

Program Information

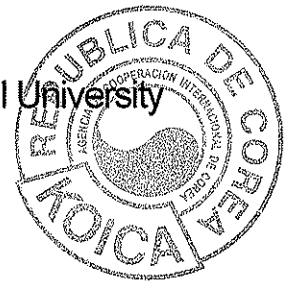
**2013 KOICA –SNU**

**Master's Degree Program in  
Public Administration**

August, 2013 – December, 2014

Seoul, Korea

Korea International Cooperation Agency  
Graduate School of Public Administration, Seoul National University



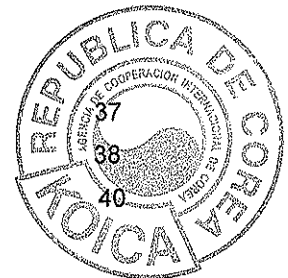
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## **PART I. KOICA & SCHOLARSHIP PROGRAM**

### **KOICA and the Training Program**

The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

Under the motto "Making a better world together," KOICA is supporting partner countries to achieve the Millennium Development Goals (MDGs) and to promote equitable and sustainable development in the countries.

Less than a half century ago, Korea was among the world's most impoverished. However, it achieved economic development in a short time and has become a member of the OECD. As a country which overcame poverty and attained successful development, we believe our most valuable asset is our own experience. Reflecting on our own experience, we have learned that country ownership of the development is essential for success. Therefore, we seek to offer assistance in line with the development priorities of partner countries and empower our partners.

In order to empower a country's capacity for development, Human Resource Development (HRD) is critical. HRD has been a key factor behind the success of Korea's own development. As a country where natural resources were scarce and investment capital was lacking, it was through the expansion and upgrading of human resources that Korea was able to escape from the vicious cycle of poverty and underdevelopment. Therefore, Korea presents a powerful example of how capacity building through HRD can push the development process forward. For this reason, KOICA has been providing various training programs focused on HRD.

**Types of KOICA Training Programs**

KOICA offers five major types of training programs:

**1. Country Training Program**

Tailored programs that are specifically designed for an individual partner country

**2. Regular Training Program**

Programs that are open to any interested partner countries

**3. Special Training Program**

Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

**4. Joint Training Program**

Programs conducted in partnership with international organizations and other agencies

**5. Scholarship Program**

Master's degree programs offered to individuals from partner countries

## **KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

In order for KOICA to run the program effectively and efficiently, KOICA is collaborating with outstanding specialized Korean universities in the fields of, amongst others, economics, policy, trade, women's empowerment, and rural development, and is striving to provide opportunities to study in Korea. With its skills and knowledge in the development field, KOICA is able to give opportunities to people from developing countries to contribute to the development of their countries by taking part in this program.

In particular, this program has significantly strengthened the relationship between Korea and students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and so be better placed to contribute to the future improvements in the social, political and economic ties between the two countries.

From 1997 to 2010, the program has assisted a total of 977 students through 51 courses. And as of 2012, 311 participants are currently participating in the program across twelve different Korean universities, enrolled on 14 master's degree programs, such as Development Policy, Korean Economy & Development Cooperation, Women & Development, Fisheries Science, Agriculture and Rural Development, Global Technology Human Resources Development, and others. More detailed information is provided from our website at <http://training.koica.go.kr>.

KOICA's Scholarship Program is fully committed to the fulfillment of the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture talented individuals from developing countries to promote their countries' sustainable economic growth and social development.

## **PART II. PROGRAM OVERVIEW**

- ▣ **Program Title:** Global Master of Public Administration (GMPA)
  
- ▣ **Duration:** August 19, 2013 – December 18, 2014 (16 Months Study in Korea)  
  
December 19, 2014 – August 31, 2015 (8 Months thesis revision in home country)
  
- ▣ **Objectives**
  - To train global leaders among public officials in developing countries to promote economic and social development.
  - To equip public officials with administrative capacity based on knowledge of human resource, organization, finance and policy expertise.
  - To share the Korean experience in development administration to ultimately assist participants in promoting development in their home country.
  
- ▣ **Training Institution**

Graduate School of Public Administration (GSPA),  
Seoul National University (<http://gmpa.snu.ac.kr>)
  
- ▣ **Number of Participants:** 14
  
- ▣ **Language:** English fluency that requires no translation

## PART III. HOW TO APPLY

### 1. APPLICATION ELIGIBILITY

- Citizens of <KOICA Scholarship Program> partner countries
- Officially nominated by their governments
- Government officials or employees in the public sector. Private sector employees are not eligible. However, if the applicant works in a development non-governmental organization (NGO) or UN-associated organization, they can apply on the condition that he/she obtains a recommendation from the government ministry which covers the organization.
- University/college graduate or have an equivalent educational background.
- 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.
- In good health, both physically and mentally. Pregnancy, HIV/AIDS, tuberculosis or any kind of contagious disease are regarded as a disqualifying conditions for the program.
- Have not previously received a scholarship from the Korean government.
- Have not withdrawn from KOICA SP program due to submission of false documents, below average school performance, or violation of school regulations

### 2. APPLICATION PROCEDURE

#### a. Admission Decision Procedure

- Round 1: Evaluation of Application Package
- Round 2: Phone Interview and Essay Test

\* Note: Interview and Essay Test will be conducted only for those applicants who have passed the Round 1 evaluation. Essay Test will be conducted shortly after the interview in the Round 2.

