

KOICA–SSU Master’s Degree Program in Global ICT Convergence with Management and Public Policy

August 16, 2015 – December 16, 2016
Seoul, Korea

Korea International Cooperation
Agency

Graduate School of Information Sciences
Soongsil University

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

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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, such 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.

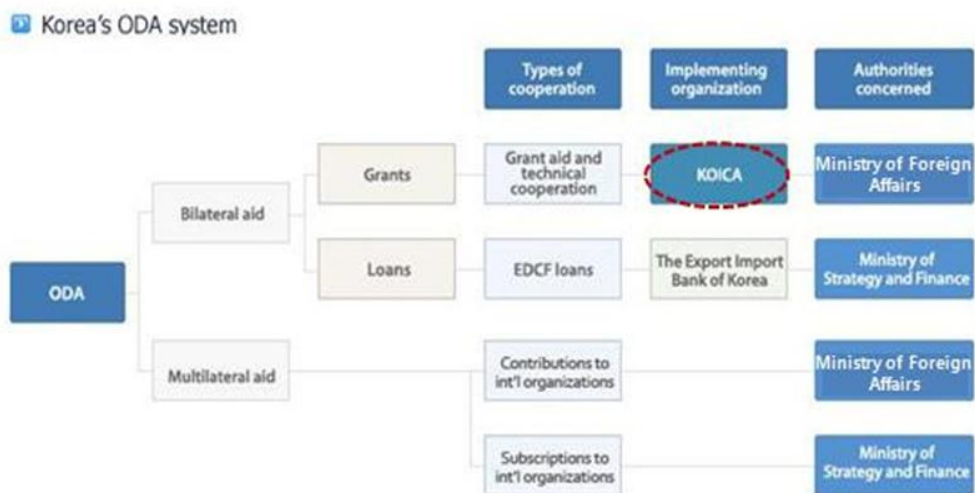
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that can help KOICA to efficiently support the sustainable socio-economic development of its partner countries.

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 greatly contribute 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 focused on education and vocational training with the aim of 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 3,106 courses to 49,020 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.

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 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

■ **Program Title:** KOICA–SSU Master’s Degree Program in Global ICT Convergence with Management and Public Policy
(Hereafter, we call it KOSMIC: KOICA–SSU Master’s Degree Program in Global ICT Convergence)

■ **Name of the Degree:** Master of Engineering

■ **Duration:** August 16, 2015 – December 16, 2016 (16 Months)

■ **Objectives**

- a. To educate governmental officials of the participating developing countries in the areas of ICT policy in order to enhance the capacity for the implementation through KOICA–SSU Master’s Degree Program in Global ICT Convergence with Management and Public Policy from a practical viewpoint as well as the academic training.
- b. To suggest the strategies and tactics for the ICT master plan after introducing well-known Korean ICT development cases that are considered as a model for developing countries to speed up the successful ICT implementation in a short period.
- c. To review the strategies to set up the stepwise ICT (Information and Communications Technology) master plan for the participating developing countries based on the specific living environment and the social requirements while considering many application areas from a variety of case studies.
- d. To share the Korean experience in ICT implementation and its application tools in order to ultimately promote the participants as a key ICT policy makers in their home countries.
- e. To increase the human network capability and communication skills, administrative capacity, and management capability for global ICT leaders from participating developing countries based on the convergence among ICT, public administration and business administration fields.

■ Training Institute

- Graduate School of Information Sciences, Soongsil University
(<http://kosmic.ssu.ac.kr>)

■ COOPERATION WITH RELATED EDUCATIONAL ORGANIZATIONS

- a. Department of IT, Policy and Management in Graduate School of Soongsil University. Many Korean governmental officials who possess the higher rank than the deputy director are studying IT, Policy and Management for Master's and Ph.D. degrees
- b. Korea Electricity, ETRI, KT, NIPA, KDN, etc.

■ Number of Participants: 19 persons**■ Language: English fluency that requires no translation****■ Accommodation**

- In the case of KOICA–SSU Master's Degree Program in Global ICT Convergence with Management and Public Policy, 2 students share a room in a Dormitory located at Soongsil University campus. Two rooms with kitchen facilities in the dormitory building can be shared by participating students to cook their traditional food sometimes. Two dormitory rooms are sharing one bath room, one kitchen and one entrance gate.

Part III

HOW TO APPLY

1. APPLICATION ELIGIBILITY

■ Candidates should:

- 1) Be a citizen of the country which has a cooperative relationship with KOICA**
- 2) Be officially nominated by their governments**
- 3) Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.**

* Pregnancy is regarded as a disqualifying condition for participation in this program.

* Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.

- 4) Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher(Private sector employees are not eligible)**

- With a minimum of 2 years of experience in ICT related work, development cooperation, investment, etc. (preferred)

- 5) Have sufficient command of both spoken & written English to take classes conducted entirely in English and to write thesis in English**
- 6) Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program before (Master's degree program).**
- 7) Not be a person who has withdrawn from KOICA's scholarship program.**

* Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied

- 8) Fulfill the responsibilities as a student**

2. APPLICATION PROCEDURES

A. Admission Decision Procedures

- Round 1: Evaluation of Application Package

- Round 2: Phone Interview

* **Note:** The phone interview will be conducted in English. The applicants' educational goals, sincere attitude as a graduate student and leadership potential will be also evaluated. The written essay exam will be conducted at the KOICA overseas office. The schedule for the interview will differ according to the field offices.

B. Application & Registration Timetable*

Procedure	Dates
Closing Date for Application	March 31, 2015
Round 1 : Document Review	April 1 – 12, 2015
Round 2 : Phone Interview	April 20 - 30, 2015
Announcement of Final Result	May 15, 2015
Medical Check-up	May 15 – June 8, 2015
Arrival in Korea & KOICA Orientation	August 16, 2015

* The dates are based on Korean time

* Please note that dates are subject to change.

* Admissions results will be notified to the regional KOICA offices or Korea Embassies.

- * Closing Date for Application: At the closing date, all required materials must arrive at KOICA headquarters in Seongnam, Korea. Local deadlines may differ in each country so please make sure to confirm with the Embassy or KOICA office in your country.
- * 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.

C. Checklist of Documents to Be Submitted

All of the following application materials should be sent to the regional KOICA office (if available) or the relevant government office. Please do not send the materials to Soongsil University.

