

**Program Information**

**2014 KOICA - GSP  
Master's in  
Korean Experience of Economic Development and  
Economic Cooperation (MKE)**

August 13, 2014 ~ December 16, 2015

Yongin, Korea

Korea International Cooperation Agency

Graduate School of Pan-Pacific International Studies,  
Kyung Hee University

**KOICA**



# CONTENTS

<b>PART I. KOICA &amp; THE SCHOLARSHIP PROGRAM</b>	<b>03</b>
<b>PART II. PROGRAM OVERVIEW</b>	<b>07</b>
GENERAL INFORMATION	07
▪ Course Title	07
▪ Duration	07
▪ Course Objectives	07
▪ Training Institute	07
▪ Number of Participants	07
▪ Language	07
<b>PART III. HOW TO APPLY</b>	<b>08</b>
1. APPLICATION ELIGIBILITY	08
2. APPLICATION & SELECTION PROCESS	08
<b>PART IV. PROGRAM CONTENT</b>	<b>11</b>
1. ACADEMIC SCHEDULE	11
2. ORIENTATION	15
3. CURRICULUM	16
4. EXTRACURRICULAR ACTIVITIES	19
<b>PART V. TRAINING INSTITUTE</b>	<b>21</b>
1. GENERAL INFORMATION ABOUT KYUNG HEE UNIVERSITY	21
2. ABOUT GSP	21
3. GSP REGULATIONS	22
4. ACCOMMODATION	24
5. OTHER USEFUL INFORMATION FOR INTERNATIONAL STUDENTS	26
<b>PART VI. SUPPORT SERVICE</b>	<b>28</b>
<b>PART VII. REGULATIONS</b>	<b>32</b>
<b>PART VIII. OTHERS</b>	<b>35</b>
<b>APPENDIX</b>	<b>36</b>

## **Part I** | **KOICA & THE SCHOLARSHIP 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.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

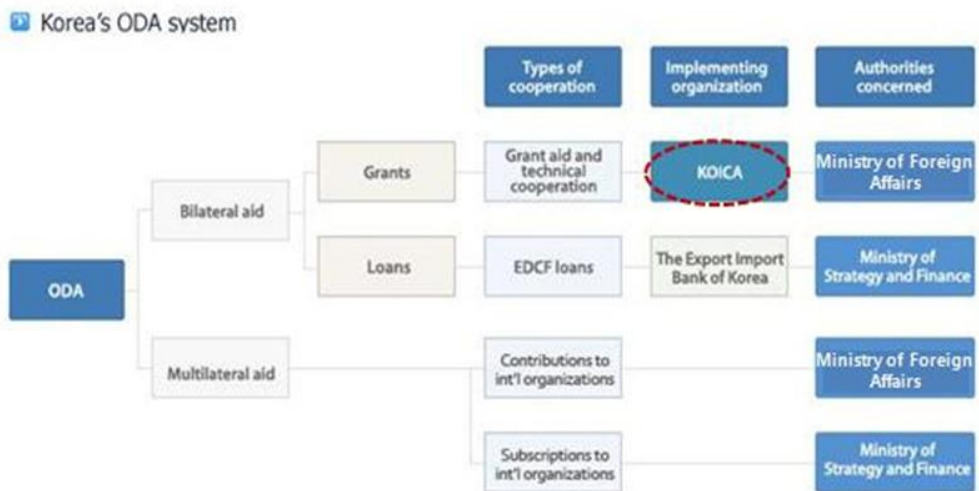
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that helps KOICA to efficiently support the sustainable socio-economic development of its partner countries.

## Korea's ODA Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.



## **Korea's Experience and KOICA's Program for Human Resources Development**

Human Resource Development (HRD) has been the most important factor in Korea's escape from the vicious cycle of poverty and underdevelopment that had existed for many decades. With scant natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by human resources development.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regards to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea can contribute greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA has supported a variety of international cooperation programs for HRD, mainly in project-type aid form focusing on education and vocational training with a focus in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,410 courses to 53,810 participants from 173 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

## **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.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the 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 contribute to the future social, political and economic ties between the two nations.

