

KOICA-EWHA Ph.D. Degree Program in ASEAN Gender Leadership



Korea International Cooperation Agency



Graduate School of International Studies
Ewha Womans University

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

Contents

I . PROGRAM OVERVIEW.....	1
II. PROGRAM DETAILS.....	4
III. TRAINING INSTITUTE	7
IV. ACADEMIC REGULATIONS.....	133
V . REQUIRED DOCUMENTS	17
VI. CONTACTS	18

I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-EWHA Ph.D. Degree Program in ASEAN Gender Leadership**

▣ **Duration**

August 20, 2021 – August 19, 2024 (36 months)

▣ **Degree**

Doctor of Philosophy in International Studies

▣ **Objectives**

- 1) Provide high quality education for women leaders from ASEAN countries with theoretical and practical skills and knowledge to enhance gender equality and empowerment of women and thereby sustainable development.
- 2) Develop leadership and professional capacity of women in the public and/or private sector so that they can play key roles in mainstreaming gender equality in national policies, strategies, and development projects/programs of their countries.
- 3) Share Korea's development experience that can be applied to socio-economic development and gender equality of participants' countries.
- 4) Build cooperative relationships between Korea and ASEAN partner countries through the global network of women leaders.
- 5) Support participants' career as professors, researchers or high-level government officials to nurture future generation of women academic and government leaders.

▣ **Training Institute**

Graduate School of International Studies, Ewha Womans University

GSIS Website: <http://gsis.ewha.ac.kr>

Ewha-KOICA Scholarship Program Website: <http://ewhakoica.ewha.ac.kr>

▣ **Number of Participants**

3

▣ **English Proficiency**

Have a good command of spoken and written English to undertake Ph.D. study.

▣ **Accommodations**

University dormitory room and facilities are provided.

1 person per room

■ **Application Eligibility**

- 1) In good physical and mental health to complete the program
- 2) A female citizen of the following countries: Nepal, Timor-Leste, Lao PDR, Mongolia, India, Bangladesh, Vietnam, Sri Lanka, Afghanistan, Indonesia, Cambodia, Pakistan and the Philippines
- 3) Nominated by the partner country government
- 4) Currently employed by the government or public/private institutions
 - * Public institution includes organization run by the government (e.g. national enterprise, national bank, national research institute, or public school).
 - * Private institution includes private universities and research institutes, civil society organizations, international organizations, and private companies.
- 5) Acquired a master's degree through KOICA scholarship program (major not restricted)
- 6) Published a master's thesis (or equivalent) for the KOICA scholarship program
- 7) Has not exceeded 10 years since earning master's degree (i.e. only those who have graduated after September 2011 can apply)
- 8) Research experience of 3 or more years, or professional experience of 5 or more years (preferred)
- 9) Ability to speak and write in Korean (preferred)
- 10) Published research papers in English (preferred)

■ **Application and Registration Procedure**

[April 12, 2021] Application Deadline

[April 13 – 21, 2021] Document Review

[April 28 – May 12, 2021] Online Interview & English Written Exam

[May 17 – June 18, 2021] Medical Check-up

[June 23, 2021] Announcement of Final Results

[August 20, 2021] Arrival in Korea & KOICA Orientation

※ Dates are based on Korea Standard Time and subject to change

■ **Admission Decision Procedure**

1) **Round 1: Evaluation of Application Package**

All required documents for admission must be submitted by the deadline in order for the applicant to be considered for an online interview.

2) **Round 2: Online Interview**

Online interview will be conducted at the KOICA Overseas Office in the partner country.
The interview schedule will be determined by the KOICA Overseas Office.

