

KOICA-SNU GSIS Master's Degree Program in Gender and Development

August 11, 2020 – December 31, 2021

Seoul & Seongnam, Korea

KOICA^{kor}

Korea International Cooperation Agency



Graduate School of International Studies
Seoul National University

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

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I . PROGRAM OVERVIEW

▣ Program Title: KOICA-SNU Master's Degree Program in Gender and Development

▣ Duration

- Stay duration: August 11, 2020 - December 31, 2021 (17 months of study in Korea)
During 17 months in SNU, students are strongly recommended to complete their thesis. The majority of the participants complete their thesis during the 17 months. Completion of the thesis at their home country is rarely accomplished.
- Academic duration: September, 2020 - August, 2022 (24 months)
In accordance to the university regulations, the diploma will be issued in August 2022.

▣ Degree: Master of International Studies

(International Cooperation, International Commerce, International Area Studies)

▣ Objectives

- (Program Objective) The program aims to train leaders in the field of gender equality who can lead policy, cultural, and institutional changes in national development by applying gender perspective. The program will provide optimal opportunities for both men and women to learn about development cooperation and gender equality by selecting applicants on a 1:1 gender ratio. Since gender is a cross-cutting issue, the program will be provided through a multidisciplinary approach that combines gender studies, social and political sciences, international political economy, development studies and the essential requirements of development cooperation programs. The program aims to train public administrators from developing countries so that they can implement gender equality programs based on theories and real-life cases in a comprehensive and systematic manner. By instructing public officials in developing countries to be gender sensitive, the program will raise gender studies experts in various fields of development.
- (Expected Effects) The program will contribute to the establishment of gender-transformative systems and policies in developing countries by training students with theoretical basis and practical skills that take into consideration the unique qualities of gender equality goals and scope of the field. During national development processes, governments can develop expertise and leadership that allows for the establishment, implementation, and evaluation of its gender equality policies across all public sectors and related ministries. The program will also expand Korea's growing international influence by fostering leaders of partner countries.

▣ **Training Institute: Graduate School of International Studies, Seoul National University**

▣ **Number of Participants: 20 Government Officials**

▣ **Selection of Major Required:**

SNU GSIS applicants must select their majors during their application process.

- Majors: International Cooperation, International Commerce, International Area Studies
- Required courses will change based on the chosen major.

▣ **Qualification:**

- Public officials or public sector workers
- Applicants who are associated with government ministries, public institutions or other ministries related to external relations and all sub-agencies of the related ministries and agencies. The public sector workers refer to those who are currently employed in state-run institutions such as state-run enterprises/banks/laboratories/national public schools.
- Preference for applicants with 3 or more years of international experience or on-field experience
- Preference for applicants who have attended seminars related to gender studies/gender equality
- Additional points are given to applicants who have official English test scores.

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

▣ **Accommodations:**

Seoul National University Dormitory (SNU Gwanak Residence Halls): This dormitory is located within walking distance to the GSIS on the Seoul National University campus.

- Double occupancy: 2 people per room
- Each room is furnished with two beds, desks, and cabinets, a LAN port, an air conditioner and a shower booth.
- Communal Area (Shared): Kitchen, Reading Room, Laundry and Drying Room and Lounge
- Halal food is not offered in the dormitory cafeteria.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Remarks
Preparatory Session	2020.08.11-2020.08.14	Arrival in Korea, Move to ICC KOICA Orientation Medical Checkup
	2020.08.14	Arrival in SNU, Move-in Entrance Ceremony
Pre-Courses	2020.08.17-2020.08.30	Basic Economics, Basic Statistics, Basic Korean, Education on sexual harassment prevention, human rights, crime prevention held separately
Fall Semester (1st semester)	2020.09.1-2020.12.11	3 courses (9 credits) Basic Korean course held separately Seminar on International Development Policy (3-4 times) Field Trip & Industrial Visits (3 times)
	2020.10.19-2020.10.23	Midterm Exam
	2020.11.05-2020.11.11	Register courses for Winter Semester (2 nd semester)
	2020.12.01-2020.12.07	Final Exam
Winter Semester (2nd semester)	2020.12.21-2021.01.22	2 courses (6 credits) Basic Korean course held separately
	2021.01.08	1 st Thesis Workshop
Winter Break	2021.01.22-2021.02.28	Korean Culture Experience Program (1 time)
Spring Semester (3rd semester)	2021.03.02-2021.06.11	3 courses (9 credits) Korean Language and Culture ¹ , substitute foreign language course for Thesis Qualification Examination, held separately Seminar on International Development Policy (3-4 times) Field Trip & Industrial Visits (2 times)
	2021.03 (1 st week)	Application for Thesis Qualification Examination (TQE)
	2021.03 (2 nd week)	Thesis Qualification Examination (TQE)
	2021.03.30	2 nd Thesis Workshop (Abstract and framing plan review)
	2021.04 (2 nd week)	Midterm Exam
	2021.05 (2 nd week)	Register courses for Summer Semester (4 th semester)

