

নম্বর : ০৫.০০.০০০০.২০২.০০.০০২.১৯-২৫৭

তারিখ : ১৭ বৈশাখ ১৪২৬ ব.  
৩০ এপ্রিল ২০১৯ খ্রি.

### বিজ্ঞপ্তি

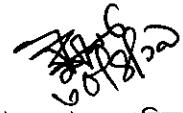
KOICA-এর অর্থায়নে কোরিয়ায় অনুষ্ঠেয় নিম্নবর্ণিত মাস্টার্স কোর্সে অংশগ্রহণের জন্য জনপ্রশাসন মন্ত্রণালয় ও এর অধীন দপ্তর সংস্থায় কর্মরত আগ্রহী সিনিয়র সহকারী সচিব/উপসচিব পর্যায়ের কর্মকর্তাগণের নিকট হতে নিম্নোক্ত শর্ত সাপেক্ষে আগামী ০২/০৫/২০১৯ তারিখের মধ্যে আবেদন আহ্বান করা যাচ্ছে। এতদসংক্রান্ত বিস্তারিত তথ্যাবলী এসাথে সংযুক্ত করা হলো:

কোর্সের নাম ও মেয়াদকাল	সুযোগ সংখ্যা
KOICA-PNU Master's Degree Program in Global ICT Policy August 15, 2019 to December 06, 2020	১টি

#### শর্তসমূহ :

- আবেদনকারীকে স্ব-স্ব নিয়ন্ত্রণকারী কর্মকর্তার অনুমতিক্রমে আবেদন করতে হবে;
  - প্রার্থীত আবেদনের বিষয়ে জনপ্রশাসন মন্ত্রণালয় ও কোইকা, কোরিয়ার সিদ্ধান্তই চূড়ান্ত;
  - আবেদনকারীকে সংযুক্ত ফরম (বাংলা) নিয়ন্ত্রণকারী কর্তৃপক্ষের অনুমতির স্মারক হিসেবে নিম্নস্বাক্ষরকারীর কার্যালয়ে আবেদন পত্রের সাথে প্রেরণ করতে হবে;
  - জনপ্রশাসন মন্ত্রণালয়ের প্রজ্ঞাপন নং-০৫.০০.০০০০.২১১.২২.১০৬.২০০৮-৩৩৯, তারিখ : ০৬/১২/২০১৫ মোতাবেক চাকুরিতে প্রবেশের পর শ্রেণণ/শিক্ষাছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার এ কোর্সের জন্য আবেদন করার প্রয়োজন নেই;
  - জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২ খ্রি.তারিখের স্মারক নং-৮০/৯২-৫১৮(৫০০) নং বেসামরিক সরকারি কর্মকর্তাগণের বৈদেশিক প্রশিক্ষণ/উচ্চশিক্ষা সম্পর্কিত নীতি ও পদ্ধতি এবং ১২ মে ২০০৩ তারিখে প্রকাশিত জনপ্রশাসন প্রশিক্ষণ নীতিমালার গেজেট এবং প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পরিপত্রের মর্মানুসারে আবেদন করতে হবে;
  - আবেদন সম্পর্কিত সংশ্লিষ্ট তথ্যাদি এসাথে সংযুক্ত করা হলো এবং উক্ত নির্দেশনার আলোকে আবেদনপত্র ও প্রয়োজনীয় কাগজপত্রের ০৪ (চার) সেট হার্ড কপি ও অফিসিয়াল পাসপোর্টের কপিসহ আগামী ০২/০৫/২০১৯ তারিখ বিকাল ৫.০০টার মধ্যে নিম্নস্বাক্ষরকারীর কার্যালয়ে (ভবন নং-২, কক্ষ নং-১০৯, বাংলাদেশ সচিবালয়) আবশ্যিকভাবে প্রেরণ করতে হবে;
  - অসম্পূর্ণ ও বিলম্বে প্রাপ্ত আবেদন বাতিল বলে গণ্য হবে।
- ২। যথাযথ কর্তৃপক্ষের অনুমোদনক্রমে এ বিজ্ঞপ্তি প্রকাশ করা হলো।

সংযুক্তি : বর্ণনামতো।

  
মোহাম্মদ আবদুল লতিফ  
উপসচিব  
ফোন: ৯৫৭৪৪২৬  
[sasft.mopa@gmail.com](mailto:sasft.mopa@gmail.com)

বিতরণ- সদয় জ্ঞাতার্থে ও কার্যার্থে :

- সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলানগর, ঢাকা
- সিস্টেমস্ এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (জরুরিভিত্তিতে ওয়েব সাইটে প্রদর্শনের অনুরোধসহ)।
- সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সচিব মহোদয়ের সদয় অবগতির জন্য)।



## Student Profile Form -Life at PNU

*Please fill out each blank and tick V one to the appropriate box. Handwriting is not allowed.*

Photo (3*4cm)	<b>Name</b>			
	<b>Date of Birth</b>			
	<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Blood Type ( )</b>	
	<b>Passport No.</b>			
	<b>Visa Grant No.</b>		N/A	
	<b>Address</b>			
<b>Contact Information</b>				
e-mail- (PNU)			Mobile (in Korea)	
e-mail (personal)			Mobile (personal)	
<b>Contact Information (emergency)</b>				
<b>Name</b>			<b>Relation</b>	
e-mail			Mobile	
<b>Personal Information</b>				
<b>Family Members (Immediate/Cohabitant)</b>				
<b>Marriage</b>		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others (e.g. engaged)		
<b>Religion</b>				
<b>Buddhism</b>	<b>Christianity</b>	<b>Islam</b>	<b>Hinduism</b>	<b>Others</b>
<input type="checkbox"/> Hinayana <input type="checkbox"/> Mahayana <input type="checkbox"/> Tibetan	<input type="checkbox"/> Anglican <input type="checkbox"/> Orthodox <input type="checkbox"/> Protestantism <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Others ( )	<input type="checkbox"/> Sunni <input type="checkbox"/> Shi'ah	<input type="checkbox"/> Hinduism <input type="checkbox"/> Others ( )	<input type="checkbox"/> No Religion <input type="checkbox"/> Atheism <input type="checkbox"/> Others ( )
<b>Health</b>				
<b>Dietary Habit</b>	<input type="checkbox"/> No Specific Requirement <input type="checkbox"/> Halal <input type="checkbox"/> Kosher <input type="checkbox"/> Vegetarian (Type: ) <input type="checkbox"/> Others <i>* If you have any kind of dietary requirement upon your health condition, please describe it (e.g. allergy).</i>			
<b>Medical Condition</b>	<i>* If you have any kind of medical condition you have, please describe it.</i>			
<b>Others-Requirement</b>				
<i>* If you have any kind of requirement for your campus life at PNU and housing in a dormitory, please describe it. For further description, please use the next page.</i>				

*If you complete this form, please tick V one to the below box.*

- I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as student profile.

Dear :

**PUSAN NATIONAL UNIVERSITY GRADUATE SCHOOL.**

Date :

Head's Administrative Financial Unit :

(Signature)

**To the President of Pusan National University**

## ***Country Report Contents***

**CHAPTER 1. Governmental Organizations on ICT**

**CHAPTER 2. Government/ministry/department Policy on ICT**

**CHAPTER 3. Current ICT Status in your  
Government/Ministry/Department**

**CHAPTER 4. International projects related to ICT**

**CHAPTER 5. Your area of interest regarding to the status of ICT in your  
Government / Ministry / Department**

**CHAPTER 6. Useful websites**

**CHAPTER 1. Governmental Organizations on ICT**

Describe main ICT governmental organizations and their mission

<Example>

Country name:

- **Ministry of Information and Communication Technology (MICT)**
  - Regulate the information and communication technology industry.
  - Promote the information and communication industry.
  - Manage and promote the smooth coordination between the public and private sectors.
  - Initiate change and new projects.
  - Support the information and communication technology industry.