※ Final acceptance to the program is confirmed after medical check-up

■ Required Documents

- 1) Completed KOICA application form
- 2) Completed application form for Ewha GSIS [Form 1]
- 3) Certificate of current employment
- 4) A copy of passport
- 5) Two passport-sized photos (One should be attached on the Ewha GSIS application form.)
- 6) Statement of Purpose (SOP) [Form 2]
Write the applicant's motivation and qualifications for pursuing a Ph.D. and research interests and plans during the study at Ewha GSIS.
- 7) An essay on "Gender equality and women's leadership in ASEAN" [Form 3]
※ The SOP (6) and Essay (7) must first be emailed directly to the Admissions Office (ewhakoica@ewha.ac.kr) as electronic files in MS Word format. Handwritten statements will not be accepted.
- 8) Two letters of recommendation [Form 4]
 - One letter from a person who has known the applicant long enough to write a letter of recommendation with authority (e.g., professor)
 - One letter from the present working organization
- 9) Photocopied bachelor's & master's degree and transcripts (translated in English)
- 10) Master's thesis (or equivalent document) completed at the university participating in the KOICA Scholarship Program (Submit an electronic file only. Hard copy will not be accepted.)
- 11) Curriculum Vitae/Resume in English

※ All documents must be original and written in English.

※ All required documents must be sent in one package. Submitted documents will not be returned.

※ Application and all supporting documents must be submitted to the KOICA Overseas Office (if available) or relevant government office by the deadline. Required electronic files must be emailed to the Admissions Office as indicated. For further inquiries, please contact EWHA-KOICA office by e-mail (ewhakoica@ewha.ac.kr) or phone call (+82-2-3277-3659)

II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2021. 08. 20	Arrival
	2021. 08. 23	Orientation
Fall Semester (1st semester)	2021. 09. 01 – 2021. 12. 16	15 weeks
Spring Semester (2nd semester)	2022. 03. 01 - 2022. 06. 17	15 weeks
Fall Semester (3rd semester)	2022. 09. 01 - 2022. 12. 16	15 weeks
Spring Semester (4th semester)	2023. 03. 02 – 2023. 06. 16	15 weeks
Fall Semester (5th semester)	2023. 09. 01 - 2023. 12. 15	15 weeks
Spring Semester (6th semester)	2024. 03. 02 - 2024. 06. 14	15 weeks
Convocation Ceremony	2024. 06. 14	
Departure	2024. 08. 19	

- For the Ph.D. degree program, there are no pre-requisite courses. Ph.D. degree program students will also take Korean language classes in every semester throughout the program. A certificate will be given to students who complete the courses and reach the required level.

2. CURRICULUM

A. Curriculum

- When students apply for the program, they must choose their major (concentration area) out of the following four: Development Cooperation, International Business, International Relations, and International Trade.
- Students must take more than 3 courses on gender equality and apply for the '21st Century Program on ASEAN Gender Leadership.'
- Leadership-oriented lecturers and practicum courses will be provided
- The Ewha GSIS program includes in-class lectures and seminars, a workshop on gender, and international negotiations, direct participation in various international, governmental and non-governmental organizations' conferences and academic symposiums.

Classification	Courses	Hours	Credits
Required courses	IS901 Seminar in International Studies	45	3
	IS902 Advanced Statistical Analysis	45	3
	IS916 Ph.D. Thesis Preparation Seminar	45	3
Required for KOICA program	IS621 Gender Mainstreaming in Development	45	3
	IS622 Gender and Development	45	3
Concentration Requirement	IS908 Advanced Seminar in Globalization & Development	45	3
	IS911 Advanced Topics in International Law	45	3
	IS912 Theory and Ideology in International Affairs	45	3
	IS922 Advanced Topics in International Trade Negotiation	45	3
	IS923 Advanced Topics in Development Cooperation	45	3
	IS925 Advanced Topics in International Conflict Management	45	3
	IS926 Advanced Topics in International Trade Law	45	3
	IS928 Advanced Topics in International Business	45	3
	IS929 Advanced Topics in Corporate Finance	45	3
	IS930 Advanced Topics in International Economy	45	3
21 st Century Program on ASEAN Gender Leadership	IS*** ASEAN Society and Gender	45	3
	IS*** Gender and Health in the SDGs Era	45	3
	IS*** Gender Equality Policy in Korea	45	3
	IS182 Practicum on Gender Leadership in ASEAN	45	3
	IS621 Gender Mainstreaming in Development (Required)	45	3
	IS622 Gender and Development (Required)	45	3
	IS623 Women and Human Rights	45	3
	IS624 Global Women Leadership	45	3
	IS625 Women in East Asia	45	3
	IS648 Gender, Poverty and Development	45	3
	IS665 Women Pioneers of the World	45	3
	IS671 Human Security, Gender and Development	45	3
	IS675 Migration, Gender and Development	45	3
Professional Training Courses	IS311 Writing and Presentation Workshop	15	1
	IS317 Effective Presentation Practicum	15	1
	IS181 Practicum on Gender and Development	15	1
	IS182 Practicum on Gender Leadership in ASEAN	45	3
	R0001 Independent Study	45	3
Dissertation	Z0002 Dissertation Research I		S/U
	Z0003 Dissertation Research II		P/F