Session	Date (YYYY.MM.DD)	Remarks
	2021.05.10-2021.05.21	Thesis Proposal (Submit Confirmation Sheet of a Master's Thesis)
	2021.06 (1 st week)	Final Exam
Summer Semester (4th semester)	2021.06.21-2021.07.30	2 courses (6 credits)
	2021.06 (3 rd -4 th week)	Field Trip & Industrial Visits (1 time)
	2021.07 (2 nd week)	3 rd Thesis Workshop (Midway check of thesis)
Summer Break	2021.08 (1 st week)	Register courses for Fall Semester (5 th semester)
	2021.08.1-2020.08.31	Write thesis Korean Culture Experience Program (1 time)
Fall Semester (5th semester)	2021.09.01-2021.12.10	2 courses (6 credits) Seminar on International Development Policy (3-4 times)
	2021.10 (3 rd week)	4 th Thesis Workshop (Guideline for thesis format, submission and binding)
	2021.10 (3 rd week)	Midterm Exam
	2021.11.08-2021.11.19	Thesis Defense
	2021.12 (1 st week)	Publish thesis
Wrap-up Session	2021.12 (3 rd week)	Graduation Ceremony (Diploma issued in Aug 2022)
	2021.12.31	Departure

**The above schedule is subject to change.*

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

2. CURRICULUM

1) Curriculum & Credits

- The credits required to complete the Master's program: 39 credits (All 3 credits per course)

Semester	Type	Course Title
Preparatory Session (non-credit)		<ul style="list-style-type: none"> • Basic Economics • Basic Statistics • Basic Korean
2020 Fall 3 courses (9 credits)	Required	<ul style="list-style-type: none"> • Gender and International Development • Understanding of International Economic Relations or Understanding International Cooperation • Research Methodology and Skills • Basic Korean (preparatory class & non-credit)
2020 Winter 2 course (6 credits)	Required	• Basic Korean (non-credit)
	Electives	<ul style="list-style-type: none"> • Comparative Methodology • Gender in Political Institutions: Theories and Empirical Cases from Europe and Korea • Political Economy of Southeast Asia and Gender
2021 Spring 3 courses (9 credits)	Required	• Korean Language and Culture (non-credit)
	Electives	<ul style="list-style-type: none"> • National Development Policy • International Political Economy and Gender • Gender and Human Rights • Gender in Health and Nutrition <i>Free Choice Class offered by GSIS</i>
2021 Summer 2 course (6 credits)	Electives	<ul style="list-style-type: none"> • Women in Economic Development and Development Policy • Contemporary Issues in Gender, Population and Family • Workshop in International Cooperation 2
2021 Fall 2 courses (6 credits)	Electives	<ul style="list-style-type: none"> • Gender and Labor • Gender and Family Relations • State, Capital and Labor in the Era of Globalization and Gender • Public Action in an Era of Transnational Forces <i>Free Choice Class offered by GSIS</i>
2022 Spring 1 course (3 credits)	Required	• Dissertation Research

* The above curriculum is subject to change.

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

Curriculum and Course Descriptions:

