminary Thesis Examination (Oral Defense (5.27.) • Special Lecture & Forum, Seminar, Roundtable • Study Tour (3 tours) • Country Report Presentation Workshop
Summer Break	2022/06/18 ~ 2022/06/26	<ul style="list-style-type: none"> • Short Summer Break
Summer Semester	2022/06/27~ 2022/07/29	<ul style="list-style-type: none"> • Earn a maximum of 2 courses and 6 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Course registration for Fall Semester
Summer Vacation	2022/07/30 ~ 2022/08/31	<ul style="list-style-type: none"> • Public Internship (Optional) • Data Research for Thesis Writing (Optional)
Fall Semester 2022 (5 th semester)	2022/09/01 ~ 2022/12/14 (15 weeks)	<ul style="list-style-type: none"> • Register for 2 courses and earn 6 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam (9.30) & Final Thesis Exam (Oral Defense) (11. 21.) • Submission of Thesis Final Version for Thesis Printing (12. 5.) • Special Lecture & Forum, Seminar • Study Tour (1 tour) • Action Plan Workshop
Wrap-up Session	2022/12/20	• Closing Ceremony of KOICA Scholarship Program 2020
	2022/12/31	• Departure
Spring Semester 2023	2023/03/02 ~ 2023/06/14	<ul style="list-style-type: none"> • Thesis Revision under Professor's Supervision and Thesis Completion in home country (if required) • Master's degree certificate to be granted in August 2023

NOTE: 1. The above schedule is subject to change due to COVID-19 or the school's internal situation.

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

2. CURRICULUM

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



- <Social Research Methods of Public Administration> and <Statistical Analysis of Public Administration> courses are offered for learning the fundamental theories of public management, understand the methods to apply for work-site operations and build the capacity of evidence-based policymaking and evaluation. <Basic Statistics> is a course also offered during the preliminary session as a pre-course for students who do not have sufficient knowledge about statistics.
- <Theories of Global Public Administration> and <Theories of Public Policy and Institution> courses will allow students to understand public administration and public policy basics.

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

- Advanced courses on organization, personnel management, public economics, local government, and the policymaking process are offered based on the fundamental theories and methodology.

Elective Courses	Organization Management	<ul style="list-style-type: none"> • Organization and Public Administration • Government and Transparency • Topics in Public Administration (Public Sector Reforms in South Korea)
	Personnel Management	<ul style="list-style-type: none"> • Public Personnel Administration • Global Leadership and Public Ethics
	Public Economics	<ul style="list-style-type: none"> • Corporate and Government Accounting • International Development Economics
	Local Government	<ul style="list-style-type: none"> • Sustainable Cities and Community Well-Being • Central-Local Relations
	Policy Process	<ul style="list-style-type: none"> • Evaluation of International Development Programs • Evidence-Based Public Project Management • Development Policies in the Global Context • AI Policy in Developing Countries: Needs and Alternatives • Data Analytics and Sustainable Development in Developing Countries • Government and Market • Global Public Policy and International Development Cooperation • Innovation, Industry, and Trade Policy ↘ Theory and Practice of Knowledge Management ↘ Understanding International Development Cooperation ↘ Understanding East Asian Economic Development

↘ These courses will be available at other Graduate Schools of SNU

1) Curriculum & Credits

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

Semester	Type	Credits	Course Title
Preliminary Session 2021		-	<ul style="list-style-type: none"> • Basic Korean • Basic Statistics • Korean History and Culture • Country Report Orientation (1)

Semester	Type	Credits	Course Title
Fall Semester 2021 Four courses (12 credits)	Required	6	<ul style="list-style-type: none"> • Theories of Global Public Administration • Social Research Methods of Public Administration • Basic Korean I (non-credit)
	Elective	6	<ul style="list-style-type: none"> • Government and Market • Corporate and Government Accounting • Organization and Public Administration • Evaluation of International Development Cooperation • Sustainable Cities and Community Well-being
Winter One course (3 credits)	Required	3	<ul style="list-style-type: none"> • Topics in Public Administration (Public Sector Reform in South Korea) • Basic Korean I (non-credit)
Spring Semester 2022 Four courses (9 credits)***	Elective (1)	3	<ul style="list-style-type: none"> • Theories of Global Public Policies • Korean Language and Korean Culture*** (non-credit) • Statistical Analysis of Public Administration
	Elective (2)	6	<ul style="list-style-type: none"> • Sustainable Cities and Community Well-being • Public Personnel Administration • Development Politics in the Global Context • Global Comparative Politics • International Development Economics • Innovation, Industry, and Trade Policy
Summer One course (6 credits)	Elective	6	<ul style="list-style-type: none"> • Data Analytics and Sustainable Development in Developing Countries • AI Policy in the Developing Countries
Fall Semester 2022 Two courses (6 credits)	Required	3	• Reading and Research I
	Elective	3	<ul style="list-style-type: none"> • Government and Transparency • Evidence-Based Public Project Management • Global Public Policy and International Development Cooperation
Spring Semester 2023 One 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 Examination, one of the requirements for submitting a master's thesis. Non-credit course.

