

KOICA-Incheon National University Master's Degree Program in Capacity Building for Response to Climate Change

August 19 2024 – December 31 2025

Incheon, Republic of Korea



Korea International Cooperation Agency



Incheon National University

**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-INU Master's Degree Program in Capacity Building for Response to Climate Change

■ Duration Details

- Stay duration: August 19, 2024 ~ December 31, 2025 (17 months)

During 16-17 months at Incheon National University, students are strongly recommended to complete their thesis.

- Academic duration: September 1, 2024 ~ February 14, 2026 (18 months)

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

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

■ Degree: Master of Engineering

■ Objectives

- 1) To cultivate global leadership in responding to climate change in target partner countries through greenhouse gas inventory analysis and evaluation of a reduction of the potential acquisition.
- 2) To provide theoretical as well as practical education, field visits, and internship opportunities that would help government officials from KOICA's partner countries.
- 3) To reinforce the participants' understanding of the Republic of Korea's development experiences and enable participants to contribute to the benefit of the sustainable development of their respective countries with the knowledge acquired from the Republic of Korea.
- 4) To provide participants with a platform to create and cement cooperative relationships and personal networks with scholars, professionals, and government officials from the Republic of Korea and other countries.

■ Training Institute: Incheon National University

■ Number of Participants: 25

■ University Admission Qualification:

Candidates:

- 1) Applicants who meet the qualifications of KOICA scholarship Program
- 2) Must be in good physical and mental health to complete the program.

■ **Language:** English

The training is conducted entirely in English. Therefore, a high level of English proficiency is essential. This includes advanced skills in reading, writing, speaking, and listening, equivalent to the proficiency required for university-level studies.

■ **Accommodations:** INU Dormitory 1 (Campus), divided double room.

- **Address:** Building #18, 119, Academy-ro Yeonsugu, Incheon Republic of Korea, 22012

- Each room is furnished with a bed, desk, bookshelf, closet (per person) and wi-fi
- Personal items, including blankets and pillows, are not provided
- Possessing or using any electric heating appliances is *strictly banned*
- Every residence hall has a communal kitchen on the 1st floor
- Single Occupancy-shared toilet and shower room with 2 people

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2024.8.21. ~	Arrival KOICA Orientation, Medical Check-up
	2024.8.26. ~ 31.	INU Orientation Preliminary Session Campus Tour Course Registration: 8.22. ~ 28.
Pre - Course	~ 2024.8.30.	Welcome Ceremony
1st Semester	2024.9.2. ~ 12.13.	1st day of 1st Semester: 9.2. Foreign Language Test (Approved for Foreign Language Test) Application Period: 9.2. ~ 6. Submission of an Application for Assignment of Academic Adviser: 9.2. ~ 13. Mid-term Exams: 10.14. ~18. Final Exams: 12.9. ~ 13.
Winter Break	2024.12.14. ~ 2025.2.28.	Course Registration: 2.20. ~ 26. - (Comparative Subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean Language Education Cultural Experience Program (1 time)
2nd Semester	2025.3.4. ~ 6.17.	1st day of 2nd Semester: 3.4. Submission of Research Proposal: 3.22. ~ 26. Mid-term Exams: 4.13. ~ 19. Submission of Opinion on the Presentation of the Research Proposal: 5.22. ~ 26. Final Exams: 6.10. ~14.
Summer Break	2025.6.18. ~ 8.31.	Course Registration: 8.21. ~ 27. - (Comparative Subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean Language Education Cultural Experience Program (1 time)
3rd Semester	2025.9.1. ~ 12.19.	Submission of an Application for Comprehensive Exam: 9.18. ~ 24. Application for Evaluation of Thesis: 10.31. ~ 11.04. Mid-term Exams: 10.19. ~ 25. Submission of 1st Version of Thesis for Examination: 11.28. ~ 12.2. Final Exams: 12.11. ~ 15. Submission of the Final Version of Thesis: 12.18. ~ 22.
Wrap-up Session	2025.12.26.	Graduation Ceremony

	2025.12.27. ~ 31.	Departure
Standard Date for Obtaining the Degree	2025.2.13.	