## CHAPTER 2. Government/Ministry/Department Policy on ICT

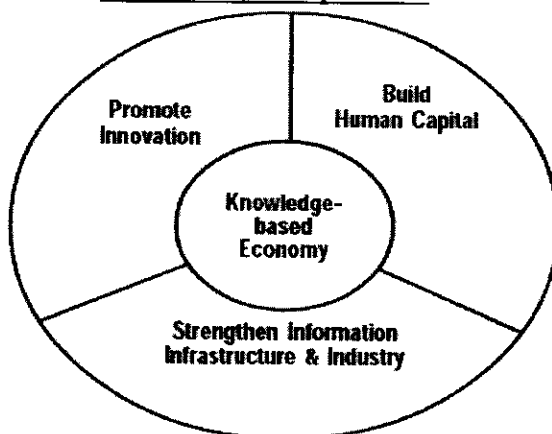
Describe key ICT master plans or core ICT policies including agenda, legal and regulation framework, infrastructure, Internet, human resources development(HRD) program, digital inclusion policy, e-government, e-learning, e-banking, supporting IT companies, and so on.

<Example>

### IT 2010: National Information Technology Policy and Goal

- Focuses on enhancing capacity for the use of technology for national development
- Develop a knowledge worker
- Determined from the volume of economic activity under the knowledge-based industries or knowledge-intensive industries
- 

IT 2010 key components



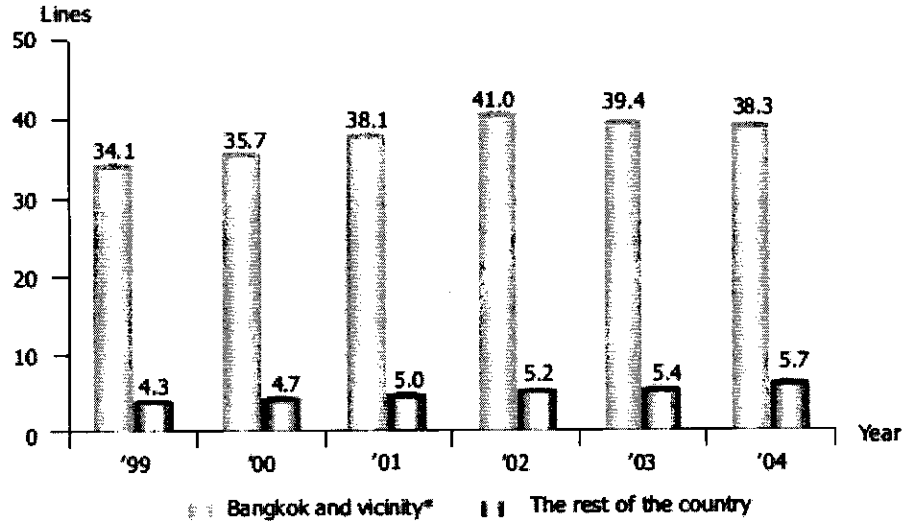
### our Government /

structure, fixed line service  
 internet service, internet  
 n(number of ICT related

organizations in higher education),

<Example>

**Number of Fixed Lines per 100 Inhabitants by Location (1999-2004)**



Source: TOT Corporation Plc. (formerly the Telephone Organization of Thailand)

Remarks: \*Vicinity includes Pathumthani, Nonthaburi and Samut Prakarn

## CHAPTER 4. International Projects related to ICT

Describe ICT international cooperation projects including counterpart country or organization. In addition, conduct SWOT analysis and give good advice to Korean enterprises which wish to invest your country.

<Example 1>

Project Name : e-Government for Effectiveness, and Efficiency

Country, Organization : Canada International Development Agency(CIDA)

Description : Constructing efficient and highly transparent e-government for the purpose of facilitating access by the general public to government services.

<Example 2, SWOT analysis>

<p><b>Strength</b></p> <ul style="list-style-type: none"> <li>• Location</li> <li>• Human Resource</li> <li>• Industry –Tourism, Multimedia Industry</li> <li>• Government Policy to support domestic suppliers</li> </ul>	<p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>• Lack of industrially based resources especially the qualified IT personnel</li> <li>• Less Management Skill</li> <li>• Lack of funding for R&amp;D</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Improve in IT education</li> <li>• Government support on EDI service</li> <li>• Tax exemptions for Internet start-up companies</li> <li>• Encourage the on-line commercial service</li> <li>• High Market potential and event driven market</li> </ul>	<p><b>Threat</b></p> <ul style="list-style-type: none"> <li>• English and IT education</li> <li>• Lower Labor cost in other Country effect the foreign investment in Thailand</li> <li>• Liberalization</li> <li>• Some restrictions in Thai law</li> </ul>

--	--

<Example 3, Advise to Korean Enterprise>

Do's : Recognition and adoption of Filipino culture

Don't : Perception of unstable political climate, peace and order condition

## **CHAPTER 5. Your area of interest regarding to the status of ICT in your Government / Ministry / Department**

<Example>

- Identify the areas of your interest of which you like to do research on based on your country / Ministry / Department ICT Status.
- Determine the needs of your Government/Ministry/Department in ICT Sphere.

## **CHAPTER 6. Useful website**

List up useful websites such as governments, research institutes, enterprises and others.

<Example>

Government

[www.ched.gov.ph](http://www.ched.gov.ph)

[www.cict.gov.ph](http://www.cict.gov.ph)

[www.dti.gov.ph](http://www.dti.gov.ph)

[www.neda.gov.ph](http://www.neda.gov.ph)

[www.ntc.gov.ph](http://www.ntc.gov.ph)

Enterprise

[www.globe.com.ph](http://www.globe.com.ph)

[www.smart.com.ph](http://www.smart.com.ph)

[www.suncellular.com.ph](http://www.suncellular.com.ph)

University

Research Institute

Others

[www.itu.int/ITU-D/ict/statistics/at\\_glance](http://www.itu.int/ITU-D/ict/statistics/at_glance)

[www.itmatters.com.ph/news/](http://www.itmatters.com.ph/news/)

[www3.jetro.go.jp/jetro-file/](http://www3.jetro.go.jp/jetro-file/)

[www.e-servicesphils.com/](http://www.e-servicesphils.com/)

[www.bayanihan.gov.ph](http://www.bayanihan.gov.ph)

[www.specopslabs.com](http://www.specopslabs.com)

[www.omniphilippines.com/philippines.software.industry](http://www.omniphilippines.com/philippines.software.industry)

## Application Guidelines

**In completing the attached application form, please be advised to:**

- a. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- b. Use a personal computer in completing the form, or handwrite in **block letters**;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport**; and
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

### Application Checklist

No.	Check Item	Page	Checked
a.	Filled in every item of Applicant Information	2-4	
b.	Ticked agree/disagree box for <b>Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information</b>	5-6	
c.	Thoroughly read <b>Scholarship Program Guideline</b> and <b>Code of Conduct</b>	6-9	
d.	Signed the <b>declaration</b> for terms and conditions	9	
e.	Signed and filled in every part of <b>Medical History Questionnaire</b>	10	
f.	Had an authorized official from your government to complete and sign the <b>Nomination</b> form	11	
g.	Have a <b>copy of passport</b> ready for submission	-	

***This is to certify that I have completed every part of the application form to apply for the KOICA Scholarship Program.***

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Application Form for the KOICA Scholarship Program

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development





Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.

**PART 1. APPLICANT INFORMATION (to be completed by the applicant)**

I. PROGRAM OF APPLICATION (as in the Program Information)															
<b>Program Title</b>	KOICA- PNU Master's Degree Program In Global ICT Policy														
<b>Name of Degree</b>	Master of Global ICT Policy														
<b>Duration</b>	from <u>August 15 2019</u> to <u>December 6 2020</u> (DD-MM-YYYY)														
II. PERSONAL DATA															
<b>Name</b> (as in the passport)	<b>First Name</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												
	<b>Middle Name</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												
<b>Family Name</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>													
<b>Date of Birth</b>		Day	Month	Year											
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Airport of Departure</b>												
<b>Nationality</b>			<b>Religion</b>												
<b>Home Address</b>															
<b>Contact Information</b> (Including Country Code)	Telephone			Fax											
	Mobile			E-mail											
<b>Emergency Contact</b>	Name			Relation											
	Telephone			E-mail											
<b>Emergency Contact (2)</b>	Name			Relation											
	Telephone			E-mail											
III. CURRENT EMPLOYMENT															
<b>Organization</b>															
<b>Department</b>															
<b>Present Position</b>			<b>Employment Duration</b> _____ from _____												
<b>Type of Organization</b>	Government		<input type="checkbox"/> Central <input type="checkbox"/> Local												
	Institution		<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO												
	Others		(Please specify)												
<b>Job Description</b>	Describe your main duties. Specify any technical equipment or facilities you work on with if applic														
	Describe any themes, topics and places of interest you would like to see in the Program related t														

Elaborate on organizational setback or challenges that you wish to address through the Program

Elaborate on your plans to apply the lessons learned from the Program to your organization.