2) Graduation Requirements

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

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

→→ Extracurricular activities may be restricted or canceled, depending on the COVID-19 situation here in Korea

1) Field Trips:

- o 2 trips during this program. The duration of each field trip will be two nights and three days.
- o Field Trip 1 and Field Trip 2 will cover industrial sites, cultural and historical sites, as well as tourist attractions in Gyeonggi, Jeolla Provinces, and Gyeongsang Provinces.
- o Field trips venues will be as follows:
 - Industrial sites: POSCO, Hyundai Heavy Industries, Hyundai Motor, or Kia Motors, Gyeonggi Pyeongtaek Port Corporation, Korea Electric Power Co, Saemangeum Development and Investment Agency, Korea Electronic Power Co., etc.

- Cultural and historic sites: Nagan Folk Villages, UN Memorial Cemetery, museum and temples in Gyeongju City (the capital city of Shilla Dynasty) and Gyeongsan Provinces
- Tourist Attractions: Yeosu Expo Complex, Suncheon Bay Wetland Reserve, Nurimaru APEC House, Busan Tower, etc.

2) Study Tour

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

3) Fellowship Events:

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

4) Workshops

- o Country Report Orientation, Country Report Review, and Country Report Presentation

- o Thesis Workshop
- o Action Plan Workshop
- o Academic Writing and Presentation Workshop organized by the SNU English Writing Center

5) Other Extracurricular Activities

o Roundtable

Roundtable will be held once a week in Fall 2021 and Spring 2022 semesters for GMPA 2021. GMPA students consisting of Korean and foreign government officials discuss public issues in a free and friendly environment. Also, GSPA Ph. D students join Roundtable to present their research about Korean public policy issues, enabling students to deepen their understanding of Korean public policy and public administration.

o Forums, International Conferences, and Special Lectures

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

o Public Internships

- During summer (August) and winter (February) vacation, internships will be offered in various types as follows:
 - : Short-term training program: lectures, field visits (Country Report and Action Plan included)
 - : On-site internship: job experience program in public/private organizations, NGOs, or other international organizations
 - : Research and network: sharing participants' ideas, project proposal, or market research

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the University

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

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

For more than 60 years, GSPA has been committed to empowering students to become experts and government officials who successfully apply their knowledge and skills in responding to public issues and faculty and scholars in various public policy and administration schools in the nation. In this respect, GSPA can be 'the cradle of national leaders' as the graduates of GSPA demonstrate their ability by taking the lead in the public field and other various areas in society.

The GSPA of Seoul National University is one of the top leading educational institutions in Asia that achieved its success through world-class research and educational infrastructure, networks with developing countries, and various practical training program. Furthermore, GSPA will leap to become one of the Global Top 5 administration, policy education, and research institutions through Vision 2030 and plan to nurture leaders for public sectors who lead creative innovation. The GSPA of Seoul National University is ranked #14 in QS Global World University Rankings 2019~2021