* The above schedule is subject to change

2. CURRICULUM

1) Curriculum & Credits

- Students are required to take at least 24(M.S) credits for graduation, excluding the preparatory courses and thesis research. The required coursework consists of 9 credit-hour core courses and 12 credit-hour elective courses. (*Courses are subject to change).
- It operates two professional track systems (climate track, low-carbon technology track) tailored to user-centered career paths for public officials in partner countries.
- In the first semester, students take basic major courses, and in the second and third semesters, they select specialized fields suitable for student careers and secure the expertise of education consumers by completing courses for each track.
- In the future, additional major optional courses on climate change adaptation policies and health, climate change response environmental education, material flow optimization, and low-carbon logistics will be opened according to the majors of the participating faculty.

Type	Type	Course Title
Pre-Course	Required (0)	<ul style="list-style-type: none"> ■ Basic climate change <ul style="list-style-type: none"> - Environmental Cooperation for Building a Resource Efficient Society to Respond to Climate Change - Air Quality and Management - Introduction to Environmental Engineering - Sustainable Waste Management for a Healthy Urban Ecosystem - Indoor Environment and Management - Climate Change and Response - Environmental Management Engineering and Disaster Risk Reduction - Renewable Energy - Environmental Planning and Policy - What is an International Development Project
Major Requirement	Required (9)	<ul style="list-style-type: none"> ■ Introduction to Climate Change Study ■ Construction of GHGs Inventory ■ Understanding Local Climate Issues
Major Elective Track 1	Electives (9)	<ul style="list-style-type: none"> ■ Green lifestyle, Green Business and Education ■ Governance and Policies against Climate Change ■ Cooperation between Developed and Developing Countries to Cope with Climate Change
Major Elective Track 2	Electives (9)	<ul style="list-style-type: none"> ■ Technologies for GHG Reduction and Sink ■ Efficient Waste Management and Water Supply ■ Climate Resilient Smart City and Green Village
Major Practices	Electives	<ul style="list-style-type: none"> ■ Climate Action Project Management ■ Data Analysis ■ Guidance on Thesis
Intensive Major	Electives	<ul style="list-style-type: none"> ■ Benefit Cost Analysis ■ Models on Climate Change Estimation ■ Global Energy Market and Policies

* The above curriculum is subject to change

2) Graduation Requirements

- Those who have acquired at least 24 credits (required major 15 credits + major elective 9 credits) and have an average grade of B or higher.
- Those who have passed the foreign language test and comprehensive test.
- Those who have registered for more than 3 semesters and received thesis research guidance.
- Those who have written the thesis for degree and PC (Project Concept) and passed the final examination.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

Programs	Period	Contents
Orientation	March /September	Introduction of INU, campus life, academic information, programs for international students, insurance and mandatory registration items, ISSC, and other relevant issues
Korean language class	March /September	Free Korean language classes to help international students communicate effectively within Korea
Field trip	April/October	Visitation of tourist attractions (e.g. Everland, DMZ, Namiseom Island, Folk Village etc.)
Completion ceremony	June/December	Award ceremony celebrating the completion of academic programs, distribution of certificates honoring students, and commencement speech

1) Academic Counseling and Meetings

- Assignment of an academic advisor per student
- Regular counseling sessions with academic advisor
- Monthly town hall meetings with academic chair
- Regular meetings with University President / Dean of Graduate School (1st and 3rd semester)

2) Preparatory Session Lectures

- Korean language
- Korean society and culture
- Freshmen seminar

3) Field Trips & Cultural Excursions

- Quarterly field trips which provide students opportunities to learn about exemplary development projects in different areas.
- To understand Korea culture, field trip will be provided twice. (Korean palace, Gyeong-Ju)

4) Academic and Professional Networking Events

- Networking event with public officials in Incheon province
- Participation in international development academic conferences

5) Thesis Guidance Plan

- 1:1 match is made between the supervisor in charge and the trainee.
- The thesis topic is determined by reflecting the demand for responding to climate change by country of the trainee, and the thesis should be directed at providing solutions for problem solving.
- Student-centered education with R&D skills is conducted.
- Thesis guidance is conducted once a week, enabling regular interviews with supervisors.
- A progress diary for each week is prepared and systematically managed for thesis preparation.
- By presenting policies and strategies that can be realized through continuous communication with government agencies to which the trainees belong, they can be immediately applied in the field after the trainees' return home.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the University

General Information

- Incheon National University offers advanced degrees through its Graduate School, which currently offers 41 master's and 30 doctoral degree programs. Find the best graduate degree programs to extend your education and enhance your skills. Browse the list of programs below for more information.

