

KOICA- Hanyang Master's Degree Program in Digital Innovation

August 28 2024 – December 23 2025

Ansan & Seongnam, Republic of Korea



We strongly recommend that **applicants carefully review and adhere to the instructions provided in the Program Information.*

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★ IMPORTANT NOTICE from KOICA

The 2024 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements.

[This Program Information \(hereinafter PI\) serves as a guide for the second round, the Institution \(University\) Selection.](#)

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **[VIII.CONTACTS](#)** and contact us accordingly.

① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	
February 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail)
	Document Screening
	On-site Interview
	First Round Result
② INSTITUTION(University) Round (Only for those who pass the first Round)	
March to June 2024	Submission of Application Package (Via University email /system)
	Document Screening
	Local Health Check-up
	Original Document Submission (Using DHL / to Institution)
	Interview (or/and Exam)
	Second Round Result

NOTE: Upon successfully passing the second stage of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-stage selection process will be provided exclusively to successful candidates.

I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-HANYANG Master's Degree Program in Digital Innovation

■ **Duration Details**

- **Stay duration: August 28, 2024 - December 23, 2025 (16-17 months)**

During the 16-17 months at Hanyang, students are strongly recommended to complete their thesis.

- **Academic duration: September 02, 2024 -August 31, 2026 (24 months)**

In accordance with the university regulations, the diploma will be issued in August 2026.

**The schedule may be subject to change based on internal circumstances or instructions from KOICA.*

■ **Degree:** Master of Artificial Intelligence (Major in Digital Innovation)

■ **Objectives**

- 1) To cultivate global leaders in public sector from developing countries for a digital transformation
- 2) To make students expand the international partnership in the field of digital innovation with Korea and other countries
- 3) To increase the human network capability as well as administrative capacity and management capability from developing countries

■ **Training Institute:** Hanyang University ERICA

■ **Number of Participants:** 25

■ **University Admission Qualification:**

- 1) Applicants who meet the qualifications of KOICA scholarship Program
- 2) Applicants with foreign nationality whose parents both have foreign nationality (non-Korean nationality)
- 3) Bachelor's degree required for Master's program admission
- 4) Ability to directly and indirectly learn the contents of various fields of digital innovation
- 5) Those who are able to understand, write and speak academic English

■ **Language Requirement:** English (**good enough level to achieve academic requirements**)

■ **Accommodations:**

- 1) Dormitory is called Changeui-gwan (Residence Hall1)
**Address: Residence Hall 1, 55 Hanyangdaehak-ro, Sangnok-gu, Ansan, Gyeonggi-do, Republic of Korea (Post Code: 15588)*
- 2) 2 students share a room
- 3) A private bed (size: 900mmx2000mm), desk, bookshelf, closet for each person
**You need your own bedclothes: bed sheet, pillowcase, blanket, etc.*
- 4) Shared laundry room in each building
- 5) Dormitory Facilities: store, food court, sports field, cafe, study room, karaoke, etc.
- 6) Shared kitchen available
- 7) Shared Halal kitchen available **Halal food is not offered in any of the dormitory cafeteria*

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2024. 08. 28	Arrival, KOICA Orientation
	2024. 08. 28~09.27	Bank, VISA, Medical Check-up
Pre – Course	2024. 08. 28~08. 30	KOICA & University Orientation Korean Language & Culture Class
Fall Semester (1 st semester)	2024. 09. 02~12. 21	Fall Semester (1 st semester)
Winter Break	2024. 12. 24~2025. 02. 28	Korean Intensive Class
Spring Semester (2 nd semester)	2025. 03. 04~ 06. 21	Spring Semester (2 nd semester)
Summer Vacation	2025. 06. 23~08. 29	
Fall Semester (3 rd semester)	2025. 09. 01~2025. 12. 19	Fall Semester (3 rd Semester) Thesis Submission and Oral Defense
Wrap-up Session	2025.12.12	Graduation Ceremony
	2025.12.18~12.23	Departure

*The above schedule is subject to change.

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

2. CURRICULUM

1) Curriculum & Credits

- Credits required to complete the Master's program: 27 credits

* The above curriculum is subject to change.

