Program Information

2023

KOICA- KAIST
Master's Degree Program in Social Economy

August 23, 2023 – December 31, 2024

Seoul, Republic of Korea

KOICA
Korea International Cooperation Agency

KAIST
Korea Advanced Institute of Science and Technology

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

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Ⅰ. PROGRAM OVERVIEW

▣ **Program Title: KOICA-KAIST Master's Degree Program in Social Economy**

▣ **Duration**

- **Stay duration: August 23, 2023 - December 31, 2024 (16 months)**

  During the 16 months in KAIST, students are strongly recommended to complete every required academic and graduation requirement with the utmost effort

- **Academic duration: August 28, 2023 – February 28 2025 (18 months)**

  In accordance with the university regulations, the diploma will be issued in February 2025 and will be sent to the participants by mid-March

▣ **Degree**: **Master of Business Administration**

▣ **Objectives**

1) To educate future social economy professionals and policymakers who will implement inclusive economic policies regarding social value creation in the developing countries

2) To help the development of social economies in developing countries by sharing the growth experience of Korea

3) To strengthen the strategic partnership with developing countries for future collaboration in the social economy services sector

▣ **Training Institute:** KAIST College of Business (http://www.business.kaist.ac.kr)

▣ **Number of Participants:** 25 government officials or employees in public institutions

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

▣ **Accommodations: On-campus dormitory of KAIST College of Business**

- KAIST PAJUNGSA Dormitory, Korea Advanced Institute of Science and Technology, 85, Hoegi-ro, Dongdaemun-gu, Seoul, 02455, Korea
- The dorm rooms are designed for double occupancy only.
- Each person is provided with a desk, a bed, and a wardrobe.

Ⅱ. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Period	Academic Calendar
Arrival	Aug. 23, 2023	• Arrival in Korea and move into KOICA ICC
KOICA Orientation	Aug. 24, 2023~ Aug. 25, 2023	• KOICA Orientation • Medical Check-up
Pre-Enrollment	Aug. 26, 2023	• Welcome speech, Introduction to KAIST College of Business • Course registration and Q&A • Gathering with KOICA Students
KAIST Orientation	(TBD)	• Dormitory Check-in • KAIST Orientation • KAIST Admission Ceremony
2023 Fall Semester (1st semester)	Aug. 28, 2023 ~ Dec. 15, 2023 (16 weeks)	*Fulfill 16.5 to 18 Credits*
Winter Semester (2nd semester)	Dec. 18, 2023 ~ Jan. 26, 2024 (6 weeks)	*No Regular Classes* *Researching relevant articles for research projects*
2024 Spring Semester (3rd semester)	Feb. 26, 2024 ~ Jun. 15, 2024 (15 weeks)	*Fulfill 15 to 18 Credits* *Choosing Project Topic, Advisor Professor*
Summer Semester (4th semester)	Jul. 17, 2024 ~ Aug. 23, 2024 (4 weeks)	*Summer Semester for Research Projects (3Credits)*
Fall Semester (5th semester)	Aug. 26, 2024 ~ Dec. 13, 2024 (16 weeks)	*Finishing Research Projects*
	Dec. 2024	• Closing Ceremony of 2023 KOICA Scholarship Program
	Dec. 2024	• Departure

NOTE: ** The schedule above is subject to change due to the unexpected circumstance or the school's internal decision.*

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

2. CURRICULUM

1) Curriculum & Credits

Students should complete at least 48 credits in total with satisfying the following requirement for graduation and students can take up to 18 credits per semester.