B. Credits Completed & Required Grade Point Average

- Credits Completed Per Semester

· Fall Semester: Sep. 1 – Dec. 16, 2021 (12 credits)

- Spring Semester: Mar. 1 – Jun. 17, 2022 (12 credits)
- Fall Semester: Sep. 1 – Dec. 16, 2022 (9 credits)
- Spring Semester: Mar. 1 – Jun. 16, 2023 (3 credits)
- Thesis Semester: Sep-Dec, 2023 & Mar-Jun, 2024 (0 credits)
- **Total: 36 Credits**

- Required Grade Point Average (GPA)

- Students with a GPA below 2.50 for two consecutive semesters are automatically expelled.
- Acquire a minimum 3.0 GPA or above for graduation.
- To submit a thesis proposal in the fourth semester, student must acquire a minimum of 33 credits within 3 semesters.

C. Ewha GSIS Regulations

- Scholarship students must abide by the 'Honor Code' adopted by Ewha GSIS and submit the completed form upon agreement.
- Students are to diligently commit themselves to the program, neither engaging in plagiarism nor giving or receiving aid during exams.
- Disciplinary measures will be exercised by faculty members and the Dean of GSIS on a case-by-case basis. However, multiple violations will result in the student's expulsion from the program.

3. EXTRACURRICULAR ACTIVITIES

A. Academic Activities

- **Presentation at academic events:** e.g. international seminars organized by the Korea Association of International Development Cooperation, Korea International Studies Association, Asian Political and International Studies Association
- **Research Methods Seminars:** special lectures on various research methods taking place during winter and summer breaks
- **Networking with Ewha GSIS Ph.D. alumni:** across all four concentrations to discuss research, vocation, academics, etc.

B. Other Activities

- Welcoming Ceremony and Orientation, GSIS Open House, International Cultural Festival, International Food Festival, Workshops, Forums and Conferences, Korean Speech Contest, Thesis Presentation, GSIS Research Colloquium, Networking with other Korean and International students at Ewha etc.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Ewha's Vision for Global Women Leaders

The promotion of gender equality and empowerment of women in Korea is deeply embedded in the education of women through the history of Ewha. Founded in 1886, Ewha is the oldest and largest women's university in Korea with an enrollment of 23,000 students in 14 colleges and 14 graduate schools. Ewha Womans University, as a cradle of the first modern educational institution for Korean women and the first four-year university credited by the Ministry of Education in Korea has upheld the educational ideal of "realizing the human potential of women". Ewha has served as a top-ranked higher education institute dedicated to advancing women's rights, gender equality, and women's leadership through education, training, research, and outreach with a vision of creating a gender-justice society.



2) Ewha GSIS: First and Top International Studies and its Network

Ewha Graduate School of International Studies was established in 1997 to train women to become global leaders in the fields of Development Cooperation, International Trade & Investment, International Business, and International Relations. Since then, Ewha GSIS has been recognized as the best graduate institute of international studies in Korea by the Ministry of Education and has received major government awards and grants including the BK 21 Plus grant and the World Class University research grant.

3) Ewha GSIS encourages vigorous international research leading its affiliated Research Institutions and Global Career Management Center

The Institute for Development and Human Security (IDHS) was established as South Korea's first think-tank devoted to multi-disciplinary research on Korea's ODA efforts and international

development cooperation. The Institute for International Area Studies (IIAS) engages in global research, workshops and conferences, publications, education and training, and international networking. It also provided innovative learning and leading-edge research opportunities on international area studies. The Global Career Management Center (GCMC) provides a wide range of career development, career education, and practical experiences to Ewha GSIS students. The Center for Global Social Responsibility (CGSR) has carried out interdisciplinary research on corporate social responsibility, socially responsible investing, social economy, development cooperation, and public-private partnerships. It also served to bridge the gap between academics and practitioners.