Type	Type	Course Title	Hour	Credit	
Pre-Course (2)	-	Orientation	-	-	
	-	Korean Language & Culture Class	30	-	
	-	Academic Information Session	-	-	
Summer/Winter	-	Korean Intensive Class	80	-	
Mandatory	Required	HYPER Hanyang**	16	1	
	Required	Research Design	48	3	
	Required	Master's Thesis Study	-	2	
Mandatory <i>*Required to take one of the three courses</i>	Electives	Digital Based Business Management	48	3	
	Electives	Digital Production Management and Manufacturing	48	3	
	Electives	Digital Policy and Technology	48	3	
DNA	Select 4 (four) courses	Electives	Big Data and Artificial Intelligence	48	3
		Electives	Internet of Things: Connectivity, System, and Applications	48	3

Type	Type	Course Title	Hour	Credit
Ecological Reinforce-ment	Electives	Blockchain and Information Security	48	3
	Electives	IoT Practice and Field Application	48	3
SOC Digitalizati-on	Electives	Environmental Technologies in Buildings	48	3
	Electives	Digital Transportation and Logistics	48	3
	Electives	3D User Interface	48	3
	Electives	Smart City Present and Future	48	3

*The above curriculum is subject to change

** Hyper Hanyang is an online course which covers research ethics, research method, leadership and career development

2) Graduation Requirements

- Complete 27 credits or above including all mandatory & required courses
- Submission and qualification of Thesis
- General test: 2 subjects for Master's degree
- Korean Language Proficiency Test (Korean: TOPIK Level 4)

**Strongly recommended by Hanyang University*

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Orientation for International Students

- Introduction to life on campus
(Student supporting programs, visa, insurance, academic information, facilities, etc.)

2) Buddy Program-Hanmille

- Matching new incoming international students with current students
- Hanmille is the word combined with 'Hanyang' and 'Cimille', which means best friends, hoping that students could make best friends through this program
- Hanmille was set up to ease the transition for the incoming student as well as offer a social, cultural exchange between the 'mentor' and the 'mentee'

3) Cultural Activities

- Various activities help students learn about Korean culture





4) Field Trip & Industrial Visit

- Diverse learning-based, and a fabulous range of industries across different sectors (e.g. Kakao, LG Innotek, KITECH, Techno Park, etc.)



III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

'The New Standard for Education Research and Industry Collaboration'

ERICA stands for **E**ducation-**R**esearch-**I**ndustry-**C**luster-at **A**nsan and represents a successful model for industry cooperation with outstanding talent to bring about innovators and leaders who are needed in global society. Hanyang University ERICA is setting the standard for specialized universities that seek to combine their research centers with businesses, working together to educate and provide on-hands training. ERICA is recognized as the most active industry-cooperation university in Korea.