**b. Application & Registration Timetable\***

<b>Procedure</b>	<b>Dates</b>
Closing Date for Applications	March 1, 2013
Document Review	March 11~18, 2013
Phone Interview and Essay Test	March 21~29, 2013
Final Admissions Decision	April 19, 2013
Arrival in Korea and go to the ICC of KOICA	August 14, 2013
Move to the dormitory of Seoul National University	August 19, 2013

\* Please note that dates are subject to change.



## c. Checklist of Documents to Be Submitted

1. **KOICA Application Form**
2. **Seoul National University Form 1: Application Form**  
(<http://en.snu.ac.kr/admission>) (Print out after completing application in English)
3. **Seoul National University Form 2: Personal Statement and Study Plan** (Type in English and Print out)
4. **Seoul National University Form 3: Recommendation : Two Letters of Recommendation** from your professors (Download twice and to be completed by each of your two professors)
5. **Seoul National University Form 4: Financial Certification**
- 6.
7. **Official documents:**
  - **Official Undergraduate Studies Transcripts** : Transcripts must provide a record of the courses you have taken in each year of study along with the final grades
  - **Notarized Certificate of a Bachelor's Degree, and/or Undergraduate School Graduation Certificate**

NOTE: Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academic Degree & Graduate Education Development Center. Refer to the website <http://www.cdgd.edu.cn>.
8. **Seoul National University Form 5 : Verification of Academic Record.**  
Print out the form and sign your name on the Letter of Agreement.  
Do not fill out the Verification Report portion.
9. **A copy of the applicant's passport** (or other official document indicating your nationality)
10. **Curriculum Vitae**
11. **Certificate of Employment** (if applicable)
12. **Certificate providing the English Proficiency** : Applicant should submit a score report of a recognized English Proficiency Test such as TEPS 551, TOEFL (PBT 550, CBT 210, iBT80, IELTS 5.5 or higher, OR ANY OTHER SUPPORTING DOCUMENTS which demonstrate appropriate English language proficiency.

★★★★★ Form 1 ~ 5: Attached herewith

**Important Notes for All Applicants:**

1. All KOICA and SNU forms should be **typed in English**. And all documents should be in English or Korean. If it's in any other language, you must submit a notarized / certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced
2. If any of the submitted materials contain false information, admission will be rescinded.
3. **Original documents should be submitted**. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Be sure to make and keep photocopies of all completed forms. Submitted documents become property of SNU and will not be returned to the applicants.
6. Verification of Academic Record form will be a part of the application.
7. Detailed account of individual admissions decision for each applicant cannot be disclosed.
8. Please be sure that, in principle, any modification or cancellation will not be accepted after completing the application.
9. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.
10. Applicants, who transferred during their prior course of studies, must submit their full complete academic records from all the applicable institution including Transcripts and Certificate of Graduation / Attendance.

For more information, including downloadable application forms, please refer to [SNU Admission Guideline](http://en.snu.ac.kr/admission) (<http://en.snu.ac.kr/apply/>) or (<http://admission.snu.ac.kr>)

Global Master of Public Administration website (<http://gmpa.snu.ac.kr>).

## PART IV. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE Session	Parts	Academic Calendar
Preparatory Session	2013/08/19	Check in the Dormitory & GMPA Orientation
	2013/08/20	Seoul Immigration Office
	2013/08/20~08/31	Preparatory session
2013 Fall Semester	2013/08/23~8/29	Course Registration
	2013/09/01	Fall Semester Starts
	2013/12/13	Fall Semester Ends
2013 Winter Semester	2013/12/23	Winter Semester Starts
	2014/1/24	Winter Semester Ends
	2014/01/23 ~ 01/29	Course Registration for Spring Semester
2014 Spring Semester	2014/03/02	Spring Semester Starts
	2014/03/02	Submission of 2 Book Review to obtain the qualification to write a thesis
	2014/03/10	Book Review Interview and Oral Defense
	2014/04/30	Application for Writing a Thesis and Submission of Thesis Essentials
	2014/05/15	Application for Thesis Preliminary Oral Defense and Submission of Thesis Proposal
	2014/05/30	Thesis Oral Defense (Preliminary)
	2014/06/23	Spring Semester Ends
2014 Summer Semester	2014/06/23~08/01	Summer Semester
	2014/08/01~08/06	Course Registration for Fall Semester
2014 Fall Semester	2014/09/01	Fall Semester Starts
	2014/09/30	Submission of Confirmation of Thesis Interim Evaluation
	2014/10/31	Submission of Thesis Final Version
	2014/11/15	Thesis Oral Defense (Final)
	2014/12/15	Fall Semester Ends
	2014/12/18	Departure
2015 Spring Semester	2014/12 ~ 2015/08	Thesis revision under professor's supervision and completion in home country

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

2. The detailed program schedule will be provided upon arrival.

## **2. ORIENTATION**

When you first arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of three parts: KOICA's welcoming session, a Seoul City Excursion and a medical checkup. The order of each part is subject to change.