4) Global Ewha GSIS

The Ewha GSIS student body is truly global and diverse. For example, in addition to students from Korea, the students also come from the United States, Argentina, Australia, Canada, China, Nigeria, Pakistan, the Philippines, and Vietnam to name a few. Thus, students not only learn in the classroom about topics such as multiculturalism, but actually learn to "live" and "cooperate" within a multicultural environment. Due to the small class size, and high faculty to student ratio at Ewha GSIS, students form close working relationships with the faculty and find opportunities to participate in the faculty's research projects.

Through the high standard of education and training excellence at Ewha GSIS, students develop acute analytical skills, become savvy negotiators, learn effective written as well as oral communication skills, develop the ability to work effectively in teams as well as individuals, and become effective decision-makers for the global arena. As a result of our unique educational platform, which is distinguishable from other related programs, our students are strategically positioned to become leading professionals in their chosen fields.

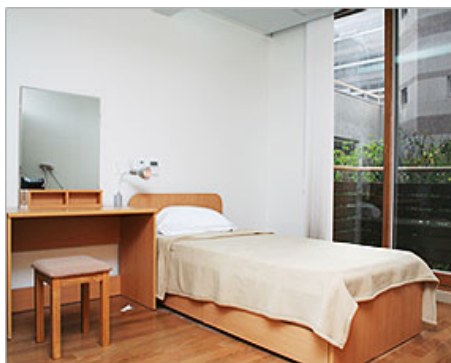
5) Ewha Womans University and GSIS Homepage:

- <http://www.ewha.ac.kr/ewhaen/index.do>
- <http://gsis.ewha.ac.kr/>
- <http://ewhakoica.ewha.ac.kr/>

2. ACCOMMODATION

Ewha Womans University has three types of dormitories: Hanwori Hall for undergraduate students, I-House for graduate students and professors, and E-House for exchange students and guests. I-

House Dormitory will be arranged for both master and doctoral students.



I-House dormitory consists of two nine-story buildings which sum up to 16,597^m₂ in gross area. It has an inner court with two beautiful lawns that provides a rest for all residents (68 single rooms, 180 twin rooms for graduate students, 22 rooms for professors or researchers) Each room is equipped with an air conditioner, bathroom, a small refrigerator, internet, desks & chairs, wardrobes, etc. Subsidiary facilities such as a computer room, seminar rooms, reading rooms, prayer room, lounge, fitness room, laundry & ironing room, and kitchenettes provide a perfect convenience for residents. Events on birthdays, Easter, Thanksgiving are great social offerings to dormitory life. With its excellent facility, the dormitory plays an important role in promoting intercultural communication and Ewha spirit among residents. (Ewha Graduate Student Dormitory Website: <http://dmtrygr.ewha.ac.kr/>)

Ewha Womans University Dormitory Regulations

Master's degree program: The rooms are double-occupancy

Ph.D. degree program: The rooms are single-occupancy

All students must reside in the dormitory and living off-campus is prohibited during the period of the scholarship program.

3. OTHER INFORMATION

A. Facilities

1) The Central Library

The Central Library is acclaimed to be one of the most renowned libraries in Korea.



The seven-story building has a capacity of 4,000 seats and 1.5 million books, 10,000 periodicals, 26,000 electronic journals, and 110,000 microfiche and a computerized catalogue system that can be accessed on-line at <http://lib.ewha.ac.kr/>.

The Ewha library system, including branch libraries (engineering, law, theology, music, and medical) has developed in-depth research services to provide subject guides, research instructions and information search services for individuals or groups.

2) Ewha Campus Complex (ECC)

ECC is the largest multi-purpose educational underground campus in Korea. The building has various facilities for students such as classrooms, study-rooms, seminar rooms, multi-purpose exhibition hall, student service center movie theater, concert hall, IT service center, copy center,

cafeteria, fitness center, restaurants, bookstore, bank, convenient store, pharmacy, and many more.