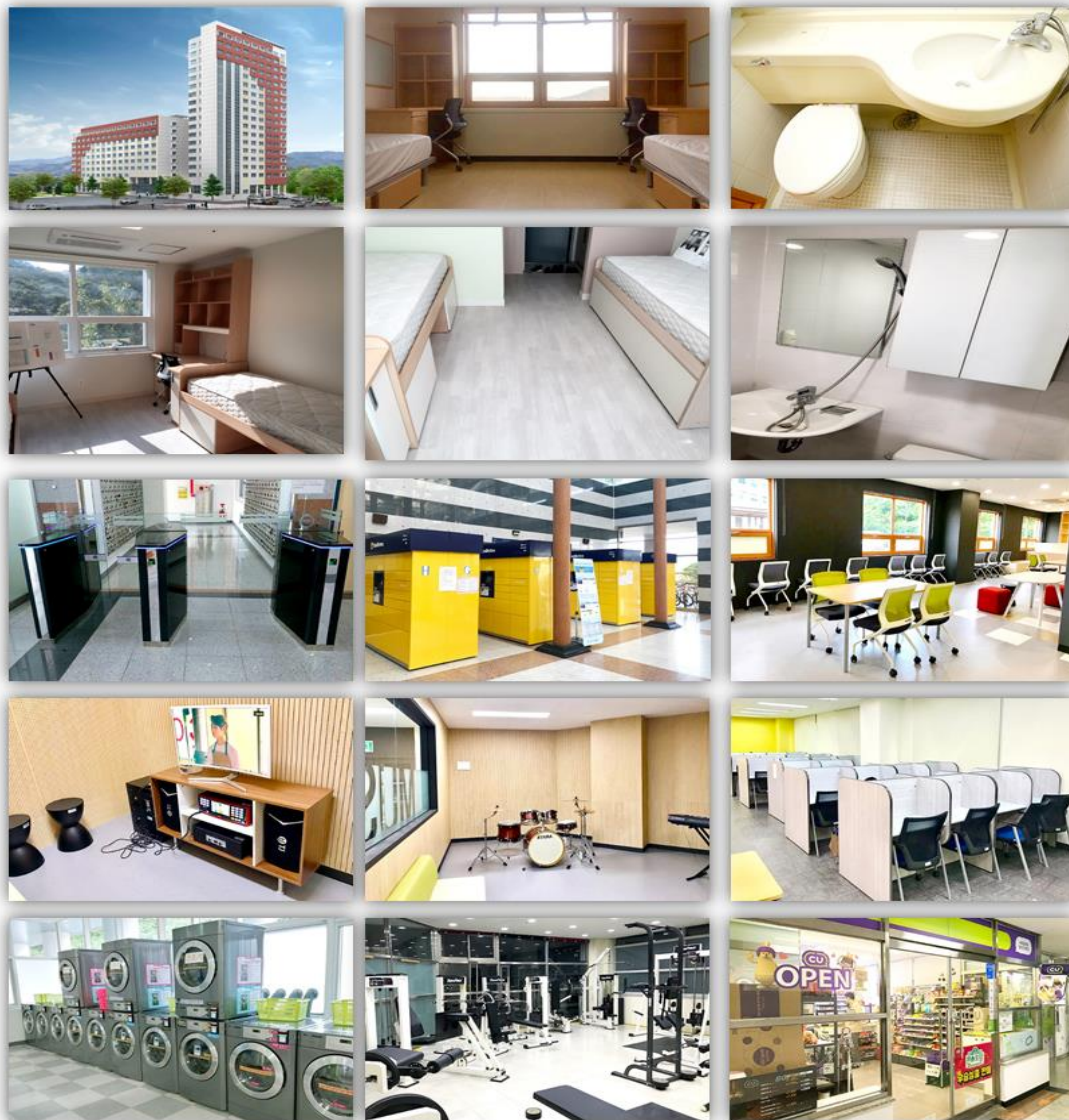


2) Homepage: www.hanyang.ac.kr/english

2. ACCOMMODATION

The Hanyang University ERICA has a residence hall which can accommodate approximately 3,000 students. On-campus accommodations are guaranteed to international scholarship holders. Multilingual staff and residence assistants reside within the residence halls.

There are various facilities (cafeteria, kitchen, gym, laundry room, convenience store, food court, sport field, café, study room, karaoke, etc.) within the residence halls. Furthermore, there are facilities for Muslim students within the accommodation (Muslim Kitchen and Prayer Room).



*For more information: <http://hydorm.hanyang.ac.kr/>

3. OTHER INFORMATION

1) Counseling Program

- Professional counselors help students to resolve their problems through Counseling Program. Two counsellors are dedicated to serving international students and offer counseling in 3 languages. (Korean, English, and Chinese)

1. Individual counseling

A professional counselor will help you to re-examine and improve your ability to solve problems that are difficult to go through on your own

- Mental health problem (Ex. suicidal behavior)
- Emotional difficulties (Ex. anxiety, sadness, anger, etc.)
- Difficulty of settling into studying abroad and college life
- Academic issues
- Problems on future career
- Interpersonal issues

2. Group Therapy/Workshop

Group counseling topics are provided in line with the needs of international students. With a professional counselor, you are able to talk with others who have similar problems, understand others, and resolve problems together with advisors

3. Psychological Testing

Psychological assessments provide a systematic framework to understand an individual's personality, behavior, etc., and to understand their own problems objectively.