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

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

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

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

2) Homepage

o Seoul National University

www.snu.ac.kr

o Graduate School of Public Administration

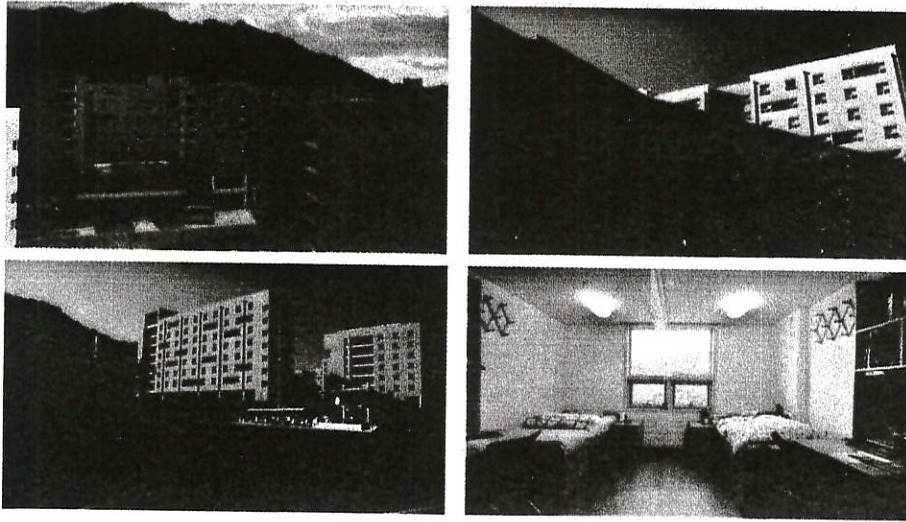
<http://gspa.snu.ac.kr>

o Global Master of Public Administration

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

2. ACCOMMODATION

Gwanak Residence Halls accommodates a large number of 5,770 residents from all over Korea and around 80 different countries. It provides residents with living quarters to study and relax and 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, shower room, and LAN port internet and email on hand and 220 V power.
- Individual heating system
- Personal Items, including bed sheets, blanket, and pillow, are NOT provided.
- Possessing or using any of the electric heating appliances is prohibited

3) Common area

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

4) Resident Assistance Office

- RA Office is at the lobby of each dormitory building

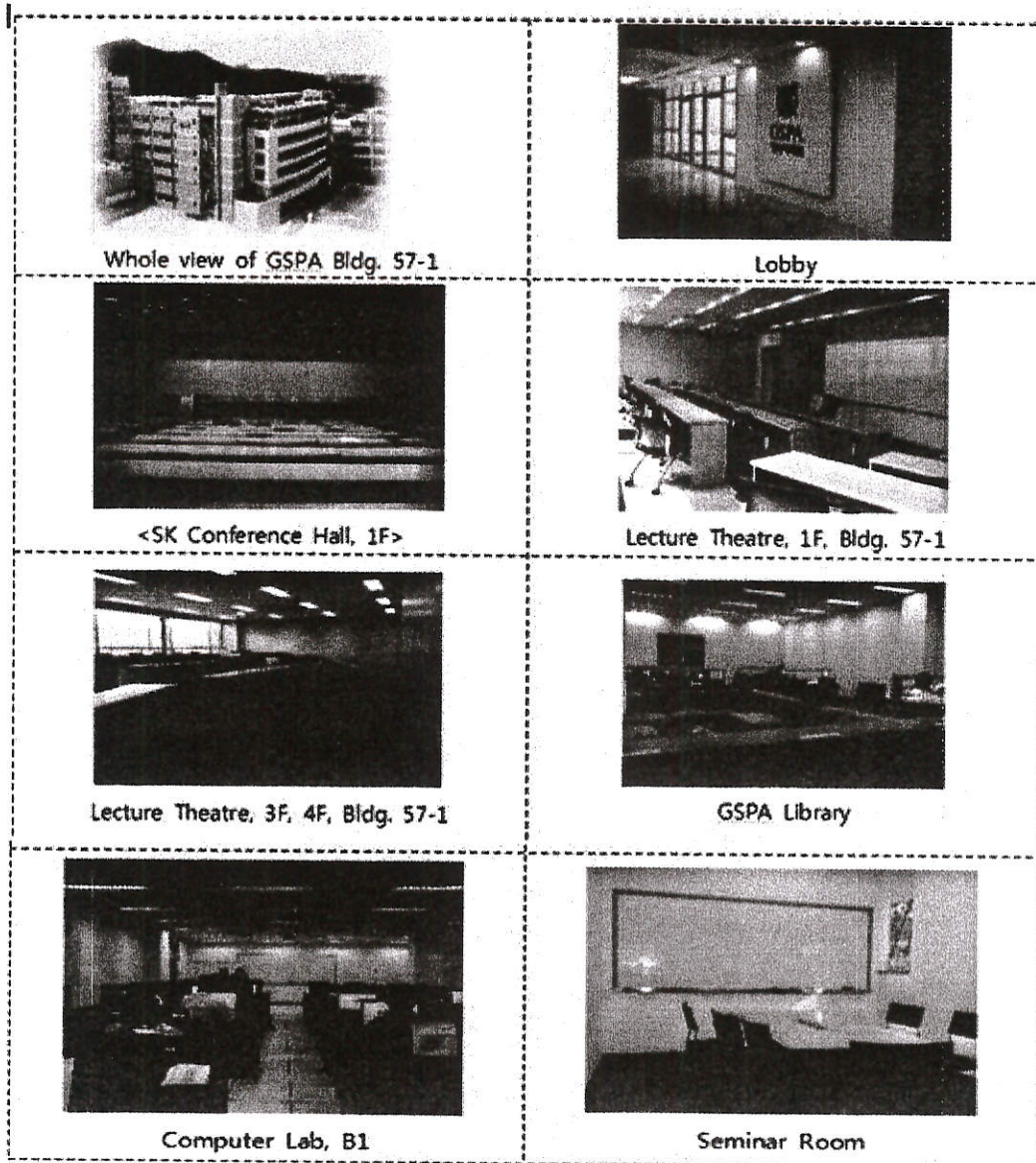
- Working hours: 19:00~23:00
- RA's responsibilities are to focus on the quality of life in the residence halls and foster community, support residents, and working.

