2014 KOICA–SNU

Capacity Building of Public Administration

1. Master's Degree Program in Public Administration
2. Master's Degree Program in International Studies

August, 2014 – December, 2015

Seoul, Korea

Korea International Cooperation Agency

Graduate School of Public Administration, Seoul National University

Graduate School of International Studies, Seoul National University

CONTENTS

Part I	KOICA & 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

Korea's ODA consists of three types of aid: Bilateral Grants, Bilateral Loans, and Multilateral assistance.

Bilateral Grant aid comprises of technical cooperation and various types of transfers (made in cash, goods or services) with no obligation for repayment implemented by KOICA under the Ministry of Foreign Affairs and Trade. Bilateral Loans are provided on concessional terms under the name of the EDCF(Economic Cooperation Development Fund) 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.
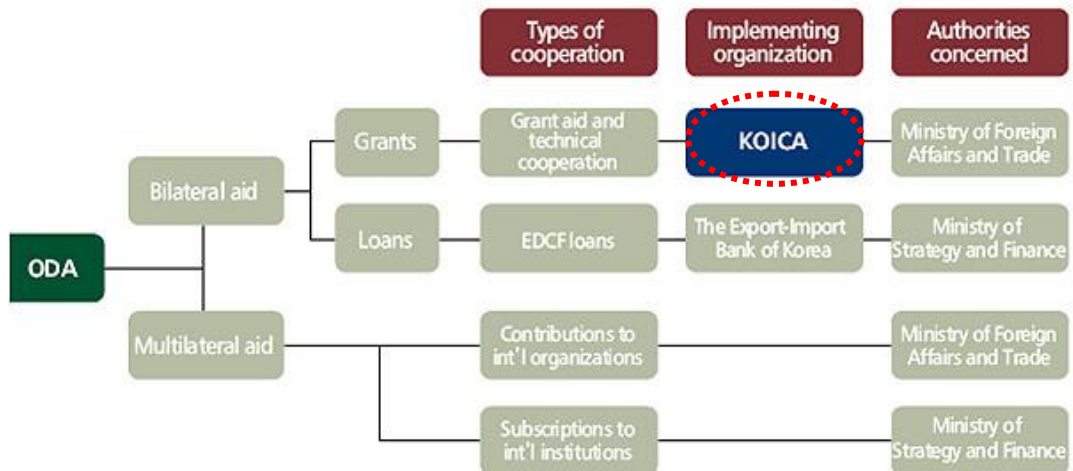
Korea's Experience and KOICA's Program for Human Resources Development

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 developing countries build administrative and technical expertise in both the public and the industrial sectors. In order to share experience and knowledge at the grass roots level, KOICA dispatches Korea Overseas Volunteers (KOV's) to render services in the fields of education, regional development, computer science, healthcare and nursing. Approximately 3,776 KOV's have been dispatched to thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development. The purpose of this program is to enable the trainees to apply what they have learned for the development of their home country or local community. Between 1991 and 2009, KOICA offered 2,256 training courses to a total of 35,716 trainees from some 167 countries. There is a wide range of topics covered including administration, economic development, science and technology, information and communication technology, agriculture/ forestry/fishery, and healthcare. In order to meet the constantly changing needs of its partner countries, KOICA is always striving to renovate and improve their HRD programs.

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.

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 2009, the program has assisted a total of 771 students through 42 courses. In addition, as of 2010, 220 awardees are currently participating in the program at 10 different 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

◉ **Program Title:** **Capacity Building of Public Administration**

Track 1: Global Master of Public Administration (GMPA)

Track 2: Master of International Studies (MIS)

◉ **Duration: August 18 , 2014 – December 17, 2015 (16 Months Study in Korea)**

December, 2015 – August, 2016 (8 Months thesis revision in

home country)

◉ **Objectives**

- To train global smart leaders among public officials in developing countries to take the lead of economic and social development.

- To build the public administration capacity of public officials in developing countries by offering knowledge of human resource, organization, finance. And to cultivate the leadership as a leader of public sector and equip public officials with professional analytical capability of sectoral economy policy, and eventually advance as public administration professional to contribute to global value creation

- To share the Korean experiences of economic and social development and offer usable knowledge of Korea's development administration and economic development policy which ultimately assist participants to promote the development of their home country.

