

영어 능력 확인서

Certificate of English Proficiency

성명(Name):
생년월일(Date of Birth):
수험번호(Applicant No.):
지원학과(Major):
학위과정(Degree):

우리 학과는 대학원과정 수업의 대부분이 영어로 진행되고, 학위 논문을 영어로 작성할 수 있습니다.

위 지원자가 우리 학과 전공 수업을 영어로 수강하고, 학위 논문을 영어로 작성하기 위해 필요한 영어 능력을 충분히 갖추었다고 판단합니다.

The graduate school of our department offers most of its courses in English, and the graduation thesis can also be written in English.
I hereby confirm that the above applicant has sufficient English proficiency to take our department's English courses and write graduation thesis in English.

201

지도교수 _____(인) 학과장 _____(인)
Adviser (Signature) Chair of Dept. (Signature)

_____ Department
at Sungkyunkwan University

LETTER OF CONSENT

SungKyunkwan University

To whom it may concern:

This letter is to confirm that I attended (*Name of Undergraduate School).

I have applied to Sungkyunkwan University in Suwon, Korea for the 2020-2021 academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from the schools I previously attended.

In this regard, I would like to request your full assistance when the University Admissions Office contacts you regarding verification of enrollment and transcripts.

(* Applicants should write on the lines marked by *).

Enrolled Name: * _____

Student ID Number: * _____

Date of birth: * _____

Date of admission (transfer): * _____

Date of graduation (withdrawal): * _____

Sincerely yours,

* _____
Signature

* () - () - 2020
Date

LETTER OF REQUEST

SungKyunKwan University

(※Applicants should write on the lines marked by *).

Date: * _____ (dd/mm/yyyy)

School Name: * _____

Address: * _____

Zip code: * _____ Tel: * _____

Fax: * _____ E-mail: * _____

Student Name: * _____ Student ID Number: * _____

Subject: Requesting Student Information

Dear Sir or madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask you to verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, major field, and the date of graduation. Please complete below and return this document to our office. You can respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Vice President of Admissions _____

Questions to verify student information

Student name: _____

Degree: _____

Major: _____

Date conferred: _____

Name of institution: _____

Signature of University Official _____

Recommendation Form

College of Information Communication Engineering Graduate School

2020 Fall

지원자 정보(Applicant)			
성명 (Name)		생년월일 (Date of Birth)	
국적 (Nationality)		연락처(Contact No.) * Email, Phone No.	
지원학과 (Prospective Major)		학위 과정 (Degree) * Please Check *	석사(Master's) ()
수험번호 (Applicant No.)			박사(Doctorate) ()
			석박사통합(Combined Master's & Doctorate) ()

추천교수 정보(Information of Recommender)			
성명 (Name)		연락처 (Contact No.)	
소속 대학 (College)	성균관대학교(SKKU) 대학	소속 학과 (Department)	
추천내용 (Recommendation)	Please state the level of your recommendation in Korean or English.		

본인은 위 학생을 2020학년도 후기 신입학 일반대학원 전형에 추천하고자 합니다.

I hereby recommend the applicant aforementioned for admission to the 2020 Fall Semester in the General Graduate School.

201 . . .

Professor: _____ (Signature)

Self-Introduction

자 기 소 개 서(한국어/English)

2020 Fall

지원학과 Major		성 명 Name	
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SUNGKYUNKWAN UNIVERSITY GRADUATE SCHOOL

Study Plan

학업계획서

2020 Fall

Type of Application 구 분	First Year() 신입학	Transfer() 편입학	Degree 과 정	Master's() 석사	Doctorate() 박사	Master&Doctorate() 석. 박사통합
Major 지원학과			Name 성 명			

※ Describe your study plan according to headings below (1 page each, in Korean or English).

입학 후의 학업에 대한 계획을 다음 항목별로 기술하십시오.(각 1매)(한국어 또는 영어로 작성하십시오)

1. Personal academic orientation

개인적 학업 방향

2. Reason of application and personal goal(s)

지원 이유 및 개인적 목표

3. Future study plan(s) 장래 학업 계획

4. Other(s) 기타

[2020 Fall] Application form - SKKU Graduate School

2020학년도 전기 외국인특별전형 (※ means 'Official Only')				수험번호 (Applicant No.)		※			
성명 (Name on Passport)	Korean								
	English	(Surname)			(Given Names)				
지원학과 (Department you apply)		(the exact name on the guide)							
과정 (Master's/Doctorate/Master's & Doctorate)									
입학구분 (First Year or Transfer)									
생년월일 (Date of Birth)		(Day)	(Month)	(Year)	사 진 (Photo) (4cm×5cm)				
국적 (Nationality)				성별 (Gender)					
공인어학능력시험 점수 - TOPIK (Official Language Test Results)				공인어학능력시험 점수 - English (Official Language Test Results)				(Test)	
여권번호 (Passport No.)				외국인등록번호(Alien Registration No.) (Card Holders Only)					
이메일 (E-mail address)				휴대폰번호(Cellular phone No.)					
성공관대내의 추천교수 성명 및 연락처 Recommending SKKU professor(if any)'s name, phone number, email address ※ 자연과학, 공학 계열 지원자는 지원 전 지도교를 선정하여 미리 연락하시기 바랍니다. Applicants for the department of Natural Sciences and Engineering are recommended to select his/her adviser and contact the professor prior to applying									
학 력	학 사 (Bachelor's)	Name of University (Official English Name)							
		Major		Grade Point Average (GPA)	(out of)		/		
		Date of Admission	(Day/Month/Year)	Date of Graduation	(Day/Month/Year)				
	석 사 (Master's)	Name of University (Official English Name)							
		Major		Grade Point Average (GPA)	(out of)		/		
		Date of Admission	(Day/Month/Year)	Date of Graduation	(Day/Month/Year)				
	박 사 (Doctorate)	Name of University (Official English Name)							
		Major		Grade Point Average (GPA)	(out of)		/		
		Date of Admission	(Day/Month/Year)	Date of Graduation	(Day/Month/Year)				
	父 국적 (Nationality of Father)				母 국적 (Nationality of Mother)				
	Official Only	1. 학업계획서	※	7. 학력조회위원회서	※	수입증지 ※			
		2. 자기소개서	※	8. 학력조회동의서	※				
3. 학사 졸업(예정)증명서		※	9. 고등교육학력사본보고서	※					
4. 학사 성적증명서		※	10. 어학능력증명서(한국어/영어)	※					
5. 석사 졸업(예정)증명서		※	11. 가족관계증명서	※					
6. 석사 성적 증명서		※	12. 여권 컬러 사본	※					
서류제출일		※		전산입력일		※			