Gwanak Residence Halls

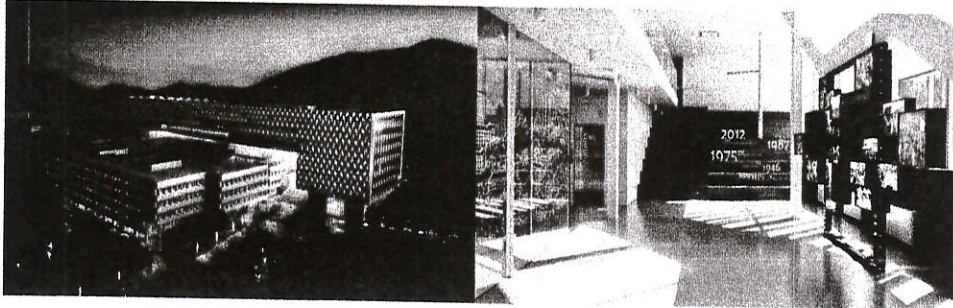


3. OTHER INFORMATION

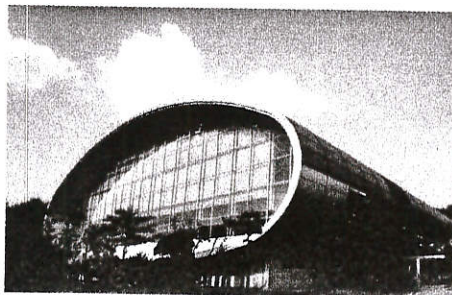
1) Education Facilities of GSPA-SNU



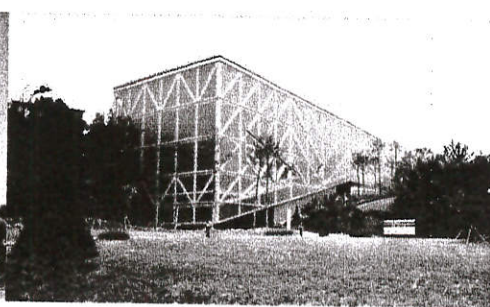
2) Excellent Facilities of Seoul National University



Central Library



POSCO Sports Center



Museum of Arts

3) Dining on Campus

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

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

4) Medical Facilities in the City

◆ SNU Health Service Center (SNUHSC)

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

To provide high-quality medical care 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 (SNUDH).

- All medical staff members are specialists and general practitioners of SNUH and SNUDH.
- When a specialty clinic is closed, all primary care services are available at the Family Medicine Clinic.
- As of January 2020, the SNUHSC manages nine specialist medical clinics and has established an efficient medical care linkage system in cooperation with Seoul National University Hospital and Boramae Hospital, and Gwanak Community Health Center. Nine specialists are as follows:

- Family Medicine
- Psychiatry
- Ear, Nose, Throat
- Dermatology
- Ophthalmology
- Gynecology
- Orthopedics
- Smoking Cessation Clinic
- Dentistry

- **SNUHSC operating hours (Mon-Fri): 09:00 ~ 17:30 except Lunchtime:**
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 at 13:30.

Tel: +82-2-880-5338

Fax: +82-8-877-1735

- You are required to make online reservations for SNUHSC. It is easy and fast.

