

2010 KOICA – KDI School Master's Degree Program in Public Policy

January, 2010 – January, 2011

Seoul, Korea

Korea International Cooperation Agency
KDI School of Public Policy and Management

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PART I. KOICA & SCHOLARSHIP PROGRAM

KOICA and the Training Program

The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

Under the motto "Making a better world together", KOICA is supporting partner countries to achieve the Millennium Development Goals and to promote equitable and sustainable development in the countries.

Less than a half century ago, Korea was among the world's most impoverished. However, it achieved economic development in a short time and has become a member of the OECD. As a country which overcame poverty and attained successful development, we believe our most valuable asset is our own experience. Reflecting on our own experience, we have learned that country ownership of the development is essential for success. Therefore, we seek to offer assistance in line with the development priorities of partner countries and empower our partners.

In order to empower a country's capacity for development, Human Resource Development (HRD) is critical. HRD has been a key factor behind the success of Korea's own development. As a country where natural resources were scarce and investment capital was lacking, it was through the expansion and upgrading of human resources that Korea was able to escape from the vicious cycle of poverty and underdevelopment. Therefore, Korea presents a powerful example of how capacity building

through Human Resource Development can push the development process forward. For this reason, KOICA has been providing various training programs focused on HRD.

Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program

Tailored programs that are specifically designed for an individual partner country

2. Regular Training Program

Programs that are open to any interested partner countries

3. Special Training Program

Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

4. Joint Training Program

Programs conducted in partnership with international organizations and other agencies

5. Scholarship Program

Master's degree programs offered to individuals from partner countries

KOICA's Scholarship Program

With the mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

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

In particular, this program has significantly strengthened the relationships between Korea and the student's home country. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2008, the program has assisted a total of 608 students through 35 courses. And as of 2009, 175 awardees are currently participating in the program at seven different universities.

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

PART II. PROGRAM OVERVIEW

Name of the Course	<p>Master's Program in Public Policy (MPP)</p> <p><Concentrations></p> <p>Financial Markets and Regulation Human Resources and Social Policy International Macroeconomic Policy International Relations and Political Economy Public Finance and Local Administration Real Estate and Public Policy Trade and Industrial Policy</p>
Duration	<p>1.5 years (January, 2010 ~ August, 2011)</p> <p>Coursework: January, 2010~January, 2011 at KDI School</p> <p>Thesis writing: February, 2011~May, 2011 in home country</p> <p>NB: Those who submit a thesis in May, 2011 can be conferred a master's degree in August, 2011.</p>
Objectives	<ul style="list-style-type: none"> - To educate future leaders in public and private sectors from developing and transitional economies to effectively meet the challenges of the globalizing world - To lead international economic development by analyzing and sharing Korea's own development experiences - To conduct academic research and to disseminate the results for the purpose of having a prosperous and peaceful world
Training Institution	<p>KDI* School of Public Policy and Management (*Korea Development Institute)</p>
Number of Participant	<p>30</p>
Language	<p>English</p>

PART III. HOW TO APPLY

1. APPLICATION ELIGIBILITY

- Be a government official or employee in the public sector or a researcher in a state institute working in his/her home country with a bachelor's degree or higher
- Be nominated by his or her Government
- Have sufficient command of both spoken and written English to take classes conducted entirely in English
- Be in good health, both physically and mentally, to undergo the program (Pregnancy will not be considered as a healthy condition for undergoing this program.)
- Have not ever participated in KOICA's scholarship program or any of its kind before

2. APPLICATION PROCESS

1) Application Packet

- Application Checklist
- Online Application – Complete an online application at www.kdischool.ac.kr
- Statement of Purpose (must use the school's format)
- Bachelor's transcript(s) (undergraduate grades/marks)
- Certified copy of a Bachelor's degree diploma (certificate of graduation)
- Two recommendation letters (if available)
- Two photos (3cm X 4cm)

- Employment verification (if available)
- English score reports (if available)

2) Important Points to Remember

- All applicants must apply online and submit application documents via postal mail.
- All documents must be prepared in English. (Please attach certified translations if the documents are in any other languages.)
- All documents must be original. Copies will only be accepted if each page is marked with an official stamp.
- Submitted applications become the property of the KDI School and will not be returned.