From 1997 to 2013, the program has assisted a total of 1,854 students through 92 courses. In addition, as of 2014, 290 participants will participate in 16 master's degree programs at 16 Korean universities.

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

## **Part II**

## **PROGRAM OVERVIEW**

### **GENERAL INFORMATION**

**☐ Course Title: Master's in Korean Experience of Economic Development and Economic Cooperation (MKE)**

**☐ Duration: August 13, 2014 ~ December 16, 2015 (16 months)**

**\* Degree will be awarded in February 2016**

**☐ Course Objectives:**

Specifically designed for government officials from developing countries, the MKE program aims to contribute to economic development of these countries by

- Enhancing understanding of the Korean experience of economic development and economic cooperation;
- Building capacity in the areas of development planning, commercial diplomacy, economic crisis management, development cooperation and information technology;
- Building human networks between and among the trainees, and representatives of relevant agencies and organizations;
- Providing extracurricular activities that are designed to help the participants experience and understand the Korean language, culture and society.

**☐ Training Institute: Graduate School of Pan-Pacific International Studies (GSP),  
Kyung Hee University (<http://gsp.khu.ac.kr>)**

**☐ Number of Participants: 19 persons**

**☐ Language: English without interpretation**

## 1. APPLICATION ELIGIBILITY

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□ **Candidates should have the following qualifications:**

- Employment in a government (Ministry of Foreign Affairs and Trade, Ministry of Finance, Ministry of Commerce, etc) or related agencies in the public sector in his/her home country;
  - Bachelor's and/or a higher degree from an accredited institution;
  - Sufficient command of spoken and written English to succeed in a graduate-level academic environment;
  - Excellent mental and physical health;
  - Preferably be under 40 years of age;
  - Have not previously received a scholarship from the Korean government;
  - Have never withdrawn from KOICA's scholarship program due to submission of false documents, below average school performance, or violation of school regulation;
  - Expected to work in a related field for at least one year upon graduation.
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## 2. APPLICATION & SELECTION PROCESS

### a. Admission Procedure

- ◆ Round 1 : Evaluation of Application Materials
- ◆ Round 2 : Interview by Phone

\*Note: An interview will be conducted only for those applicants who have passed Round 1.

The phone interview will be conducted strictly in English and the applicants' educational objectives and development potential will be primarily evaluated.



### **b. Application & Registration Timetable**

<b>Procedure</b>	<b>Deadline</b>
Closing Date for Applicants	By April 18
Document Review	April 28 ~ May 9
Phone Interview	May 10 ~ May 23
Announcement of Final Result	By June 2
Arrival in Korea	By August 13
Dormitory Check In at Kyung Hee University	August 18
Preparatory Session	August 18 ~ August 28

### **c. Checklist of Documents to Be Submitted**

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

1. KOICA Application Form
2. Completed GSP application form (available on the GSP home page, <http://gsp.khu.ac.kr>)
3. Official transcripts of academic records
4. Personal statement (attached to the Application Form)
5. Two letters of recommendation (from two different persons)
6. A certified copy of the TOEFL, TOEIC or IELTS score (if applicable)
7. A copy of all relevant diplomas or degrees
8. Certificate of employment (if applicable)
9. One copy of a recent photograph (3 x 4 cm)
10. Pledge Stipulating Applicant Compliance with both GSP and KOICA Regulations

**※ Important Notes for All Applicants:**

1. 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.

**\* All documents should be typewritten in English. (Do not handwrite.)**

2. Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.

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

4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.

5. Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application.

**Part IV****PROGRAM CONTENT****1. ACADEMIC SCHEDULE****a. Preparatory Session**

For two weeks in August before the academic year begins, the GSP offers a non-credit preparatory session for the scholarship program trainees (hereafter referred to as MKE students) to assist them in adjusting successfully to the program. The preparatory session includes such courses as Elementary Korean Language, Korean History and Culture and Academic English. (The courses are subject to change as necessary). This preparatory session may be particularly useful for those who have not been exposed to the Korean language and culture, have not majored in economics as undergraduates, or have been away from academia for a long time.