The purpose of this psychological assessment is to help students improve understanding of oneself and to support their life on campus to get ready for society by exploring their own personality/interests/aptitude.

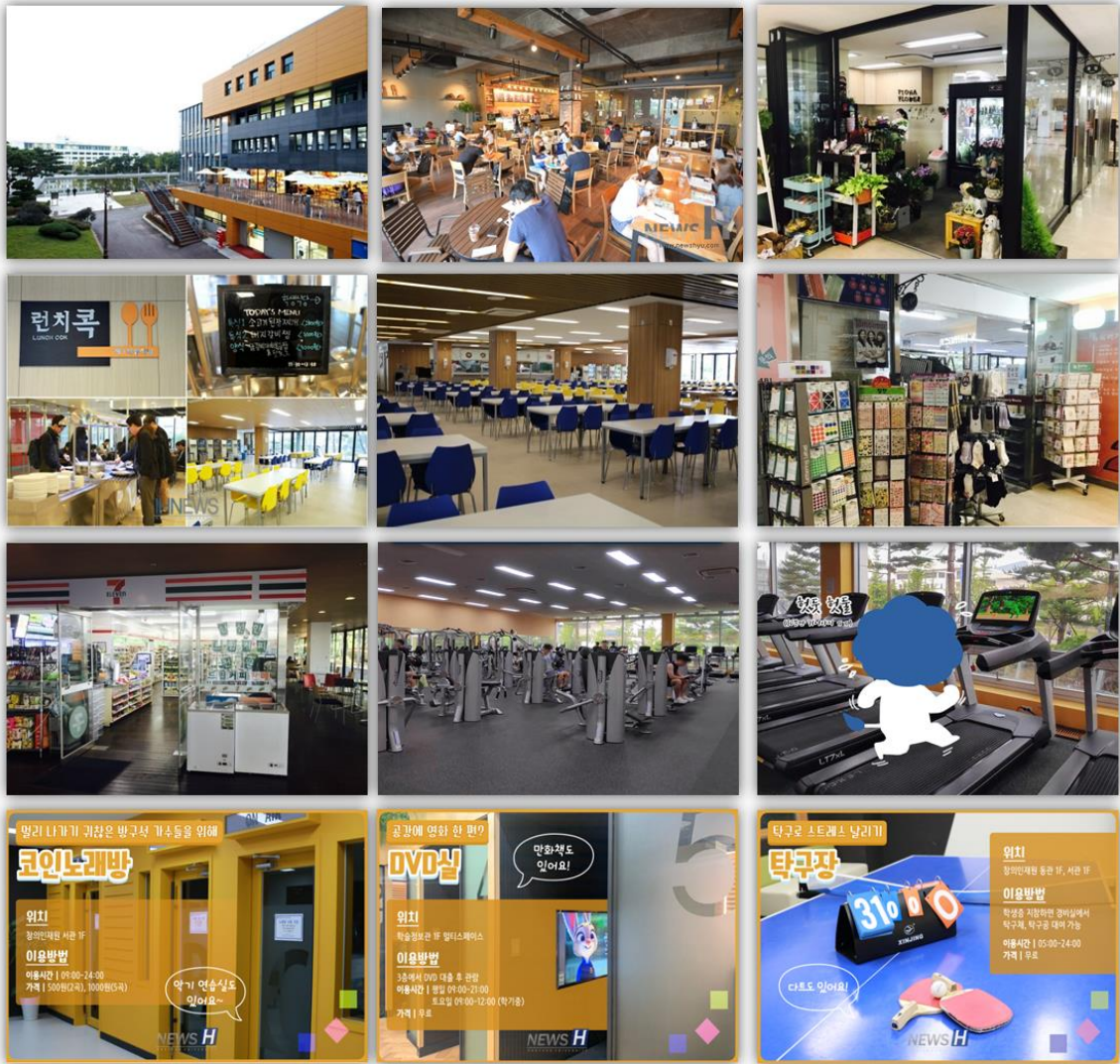
- Characteristics examination: MBTI, Holland
- Psychological/affective points: MMPI-2, SCT

4. Contact: Office of International Affairs (International Counseling Office)

- Location: Student Welfare Building 3rd floor, Global Lounge
- Tel.: 031-400-4926
- E-mail: talk@hanyang.ac.kr

2) Student Facilities

- There are various facilities for students at the campus
- Cafeteria, Book Store, Stationery Store, Café, Convenience Store, Bank, Post-office, Fitness Center, Recreational Center, Souvenir Shop, etc.