3) Submit To: KDI School of Public Policy and Management

4) Selection Process

- Application Deadline: November 27, 2009
- Document Review: November 28~29, 2009
- Telephone Interview: November 30 ~ December 4, 2009
- Final Results Announcement: December 7~11, 2009

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[For those admitted]

- Arrival at the KDI School: January 4, 2010
- Preliminary Term: January 5, 2010

5) Inquiries

External Relations and Development Division
KDI School of Public Policy and Management
87 Hoegiro Dongdaemun-gu Seoul, 130-868, Korea

III. HOW TO APPLY

Email: admissions@kdischool.ac.kr

Tel: +82 2 3299 1281 Fax: +82 2 3299 1223

PART IV. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

[Summary]

Semester		Preliminary	Spring	Summer	Fall	Paper Writing Period
Duration		2010.01.05 ~ 02.06 (5weeks)	2010.02.8 ~ 05.01 (12weeks)	2010.05.17 ~ 8.10 (12weeks)	2010.09.13 ~ 12.4 (13weeks)	2010.12.5 ~ 2011.1.31 (8weeks)
Course Requirement	Core	English I Quantitative Methods	English II Korean Language		•Thesis Writing Workshop	
	Major Requirement		•Analysis of Market & Public Policy •Quantitative Methods			
	Major Electives		1 course	4 course	3 course	
Total credits		4.5	15	12	12	-
Main Academic Schedule		•Orientation •Arrangement of Academic Adviser	•Graduation Introduction Session •Course Evaluation	•Arrangement of Thesis Writing Adviser •Strategy for Thesis Writing •Submit Thesis Proposal •Course Evaluation	• Choice of Concentration •Submit the first draft of Thesis Writing and Open to Thesis Writing Workshop • Course Evaluation	•Commencement

[Thesis Writing]

Semester	Spring	Summer			Fall	Paper Writing Period	After Return Home
Duration	May	Early June	Mid June	Early July	November	December ~ January	February
Contents	<ul style="list-style-type: none"> • Graduation Introduction Session 	<ul style="list-style-type: none"> • Arrangement of Thesis Writing Adviser 	<ul style="list-style-type: none"> • Strategy for Thesis Writing 	<ul style="list-style-type: none"> • Submit Thesis Proposal 	<ul style="list-style-type: none"> • Thesis Writing Workshop 	<ul style="list-style-type: none"> • Completion of Final Draft of Thesis Writing 	<ul style="list-style-type: none"> • Supervised by Advisers through Email/Telephone • Submit the Completed Thesis Writing

[2010 Academic Calendar]

Term	Schedule		Remarks
<p>Preliminary Session (Jan. 5- Feb. 6)</p>	<p>Jan. 5(Tue)-Jan. 28(Thu) Feb. 1(Mon)-Feb. 3(Wed) Feb. 2(Tue)-Feb. 6(Sat)</p>	<p>Preliminary Session (Winter Semester New Student Orientation / Course Presentation Session (MPP, Day MBA) Spring Semester Course Registration ('09,'10 Students)</p>	
<p>Spring Semester (12 Weeks) (Feb. 8- May 1)</p>	<p>Feb. 8(Mon) Feb. 8(Mon)-Feb. 12(Fri) Mar.2(Tue)-Mar.6(Sat) Mar.2(Tue)-Mar.12(Fri) Mar.8(Mon)-Mar.13(Sat) Mar.22(Mon)-Mar.24(Wed) Apr. 5(Mon)-Apr. 17(Sat) Apr. 8(Thu)-Apr. 18(Sun) Apr. 12(Mon)-Apr. 17(Sat) Apr. 19(Mon)-Apr. 24(Sat) Apr. 26(Mon)-May 1(Sat) May 1(Sat)</p>	<p>Start of Spring Semester Course Add & Drop Period Ph.D. Dissertation Submission Period Thesis Supervisor Appointment Application for Graduation (For students who completed all the graduation requirements) Application for Declaring Concentration Proposal for Thesis Submission Application for Leave of Absence / Extension of Leave of Absence/ Reinstatement Course Evaluation Summer Semester Course Registration Reading Period Final Examinations End of Spring Semester</p>	<p>Feb. 13~Feb.15 Lunar New Year* Mar. 1 Independence Day*</p>
<p>Spring Break (2 weeks)</p>	<p>May 2(Sun)-May 16(Sun) May 3(Mon)-May 14(Fri)</p>	<p>Spring Break Summer Semester Tuition Payment Due</p>	