### **a. KOICA's welcoming session**

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture and basic Korean language, as well as general information regarding daily life in Korea, will also be delivered in this session.

### **b. Seoul city excursion**

KOICA provides a Seoul City Excursion to every participant of the training program. Seoul is the capital of Korea. You will have a chance to visit the cultural heritage and downtown area of Seoul. The excursion will help you get accustomed to the new culture and surroundings in Korea.

### **c. Medical Check-up**

KOICA will implement a medical checkup after each participant's arrival in Korea to assure their health condition. After the medical checkup, KOICA will officially accept each participant as a KOICA trainee for the program. If any case including AIDS or pregnancy which may hamper the scholarship in Korea is found in the medical checkup, the participant will be required to return home. The status as the participant for KOICA's Scholarship Program will be finalized and the acceptance for the program will be confirmed after the medical checkup.

3. CURRICULUM

a. Curriculum & Credits: all 3 credits per course except for prerequisite Courses

Classification	Courses
1. Prerequisite Courses	Basic Korean I (Non-credit) Basic Statistics (Non-credit)
2. Required Courses  4 courses (12 credits)	Administrative Theory Research Methodology Quantitative Analysis Reading and Research I & II Korean and Korean Culture (Non-credit) Basic Korean 1 & II (Non-credit)
3. Elective Courses  7 courses (21 credits)	Public Human Resource Management Global Governance and National Development International Public Administration International Commercial Policy Performance Pay: Theory and Evidence Economic Analysis Comparative Politics Theories of Public Policy Electronic Government Social Welfare Urban Policy Foreign Policy Intergovernmental Relations Public Organization

\* The above curriculum is subject to change.

**b. CREDITS COMPLETED PER SEMESTER**

As shown in the table below, the GSPA students have to complete 33 credit hours for graduation. Excluding the thesis, the courses are distributed among requirements and electives. The following is the curriculum scenario by semester, however it is subject to change.

**Curriculum**

Classification	2013 Preparatory Session
Prerequisite Course (Non-credit)	<ul style="list-style-type: none"> <li>• Basic Statistics</li> <li>• Basic Korean I</li> </ul>

Classification	2013 Fall Semester
Required Courses (6 credits)	<ul style="list-style-type: none"> <li>• Administrative Theory</li> <li>• Research Methodology</li> </ul>
Elective Courses (3 credits)	<ul style="list-style-type: none"> <li>• International Public Administration</li> </ul>
Required Course (Non-credit)	<ul style="list-style-type: none"> <li>• Korean and Korean Culture</li> <li>• Basic Korean I</li> </ul>
Non-Curricular Programs	<ul style="list-style-type: none"> <li>• Special lectures, Field Trip, Study Visit</li> </ul>

Classification	2013 Winter Semester
Required Course (3 credits)	<ul style="list-style-type: none"> <li>• Economic Analysis</li> </ul>
Required Course (Non-credit)	<ul style="list-style-type: none"> <li>• Basic Korean I ~ II</li> </ul>

<b>Classification</b>	<b>2014 Spring Session</b>
Required Courses (3 credits)	<ul style="list-style-type: none"> <li>• Quantitative Analysis</li> </ul>
Elective Courses ( 9 credits)	<ul style="list-style-type: none"> <li>• Public Human Resource Management</li> <li>• Global Governance and National Development</li> <li>• International Commercial Policy</li> <li>• Intergovernmental Relations</li> <li>• Performance Pay: Theory and Evidence</li> <li>• Social Welfare</li> <li>• Qualitative Studies</li> <li>• Public Organization</li> </ul>
Required Course (Non-credit)	<ul style="list-style-type: none"> <li>• Basic Korean II</li> </ul>
Non-curricular Programs	<ul style="list-style-type: none"> <li>• Special Lectures, Field Trip, Study Visit</li> </ul>

<b>Classification</b>	<b>2014 Summer Semester</b>
Required Course (3 credits)	<ul style="list-style-type: none"> <li>• Electronic Government</li> </ul>
Required Course (Non-credit)	<ul style="list-style-type: none"> <li>• Basic Korean II</li> </ul>

<b>Classification</b>	<b>2014 Fall Semester</b>
Required Courses (3 credits)	<ul style="list-style-type: none"> <li>• Reading and Research I</li> </ul>
Elective Courses (3 credits)	<ul style="list-style-type: none"> <li>• Urban Policy</li> <li>• Foreign Policy</li> <li>• Comparative Politics</li> <li>• Theories of Public Policy</li> </ul>

**1) Title of Degree**

This Program is a master's degree program; the students will study about development policy. Master's candidates who complete 33 credits and submit the Master's Thesis will be granted the degree. The title is Master of Public Administration (MPA).

**2) Medium and Methods of Instruction**

- English is the medium of instruction. Not only the courses but all academic affairs will be conducted in English.
- Students do not need any prior knowledge of Korean.
- Students can complete all their requirements for graduation within 16 months. Courses are designed to ensure students gain practical expertise.
- Participatory teaching methods will be fully utilized. Diverse methods such as debate, simulation, role playing, and case study will be employed to enhance problem-solving ability.