3) Facilities for Muslim Students

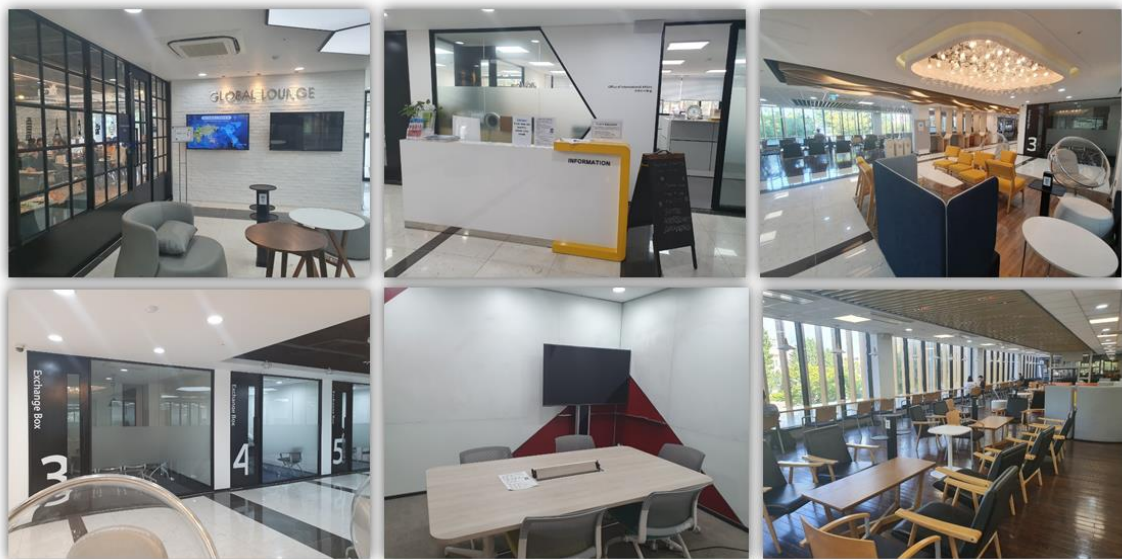
- There are praying rooms and kitchen for Muslim students
- *You may inquire details to dormitory administration in the future





4) Global Lounge and Information Desk

- At the Information desk, student volunteers help international students in various fields and assist them to receive relevant service
- Students can use study room or take rest within the lounge



5) Library (Academic Information Center)

Room	Location	Semester	Vacation
		Weekdays	Weekdays
Multi-space & Electronic Information Centre	1st floor	09:00~17:00 *Closed on Saturday	10:00~17:00 *Closed on Saturday
Information Center / Korean Museum of Literature	2nd floor		
Borrowing / Return & Information Centre	3rd floor		
General Reading Room	2nd/4th floor	The 1st reading room: 08:00~24:00	
Group Study Room	4th floor	09:00~17:00	

- Students can borrow books and academic materials from the library
- Access to international journals and academic materials available
- Website: <https://information.hanyang.ac.kr>
- Borrowing & Returning Policy

	Printed Materials		Non-printed Materials	
	Quantity	Duration	Quantity	Duration
Graduate Student	20	30 days	3	3 days
Undergraduate Student	10	14 days	3	3 days



6) Health Care

- All Hanyang ERICA students are insured by National and private Insurance Services
- There is a University Healthcare Center in the center of the campus which students can freely use with no charge
- Hanyang has two university hospitals where students can receive discounts upon request

Name	Type	Distance	Phone
Ansan Sangnoksu Health Center	Public Health Center	1.3km	1666-1234
Danwon Hospital	General Hospital	2.2km	031-8040-5911
Hando Hospital	General Hospital	6.6km	031-8040-1114
Korea Univ. Medical Center Ansan	University Hospital	3.5km	031-412-5381

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism

Hanyang has a strict academic regulation that 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 class for at least two-thirds of the total class hours shall earn failing grade. Attendance takes a very important part in evaluation for the course and students who are absent for more than three classes can be given an "F" grade for the course.