IV. PROGRAM CONTENTS

<p>Summer Semester (12 Weeks) (May 17 - Aug. 10)</p>	<p>1st Session</p>	<p>May 17 (Mon) May 17 (Mon) - May 19 (Wed) May 17 (Mon) - May 21 (Fri.)</p> <p>May 17 (Mon) - May 22 (Sat)</p> <p>Jun. 7 (Mon) - Jun. 12 (Sat) Jun. 7 (Mon) - Jun. 18 (Fri)</p> <p>Jun. 14 (Mon) - Jun. 19 (Sat) Jun. 14 (Mon) - Jun. 20 (Sun) Jun. 21 (Mon) - Jun. 22 (Tue) Jun. 23 (Wed) - Jun. 26 (Sat) Jun. 26 (Sat)</p>	<p>Start of 1st Summer Session Course Add & Drop Period Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change) Master's Degree Thesis Submission Period (For students in their 5th term) Ph.D. Dissertation Submission Period Thesis Supervisor Arrangement Application for Graduation (For students completed all graduation requirements) Application for Declaring Concentration Course Evaluations Reading Period Final Examinations End of 1st Summer Session</p>	<p>May 21 Buddha's Birthday*</p> <p>June 6 Memorial Day</p>
	<p>2nd Session</p>	<p>Jun. 30 (Wed) Jun. 30 (Wed) - Jul. 2 (Fri) Jul. 5 (Mon) - Jul. 7 (Wed) Jul. 26 (Mon) - Aug. 6 (Fri)</p> <p>Jul. 29 (Thu) - Aug. 6 (Fri) Aug. 2 (Mon) - Aug. 6 (Fri) Aug. 4 (Wed) - Aug. 6 (Fri) Aug. 7 (Sat) - Aug. 10 (Tue) Aug. 10 (Tue)</p>	<p>Start of 2nd Summer Session Course Add & Drop Period Thesis Proposal Submission Period Application for Leave of Absence / Extension of Leave of Absence/ Reinstatement Course Evaluations Fall Semester Course Registration Reading Period Final Examinations End of 2nd Summer Session</p>	
<p>Summer Break (4 Weeks) (Aug. 11 - Sep. 5)</p>		<p>Aug. 11 (Wed) - Sep. 5 (Sun) Aug. 23 (Mon) - Sep. 2 (Thu)</p>	<p>Summer Break Fall Semester Tuition Payment Due</p>	<p>Aug. 15 Independence Day</p>

<p>Fall Semester (13 Weeks) (Sep. 6 - Dec. 4)</p>	<p>Sep. 6(Mon) Sep. 6(Mon)-Sep. 10(Fri)</p> <p>Sep. 6(Mon)-Sep. 11(Sat)</p> <p>Sep. 27(Mon)-Oct. 2(Sat) Sep. 27(Mon)-Oct. 8(Fri)</p> <p>Oct.4(Mon)- Oct. 9(Sat) Oct. 15(Fri)</p> <p>Oct. 18(Mon)-Oct. 20(Wed)</p> <p>Nov. 15(Mon)-Nov. 21(Sun) Nov. 20(Fri) Nov. 22(Mon)-Nov. 27(Sat) Nov. 29(Mon)-Dec. 4(Sat) Dec. 4(Sat)</p>	<p>Start of Fall Semester</p> <p>Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)</p> <p>Course Add & Drop Period</p> <p>Deadline for the Masters Degree Thesis Submission (For students in their 5th Term)</p> <p>Ph.D. Dissertation Submission Period</p> <p>Thesis Supervisor Arrangement</p> <p>Application for Graduation (For students completed all graduation requirements)</p> <p>Application for Declaring Concentration</p> <p>Application Deadline for 2011 (International Students)</p> <p>Thesis Proposal Submission</p> <p>Application Period for the Ph.D. General Qualification Exam</p> <p>Course Evaluations</p> <p>Application Deadline for 2011</p> <p>Reading Period</p> <p>Final Examinations</p> <p>End of Fall Semester</p>	<p>Sep. 21 ~23 Korean Thanksgiving Day*</p> <p>Dec. 5 KDI School Foundation Day</p>
<p>Winter Break (Dec. 5 - 2011.Jan. 31)</p>	<p>Dec. 10(Fri) Dec. 5(Sat) ~ Jan. 31(Sun)</p>	<p>2010 Commencement</p> <p>Thesis Writing</p>	