- 1) Completed application form of KOICA
- 2) One completed SSU application Form (Form 1, Print out after completing application in English)
- 3) Personal Statement and Study Plan (Form 2, Print out after completing it in English)
- 4) One letter of recommendation from persons who have known the applicant enough to write with authority (e.g., professor)
- 5) One letter of recommendation from the present working organization
- 6) Photocopied bachelor's degree (or If applicable, college diploma or Master's degree) or proof of prospective graduation (Applicants must carry the original diplomas to Korea if finally selected)
 - If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation.
- 7) Official undergraduate academic transcript (It should include accumulated GPA or total score. If the transcript does not indicate GPA, then the total score should also be converted to a percentage (out of 100%) and be stated officially.)
 - ※ Those who attended more than one college must submit official transcripts from all colleges or university-level educational institutions they attended.

- 8) English-proficiency test result from one of the following: TOEFL, TOEIC or IELTS (if applicable)
 - The most recent scores are preferred, and must be less than two years from the application deadline.
 - Exemption: International students whose native language is English or who have received a B.A. or M.A. from an accredited English-speaking institution
- 9) Certificate of Employment (if applicable)
- 10) Copy of passport (If the passport is yet issued, please send a copy of your national ID card. As soon as the passport is issued, please send the copy of the passport immediately.)
- 11) Doctor's opinion paper about Health Checkup review
- 12) A personal letter that confirms the applicant's fulfillment of responsibilities as a graduate student

※ **All documents (Diplomas, Transcripts, Statement of Purpose, Recommendation Letters, etc.) must be ORIGINAL and be written in English.**

*** 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.
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 the mistakes or omissions on the application.
6. Any applicant should send us the e-mail address and phone number of his/her supervisor for us to verify the documents that he/she submitted.

D. Medical Check-up

Candidates who have passed the interview and written exam must receive an additional medical checkup at the local hospital "designated by KOICA". The hospital reservation and related information will be notified to the candidates individually by an organization responsible for arranging checkup schedule (TBD). Medical checkup fees will be fully covered by KOICA but the transportation fee has to be covered by the candidates themselves (please remember that transportation and accommodation fees will not be reimbursed).

The medical check-up results will identify the candidates' health conditions, and KOICA will verify factors that hamper the completion of the scholarship program. The final acceptance of the program will be confirmed after the medical checkup results are examined.

Upon request, individual medical checkup results can be provided by the KOICA program manager at least two weeks after the completion of medical checkup.

Part IV**PROGRAM CONTENTS****1. ACADEMIC SCHEDULE**

Date	Contents	Place
March 31, 2015	Application Deadline	Home Country
April 20 – 30, 2015	Interviews using Telephones	Home Country
May 15, 2015	Admission Notification	Home Country
August 16, 2015	Arrival, Medical Checkup, KOICA Orientation	KOICA
August 20 – 30, 2015	Pre-requisite Courses(including KOICA-SSU Program Orientation)	SSU
Sept. 1 – Dec. 19, 2015	Fall Semester (1st semester)	
Dec. 22, 2015 – Feb 13, 2016	Winter holidays - seminars or special lecture(if needed)	
Mar. 5 – June 26, 2016	Spring Semester (2nd semester)	
June 29 – Aug. 30, 2016	Summer holidays - seminars or special lecture(if needed)	
Sep 1 – Dec 15, 2016	Thesis Semester (3rd semester)	
December 2016	Convocation Ceremony, Departure	

* The above schedule is subject to change. A detailed program schedule will be provided upon arrival.

A. Pre-requisite courses:

- Pre-requisite courses will take place from **Aug. 20 to Aug. 30, 2015**. The Pre-requisite courses include 1) Korean Language and Culture, 2) International Korea Studies - introduction to Korea politics, society, humanities, and engineering, 3) Success Stories of Korea e-Government and ICT industry, and 4) KOSMIC (KOICA-SSU Program) Orientation. A detailed Program Schedule will be provided upon arrival.
- Korean Language Class: Students will take Korean language class as a pre-

requisite course in August and they are also required to take the Korean language classes every semester throughout the program. A certificate will be given to students who complete the courses and reach required level.

- All pre-requisite courses are pass-non pass (P/NP) grading.

2. ORIENTATION (KOICA)

- When you first arrive, there will be an orientation for 2-3 days on 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. The orientation is mainly 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, 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. You will have a chance to visit downtown area and experience the cultural heritage of Seoul, the capital city of Korea. 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 each participant's arrival in Korea to assure their health condition.

3. CURRICULUM

A. Curriculum and Credits

Classification	Courses	Credits	Sum
1. Prerequisite Courses	Korean Language and culture	P/NP	-
	International Korean Studies		
	Introduction to Korean politics, society, humanities and engineering		
	Success Stories of Korean e-Government and ICT Industry		
2. ICT Basic Courses (Optional)	Big Data Analysis and Policy Making	3	27
	ICT Seminars for Master's Thesis	3	
	Information Security	3	
	Project Management	3	
	ICT Specialist Program : Building ICT Master plan	3	
	Internet Service	3	
	ICT infrastructure & High Speed Network	3	
	ICT R&D and Procurement	3	
	ICT industry	3	
3. ICT Intensive Course (Optional)	Basic Korean Language	3	21
	ICT Policy and Evaluation	3	
	Cloud Computing	3	
	ICT Convergence Business Model	3	
	Research Methodology	3	
	Management of ICT Technology	3	
	Data Communication	3	
4. ICT Convergence and Application(Optional)	Advanced Korean Language	3	15
	Introduction to ICT Strategy	3	
	Innovation and Change Management	3	
	International Development Cooperation	3	

PART IV. PRGRAM CONTENTS

	Electronic Government	3	
5. ICT Specialist Program	Presenting and Discussing e-Government Cases or ICT Master Plan	-	-
	Paper writing	-	
6. Special Lectures, Convergence Seminars, Extra- curricular activities	Special Lectures & Convergence Seminars	-	
	Industrial visits / Cultural experience	-	
	Participation in academic seminars and thesis presentation	-	
	ICT Conference & Industry Academia Cooperation Workshop	-	
Total Credits Required for Graduation			42