3) Wifi on campus

Wifi is available on campus free for currently enrolled students

4) Cafeterias and Snack Bars

There are four different student cafeterias on campus. They all serve different menus and the prices slightly differ from one another. There are various ethnic and multicultural restaurants near the campus.

5) Computer Lab

Ewha has many computer labs across campus that are available for students' needs. Laptop Rental is available for enrolled students

6) Sports Facilities

There are various sports facilities on the campus including swimming pool, tennis court, and fitness room that students can use for free or at a low fee.



7) Student Health Center on Campus

The University Health Center is a student welfare organization that provides students with health and medical care services to keep the campus healthy. Services provided include health care, medical treatment, environmental hygiene, and health education.

Students are entitled to use the health and medical care services, offered by the Center for free or for a nominal fee.

8) Ewha Womans University Hospitals

Ewha Womans University has two general hospitals located in Mokdong and Magok in the city of Seoul. Ewha Family Discount is offered for the students.



9) Off-campus hospitals near Ewha campus

There are a number of hospitals, clinics, and pharmacies close to the campus.

Shinchon Severance Hospital (Yonsei University College of Medicine) is located within walking distance. Guide and information on off-campus hospitals/clinics will be provided during the orientation.

Campus Map



Campus Map

- | | |
|--|---|
| 1 Main Gate | 41 Ewha-SK Telecom Center |
| 2 Ewha Welcome Center | 42 Ewha-Samsung Education Culture Building |
| 3 Admission Hall | 43 Ewha-Shinsegae Building(Business) |
| 4 Ewha Campus Complex(ECC) | 44 Upper Room |
| 5 Pfeiffer Hall(Main Hall) | 45 Ewha Elementary School |
| 6 Physical Education Building A(Thomas Hall) | 46 Ewha-Geumnan Junior High School |
| 7 Physical Education Building B(Gibson Hall) | 47 Back Gate |
| 8 Physical Education Building C | 48 Student Union |
| 9 Art & Design Building A | 49 Pharmaceutical Science Building A (Appenzeller Hall) |
| 10 Art & Design Building B | 50 Pharmaceutical Science Building B |
| 11 Art & Design Building C | 51 Ewha-POSCO Building (Social Sciences) |
| 12 Natural History Museum | 52 Hak-gwan |
| 13 Sculpture Studio | 53 Humanities Building |
| 14 Music Building | 54 North Gate |
| 15 Longview House | 55 Education Building A |
| 16 Yeonghak-gwan | 56 Education Building B |
| 17 Helen Hall(Nursing Science) | 57 Ewha-Geumnan High School |
| 18 Ewha Centennial Library | 58 Science Building A |
| 19 Law Building | 59 Science Building B |
| 20 Wichita House (President's Residence) | 60 Science Building C |
| 21 Aryeong-dang (House Management House) | 61 Science Building Hyundai Motor |
| 22 Ewha Archives | 62 Asan Engineering Building |
| 23 Jinseonmi-gwan | 63 New Engineering Building |
| 24 Case Hall(Graduate School Building) | 64 Industry-University Cooperation Building |
| 25 Emerson Chapel | 65 Collaborative Research Building(tentative name) |
| 26 Clara Hall(Graduate School Building II) | 66 Herb Garden, Green house |
| 27 Welch-Ryang Auditorium | 67 Ewha Hakdang (The Ewha Foundation) |
| 28 Centennial Museum | 68 North A-hyeon Gate |
| 29 Ewha Athletics Track | 69 Tennis Court |
| 30 International Education Building | 70 Community Welfare Center |
| 31 Ewha Womans University Church | 71 Hanwoori House (Undergraduate Student Dormitory) |
| 32 West Gate | 72 Ottogi Global House |
| 33 I-House A | 73 E-House |
| 34 I-House B | 74 ROTC Building |
| 35 Ewha-Samsung International House | 75 Hanisol Building |
| 36 I-House D | 76 Ewha-Ottogi Daycare Center(tentative name) |
| 37 I-House E | |
| 38 Ewha-ALPS Children's Center | |
| 39 Ewha Kindergarten | |
| 40 Human Ecology Building (Morris Hall)/Alumnae Building | |

IV. ACADEMIC REGULATIONS

1. PROGRAM REGULATIONS

A. Academic Affairs

6 semesters of full-time registration is mandatory. 36 total credits are required to graduate.