2. ORIENTATION

When you first arrive, there will be an orientation for 2-3 days for KOICA's scholarship program at the ICC of KOICA. The orientation aims to provide participant with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of three parts; KOICA's welcoming session, Seoul City Excursion and Medical Check-up. The order of each part is subject to change.

1) KOICA's welcoming session

In the first part of the orientation, you will have welcoming session which includes KOICA's welcoming reception, introduction of KOICA and course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture and basic Korean language and general information regarding daily life in Korea will also be delivered in this session.

2) Seoul city excursion

KOICA provides Seoul City Excursion to every participant of the training program. Seoul is the capital of Korea. You will have a chance to visit the cultural heritages and downtown area of Seoul. The excursion will help you get accustomed to new culture and surroundings in Korea.

3) Medical check-up

KOICA will implement a medical check-up after each participant's arrival in Korea to assure their health condition. After the medical check-up, KOICA will officially accept each participant as a KOICA trainee for the program. If any case including AIDS or pregnancy which may hamper the scholarship in Korea is found in the medical check-up, the participant

will be required to return home. The status as the participant for KOICA SP will be finalized and the acceptance for the program will be confirmed after medical check-up.

3. CURRICULUM

- Graduation Requirement: All Master's students must accumulate a minimum of 45 credits (including 6 credits from thesis or two Supervised Research Courses). During the semesters, students must complete at least 39 credits in field courses. While at the KDI School, 6 credits should be completed during the winter semester by submitting a thesis or two SRCs to meet all the requirements for the Master's degree.

- Core Courses
 - Analysis of Market and Public Policy
 - Quantitative Methods

- Elective Courses
 - Financial Markets and Regulation (FM)
 - Corporate Financial Policy
 - Financial Accounting
 - Capital Markets and Investment
 - Financial Derivatives and Regulation
 - Financial Statement Analysis and Valuation
 - Credit Markets and Risk Management
 - Financial Regulation and Supervision
 - Corporate Restructuring and M&A
 - Corporate Governance Policy
 - Investment Management

- Human Resources and Social Policy (HR)
 - Managing Human Capital
 - Social Capital and Policy
 - Environmental Policy: Theory and Practice
 - Policy Analysis in Health Care
 - Global Health and Development
 - Labor Economics and Social Policy
 - Organizational Behavior and Industrial Relations
 - Seminar on Social Policy Analysis

- International Macroeconomic Policy (IM)
 - International Financial Policy
 - Central Banking
 - Understanding the World Economy
 - Business Cycles and Stabilization
 - Understanding Fixed Income and FX Markets
 - Global Financial Crisis and Korean Economy

- International Relations and Political Economy (IR)
 - Globalization and National Identity
 - Political Economy of East Asia
 - International Political Economy
 - U.S. Foreign and Trade Policy
 - International Relations and Economic Globalization in the 21st Century
 - Seminar on International Relations in East Asia
 - Understanding the World Economy

- Public Finance and Local Administration (PF)
 - Public Finance and Public Policy
 - Taxation
 - Public Management Reform
 - Local Administration and Finance
 - Urban Economics and Policy
 - Regional Development: Theory, Policy, and Strategy
 - Current Public Policy Issues in Korea