#### **4. EXTRACURRICULAR ACTIVITIES**

##### **a. Field Trip (Tentative)**

- Industrial sites: Samsung Electronics, Hyundai Motor Car, POSCO Steel, Hyundai Heavy Industries (ship), Saemangeum Reclamation Project Sites.
- Cultural sites: Gyeongju Historical Monument Place, Andong Hahoe Folk Village, Jeonju Hanok Village, Naganeupseong Folk Village,
- Public Offices sites: Cheong Wa Dae (Office of the President), Central Government Complex, Training Institute of Saemaul Undong (in Seongnam city), Information Network Village in Kyunggi-do

#### **5. KOICA-SNU SCHOLARSHIP PROGRAM REGULATIONS**

##### **a. Attendance and Absenteeism**

1. Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam.
2. In the event a student will be absent for any of the reasons below, the student must notify the GMPA Office (snugmpa@gmail.com) to get approval in advance:
  - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
  - Academic planning, field-trips, on-location training, etc.
  - Participation in seminars or conferences (including international ones) as approved by Dean of the Graduate School
  - Other events as approved by the Dean of the Graduate School
3. In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to GMPA Office to get the approval of Dean of the Graduate School. For absences longer than seven days, students must submit a written diagnosis by a physician.

##### **b. Must reside in a dormitory**

- Students must reside in Graduate Students Dormitory of Seoul National University
- Living off-campus is not allowed in principle.

**c. Must abide by dormitory regulations**

- Seoul National University has very strict dormitory regulations and all students must abide by them.
- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

**d. Cooking is not allowed in a dormitory**

- Only Microwave oven can be used
- Cooking in a dormitory room is prohibited.

**e. Examinations and Grade Evaluations**

**1. Minimum Grade Point Average Requirement**

- Students must achieve a minimum a B<sup>0</sup> grade point average to be qualified to write a thesis and to achieve the master's degree.

**2. Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Final (End of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

**3. Qualifications to Sit for an Exam**

- Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

**4. Scholastic Performance Evaluation Method**

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

## PART V. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

Seoul National University (SNU) was founded in 1946 as the first national university of Korea. Now it has 16 Colleges, 1 Graduate School and 6 Professional Schools 2,499 full-time equivalent faculty members with 14,047 undergraduate students and 9,194 graduate students.

The Graduate School of Public Administration at SNU is the first graduate school established in South Korea in the field of public affairs. It was established under the support of "Minnesota Project" by USAID of United States and SNU. Since its establishment in January 1959, GSPA has been a leading professional school in the field for the past half century, offering a wide range of programs to educate future scholars and public officials. The PhD program in Public Administration was launched in 1976 and it was also the first public administration the PhD program in South Korea. Public Policy major was established under public administration department in 1981. Recently, a Mid-career program for public enterprise employees was created and offers a Master's degree of Public Enterprise Policy.

Executive program offered by GSPA includes *Advanced Center for Administrative Development (1971~present)*, *Advanced Program for Information Communication & Broadcasting Policy (1971~present)*, and *SOC Policy Program (2010~present)*. The *Korea Center for Public Administration & Policy*, *Asia Development Institute (ADI)*, *The Korea Institute of Public Affairs*, and *Public Policy Information Center* contribute to providing solutions to various social problems. Additionally GSPA has been publishing two academic journals, 「Korea Journal of Public Administration」 (Korean) and 「Korean Journal of Policy Studies」 (English).

**2. ACCOMMODATION**

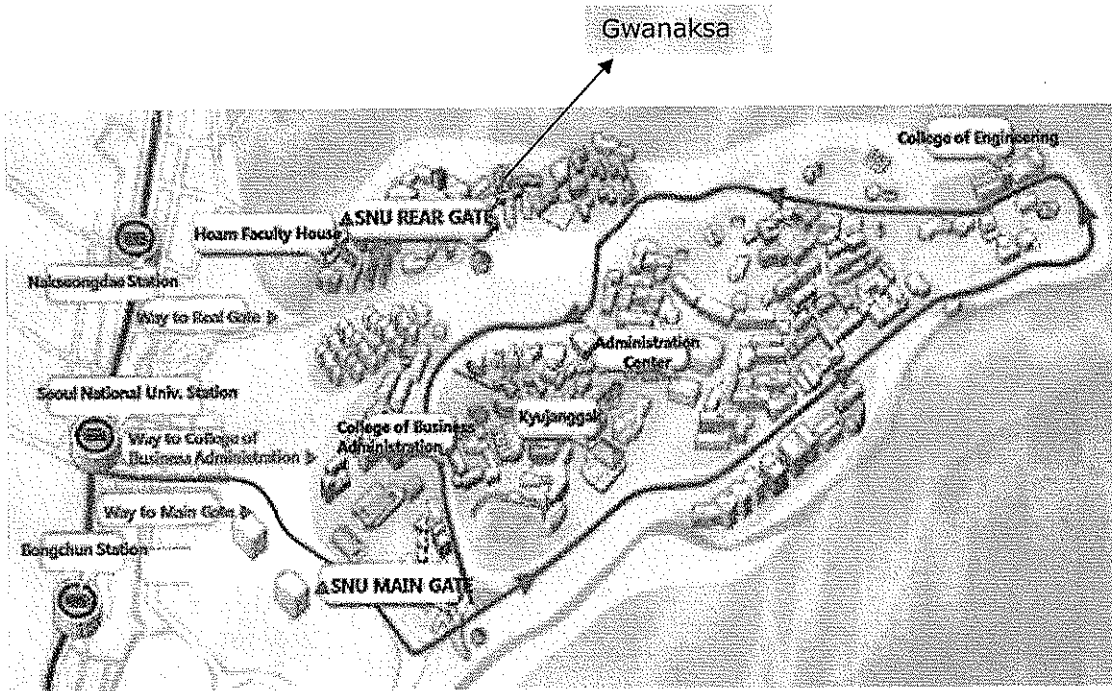
**❑ Dormitory of Seoul National University  
(Gwanaksa – building no. 900 ~ 906)**