PART 4. NOMINATION

I. OFFICIAL NOMINATION (to be completed by nominating government / organization)

The Government of _____ officially nominates _____
(Name of Country) (Full Name of Nominee)

to participate in _____ as organized by the Korean Government(KOICA)
(Title of Program)

and I, _____, on behalf of the Government of _____, certify that
(Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.
- (e) Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____
(Official Stamp Included)

II. ORGANIZATION CHART with an appropriate marking of the nominee's position

PART 3. MEDICAL HISTORY QUESTIONNAIRE

MEDICAL HISTORY QUESTIONNAIRE (to be completed by the applicant)

1. Present Status

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

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

b. Are you pregnant? (female only)

☐ No ☐ Yes >> (months)

c. Please indicate any needs arising from disabilities that may require additional support or facilities.

()

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (), Place & dates ()
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition ()

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (), Place & dates ()
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition ()

c. High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition () mm/Hg to () mm/Hg • Are you taking any medicine? <input type="checkbox"/> No <input type="checkbox"/> Yes

d. Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition () • Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

e. What illness(es) have you had previously?

<input type="checkbox"/> Thyroid Problem	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Stomach and Intestinal Disorder	
<input type="checkbox"/> Infectious Disease >> Specify the name of illness ()			
<input type="checkbox"/> Others >> Specify ()			

f. Has the above illness(es) been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Specify the name of illness () - Present condition ()	

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date: _____ Applicant's Name: _____ Signature: _____

IV. DECLARATION

I, _____, of _____
(name of applicant) (name of country)

*certify that the statements I made in this form are **true and correct** to the best of my knowledge.*

*If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.*

*If I fail to comply the terms and conditions of KOICA Scholarship Program,
I will **accept any penalties and consequences** including dismissal from the Program
and report to my government and/or employer.*

Date: _____ Applicant's Name: _____ Signature: _____

the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

7. Policy on Misconduct

- 7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.
- 7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

8. Discriminatory Actions and Sexual harassment

- 8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.
- 8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.
- 8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.
- 8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

9. Prohibition of Political Activity

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

10. Compliance with the Regulations of the University and KOICA

- 10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.
- 10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

12-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one's daily allowance.

13. Applicable Provisions

For any other matters not stipulated in this guideline, the academic regulation of the participant's registered university shall be applied.

III. CODE OF CONDUCT

1. Purpose

The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hereafter "SP").

2. Application and Compliance

This Code of Conduct applies to all participants of the KOICA SP.

3. Academic Performances

- 3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they have enrolled in (hereafter "university") to facilitate their studies.
- 3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with the regulation and guidelines of the universities.
- 3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the summer and winter vacations, a participant must gain approval from the university.
- 3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

4. Program Outcome

Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.

5. Health Management

Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.

6. Safety Measures

- 6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.
- 6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report

- ① A copy of the medical certificate (for sickness leave)
- ② Letter of explanation
- ③ Any other documents required by the university

7-2. If a participant has to return to one's home country due to one's own fault, and not for any of the reasons listed in guideline 7-1, KOICA will notify the participant's original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.

8. Temporary Leave

8-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the university with the following documents by the date set by the university.

- ① Letter of confirmation from the advisor
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the university

8-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.

8-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry). And there will be no exception for deduction.

8-4. In case of death of an immediate family member (only for participants' own parents, spouse, and children), KOICA will support round-trip air-ticket for temporary leave.

9. Scholarship Payment and Receipt

9-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

9-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 5-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 6. Dismissal of Participant Status.
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in 7-1

10. Notification of Re-entry

If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.

11. Notification of Changes in Contact Information

If there are any change to the contact information of a participant, the change must be reported immediately to the university

12. Internship

12-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and create a "study-first" environment.

- ① Participants must give first priority to their studies over any other activity.
- ② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

2-3. "University" refers to the university that is entrusted by KOICA to operate and be responsible for the SP.

2-4. "Participants" refer to individuals participating in the SP under the nomination of the governments of partner countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the university, and bear the corresponding responsibilities.

3. Obtaining a Degree

3-1. Participants shall obtain a master's degree at their registered university.

3-2. If a participant loses his or her status as a KOICA participant in accordance with the guideline 6. "Dismissal of participant Status", he or she shall automatically lose the qualification as a degree candidate in the university.