- **Gender and International Development:** This course will provide students with a thorough knowledge of gender and development. It considers contemporary theories of development and the differences that a gender perspective makes. Issues such as global division of labor, employment, care work, migration and their implications for social and gender inequalities are explored. Another crucial topic to be discussed is the analysis of power within public policy, feminist visions of social change drawing on ideas about capabilities, empowerment, gender justice, citizenship, and social protection.
- **Understanding of International Economic Relations:** This course introduces the main concepts and methods of international economics and illustrates them with applications drawn from the real world. As the world economy continues to globalize, international economic issues grow in importance and complexity, creating many new challenges for international economic relations.
- **Understanding International Cooperation:** The primary purpose of this course is to offer an overview of the field of international relations. It is designed to introduce basic theories and contemporary issues and problems in international relations. The first half of the course will examine major theoretical approaches and their critiques in the field of international relations, such as realism, liberalism, and constructivism. The second half of the course will discuss several contemporary issues and problems in international relations. Topics include; security dilemma and war; international cooperation; international trade; international financial and monetary relations; poverty and development; foreign aid; and transnational and trans governmental actors.
- **Research Methodology and Skills:** The objective of the course is to provide the students with the tools with which to analyze the issues in international and area studies. In the first part of the course, students will learn important concepts of statistics and acquire techniques to use Excel and other statistics program. In the second part, students will learn how to calculate useful indices and statistics as well as to analyze the relationship among various variables in international and area studies.
- **Comparative Methodology:** This course introduces a comparative method as one of core methodologies at a graduate level. Being a major methodology with quantitative and qualitative methodologies, this comparative methodology provides students a powerful tool to analyze the mechanism in which different outcomes result under similar conditions or similar outcomes are led under different situations. This methodology can be applied not only to traditional times but also to contemporary period. In addition, this comparative methodology can be applied to various research whose unit of the analysis is an individual, a society, an event or an institution.

- **Gender in Political Institutions: Theories and Empirical Cases from Europe and Korea:** This course examines gender in political institutions from the theoretical and empirical perspectives, with a focus on party politics of Korea and case of European Union.
- **Political Economy of Southeast Asia and Gender:** The purpose of this course is to provide overview and analysis of both economic and political factors that shape contemporary Southeast Asia's position within the international system from gender perspective. We will begin with a comparative survey of Southeast Asia's economic and political conditions that are bearers of gender and move into its external relations, followed by country-specific discussions of domestic conditions.
- **International Political Economy and Gender:** The primary purpose of this course is to offer an overview of the field of international political economy and gain insight into the international and domestic politics of foreign economic policymaking. While this course focuses on the abstract and theoretical frameworks of international political economy, there will be frequent references to historical and contemporary policy issues during the class.
- **Understanding International Development Cooperation:** In this course, the concept, patterns, and problems of aid governance will be considered from an international or global perspective. International aid to developing and transition countries is one of the principal mechanisms by which policy makers and development practitioners seek to promote economic development and democratization in poor countries. South Korea is the first aid-recipient country which is able to become an emerging donor by joining the donor circle, OECD-DAC in 2010. By launching aid programs like ODA, the government and civil society are both facing the demand of aid specialists who can organize and manage Korea's foreign international and humanitarian aid to developing countries.
- **Gender and Human Rights:** This course introduces political and sociological concepts from the viewpoint of sociology through analyses of socio-political facts regarding human rights and their violations.
- **Women in Economic Development and Development Policy:** This course is designed to enable students to discuss and apply the major economic issues and theories facing economic development and to introduce students to the various areas of national development policies from gender perspective. The course will merge economic theory with case studies and data.
- **Contemporary Issues in Gender, Population and Family:** This course introduces students to contemporary issues and policies related to gender, population, and family in Korean society as well as other developed countries.

- **Gender Equality in Health and Nutrition:** This course explores why gender equality matters for health and nutrition and how gender impacts health from both theoretical and practical aspects.
- **Gender and Family Relations:** By the end of the course, students will be able to understand various aspects of family dynamics, functioning and relationships and examine the development of families, particularly the transitions families experience across the lifespan.
- **Gender and Labor:** This course introduces important gender issues in labor market including employment discrimination, gender pay gap, and policies supporting work-life balance and explores the question of why gender equality in labor standards matters for development.
- **State, Capital, and Labor in the Era of Globalization and Gender:** This course aims to survey recent key research agendas in the field of comparative and international political economy, with a specific focus on state, labor, and capital. It analyzes a set of political and market institutions, the interactions among the state, capital, and labor, and the linkage between global challenges and national political economy.
- **Public Action in an Era of Transnational Forces:** Modern democracy promises citizens protected avenues for shaping public affairs. Today, though, transnational firms affect public life directly, and this situation has given rise to concerns that traditional modes of engagement are ineffective for addressing pressing collective problems. Under these conditions, how can ordinary people make a purposeful impact on their communities and the wider world? This course examines classic visions of civic engagement, the public influence of transnational firms, grassroots responses to globalization, and the shifting meanings of participation.