Gwanaksa is home to about 4,775 students from all over Korea and around the world. It provides residents with living quarters not only to study and relax, but also to meet people from various backgrounds. Each unit is furnished with a shower room, beds, desks and cabinets. Each room is supplied with a LAN cable able to provide use of internet and e-mail on hand.

You can also visit homepage <http://147.46.187.192/eng/> for more information.

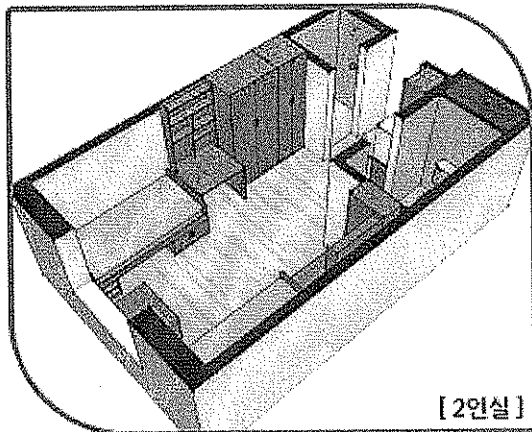
▶ **Gwanaksa**

- Address : 599 Gwanangno, Gwanak-gu, Seoul, 151-818, Korea
- Tel : 82-2-880-5404      - Fax : 82-2-877-2892
- website : <http://147.46.187.192/eng/>



- ❑ Your accommodation will be provided at a double room (sharing a room basis) of Gwanaksa Bldg. 900~906 which is the accommodation building for graduate students.

- ❑ **Layout of double room**



- ❑ **Facilities**

- **Private Room**

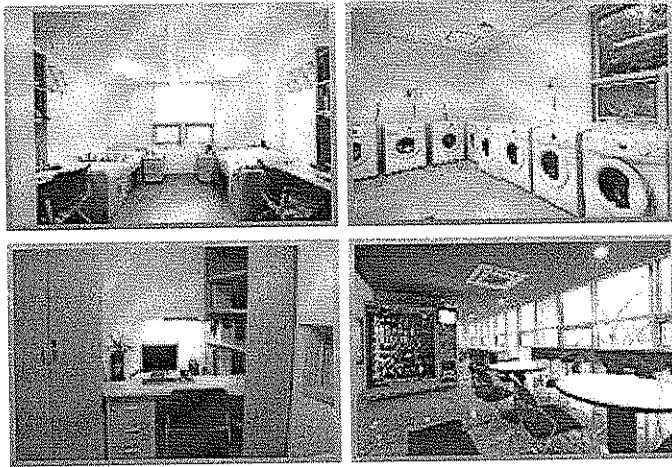
- A small refrigerator, space separation screen and LAN cable provided
- Toilet and shower booth
- Individual heating system
- Each room is furnished with bed, desk, chair, book case, wardrobe, shoes shelf and curtain
- Each room is equipped with air conditioner, telephone, LAN port and 220V power outlet

- **Common Area**

- Kitchen: Microwave oven, electric conductor, water purifier, dining table, TV
- Laundry and drying room: Washing machine, electric iron, clothes horses
- Lounge: Snack vending machine, table, LAN port table for internet use
- Reading Room: Basement 1F, Building 900

- **Security**

- CCTVs, card key, automatic door lock



Up: (Left) Double room (Right) Laundry and Drying Room  
Down: (Left) Double room (Right) Lounge

### **3. OTHER INFORMATION**

#### **1) CAMPUS LIFE**

##### **Administration Office**

The GSPA Administration Office consists of a Program Administrative Division and a General Affairs Division. The Program Administrative Division manages teaching affairs, course management, admission/graduation affairs and student affairs. The General Affairs Division is responsible for facilities and the budget. The GSPA Administration Office is located on the 2nd floor of the GSPA Building 57-1, Room 217.

##### **Student ID Card (S-Card)**

Paper application: Submit S-card application form and one COLOR PHOTO (3cm x 4cm) to the Student Support Center (Bldg. 67, Dure-moonyegwan 2<sup>nd</sup> Floor) at the beginning of the first semester after you obtain Alien Registration Card and update your student records to reflect the new Alien Registration Number.

##### **Central Library**

This is located behind the main administration building. You will need a student ID card to enter the library and to borrow books and other materials. Their website is <http://library.snu.ac.kr> which has extensive information. You can use your ID card to borrow and extend the due date of books.