**VI. CAREER RECORD**

**Career Background (Past 5 Years)**

Organization	Department	Position / Responsibilities	From	

**Educational Background (Higher Education)**

Institution	City / Country	Field of Study and Degree	From	

**Previous Attendance to Training Program in Foreign Countries**

Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries? If yes, F

Training Institute	City / Country	Course Title	From	

**V. LANGUAGE PROFICIENCY**

Native Language : \_\_\_\_\_

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

**Other Languages** (please specify) : \_\_\_\_\_

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

- 1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including... (text partially cut off)
- 2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Ex... (text partially cut off)
- 3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expansion... (text partially cut off)
- 4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**IV. OTHERS**

<b>Restriction on Food/Behavior/ Medication</b>	<b>Any restrictions on food, behavior, or medication due to health or religious reasons?</b>	
	<input type="checkbox"/> NO	<input type="checkbox"/> YES >> <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> No Fish <input type="checkbox"/> Others( )

**PART 2. TERMS & CONDITIONS**

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

**I. PRIVACY & COPYRIGHT POLICY**

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to [koica.sp@koica.go.kr](mailto:koica.sp@koica.go.kr).
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

<b>Agreement on Collection and Use of Personal Information</b>	
1	KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations. <ul style="list-style-type: none"> <li>- <b>Personal Information Collected</b> : name, date of birth, sex, nationality, contact information, employment status, career and educational record</li> <li>- <b>Purpose</b> : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries</li> <li>- <b>Retention Period</b> : 3 years for hard copy / permanent preservation for soft copy</li> </ul>
	2 If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.
<input type="checkbox"/> <b>Agree</b> <input type="checkbox"/> <b>Disagree</b>	

**Agreement on Collection and Use of Sensitive Information**

- 1 KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
  - **Sensitive Information Collected** : religion, medical information
  - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
  - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy

**Agreement on Collection and Use of Unique Identifying Information**

- 1 KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
  - **Unique Identifying Information Collected** : passport number, alien registration number
  - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
  - **Retention Period** : 5 days after the accomplishment of the purpose specified above
  
- 2 If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

**Agree**       **Disagree**

**II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE**

**1. Purpose**

This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.

**2. Definition of Terms**

The terms used in this guideline are defined as follows.

- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.
- 2-3. "University" refers to the university that is entrusted by KOICA to operate and be responsible for the SP.
- 2-4. "Participants" refer to individuals participating in the SP under the nomination of the governments of partner countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the university, and bear the corresponding responsibilities.

**3. Obtaining a Degree**

- 3-1. Participants shall obtain a master's degree at their registered university.
- 3-2. If a participant loses his or her status as a KOICA participant in accordance with the guideline 6. "Dismissal of participant Status", he or she shall automatically lose the qualification as a degree candidate in the university.

**4. Entering and staying in Korea**

- 4-1. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea
- 4-2. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 4-1 above.

**5. Leaving the Korea**

- 5-1. Participants shall leave Korea on the designated day for leaving the country
- 5-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 6. "Dismissal of Participant

Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.

5-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the

KOICA head office through the Korean embassy in the home country.

5-4. Even in the case for the guideline 5-3, the relevant expenses shall be borne by the participant.

#### **6. Dismissal of Participant Status**

6-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

- ① Falsifying statements on any of their application documents or providing false information in their application documents.
- ② Receiving serious disciplinary actions, such as suspension or expulsion from the university
- ③ Violating the Korean law
- ④ Temporarily leaving Korea for more than once without permission
- ⑤ Involved in any political activities
- ⑥ Violation of the agreement with KOICA
- ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
- ⑧ Behaving disgracefully as a participant of a SP
- ⑨ Withdrawal from the program before completion
- ⑩ Failing to leave Korea within the given time frame as stated in this guideline 5. Leaving the Country of this guideline

6-2. If a participant loses one's status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant's home country of the fact.

#### **7. Leaving Korea During the Program**

7-1. If a participant intends to return to one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.

- ① A copy of the medical certificate (for sickness leave)
- ② Letter of explanation
- 3 Any other documents required by the university

7-2. If a participant has to return to one's home country due to one's own fault, and not for any of the reasons listed in guideline 7-1, KOICA will notify the participant's original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.

#### **8. Temporary Leave**

8-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the university with the following documents by the date set by the university.

- ① Letter of confirmation from the advisor
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- 4 Any other documents required by the university

8-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.

8-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry). And there will be no exception for deduction.

8-4. In case of death of an immediate family member (only for participants' own parents, spouse, siblings, and children), KOICA will support round-trip air-ticket for temporary leave.

#### **9. Scholarship Payment and Receipt**

9-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

9-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable

nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 5-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 6. Dismissal of Participant Status.
- 3 Withdrawal and leaving Korea during the program for reasons other than stated in 7-1

**10. Notification of Re-entry**

If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.

**11. Notification of Changes in Contact Information**

If there are any change to the contact information of a participant, the change must be reported immediately to the university

**12. Internship**

12-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and create a "study-first" environment.

- ① Participants must give first priority to their studies over any other activity.
- ② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

12-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one's daily allowance.

**13. Applicable Provisions**

For any other matters not stipulated in this guideline, the academic regulation of the participant's registered university shall be applied.

**III. CODE OF CONDUCT**

**1. Purpose**

The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hereafter "SP").

**2. Application and Compliance**

This Code of Conduct applies to all participants of the KOICA SP.

**3. Academic Performances**

- 3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they have enrolled in (hereafter "university") to facilitate their studies.
- 3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with the regulation and guidelines of the universities.
- 3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the summer and winter vacations, a participant must gain approval from the university.
- 3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

**4. Program Outcome**

Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.

**5. Health Management**

Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.

## 6. Safety Measures

- 6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.
- 6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

## 7. Policy on Misconduct

- 7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.
- 7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

## 8. Discriminatory Actions and Sexual harassment

- 8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.
- 8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.
- 8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.
- 8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

## 9. Prohibition of Political Activity

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

## 10. Compliance with the Regulations of the University and KOICA

- 10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.
- 10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

## IV. DECLARATION

I, \_\_\_\_\_, of \_\_\_\_\_



(name of applicant)

(name of country)

*certify that the statements I made in this form are **true and correct** to the best of my knowledge.  
If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.*

*If I fail to comply the terms and conditions of KOICA Scholarship Program,  
I will **accept any penalties and consequences** including dismissal from the Program  
and report to my government and/or employer.*

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART 3. MEDICAL HISTORY QUESTIONNAIRE**

**MEDICAL HISTORY QUESTIONNAIRE** (to be completed by the applicant)

**1. Present Status**

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
-----------------------------	----------------------------------------------------------------------------------

b. Are you pregnant? (female only)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> ( _____ months )
-----------------------------	--------------------------------------------------

c. Please indicate any needs arising from disabilities that may require additional support or facilities.

( _____ )
-----------

*Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.*

**2. Medical History**

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
--------------	-----------------------------	------------------------------------------------------------------------------------

<b>Present:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition ( _____ )
-----------------	-----------------------------	-------------------------------------------------------------

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness ( _____ ), Place & dates ( _____ )
--------------	-----------------------------	------------------------------------------------------------------------------------

<b>Present:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present condition ( _____ )
-----------------	-----------------------------	-------------------------------------------------------------

c. High blood pressure

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
--------------	-----------------------------	------------------------------

<b>Present:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition ( _____ ) mm/Hg to ( _____ ) mm/Hg • Are you taking any medicine? <input type="checkbox"/> No <input type="checkbox"/> Yes
-----------------	-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

d. Diabetes (sugar in the urine)

<b>Past:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
--------------	-----------------------------	------------------------------

<b>Present:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> • Present condition ( _____ ) • Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes
-----------------	-----------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

e. What illness(es) have you had previously?