Education Philosophy

● VISION OF EDUCATION

- Prepare students to make significant contributions to the nation and mankind by providing education that develops their intellectual, ethical, and spiritual attributes.

● MISSION OF EDUCATION

- To grow prominent leaders who can contribute to national development by building their ability in academic study and originality, seeking the purpose of university education more profoundly and finely.

● GOALS OF EDUCATION

- To grow prominent leaders who can prepare the future society for localization, internationalization and information actively and lead regional and national development.

Department of Climate International Cooperation

- The environmental industry is an enterprise advanced country type, growing with economic development. The Republic of Korea's economic development has graduated its initial stages, and the environmental market is expected to develop. Also, it is predicted that the demand for a labor force in the environmental industry will rapidly increase. For instance, Green Climate Fund(GCF) is now located in Songdo, Incheon, Republic of Korea. To meet this need, the Department of International Climate Cooperation (Cooperative Departmental Program) is aiming to train human resources through interdepartmental and comprehensive education with Social Sciences, Applied Sciences, and Engineering on issues of global climate change, transboundary pollution, climate engineering, methodology, solution, and sustainable energy.

- In the center of Songdo, the necessity of labor force for environmental industry has emerged to cooperate with several international organizations such as the UN(The United Nations) and to participate in environmental programs and sustainable development efforts in the developing countries by organizations such as Green Climate Fund(GCF). To meet this demand, the Department of Climate Cooperation aims to train professionals who can participate in and contribute to the climate business and industry. In addition, courses such as technical training, trend analysis in climate, statistics, and administration are offered in English to prepare professionals in the international business settings of the environmental industry.

Campus Map



- | | | |
|--|---|--|
| 1 Main building / International Office | 12 Convention Center | 23 Auditionium & Performance Hall |
| 2 Faculty office building | 13 College of Social Science/
College of Global Law, Politics and Economics | 24 Observatory |
| 3 PR hall | 14 College of Business/
School of Northeast Asian Studies | 25 Children's Center |
| 4 Computer & Information Center
(BM contents) | 15 College of Humanities | 26 Greenhouse |
| 5 College of Natural Sciences/
College of Life Sciences and Bioengineering | 16 College of Arts and Physical Education | 27 2nd joint Laboratory |
| 6 Haksan Library | 17 Student Center | 28 College of Urban Sciences |
| 7 College of Information Technology | 18 Dormitory #1, #2, #3 | 29 Division of Bioengineering |
| 8 College of Engineering | 19 Industry–University Cooperation Group | 1 Haesong Path |
| 9 Central Laboratory | 20 Sports Center & Golf Practice Center | 2 Younglktoen |
| 10 Guest House | 21 Gymnasium | 3 Haedangwha Path |
| 11 Welfare & Service Center | 22 Reserve Office Training Center | 4 Central Garden |

2) Homepage

Incheon National University

- <https://www.inu.ac.kr/sites/inuengl/index.do?epTicket=ST-591889-c6hRepJdDdc7izGmhXjQ4iefEC50f4fjMlk-27>

Incheon National University Graduate School

- https://www.inu.ac.kr/user/indexMain.do?siteId=grad_eng

3) Useful Website: https://youtu.be/S9RxAwu_bF8?si=6KTzuO6Qcwx8h-by

2. ACCOMODATION

1) Dormitory Programs

- The Dormitory offers a variety of programs for dormitory students each semester. Every semester, weight training, yoga, and calligraphy for a variety of hobbies for students are conducted.

2) General Information

- Incheon National University's first dormitory opened on September 1, 2009, with 31 floors in three buildings (946 people entered), the second dormitory (male students only) opened on March 1, 2018 with 15 floors in two buildings (1,128 people entered), and the third dormitory (female students only) opened on August 31, 2020 with 12 floors in two buildings (998 people entered). These dormitories aim to contribute to the creation of a healthy academic culture by providing an environment in which students' healthy life and true education are harmonized with quality services.

- It has a comfortable living environment and convenient facilities that are comparable to those of world-class university dormitories, as well as providing balanced meals to ensure that there are no inconveniences in life in the dormitories.