◉ **Training Institution**

Graduate School of Public Administration (GSPA) (http://gmpa.snu.ac.kr)

Graduate School of International Studies (GSIS) (http://gsis.snu.ac.kr)

Seoul National University

◉ **Number of Participants: 19**

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

Part III	HOW TO APPLY

1. APPLICATION ELIGIBILITY

- Citizens of <KOICA Scholarship Program> partner countries
- Hold a Bachelor's Degree of higher
- 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.
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Preferably be under 40 years old
- 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.
- Never have participated in KOICA's program or a similar one of the kind (or must have participated in KOICA's training program no sooner than 3 years ago)
- 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: Telephone Interview and Essay Test

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

b. Application & Registration Timetable*

Procedure	Dates
Closing Date for Applications	March 28, 2014
Document Review	April 1 ~ 11 , 2014
Phone Interview and Essay Test	April 14 ~ May 2, 2014
Final Admissions Decision	May 30, 2014
Arrival in Korea and go to the ICC of KOICA	August 13, 2014
Move to the dormitory of Seoul National University	August 18, 2014

* 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. **Official Bachelor's Transcript & Degree of Graduation Certificate**
   Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academics Degree & Graduate Education Development Center. Refer to the website http://cdgdc.edu.cn
6. **A copy of the Applicant's Passport** (or other official document indicating your nationality)
7. **Copies of Parents' passports** (or other official document indicating parents' nationality such as Identification Card)
8. **Official document indicating parent-child relationship between the applicant and parents:** Applicant's Birth Certificate or Household Register proving the parent-child relationship
9. **Financial Certification Form 4** (Form Attached)
10. 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.
11. **Curriculum Vitae**
12. **Certificate of Employment** (if applicable)
13. **Certificate proving English Proficiency:** Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.

★★ **Form 1 ~ 5: Attached herewith**

Admission Guide for International Students Fall 2014 Graduate: Attached.
(http://en.snu.ac.kr/upload/admission)

Important Notes for All Applicants:

1. All KOICA and SNU forms should be **<u>typed in English.</u>**   And all documents should be in English. 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 Website (http://en.snu.ac.kr/apply/info).*

Global Master of Public Administration website (http://gmpa.snu.ac.kr)
Master of International Studies (http://gsis.snu.ac.kr)

Part IV | PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Parts	Academic Calendar
Preparatory Session	2014/08/19	Check in the Dormitory & Orientation, Seoul Immigration Office
	2014/08/20~08/31	Preparatory session
2014 Fall Semester	2014/08/23~8/29	Course Registration
	2014/09/01 ~ 2014/12/13	Fall Semester
2014 Winter Semester	2014/12/23 ~ 2015/01/23	Winter Semester
	2015/01/23 ~ 01/29	Course Registration for Spring Semester
2015 Spring Semester	2015/03/02 ~ 06/14	Spring Semester
	2015/03	Qualification Test for Writing Thesis
	2015/04/30	Application for Thesis Submission and Submission of Thesis Summary
	2015/05/15	Application for Preliminary Thesis Examination and Submission of Thesis Proposal
	2015/05/30	Thesis Oral Defense (Preliminary Thesis Examination)
2015 Summer Semester	2015/06/23~08/01	Summer Semester
	2015/08/01~08/06	Course Registration for Fall Semester
2015 Fall Semester	2015/09/01~12/15	Fall Semester
	2015/09/30	Submission of Confirmation of Interim Thesis Examination
	2015/11/06	Submission of Thesis Final Version
	2015/11/16	Thesis Oral Defense (Final)
	2015/12/18	Departure
2016 Spring Semester	2015/12 ~ 2016/08	Thesis revision under professor's supervision and completion in home country (if required)