4. Entering and staying in Korea

4-1. In principle, Participants are not allowed to accompany their own family members to stay in Korea during SP duration, except for their family members' temporary visiting or traveling less than a month.

4-2. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea

4-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 4-1 above.

5. Leaving the Korea

5-1. Participants shall leave Korea on the designated day for leaving the country

5-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 6. "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.

5-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the KOICA head office through the Korean embassy in the home country.

5-4. Even in the case for the guideline 5-3, the relevant expenses shall be borne by the participant.

6. Dismissal of Participant Status

6-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

- ① Falsifying statements on any of their application documents or providing false information in their application documents.
 - ② Receiving serious disciplinary actions, such as suspension or expulsion from the university
 - ③ Violating the Korean law
 - ④ Temporarily leaving Korea for more than once without permission
 - ⑤ Involved in any political activities
 - ⑥ Violation of the agreement with KOICA
 - ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
 - ⑧ Behaving disgracefully as a participant of a SP
 - ⑨ Withdrawal from the program before completion
 - ⑩ Failing to leave Korea within the given time frame as stated in this guideline 5. Leaving the Country of this guideline
- 6-2. If a participant loses one's status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant's home country of the fact.

7. Leaving Korea During the Program

7-1. If a participant intends to return to one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.

Agreement on Collection and Use of Sensitive Information

- ① KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Sensitive Information Collected** : religion, medical information
 - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

☐ Agree ☐ Disagree

Agreement on Collection and Use of Unique Identifying Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Unique Identifying Information Collected** : passport number, alien registration number
 - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
 - **Retention Period** : 5 days after the accomplishment of the purpose specified above
- ② If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

☐ Agree ☐ Disagree

II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

1. Purpose

This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.

2. Definition of Terms

The terms used in this guideline are defined as follows.

- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.

PART 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to koica.sp@koica.go.kr.
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
 - **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

☐ Agree

☐ Disagree

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

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages (please specify) : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

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

Job Description	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Program.
	Elaborate on your plans to apply the lessons learned from the Program to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

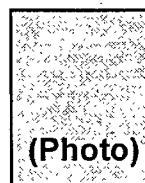
Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To

Educational Background (Higher Education)

Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

Application Form for the KOICA Scholarship Program

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.



PART 1. APPLICANT INFORMATION (to be completed by the applicant)

I. PROGRAM OF APPLICATION (as in the Program Information)					
Program Title					
Name of Degree					
Duration	from _____ to _____ (DD-MM-YYYY)				
II. PERSONAL DATA					
Name (as in the passport)	First Name				
	Middle Name				
	Family Name				
Date of Birth	Day		Month		Year
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		Airport of Departure		
Nationality			Religion		
Home Address					
Contact Information (Including Country Code)	Telephone			Fax	
	Mobile			E-mail	
Emergency Contact	Name			Relation	
	Telephone			E-mail	
Emergency Contact (2)	Name			Relation	
	Telephone			E-mail	
III. CURRENT EMPLOYMENT					
Organization					
Department					
Present Position			Employment Duration	from _____ to present (MM-YYYY)	
Type of Organization	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local			
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO			
	Others	(Please specify)			

Application Guidelines

In completing the attached application form, please be advised to:

- Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- Use a personal computer in completing the form, or handwrite in **block letters**;
- Fill in the form in **English**;
- Be sure to fill in **every part** of the form;
- Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport**; and
- Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

Items	Page No.	Check(✓) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Thoroughly read Scholarship Program Guideline and Code of Conduct	6-9	
d. Signed the declaration for terms and conditions	9	
e. Signed and filled in every part of Medical History Questionnaire	10	
f. Had an authorized official from your government to complete and sign the Nomination form	11	
g. Have a copy of passport ready for submission	-	

***This is to certify that I have completed every part of the application form
to apply for the KOICA Scholarship Program.***

Date: _____ Applicant's Name: _____ Signature: _____

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- Program Manager: Ms. Hyeyoung SHIN / ODA Education Center
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0678
- Fax: +82-31-740-0765
- E-mail: hyshin@koica.go.kr
- Homepage: <http://www.koica.go.kr>

• Program Coordinator: Ms. Sujin YIM

- Tel: +82-31-777-2846
- Fax: +82-31-777-2882
- E-mail: sujin@koworks.org

2) Graduate School of Convergence Engineering for Future City, Sungkyunkwan University

• Program Manager : Mr. Jung Ho SHIN

- Tel: +82-31-290-7574
- Fax: +82-31-290-7570
- E-mail: jhshin1@skku.edu
- Homepage: <http://cfc.skku.edu>

*The schedule in PI (Program Information) can be changeable according to the KOICA and SungKyunKwan University's schedule.

- General Graduate School: GPA of 3.0 or above from the requisite
- Other policies pertaining to procedure, timeline, structure, evaluation method and criteria of dissertation examination/defense may vary depending on each academic unit as stipulated by its bylaws.

8. Submission of a dissertation written for the degree

- Students who passed the final dissertation examination must submit the dissertation (both electronic file and final version of print) within the designated period stated on the academic schedule. If not submitted, degree conferment will be postponed.
- If a dissertation passed a examination but the student does not submit the completed copies of the dissertation within the designated date, the conferment of degree will be postponed and conferred on the next conferment day provided that the student submits his/her dissertation within the next submission period. If the student does not submit his/her dissertation during the next period, acceptance of his/her dissertation will be cancelled and the student's dissertation shall be evaluated again in order to acquire his/her degree.

V. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.
- 1-1) KOICA Application form - Must be written in English only.
 - Please use your English name as written on your passport.
- 1-2) SKKU Application form - Must be written in English only.
 - Please use your English name as written on your passport.
- 2) Study plan - Must be written in English only
 - There is no designated form for the study plan.
- 3) Self-Introduction - Must be written in English only
 - There is no designated form for the Self-Introduction.
- 4) Letter of consent for degree verification - Must be written in English only
 - Please submit after filling in and signing all of the underlined blanks.
- 5) Letter of request for degree verification - Must be written in English only
 - Please submit after filling in and signing all of the underlined blanks
- 6) Copy of passport (color copy)
- 7) Copy of foreign registration card (If an applicant possesses a registration card)
- 8) Official family relationship document regarding the applicant and applicant's parents.
- 9) Official undergraduate school transcript / Graduate school transcript
- 10) Official undergraduate school graduation certificate
- 11) (Optional) Official language (English) test results (transcript)
- 12) Certificate of English Proficiency
- 13) Recommendation Form

* Document No 12-14 has been changed. Please check the required document again.

※ Transcripts must be within the valid period.

12. KOICA Application form (Must be written in English only)
 13. SKKU Application form (Must be written in English only)
 14. Study plan (Must be written in English only)

※ IMPORTANT NOTES

- Your application is considered complete only when you have submitted all required documents. Applicants who have not properly prepared the required documents will not be selected.
- All documents should be original; however, you may submit documents only if they are attested.
- All documents in a foreign language other than English must be accompanied by a notarized English translation.

(5) Required Documents

- A medical certificate which proves at least a three weeks treatment
- Objective documents concerning an unavoidable incident
- Application for a leave of absence must be made within 13 weeks after the semester begins.

Master's students are allowed to take a leave of absence up to a total of three semesters. Students wishing to be reinstated must apply to return through the GLS system. After filling for returning through GLS, students can print out the registration notice for registration. During the scheduled registration period, they must complete the tuition payment and seek to enroll in classes. Unless students return to the University within the scheduled semester, they must apply for an extension of leave of absence, or they will be dismissed from the University, according to the Dismissal of Expiration of Leave of Absence policy.

(6) Dismissal and Readmission (Reinstatement): In case students fall under the following conditions, their status may be disqualified and they may be dismissed as SKKU students.

- Dismissal by Voluntary Drop
- Dismissal by Giving Up Enrollment
- Dismissal by Punishment
- Dismissal by Expiration of Leave of Absence
- Dismissal by Academic Warning/Probation

The University is not obligated to approve readmissions for students. Applications for readmission will be reviewed by the University and subject to the approval of the Faculty Steering Committee and Policy or its designees. Readmission decisions may be based on the applicant's status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the course, as well as any other factors or considerations regarded as relevant by the University or the Committee. Application for readmission must be submitted to the relevant administrative office.

4. Participants' Responsibilities (Code of conduct)

(1) Duties of Graduate students

All graduate students are members of SungKyunkwan University and must follow school's rules, regulations, and procedures, and strive to ensure that the honor and property of Sungkyunkwan University are not damaged.

(2) Obligation to study and research

Graduate students are obliged to carry out academic and research activities faithfully, and are obliged to use responsible research space and support facilities necessary for academic and research activities and to create safe academic and research environment by faithfully observing safety regulations.

(3) Duties related to research ethics

Graduate students should not engage in activities that are contrary to the truth of research, such as forgery, alteration, plagiarism, display of invalid author, duplication of materials, etc. in terms of proposal, performance report and presentation of research.

5. Grading System

- As can be seen from the following grade descriptions, a student's grade is given as a result of evaluation, mid-term exam, final exam, attendance, and participation.

Grade	GPA	Grade	GPA
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

* F: Fail, I: Incomplete

6. Requirements for Graduation (Graduate)

- To acquire a master's degree and Ph.D., students should fulfill all the requirements including registering for regular semesters required, fulfilling the minimum credits for completion, passing the dissertation submission qualifying examination, qualifying Korean language ability and successfully defending dissertation examination.

(1) General Graduate School-Master Degree Acquisition Requirements (Joined after 2006)

Registration(4 semesters) + Fulfilling all requirements of requisite and prerequisite course credits + Fulfilling requisite international course credits + Obtaining GPA(over 3.00 based on acquired credits) + Passing the dissertation submission qualifying examination + Successfully defending dissertation examination

* Students admitted by submitting proof of English proficiency should satisfy minimum requirement of Korean language ability before graduation (from 2017 Spring semester).

7. Thesis Examination/Defense

- In graduate school, dissertation examinations are divided into preliminary and final examinations to produce dissertations with quality. In the departments where preliminary examinations are necessary, students can take the dissertation examination only after passing a preliminary examination.

(1) Number of Committee Members

- Preliminary Dissertation Examination for Master's Degree: 3 or more
- Final Dissertation Examination for Master's Degree: 3 or more

(2) Preliminary Thesis Examination, Final Examination Semester

Preliminary and final examinations cannot be conducted in the same semester. Students can apply for a final dissertation examination after they have passed the preliminary dissertation examination.