Two people share a common bathroom and entrance, while each has a private room.

3) Dormitory Facilities

- The dormitory's common space consists of welfare facilities for students such as the cafeteria, convenience stores, seminar rooms, laundry rooms, DVD rooms, simplified kitchen, public computer rooms, fitness centers, billiard rooms, and reading rooms, and there are sports equipment such as soccer balls and table tennis rackets that can be rented from the 1st dormitory.

- Computer, radio, table lamp, hairdryer, straightener (with power disconnecting device), small vacuum cleaner, and basic facilities are approved for use in the dormitory rooms.



Study Room



Room



Pantry



Fitness Center



Laundry Room



Lounge



Computer Room



Public Kitchen



DVD Room

4) Dormitory Facilities

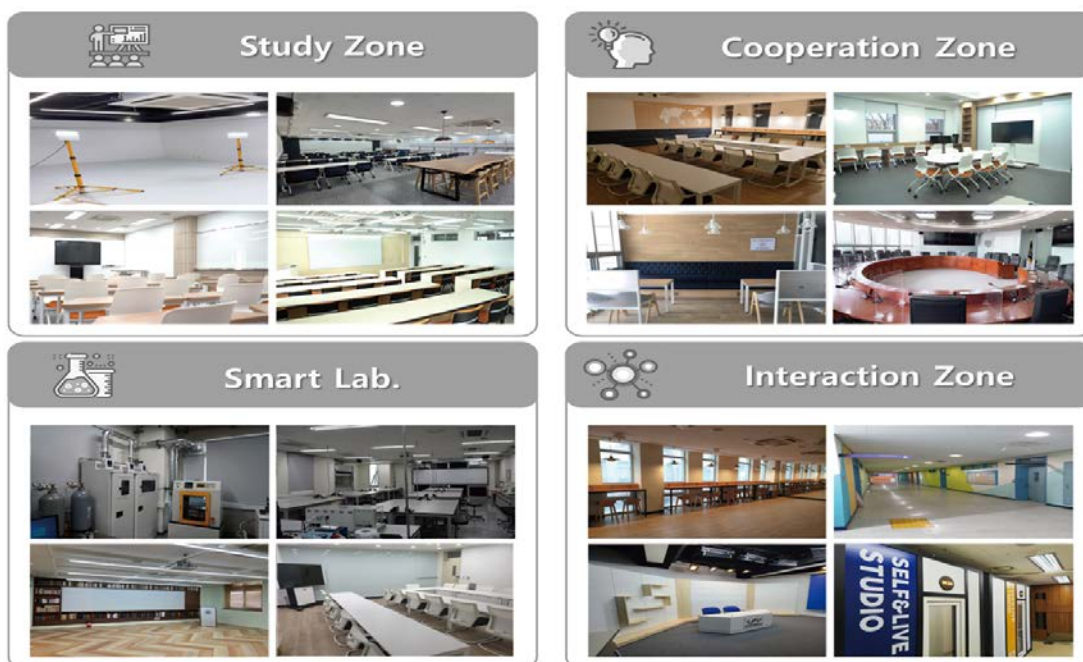
- Students must abide by dormitory regulations of Incheon National University.
- If any student is found in violation of the regulations, he/she will be evicted from the dormitory, and should return to his/her home country immediately.
- Before the start of each semester, you must submit the tuberculosis test (X-ray testing only) results to the dormitory. This is a mandatory requirement, and refusal to submit may hinder access to dormitory facilities.
- All communal areas and facilities including the kitchen should be used cleanly.
- Cooking inside the dormitory room is prohibited.

* Website: http://www.inu.ac.kr/user/indexSub.do?codyMenuSeq=1273163&siteId=dorm_eng

3. OTHER INFORMATION

1) Educational Research Equipment and Facilities

- 21 complex learning space
- Establishment of smart classrooms and discussion-type classrooms that can be controlled remotely
- 15 creative cooperation learning spaces
- Establishment of a collaborative space for small group gatherings
- 5 image systems
- A laboratory with separate experimental and research spaces
- 9 self-studios
- Establishment of Meteor Contents Production Room, Green Smart Space