<input type="checkbox"/> Thyroid Problem	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
------------------------------------------	----------------------------------------	----------------------------------------	-----------------------------------------

<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Stomach and Intestinal Disorder
---------------------------------------	---------------------------------	----------------------------------------------------------

<input type="checkbox"/> Infectious Disease >> Specify the name of illness ( _____ )
--------------------------------------------------------------------------------------

<input type="checkbox"/> Others >> Specify ( _____ )
------------------------------------------------------

f. Has the above illness(es) been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Specify the name of illness ( _____ )	
- Present condition ( _____ )	

*I certify that I have answered all questions truthfully and completely to the best of my knowledge.*

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART 4. NOMINATION**

**I. OFFICAL NOMINATION** (to be completed by nominating government / organization)

The Government of \_\_\_\_\_ officially nominates \_\_\_\_\_  
 (Name of Country) (Full Name of Nominee)

to participate in \_\_\_\_\_ as organized by the Korean Government(KOICA)  
 (Title of Program)

and I, \_\_\_\_\_, on behalf of the Government of \_\_\_\_\_, certify that  
 (Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.
- (e) **Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.**

Name(Authorized Official) : \_\_\_\_\_

Position/Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Official Stamp Included)

**II. ORGANIZATION CHART** with an appropriate marking of the nominee's position

[Empty space for Organization Chart]

Program Information

2019

# KOICA- PNU Master's Degree Program In Global ICT Policy

August 15, 2019 – December 6, 2020

Busan & Seongnam, Korea



Korea International Cooperation Agency



Pusan National University

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

# Contents

<b>PART I. PROGRAM OVERVIEW</b> .....	<b>1</b>
<b>PART II. PROGRAM CONTENTS</b> .....	<b>3</b>
<b>PART III. TRAINING INSTITUTE</b> .....	<b>10</b>
<b>PART IV. ACADEMIC REGULATIONS</b> .....	<b>20</b>
<b>PART V. REQUIRED DOCUMENTS</b> .....	<b>25</b>
<b>PART VI. CONTACT</b> .....	<b>27</b>

# I . PROGRAM OVERVIEW

■ **Program Title: KOICA-Pusan Nat'l University (PNU) Master's Degree Program  
in Global ICT Policy**

■ **Duration**

- **Stay duration: August 15, 2019—December 6, 2020 (17 months of study  
in Korea including 2 weeks of pre-course)**

*During 16 months in Pusan National University and Busan Metropolitan City  
students are strongly recommended to complete their thesis.*

- **Academic duration: September 1, 2019—December 6, 2020 (17 months)**

*In accordance to the university regulations, the diploma will be issued in  
February 2021.*

■ **Degree: Master of Global ICT Policy**

■ **Objectives**

- 1) To help governmental officials of developing countries who are engaged in planning, implementation and evaluation of ICT policies enhance their comprehensive competency
- 2) To help them strengthen capabilities of implementing global cooperative projects with other partners through the advanced ICT and ICT convergence-related policies
- 3) To build strong human network between and among Korea and participating countries so that they can cooperate with each other nationally and internationally
- 4) To share Korea's experience in e-Government, ICT convergence, and its application to other areas, as well as to produce leaders amicable to Korea

■ **Training Institute: Pusan National University (PNU), Busan Campus**

■ **Number of Participants: 20 government officials**

■ **Language: English fluency that requires no translation**

■ **Accommodations:**

**Apartment within walking distance to Busan Campus and Jang Jeon Station**

Students of Dept. of Global ICT Policy, Graduate School of Pusan National University, will live in a studio apartment (Aug. 2019-Dec. 2020) in Busan Campus, which is located near the A Hall where lectures for graduate students are held.

Or Busan Campus Dormitory

- International undergraduates or graduate students, exchange students, certified research students or researchers.

**“Living Conditions”**

- Studio apartment
- Single occupancy
- The room includes (Private): a kitchen with a gas stove (gas range), a sink microwave, a washing machine, a bed, a refrigerator, an air conditioner, a desk, a bookshelf, and a closet.
- Electricity and gas charges are paid by the individual.
- Personal items including blankets and pillows are not provided.

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents/ Remarks
Preparatory Session	2019.8.15. ~ 2019.8.19.	Arrival, KOICA Orientation
	2019.8.20.	Orientation
Pre-Course	2019.8.20. ~ 2019.8.31	2 weeks
Fall Semester (1st semester)	2019.9.3. ~ 2019.12.14	15 weeks
Winter Break	2019.12.17. ~ 2020.1.1	2 weeks
Winter Semester (2nd semester)	2020.1.2~ 2020.2.22	8 weeks
Preparation	2020.2.25~ 2020.3.2	1 week
Spring Semester (3rd semester)	2020.3.4. ~ 2020.6.14.	15 weeks
Spring Break	2020.6.17. ~ 2020.6.28.	2 weeks
Summer Semester (4th semester)	2020.7.1. ~ 2020.8.28	8 weeks
Summer Break	2020.8.26. ~ 2020.8.30	1 week
Fall Semester (5th semester)	2020.9.2. ~ 2020.11.29	Final Oral Defense Presentation Graduation Ceremony
Wrap-up Session	2020. 12.2	Final Oral Defense Presentation
	2020. 12.4	Graduation Ceremony
	2020 12. 6	Departure

\*The above schedule is subject to change.

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



## DETAILS

	<b>Main Activities &amp; Classes</b>	<b>Research Support</b>
<b>Preparatory Course (2 weeks) 2019.8.20~2019.8.31</b>		
Pre-	<ul style="list-style-type: none"> <li>• Medical Check-up</li> <li>• Orientation for KOICA and PNU</li> <li>• Registration (on/ off-line)</li> <li>• Workshop for Successful Learning</li> <li>• SMART Device Practicum               <ul style="list-style-type: none"> <li>✓ Korean Stay &amp; Study</li> <li>✓ Team-based Learning</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Submission of problem statement</li> <li>• Mentoring for research topic</li> </ul>
<b>Semester 1 (Fall Semester, 15 weeks) 2019.9.1~2019.12.14</b>		
1	<ul style="list-style-type: none"> <li>• Core, required essential subjects</li> <li>• Methodology for ICT Policy</li> <li>• The Korean Language Basics               <ul style="list-style-type: none"> <li>✓ Buddie-buddie link</li> <li>✓ Int'l students community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Situation &amp; data analysis</li> <li>• Presentation &amp; Feedback for Individual Thesis Research</li> </ul>
<b>Winter Break (2 weeks) 2019.12.17~2020.1.1</b>		
Break	<ul style="list-style-type: none"> <li>• Field Trip</li> <li>• Special Lecture &amp; Cultural Events               <ul style="list-style-type: none"> <li>• TAEKWON-Do, the Korean Martial Art</li> <li>• Korean Music &amp; Dance</li> <li>• English Presentation Skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regional Consultant Mentoring</li> </ul>
<b>Semester 2 (Winter Semester, 8 weeks ) 2020.1.2~2020.2.22</b>		
2	<ul style="list-style-type: none"> <li>• ICT Policy Application &amp; Technology</li> <li>• Group Project Work: ICT policy national case study</li> <li>• Special Lecture &amp; Workshop               <ul style="list-style-type: none"> <li>• Human Rights &amp; Global Issues</li> <li>• Human &amp; Global Environment</li> <li>• Korean Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Intensive &amp; Customized Support for Individual Learning &amp; Research Work</li> <li>• Research Methodology</li> </ul>

3	<b>Semester 3</b> (Spring Semester, 15 weeks) 2020.3.4~2020.6.14.	
	<ul style="list-style-type: none"> <li>• ICT Policy Implementation</li> <li>• Public/ Private-based Field Practicum</li> <li>• Co-work with Regional Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Individual Research Work: thesis, portfolio, Nat'l master planning or any types upon request</li> </ul>
Break	<b>Spring Break (2 weeks)</b> 2020.6.17~2020.6.28.	
	<ul style="list-style-type: none"> <li>• Field Trip &amp; Cultural Activities</li> </ul>	
4	<b>Semester 4</b> (Summer Semester, 8 weeks) 2020.7.1~2020.8.28	
	<ul style="list-style-type: none"> <li>• ICT Policy Implementation</li> <li>• ICT &amp; Good Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Research Work Elaboration</li> </ul>
Break	<b>Summer Break (1 week)</b> 2020.8.26~2020.8.30	
5	<b>Semester 5</b> (Fall Semester, 14 weeks) 2020.9.2. ~ 2020. 11.29	
	<ul style="list-style-type: none"> <li>• Individual Project Work <ul style="list-style-type: none"> <li>✓ Action Planning</li> <li>✓ Regional Consultant</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Individual Research Mentoring</li> </ul>
Closing Session	<b>Wrap-Up</b> 2020.12.2~2020. 12.6	
	<ul style="list-style-type: none"> <li>• Completion Ceremony</li> <li>• Departure</li> </ul>	<ul style="list-style-type: none"> <li>✓ Best Awards</li> <li>✓ Global ICT Co-op Declare</li> </ul>

\*The above schedule is subject to change.