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

◆ **Seoul National University Hospital**

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

Appointment

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

Medical Service:

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

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

Contact for Further Information

SEOUL NATIONAL UNIVERSITY HOSPITAL

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

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

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

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

◆ **SMG-SNU Boramae Medical Center**

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

Appointment

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

Medical Service:

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

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

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

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

2. EXAMINATIONS AND GRADE EVALUATIONS

1) Minimum Grade Point Average Requirement

Students must achieve a minimum a B^o grade point average to be qualified for thesis submission and to obtain the Master's Degree

2) Regular Exams and Make-up Exams

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

3) Qualification to Sit for an Examination

- Any student who, without good reason, has failed to attend the class for at least two-thirds of the total class hours shall be prohibited from sitting for the Exam.

4) Academic Performance Evaluation Method

- Academic performance is evaluated on a 100-point score for each course registered. Grades will be on classroom performance (presentation, attendance, etc.), assignments, 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 integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.
- 2) Plagiarism is dishonest and prevents professors from assessing students' authentic strengths and weaknesses and thereby helping students improve. No student shall represent others' words, work, or ideas as their own in any academic endeavor. This section's violation includes but is not limited to copying, direct quotation, paraphrase, borrowed facts, or information.
- 3) If academic integrity infractions are in the examination, assignment, or thesis writing, the school will evict students. They should return to his / her country in the middle of the SP program.

4. REQUIREMENT FOR GRADUATION

- 1) Students must obtain 36 credit hours and a minimum average of Bo (3.0) to be qualified to submit a thesis and get the Master's Degree.
- 2) Students should pass the thesis qualifying examination to be held in the first or second week of the second semester.
- 3) Students should sit for <Korean Language and Korean Culture> and obtain a minimum Bo. This course is a non-credit course, which is an alternative course for the Korean language examination.

- 4) Having fulfilled the conditions above, students apply for the thesis examination, which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, 5) final thesis examination (oral defense). To pass the final thesis examination, students should obtain a minimum of Bo (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A+, AO, A-, B+, BO, B- or C. A+ ~ Bo means "PASS," and the oral defense score should be a minimum of 60 out of 100.

5. ACCOMMODATION

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

V. REQUIRED DOCUMENTS

※ All documents should be sent to the KOICA Overseas Office or relevant government office.

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

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

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

- **Application Form (Form 1)**

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

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

- **Letter of Recommendation (Form 3) from Two Different Recommenders* (1 from each recommender)**

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

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

- These documents, detailing your academic achievements, are required from every institution 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 provide us with a list of the disciplines you have studied.
- **The Apostille or attachment of an Authentication** issued by the Korean Embassy or Consulate or relevant ministry of the applicant's country **is NOT**

necessary during application. (NECESSARY after final result notice: successful applicants will be asked to submit this before admission).

- If there is a record of a transfer, the previous institute's transcript must be submitted. A certificate of graduation from the previous institute is not necessary.

3) Proof of Language Proficiency: Applicants should submit a score of a recognized English Proficiency Test such as TOEFL, TEPS, IELTS, or the applicant may prove language proficiency with the following documents:

- Attended university in English speaking country: School profile
- Attended university in a non-English-speaking country: Documents proving that courses were taught entirely in English

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

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

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

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

8) Curriculum Vitae

9) Certificate of Employment

■ Important Notes for All Applicants:

- ① All forms should be typed in English (NOT handwritten), and all supporting documents should be in English. A notarized English translation should accompany documents in any other language.
- ② Original documents should be submitted. If it is unavailable, the originating institution must authorize copies before they are provided.
- ③ If any of the submitted materials contain false information, admission will be revoked.

- ④ Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for the admission process.
- ⑤ Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.
- ⑥ Make sure you keep photocopies of all completed forms, as all submitted documents will become the property of SNU and will not be returned to the applicants.
- ⑦ We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

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

Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do the Republic of Korea

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

Email: hyunseok@koica.go.kr

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

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

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

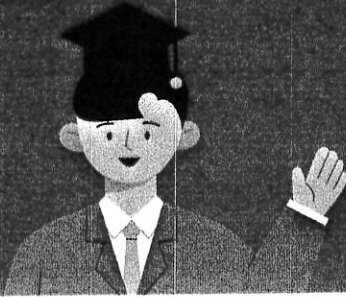
Email: bang_jy@koworks.org

2) Graduate School of Public Administration, Seoul National University

· **Program Manager: Ms. Lee, Yongmi**
Global Master of Public Administration Program

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

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



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

Click for the university that interests you!

PR Videos

 <p>Ajou 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> 