- Real Estate and Public Policy (RP)
 - Real Estate Finance and Investment Policy I
 - Real Estate Finance and Investment Policy II
 - Asset Securitization and Its Regulation
 - Real Estate and Government Policy
 - Understanding Financial Instruments and Markets
 - Capital Markets Policy
 - Financial Derivatives and Regulation

- Trade and Industrial Policy (TI)
 - Trade Policy: Law, Theory and Practice
 - Understanding the World Trading System
 - Understanding FTA Policies: Theory and Practice
 - Industrial Economics and Public Policy
 - Competition Policy
 - Law and Economics
 - Game Theory and Strategy

- Foundation Skill Courses: All international students are required to take Korean Language and Culture I during the spring semester. Moreover, they have to take English courses such as Language in Public Policy and Management and Thesis Writing Workshop. English Courses focus on reading, comprehension, academic writing, public speaking and professional & business writing.
- Korean Language and Cultures
- English Courses as follows:
 - Academic Writing ·Public Speaking and Presentation
 - Business Writing ·Professional Writing
 - International Business Communication · Thesis Writing Workshop

4. EXTRACURRICULAR ACTIVITIES (EXAMPLES)

- Various field trips to industrial sites such as
 - POSCO, Hyundai Heavy Industry, Hyundai Motors, etc.
- Study visits to public service organizations in various regions
 - Central Government, Local Government, National Assembly, etc.
- Monthly cultural events to experience Korean culture and society
 - Seoul City Excursion
 - Korea Land Corporation
 - Korea Housing Corporation
 - DMZ
 - Nanta Performance
- Other social and cultural programs.
 - Home Visiting Program
 - Sports Day
 - Mountain Hike
 - International Food Festival
- Various Club Activities

PART V. TRAINING INSTITUTE

1. GENERAL INFORMATION

- About the KDI (Korea Development Institution) and KDI School

Ever wanted to meet the brain behind Korea's rapid economic and Social Development? KDI School of Public Policy and Management was established in 1997 in partnership with the KDI, Korea's leading think tank. KDI has been rated by the Economist as one of the most influential and best connected research institutions in the world.

One of important missions of the KDI School is to educate and develop the next generation of leaders in today's rapidly changing and globalizing economy. The KDI School offers an innovative educational program focusing on policy and international issues and aims to transform mid-career professionals into leaders of their respective fields by equipping them with new knowledge, vision and a global perspective. The KDI School also draws on a wealth of research and resources from the Korea Development Institute (KDI), Korea's leading think tank, to share Korea's unique development experience with the global community.

- The KDI School Distinction

1) Innovative Academic Programs

The KDI School offers comprehensive and rigorous academic programs focusing on real-world, policy issues in both the public and private sector. All courses are conducted in English in a truly international environment.

2) Outstanding Faculty

The KDI School's faculty possesses a rich blend of international, academic, and policy experience, Along with a common commitment to excellence in teaching and research.



3) Diverse Student Composition



The majority of students are mid-career professionals with 5-10 years of working experience in government, business, NGOs, media or academia. International students account for around 30% of the student body, further promoting the internationalism of the School and the creation of a powerful global alumni network.

4) Dynamic Location

The KDI School campus is located in Seoul, the heart of Korea and its capital. As a strategic hub of Northeast Asia, Seoul offers an abundance of social and cultural events and a truly dynamic educational experience for students studying in Korea.