2) Graduation Requirements

- ① A minimum of 39 credits is required for graduation (including a minimum of 9 credits from Practical Courses). GPA of 3.0 or higher out of 4.3 is required.
- ② Students must take the following 4 required courses:
 - International Economic Relations OR International Cooperation OR Understanding East Asia (depending on their major)
 - Research Methodology and Skills
 - Gender and International Development
 - Dissertation Research (Students must take "Dissertation Research" in their 4th Semester)
- ③ Students must take at least 3 courses (9 credits) in their GSIS major program.
- ④ Students must take at least 3 practical courses (9 credits).
- ⑤ Korean courses are mandatory (non-credit courses). Even though Korean classes are shown as 3-credit courses when you register for them during a semester, they will not be included in your overall GPA calculation.

➤ Thesis

① Thesis submission process

- In order to write a thesis, students have to pass the thesis qualifying exam. For students taking this program, the thesis qualifying exam will be in English on major subject: Gender and International Development.
- Once students meet the prior requirements, students can submit a thesis proposal to the advisor of their choice. Once the thesis advisor approves the proposal, students then have to submit their proposal, together with the approval from the advisor, to the administration office.
- As for the Korean exam, students can take a Korean course instead to receive a passing grade. In this case, grades received in the Korean course will not be included in the GPA, but students will not be able to graduate if they fail the course.

② Thesis Screening Process

Period	Details
January 2021	Confirmation of Thesis Screening Committee
March 2021	Thesis Qualifying Exam
April 2021	Submission of the Thesis Proposal Application Form
May 2021	Submission of the Thesis Proposal and Thesis Abstract
May 2021	Thesis Proposal
June 2021	Submission of Thesis Proposal Results
November 2021	Submission of Thesis Defense Application Form
November 2021	Submission of Thesis Defense
November 2021	Thesis Defense
November 2021	Submission of Thesis Defense Result
December 2021	Completion of Thesis and Receipt

** The above schedule is subject to change.*

- ③ Aside from 'Dissertation Research' course, students can choose one of the SNU GSIS professors as their thesis adviser before the second semester starts and the adviser will offer you 1:1 individual thesis guidance.
- ④ Thesis Workshops: 4 times during the academic year

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field Trips & Industrial Visits *Locations are subject to change.

- Public Offices sites: Ministry of Gender Equality and Family, Ministry of Interior and Safety, National Human Rights Commission of the Republic of Korea, Gyeonggido Family & Women Research Institute, Seoul Foundation of Women & Family, etc.
- Government Affiliated Research Institutes and Centers: Korean Women's Development Institute, GISTeR, KIGEPE, etc.
- Civil Society and Private Sector: KOCUN, Korean Women's Associations, Korean Women's Movement for Peace, Korean Women Entrepreneurs Association, etc.
- Others: Provinces in Korea (Jeonju, Pohang, Busan, Gyeongju, and others), DMZ
- Field trips are usually on a monthly basis, except for months with mid-term or final exams.
- Since the field trip is part of the official schedule of the whole program, a prior approval from the professor in charge is mandatory if you have to be absent on that day.

2) Seminar on International Development Policy (3 times per semester)

The purpose of the seminar is to invite specialists and practitioners in the field of policy-making to provide a better understanding of the study. Through case studies and practical knowledge to be offered by the experts, students will be able to gain valuable knowledge on how to apply Korea's experience to their home countries. Students can actively interact with the specialists during the Q&A session. Participation is highly encouraged and recommended.

3) Roundtables (once a week)

Roundtables are designed to provide students opportunities to exchange their thoughts and ideas on various issues in a more casual atmosphere. At SNU GSIS, multiple roundtables are being held and actively run by students. Many students taking this program participate in roundtables like the Korean Roundtable and the Developing Countries Roundtable. Each session is divided into two parts: presentation by students and subsequent discussions. Usually, roundtables take place during lunch time on weekdays.

4) Experiencing Korean Culture (2 times)

Korean Culture Day will be held once each winter and summer session. Korean Culture Day will provide many activities for participants to take part in, which will allow them to understand Korean culture and to acclimate to their new school environment more quickly.



III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Seoul National University (SNU) was founded in 1946 as the first national university in South Korea. The university consists of sixteen colleges, ten professional schools, and one graduate school, and has 135 research institutes and other supporting facilities, all of which are located across two campuses.

Gwanak Campus, the main campus of the university is located at the foot of the magnificent Gwanak Mountain in a 4.8 Km² area. The School of Medicine, Nursing and Dentistry and the University Hospital are all located on Yeongeon Campus in downtown Seoul.