*** Each semester, courses are provided according to the availability of the professors and are subject to change.**

Classification	Courses	Note
1 st Semester	Korea's experience in broadband internet services	
	Building Korea's backbone	
2 nd Semester	Strategy/policy to build a national backbone	
3 rd Semester	Strategy/policy to develop national information services	
	Policy to pursue an ICT Master plan	
	Strategy to devise an ICT Master plan	
Dates to be selected	Mid-long term information management and direction of operation	
	Big data and the smart healthcare market	
	Outlook on metro technology to create a smart city	
	ICT R&D strategy and legal issues	
	Measures to respond to security threats for smart phones associated with mobile malignant codes, hacking, and certification	
	Creative economy and SW	
	Industrial technology R&D Strategy	
	Wellness of creative and convergence ICT industries	
Total Credits Required for Graduation		

*** The above schedule is subject to change depending on the circumstances of visiting institute**

B. Credits Completed per Semester

- 1st semester - Fall Semester (Sept. 1, 2015 - Dec. 18, 2015): 15 credits
- 2nd semester - Spring Semester: (Mar. 2, 2016 – June 19, 2016): 12 credits
- 3rd semester - Fall Semester (Sept.1, 2015 - Dec. 18, 2016): 15 credits

C. Requirements for Graduation

- Students can graduate after completing 42 credits and getting a GPA more than 3.0 in 4.5

Course Classification	Credit	note
Prerequisite Courses	P/NP	Pre course
ICT Basic Courses	12	1st semester
ICT Intensive Course	15	2nd semester
ICT Convergence and Application	12	3rd semester
ICT Specialist Program	3	1st semester
Special Lectures, Convergence Seminars, Extra- curricular activities	P/NP	Every semester
Grand Total	42	-

* The above requirements are subject to change.

※ It is compulsory for KOICA-SSU Program Students:

- To complete their Master's thesis in order to obtain a diploma or a graduation certificate.
- To take Korean Language Classes throughout the whole academic years, and pass

D. Required Grade Point Average (GPA)

- Students with a GPA below 3.00 for two consecutive semesters will be automatically expelled from the program.
- Students with an accumulated GPA below 3.0 for the three semesters before the thesis semester (1st, 2nd, 3rd) will be disqualified from acquiring a diploma or a graduation certificate.

4. EXTRACURRICULAR ACTIVITIES

A. Field Trips

1) Industrial Visits

- **Samsung Electronics** - Founded in 1969, Samsung Electronics is a global market leader in mobile phones, PCs and household appliances based on innovative technology. It offers an opportunity to experience Korea's IT technology
- **KT** - Established in 1981, KT is a major company in telecommunication and IT, and domestic wire and wireless communication services
- **SK Telecom** - Established in 2006, SKT is Korea's major company in domestic wire and wireless communication services, together with KT
- **ETRI (Electronics and Telecommunications Research Institute)** - A major IT research and development institute located in Daeduk Industrial Complex, ETRI leads the development of Korea's electronic technology
- **Advanced Science and Technology Center** - Located in Daejeon Expo Science Park, the Advanced Science and Technology Center aims to systematically and efficiently exhibit and promote Korea's R&D achievements.
- **POSCO** - Founded in 1968, POSCO is a company which led the advancement of the country's steel industry and played a vital role in Korea's economic development.
- **Ulsan Hyundai Heavy Industries** - World's largest shipbuilding company and global comprehensive heavy engineering company which made Korea No. 1 in shipbuilding.
- **Ulsan Hyundai Motors** - A leader in the domestic car market, Hyundai Motors has expanded to global markets and is leading the globalization of Korea's car industry
- **Korean Folk Village** - Korea's traditional folk museum opened in 1974, showing the daily lives of the people during the Joseon era. Some 270 traditional tile-roofed houses and thatched cottages located on a land covering 99 ha provide a glimpse into the regional characteristics of people's houses during that time.

*** The above schedule is subject to change depending on the circumstances of the visiting institute.**

B. Academic Seminar

Venue	Description
International Academic Seminars	Participate in international academic seminars hosted by Korea
	
International Expos	Participate in international expos in Korea
	

*The above schedule is subject to change

C. Extracurricular activity

- **Welcome ceremony for new students:** Welcome ceremony before semester starts (Introduction of school life, Fellowship between professors and students)
- **Global Culture-Night:** Introduction of different countries where students come from, Enhancement of cultural understanding through cultural exchange
- **Graduation Ceremony:** Award excellent presentation and farewell party

D. School Festival/MT

- **Graduate School of Information Sciences Gathering:** Athletics Competition, Mountain Climbing Club
- **Soongsil University School Festival:** Cultural exchange with trainees or students

5. KOICA-SSU SCHOLARSHIP PROGRAM REGULATIONS

A. Attendance and Absenteeism - Soongsil Regulations

- 1) Students are expected to attend all of the classes he/she has 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 appropriate department, faculty, and dean and 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 Graduate School Dean
 - Other events as approved by the Graduate School Dean
- 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 the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

b. Must reside in a dormitory

- Students must reside in Graduate Students Dormitory of Soongsil University
- 2 students per room
- Living off-campus is not allowed.

c. Must abide by dormitory regulations

- Soongsil 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 his/her country immediately.

d. Limited cooking is allowed in a dormitory.

- Electric oven installed in the rooms can be used.

e. Examinations and Grade Evaluations**1) Minimum Grade Point Average Requirement**

- Students must maintain at a minimum B0 (80-84 of 100 points in total) grade point average. Anything below 80 points will be not be acknowledged as a passing grade.

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 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.

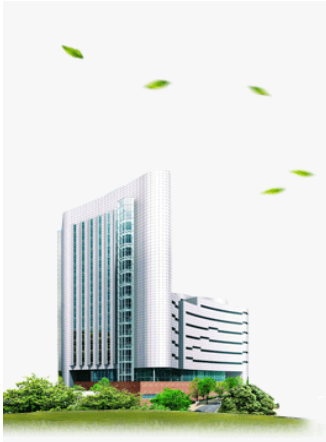
4) Scholastic Performance Evaluation Method

- 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 based on the regulations of Graduate School of Information Science.

Part V

TRAINING INSTITUTE

1. GENERAL INFORMATION



The country's first modern university

Soongsil is proud to have first brought modern education to Korea. In 1897, Dr. W. M. Baird, an American missionary, founded Soongsil Hakdang in Pyeongyang with 'truth and service' as its educational mission, and installed an undergraduate program to create Soongsil University, the first modern university of Korea.