Major Requirement (Management)	Major Requirement (Social Economy)	Electives (Including Korean, Culture)	Research	Common Requirement	Total
9	13.5	19.5	3	3	48

Semester	Course Type	Credits	Course
Fall 2023 Total: 16.5 Credits	Mandatory	3	Management Statistical Analysis
	Mandatory (Social Economy)	3	Green Business Theory and Practice
	Mandatory (Social Economy)	3	Social Economy & Policy
	Mandatory (Social Economy)	3	Entrepreneurship and Innovative Startups
	Culture/Korean	3	Korean Language for Foreigners I
	Elective	1.5	Korean Society & Culture
Winter 2023	Field Study	0	Individual & Group Activities
Spring 2024 Total: 16.5 Credits	Mandatory (Management)	6	Management Core II
	Mandatory (Social Economy)	1.5	Elective courses such as Social Economy & Korea's Development Experience
	Elective	1.5	Green Firm Valuation and Social Finance
	Optional	1.5	Green City
	Elective	1.5	Impact Investment
	Elective	1.5	Social Enterprises & Regional Development
	Culture/Korean	3	Korean Language for Foreigners II
Summer 2024 Total: 3 Credits	Elective	3	Social Economy Case Studies & Research Methodology
Fall 2024 Total: 13.5 credits	Mandatory (Management)	3	Management Core III
	Mandatory (Social Economy)	3	Energy and Environment Economics
	Mandatory (Social Economy)	3	Green Business Theory and Practice
	Research	3	Capstone Project Study

* The above curriculum is subject to change.

** Complete at least 19.5 credits of curriculum, including the following elective courses and additional courses for a total of at least.

- Social Enterprises and Regional Development (1.5)
- Social Economy Case Studies & Research Methodology (3)
- Green Firm Valuation and Social Finance (1.5)
- Impact Investment (1.5)
- Korean 1,2 for graduate international students (each 3)
- Korean Society and Culture (1.5)

2) Research Project Completion

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2024) at KAIST and complete it under the guidance of the academic advisors assigned.

Thesis Schedule	
Nov. 2023	Submit a proposal.
Mar. 2024 ~Aug. 2024	Discuss and confirm the thesis topic under the guidance of academic advisors; Related research, database and references need to be prepared in order to finalize the topic.
Sep. 2024 ~Nov. 2024	Conduct research and collect data.
Nov. 2024 ~Dec. 2024	Should be in the final stage of the project under the guidance of the academic advisor and a Ph.D. student.
Dec. 2024	Project presentation and submit the final paper.

※ The schedule above is tentative due to the spread of COVID-19

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) KAIST Seminars

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2024) at KAIST and complete it under the guidance of the academic advisors assigned.

2) Company and Site visits

KAIST offers a chance to experience and learn about the history of outstanding industrial growth of Korea through industrial visits and field trips to IT & manufacturing work-site and museums

Semester	Organization	Seminar
Fall/Winter 2023	Korea Social Enterprise Promotion Agency, Center for Social Value Enhancement Studies, Samsung-Innovation	- Understanding the current status of social enterprises and the economy in Korea - Measurement of social value and understanding of management methods - Development of science and technology

Semester	Organization	Seminar
	Museum(TBD)	innovation in Korea and learning success stories
Spring 2024	Korea Central Council of Social Enterprise, KOTRA, Social Ventures(TBD)	- Identify the current status of social enterprises and cooperatives - Learning cases of public institutions fostering social enterprises - Visit KAIST alumni social enterprise
Fall 2024	Work Together Foundation, Social Solidarity Bank, POSCO(TBD)	- Identification of roles/operation methods of social economy support organizations - Understanding Korea's social finance - Identification of ESG activities of large companies

** The schedule above is tentative.*

3) Networking Events

KAIST College of Business offers various networking events as below:

Semester	Activity	Participants
Fall 2023	Orientation& Welcome Luncheon	KOICA fellows, faculty
	KOICA Mentoring Day	KOICA fellows (1st & 2nd)
	KAIST Festival	KAIST students, faculty
Winter 2023	KAIST Workshop	KAIST new students, faculty
Spring 2024	KAIST Sports Day	KAIST students, faculty
Spring 2024	KAIST International Day	KAIST international students, faculty
Summer 2024	KAIST Festival	KAIST students, faculty
Winter 2024	KAIST Farewell	KOICA fellows, faculty

** The schedule above is tentative due to the spread of COVID-19*

4) Cultural Event: art Exhibitions

Throughout the year, an art exhibition opens at Atrium Hall 3~4 times. Inviting an artist to the exhibition and having a presentation session on his/her artwork, this art exhibition has become an interactive event where art and business education meet.