SNU offers its students not only the most excellent academic environment possible but also outstanding cultural and recreational opportunities with a wide range of additional entertainment options available in the city of Seoul. SNU has a student enrollment of approximately 28,490; 16,511 at the undergraduate level and 11,979 at the graduate level. About 2,620 full-time faculty members are appointed at SNU. Over 330,000 SNU alumni play a leading role in every sector of South Korean and global society.

The Graduate School of International Studies (GSIS) has started as the Center for Area Studies in 1989 to foster research on region-specific issues and to respond to the increasing demand for global perspectives within Korea. In 1997, it has been expanded to the School of International and Area Studies (SIAS) which again expanded to current GSIS in 2003.

The school has a department of International Studies under which runs 4 Programs: International Commerce, International Cooperation, International Area Studies, and Korean Studies.

Since its foundation, GSIS achieved a remarkable success in its quality education of international studies. The objectives of GSIS education is to bring up experts on international and global affairs who meet the challenges of globalization and normalization, equipped with core skills, practicable expertise, problem-solving ability, international awareness, and visions. GSIS educates global leaders for an increasingly complex global society. As both a professional and academic institution, it seeks to prepare its students to assume leading roles in government and non-government organizations, international organizations, multinational corporations, the media, as well as think-tanks and universities. The curriculum is based on an integrated, multidisciplinary approach, which connects theory with practice.

With the most prominent faculty in Korea specializing in international commerce, international cooperation, international area studies, Korean studies, and Development Studies, GSIS provides a truly exceptional research and educational environment.

The student body is composed of highly qualified graduate students from all around the world. As a source of knowledge and skills, GSIS will continue to promote mutual understanding, peace, and prosperity, both regionally and globally.

2) Homepage

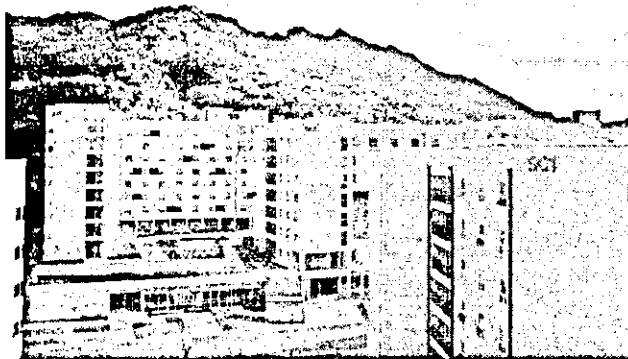
- Seoul National University official website: <http://en.snu.ac.kr/>
- GSIS Official website: <http://gsis.snu.ac.kr/>

2. ACCOMMODATION

1) Dormitory of Seoul National University (SNU Gwanak Residence Halls)

Gwanak Residence Halls can accommodate 4,777 students from all over Korea and around the world. It provides residents with living quarters not only to study and relax but also to meet people from various backgrounds. Its double-occupancy (sharing a room basis) rooms are furnished with a shower room, two beds, two desks and two cabinets. Wifi service is available in each room.

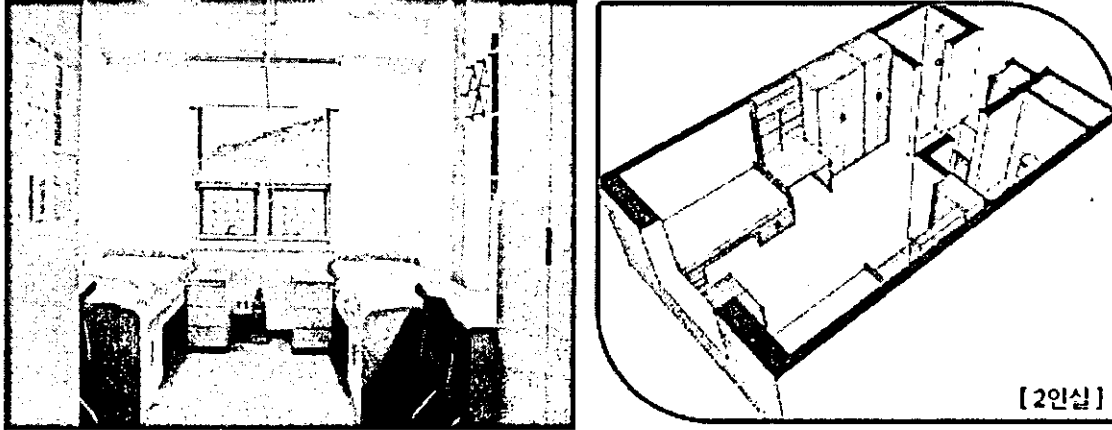
- Homepage: <http://dorm.snu.ac.kr/eng/>
- Address: 1 Gwanak-ro, Gwanak-gu, Seoul 08826, Korea
- Tel: 82-2-881-9200 / Fax: 82-2-877-2892