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

## 2. CURRICULUM

### MASTER OF GLOBAL ICT POLICY

This master's degree program is designed to nurture policy-makers in the area of Information & Communication Technology (ICT). Upon completion of the required 24 credit hours and the master's thesis, the degree will be granted.

#### 1) Curriculum & Credits

- The total number of credits required to complete the Master's program: 24 credits
- Non-credit required course "Korean Language I, II"

Course Module	Category (credits)	Course Title
Pre-Course	Required	<ul style="list-style-type: none"> <li>• SMART Device Practicum</li> <li>• Korean Stay &amp; Study</li> <li>• Team-based Learning</li> </ul>
Basics	Required	<ul style="list-style-type: none"> <li>• The Korean Language I, II</li> <li>• Taekwon-do, the Korean Martial Art</li> <li>• Korean Music &amp; Dance</li> <li>• English Presentation Skills</li> <li>• Research Methodology</li> </ul>
ICT Policy & Law	Required (6)	<ul style="list-style-type: none"> <li>• Understanding on ICT Policy: Planning</li> <li>• Understanding on ICT Policy: Implementation &amp; Governance</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Understanding on ICT Policy: Evaluation</li> <li>• Big Data Analysis</li> </ul>
ICT based Application & Technology	Required (6)	<ul style="list-style-type: none"> <li>• ICT &amp; Good Governance</li> <li>• Digital Security Theory</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Smart Society &amp; ICT Technology</li> </ul>
ICT based Intl Cooperation & Project	Required (6)	<ul style="list-style-type: none"> <li>• ICT Project management in Theory &amp; Practice</li> <li>• Seminar for ICT National Master Planning</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• ICT for Development Project</li> <li>• ICT Project Case Study</li> </ul>
Thesis Research	Required (3)	<ul style="list-style-type: none"> <li>• Research &amp; Thesis</li> </ul>

\* The above curriculum is subject to change.

## **2) Graduation Requirements.**

In order to graduate, students must

- Earn 24 credits
- Complete all those non-credit required subjects (\* Students should take Korean Language I,II to pass through the graduate eligibility screening.)
- Earn a GPA higher than 3.0 (higher than B), and submit a thesis from Thesis Research course.

## **TEACHING PLAN FOR THESIS RESEARCH**

- The course aims to train talented developers.
- Each semester has different stages of curriculum, all of which were designed to train students and help them accomplish their final Thesis Research. Students will also be able to receive specific guidance and personal mentoring.
- To assist students in writing a thesis, a team of a professor and other advisors will be assigned to each student, and they include: i) main research professor or main supervisor, ii) co-ordination professors who support learners and their successful research work, iii) practical experts from specific fields or organizations, and iv) regional experts from their project experience.
- With their assistance, students will be able to do their study successfully by completing their thesis or portfolio or action planning for their country's or ministry's ICT Master Plan
- Furthermore, the students will be able to take full advantage of Pusan National University's global network when carrying out their final projects.

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) **Fieldtrip** An array of Field trips during this program: POSCO, Taebaek Green Science, Gyeongju Eco-water Center, etc. (The places are subject to change)



2) **Industrial Co-op Work** Different types of industry organizations, provincial government offices, and agencies in Busan and others supported by Busan Metropolitan City are to collaborate by providing site visits or Intern-ship programs. (All the details are to be provided.)



3) **Fellowship Event**

4) **Workshops**

5) **Other Extracurricular Activities**

6) **Korean Cultural Experience Program**

Office of International Community Advancement (OICA) hosts a time for Korean cultural experience for international students. A variety of cultural programs will be provided to familiarize international students with Korean culture.

#### **Activities =====**

Experience:

- Korean traditional paper folk craft
- Korean traditional pottery making
- Korean traditional drawing
- Korean traditional food cooking and visit:
- Gyeongju National Museum
- Korean traditional houses
- Korean K-pop, Folk Music & Dance



### **7) International Buddy System (IBS)**

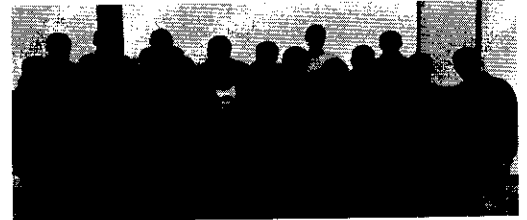
International Buddy System is a program hosted by the Student Government to offer international and Korean students opportunities to get to know with each other and learn



different cultures. Those who apply for the IBS will be paired with a Korean student to participate in a variety of events prepared by the Student Government.

### **8) Culture Night**

It is organized by international students to share global culture with Korean students (cultural performances, global food fair, and others).



## **III. TRAINING INSTITUTE**

### **1. GENERAL INFORMATION**

Pusan National University (PNU), the true university that lives up to the values of truth, freedom and service, is creating a new value system based on a humanitarian spirit and its insights on the trends of the times. PNU provides and realizes a future vision for society through academic research and HR development, contributing to the development of humanity and society.

#### **1) Purpose of Education**

As a true university that represents Korea, PNU aims to foster capable talents who can teach and study in-depth academic theories and methods of applications based on the national educational philosophy of Korea and PNU's spirit of truth, freedom and service, while contributing to development of the country and society. To this end, PNU defines the ideal PNU talents as follows:

The University now comprised fifteen colleges, one independent division, one general graduate school, four professional graduate schools and five special graduate schools, and contributes to the development of the nation by producing prominent experts and talented leaders.

As of March 2015 graduates of PNU totaled 154,680 bachelor's degree holders, 42,052 master's degree holders, and 7,298 doctoral scholars, many of whom are playing central roles as community, national and world leaders.

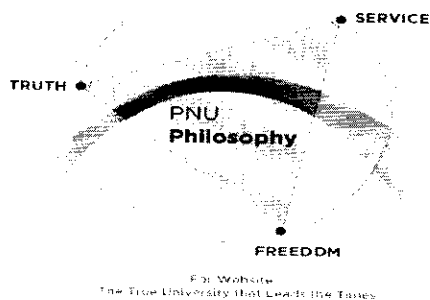
#### **2) History**

Pusan National University was founded in May 1946 with the establishment ideology of truth, liberty and devotion. Although the University started initially with just two faculties, the Faculty of Humanities and the Faculty of Fisheries, since then, it has grown into a major research level institution covering all the major disciplines within academia. Today, the University enjoys its reputation as one of top universities in Korea.

2010~	May. 2016	PNU's 70th anniversary
	Mar. 2013	Restructuring of Organization of Headquarters (3 Vice Presidents (Education, External Affairs), 3 offices, 1 bureau, 9 divisions and 3 headquarters)
		Established R & D Future Strategy Headquarters and Graduate Administration Office
		Expanded the Integrated Human Resources Center to the Mirae Human Resource Development Center
		Promoted the Liberal Education Center to the Liberal Education Institute
	Jan. 2012	Inauguration of the 19th President, Dr. Kim Ki-Seob
Sept. 2010	The Undergraduate College of Economics and International trade opened	
	The Undergraduate School of Business opened	
2000~2009	Mar. 2009	The Graduate School of Law opened
	Feb. 2009	The construction of PNU's YANGSAN Campus completed
	Mar. 2008	The first national Graduate School of Oriental Medicine opened
	Feb. 2008	Selected as one of the institutions licensed to establish the Graduate School of Law
1980~1999	Jul.1999	Center for Research Facilities opened
	Nov.1997	Designated as superior university in education reform / Designated by the Ministry of Education as a regional university to developing international affairs
	Apr.1992	PNU Foundation established
1960~1979	Mar.1972	PNU High School established
	Apr.1966	Central Library opened
1945~1959	Nov.1956	PNU Hospital opened
	Sep.1953	Pusan National University established with six colleges: Liberal Art & Law, Business, Pharmacy, Engineering, and Medicine
	Oct.1945	Founding Committee for Pusan National University Organized



### 3) Mission Statement of Pusan national university



PNU, the true university that lives up to the values of truth, freedom and service, is creating a new value system based on a humanitarian spirit and its insights on the trends of the times. PNU provides and realizes a future vision for society through academic research and HR development, contributing to the development of humanity and society.