If a student wants to write a doctoral thesis proposal in her fourth semester, she must fulfill 36 credits by the end of her fourth semester.

A student with a GPA below 2.50 (on a 4.3 scale) for two consecutive semesters will be automatically expelled from the program. Course Evaluation criteria will be announced on the syllabus. Student's class attendance will be also inclusive in the evaluation criteria.

Minimum GPA for Functional Concentration Requirements courses is B0 or higher (3.0)

B. Thesis Advisor

Students are advised to choose their thesis advisor at the early stage of the master's program.

Thesis evaluation committee (5 faculty members including the thesis advisor) is organized by the GSIS Academic Committee.

C. Research Ethics Courses

All thesis writing students should take Research Ethics course online before completing their comprehensive examination. (Mandatory Course: Research Misconduct)

D. The Honor Code

In keeping with the long tradition of Ewha Womans University as a global leader among its domestic and international peers, the Graduate School of International Studies of Ewha Womans University has adopted the Honor Code as an expression of its commitment to educating leaders in an environment of the highest and best ethical standards. All GSIS students including KOICA scholarship students must accept the responsibility to maintain the Honor Code at all times as follows:

- a) *As a student of Ewha Womans University, I will establish and maintain the highest standards in academic work.*
- b) *I will not lie, cheat, or steal in any academic endeavor, nor will I accept the actions of those who do. This means that I will:*
 - *not give or receive aid during examinations;*
 - *not give or receive un-permitted aid in any work used as the basis of grading;*
 - *not engage in plagiarism.*
 - *actively encourage others to uphold the spirit and letter of this Honor Code.*
- c) *I commit myself to act honestly, responsibly and honorably in all my activities.*

Official Discipline: Faculty members and the Dean of GSIS will determine disciplinary measures on a case-by-case basis. Standard penalties for a first offense may include: failure or no credit for the course in which the violation occurred, hours of community service, notice to the student's family, a one-semester suspension from the University and/or a combination of these measures. Multiple violations will usually result in expulsion from the University.

2. DORMITORY POLICY

A. Residents below will be disqualified for residence in Dormitory

- who has previously been evicted from the Dormitory.
- who has a contagious illness.
- who is disqualified by the Director of Dormitory for potential misconduct.
- who has any visitors in the rooms without the permission from the Dormitory Office.
- who is not enrolled in graduate courses (i.e. taking a leave of absence from school)
- who violated the dormitory rules and regulations.

B. Residence Period

Residence period will be within the academic term in which the resident is enrolled as a full-time student. However, an additional term may be granted if the resident is enrolled for thesis/dissertation semester.

C. Check-out

- a) Borrowed dormitory items should be returned before check-out. The check-out form should be turned in to the Director of Dormitory.
- b) Security deposit may not be requested unless all of the borrowed dormitory items have been returned. Dormitory has the right to retain deposit if it is not requested by the last fiscal day of the academic year.
- c) Dormitory staff will inspect the rooms prior to check out, and the rooms should be in the original condition from moving in.

D. Security

- a) Residents should not have any visitors in the rooms without permission from the Director.
- b) Visitors are prohibited to stay overnight. Violation of this regulation may result in eviction.

E. Visits

Visitors are welcome in the guest area only until 10:00 pm.

F. Cleaning and fire precautions

Residents should be responsible for keeping their rooms clean and take precaution to prevent fires.

Negligence of these responsibilities may be grounds for demerit.

G. Advertisements or flier distribution

Only those advertisements approved by dormitory office may be posted on designated boards.

However, simple personal notes to and from friends among the residents can be freely posted.

H. Indemnification

Residents will be charged for any damage and/or loss of Dormitory property and room amenities.