2) Haksan Library

General Information

- Collection: About 1,379,000 books
- Provides domestic and foreign academic journals and electronic resources (Electronic Journals, Web-DB, E-books)
- Seat capacity: 1,960 seats in 17 rooms
- Library: 1,894 seats in 16 rooms / Michuhol Campus: 66 seats in 1 room

Online Information Usage Guide

- Users: Faculty and enrolled students
- Online Domestic/International information: 65 databases
(Domestic: 15 types / International: 50 types)

Haksan Library Floor Information

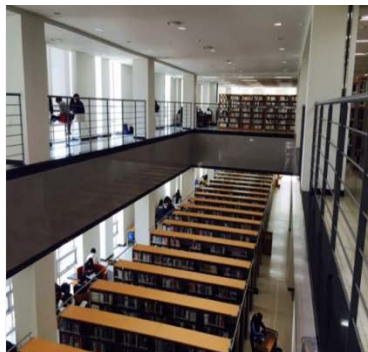
Floor	Use and Services
4F (Second Archive)	- Collection: Technical Science (500), Art (600), Language (700), Literature (800), History (900) - Loan/Return Available
3F (First Archive)	- Collection: General Resources (000), Philosophy (100), Religion (200), Social Science (300), Natural Science (400) - Loan/Return, Study Room Available
2F (Serial Publications Room)	- Serial Publications (Domestic and Foreign Journals, Magazines, Newspapers), Thesis, Job Library, Study Room Available
1F (Multimedia Room)	- Multimedia Room, Multimedia LAB Room, Cinema Room, Academic Information Team Office
B1F (Free Reading Room)	- Free Reading Room, Laptop Room, Seminar Room, Rest Room, Copy/Binding Room, Data Storage Library Organizing Office, Library Director Office

Research Support Service

- Specialized Topic Service
 - Librarians in charge of each field of study investigates and provides academic data and reference documents needed for the research and theses write-ups of the professors and graduate school students.
 - How to use: Request for service through the library homepage or via e-mail.
(Collect requested data from the Periodicals Room on 2nd floor)

Smart Library

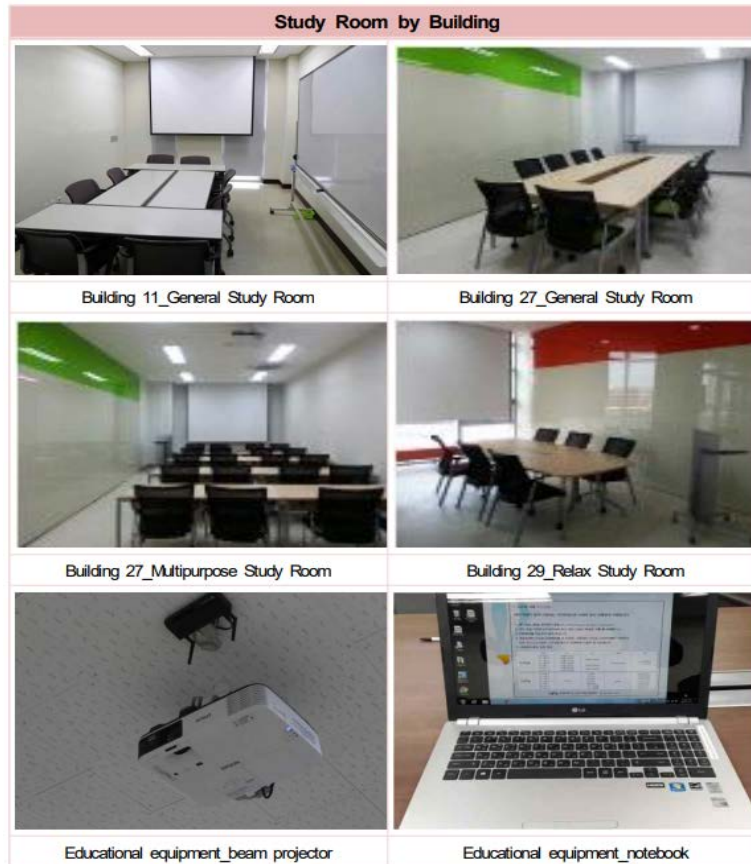
- Smart Library
 - Automated loan/return system where students can borrow/return the books available in the Smart Library.
 - Location: Resting area in B1 of the library and F1 of Social Welfare Center.
 - Same as existing library loan regulations.
 - Books may be loaned using the mobile membership card via the Haksan Library app.
 - Only books loaned through the Smart Library may be returned.