<b>Time</b>	<b>8/18 (Mon.)</b>			
Morning	10:30-12:00	Move into Dormitory		
Afternoon	12:00-13:00	Lunch		
	13:00-14:00	Campus Tour		
	14:00-15:30	Orientation with Associate Dean and MKE Director (Rm 209)		
	15:30-17:00	Library Tour		
	17:30-20:00	Welcome Ceremony		
<b>Time</b>	<b>8/19 (Tues.)</b>	<b>8/20 (Wed.)</b>	<b>8/21 (Thurs.)</b>	<b>8/22 (Fri.)</b>
Morning (09:00 - 12:00)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)	Basic Korean Language (JH Jin)
Afternoon (14:00 - 17:00)	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)	Special Lecture I (YJ Lee) "Everyday Culture and Customs of Koreans"
<b>Time</b>	<b>8/25 (Mon.)</b>	<b>8/26 (Tues.)</b>	<b>8/27 (Wed.)</b>	<b>8/28 (Thurs.)</b>
Morning (09:00 - 12:00)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)	Academic Writing in English (S. Morrison)
Afternoon (14:00 - 17:00)	Special Lecture II (JS Kwak) "Understanding International	Korean Society and Culture (YJ Kim)	Korean Society and Culture (YJ Kim)	Special Lecture III (TH Yoo) "How to Survive at GSP"

	Development Cooperation”			
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*\*It is mandatory for all 2014 MKE students to participate in all courses.*

**b. Regular Sessions (Fall, Winter, Spring, and the following Fall Semester)**

The MKE program is run under a four-semester-system: Fall, Winter, Spring, and Fall in the following year. During initial Fall, Winter and Spring semesters students primarily take core and functional concentration courses. After the Spring semester students will have the summer period for writing their theses. All of the students are strongly encouraged to complete their theses before they leave Korea.

**<Academic Calendar, 2014~2015>**

Session		Date	Academic Calendar
2014	Preparatory Session	2014/8/18	Check into the Dormitory and Welcoming Ceremony
		8/18-8/28	<b>Preparatory Session</b>
	Fall Semester	9/1	Fall Semester Starts
		9/1-9/6	Course Registration & Drop/Add Period for the Fall Semester
		9/2	<b>2014 MKE Entrance Ceremony</b>
		9/3	Fall Semester Meeting with MKE Director and Assistant Directors
		10/20-10/25	Mid-term Exams for Fall Semester
		10/31	<b>1<sup>st</sup> Day Trip</b>
		11/19	<b>GSP &amp; GIP Joint Conference</b>
		12/1-12/26	Course Evaluation for Fall Semester
		12/8-12/13	Final Exams for Fall Semester
		12/19-12/21	<b>1<sup>st</sup> Field Trip</b>
	12/21-1/18	Winter Vacation	
Winter Semester	1/19-2/9	Winter Semester	
	2/10-3/1	Winter Vacation	
2015	Spring Semester	3/2	Spring Semester Starts
		3/2-3/8	Course Registration & Drop/Add Period for the Spring Semester
		3/3	2014 Graduation & 2015 Entrance Ceremony
		3/6	<b>2<sup>nd</sup> Day Trip</b>
		3/13	Spring Semester Meeting with MKE Director and Assistant Directors
		4/20-4/25	Mid-term Exams for Spring Semester
		5/29	<b>Submission of Potential Thesis Topics</b>
		6/1-6/26	Course Evaluation for Fall Semester