##### **Public Policy Information Center (PPIC)**

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

## **Health**

: If you have health problems, you have two choices.

### **1. Gwanak Campus Health Service Center (located in the Student Union Building)**

The health team at this facility includes physicians, registered nurses, and a counselor and is equipped with a laboratory, radiology services, a pharmacy, and support staff.

This center also offers the following specialty services: internal medicine, dermatology, dental, ENT (ear, nose, throat specialist), gynecology, neuropsychiatry, ophthalmology, orthopedics and surgery.

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

The center also provides health education, immunizations, general checkups, treatment for tuberculosis, health certification issuance, on-loan first aid kits, and sanitary inspections.

<http://health4u.snu.ac.kr/main/english/english.jsp>



## **2. SMG-SNU Boramae Medical Center**

The nearest and one of the finest medical centers from SNU

<http://www.brmh.co.kr/eng/main.asp>

### **Transportation**

If coming to SNU by subway, get off at "Seoul National University" or "Nak-Sung Dae" station (Line No. 2).

From the "SNU" station: Take exit No. 3, and take bus #5511 at the nearest bus stop. This bus has a stop directly in front of GSPA. If taking a taxi from the station, the fare is approximately 4,000 won. You may also take any bus that stops at the Main Gate of SNU. GSPA is about 10 minutes walking distance from the Main Gate.

From the Nak-Sung Dae station: Take exit No. 4, and take "Ma-eol bus" No. 2 at the nearest bus stop. Get off at the Dorm Crossroad station and cross the road to take shuttle bus. You should get off at the College of Veterinary Medicine station.

※ A detailed service route of each bus is provided on the Seoul bus network online service website: <http://bus.seoul.go.kr>

## **2) HOW TO JOIN THE KOICA ALUMNI COMMUNITY**

The KOICA Alumni Community (<http://training.koica.go.kr>)

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The doors to the KOICA Alumni Community are open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present trainees. By becoming a member of the KOICA Alumni Community, you can stay in touch with your former classmates and be informed of what is happening at KOICA and the KOICA Training Center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

You must register to participate in the KOICA Alumni Community. Click Registration on Menu, and follow the directions, giving all the necessary information including your full name, country, e-mail address, and the year and name of the course in which you participated. Once you submit your information, KOICA will first check it to verify that you are a KOICA alumnus. You will then receive a confirmation e-mail from the website administrator including your User ID and Password. We advise you to change your Password after your first log-on for security purposes.

## **PART VI. SUPPORT SERVICE**

### **1. TRAVEL TO KOREA**

KOICA arranges and pays for the participant to travel to and from Korea. The participant is to travel by the most direct route between Incheon International Airport and a main international airport in the participant's home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, they should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

### **2. EXPENSES FOR STUDY AND LIVING**

The following expenses will be covered by KOICA during the participant's stay in Korea.

- Tuition fee
- Accommodation sharing a room basis (mainly the dormitory of a training institute)
- Living allowance: KRW 17,000 per day (subject to change)
- Meals: in kind or cash equivalent KRW 21,600 per day (subject to change)
- Textbook and materials: KRW 800,000
- Study visit & field trip, etc. during the program
- A medical checkup after arrival
- Overseas travel insurance, etc.

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

### **3. INSURANCE**

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

#### Limits of Coverage (subject to change)

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 10 million
- Death by Disease: KRW 50 million
- Liability: KRW 10 million
- Loss of Personal Effects: KRW 1 million
- Airplane Hijacking: KRW 1.4 million

\* US\$1= approx. KRW 1,126 (as of December 2010)

#### Main Scope of Coverage

- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

## **PART VII. REGULATIONS**

### **1. PARTICIPANT'S RESPONSIBILITIES**

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- to refrain from engaging in political activities or any form of employment for profit or gain- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.

- to return to their home country upon completion of their training program.
- not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.

## **2. WITHDRAWALS**

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.  
In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.  
In this case, he/she is not allowed to re-apply for KOICA's scholarship program.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

### **3. TEMPORARY LEAVE**

- Participants can have temporary leave within 15 days during the course (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university do not pay airfare for the trip. If the trip exceeds 15 days in a year, KOICA will not pay the living allowance for the absent days which exceed 15 days.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, his or her living allowance will be suspended (from the day of departure to the day of return).

### **4. ACCOMPANYING OR INVITING FAMILY**

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, participants are recommended not to bring any family members.

### **5. OTHERS**

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.

- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.



## PART VIII. OTHERS

### 1. CONTACT INFORMATION

**a. Korea International Cooperation Agency (KOICA)**  
(<http://www.koica.go.kr>)

**Ms. Mi Park**

Program Manager

Capacity Development Program Department

Korea International Cooperation Agency (KOICA)

418 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do,

Republic of Korea

E-mail address: [eduinun@koica.go.kr](mailto:eduinun@koica.go.kr)

Tel: +82-31-740-0412      Fax: +82-31-740-0684

**b. Graduate School of Public Administration (GSPA),  
Seoul National University**

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

Global Master of Public Administration Office

Rm. 202, Bldg. 57, Daehak-dong, Gwanak-ku, Seoul, Korea

· Tel: +82-2-880-9272

· Fax: +82-2-877-5622

· Email: [snugmpa@gmail.com](mailto:snugmpa@gmail.com), [selyml@snu.ac.kr](mailto:selyml@snu.ac.kr)

· Homepage: <http://gmpa.snu.ac.kr>

## 2. HOW TO GET TO THE ICC OF KOICA

### ▶ Notice !!

When participants arrive in Korea, they should go to the ICC of KOICA for KOICA Orientation including medical checkup. After the Orientation, participants will move to the dormitory of the University.