Ⅲ. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

KAIST College of Business is a highly respected graduate school working towards the common goal of developing a world-renowned technology-based management school.

KAIST College of Business is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. The KAIST College of Business campus is at the heart of a major academic area that hosts four universities and five research institutes. The modern facilities, attractive campus, and dynamic urban location make for a unique, high-quality learning environment.

Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korean base. In addition, our location in the heart of Korea's business and political capital fosters a close relationship with a large number of companies and government organizations. KAIST College of Business students have numerous opportunities to meet and interact with prominent business leaders.

KAIST College of Business aims to provide advanced training regarding the identification of ESG (Environmental, Social and Governance) practices, and the inclusion of responsibility in the core of CSR values. Our students will be learning from the principles of stakeholder capitalism and/or shareholder capitalism through ESG issues. We hope to establish organic linkages among the three pillars, Environment, Social Responsibility, and Startups, and finally encourage students to engage in and contribute to society to create a better world and to transform our community.

The school was founded in 1996 as the first full-time MBA program in Korea. KAIST College of Business formed four individual schools and various MBA programs with different focuses of study under its umbrella;

2) Homepage: https://www.business.kaist.edu/

Schools

- KAIST Graduate School of Business
  (KAIST MBA, Impact MBA, Executive MBA, Professional MBA, Master of Information Management)
- Graduate School of Finance
  (Finance MBA, Master of Financial Engineering, Digital Finance MBA)

Programs

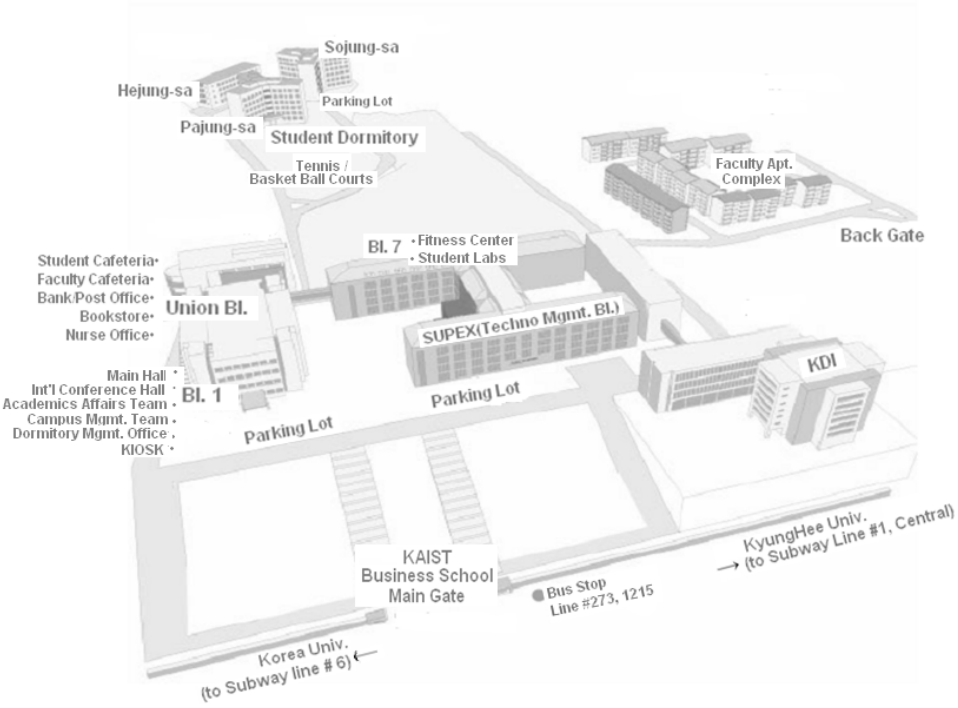
With a superior brand value of 20 years of history, we are the very first full-time MBA program to be offered in Korea. We offer our students general MBA programs(KAIST MBA, Executive MBA and Professional MBA), and specialized MBA programs(Finance MBA, Information & Media MBA, Impact MBA and Finance EMBA). The specialized MBA programs offer industrial-specific curricula in an effort to customize the needs of our students who specialize in the field. To be the number one MBA in Korea and ultimately to be the top Business School in the world, we offer our students with real business experience, a world-class study environment, and a global leadership program. A variety of global leadership programs are offered through dual degrees, exchange, field trips, study abroad programs and more.