Session		Date	Academic Calendar
		6/8	<b>Assignment of Thesis Advisors</b>
		6/8-6/13	Final Exams for Spring Semester
		6/15-6/18	<b>1<sup>st</sup> Home Visiting</b>
		6/19	<b>3<sup>rd</sup> Day Trip</b>
	<b>Summer Vacation (Thesis Writing Period)</b>	6/22-7/3	Summer Vacation
		7/6-8/28	<b>Independent Research for the Thesis</b>
		7/29	<b>Submission of the Preliminary Note (Thesis Proposal)</b>
		7/30-8/1	<b>2<sup>nd</sup> Field Trip</b>
		8/31	<b>Submission of Progress on Substantive Chapters</b>
	<b>Fall Semester</b>	9/1	Fall Semester Starts
		9/1	2014 Graduation & 2015 Entrance Ceremony
		9/1-9/7	Course Registration & Drop/Add Period for the Fall Semester
		9/2	Fall Semester Meeting with MKE Director and Assistant Directors
		9/4	<b>4<sup>th</sup> Day Trip</b>
		9/30	Submission of Thesis Draft and Start of the Review Process
		10/20-10/26	Mid-term Exams for Fall Semester
		10/30	Submission of the Thesis for the Review of the Defense Panel
		11/5	<b>1<sup>st</sup> Thesis Defense</b>
		11/12	GSP & GIP Joint Conference
11/19		<b>2<sup>nd</sup> Thesis Defense</b>	
11/30-12/5		<b>2<sup>nd</sup> Home Visiting</b>	
12/1-12/25		Course Evaluation for Fall Semester	
12/7-12/12		Final Exams for Fall Semester	
12/10	<b>Submission of the Final Version of the Thesis</b>		
12/16	<b>MKE Farewell Ceremony and Departure</b>		

*\*The above schedule is subject to change. A 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 sites and downtown area of Seoul. The excursion will help you get accustomed to the new culture and surroundings in Korea.

### **C. MEDICAL CHECKUP**

KOICA will implement a medical checkup after participants' arrival in Korea to be assured of 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 a 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. Graduation Requirements:

##### <MKE Program Curriculum>

Semester	Total Credits	Required Courses (36 credits)		Elective Courses (12 credits)			
		Credits	Subject	Credits	Option I	Option II	Option III
Fall	15~18	12	<ul style="list-style-type: none"> <li>Applied Economics</li> <li>Understanding Korean Economy</li> <li>English Writing and Research</li> <li>Korean Language I</li> </ul>	0~6	2 Electives (6 credits)	1 Elective (3 credits)	-
Winter	3	3	<ul style="list-style-type: none"> <li>Introduction to Social Science Research</li> </ul>	-	<ul style="list-style-type: none"> <li>Extra-curricular Courses</li> <li>Korean Language</li> <li>Understanding Korean Culture</li> <li>Taekwondo, Yoga, etc.</li> </ul>		
Spring	15~18	15	<ul style="list-style-type: none"> <li>Political Economy of Korean Development</li> <li>Sectoral Issues in Korean Economic Development</li> <li>Economic Crisis Management in Korea</li> <li>Korean Experiences of Aid Management from recipient Country's Perspective</li> <li>Workshop on Thesis Writing I</li> </ul>	0~3	-	-	1 Elective (3 credits)
Summer Vacation	-	-	<ul style="list-style-type: none"> <li>Thesis Writing Period</li> </ul>	-	<ul style="list-style-type: none"> <li>Extra-curricular Courses</li> <li>Korean Language</li> <li>Understanding Korean Culture</li> <li>Taekwondo, Yoga, etc...</li> </ul>		
Fall	6~9	6	<ul style="list-style-type: none"> <li>Independent Research for Thesis</li> <li>Workshop on Thesis Writing II</li> </ul>	0~3		1 Elective (3 credits)	1 Elective (3 credits)
<b>Total Credits</b>	42	36		6	6	6	6

► Notes: With option I, II and III, MKE students must collect 42 credits to complete the Master's Degree Program.

If MKE students prefer to have more time for thesis writing, then Option I is strongly recommended.