3) Provided Study Rooms

- In order to operate study groups, we provide 'Study Rooms', a space where students can study in groups.
- Location: Building 11 (4 rooms), Building 27 (5 rooms), Building 29 (2 rooms) - Number of rooms: 11 rooms.
- Capacity: 8, 10, 20 people
- Available equipment: blackboard, laptop, beam projector, network, etc.
- A laboratory with separate experimental and research spaces
- How to use: Use after reservation

(Portal login → Quick Menu → Space management system reservation)



4) Health Clinic

- The Health Clinic is committed to providing high-quality medical services and administering professional on-site medical treatments to maintain a healthy campus life for students and faculty members, promoting health, health education, and maintaining the optimal. Educational environment and health level through close cooperation with the local community.

Smart Library

- Primary care and first aid.
- Health assessment of students and faculty and follow-up management of injuries.
- (Inbody, blood pressure, blood sugar measurement).
- Consultation of persons who desire detailed examination and specialized treatment.
- Group and individual health education and health consultation.
- First aid medicine support for important events related to the academic schedule (Safety training).
- Infectious disease prevention education, prevention of transmission and continuous monitoring in case of occurrence.
- CPR education and evaluation.

5) Medical Facilities near Campus

Type	Medical Facility	Location	Business Hour	Phone Number
General	Nasaret International Hospital	98, Meonugeum-ro, Yeonsu-gu, Incheon	08:30-17:30 ※ 24hrs Emergency Center	+82-32-899-9736
Orthopedics	Songdoyeonse Orthopedic Surgery Clinic	167, Haedoji-ro, Yeonsu-gu, Incheon	09:00-19:00	+82-32-832-5488
Internal Medicine	Songdo Best Internal Medicine Clinic	157, Songdogukje-daero, Yeonsu-gu, Incheon	08:30-18:30	+82-32-716-9797
Otolaryngology	Samsung Dream Otolaryngology	165, Convensia-daero, Yeonsu-gu, Incheon	09:00-18:00	+82-32-224-0365
Dental	Songdo First Dental Clinic	165, Convensia-daero, Yeonsu-gu, Incheon	09:30-18:00	+82-32-831-2812
Dermatology	Clene Dermatology Clinic	153, Sinsong-ro, Yeonsu-gu, Incheon	10:00-19:00	+82-32-715-4100
Ophthalmology	Yeonsu Kim Ophthalmology	165, Convensia-daero, Yeonsu-gu, Incheon	09:30-18:00	+82-32-817-3487
Pediatrics	V.I.C 365 Pediatrics Clinic	157, Songdogukje-daero, Yeonsu-gu, Incheon	08:00-22:00	+82-32-710-1147

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEESIM

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 be prohibited from sitting the exam.

- 1) In the event a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Academic planning, fieldtrip, on-location training, etc.
 - Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
 - Other events as approved by the Graduate School Dean
- 2) In the event of student illness or emergency situation, students who will be absent for less than seven days (including holidays and weekends) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

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. EXAMINATIONS AND GRADE EVALUATIONS

Students must maintain at a minimum a B0 (80-84) grade point average.

- 1) **Regular Exams and Make-up Exams**
 - Regular Exams: Mid-term (7th to 8th week of semester), Final (last week of semester)
 - Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date and obtain the Graduate School Dean's approval to sit for the exam at another time.
- 2) **Qualifications to Sit for an Exam**
 - Any student who, without good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting the exam. In the event of illness or emergency, students need to provide a written explanation for their absence.

5. FOREIGN LANGUAGE TEST

- Students who have completed graduate school enrollment (can apply regardless of their credit status)
- English is the main language of instruction; test is conducted with the approval of the dean of the graduate school

- Students who have obtained the following foreign language test scores are recognized as having passed the foreign language test
- Acceptance Criteria for exemption
 - TOEFL (540 PBT, 76 iBT, 207 CBT)
 - TOEIC 700 or higher
 - TEPS 600+ (NEW TEPS 327+)
 - IELTS 6.0 or higher
 - Korean Language Proficiency Test Grade 4 or higher
 - A student who has published an article (research paper in English) in SCIE, SSCI, A&HCI, or SCOPUS accredited journal as a first author or corresponding author (publication after admission)
 - A student who speaks English as a native language
 - A student who graduated from a four-year university or graduate school in an English-speaking country
 - Those who already passed the foreign language examination at a former university (transferred students only)