#### ①The Hall of Truth

PNU pursues truth, and conducts education and research for academic advancement based on imagination and creativity. It is securing global competitiveness as a true university that represents Korea, while developing talents with creativity and extensive knowledge, who have insights on the times and are actively engaged in their communities and society as a whole.

#### ②The Cradle of Freedom

PNU safeguards freedom, the fundamental value of life, and pursues truth and education based on a spirit of co-prosperity, cooperation and harmony with the community. It is a true university that fosters mature individuals with creative and active attitudes and capabilities that can serve the development of the country and humankind.

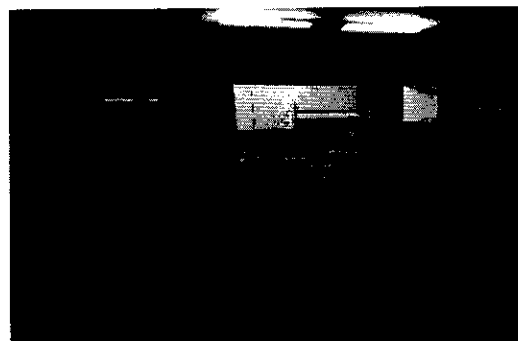
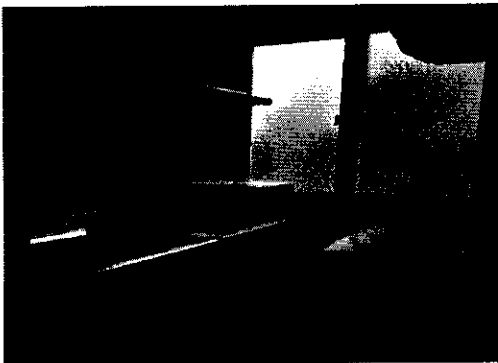
#### ③The Birthplace of Services

A university needs to explore knowledge and education based on freedom and truth, and provide various humanitarian services for the development of society and the country. PNU is a true university, as it fosters talents eager to engage in the services required by the society, and operates volunteer activity systems for social development, lifelong education and re-education at the university level.

## 2. ACCOMMODATION

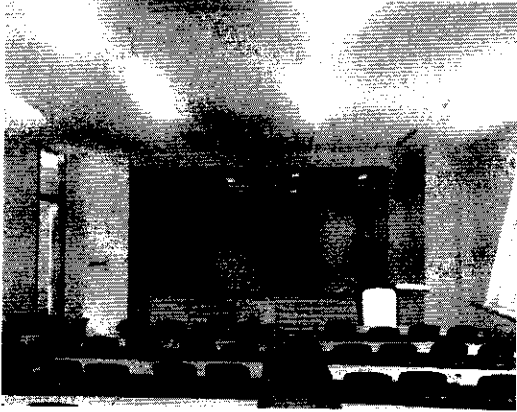
### Living Conditions

- Studio apartment
- Single occupancy rooms
- The room includes (Private): a kitchen with a gas stove (gas range), a sink microwave, a washing machine, a bed, a refrigerator, an air conditioner, a desk, a bookshelf, and a closet.
- Electricity and gas charges are paid by the individual.
- For other students living together, please be careful about drinking alcohol, making high-pitch voicing sound in the room.
- You must pay your electricity and gas bills for your monthly pension and if you do not pay, you can reduce the next month's allowance based on the monthly payday amount.
- If you damage the property, you must compensate the damage.
- If you do not use your living space cleanly, you may be asked to leave.
- To ensure your safety, you must select a representative for each hostel and advise the delegate if there is any outside movement.

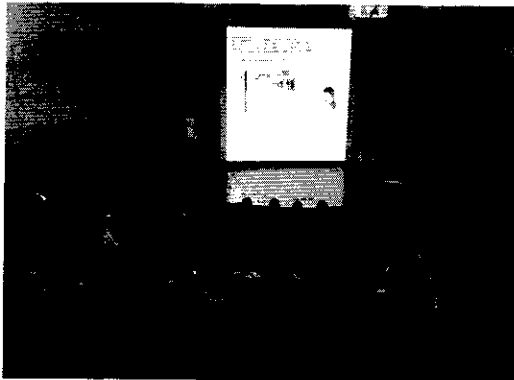


### 3. INFORMATION IN UNIVERSITY

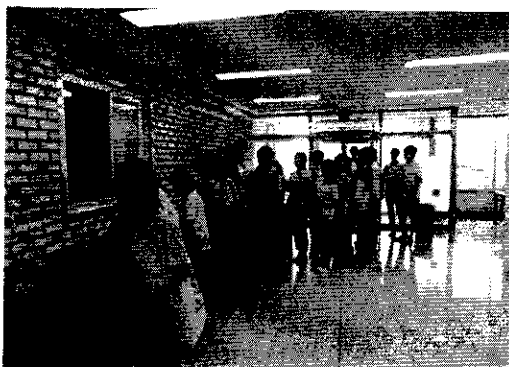
#### 1) Lecture Rooms

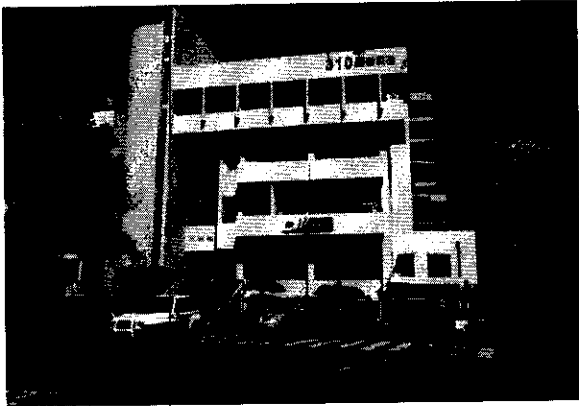


#### 2) Seminar Room

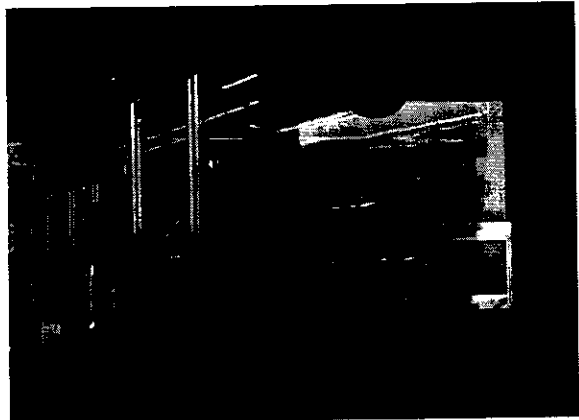
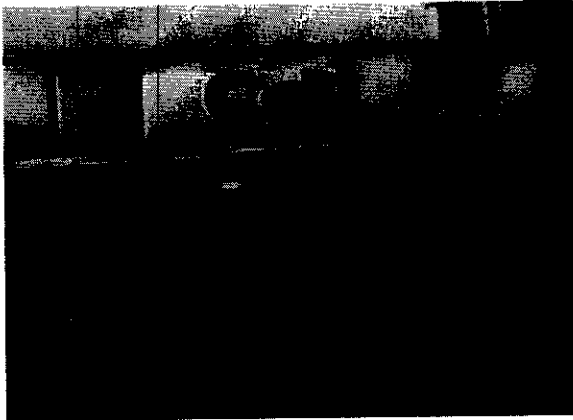


#### 3) Dining on Campus





**4) Convenient Store**

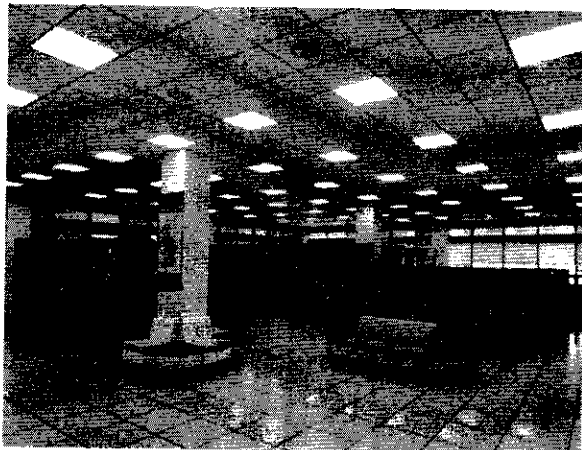
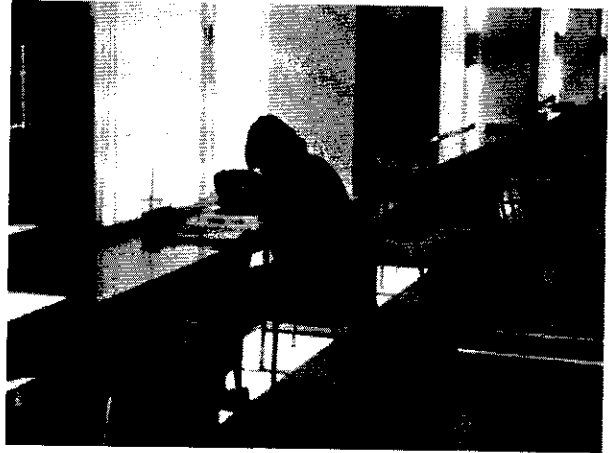