**<MKE Program Curriculum>**

	<b>Required Courses</b>	<b>Elective Courses</b>
Fall	Applied Economics	Managerial Statistics International Political Economy International Finance PPP and CSR ODA Policies in Global Development Strategy Theory and Policy of International Trade Comparative Trade Policy Aid and Development for Recipient Countries Korean Language II (or any other courses offered by GSP)
	Understanding Korean Economy	
	English Writing and Research	
	Korean Language	
Winter	Introduction to Social Science Research	Extra-curricular Courses (Korean Language, Korean Culture, Taekwondo and Yoga)
Spring	Political Economy of Korean Development	International Economics Econometric Analysis Advanced Seminar in Global Governance Globalization, Trade and Development Theory and Practice of Negotiation Understanding IDC Project Finance for Developing Countries Economics of Development Cooperation Project Monitoring & Evaluation Economics of Regional Integration Korean Language II, III (or any other courses offered by GSP)
	Sectoral Issues in Korean Economic Development	
	Economic Crisis Management in Korea	
	Korean Experiences of Aid Management from Recipient Country' Perspective	
	Workshop on Thesis Writing I	
Summer Vacation	Thesis Writing Period	Extra-curricular Courses (Korean Language, Korean Culture, Taekwondo and Yoga)
Fall	Independent Research for Thesis	Managerial Statistics International Political Economy International Finance PPP and CSR ODA Policies in Global Development Strategy Theory and Policy of International Trade Comparative Trade Policy Aid and Development Korean Language II (or any other courses offered by GSP)
	Workshop on Thesis Writing II	

**b. Title of Degree**

This program is a master's degree program in which students will study the Korean experience of economic development and economic cooperation. Master's candidates who complete 42 credits and submit the Master's thesis will be granted the degree entitled the Master of Arts in International Trade and Economic Cooperation (Concentration in Korean Experience of Economic Development and Economic Cooperation)

**c. Medium and Method of Instruction**

English is the medium of instruction, not only for all courses, but also for all academic affairs; therefore students do not need any prior knowledge of Korean. Students can complete all of their requirements for graduation within 16 months, and the courses are designed to ensure that 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 the students' problem-solving ability.

## 4. EXTRACURRICULAR ACTIVITIES

### a. Field Trips & Study Visits:

- Industrial sites: Samsung Electronics, Hyundai Motors, POSCO (steel), Hyundai Heavy Industry (shipbuilding), Busan-Jinhae Free Economic Zone, the Salt Museum
- Cultural sites: Historical Places in Gyeongju, Insadong, the Folk Village, Gyeongbok Palace, Cheongyecheon, Hwaseong Fortress, Damyang Juknokwon (Bamboo Garden)
- Public Offices: Ministry of Finance and Economy, Korea Stock Exchange, National Assembly, Ubiquitous Dream Hall, the Center for the Freeway Traffic Management System



### <Field Trip Schedule>

	Expected Schedule	Sites
1 <sup>st</sup> Field Trip	December 19 ~ December 21, 2014	POSCO, Saemaul Movement Memorial Hall, Historical Places in Gyeongju, Hyundai Motors, Busan-Jinhae Free Economic Zone
2 <sup>nd</sup> Field Trip	July 30 ~ August 1, 2015	Hyundai Heavy Industry, Salt Museum, Damyang Juknokwon, Buraemi Village
1 <sup>st</sup> Day Trip	October 31, 2014	Imjingak (DMZ), Heyri Village
2 <sup>nd</sup> Day Trip	March 6, 2015	Samsung
3 <sup>rd</sup> Day Trip	June 19, 2015	Incheon Free Economic Zone
4 <sup>th</sup> Day Trip	September 4, 2015	Seoul City Hall

#### **b. Home Visiting**

GSP faculty members and staff invite the trainees to their homes or trainees join a variety of performances to experience Korean culture and society firsthand.

#### **c. Homecoming Day**

GSP has been holding Homecoming Day once a year since 2008 as a meaningful and joyful alumni reunion. The meeting has given alumni an excellent opportunity to learn updated information about the Korean economy, and to maintain international relationships.

## **1. GENERAL INFORMATION ABOUT KYUNG HEE UNIVERSITY**

Kyung Hee University maintains 19 graduate schools and 24 colleges on 3 campuses (Seoul, Global and Kwangneung). As one of the leading universities in Korea, Kyung Hee University prepares future leaders to contribute to the development of both Korea and the world. To this end, the university has steadfastly pursued exchanges with 256 sister universities and affiliated institutions in 54 countries, among them Harvard University in the US, Catholic University of Leuven in Belgium, Cambridge University in the UK, Beijing University in China, the University of British Columbia in Canada, Keio University in Japan, the Autonomous University of Guadalajara in Mexico, and the UN University for Peace in Costa Rica.