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**

▫ **Emphasis on Public Administration : 36 credits**

Semester	Types	Credits	Course
2014 Pre-term		-	• Basic Statistics • Basic Korean I
2014 **Fall** 4 courses (9 credits)	Required	6	• Public Administration in Theory and Practice • Research Method for Public Admin. and Policy • Korean and Korean Culture (non-credit) • Basic Korean I (non-credit)
	Electives	3	• International Public Administration • Human Resource Management in the Public Sector • Introduction to Government Accounting • Urban Policy • Foreign Policy
Winter 1 course	Required	3	• Quantitative Analysis for Public Admin. and Policy
2015 Spring 4 courses (12 credits)	Required	6	• Theories of Public Policy • Theory of Global Public Administration • Basic Korean II (non-credit)
	Electives	6	• Public Organization • International Commercial Policy • Global Governance & National Development • Intergovernmental Relations • Performance Pay: Theory and Practice

Session	Types	Credits	Course
Summer 1 courses (3 credits)	Required	3	• Special Lecture(The Korean Government and Public Policies in Development Nexus (non-credit) • International Finance
2015 Fall 2 courses (6 credits)	Required	3	• Reading and Research I
	Electives	3	• Urban policy • Social Welfare • Economic Analysis • Comparative Politics • Electronic Government • Theories of International Politics
2016 Spring 1 course	Required	3	• Reading and Research II

* The above curriculum is subject to change.

▫ **Emphasis on Economic Policy : 45 credits**

Session	Types	Credits	Course
Pre-term		—	• Basic Korean I • Introduction to Economic Theory
2014 **Fall** 4 courses (12 credits)	Required	6	• International Economic Relations • Research Methodology and Skills • Basic Korean I (non-credit)
	Electives	6	• Economic Policies and Economic Development in Korea • Economic Development Strategy • Political Economy of Trade Policy • Korean Economy

Winter	Electives	6	• World Trade Organization & Multilateral Trade Agreements • Population and Economic Development • Korean Culture and Society (Preparatory)
2015 Spring 4 courses (12 credits	Required	6	• International Cooperation • Comparative Methodology • Basic Korean II (non-credit)
	Electives	6	• Foreign Direct Investment • Multilateral Trade Negotiations: History and Major Rounds • Global Development and Development Cooperation • Economic Development of Latin America
Summer 1 course	Electives	3	• International Development Policy
2015 Fall 3 courses (9 credits)	Required	3	• International Trade Issues in Comparative Perspective
	Electives	6	• International Finance • Economic Development and Democratization in East Asia • Workshop in International Commerce • Social Development and International Development Cooperation
2016 Spring	Required	3	• Dissertation Research

* 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.

□ **Emphasis on Public Administration : 36 credits**

Category	Credit Hours
Preparatory	Non credit Hours (2 Courses)
Core Courses	30 Credit Hours (11 Courses)
Master's Thesis	6 Credit Hours (2 Course: Thesis Writing)
Total	36 Credit Hours

□ **Emphasis on Economic Policy : 45 credits**

Category	Credit Hours
Preparatory	Non credit Hours (2 Courses)
Core Courses	42 Credit Hours (14 Courses)
Master's Thesis	3 Credit Hours (Thesis Writing)
Total	45 Credit Hours

1) Title of Degree:

This Program is a master's degree program; the students will study about public administration, or development policy.

For <Global Master of Public Administration> program, 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**).

For <Master of International Studies> program, master's candidates who complete 45 credits and submit the Master's Thesis will be granted the degree. The title is **Master of International Studies (MIS)**.

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 Gyenggi-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 the 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 the 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 ovens 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 B0 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 INFORMAION

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 the "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).

The Graduate School of International Studies (GSIS) has started as the Center for Area Studies in 1989 to foster research on region-specific issues and to respond to the increasing demand for global perspectives within Korea. In 1997 it has been

expanded to the School of International and Area Studies (SIAS) which again expanded to current GSIS in 2003.