**5) Resting Area**

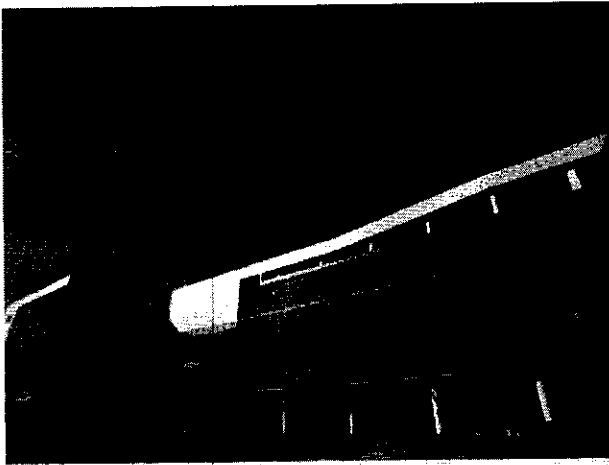




**6) Students Library**



## 8) Other Facilities



## 9) Medical Facilities in Busan City

General	Medwall Medical	1951, Jungang-daero, Geumjeong-gu	Weekday: 09:00~17:30 Lunch: 12:30~13:30 Saturday: 09:00~13:00	Dusil Station	051-519-8000
	Family Medical	136-1, Oncheonjang-ro, Geumjeong-gu	Weekday: 09:00~18:00 Lunch: 12:30~13:30 Saturday: 09:00~13:00	Oncheonjang Station	051-515-0079
Orthopedics	Park Orthopedic	1727, Jungang-daero, Geumjeong-g	Weekday: 09:00~18:00 Lunch: 12:30~13:30	Pusan National University	051-911-7575
Internal Medicine	KimJongIn Clinic	11, Busandaehak-ro, Geumjeong-gu	Weekday: 09:30~19:00 Saturday: 09:30~16:00 (Holiday) 09:30~16:00	Pusan National University	051-516-9558
	SinHyeonSeong Clinic	13, geumjeong-ro 149beon-gil, Geumjeong-gu	Weekday: 09:00~18:00 Saturday: 09:00~15:00	Pusan National University	051-513-6248
Otolaryngology	KimCheolSuOtolaryngology	147, Geumjeong-ro, Geumjeong-gu	Weekday: 09:30~18:30 Lunch: 12:30~14:00 Saturday: 09:00~14:00 (Holiday) 09:30~13:00	Jangjeon Station	051-582-5125
	Su Otolaryngology	8, geumjeong-ro 38beon-gil, Geumjeong-gu	Weekday: 09:00~19:00 Saturday: 09:00~14:00 (Holiday) 10:00~14:00	Pusan National University	051-583-7585
Dental	New Ami Dental Clinic	26, Jungang-daeroGeumjeong-gu	Weekday: 9:30~19:00 Saturday: 9:30~16:00	Jangjeon Station	051-513-7525
Dermatology	Joy Clinic	15, Surim-ro, Geumjeong-gu,	Weekday: 09:30~18:30, Lunch: 13:00~14:00 Saturday: 09:00~14:00	Jangjeon Station	051-582-7573
Ophthalmology Pediatrics	Gallery Eye Center	50, Geumjeong-ro Geumjeong-gu	Weekday: 9:30~18:00 Lunch: 13:00~14:00 Saturday: 9:30~13:00	Pusan National University	051-516-0075-

### \*Medical Information Center

- The services are for all residents living in Korea so the initial call pickup will be done in Korean. If you request English translation, a translator will be provided (contact time needed).

During the switchover time, prerecorded music and Korean will be relayed over the phone.

- Wait patiently until the switchover and then you will be able to receive a step-by-step instruction in English on the required medical condition.

Your emergency call will be translated by a 3rd translating party between you and the professional medical staff. This service is not like 119, but is a hotline for a step-by-step process of dealing with sudden ailments that may not require an ambulance (although you can request an ambulance).

**\*119 Fire & Emergency Services**

- The 119 Emergency & SOS Service is similar to the American 911 service. In case of fire or a medical emergency call this number. The service will immediately send a fire truck or an ambulance to the required location. The service is for all residents, Korean and foreign, so the pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed). Wait patiently until the switchover and then you will be able to inform the medical staff of the patient's condition and request a fire truck or an ambulance.

**\*Campus Clinic & SOS**

- **Location: 2, Busandaehak-ro 63 beon-gil, Geumjeong-gu, Busan, 46241, Republic of KOREA**
- During the semester: 09:30 am ~ 05:30pm
- Lunch time: 12:00 pm~1:00 pm
- Health promotion room (1<sup>st</sup> floor next to barber shop of Munchang Hall / Tel.510-1273)

\* After consultation with health, general medicine payment, simple treatment

\* Body composition test, blood pressure and blood sugar check

\* Non-smoking classroom (Wed. from 14:00 to 17:00)

\* Family Medicine Doctor (Tue.&Thu. 14:00 to 17:00)

- Consultation Room (8<sup>th</sup> floor of NC department store / Tel.510-1278)

\* Only psychiatrist consultation (Thu, 14:00 to 18:00, reservations)



## IV. ACADEMIC REGULATIONS

### 1) Grades

#### Grade Management Standards

Grade evaluation is based on midterm exams, final exams, term papers, quizzes, class participation, attendance, presentations, and other course assignments. The final results of each registered student's performance will be individually posted and based on a grading scale of 100.

#### Grading

- Grades are based on the following breakdown of performance totals:

Grade **A+** ~ **F**

Grade	Score	Grade	Score
A+	95 – 100	C+	75 – 79
A0	90 – 94	C0	70 – 74
B+	85 – 89	D+	65 – 69
B0	80 - 84	D0	60 – 64

**Less than 60: F**

- Pass (P)/Fail (F0) Grade  
60% (sometimes 70%) of the total score or higher: P  
Lower than 60% (sometimes 70%) of the total score: F0
- Students who fail to attend more than two-thirds (2/3) of their semester classes will receive an 'F' as their final grade.

#### Academic Assessment Scales

- All courses by subject area are graded on a relative scale except for non-education courses with less than 10 students; non-education courses by education area, special lectures (open-classes and special classes); undergraduate courses by subject area in English (English-related courses not included); internships and field-training courses off-campus; major practical courses offered by the College of Arts; practical courses (College of Arts, the

Department of Physical Education and the Division of Sports Science), which are assessed based on an absolute evaluation.

- Practical English, practical computer courses, internships and field-training courses, community service courses and courses offered by the capability development program are graded 'Pass'/'Fail' (P/F0).
- In the case of international students and graduate students taking undergraduate courses, their grades depend on the evaluation standards of the course instructors.

#### **Grade Check and Challenging**

- A grade must be revised if a student challenges the grade and proves a change is during the designated period even if the recording of grades has been completed.
- Grades cannot be revised after the designated period for challenging and revising grades is over.

#### **Attendance and Exams**

- Students who fail to attend two thirds (2/3) of the class hours will receive an F
- Students who cheat on any exam in a course will be subject to academic sanctions according to university regulations.
- Students who take one or more makeup exams for a course will receive a grade of B+ or lower in that class.

## **2) Withdrawal**

Application period: unspecified

#### **Procedures for Academic Withdrawal**

- Students must provide a written request for academic withdrawal co-signed by their guardian and notify their academic advisor and dean before submitting the request to their college or graduate school.

#### **Required Documents for Academic Withdrawal**

- A request for academic withdrawal (a medical certificate is required in the event of a student's death).