## **2. ABOUT GSP**

The Graduate School of Pan-Pacific International Studies (GSP) was established at the Global Campus in 1996 as one of nine government-funded graduate programs of international studies. The school is currently running three departments; International Trade and Economic Cooperation (IT & EC), International Business (IB), and International Development Cooperation (IDC), and also two programs: the Master of Arts in International Development and Consulting (MIDAC) and the Master of Arts in Korean Experience of Economic Development and Economic Cooperation Program (MKE).

In addition to the aforementioned, GSP was nominated by the Korean Ministry of Education and Human Resources Department, as the institution which would train and educate experts in Official Development Assistance (ODA) in 2007. This ODA program offers not only educational content, but also many opportunities to work with other institutions including government branches and NGOs. It is expected that the MKE program will benefit greatly from this ODA program.

Since its foundation, GSP has achieved remarkable success in its quality of international studies. The objective of a GSP education is to produce experts in international and global affairs who can meet the challenges of globalization and normalization, and who are equipped with the core skills in their respective areas of study, practical expertise, problem-solving ability, international awareness and vision.

### **3. GSP REGULATIONS**

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

- Students are expected to attend all of the classes for which they have registered in each semester. Any student who, without good reason, has failed to attend class for a minimum of two-thirds of the total classes shall be prohibited from sitting for the exam.
- In the event that a student is expected to be absent for any of the reasons stipulated below, the student must notify the appropriate department, faculty, and dean to obtain approval in advance:
  - ⇒ Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstances;
  - ⇒ Academic planning, field trips, on-location training, or similar situations;
  - ⇒ Participation in seminars or conferences (including international events) as approved by the Graduate School Dean;
  - ⇒ Other events as approved by the Graduate School Dean.
- In the event of student illness or emergency, students who expect to be absent for fewer than seven days (including holidays and weekends) must submit written notification of their expected absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis signed by a physician.

#### **b. Examinations and Grade Evaluation**

##### **1) Minimum Grade Point Average Requirement**

- Students must maintain at least a 2.7 grade point average on a 4.3 point scale. Anything below 2.7 points will not be acknowledged as a passing grade.

## 2) Regular and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of the semester), Final (end of the 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 exam date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

## 3) Restrictions upon Sitting 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, the students must provide a written explanation of the 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

## 5) Evaluation Standard and Ranking

Score	97-100	94-96	90-93	87-89	84-86	80-83	77-79	74-76	70-73	69 & below	P (Pass)	NP (Fail)
Grade	A+	A	A-	B+	B	B-	C+	C	C-	F		
Average	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0		

## 4. ACCOMMODATION

### a. Kyung Hee University Dormitory (2<sup>nd</sup> New Dormitory)

The 2<sup>nd</sup> New Dormitory opened in March 2008 and houses the most up-to-date equipment and facilities required in the age of information, technology and globalization. It consists of two building;; Building A for female students and Building B for male students.

The 2<sup>nd</sup> Dormitory can accommodate about 2,300 students in total (Male students: 1,400 / Female students: 900). The rooms are typically shared by two students, and each room is furnished with the necessary beds, desks and cabinets. Each room also comes with a private shower/lavatory, a telephone, wired LAN. and an air-conditioner. (GSP offers twin rooms at single occupancy for MKE students.) A student cafeteria and various facilities such as a coffee shop, convenience store, stationery shop, and internet cafe, etc. are located on the first floor of Building A, and any student can use them.



<Laundry Room>



<Student Lounge>



## b. Kyung Hee University Dormitory (Woojungwon)

Woojungwon, built in September 1998, is a dormitory complex with residence and business areas that can accommodate about 2,000 people. Each unit is furnished with a shower/lavatory, beds, desks, cabinets, and a telephone. Each room is supplied with a LAN cable for provision of free internet and e-mail.

In addition, for the convenience of students wishing to cook for themselves, there is a public kitchen on the third floor which is equipped with kitchen utensils, a gas oven and a microwave.