The University that safeguarded the self-respect of the nation

During the Japanese colonialist rule, Soongsil made the decision to close the school, protesting forced worship at the Shinto shrine in order to maintain national pride. Among the thirty-three national leaders who signed the Declaration of Independence were the names of proud Soonsilians such as Kim Chang-jun, Park Hui-do, and others. Soonsilians have always participated in national movements such as the protest against the Eulsa Restriction Treaty, the Korean People's Society Case, the March 1st Independence Movement, and the Gwangju Student Independence Movement. Soonsil was born again in Seoul in 1954 and it since has continued to evolve.

The endlessly challenging University

Soongsil's history is checkered with many achievements. With its modern music education program, the first of its kind introduced in Korea, Soongsil has issued great musicians like Hyeon Jeh-myeong and Kim Dong-jin, among others, while with its Computer Science Department, the first of its kind in the country, the University laid the cornerstone of the local IT industry. It is also Soongsil's achievement that the Graduate School of Small and Medium Businesses and the Graduate School of Information Science were established to improve the competitiveness of industrial-academic cooperation and information.



2. ACCOMMODATION



Soongsil Residence Hall opened in March 2010, and was built to promote student's academic achievements by providing them with pleasant living conditions and convenient facilities and to inspire its residents to expand their basic awareness of community living. Soongsil Residence Hall, which has 2 basement levels and is 12 stories high, provides its services by accommodating the students' needs through various types of rooms such as single, double or quadruple occupancy, and guest houses.



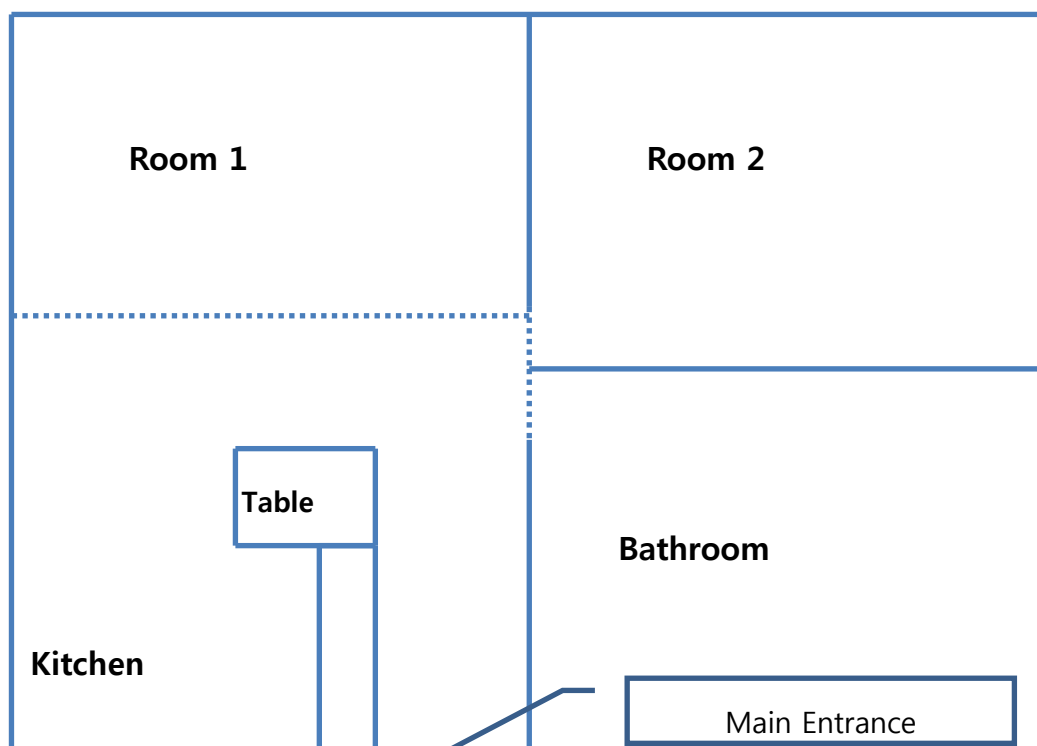
Each room works to guarantee the privacy of the residents as much as possible. The residents can also enjoy maximum convenience with several on-site facilities; a gym, a multi-purpose room, a study room, a cafeteria, a convenient store, laundry facilities and an on-site post office. The dormitory is not only introducing a living environment suitable for the ubiquitous era by providing high-speed and wireless internet connections as a standard, but also securing a safe and pleasant living for its residents through a state-of-the-art security system.

In the case of KOICA–SSU Master's Degree Program in Global ICT Convergence with Management and Public Policy, 2 students share a room in a Dormitory located at Soongsil



University campus. Two rooms with kitchen facilities in the dormitory building can be shared by participating students to cook their traditional food sometimes. Two dormitory rooms are sharing one bath room, one kitchen and one entrance gate

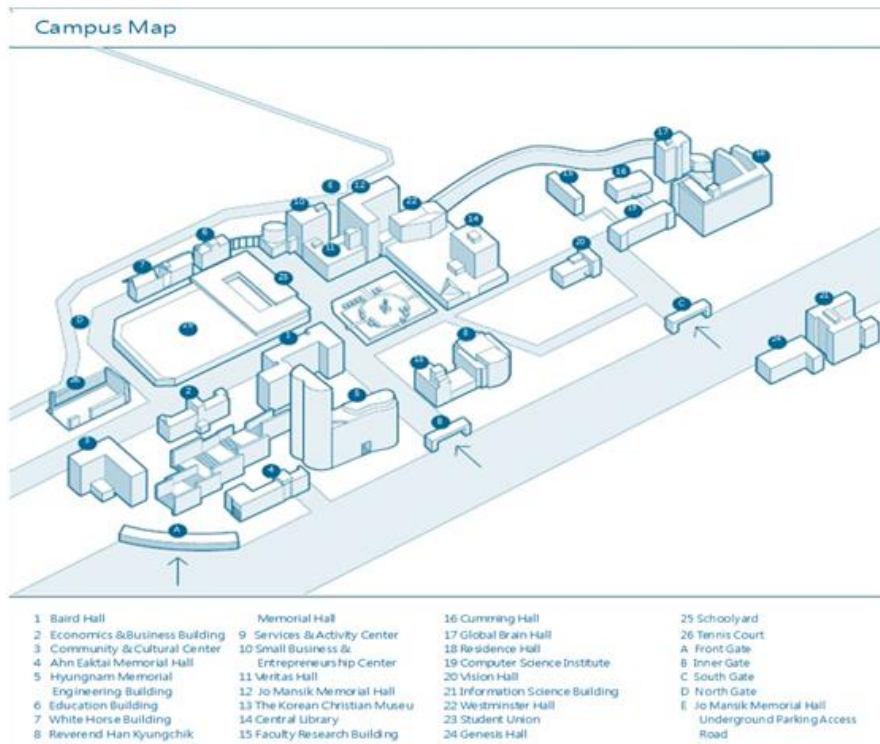
• **Room Layout**



• **Living Conditions**

- In the case of KOICA–SSU Master's Degree Program in Global ICT Convergence with Management and Public Policy, 2 students share a room
- Furniture: Beds, Desks, Bookshelves, Closets in each room
- Convenience Facilities: Cafeteria, Convenience store, home-delivery service, multi-purpose room, study room, laundries (separate for men and women), and fitness center.
-
-
-