2. ACCOMMODATION & OTHER INFORMATION FOR INTERNATIONAL STUDENTS

<p>Accommodation (On-Campus Dormitory)</p>	<p>The on-campus student dormitory is located about a 10 minute walk from the school buildings. Double rooms equipped with beds, desks, closets, and bedding are assigned to all international students who apply for housing. There is no meal plan; so residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.</p> 
<p>Library</p>	<p>The library archives books, academic publications, and other materials essential for student, faculty, and staff research. Working papers of renowned institutions such as NBER, CEPR, FRB, and World Bank are also available online. Publications and materials are available on areas of business, economics, policy, and much more.</p> 

<p>Computer Lab & Student Chambers</p>	<p>The computer lab is open to students 24 hours a day, providing them with internet access as well as newly installed computers, printers, and scanners.</p> <p>The student chambers are accessible to students 24 hours a day. Each chamber includes desks and a locker, providing a space for students to study, do research, class assignments, team projects, or have a rest in their free time.</p>	 
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3. HEALTH CARE

► KAIST Health Center

For minor injuries and ailments, you can go to the on-campus health center (KAIST) located on the 2nd floor of the Student Union Building.

Kyung Hee Medical Center is the nearest hospital. It's a renowned general hospital, but crowded with many people all the time. If your symptoms are not that serious, we'd like to recommend you visit a private hospital initially. General hospital often asks visitors to undergo unnecessary medical check-ups which are particularly expensive for foreigners.

- Kyung Hee Medical Center
- Tel: 02-958-9988
- Hours: Mon – Fri: 09:30 ~ 17:00 / Sat: 09:30 ~ 12:00

PART VI. SUPPORT SERVICES

1. TRAVEL TO KOREA

KOICA arranges and pays for the participant to travel to and from Korea. Participants are to travel by the most direct route between Incheon International airport and a main international airport in home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, he or she should pay the additional fare. Participants are responsible for the issuance of visa necessary for this scholarship program.

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

2. EXPENSES FOR STUDY AND LIVING

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

- Tuition fee
- Accommodation (mainly dormitory of a training institute)
- Living allowance : Kwon 17,000 per day (subject to change)
- Meals : in kind or cash equivalent Kwon 21,600 per day (subject to change)
- Textbook and materials : Kwon 800,000 (once for all)
- Study visit & field trip, etc during the Program
- A medical check-up after arrival

- Overseas travel insurance, etc.

In addition, Participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the Program.

3. INSURANCE

During the program, participants will be covered by the overseas travel Accident insurance. The insurance covers expenses for medical treatment and hospital care caused by diseases or accident within the scope and limit of insurance coverage. Participants should pay themselves first and be reimbursed for the expenses later on the condition that the case falls under the coverage of the insurance.

Limit of Coverage

- Death or Permanent Disability by Accident : Kwon 100 million
 - Medical Expenses by Accident : Kwon 10 million
 - Death by Diseases : Kwon 50 million
 - Liability : Kwon 10 million
 - Loss of Personal Effects : Kwon 1 million
 - Airplane Hijacking : Kwon 1.4 million
- * US\$1 = approx. Kwon 1,200 (as of October 2009)

Main Scope of Coverage

- Death or Permanent Disability by Accident & Death by Diseases : The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident : The insurance shall cover the medical expenses at actual cost within the limit of the medical

insurance subscription amount per case (for details, refer to the insurance policy)

- Medical check-up at a participant's option, fee for medical certificate and diseases caused by the pre-existing medical conditions, etc. are not covered by the insurance.

PART VI. REGULATIONS

1. 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 temporal leave
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain a certain grade required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examination unless approved otherwise by the training institute in advance
- to notify the training institute in advance and get an approval for temporal leave
- to advise KOICA and training institute of any personal or family circumstances such as health problems, family problems which may affect their study seriously
- to refrain from engaging in political activities or any form of employment for profit or gain
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary

- to return to their home country upon completion of their training program
- not to extend the length of their training program or stay for personal convenience; Neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.

2. WITHDRAWALS

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

3. TEMPORAL LEAVE

- Participants can have temporal leave (to home country or for a trip abroad) on the condition that the trip doesn't affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university do not pay airfare for the trip. If the trip exceeds 15 days, KOICA will not pay the living allowance for the absent days which exceed 15 days.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, his or her living allowance will be suspended (from the day of departure to the day of return).