<Bank>



<Food Court>



<Pharmacy>

## 5. OTHER USEFUL INFORMATION FOR INTERNATIONAL STUDENTS

### a. Campus Life

#### □ Student ID Card

GSP will assist you in obtaining and filling out the necessary forms for a student ID card at the One-stop Service Center. Students will need to provide a passport-size photo, which can be taken and developed at any photo shop in the Woojungwon dormitory. It can take up to three weeks to process the ID cards, but once students receive them, they may use them to enter the university library, purchase discounted subway tickets, and access all of the public university facilities.

#### □ Central Library

The library is located at the front of Pensee Plaza near the GSP building. You will need a student ID card to enter the library and to borrow books or other materials. The website is <http://library.khu.ac.kr> and has extensive information. You can use your ID card to borrow or extend the due date of borrowed books.

#### □ Transportation

- **Bus:** To Seoul (Gangnam, Jamsil, Seoul Station) students should take a bus from the campus; to other places in Suwon, students take a bus from the opposite side of the KHU main gate.

Bus Number	Destination
5100	Gangnam Station - YangJae Station - Kyung Hee University.
1550-1	Gangnam Station - YangJae Station - Kyung Hee Univ.– Shin YoungTong
1112	Jamsil Station – Yeongtong – Kyung Hee University
5500-1	Gwanghwamun - Seoul Station - Kyung Hee University.
7007-1	Yeouinaru Station - Sadang Station - Seohyeon Station - Ori Station - Kyung Hee University.
1007-1	Jamsil Station – World Cup Stadium - Ajou Univ. - Kyung Hee University.
M5107	Myungdong – Seoul Station – Kyung Hee University

- **Subway:** Yeongtong Station opened in December 2012 as part of the latest southward extension of the Bundang Line. This new subway line connects Yeongtong-dong with both Suwon city center and Seoul. To enter the subway, take a bus from the opposite side of the KHU main gate or walk to the Yeongtong Homeplus, where Yeongtong Station is located..

## **b. Health Care**

If students have minor health problems such as a cold or indigestion, it is strongly recommended that they visit the Kyung Hee Clinic, located on the second floor of the student union building (where a medical doctor will be available twice a week). For further treatment, students may need to visit a hospital near the campus. Students are requested to consult with the program coordinator when they become ill.

## **Part VI**

# **SUPPORT SERVICES**

### **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 an economy class, round-trip airfare.

If a participant wants to change the flight itineraries, he or she should pay the additional fare. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant accompanies or invites family members, he or she must be responsible for all the relevant costs and other necessary administrative measures (please refer to the "4. Accompanying or Inviting Family" section of Part 7. Regulations).

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

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

- Tuition fee
- Accommodation (the dormitory of a training institute)
- Living allowance (including meals) : KRW 990,000 per month  
(subject to change)
- Textbook and materials: KRW 800,000
- Study visit & field trip, etc. during the program
- A medical checkup after entrance
- 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 “New group accident insurance (2)”. The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

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

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 20 million
- Death by Disease: KRW 100 million
- Liability: KRW 10 million (deductible : 200,000 won)

#### **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.

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

**Deductibles (Insured persons are responsible for deductibles, as described below.)**

- 1) Maximum Coverage Limit per Day
  - Outpatient services : 250,000 won
  - Medicine : 50,000 won
- 2) Deductible per day (outpatient)
  - Clinic: 10,000 won
  - Hospital: 15,000 won
  - University hospital, level 3 hospital: 20,000 won
- 3) Deductible per day (medicine): 8,000 won
- 4) Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
- 5) Hospital treatment
  - The beneficiary is responsible for 10% of the costs.
- 6) Orthopedics
  - Equipment and consumables (e.g., wristbands and cast shoes)
- 7) Fees for issue of certificates
- 8) In the case of uninsured items and material costs, a detailed statement must be submitted.
- 9) Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