(3) Thesis Submission Requirements

- Common requirement: Registration for all regular semesters required

Type	Medical Facility	Location	Business Hours	Phone Number
General	Health Care Center	Campus	09:00~17:30	031-190-5250
	Gyeonggi Provincial Medical Center	Suwon	08:30~17:30	031-888-0114
Orthopedics	Good Orthopedics Clinic	Near Campus	09:00~19:00	031-252-8094
Internal Medicine	Yonsei Clinic	Near Campus	09:00~18:00	031-294-9797
	Joo Clinic	Near Campus	09:00~18:00	031-227-7555
Otolaryngology	Good Morning Otolaryngology Clinic	Near Campus	09:00~18:00	031-294-7545
Dental	Smile Dental Clinic	Near Campus	10:00~18:00	031-293-2875
Dermatology	Hwain Dermatology Clinic	Near Campus	09:30~19:00	031-269-2975
Ophthalmology	Seongdae Ophthalmology Clinic	Near Campus	09:30~18:00	031-298-8275
Pediatrics	Ihwa Pediatrics Clinic	Near Campus	08:30~19:00	031-207-6755

4) Support Services

- Help Center
 - Provides advice and cooperation in various areas such as immigration, school life, and learning by operating a buddy program with international students of the country and students who are majoring in smart cities among international students of Sungkyunkwan University.
- Provides advice to resolve and consult with students on issues related to the government and the Ministry of Foreign Affairs
- Establish and manage ongoing relations with the Ministry of Foreign Affairs, Embassy of the Republic of Korea and the Embassy of the ASEAN countries in relation to Smart City
- Dedicated professors: Professor BI-ho Jeon, Professor Thorsten Schuetze, Professor Mohamed Noureldin

5) Expenses for Study and Living

- The students will be exempt from the tuition (about 8 million Korean Won) by the combined support of KOICA and Sungkyunkwan University.
- Accommodation (Dormitory) fee (3.2 million Korean Won) will be afforded by the support of KOICA during the entire period of your stay (17 months).
- About 1 million Korean Won per month will be afforded by KOICA for the living expenses.
- About 0.9 million Korean Won will be provided by KOICA to assist the initial settlement in Korea and departure from Korea.

6) Other Supports

The students will be exempt from the entrance fee by the support of Sungkyunkwan University.

IV. ACADEMIC REGULATIONS

1. Compliance with University Policies

- Registration as a student constitutes a commitment by the student to abide by University policies, rules and regulations, including those concerning registration, academic performance, student conduct, health and safety, use of the libraries and computing resources, university facilities, and the payment of fees and assessments. Some of these are set forth in the student handbook while others are available in relevant University offices. Students should take responsibility for informing themselves of applicable University policies, rules and regulations.

2. GLS System

- An SKKU online membership ID provides access to the Sungkyunkwan University Academic System for Students (GLS) and its services, and identifies authorized users of these services.
- Using GLS, students are able to register for courses and change courses, apply for a leave of absence and reinstatement as well as change their address, and personal information. In addition, retrieval services of academic records and curriculum like syllabus or course description is provided through the GLS system. Further information concerning the GLS system may be found at the orientation for newly arrived students.

3. Registration

- Registration means that students declare their intention to continue studying at SKKU and to retain their student status in Korea. Students on campus who are not registered during the scheduled period do NOT have the privileges of an SKKU student.
- A person wishing to be reinstated as a graduate must apply for reinstatement through the GLS system and the registration notice paper may be found on GLS and printed out.

(1) How to Register

- The moment your tuition and other fees are paid, registration is complete.
- The registration notice will be sent each semester, or found on GLS where it can be printed out.
- Be sure to complete the payment at the designated bank by the due date.
- Generally, the registration period is scheduled on the 3rd week of February and August respectively.

(2) Reissuing Registration Notice: Using GLS or visiting the administrative office, you can get a reissuance.

- (3) Dismissal by No Enrollment: Students who are not registered by the due date are considered dismissed students by default unless they apply for registration or leave of absence. In the event of the dismissed student, their legal status as a student in Korea may be discontinued and they must leave the country within a determined period.

- (4) Leave of absence and Returning: If only for reasons of health problems, international students can have the option of taking a leave of absence upon filing a petition to do so with their relevant administrative office.

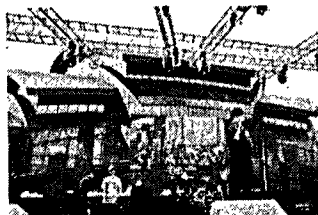
	Semiconductor Hall Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	2F, Semiconductor Hall (400205)	
	Pharmacy Hall Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	1F, Pharmacy Hall (530128)	
	Medical School Bldg. Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	1F, Medical School Bldg. (711113)	
Financial Facilities	Post office	Banking and mail services	2F, Welfare Hall	290-5445
	Bank	Woori Bank (financial services)	2F, Welfare Hall	290-5434

Site: <https://www.skku.edu/eng/CampusLife/convenience/ConvenienceFacilities02.do>

2) Events

- University Festival

- Event Information: The festival where all Sungkyun kwan students are united and come together. Various cultural activities and events are held by student council and clubs
- Event Period: every May
- Department in Charge: Student Council



- Volunteering Activities for Rural Communities

- Event Information: After making an agreement with 30 villages in Chungju in 2006, regular volunteer activities are performed in the villages of Chungju City in spring, autumn, and summer
- Event Period: in late June
- Department in Charge: Student Support Team



- Walking across The Country

- Event Information: The program for inspiring pride-college spirit-patriotism based on passion and ambition
- Event Period: Over July
- Department in Charge: Student Council



- School Anniversary Festival

- Event Information: The culture/festival celebrating school anniversary. Various cultural activities and events are held by student council and clubs.
- Event Period: Over September ~ October every year
- Department in Charge: Student Council



3) Health Care

- Health Care Center

To promote health and well-being of our students and faculty, the University's Health Care Center offers services in early detection of diseases, treatment and treatment placement, health counseling, student health checkup, etc.