(▲ SNU Gwanak Residence Halls for Graduate Students)

2) Layout of Double Occupancy Room (2 people sharing a room)

A double occupancy room will be provided for your accommodation (shared rooms) in Gwanak Residence Halls Bldg. 900-905 and 918, which is the accommodation building for graduate students.



(▲ Double bed room)

3) Facilities

① Private Room

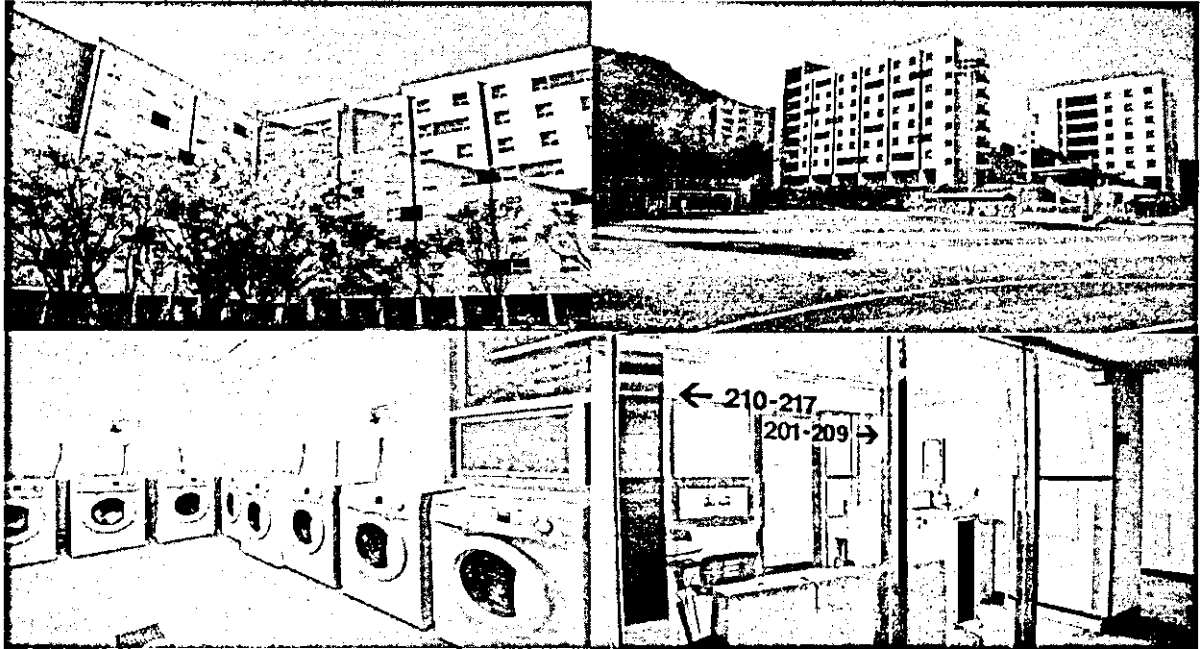
- A small refrigerator, a space separation screen and LAN cable provided
- A toilet and a shower booth
- Individual heating system
- Each room is furnished with two beds, two desks, two chairs, two book cases, and two wardrobes, two shoe shelves and a curtain.
- Each room is equipped with an air conditioner, a telephone, LAN port and 220V power outlet.
- Personal Items including bed sheet, blanket and pillow are not provided.
- Possessing or using any of the electric heating appliances is prohibited.