## **3) Foreign Language Proficiency Graduation Requirements**

Foreign Language Proficiency Graduation Requirements for International Graduate Students (Qualifying Foreign Language Exams for Graduate Degrees)

- International students can choose either English or Korean.
- Standards of Exemption from English or Korean exams are listed below.

Foreign Language	Affiliation	Name of Examination	Standards of Exemption	
English	All Affiliations	TOEIC	800 or higher	
		TOEFL	PBT	550 or higher
			CBT	213 or higher
			iBT	80 or higher
		IELTS	5.5 or higher	
		TEPS	690 or higher	
Korean	All Affiliations	Completion of courses replaced with the English exam at PNU's International Language Institute and a test score of 70 or higher. (You can register for the courses in June or December)		
		Completion of classes replaced with the English exam at PNU's International Language Institute and a test score of 70 or higher (You can register for the courses in June or December)		
		Test of Proficiency in Korean (TOPIK): Level 4 or above (includes Level 4 or above based on Korean language classes in the International Language Institute at PNU)		

**4) International Student Korean Language Class Completion Recognition**

It is mandatory for international students from the General Graduate School to take basic Korean language, intermediate Korean language, and/or advanced Korean language courses administered by the PNU International Language Institute.

Courses will be graded as 'Satisfactory' or 'Unsatisfactory' (S/U) and will not be part of course completion credits. However, according to the exemption test administered by PNU's International Language Institute, students can be exempted from this requirement.

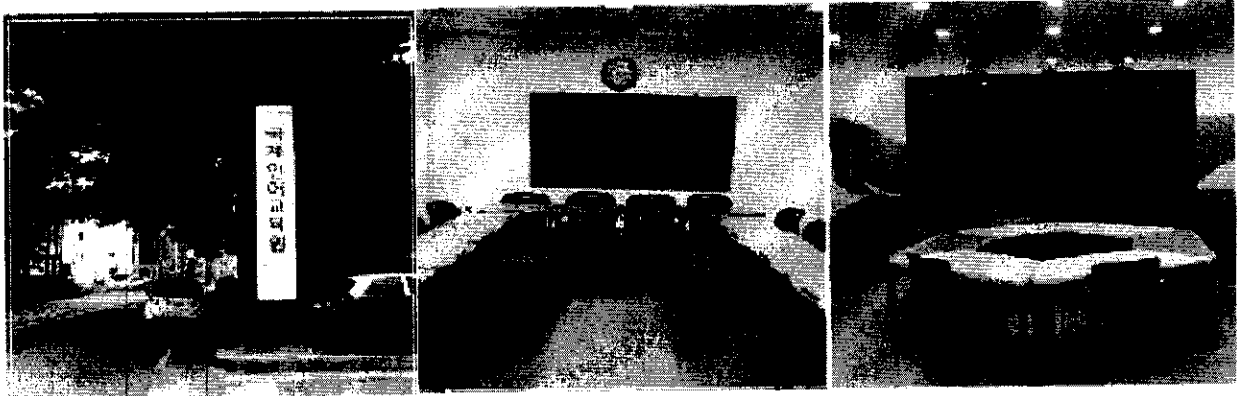
**Number of mandatory courses completed**

- Natural Sciences/Engineering/Arts and Sports: 1 course
- Humanities/Social Sciences: 2 courses

#### ▶ Exemption Standard

- Test of Proficiency in Korean (TOPIK): Students scoring above Level 4 (5, 6) at the International Language Institute should submit certificates.
- Korean language learning with more than 800 hours of instruction.
- ※ This is put into effect for students admitted after the fall semester 2005.

Please contact the PNU Language Institute (☎ 510-3305) for further inquiries.



#### 5) Must abide by residency regulations

- We welcome the residents and you a few co-operation.
- In order to avoid interference with others, please be careful about drinking alcohol, making high-pitch voicing sound, and other noises in the room
- Do not put any foreign objects into the toilet. The toilet may block and cause discomfort.
- Food waste should be placed in food waste bins. Separated waste should be put in a separating box.

General garbage should be put in a standard bag.

- Open the windows and ventilate the room frequently to create a pleasant environment.
- You must pay your electricity and gas bills for your monthly pension and if you do not pay, you can reduce the next month's allowance based on the monthly payday amount.
- If you damage the property, you must compensate the damage.
- If you do not use your living space cleanly, you may be asked to leave.

## **6) Other Compliance**

- To ensure your safety, you must select a representative for each hostel and advise the delegate if there is any outside movement outside.
- If you need to go to a hospital, you must tell your professor or administrator.
- Due to the expiration of the degree prior to the regular graduation ceremony, the applicant must confirm and pay the address and fee for receiving the diploma before departure.

***\* I am responsible for any failure to observe the provisions of this regulation.***

## V. REQUIRED DOCUMENTS

\* **All documents should be sent to the KOICA Regional Office or the relevant government office.**

- 1) KOICA Application Form
- 2) Pusan National University Form 1: Application Form (Type in English and Print out, Hand writing is not acceptable)
- 3) Pusan National University Form 2: Personal Statement and Study Plan of National ICT Policy related problem statement for the Research (Type in English and print out, hand writing is not acceptable)
- 4) Curricular Vitae
- 5) Pusan National University Form 3: Recommendation: from two different professors with a stamp or signature on a sealed envelope by the recommender (Print twice and to be completed by each of your two professors)
- 6) A Copy of the Applicant's Passport (please check the expiry date.)  
Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card)
- 7) Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship
- 8) Verification of Academic Record (sealed by president)
- 9) Certificate of Employment (necessary)
- 10) Certificate proving English Proficiency(if applicable): 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 proficiency.

★★ Form 1 ~ 3: Attached herewith

**\*Important Notes for All Applicants:**

1. 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.
2. Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

## VI. CONTACT

### 1. CONTACT INFORMATION

#### 1) Korea International Cooperation Agency (KOICA)

· **Program Manager: Mr. HyunSeok Kang**

Capacity Development Program Team

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

· Tel: +82-31-740-0681

· Fax: +82-31-740-0595

· E-mail: [hyunseok@koica.go.kr](mailto:hyunseok@koica.go.kr)

· Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. SuYeon PARK**

· Tel: +82-31-740-3626

· Fax: +82-31-705-6999

· E-mail: [sy1117@koworks.org](mailto:sy1117@koworks.org)

#### 2) Graduate School of Global Development & Cooperation, Pusan National University

· **Global Development & Cooperation: Dr.DoHoon Lee / Ms. SuYeon Cha**

· Address: 2, Busandaehak-ro 63 beon-gil, Geumjeong-gu, Busan, 46241, Republic of KOREA

· Tel: +82-51-510-1327

· Fax: +82-31-510-3469

· E-mail: [dohoon@pusan.ac.kr](mailto:dohoon@pusan.ac.kr)

· E-mail: [redfire0326@pusan.ac.kr](mailto:redfire0326@pusan.ac.kr)



### **3) Global HRD Center**

- **Staff : Ms. SuYeon Cha**
- Address: Room 302, 3 Floor, Bldg. 209  
2, Busandaehak-ro 63beon-gil, Geumjeong-gu, Busan, 46241, Republic of KOREA
- Tel: +82-51-510-1029
- Fax: +82-31-510-3469
- E-mail: redfire0326@pusan.ac.kr

\* The schedule in PI (Program Information) is subject to change according to the KOICA and Pusan National University's schedule.

আবেদনকারী কর্মকর্তার তথ্যাবলী (বাংলা ফরম):

১.	নাম :	
২.	পরিচিতি নং (যদি থাকে) :	
৩.	পদবি ও বর্তমান কর্মস্থল :	
৪.	ক্যাডার সার্ভিসের নাম (যদি থাকে) :	
৫.	আবেদনের বিষয় (কোর্সের নাম):	
৬.	জন্ম তারিখ : ও বয়স :	
৭.	চাকরিকাল :	
৮.	সর্বশেষ শিক্ষাগত যোগ্যতা :	
৯.	ইতঃপূর্বে বিদেশ প্রশিক্ষণ/উচ্চশিক্ষা গ্রহণ করলে তার বিবরণ :	
১০.	মোবাইল নম্বর : ও ই-মেইল এড্রেস :	
১১.	অফিসিয়াল মেশিন রিডেবল পাসপোর্ট নম্বর : ও মেয়াদ :	

আবেদনকারী স্বাক্ষর ও সীল

সুপারিশ করা হলো

নিয়ন্ত্রণকারী কর্তৃপক্ষের স্বাক্ষর ও সীল