If a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and professor to get an approval by submitting the proof documents in advance or later as instructed by the program administrator:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.

2. Mandatory Dormitory Residence

All students are required to live in the dormitory. Off-campus accommodation is not permitted.

3. Compliance with Residency Rules

Any student found in violation of residency regulations will be expelled from the dormitory and must promptly return to their home country

4. Course Load

At Hanyang University one (1) credit equals fifteen (15) contact hours. All academic courses are three (3) credits each with total of forty-five (45) contact hours. All elective courses are one (1) credit each with total of fifteen (15) contact hours.

	Hanyang Credits	Contact hours
Academic Course	3 Credits	45 hours
Elective Course	1 Credit	15 hours

5. Course Availability

Except for only specific cases, a course will be cancelled if less than five (5) students register for the course. If a course is cancelled under the minimum student's number policy, we will immediately contact students and ask them to consult with us regarding alternate course registration.

All courses have limited number of slots available and it will be reserved on first-come and first-served basis. It is strongly recommended to think of plan B with course registration in case students are not able to register specific courses they primarily desire due to the limited seats or course cancellation.

6. Grading Policy

The student's academic performance is assessed according to five different criteria written in each course syllabus. All courses will be graded on an absolute evaluation basis and grades will be marked as "A+, A0" to "F" scale on the transcript.

Letter Grade	Numerical Value	Grade Point
A+	95-100	4.5
A0	90-94	4.0
B+	85-89	3.5
B0	80-84	3.0
C+	75-79	2.5
C0	70-74	2.0
F	0-69	0.0

V. PRECAUTIONS

- 1. Possibility of Online Program:** According to arising circumstances due to the spread of any pandemic and public health regulations thereof, 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. 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.

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.
- 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.
- 6. Check-in to Dormitory:** In principle, dormitory check-in is required of program participants. Dormitory at Hanyang University ERICA requires some supplies that details will be informed to the accepted students in the future.
- 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. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

- This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office(Korean Embassy).

■ Application Method

- The designated university personnel will send an email to each successful applicant, providing the necessary documents for university enrollment and offering guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)
- Applicants should send a scanned copy of their application documents to the university via the official university email: hykoica@hanyang.ac.kr
- It is not necessary for applicants to submit the original hard copy of their application documents at this stage.
- Official graduation certificates and transcripts must be certified by the Korean Embassy or Consulate

Admission Steps	Contents	Period
Step 1	University Documents Submission (Via University email)	March
Step 2	Document Screening	April
Step 3	Interview(online)	April
Step 4	Submission of Local Medical Check-Up Result	May
Step 5	Original Document Submission (Using DHL / to University)	May
Step 6	KOICA & Admission Notification(Final Result)	June
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August

*The above schedule is subject to change.

1) Step1: University Documents Submission:

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated email address. Applicants are requested to email scanned copies of the university-required materials to hykoica@hanyang.ac.kr
- Details about all the required documents can be found on page 18-19.

2) Step2: Document Screening (Hanayng University)

- Documents of the applicants who have been nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale),

English proficiency, current affiliation, and work experience will be carefully considered.

- The results of the first round of the selection process will be communicated to both the applicants and KOICA, respectively.

3) Step3: Interview

- Applicants who successfully passed the step2 of the selection process (document screening) will have an arrangement for Zoom or phone interviews.