② Communal Area

- Kitchen: Microwave oven, cooking heater, refrigerator, water purifier, dining table, TV
- Laundry and drying room: Washing machine, electric iron, clothes horses
- Lounge: Snack vending machine, table, LAN port table for internet use
- Reading Room: Basement 1F, Building 900

③ Security

- CCTVs, card key, automatic door lock



(▲ SNU dormitory buildings and facilities)

4) Documents to be submitted (Very Important)

SNU requires all dormitory residents to be immunized against certain communicable diseases. To comply with this regulation, Seoul National University Health Form (attached) <1. Immunizations (Measles)> and <2. Tuberculosis Screening> items should be completed and signed by your health care provider with the official seal of hospital. Required vaccinations should be given prior to arrival. Therefore, before entering the dorms, final candidates must submit a soft copy of his/her SNU Health Form to the office via email (koica.snu@gmail.com) by the designated date (TBA) and submit the original copy when he/she comes to school in August 2020.

*(**The above documents will be required for only the applicants who are accepted to the program. They will be submitted for the dormitory move-in application process.)*

3. OTHER INFORMATION



(▲ GSIS Buildings)

- Administration Office

The Office for the National Development Policy for African Countries Program is located on the 3rd floor of the GSIS Bldg. 140 Room 203.

- Student ID Card (S-Card)

Paper application: Submit S-card application form and one COLOR PHOTO (3cm x 4cm) to the Student Support Center (Bldg. 67, Dure-moonyegwan 2nd Floor) at the beginning of the first semester after you obtain an Alien Registration Card and update your student records to reflect the new Alien Registration Number.

- Central Library

This is located behind the main administration building. You will need a student ID card to enter the library and to borrow books and other materials. Their website is <http://library.snu.ac.kr> which has extensive information. You can use your ID card to borrow and extend the due date of books.

- International Library

In response to the needs of a new, globalized era and demands for skillful international specialists, the GSIS Library was organized and has currently been enlarged. In addition to fostering prospective international specialists, the library has contributed to Seoul National University and played a pivotal role in building up the materials that are necessary and useful for domestic researchers of area studies. The library is preparing for the 21st century by producing and administering necessary materials. Recently it has developed into a branch library (International Studies Library) of Seoul National University and is open to various kinds of international as well as Korean researchers.

- Dining on Campus

There are more than 20 cafeterias and restaurants on the campus. Generally the menus on restaurants are a little more expensive compared to the ones served in the school cafeterias. The nearest place to eat in close to 906 Building is 901 Building cafeteria, or 220 Building cafeteria.

Also "Our Home" cafeteria is available close to the dormitories. The school cafeteria serves breakfast, lunch, and dinner. Some of them are opened even during the weekends ("Our Home" and 919 Building Cafeterias). There is one restaurant offering Halal food and vegetarian food. Like most of the places in Seoul, the school cafeteria employs self-service system where you have to get yourself a coupon of the food that you want first, fall in line, get the serving tray and the utensils, and get the food that you paid for. Once you are done eating, you have to return everything in the kitchen. For a detailed map of school where you can locate the restaurants and cafeterias, please refer to the school website at:

(<http://en.snu.ac.kr/downloads?bm=v&bbsidx=117597>)

- Health Care Center

If there are any health problems, students have two nearest medical centers to choose from:

① The health team of Campus Health Service Center

(located on the 3rd floor of the Student Union Center) includes physicians, registered nurses, and a counselor and is equipped with a laboratory, radiology services, a pharmacy, and support staff. Students have to fill in the medical information card on their first visit to the center and present their student ID card or any other ID. The staff of Campus Health Service center can communicate in English. The operation hours are: Mon – Fri, from 09:00 to 17:30 (lunch break: 12:00 – 13:30). Please refer to the website listed below for more detailed information. (<http://health4u.snu.ac.kr/en/index.do>)

② Boramae Medical Center

Boramae Medical Center is the nearest and one of the finest medical centers from SNU. Please refer to the website for more detailed information. (<http://en.brmh.org/index.do>)

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism

- Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, fails to attend class for at least two-thirds of the total courses shall fail the course.
- In the event a student will be absent for any of the reasons below, the student must notify the appropriate department (Contact Program Administration Office), faculty, and dean and get approval in advance.
 - ① Death of an immediate family member (parents, spouse, and children) or equivalent circumstance
 - ② Academic planning, field-trips, on-location training, etc.
 - ③ Participation in seminars or conferences (including international ones) as approved by the Dean
 - ④ Other events as approved by the Dean
- In the event of illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Dean. For absences of more than seven days, students must submit a written diagnosis by a physician.

2. Must reside in dormitory

- Students must reside in the Gwanak Residence Halls (dormitory) of Seoul National University.
- Living off-campus is not allowed.
- Cooking is only allowed in a dormitory cooking area
- Induction, microwave, and water purifier can be used. Each floor has a communal kitchen.
Cooking in a dormitory room is prohibited.