I. Disciplinary action

a) The Director of the dormitory may give warnings or order evictions for the following violations:

- Warnings: if the severity of the violation is deemed grave, the demerit points may be imposed with warning.
- Eviction: If a resident's demerits exceed 10 points according to the demerit guidelines, this may result in eviction.

b) The following conducts may also result in eviction.

- Status found to be ineligible after moving in.
- Failure to pay all fees.
- Violation of Article 12: Residents should not have any visitors in the rooms without permission from the Director. Visitors are prohibited to stay overnight. Violation of this regulation may result in eviction.
- Other serious misconducts.

3. RESPONSIBILITIES OF KOICA SCHOLARSHIP PROGRAM PARTICIPANTS

- Take up the scholarship in the academic year for which it is offered (deferral is not allowed)
- Follow the training program to the best of their ability and abide by the rules of the training institute and KOICA
- Reside in the accommodation designated by the training institute for the duration of the course except holidays or temporary leave on the condition that the leave is reported to the university in advance.
- 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, her status as a KOICA program participant may be suspended and, in some cases, participant will be asked to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.
- Participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance
- Advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study

- Refrain from engaging in political activities or any form of employment for profit or gain
- Agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary
- Return to their home country upon completion of their training program
- Do not extend the length of their training program or stay for personal convenience. Neither KOICA nor the university will provide any assistance and be responsible for an extension of their stay

V. REQUIRED DOCUMENTS

All documents should be sent to the KOICA Overseas Office or relevant government office.

- 1) Completed KOICA Application Form
- 2) Completed Application Form for EWHA GSIS [Form 1]
The Ewha GSIS form is available from the Ewha-KOICA website:
<http://ewhakoica.ewha.ac.kr/>
- 3) Certificate of current employment
- 4) A copy of passport
- 5) Two passport-sized photos
- 6) Statement of Purpose (SOP) [Form 2]
- 7) An essay on "Gender equality and women's leadership in ASEAN" [Form 3]
※ The SOP (6) and Essay (7) must be emailed directly to the EWHA-KOICA office as
electronic files in MS Word format (ewhakoica@ewha.ac.kr)
- 8) Two letters of recommendation [Form 4]
- 9) Photocopied bachelor's & master's degree and official transcripts (translated in English)
- 10) Master's thesis (or equivalent) completed at the university participating in the KOICA
Scholarship Program (Submit an electronic file only)
- 11) Curriculum Vitae/Resume

※ For further inquiries, please contact EWHA-KOICA office by e-mail (ewhakoica@ewha.ac.kr) or
phone call (+82-2-3277-3655)

***Important Notes for All Applicants:**

- 1) All forms and supporting documents **should be typed in English**. Documents in any other language should be accompanied by a notarized English translation.
- 2) Original documents should be submitted. (If unavailable, the originating institution must authorize copies before they are submitted.)
- 3) If any of the submitted materials contain false information, admission will be revoked.
- 4) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- 5) Applicants should take full responsibility for any disadvantages due to mistakes or omissions in the application.

VI. CONTACTS

CONTACT INFORMATION

A. Korea International Cooperation Agency (KOICA)

• **Program Manager : Mr. Wonjune Jang**

- Scholarship Program Team
- Address : 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do, 13449, Republic of Korea
- Phone : +82-31-740-0681
- Fax : +82-31-740-0765
- E-mail : jangwj@koica.go.kr
- Homepage : <http://www.koica.go.kr>

• **Program Coordinator : Ms. Jiyeon Jung**

- Phone: +82-2-6916-9697
- Fax: +82-2-6916-9634
- E-mail: jung@koworks.org

B. Graduate School of International Studies (GSIS), Ewha Womans University

• **Program Coordinator : Ms. Alicia Kim**

- Phone +82-2-3277-3655
- Fax: +82-2-365-0942
- E-Mail: ewhakoica@ewha.ac.kr
- Home page: <http://ewhakoica.ewha.ac.kr>
- Address: #1101 Int'l Education Bldg., Ewha Womans University, Ewhayeodae-gil 52, Seodaemun-gu, Seoul, 03760, Republic of Korea

*The schedule in this PI (Program Information) is subject to any changes made to KOICA and Ewha Womans University's schedules.