Each MBA program offers rigorous academic and applied courses along with extensive international exposure so that students can better deal with the future competitive environment.

KOICA-KAIST Scholarship program falls under the Impact MBA program, Graduate School of Business.

Especially, in pursuit of training global social economic leaders, Social Economy MBA program focuses on curriculum to strengthen the analysis-ability based on mathematics, statistics, and up-to-date economic strategy. The curriculum is created to enable students to succeed in any industry and to reflect both a practical and theoretical discipline. A wide range of modules and electives are available to give the student the flexibility to select one or more areas of expertise for development through the completion of tracks of the student's choice.

◆ **Campus Map of KAIST College of Business (Seoul Campus)**



2. ACCOMMODATION

KAIST Business School students board at the dormitories on campus. The three dorm buildings, Pajung Hall, Sojung Hall and Haejung Hall are all located a few feet from each other and near the main buildings of the campus.

KAIST Business School students reside mainly in Pajung Hall. The first floor is divided into the East Wing, West Wing and Mechanical Room. The second floor through the sixth floor is divided into the East, West, and North Wing. The dorm rooms are designed **for double occupancy and there are no single rooms available**(Due to renovation)
Please consider this factor when applying. Each person is provided with a desk, a bed and a wardrobe.

FACILITIES

➢**Kitchen Room**

The Kitchen room is located on the 7th floor and equipped with a microwave and sink.

➢**Dormitory Lounge**

The dormitory lounge is located on the 7th floor with a television and drinks vending machine.

➢**Telephones**

Telephones are available but only permit you to receive incoming calls and make inter-campus calls. In order to make a call, the student must use the public phones located inside the building.

➢**Housekeeping**

Residents are responsible for keeping their rooms clean and are expected to pick up after themselves when using public areas. The housekeeping staff is responsible for cleaning public areas.

➢**Bed Linen**

Students are responsible for preparing bed linens.

➢**Air Conditioning & Heating System**

Residents have personal access to an Air conditioner in the room. In the winter season, the Heating system will be operating.

➢Laundry Facilities

Washing machines are available on each floor free of charge. You need to buy your own detergent, fabric softener and any other personal items. Dryers are available and cost 500 won per use. An iron and ironing board are located in the room opposite the laundry.

➢Electronic Devices

It is strictly prohibited to have electronic appliances (except for refrigerators) such as microwaves and hot pots in the dormitory rooms. The voltage used in Korea is 220-V.

3. OTHER INFORMATION

1) School Facilities

There are 4 main buildings that facilitate students' academic work as well as campus life, which are SUPEX Management Complex, Union Building, Building #7, and Building #9. Classrooms, labs and other major facilities are located in the SUPEX Management Complex, cafeteria and convenience stores in Union Building and gym and other sports facilities in Building #7.