3. Must abide by residency regulations

- Seoul National University has very strict residency regulations and all students must abide by them.
- A student who violates residency regulations will be evicted from the KOICA Resident House and he / she must return to his / her country immediately.

4. Examinations and Grade Evaluations

- ① **Minimum Grade Point Average Requirement**
Students must maintain a C- (70-73) grade point average at a minimum.

Anything below 70 points (F=69 and below) will be not be acknowledged as a passing grade.

- Regular Exams and Make-up Exams

② Regular Exams: Mid-term and Final exams

Make-up Exams (In the event a student cannot sit for an exam due to illness, or any other emergency, the student must notify the faculty in charge of class before the test date, and obtain Dean's approval to sit for the exam at another time)

③ Qualification to sit for an Exam

Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

④ Scholastic Performance Evaluation Method

Scholastic performance will be based on a 100 point score for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

Grades will be calculated on a curve as follows:

- A to A+ : 30% of the students in the class
- B to A- : 40% of the students in the class
- B and below : 30% of the students in the class

V. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.

- 1) KOICA Application Form
- 2) 2 Recommendation letters from the applicant's governments
- 3) Document Checklist
- 4) Seoul National University Form 1: Application Form (Must indicate choice of major. Choose one major between International Commerce, International Cooperation, or Area Studies.
- 5) Seoul National University Form 2: Personal Statement and Study Plan **(Type in English and Print out)**
- 6) Seoul National University Form 3: Recommendation from two different professors with stamp or signature on the sealed envelope by the recommender. (Download twice and to be completed by each of your two professors.)
- 7) Official Bachelor's Transcript and Degree/or Graduation Certificate (Documents written in Korean or English are acceptable. Original Copy or Notarized Copy along with the Notarial Certificate.) Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academics Degree & Graduate Education Development Center. Refer to the website <http://cdgdc.edu.cn>
- 8) A copy of the Applicant's Passport (or other official documents indicating your nationality)
- 9) Copies of Parents' passports (or other official documents indicating parents' nationality such as an Identification Card)
- 10) Official document indicating a parent-child relationship between the applicant and their parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship (In the case of deceased parents or divorced parents, relevant proof needs to be submitted, such as Death Declaration Certificate or Divorce Certificate.)
- 11) Curriculum Vitae
- 12) Certification of Employment and Career Certificate
- 13) Preference is given to applicants who have acquired a certificate providing English Proficiency (Please submit a score report of a recognized English Proficiency Test such as TOEFL, TEPS, IELTS or any other supporting documents which demonstrate appropriate English language)

*** Important Notes for All Applicants:**

- All forms should be typed in English and all the supporting documents should be in English. **Documents in any other language should be accompanied by a notarized English translation.**
- **Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)**
- **Submitted documents will not be returned. If the original documents are unavailable for submission, copies are suggested. In that case, However, these copies must be notarized.**
 - If any of the submitted materials contain false information, admission will be rescinded.
 - 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 the mistakes or omissions on the application.
 - **Accepted applicants, before enrollment, must submit their degree certificate (or diploma) and academic transcripts. The two documents, regardless of whether they are the original documents or copies, must be notarized by the Embassy of the Republic of Korea in the applicant's country or notarized via an apostille stamp.**

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

· Homepage: <http://www.koica.go.kr>

Program Manager: : Mr. Hyunseok KANG

ODA Education Center

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Ssi, 461-833 Gyeonggi-do, Republic of Korea

· Tel: +82-31-740-0681

· Fax: +82-31-740-0765

· E-mail: hyunseok@koica.go.kr

Program Coordinator: Ms. Jinyeong JANG

KOWORKS

· Tel: +82-31-777-2844

· Fax: +82-31-777-2882

· E-mail: jenn@koworks.org

2) Graduate School of International Studies (GSIS)

Seoul National University (SNU)

· Program Manager : Ms. Raemi DO

· Address: GSIS Bldg. 140, Room 203, Seoul National University, 1 Gwanak-ro, Gwanak-gu, Seoul (08826)

· Tel: +82-2-880-6877

· E-mail: koica.snu@gmail.com

· Homepage: <http://gsis.snu.ac.kr>

*** The schedule in PI (Program Information) is subject to change according to the KOICA and Graduate School of International Studies, Seoul National University's schedule.***