- Student Medical Checkup Guide

(1) How to Register

- Students can register medical service by showing their student ID card.
- Reservation in advance is not necessary for Internal Medicine, Family Medicine.
- Reservation in advance is necessary for Psychiatry and women's clinic at Suwon.
- Nurses are always available to provide first aid and general medicine, health counseling, and make appointment for medical treatment within the operating hours of the health center.

(2) Fee

- Internal Medicine, Family Medicine, Women's Clinic: Free of charge
- Dentistry dental check-up is free of charge, additional treatment is charged

(3) Medical Services

- Internal Medicine: Health Counselling (Internal illness) and Primary Support
- Family Medicine: Internal Medicine, External Medicine, Otorhinolaryngology related primary support, and Obesity Counseling
- Dentistry: Dental check-up, Scaling, Prostheses, etc.
- Psychiatry: Stress Counseling, Anxiety, Depression, Sexual Counseling
- Women's Clinic: Single women's menstruation disorder

(4) Operation Hours: 09:00~17:30

- Closed on Saturday, Sunday and Public Holidays

- Consultation Hours : https://health.skku.edu/health_eng/procedures/hour.do

Medical Facilities in City

- 2 Persons per room
- In-room Facilities: Heater and air conditioner, Bed(2), Desk(2), Bookshelf(2), Trash bin(2), Closet(2), Internet router(1), Broom(1) and Toilet, Shower room.
- * Shoes should be taken off in the room.
- Communal Facilities: Cafeteria, Fitness center, Resting Area, Laundry room

4) Admission Period Assistance Details

- Receiving parcels: If you send parcels to the dormitory 3-5 days before the check-in date then they will be stored in the parcel storage room on delivery. (However, please be aware that parcels may be damaged or lost. Also please write your name and phone number on the box.)
- Borrowing a cart: You can borrow a cart in each dormitory, but due to limited space in the elevator, it may be crowded, and because of many people it may take a long time. It will be easier if you bring your belongings in wheeled suitcases, or you can prepare your own small cart.

5) Dormitory cafeteria

- Dormitory cafeteria is managed by Samsung Welstory. Cafeteria is located in Ui-gwan, Ji-gwan and Shin-gwan and they offer the same menu.
- When applying for a dormitory, you can select the quantity of meal tickets plan for a semester and discounts will be applied to varying quantities. You can use it by your student ID card or mobile devices.
- Visitors and students and who do not apply meal plan also can purchase each meal tickets from a vending machine.

6) Price to Use the Cafeteria, and How to Apply for Meal Tickets (As of 2019)

- Meal tickets bought at the vending machine, or meals bought by card at the counter, cost ₩4,000 each.
- You can use a discounted rate if you choose a meal plan when applying for admission.
0.5meal per day (3,800), 1meal per day (3,500), 1.5meal per day (3,200), 2meal per day (2,900), 2.5meal per day (2,800)
- * Example: If a semester is 100 days, 1 meal per day plan costs 350,000 Won(3,500x100) and 100 meal tickets are given to a student. You can use tickets in front of counter by card or mobile device.

Options	Purchase	1 meal per day	1.5 meal per day	2 meal per day	2.5 meal per day
Number of meals in the semester (111 days)		111	167	222	278
Price per meal	₩3,600	₩3,200	₩2,950	₩2,700	₩2,600
Price for the whole semester		₩355,200	₩491,170	₩599,400	₩721,500

* The total number of tickets for the 1.5 and 2.5 plans are rounded up.

* The total price for the 1.5 plan is rounded down.

7) Changing Meal Plan (adding and refunding tickets)

- To give opportunity to change the number of tickets after experiencing the cafeteria at the beginning of the semester, there will be a time period for changing the number of tickets once during the semester.
- There will be no opportunity to change the number of tickets either before or after this period, and there will be no refund for unused meal tickets at the end of the semester.
- Please refer to notices for details on the period and exact price.

8) Other Facilities and Benefits

- Gym and Fitness Facilities: Fitness room in Shin-gwan can be used with monthly registration (30,000 won per month, registration on a first come, first served basis)
- Life Culture Seminars, Hobby Seminars: Seminars in humanities, social sciences, sciences, arts, history and various other topics each semester. Seminars on yoga, hand-drip coffee, cooking, guitar, photography, etc for each semester.

3. OTHER INFORMATION

1) Convenience Facilities

- To offer conveniences to its university members and visitors, SKKU is equipped with various welfare facilities. The campus welfare and convenient facilities include a book store, dining halls, a post office, a bank, ATM machines, coffee shops, a gift shop, a fitness center as well as campus rest areas and women's lounges.