• **Campus Map (Dormitories: No18)**



3. OTHER INFORMATION FOR INTERNATIONAL STUDENTS

A. Facilities

1) The Centennial Library

University library collects, organizes, arranges, and keeps the knowledge produced and accumulated by mankind and result of contemplation and observation, and services these promptly and precisely to professors and students who want to use these information. Also, we are service agency that carries out adequate user education for the users to be able to easily and freely access such information, develops material and library, and carries out the user researches. Additionally, we have an important role of distributing information material through cooperation and information network with other libraries as a part of the national basic information network.

Soongsil University Central Library has various and new books and domestic and overseas journals, and we are also putting active effort to collect and use various electronic material that can be accessed online.

Also, through continuous system upgrade, we are actively dealing with the demands of the users who are accustomed to digital environment. The library continues to be concerned and moves to be able to sensitively and quickly adapt to the demands of the rapidly changing environment and the users, and we are trying our best to become the core competency in the teaching, learning, and researches of the members of Soongsil University. .

<Operating Hours>

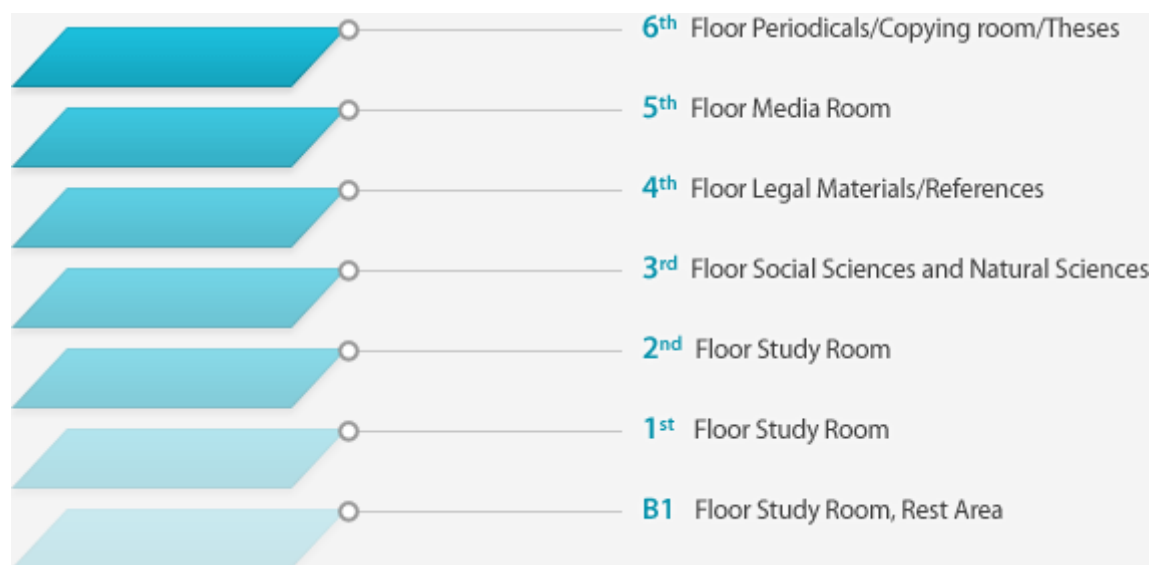
· During the Semester

	Monday thru Friday	Saturday	Sunday &Holidays
Reservation desk	09:00~21:00	09:00~15:00	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

· During the Vacation

	Monday thru Friday	Saturday	Sunday &Holidays
Reservation desk	09:00~17:00	Closed	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

• Library Facilities Map



<Library Service>

• Book Loans

- Once you are ready to check out, you will need to scan your student ID card on the card reader and place your books on the counter before you leave the library.
- Remember you cannot borrow book(s) if you have overdue library book(s) or fees.
- You can check the due date of the borrowed book on-line through the Soongsil library website. The website and services are also available in English.

• Renewals

- You cannot renew your books if you have any overdue book(s) or fees.
- It is best to renew your book(s) on-line. Go to the Soongsil library website and check 'my library'. Select 'renewal'. They will be automatically renewed for 14 days. However, if there is a reservation request on the book(s), you will not be able to renew them.
- Or you can renew your book(s) in person at the reservation desk. Make sure you bring your book(s) and student ID card with you.
- You can only renew your book(s) twice.

• Loan Period

- Undergraduate Students : 5 books for a 14 day period with up to 2 extensions.
- Graduate Students : 10 books for a 30 day period with up to 2 extensions.

• **Returning Books**

- The borrowed books can be returned to the Circulation desk on the 3rd floor or you can use an automatic checkout machine.

• **Using the Study Room**

- Scan your ID card -> Choose the 'function' -> Choose the 'room' -> Choose the 'seat' -> Print the ticket.

• **Using the Media Room**

- You can find a list of available materials and resources on the library website or through the catalog available at the Reservation desk on the 5th floor.
- When you locate the resource you want, you are free to find the item yourself from the shelf. They are filed in the Korean alphabetical order.
- Once you have found what you want, you will need to take it to the Information desk and you will be assigned a seat and a DVD player (more than one person can view the same DVD at the same time).

2) Cafeterias and Snack Bars

There are four different cafeterias on campus. They all serve different menus and the prices differ slightly from one another. Prices normally range from 2,000 won to 4,000 won per person but may further vary depending on the menu of the day.

• **Student Union Restaurant (SU 3rd floor)**

- Price - 3000 KRW
- Fixed menu with no options
- Serves simple Korean dish most of the time



• **Snack Corner (SU 3rd floor)**

- Price - 1,800 ~ 3,000 KRW
- Offers take outs: KimBap, Sandwich, Cake with choices of drinks



• **Food Court (SU 3rd floor)**

- Price - 2,000 ~ 6,500 KRW
- Choice of different dishes from Western to Oriental
- Has special menu each day of the week. Sells packed sandwiches, muffins, burritos, salads, drinks and different types of cakes.