SUPEX Building

Overview of SUPEX Management Complex	
5F	Chey Jong Hyun Hall, Student Labs, Student Lounge, Student Mailroom
4F	Career Development Center, Finance MBA Office, KAIST MBA Office, KOICA Program Office, IMPACT MBA Office, Research Centers, Faculty Offices, Lecture Rooms, International Center, Students Labs
3F	Trading Room, Executive Program Offices, Student Labs, Faculty Lounge, Faculty Offices, Lecture Rooms, Management Engineering Office, Seminar Rooms
2F	Atrium, Faculty Offices, Lecture Rooms
1F	Center for Information and Network Services, A/V Main Control, Lecture Rooms, Student Clubs, Digital Library (Cyber Hall)

➢ **Atrium (2nd floor, SUPEX Building)**

Atrium is a Café and restaurant for all members of KAIST College of Business members. Students can not only have food and drinks, but can also enjoy cultural events like music club performances, auction events, etc., as well as join academic events such as the dean's luncheon, scholarship award ceremony, etc.

- Operating Hours: Monday ~ Saturday, 8:00 A.M. ~ 9:00 P.M. (Closed on holidays)

➢ **Trading Room (SUPEX 344)**

The trading Room is a "playground" for students where they freely perform financial exercises. It offers cutting edge A/V system, information data and facility that are equivalent to the current finance industry. The service includes WRDS, CRSP, S&P, Compustat, BVD, Thomson, Option Metrix that are vital for empirical analysis on finance, real-time information terminal of Reuters, Datastream, Bloomberg, etc.

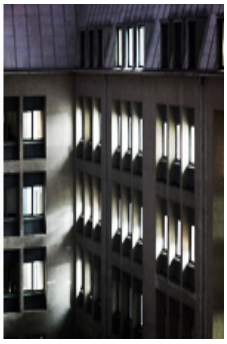
➢ **International Center (SUPEX 446)**

International Center coordinates exchange & overseas programs and provides students with the opportunity to develop global perspectives. It also offers language programs to enhance students' English proficiency skills. The International Center welcomes all international students for any inquiries about the programs and administrative issues and aims to enhance their overseas experience at KAIST Business School students.

➢**Library (1st floor, SUPEX Building)**

Unlike traditional libraries, the KAIST Business School's student library is a digital multi-media library. This gives students and faculty members the advantage of being able to obtain necessary resources in the comfort of one's computer at home. The digital library is joined with the Cyber Hall, a facility where students have access to the Internet 24 hours a day.

- Operating Hours: Monday ~ Sunday, 9:00 A.M. - 12:00 A.M. (Closed on holidays)



➢ **Career Development Center**

(1) Company Presentations – A wide variety of companies hold presentations in the campus ranging from industries to well-known consulting companies.

(2) Career Fair – Every September, many domestic and multinational companies join this job fair event for recruiting. We strongly recommend you to participate in this event.

(3) Self-Assessment – Our 'Career Leader' program focuses on discovering your interests, abilities, and values, and then suggests potential career pathways and career profiles.

(4) E-Newsletter – You can get this letter from CDC every Thursday for information on job recruiting.

(5) Posted Jobs – We update this information every day. Please visit the CDC website: http://business.kaist.ac.kr/job.

(6) 1-1 Coaching Service
Career Services offers individualized one-on-one coaching, depending on your individual needs. This coaching provides you with access to outstanding job search strategies so that you can develop a solid skill set to take you wherever you want to go – skills that you will utilize throughout your career.

Union Building & Building #7

➢**Student Cafeteria (2nd floor, Union Building)**

Student cafeteria serves Korean traditional/ international dishes 2 times a day-, lunch, and dinner) as well as Korean snacks during the designated hours. Additionally, the Faculty Restaurant is on the 4th floor of the same building.

- Operating Hours

	Student Cafeteria	Faculty Restaurant
Lunch	11:30 A.M. ~ 01:30 P.M.	12:00 P.M. ~ 01:30 P.M.
Dinner	05:30 P.M. ~ 06:30 P.M.	**Not in service**

Lunch and dinner are KRW 4,500 per meal. Meal tickets must be purchased for lunch and dinner as cash payments are not accepted except for breakfast.

➢ **Health Center (3rdfloor, Union Building)**

The Health Center is located right beside the student cafeteria. It provides medication for minor illnesses and injuries. There is a normal fee for the purchase of medication.

- Operating Hours: Monday – Friday,10:00 A.M. - 05:00 P.M.