Category	Facility Name	Support	Location	Contact Info
University Life	Lost & Found	Student Support Team	Administration Office	290-5034
Academic Support Facilities	Photocopy Office	Photocopy room	B1, Samsung Library	290-5449
	Photocopy Office	Photocopy room	1F, Engineering Bldg. 2	290-5460
Women's Lounge	Student Union Bldg. Women's Lounge	Female student-only rest area	2F, Student Union Bldg. (03211)	
	Engineering Bldg. 2 Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	B1, Engineering Bldg. 2 (26B04)	
	Science Bldg. 2 Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	3F, Natural Sciences Hall (32355)	
	Biotechnology Hall Women's Lounge	Female student-only rest area (equipped with sleeping rooms)	3F, Biotechnology Hall (62305)	
	General Studies Bldg. Women's Lounge	Female student-only rest area	3F, General Studies Bldg. (51317)	

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

- Sungkyunkwan University is a national university with 622 years of glorious history and shining tradition. The university has led the development of higher education in Korea by challenging and innovating with the mind of sharing and coexistence. We will make a leap forward to become a 'Global Leading University' and contribute towards the prosperity and development of the humanity along with other prestigious universities in the world.

- Graduate School of Convergence Engineering for Future City, Sungkyunkwan University provides various educational programs and carries out research on Smart City and Future High-tech City, which support information and communication services by upgrading existing infrastructure and integrating urban features and activities into urban spaces.

Site: <https://www.skku.edu/eng/>

2) Location (Natural Science Campus in Suwon)

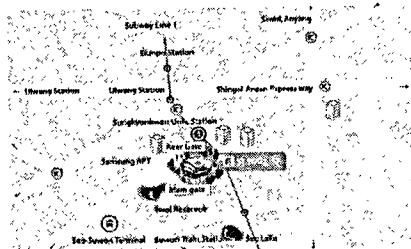
- Subway:

Incheon airport station (terminal 1 or 2) → (60min) Seoul station (line No.1) → (50min)
Sungkyunkwan Univ. station → (10~15min) SKKU Suwon Campus by walk

- Limousine Bus:

From Incheon Airport:

- Find gate 7 where you can find airport bus stop 7B.
- Take the Airport Limousine Bus heading "toward Yeong-tong" at the bus stop.
- After getting off at West Suwon Terminal- the first stop from Incheon airport.
- When you get off at West Suwon Terminal, next to E mart (supermarket), you will need to go around to the front of the building and find the bus stop under the overpass. You may also catch a taxi from here



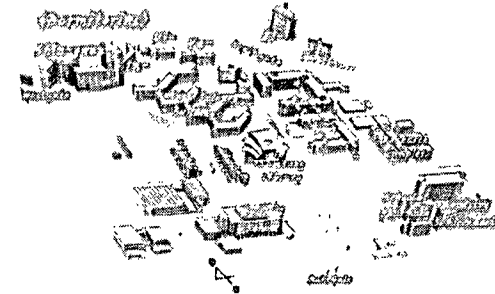
✉ ADDRESS: 2066, Seobu-ro, Jangan-gu, Suwon, Gyeonggi-do, Korea, 16419

Site: <https://www.skku.edu/eng/About/campusinfo/location02.do>

2. ACCOMMODATION

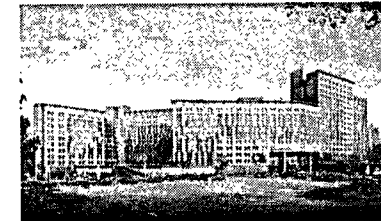
1) Dormitory Organization

- The Natural Sciences Campus dormitory, known as Bongryonghaksa, is comprised of 5 dormitory buildings, known as In-, Ui-, Ye-, Ji-, and Shin-gwan, all of which are managed directly by the university.



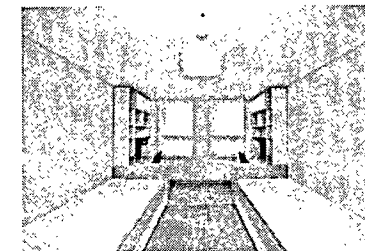
2) Shin-gwan

- Students of Graduate School of KOICA Course live in the Shin-gwan



Site: https://dorm.skku.edu/dorm_suwon_eng/index.jsp

3) Living Condition (Shin-gwan)



2) Graduation Requirements.

Course Requirements	Required Courses	more than 3 courses
	for Each Track	more than 4 courses
	Practice	more than 1 course
Thesis		Master Thesis in English
Qualifications for Graduation		<ul style="list-style-type: none"> - 24 or more credits - Pass Qualifying Exam - Language Skill - B or higher grades - Acceptance of at least one paper to a journal

- Retreat (MT) and Freshman Orientation (OT)

- Provide a meeting place with professors, current students, and fellow freshmen before semester starts

- OT contents: Academic operation and schedule, graduation requirements, course registration, school life, information, etc.

4) Seminars

- Invite experts on Smart City and the related fields

- National seminar more than 10 times a year, International seminar more than 4 times a year

- Attend an international session of the Korean Society of Architecture, including the Korean Institute of Architecture, Smart City and Architecture Institute, and Urban Design Institute (more than 1 times)

- Support thesis presentation students for attendance in international conferences

5) Other Extracurricular Activities

- Sungkyunkwan University Cultural Events

- Special Lecture on Korean History and Culture(2-4 hours of lecture (3-4 times), total 6-8 hours)

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trip

- Field trip related to Smart City

- 2 times during the vacation period (day tour, 2 days 1 night)

- Day tour (example): Return after visiting Sangam DMC and (KICV)Korea Institute of Civil Engineering and Building Technology Yongsan Electronics Market

- 2 days 1 night (example): Day 1: Gathering at Yongsan and visiting Yongsan Electronics Market.

Stay near Sejong after visiting Sejong 5-1 Living Zone, *Day 2: Move to Gangnam after visiting KRIHS(Korea Research Institute for Human Settlements), LHI. Return after visiting The Seoul Institute, LH Seoul Head Office, and Jungdo UIT.