• **Residence Cafeteria(Residence Hall B1)**

- Price- 3,000 – 8,000 KRW
- Choice of different dish from Western to Oriental
- Has special menu each day of the week. Sells packed chickens, hamburgers, potato sticks, pork cutlets, etc



• **The Kitchen(Computer Science Institute B1)**

- Choice of different dishes from European to Western. Sells different types of beverages and cakes.



3) Computer Lab

Graduate School of Information Science (GSIS) has computer lab only for SP students in a Westminster hall that are available for your needs.

- **operation hours**

Weekdays 09:00 – 21:00

Saturday 09:00 - 18:00

- **Location** : #653, 6th floor of the Westminster Hall

There are numerous computer labs open (be commonly used)

Building	Computer Lab	Campus Map
Westminster Hall	Rm. 301, Rm 610	22
Jo Mansik Memorial Hall	Rm. 209, Rm.210	12
Economics & Business Building	Rm. 109, Rm. 208	2
Small Business & Entrepreneurship Center	Rm. B109, B110, Rm. 210	2
White House Building	Rm. 201, Rm202	10
Veritas Hall	Rm. 110	11

- **Laptop Rental**

- Service Hours: 09:00 to 18:00, Mon-Fri (Lunch Hour: 12:00-13:00)
- Location on the Economics & Business Building #106
- 02)820-0305

- **Print Cards:**

- Most computer labs and dorms have printers that require a printer card to print, You can purchase a print card (5,000 won) at the school book store in Central Library).

▪ **Printers & Copy machines**

Building		Type	Operation hours
HyungNam Memorial Hall	2nd floor	Copy room	Weekdays: 09:30 ~18:00, Lunch time: 12:20 ~ 13:30
Baird Hall	1st floor	Copy machine	no fee
Jo Mansik Memorial Hall	Rm 420	Copy room	Weekdays: 09:30 ~18:00, Lunch time: 12:20 ~ 13:30
	3rd floor	HI-COPY	no fee
Central Library	5th floor	Printer	print card
	6th floor	Printer room	print card or cash
	Media room (5th floor)	Printer	e-card
	Media room, 6th floor	Scanner	no fee
Triangle room	In front of the Central library	Copy room	• During the semester - Weekdays: 8:30~20:30 - Saturday : 8:30~14:00 • During the vacation - Weekdays: 9:00~18:00 - Saturday : 9:30~14:00
Ahn Eaktai Memorial Hall	4th floor	Printer	print card
Economics & Business Building	1st floor, 5st floor	Printer	printer card

4) Counseling Center

The Center provides students with numerous types of counseling services either for groups or for individuals, and offers a range of services for problems from sexual harassment and rape to depression and other services a student might need.

- Location: 1st floor of the Student Union Building (Room 103)
- Service hours
- During the semester: 09:00~17:30 on Weekdays and 09:00~12:00 at Weekends
- During the vacation: 10:00~15:00 on Weekdays and Closed at Weekends
- Contact information

Telephone: +82-2-820-0881

Homepage: <http://counsel.ssu.ac.kr>

Email: counsel@ssu.ac.kr

5) Post Office

- Location: B1 level of the HyungNam Memorial Engineering Building
(#5 on the campus map)
- Service: General mailing services including mail, parcel, registration, domestic/international EMS, and certain banking services.
- Business Hours: Weekdays 9:00 a.m. - 18:00 p.m., Closed Saturday and Sunday

6) Sports Facilities

There are various sports facilities on SSU campus, which students can use for free or at a low fee.

- **Fitness center**

In order to use the Fitness Center, you will need to apply for the membership by submitting an application form in person and then paying the membership fee (₩50,000 per semester) to a designated bank account. The membership is managed by the semester and is effective until the end of the following vacation. To use the Center for a whole year, you need to obtain the membership twice. Please keep in mind that the number of membership is limited, so check the website for application dates.

Location: 1st floor of Jo Mansik Hall

· **Operating Hours**

Operating hours	Weekdays	Weekend	Holidays
During the semester Spring : March 1 - August 31 Fall : September 1 - February 28	08:00~21:00	09:00~18:00	closed
During the vacation	09:00~18:30	closed	closed

※ Shorts, T-shirts and towels are available to be used inside the Center; only indoor athletic shoes should be used.

· **Soccer Field/Tennis court/Basket court**

You do not have to pay to use these courts, but prior reservation is required. These courts are open to the public from 07:00 to 19:00 Monday through Sunday. Specially, Tennis lessons are available at a low price. For more information on lessons and monthly schedule.

7) Health Care

Domestic and international students can receive first aid and simple medical care from the Health Promotion Center when they get injured or sick.

Location: 1st floor of the Student Union Building (Room 104)

· **Service Hours**

During the semester: 10:00am ~ 8:00pm

During the vacation: 10:00am ~ 5:00pm

· **Contact information**

Telephone: +82-2-820-0169

Email: johymi33@ssu.ac.kr

8) Banking Service

· **WOORI BANK**

▪ **Location:** 1st floor in the Baird Hall

▪ **Contact:** (02) 820-0848/0894/7123

- **Business hours: 09:00-16:00**
- **Money transfer from overseas can be made freely up to US\$20,000 per day. For the exceeding amount, the bank has to report the activity to the government. Also, you need to consult your home bank first if you intend to use their cash (debit) card in Korea.**

Considering the easy access around campus, you may find it convenient to open an account with Woori Bank. There are several ATM machines managed by Woori Bank on campus. There are also many Korean and international banks off-campus and downtown Seoul. **GLOBAL ATM is available at the on-campus Woori Bank, but credit card cash advance transactions cannot be made here, only debit cards may be used. For credit card cash advance and debit cards, use the ATM machine in the lobby of the Baird Hall(CM #1).** For your information, service fees are charged when you use ATMs of different banks, or if you use the ATM outside of bank business hours.

Foreign currency and traveler's checks can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Wooribank Bank.