➢ **Bookstore (3rd floor, Union Building)**

Students are able to purchase textbooks that are needed in class at Sejong Book Store, located on the 3rd floor of the Union Building. It is a good idea to ask your professors which books are essential for the class.

- Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➢ **Post Office (3rd floor, Union Building)**

Students can send letters and packages at the campus Post Office located on the 3rd floor.

- Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➢ **Woori Bank ATM (3rd floor, Union Building)**

Students are recommended to open a bank account at a nearby bank or campus bank upon arrival. A branch of Woori Bank ATM is located inside the school and the customer service representative offers accounting opening and other transaction services during the designated hours. English service is also available.

➢ **Convenience Store (3rd floor, Union Building)**

Snacks, stationery supplies, personal care goods and telephone cards are available with a cozy lounge for a study break and relaxation.

- Operating hours: Monday – Friday, 8:00 A.M. - 11:00 P.M.
  Saturday, 8:00 A.M. - 07:30 P.M.

➢ **Sports Facilities (Building #7)**

There are tennis and basketball courts near the dormitories and an indoor fitness center located on the 1st floor of Building 9 which is connected to the SUPEX building. In addition, the newly built golf range is located on the ground floor of the Administration building and this facility is open to registered members.

2) General Student Service

➢ **Student Lab**

KAIST College of Business School is the one and only graduate school in the world that offers individual student labs open for 24 hours. Approximately 10 students are assigned to each lab and all Finance MBA student labs are located right across the Finance MBA faculty offices for interaction.

➢ **Mentoring Program**

Mentor Program is offered to assist international students with adjusting into to their new environment at KAIST College of Business and Korea. The mentor is a volunteer student,

usually in the same student lab as the mentee, and she/he will be responsible for helping international students to cope with cultural and academic issues.

➢ **ID / IC Card**

All degree program students get ID/IC card for entering school gates, dorms, library, etc. This can be used as Woori bank check card as well. Students have to fill in an application form for ID/IC card with the help of Finance MBA staff and it takes 7 ~ 10 days to issue it.

➢ **Computer & Internet access**

Services regarding computer installation and hardware problems are offered by on-campus LG CNS branch and services regarding KAIST intra programs and internet networks are offered by the Help Desk at the Computer & Information Network Service Center located on the 1st floor of SUPEX Management Building. Wireless internet service is available inside the school and students are required to log in using their personal KAIST ID and password given.

➢ **Email**

The KAIST email account is open to every degree program student. All announcements related to important dates are made via email in English.

(--- @.kaist.ac.kr)

3) How to Get to KAIST College of Business

KAIST Business School is located in the northeastern part of Seoul and neighboring with 4 universities and 5 research institutes. Below is the map to the school and information on the nearest subway station.

Close Subway Station

➢**Line 1 Hoegi (15 mins walk)**

- At exit #1, you can see the local bus station.
- Take local bus #1 (fee: KRW 1,300) and get off the bus at next station. Then you can see Coffee Bean and Burger King across the road.
- Walking along the road between Starbucks and Burger King until the road ends (less than 5 minutes), you can find the gate to KAIST Business School.

➢**Line 6 Korea University (15 mins walk, 5mins by taxi)**

➢**Line 6 Anam Station**

- At exit #2, you can find the local bus station.
- Take Blue Bus #273 (fee: KRW 1,350) and get off the bus at Hongneong Elementary School

4) HealthCare

During the program, participants will be covered by these Insurances.

National Health Insurance

- Various benefits are available, including dental and oriental medical treatment, health checkups, and pregnancy and childbirth-related medical expenses (National Haengbok Card)
- The above is inapplicable to non-covered items, such as treatment for diseases that do not affect work or daily life (such as plastic surgery)
- Co-payment Rate: A person who receives medical care benefits bears part of the medical expenses below
- Outpatient Medical Services: 30%-60% of the NHI, covering expenses (Varies by medical care institution type and area)
- Hospitalization Expenses: 20%

Student Health Insurance Association

- Medical Allowance Support
- Free student medical check-ups and vaccination
- Membership period per semester(As of Fall Semester)

  : Beginning day of Fall semester - The day before the beginning of next Spring semester

  ※ *Detailed information will be provided upon arrival*

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

(1) Students are expected to attend all of the classes he/she has registered for each semester. Any student who, without a good reason, has failed to attend a class for at least one-third 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 Project Manager.