2) Korean Course

- Curriculum for foreigner students who want to learn Korean while experiencing Korean culture

- Providing opportunities to practice Korean outside of school through various field trips

- Hosted by Sungkyunkwan Language Institute

- Conduct a Professional instructor course 'Korean language as a foreign language'

- 32-40 hours in the first semester

3) Fellowship Event

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Date/Period	Academic affairs	Remarks
2020.08.16	Arrival in Korea	
2020.08.16 - 08.31	MT, OT Assignment of Advisor	- PM/Academic Manager Interview
2020.08.16 - 08.23	1st Semester Enrollment	
2020.08.27 - 12.21	1st Semester	- Take the Korean Language Class - Overseas Expert Seminar/ Special Lectures
2020.10.21 - 10.25	Mid-term Exam.	
2020.12.16 - 12.20	Final Exam.	
2020.12.27	Final Day for Official Assignment of Advisor	
2020.12.22 - 2021.02.27	Winter Vacation	- Field Trip (1 day) - Special Lecture on Korean History and Culture - Co-operative Education for Smart City Practice
2021.02.06 - 02.20	2nd Semester Enrollment	
2021.03.01 - 06.20	2nd Semester Mid-term Exam	- Apply for Master's Thesis Research I - Overseas Expert Seminar(2 Times)
2021.04.27 - 05.01	Master's Thesis Research I Mid-term Assignment)	- Thesis Topic and Composition
2021.05.18	1st Qualification Examination	
2021.06.01	2nd Qualification Examination	- 1st Qualification Examination Dropout
2021.06.15 - 06.19	Final Exam	- Draft Thesis
2021.06.15 - 06.19	Master's Thesis Research I Final Assignment)	
2021.06.19 - 07.10	Preliminary Presentation of Thesis Research	
2021.06.20 - 08.27	Summer Vacation	- Co-operative Training in Smart City - Field Trip (2 days and 1 night) - Special Lecture on Korean History and Culture - Membership Training(MT)
2021.08.13 - 08.27	3rd Semester Enrollment	- Apply for Master's Thesis Research II - Overseas Expert Seminar/Special Lectures
2021.08.27 - 12.21	3rd Semester	- Academic Conference International session
2021.10.21 - 10.25	Master's Thesis Research II Mid-term Assignment	- Supplement of 1st Thesis Evaluation
2021.12.17 - 12.21	Master's Thesis Research II Final Assignment	- Review Final Thesis
2021.12.21	Thesis Evaluation	- Determine Passage of Thesis

2021.12.24	Farewell Event and Organize Alumni	- Issue Certificate of expected Graduation and Degree
2021.12.31	Departure from Korea	

*The above schedule is subject to change.

**A detailed Program Schedule will be provided upon arrival.

***Diploma will be issued upon completion of the graduation requirement in June.

2. CURRICULUM

1) Curriculum & Credits

- The credits required to complete the Master's program: at least 24 credits

Type	Track	Course	Credit
Smart City Requisite		Introduction of Smart City	3
		Smart City : Human and Technology	3
		Smart city Big Data and Artificial Intelligent	3
		Legal System and Policy of Smart City	3
		Co-operative Education for Smart City Practice	3
		Co-operative Training in Smart City	3
		Independent Research for Master Thesis I	3
		Independent Research for Master Thesis II	3
Selective	Smart City Place making	Smart Space Design	3
		Methodology of Smart City Planning and Design	3
		Smart Community Planning and Design	3
		Smart Urbanscape	3
	Smart Technology-Service	Planning and Design Theory of Smart City	3
		Smart Resilient City	3
		Smart Sensor-based Disaster Management	3
		Smart City Monitoring and Construction Sensing	3
	Smart Governance	AI-based Smart Infrastructure Maintenance	3
		Smart City Management and Citizen Engagement	3
		Urban Regeneration and Smart City	3
		Research of Smart City Development Technique	3
Practical skills		Smart Construction Seminar	3
		Project Management Seminar for Smart City	3

* The above curriculum is subject to change.

I . PROGRAM OVERVIEW

▣ Program Title: KOICA-SKKU Master's Degree Program in Smart City for ASEAN

▣ Duration

- Stay duration: August 16, 2020 – December 31, 2021 (17 months)

During 17 months in Korea, students are recommended to complete their thesis until the 3rd semester.

- Academic duration: August 27, 2020 – June 20, 2022 (24 months)

Each semester is 4 months, and there are 2 month-long vacations between semesters. In accordance with the university regulation, the diploma will be issued upon completion of the graduation requirements in June.

▣ Degree: Master of Science degree in Engineering with a Smart City

▣ Objectives

- 1) To cultivate key human resources in the area of Smart City who can contribute to the economic and social development in developing countries
- 2) To contribute to the balanced development of Smart City in Asia by fostering ASEAN regional experts of the Smart City
- 3) To expand international influence by training professionals of developing countries who are friendly to Korea

▣ Training Institute: Graduate School of Convergence Engineering for Future City,
Sungkyunkwan University

▣ Number of Participants: 15 Government Officials (and up to 5 additional participants)

▣ Language: English fluency that requires no translation

▣ Accommodations: Shin-gwan(on-campus dormitory) double occupancy

KOICA-SKKU
Master's Degree Program
in Smart City for ASEAN

August 16, 2020 – December 31, 2021
Seongnam & Suwon, Republic of Korea

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