4) Step4: Original Document Submission:

- Applicants are respectfully requested to submit original documents to the university. The university will provide precise information concerning the requisite documents in their original version, along with the stipulated period for document submission. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only by KOICA. For details information of sending original document, please refer to Section VII. HOW TO SEND ORIGINAL DOCUMENT

5) Step5: Submission of Local Medical Check-up Result

- Those who have successfully passed the step2 of the selection process (Successful applicants of document screening) must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

6) Step6: Admission Notification

- Admission result will be notified to the regional KOICA overseas offices or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

▣ Required documents

<input type="checkbox"/> Copy of the Application Form	
<input type="checkbox"/> Personal Statement and Study Plan	
<input type="checkbox"/> Bachelor's Degree Certificate	<ul style="list-style-type: none"> • MA Program Applicants: Original Apostille or Consular Official Transcript Authentication
<input type="checkbox"/> Official Transcript of Bachelor's Degree (All semesters)	
<input type="checkbox"/> Copies of Passports (applicants and both parents)	<ul style="list-style-type: none"> • Copy of Applicant's Passport: Mandatory • Copy of Applicant's ID: N/A • Copies of both Parents' Passports or ID Cards: Mandatory (either one of them) ※ Passports and ID cards must be valid. ※ For other foreign nationals, if their ID cards for submission are in other language than Korean or English, they must be accompanied by original notarized translation.

	<p>※ Non-passport holders can submit ID cards(except the driving license) that can prove nationality instead.</p>
<p><input type="checkbox"/> Original Official Document proving the family relations between the applicant and his/her parents (Notarized Document: issued after April 1st, 2024)</p>	<p>• Submit one of the followings:</p> <ul style="list-style-type: none"> - Original Birth Certificate with both parents' names stated - Original Family Relation Certificate (If the above documents are in other language than Korean or English, it must be submitted with original notarized translation) <p>※ If the family relation certificate does not verify relationship between applicants and both parents because of their divorce or death, an additional certificate of divorce or death must be submitted with notarized translation in English.</p>

- ※ If there's only one original degree certificate, please certify a true copy attestation with photocopy of the apostilled or consular confirmed documents, and then submit the hard copy of those attested copies
- ※ Documents that are not written in Korean or English must be accompanied by notarized translations in either language.
- ※ All submitted documents will NOT be returned to the applicants. We advise applicants to prepare additional documents for visa applications.
- ※ Online application on Hanyang's website is required and guideline will be informed after being admitted to Hanyang University and the online application should be completed on a designated date in 2024 which will be informed in the future.

VII. HOW TO SEND ORIGINAL DOCUMENT

▣ **This page is reserved for applicants designated by the institution, who are required to submit original documents for processing.** The institution will correspond via email with applicants obligated to submit original documents, furnishing comprehensive details regarding the specific documents required, along with the stipulated deadline for submission. Applicants are required to adhere to the following procedures for dispatching documents via DHL. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only. In step 5 and 6, please consult the attached document on the CIAT website for the DHL call center phone number.

Step 1	Step 2	Step 3
		
<p>KOICA will dispatch a KOICA Document envelope and a return invoice to your address. Kindly provide your home address for completion.</p>	<p>Upon receiving the item, please examine the return airway bill and the enclosed invoice.</p>	<p>Kindly place the original documents inside the envelop you have received.</p>
Step 4	Step 5	
		
<p>Please request a pickup. You can verify the details in step 5. Please choose between a visit reservation and telephone reservation.</p>	<p>Visit reservation Visit nearest DHL service center *Kindly check the attached file (DHL Call Canter)</p>	<p>Telephone reservation *Kindly check the attached file (DHL Call Canter)</p>
Q & A		
	<p>Should you have any inquiries, please utilize the DHL call center *Attached file (DHL Call center phone number) is available on the CIAT website</p>	

VIII. CONTACTS

1. UNIVERSITY

▣ Graduate School of Hanyang University

- Program Manager: Dr. Yong Han Ahn
- Administrative Assistant: Cindy Kim
- Contact: +82-31-400-5015
- E-mail : hykoica@hanyang.ac.kr

2. KOICA & KOWORKS

▣ General inquiries regarding application process

- E-mail: koica.sp@koworks.org
- Homepage: <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and Hanyang University Schedule.