(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 a written notification of such absence to the Project Manager. For absences longer than seven days, students must submit a written diagnosis by a physician.

2. MUST RESIDE IN A DORMITORY

- Students must reside in the Graduate Students Dormitory of KAIST College of Business unless there is no vacancy in the dormitory. All rooms are double occupant and single rooms are unavailable. If there is no vacancy in the dormitory, KAIST and KOICA will arrange alternative accommodations.

3. MUST RESIDE AND ABIDE BY DORMITORY REGULATIONS

- KAIST College of Business 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.

4. LIGHT MEALS CAN BE COOKED IN THE SHARED KITCHEN

- Heating stove, fridge, microwave, sink and other basic facilities are installed.
- The kitchen needs to be in order and cleaned by individuals who use the common area. Those who fail to maintain the kitchen tidy and neat will be given warnings. Three warnings will lead to a restriction in using the kitchen.
- Cooking inside the dormitory room is prohibited at all times.

5. EXAMINATIONS AND GRADE EVALUATIONS

(1) Minimum Grade Point Average Requirement

- Anything below a GPA of 2.5 will be subject to an academic warning. If students get GPA below 2.5 for 2 times, students will be expelled from school.

(2) Regular Exams and Make-up Exams

- Regular Exams: Mid-term (8th week), Final (End of the semester)
- Make-up Exams: In the event, a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain approval from the academic advisor and chair professor of Finance MBA 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 a class for at least one-third 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 GPA 4.3 for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
- A+ to A-: 40% of the students in the class
- Below B+:60% of the students in the class

6. EVALUATION STANDARD: EVALUATION RANKING

GPA	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

7. PARTICIPANT'S RESPONSIBILITIES

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all works required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems that 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 on to 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 the extension of their stay.
- not to violate any school rules.

8. WITHDRAWALS

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

9. DISMISSAL OF PARTICIPANT STATUS

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.

- Falsifying statements on any of their application documents or providing false information in their application documents.
- Receiving serious disciplinary actions, such as suspension or expulsion from the university.
- Violating Korean law.
- Temporarily leaving Korea more than once without permission.
- Involved in any political activities.
- Violation of the agreement with KOICA.
- Failure to follow the decisions made by KOICA regarding the program, intentionally.
- Behaving disgracefully as a participant of an SP.
- Withdrawal from the program before completion.
- In the case of not leaving the country within the time discussed with KOICA after the program is over.

10. TEMPORARY LEAVE

- Participants can have temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university do not pay airfare for the trip **and his or her living allowance will be suspended from the day of departure to the day of return during temporary leave.**
- 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**, he or she may be suspended from the KOICA scholarship.

※ Temporary leave during semester is not permitted except for unavoidable circumstances (family death, etc.)

11. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program that requires full commitment to and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.

※ Inviting families is not permitted..

12. 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.
- Plagiarism is considered a commitment to an academic crime.

V. PRECAUTIONS

1. **Possibility of Online Program**: According to unavoidable emergency situation or unexpected circumstances , the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions. However, online course requests due to personal circumstances may not be accepted.

   - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).

2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.

   - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.

3. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure. The cost of living does not increase with exchange rate fluctuations or inflation.

   - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date

4. **Adherence to Entry/Departure Guidelines**: Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.

   - Example) If the participant is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.

5. **Vaccination requirements**: Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.

   - Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).

6. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.

7. **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)

8. **Regulatory Compliance: KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.**

VI. CONTACTS

1. CONTACT INFORMATION

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