6. GRADUATE SCHOOL COMPREHENSIVE TEST

- Students who have completed registration, passed the foreign language test, and obtained at least 18 credits with an average grade of B or higher in the master's program, and those who have passed the foreign language test and obtained 27 credits or more with an average grade of B or higher in the doctoral program can take the test.
- As for the exam subjects, the candidate selects 2 subjects from the major field completed in each degree course and takes the exam and must achieve a score of 70 or higher out of 100.
 - * "Act on the Prevention and Management of Infectious Diseases"
- Violation of self-quarantine rules shall result in up to one year in prison or a fine of up to 10 million won.

7. COMPOSITION OF THE THESIS REVIEW COMMITTEE

- The judging committee is organized in accordance with Article 7 (composition of judges) of the 'Regulations on Graduate School Thesis at Incheon National University' to review the dissertations of degree recipients professionally and fairly.
- From among the candidates (full-time professors for master's programs, transfer professors with doctoral degrees for doctoral programs), 3 people including advisors are appointed for master's thesis and 5 for doctoral thesis.
- In the case of a master's thesis, 1 out of 3 people, and in the case of a doctoral thesis, 2 out of 5 people can be appointed as professors from other departments or external professors (including researchers).

8. GRADUATION PROCESS

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Foreign Language Test	Comprehensive Test	Pre-examination of Thesis	Final Examination of Thesis	Submit Softcopy & Hardcopy of Thesis to Graduation School

- You must successfully complete all the procedures to be eligible for graduation. The soft copy of the thesis must be completed before departure, and the submission of the hard copy should be done in January in your home country.

V. PRECAUTIONS

1. POSSIBILITY OF ONLINE PROGRAM

- According to arising circumstances due to 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.

2. RELIGIOUS MEALS & PERSONAL FOOD PREFERENCES

- Religious meals and personal food preferences are not provided on campus. Near the campus, within a 15-minute distance by public transportation, there is a large supermarket where you can purchase the groceries you need.

3. GUIDELINE COMPLIANCE FOR KOICA SCHOLARS

- KOICA SP participants are expected to adhere to the guidelines outlined in the KOICA CIAT Fellows' Guidebook and the internal rules and regulations of the university. Failure to comply with these requirements may lead to forfeiture of one's status as KOICA scholarship program participant and 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: climate@inu.ac.kr
- It is not necessary for applicants to submit the original copy of their application documents at this stage (step 2)
- Successful candidates are required to submit authenticated official graduation certificates and transcripts. These documents must be certified by the Korean Embassy or Consulate. This is a prerequisite before the University can issue the Certificate of Admission.

Admission Steps	Contents	Period
Step 1	Application Package Submission (Via University email)	March
Step 2	Document Screening	April
Step 3	Medical Check-up (Local)	April
Step 4	Original Document Submission (Using DHL / to University)	May to July
Step 5	Interview	May
Step 6	Admission Notification	May
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August

* The above schedule is subject to change.

1) Step 1: 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 climate@inu.ac.kr
- Details about all the required documents can be found on page 6-7.

2) Step 2: Document Screening (Incheon National 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) Step 3: Medical Check-up (Local)

- Those who have successfully passed the 1st round 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.

4) Step 4: 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 detailed information of sending original document, please refer to Section III. HOW TO SEND ORIGINAL DOCUMENT

5) Step 5: Interview

- Applicants who have successfully passed the 1st round of the selection process (document screening) will receive a communication specifying the date and time for their Zoom interview by the university.

6) Step 6: 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

*All documents must be issued within the last three months. Copied documents must be submitted along with an Apostille or Authentication issued by the Korean Embassy or Consulate for specific required documents as indicated below.

University Documents:

These should be submitted to the university via official university email (climate@inu.ac.kr).

- 1) INU Required Document Checklist: mandatory (original copy- Appendix Form 1)
- 2) INU Application Form: mandatory (original copy- Appendix Form 2)
- 3) Bachelor's Degree Diploma (master's degree diploma if applicable): mandatory (certified original copy, apostille or consulate authentication required)
- 4) Transcript (with Grading Scale): mandatory (certified original copy, apostille or consulate authentication required)

Important Notes:

For documents in languages other than English, please submit an original copy of your degree and transcript along with a translation.