- ❑ Route : Incheon International Airport -> City Airport, Logis & Travel(CALT) -> International Cooperation Center(ICC)
  
- ❑ Arrival at Incheon International Airport (<http://www.airport.kr>)

### ▶ FLOW

Fill out a health questionnaire (distributed aboard your flight) → Quarantine including animals and plants (2nd floor) → Immigration office (passport, ticket, arrival card) → Reclaim baggage (1st floor) → Customs clearance → Welcoming reception → KOICA Airport Counter located by EXIT 7(Counter #33-34)

- ▶ Pass through the Arrivals Exit and go to the KOICA Airport Counter located by EXIT 7.

- At the KOICA Airport Counter located EXIT 7, you can get detailed information on how to get to the ICC and a limousine bus ticket for CALT.

**KOICA Counter at Incheon International Airport**

Location : Next to Exit 7, near Millennium Hall on the 1st floor

Tel. : 82-32-743-5904

Mobile: 82-(0)10-9925-5901

Contacts : Ms. Jin-Young YOON

- From Incheon International Airport to City Airport, Logis & Travel (CALT)
- ▶ Leave the terminal and proceed to bus stop No. 4A and take a City Air limousine bus to the CALT. (Expected time: 70 ~ 90 minutes)
  - ※ If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter near a bus stop on the 1st floor, and go to bus stop No. 4A.
  - ※ You will find another KOICA staff member at KCAT who will assist you in getting to the ICC. KOICA will reimburse the limousine bus fare when you arrive at the ICC.
  - ※ If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30:
    - Please contact the ICC reception desk  
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
    - The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.

※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05:30 ~ 22:00.

□ From City Airport, Logis & Travel (CALT) to the ICC of KOICA

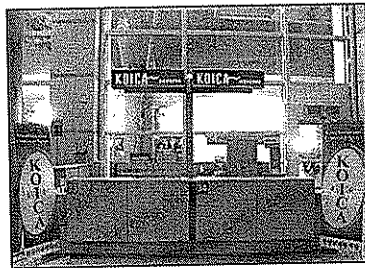
▶ Take a City Air limousine bus at bus stop No. 4 A on the 1st floor. The bus runs every 10-15 minutes between the hours of 05:30 and 22:00.

▶ Meet the KOICA staff at the lounge on the 1st floor of CALT upon arrival.

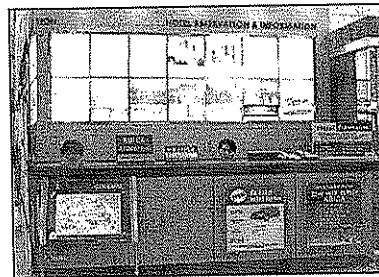
▶ Take a car arranged by the KOICA staff to the ICC.

(Expected time: 20 min.)

**- KOICA Airport Counter -**



**- KOICA CALT Count**



**Appendix 1.**

**HOW TO JOIN THE KOICA COMMUNITY**

The KOICA Alumni Community (<https://training.koica.go.kr>)

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The door to the KOICA Alumni Community is open to everyone.

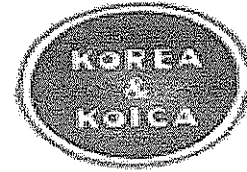
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You must register to participate in the KOICA Alumni Community. Click Registration on Menu, and follow the directions, giving all the necessary information including your full name, country, e-mail address, and the year and name of the course in which you participated. Once you submit your information, KOICA will first check it to verify that you are a KOICA alumnus. You will then receive a confirmation e-mail from the website

administrator including your User ID and Password. We recommend you to change your Password after your first log-on for security purposes.

Appendix 2.

Making a better  
world together



< Story about Korea & KOICA >

We hope you had an interesting, unique and impressive experience adjusting to Korean life and participating in the program.

You were probably excited about coming to a new country, meeting new people and starting your program. However, if this was your first time in Korea, you might have experienced some culture shock while you stayed in Korea. Perhaps you found that many social customs, culture, religion, ways of doing things, and the way things work were different from what you were used to at home.

["Culture shock" describes the emotional upheaval many people experience when they move to a country with a different culture from what they are used to.]

During your stay in Korea you might have noticed many differences, which may have caused you inconvenience or perhaps were just interesting to you. For example; people may dress and think differently, and the behavior of men and women towards each other may be different.

In this regard, we would love to hear your story. Please share your memories, experiences and feelings with us. Any stories would be welcome. Your story helps us better understand what is interesting, unique and impressive about Korea & KOICA's training program to you. We will help our society have a better understanding of people from other countries through the publication of your story.