*** ATMs**

Place		Business hours/Bank
Hyunghnam Memorial Hall	2nd floor	08:00 ~ 22:00, Woori bank
Baird Hall	2nd floor	08:00 ~ 22:00, KB bank, Woori bank
Information Science Building	1st floor	09:00 ~ 16:00, Wooribank
Computer Science Institute	1st floor	09:00 ~ 16:00, Woori bank
Jo Mansik Memorial Hall	1st floor	07:00~23:00(closed Sunday and holyday), Woori bank, Shinhan Bank
Residence Hall	1st floor	08:00 ~ 22:00, Woori bank

9) Soongsil Bookstore

- **Location:** 1st floor (in front of the Central Library)
- **Contact:** (02)820-0886
- **Business hours**
 - During the semester: Weekdays: 8:30~20:30, Saturday: 8:30~14:00
 - During the vacation: Weekdays: 9:00~18:00, Saturday: 9:30~14:00
- **All kinds of books are available**

10) GS25 Convenience Store

- **Location:** 1st floor in Residence Hall
- **Sale:** Drinks, food, other commodities
- **Business hours:** 24hours

11) Optical Shop-Ankyungwon

This Optical Shop, located on the third floor of Student Union, offers a versatile selection of eyeglasses, sunglasses and prescription sunglasses.

The optical shop is open to the public Monday through Saturday and accepts Vision Service Plan (VSP) and Medical Eye Services (MES) insurance. Ankyungwon service the public on a walk in basis, no appointment needed.

Hours of operation are Monday thru Friday 9:00 am – 7:00 pm and Saturday 9:00 am – 1:00 pm with the exception of holidays. For general questions, please call the optical shop directly at (02)816-7875

Please note: the Shiley Optical Shop does not issue prescriptions for glasses. If you need a new prescription before purchasing new eyewear, make an appointment with our shop by calling (02) 816-7875

- **Location:** 3rd in the Student Union Building
- **Services:** Glasses, Contact lenses, Sun-glasses.
- **Contact:** (02)816-7875
- **Business hours:**
 - 09:00~19:30 (Mon-Fri) / 09:00~13:00 (Sat) / Sunday & Holiday (closed)

12) SSU Souvenir

- **Location: #403 Student Union Building**
- **Sports clothes, Paper, stationary, clothes, needlework, metal, glass, and so on**
- **Business hours:**
09:00-19:00 (weekdays) / 10:00-13:00 (Sat)
- **Contact: (02)828-7415**

13) Other convenient facilities

Type	Location	Operating hours
Laundry room	Residence Hall(1st floor)	24 hours
Reading room	Residence Hall(1st floor)	24 hours
Lounge(Rest room)	Residence Hall(all floors)	24 hours
Lounge(Rest room)	Jo Mansik Memorial Hall(3rd floor)	08:30 - 20:00
Lounge(only for women)	Student Union, Rm 216	08:30 - 20:00
Music hall	Student Union, Rm 224	08:30 - 20:00
Book cafe	Student Union, Rm 224-3	08:30 - 20:00
Shower room(only for men)	Student Union, Rm 121	08:30 - 20:00
Shower room(only for women)	Student Union, Rm 120	08:30 - 20:00

B. Campus Services**1) Medical and Dental Services: Insurances**

As an international student you are required to have health insurance coverage from your home country. When you visit a medical or dental clinic in Seoul or outside of Seoul, you will be required to pay for all of your services up front and then send your receipts to your health care providers later.

All clinics listed below will accept you as a walk-in, that is, you don't need an appointment. You can copy the address in Korean to show it to a taxi driver.

The average cost of a doctor's visit is about 20,000 KRW and any tests you will have such as a blood test, an x-ray, etc. will be charged for extra.

Clinic Type	Name[KOR]	Contact Information
General Hospital	Chung-Ang University Hospital [중앙대학병원]	02-6299-1140
General Hospital Specializing in Orthopedics, Internal Medicine	Jong Dong Hospital [정동병원]	02-810-7900
Dentist	Yonsei Prime Dental Clinic [연세프라임치과]	02-822-5753
Dermatology & Gynecology	Seoul Samsung Dermatology, Gynecology Clinic [서울 삼성 피부과 산부인과 병원]	02-824-3351
Oriental Medicine	China Dongsin Oriental Medicine [중국동신한의원]	02-815-1826

2) Health Center

- We serve the Soongsil community for their healthy and happy life.
- Operating hours: During the semester: Monday thru Friday (10:00 ~ 19:00)
- Office: Student Union Building 104
- Phone: 02)820-0169
- Major tasks
 - Promotion of health thru prevention of diseases.
 - First aid and referrals to clinics and hospitals.
 - Health counseling and health statistics.
 - Medical checks for faculty and staff.
 - Designation of hospitals and clinics for the University.
- No-smoking clinic, abstinence program, flu vaccination, blood-sugar test, obesity measurement, etc.

· Procedure for Emergency Patients

- First Aid treatment at the Health Center => referrals to outside clinics and hospitals (Gangnam Korea Hospital, Chung-Ang University Hospital at Heukseok-dong, clinics of Oriental medicine)
- Call 119 or 1339 (emergency medical information center)

3) Student Counseling Service

The Student Counseling Service provides mental health care to University of Soongsil students. This care includes needs assessment, psychotherapy, psychiatric consultation, academic skills assessment program, support groups, referrals, emergency services, and health promotion and wellness programs.

- **Crisis Consultation**

If you have an urgent matter that you feel may result in a situation which is dangerous or is so intense it cannot reasonably wait to be addressed, please call at 820-0832. Tell the receptionist that you feel an urgent need to speak to a counselor as soon as possible. You may also come in person to 5th floor of the Student Union Building with the same request. The receptionist will arrange for you to speak to a counselor and together, you and the counselor will determine an acceptable plan which may include a same day crisis appointment.

- **OFFICE HOURS AND LOCATION**

- During the semester: Weekdays 9:00 - 17:30
- During the vacation: Weekdays 10:00 - 17:00

- **Location**

- #504, Student Union Building (campus map #23)

- **Contact**

- phone: 02) 820-0832 / 0856
- E-mail: counsel@ssu.ac.kr

- **Counseling Services**

Counseling services offered to students include: Biofeedback, Quick Start Workshops, Process Groups, individual, and couples modes to address personal stress, relationship problems, mood or motivation problems, substance use, or eating disorder concerns.

- **Testing Services**

Students participating in personal or career counseling at Student Counseling Services may be referred for clinical testing to aid in the counseling or career decision-making process.

- Career Exploration Services

The main mission of the staff at the Career Exploration Services office is to provide individual career counseling and assessment to help students improve their career decision-making skills and self-efficacy for making a career choice.