The school has two departments: Department of International Studies, Department of International Development Policy. Department of International Studies is running 4 Program: International Commerce, International Cooperation, International Area Studies, Korean Studies,

Since its foundation, GSIS achieved a remarkable success in its quality education of international studies. The objectives of GSIS education is to bring up experts on international and global affairs who meet the challenges of globalization and normalization, equipped with core skills, practicable expertise, problem-solving ability, international awareness, and visions.
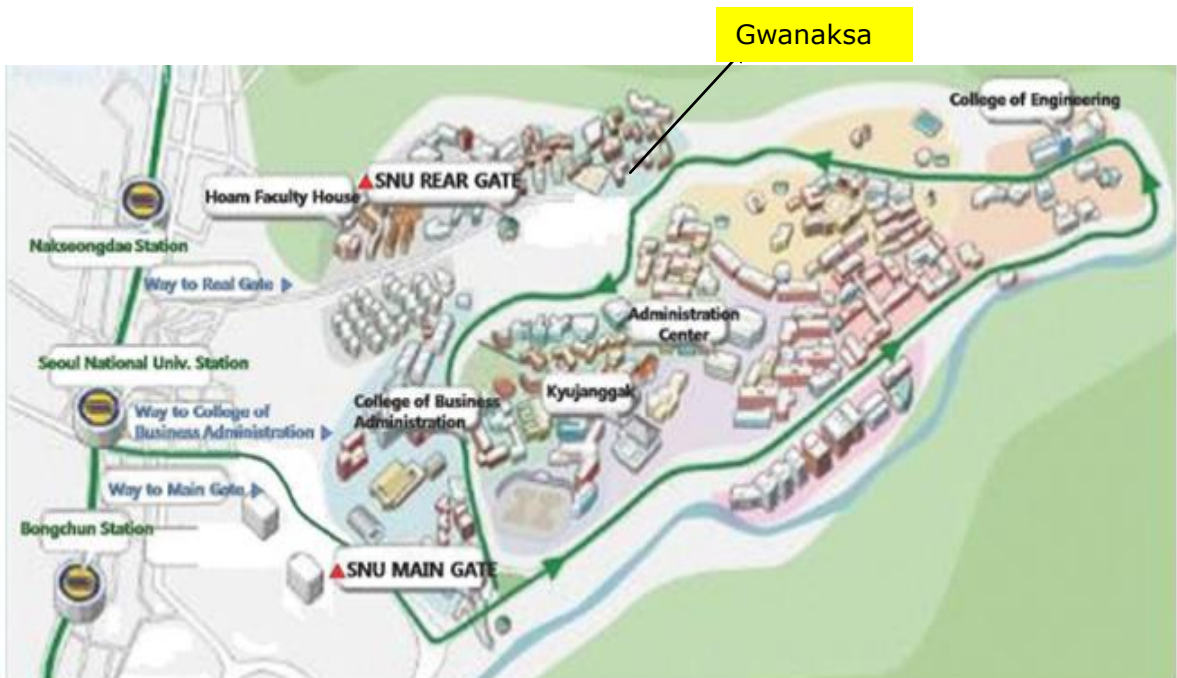
2. ACCOMMODATION

❑ 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.
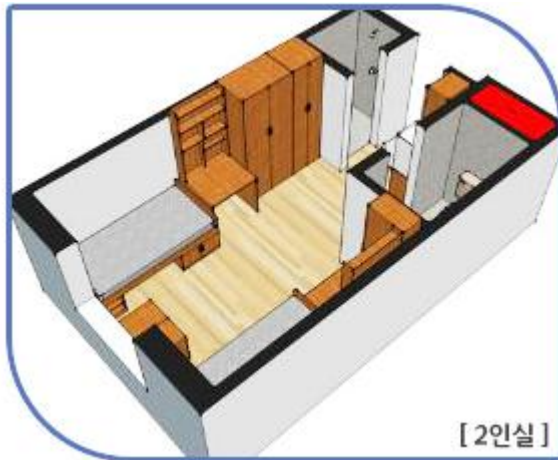

▶ **Gwanaksa**

- 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 (2 people sharing a room)**

[2인실]

❏ **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 2nd Floor) at the beginning of the first semester <u>after you obtain Alien Registration Card and update your student records to reflect the new Alien Registration Number</u>.

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-Seong 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 the 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.

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. And KOICA does not provide any financial or other administrative support for the dependents of the participants.

If a participant accompanies or invites family members, they must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of brining their family members in Korea in advance. A copy of the Written Pledge is available at GMPA Office.

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 999,000 per month**
- Meals: Included in Living allowance
- 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 one another 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 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 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 RESPONSIBILITES

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.

Part VIII	OTHERS

1. CONTACT INFORMATION

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"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."