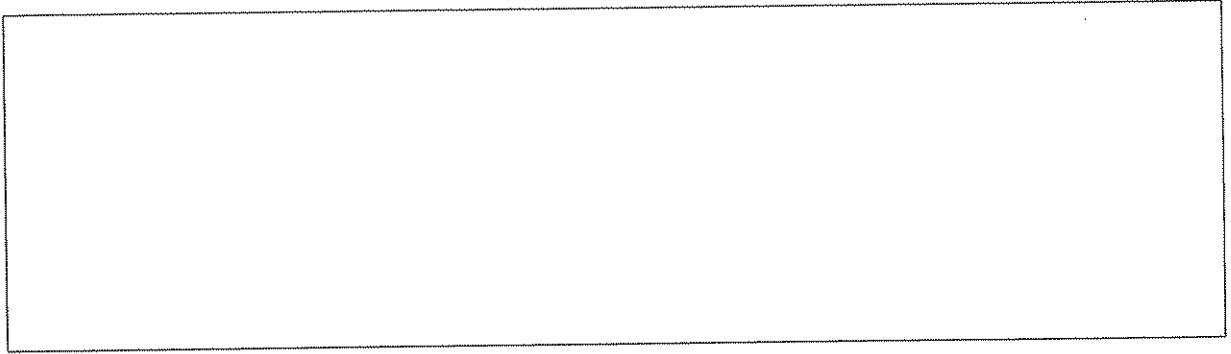
**APPENDIX 2. STORY ABOUT KOIREA & KOICA**

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© e-mail us your story & photo to [story@koica.go.kr](mailto:story@koica.go.kr)  
your contributions may be published in a KOICA publication ♥

Name	
Country	
Course Title	
e-mail	





**Appendix 3.**

**HOW TO GET TO THE ICC**

- ❑ Route: Incheon International Airport → Korea City Airport, Logis & Travel (CALT) -> International Cooperation Center (ICC)
- ❑ Arrival at Incheon International Airport (<http://www.airport.kr>)

▶ FLOW

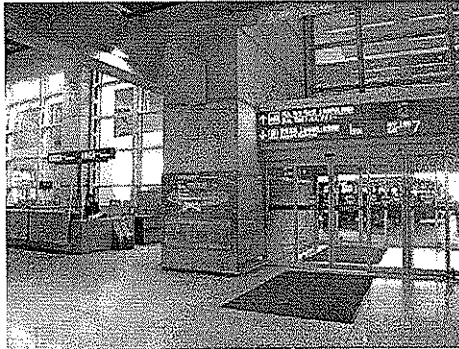
Fill out a health questionnaire (distributed aboard your flight) → Quarantine including animals and plants (2nd floor) → Immigration office (passport, ticket, arrival card) → Reclaim baggage (1st floor) → Customs clearance → Welcoming reception → KOICA Airport Counter located by EXIT 7 (Counter #33-34)

- ▶ Pass through Immigration office
- ▶ Collect baggage and pass through Customs Inspection
- ▶ Pass through Arrivals Exit and go to the KOICA Airport Counter located by EXIT 7.

At the KOICA Airport Counter located by EXIT 7, you can get information about how to get to the ICC in details, and get a limousine bus ticket for CALT as well.



**□ KOICA Counter at Incheon airport**

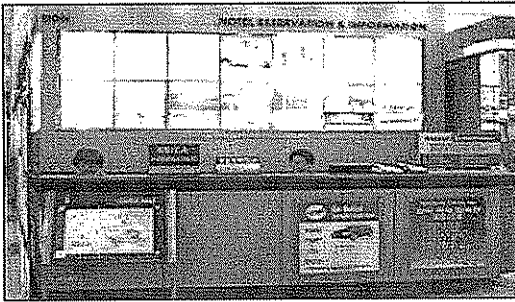


Location : Next to Exit 7 on the 1st  
floor Near the Millennium  
Hall (No.33 - 34)  
Tel. : 82-32-743-5904  
Mobile : 82-(0)10-9925-5901  
Contact : **Ms. Jin-Young YOON**

Leave the terminal and proceed to bus stop No. 4A and take a City Air limousine bus to the CALT. (Expected time: 70 ~ 90 minutes)

- ※ If you cannot meet the KOICA staff member at the counter, please purchase a limousine bus ticket from the bus ticket counter near a bus stop on the 1st floor, and go to bus stop No. 4A.
- ※ You will find another KOICA staff member at CALT who will assist you in getting to the ICC. KOICA will reimburse the limousine bus fare when you arrive at the ICC.

**□ KOICA Counter at CALT airport**



Location : Lounge on the 1st floor  
of CALT airport  
Mobile : 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30, please contact the ICC reception desk (Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.

※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05: 30 ~ 22:00.

**□ From Incheon International Airport to the ICC through CALT**

- ▶ Take a City Air limousine bus at bus stop No. 4 A on the 1st floor. The buses run every 10-15 minutes between the hours of 05:30 and 22:00.
- ▶ Meet the KOICA staff at the lounge on the 1st floor of CALT upon arrival.
- ▶ Take a car arranged by the KOICA staff to the ICC.  
(Expected time: 20 min.)



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