4. ACCOMPANYING OR INVITING FAMILY

- As KOICA SP is a very intensive program which requires full commitment to and concentrated effort for study, participants are recommended not to bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- Participants may bring or invite family members but they must cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc, of their family. The safety and security of their family is also the participant's responsibility.
- KOICA pays the accommodation cost on the condition that participants live in a dormitory. If a participant invites family and lives outside a dormitory with family under the permission of the training institute, KOICA doesn't provide accommodation cost for the participant.

5. OTHERS

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

PART VIII. OTHERS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

(<http://www.koica.go.kr>)

Mr. Jun-mo KIM

Program Coordinator

Training Team II

Human Resources Development Department

Korea International Cooperation Agency (KOICA)

418 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do, Republic of Korea

E-mail address: jmkim@koica.go.kr

Tel: +82-31-740-0411 Fax: +82-31-740-0685

2) KDI School of Public Policy and Management

(<http://www.kdischool.ac.kr>)

External Relations and Development Division

KDI School of Public Policy and Management

87 Hoegiro Dongdaemun-gu Seoul, 130-868, Korea

Email: admissions@kdischool.ac.kr

Tel: +82-2-3299-1281 Fax: +82-2-3299-1223

2. HOW TO GET TO THE ICC OF KOICA

- ❑ Route : Incheon International Airport -> Korea City Air Terminal (KCAT) -> International Cooperation Center(ICC)
- ❑ Arrival at Incheon International Airport (<http://www.airport.kr>)

▶ FLOW

Fill out a health questionnaire (distributed aboard your flight) → Quarantine including animals and plants (2nd floor) → Immigration office (passport, ticket, arrival card) → Reclaim baggage (1st floor) → Customs clearance → Welcoming reception → KOICA Airport Counter located by EXIT 7(Counter #33-34)

- ▶ Pass through the Arrivals Exit and go to the KOICA Airport Counter located by EXIT 7.
 - At the KOICA Airport Counter located EXIT 7, you can get detailed information on how to get to the ICC and a limousine bus ticket for KCAT.

KOICA Counter at Incheon International Airport

Location : Next to Exit 7, near Millennium Hall on the 1st floor

Tel. : 82-32-743-5904 Mobile: 82-(0)10-9925-5901

Contacts : Ms. Jin-Young YOON

- ❑ From Incheon International Airport to Korea City Air Terminal (KCAT)

- ▶ Leave the terminal and proceed to bus stop No. 4A and take a City Air limousine bus to the KCAT. (Expected time: 70 ~ 90 minutes)

- ※ If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter near a bus stop on the 1st floor, and go to bus stop No. 4A.

- ※ You will find another KOICA staff member at KCAT who will assist you in getting to the ICC. KOICA will reimburse the limousine bus fare when you arrive at the ICC.

- ※ If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30:
 - Please contact the ICC reception desk
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
 - The staff at the ICC reception desk will let you know how to use a taxi.
The taxi fare from the airport to ICC is normally 90,000 Won.

※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05:30 ~ 22:00.

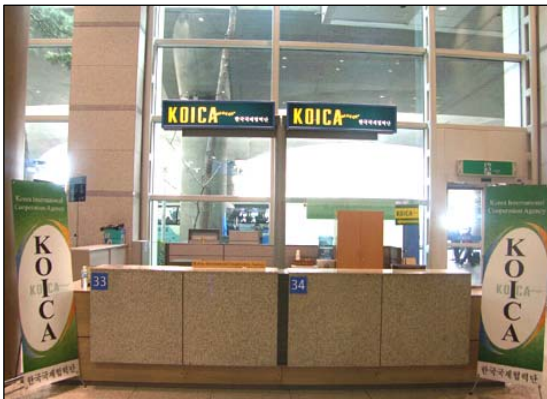
□ From Korea City Air Terminal (KCAT) to the ICC of KOICA

▶ Take a City Air limousine bus at bus stop No. 4 A on the 1st floor. The bus runs every 10-15 minutes between the hours of 05:30 and 22:00.

▶ Meet the KOICA staff at the lounge on the 1st floor of KCAT upon arrival.

▶ Take a car arranged by the KOICA staff to the ICC.

(Expected time: 20 min.)



- KOICA Airport Counter -



- KOICA KCAT Counter -