- Biofeedback Program

Biofeedback is a learning tool in which people observe their body's physical responses and then use that information to control or alter their conditioned reactions, often resulting in greater relaxation, focus, and healthier coping responses.

4) Wireless LAN

- Wireless LAN Support at Soongsil University

Purpose: To provide students with convenient access to the Internet on the campus

Eligibility: The whole Soongsil community, including faculty, staff, students, regular workers on the campus, and temporary visitors for special functions and events.

Requirement Registration for the access to the School homepage

5) Email/Homepage

- Email Service

Eligibility: Students, Faculty, and Staff

Account format: yourID@ssu.ac.kr

Access point: u-SAINT portal or after log-in

Email capacity: 100MB for students, 1GB for faculty and staff

- **Note**

The **Student Union Building** has cafeterias, snack bars, convenience store, school supplies store, SSU merchandise store, coffee shop, optical shop, hair shop, and more.

C. Support Program & Other Program

· Korean Language Programs for International Students (every semester, National Institute for International Education)

Korean language classes by varying levels and preparation classes for TOPIK (Test of Proficiency in Korean) are offered. A Korean helper is assigned to international students.

· Study Support Program for International Students (in cooperation with the Education Development Center)

A tutoring program where a tutor experienced in certain courses or subjects studies together with a small group (4-7 students) of tutees. Regular meetings are held at least once weekly (for 12 weeks / more than 36 hours).

· Health and Safety of International Students

Complimentary medical checkup services (in cooperation with the Dongjakgu Health Center) and eye checkup services (through the Healthy Eye Campaign, ex., intraocular pressure and eye disease checkup), and group health insurance are offered to international students.

· Freshman Orientation for International Students (at the beginning of each semester)

The Freshman Orientation offers an introduction to school life to assist international students adjust to a new environment and inspire a sense of belonging to Soongsil, and provide information on accidents and crime prevention and life in Seoul to enable an effective stay in Korea.

· Recruitment Support for International Students

Recruitment programs to facilitate understanding of the differences between Korean and Chinese corporate cultures, type of people Korean companies look to employ,

and employment knowhow are offered to international students. The Employment Interview and Personal Statement Clinic (in cooperation with the Career Development Center) inform students on how to dress for an interview and etiquette provides a chance to practice for interviews and reviews personal statements. In addition, they can learn about companies through corporate visits (Samsung Electronics, Hyundai Motor Company Asan Plant, among others).

· **One-on-one Care of International Students by Teaching Assistants**

Teaching assistants are assigned to international students to provide information on school events and advice on school life.

· **Support for National International Students' Associations**

Soongsil supports sports and cultural events of various national students' associations, including that of China, Vietnam and Mongolia.

· **International Day Event**

Soongsil hosts performances, prize lotteries, experience booths, and charity events participated by school faculty and students, multi-cultural organizations and the local community.

· **Cultural Activities and Events for International Students**

International students can experience Korean culture through various cultural activities and events. Not limited to event halls, they can travel the country to experience the cultural diversity of different regions.

D. General Emergency Contact Information

▪ **Police: 112**

- ▶ **The nearest Police Station: #5 Sangdo-dong, Police Station: (02)815-0295**
- ▶ **Location: Cross at the crosswalk from the SSU Front Gate. Go down on the left side. The Police station is on your right side.**



■ **Ambulance for Emergency: 119**

■ **Hospital**

- ▶ **Nearest hospital:** Chung-Ang University Hospital
- ▶ **Location:** 102, Heukseok-ro, Dongjak-gu, Seoul, Korea
- ▶ **For appointment:** (02) 6299-1114
- ▶ **For Emergency Service:** 02)6299-1338/1339/1340

■ **Important Telephone Numbers**

▶ **Emergency (They do not require an area code)**

Police	112
Fire and Ambulance	119
Medical Emergency	1339

▶ **Operator Assistance**

Directory Assistance (local)	114
Directory Assistance (long distance)	(city code) + 114
International Dialing Information	00794
International Operator	00799

E. Emergency Contact Information

1) Emergency Safety Guideline

Please abide by the following instructions:

- **Keep in close contact with the Graduate School of Information Science(GSIS):**

- ① Update your contact information (cell-phone number)
- ② Personal Counseling: Consult with the GSIS any difficulty you may be facing due to cultural differences
- ③ Alert the GSIS whenever you plan to travel away from Seoul, and whenever you return.

- **Contact your families and friends at home who may be concerned or worried about you.**

- **Register at your embassy/consulate in Korea: Phone, fax or email the nearest Consulate or Embassy and let them know of your presence here in Korea.**

- **Take the emergency card with you wherever you go, it will come in handy in emergencies.**

- **Avoid political demonstrations, large crowds and gatherings: Please be careful when participating in anti-war or other political demonstrations. You are recommended against participating in such activities.**

- **Avoid interacting with unknown groups:**

Please carefully reconsider before accepting an invitation from an unknown group of people.

- **GSIS Contact Information in case of emergencies:**

Prof. Kyeong-Seok, Han, Office: (02)820-0585, Mobile: 010-8954-7137

Prof. Gee-Hyun, Hwang, Office (02)828-7257, Mobile: 010-7340-9779

Prof. Myung-Jin, Lee, Office (02)828-7488, Mobile: 010-3285-3964

Mr. Onyou, Kim(Nathan Kim), Office (02)820-0267, Mobile: 010-2611-0745

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.

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

PART VII. REGULATIONS

- 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
 - 4) ※ *To receive dental care, prior consultation with the coordinator of KOICA is required.*
 - 5) Congenital cerebropathy
 - 6) Herbal remedies
 - 7) Obesity
 - 8) Urinary diseases: Hematuria and urinary incontinence
 - 9) Diseases of the rectum and anus
 - 10) Tiredness and fatigue
 - 11) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
 - 12) Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
 - 13) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
 - 14) Diseases that participants already had before arrival in Korea
- ※ *Detailed information will be provided upon arrival*

Part VII**REGULATIONS****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 KOICA-SSU 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. The temporary leave may not exceed 19 days during the whole period of study.
- KOICA and the university do not pay airfare for the trip.
- 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 CAN NOT bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one 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. KOICA does not provide any financial or other administrative support for the dependents of the participants. Participants 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.

- The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at University Office.

5. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

Part VIII

CONTACTS

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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 1st 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 1st 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 1st 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."