**Procedures, Services and Diseases Not Covered by the Insurance**

- 1) Medical check-up, vaccination, nutritional supplements, and tonic medicines
- 2) Mental disease and behavior disorder
- 3) Dental care
  - ※ To receive dental care, prior consultation with the coordinator of KOICA is required.
- 4) Congenital cerebropathy
- 5) Herbal remedies
- 6) Obesity
- 7) Urinary diseases: Hematuria and urinary incontinence
- 8) Diseases of the rectum and anus

- 9) Tiredness and fatigue
  - 10) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
  - 11) Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
  - 12) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
  - 13) Diseases that participants already had before arrival in Korea
- ※ *Detailed information will be provided upon arrival*

**1. PARTICIPANT'S RESPONSIBILITIES**

- 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 on the condition that the leave is reported to the university in advance.
- 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 and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.
- 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 academic advisor and the GSP-KOICA office two weeks prior to the departure by submitting the "Request for temporary leave" document. The e-ticket should also be submitted when issued.
- 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 an extension of their stay
- To either return to their original job post or remain employed in a field related to their degree for at least 3 years.
- To recommend not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

## **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 relating to issues from one's home country' (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.
- 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.
- 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 19 days during whole (16 months) program (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 will not pay airfare for the trip. If the trip exceeds 19 days during whole (16 months) program, KOICA will not pay the living allowance for the absent days which exceed 19 days.

- All expense for participant's temporary leave should be covered by the participant. KOICA and the university do not pay the expense.
- 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 studying, participants are recommended not to bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- Participants may bring or invite family members but they must cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc, of their family. The safety and security of their family is also the participant's responsibility.

#### **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.

**1. CONTACT INFORMATION****☐ Korea International Cooperation Agency (KOICA)**

- Program Manager: **Ms. Ji-young PARK**
- Phone: +82-31-740-0409
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- E-mail: [jiyoungandyou@koica.go.kr](mailto:jiyoungandyou@koica.go.kr)
- Home page: <http://www.koica.go.kr>
  
- Assistant Program Coordinator: **Ms. Ji-won YOO**
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- Fax: +82-31-777-2680
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**☐ Graduate School of Pan-Pacific International Studies (GSP),  
Kyung Hee University**

- Program Director: **Prof. Sang-Hyup SHIN**
- Program Coordinator: **Ms. Sujin YEON**
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446-701, Korea
- Phone: 82-31-201-2146~9      ▪ Fax: 82-31-204-8120
- E-Mail: [ysjlily@khu.ac.kr](mailto:ysjlily@khu.ac.kr)
- Home page: <http://gsp.khu.ac.kr>

## Appendix 1.

### **Brand Name of the KOICA Fellowship Program**

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.



## Appendix 2.

# HOW TO JOIN THE KOICA 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 door to the KOICA Alumni Community is open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present participants. 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 center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

## The KOICA FACEBOOK (<http://facebook.com/koica.icc>)

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



### Appendix 3.

## HOW TO GET TO THE ICC

• Route: Incheon International Airport → Korea City Airport, Logis & Terminal (CALT) → International Cooperation Center (ICC)

• **Arrival at Incheon International Airport (<http://www.airport.kr>)**

#### **Flow:**

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Quarantine including animals and plants (on 2nd Floor)
- ▶ Present your Arrival Card, Passport and other necessary document to Passport Control
- ▶ Claim baggage on 1st Floor
- ▶ Customs Clearance
- ▶ Pass an Arrival Gate
- ▶ Go to the KOICA Counter, which is located between Exit 1~2

• **KOICA Counter at Incheon airport**



Location : Next to Exit 1 on the 1st floor  
(No.9- 10)

Tel. : 82-32-743-5904

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

Contact: **Ms. Jin-Young YOON**

After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logis & Travel (CALT).

All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1<sup>st</sup> Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff who will help you to reach the ICC. KOICA will reimburse the limousine bus fare when you arrive at ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.

• **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.4A on the 1<sup>st</sup> Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.
- Meet the KOICA staff at the lounge on the 1<sup>st</sup> Floor of CALT upon arrival.
- Take a car arranged by the KOICA staff to the ICC (Expected time: 20 minutes)



**"Please remember to read the Fellows' Guidebook.**

It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."