If you cannot submit an original copy of your degrees and transcripts, be sure to have a certification of the authenticity of the photocopied documents. This can be done in one of the following three ways.

NO	Students from Apostille Countries	Students from Other Countries
1	Apostilled by government authorities; typically, by the Department of External Relations or Foreign Affairs	Certified by the issuing institution with an official seal or stamp and signature
2	Certified by the Embassy or Consulate of the Republic of Korea with a seal or stamp	
3	Certified by the Embassy of the applicant's home country in Korea	

Apostilled Countries

※ As of March, 2023

Region	Countries
Asia and Oceania (22)	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, part of China** (Macau and Hong Kong), the Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, and Korea
Africa (13)	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Swaziland, Cape Verde, Burundi, and Tunisia
Europe (52)	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, Great Britain, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland, and Hungary
America (32)	United States (Guam, including Mauri Islands, Saipan, Puerto Rico), Guyana, Guatemala, Granada, Nicaragua, the Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Jamaica, and Paraguay
Middle East (5)	Morocco, Bahrain, Saudi Arabia, Oman, and Israel

5) Official Report of English Proficiency Test (TOEFL/TOEIC/IELTS) or any English proficiency document (optional)

- Scores from these tests are valid for two years from the date of its official issuance.
- If the official language of an applicant's country is English, he or she does not need to submit an official English test report.

6) Recommendation Letter from Applicant's Government: mandatory (original copy)

- There is no designated form for recommendation letters. Please submit two to three (max) recommendation letters in any form.
- 7) Photocopy of Passport Information Page: mandatory (original copy)
 - The copy of the applicant's passport must show the passport number, date of issue and expiration date, photo, and name.
 - Applicants are kindly requested to check the expiration date of their passports. If the expiration date is approaching soon, we recommend that applicants consider reissuing their passports to ensure that there is sufficient validity for the intended period of use.
- 8) Nationality Certificate of Applicants (Parents): mandatory (certified original copy, apostille or consulate authentication required)
 - Please provide copies of both parents' passports (or alternative official documents that clearly indicate their official identification)
 - A Scanned copy of valid, unexpired passport ID pages. If not possible, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated.
- 9) Official Document Indicating Parent-Child Relationship: mandatory (certified original copy, apostille or consulate authentication required)
 - Certificate that shows the relationship between the applicant and parents (Family Relations Certificate or applicant's birth certificate or household register proving the parent-child relationship)
 - A Scanned copy of valid, unexpired passport ID pages. If not possible, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated.
- * In the event of the passing away or divorce of applicants' parents, please submit a certificate of death or divorce, respectively.
- 10) Study Plan: mandatory (original copy- Appendix Form 3)
- 11) Letter of Consent for Degree Verification: (original copy- Appendix Form 4)

▣ Important Notice

- All forms and supporting documents should be filled out in English (typed only). Documents in any other language should be accompanied by a notarized English translation.
- Original documents should be submitted. Should they be unavailable, copies of documents must be verified and certified by the issuing institution before they are submitted.
- If any of the submitted materials contain false information, the application will be automatically rescinded.
- Please ensure that your degree certificate and transcripts are authenticated by either (1) the Embassy of the Republic of Korea in your country or (2) Apostilled by the Ministry of Foreign Affairs. Applications with documents not meeting these authentication requirements will not be accepted.
- Keep photocopies of all completed forms for your records. It's important to note that all submitted documents become the property of INU and will not be returned to applicants.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to mistakes or omissions of any information on the application documents.
- Soft copy for the university should be sent to climate@inu.ac.kr
- * Inquiries: climate@inu.ac.kr (University)

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 envelope 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 Center)</p>	<p>Telephone reservation *Kindly check the attached file (DHL Call Center)</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

▣ Incheon National University

- Program Manager: Prof. Heekawn Lee
- Address: Rm103, Building 28, 119 Academy-ro, Yeonsu-gu, Incheon, Republic of Korea
- Tel: +82-32-835-8468
- Fax: +82-32-777-8468
- E-mail: climate@inu.ac.kr
- Homepage: <http://www.inu.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>