

নম্বর : ০৫.০০.০০০০.২০২.০০.০০২.১৯-২২৯

তারিখ : ২৫ চৈত্র ১৪২৫ ব.  
০৮ এপ্রিল ২০১৯ খ্রি.

### বিজ্ঞপ্তি

KOICA-এর অর্থায়নে কোরিয়ায় অনুষ্ঠিত নিম্নবর্ণিত মাস্টার্স কোর্সে অংশগ্রহণের জন্য বাংলাদেশের সরকারি কর্মকর্তাদের জন্য সুযোগ রয়েছে। উক্ত কোর্সে অংশগ্রহণের জন্য আগ্রহী সিনিয়র সহকারী সচিব/উপসচিব পর্যায়ের কর্মকর্তাগণের নিকট হতে নিম্নোক্ত শর্ত সাপেক্ষে আগামী ১৫/০৪/২০১৯ তারিখের মধ্যে আবেদন আহবান করা যাচ্ছে। এতদসংক্রান্ত বিস্তারিত তথ্যাবলী এসাথে সংযুক্ত করা হলো:

কোর্সের নাম ও মেয়াদকাল	সুযোগ সংখ্যা
KOICA-Hallym Master's Degree Program in Response to Climate Change" August 03, 2019 to December 29, 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 প্রশিক্ষণ/শিক্ষাছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার এ কোর্সের জন্য আবেদন করার প্রয়োজন নেই;
  - জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২খ্রিঃ তারিখের স্মারক নং-সম (বিঃপ্রঃ)-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালা ও বিদেশ প্রশিক্ষণে কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬. ০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় কার্যক্রম গ্রহণ করা 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 ১৫/০৪/২০১৯ 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 : বর্ণনামতে।

  
ড. আবদুল হামিদ  
যুগ্মসচিব  
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)।

Program Information

2019

# KOICA-Hallym Master's Degree Program in Response to Climate Change

August 03, 2019 – December 29, 2020

Chuncheon & Seongnam, Korea

**KOICA**<sup>seel</sup>

Korea International Cooperation Agency



Graduate School of Global Cooperation  
Hallym 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-Hallym Master's Degree Program in Response to Climate Change

▣ Duration

- Stay duration: August 03, 2019 ~ December 29, 2020 (17 months)

During 17 months in Hallym University, students are strongly recommended to complete their thesis.

- Academic duration: August 26, 2019 ~ February 28, 2021 (19 months)

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

▣ Degree: Master of Public Policy (Climate Change Policy)

▣ Objectives

To educate decision-makers on climate change policy in developing countries with an emphasis on the following capacities:

- 1) Understanding and integrating mitigation and adaptation policies in response to climate change
- 2) Identifying and implementing climate change industry in line with the unique demand from developing countries
- 3) Applying for and receiving global funds from international financial mechanisms for climate change responses to support developing countries

▣ Training Institute:

Graduate School of Global Cooperation (GSGC) in Hallym University  
(<http://hallym.ac.kr>)

▣ Number of Participants: 15 government officials

▣ Language: English fluency that requires no translation

■ **Accommodations:**

- 1) KOICA International Cooperation Center
- 2) (ICC) during the KOICA Orientation
- 3) Hallym University Dormitory Complex during your stay in Graduate School of Global Cooperation, Hallym University
  - Double occupancy: 2 people per room
  - Each room is furnished with two beds, desks, bookshelves, closets, an interphone and a refrigerator.
  - Personal items including blankets and pillows are not provided.
  - Possessing or using any of electric heating appliances is prohibited.
  - Cooking in the dormitory room is prohibited, but it is available in a communal kitchen.
  - Each residence hall has a communal laundry area.

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents	Other Activities
Preparatory Session	2019.08.03.	Entrance into Korea	
	2019.08.05.	KOICA Orientation	
	2019.08.06.	Medical check-up	
	2019.08.07-08.23.	Hallym GSGC Orientation Preparatory session (non-credit) <ul style="list-style-type: none"> <li>▪ Basic Korean /Beginner Korean</li> <li>▪ Special lectures</li> <li>▪ Basic ICT Skills</li> <li>▪ Freshman Orientation</li> </ul>	
2019 Fall Semester (15 weeks)	2019.08.26.	1st day of Fall (1st) Semester	- Meeting with University President
	2019.08.27.	Workshop: Country Report Presentation	- Monthly meetings with Program Chair and Academic Coordinator
	2019.08.26.-08.30.	Course drop/add period	-Research Seminar (once/semester)
	2019.10.14.-10.18.	Mid-term exams	-Study group workshops (3 times/semester)
	2019.12.02.-12.06.	Final exams	-Field trip and cultural excursion
	2019.12.11.-12.13.	Course evaluation/ Course registration for Winter Semester	
2019 Winter Semester (10 weeks)	2019.12.13.	Last day of Fall (1 <sup>st</sup> ) Semester	
	2019.12.16.	1st day of Winter (2nd) Semester	-Monthly meetings with Program Chair and Academic Coordinator
	2019.12.16.-12.18.	Course drop/add	-Research Seminar (once/semester)
	2020.01.13.-01.14.	Mid-term exams	-Study group workshops (3 times/semester)
	2020.02.17.-02.18.	Final exams	-Cultural excursion
	2020.02.21.-02.22.	Course evaluation / Course registration for Spring Semester	
Winter break (1 week)	2020.02.21.	Last day of Winter Semester	
	2020.02.21.-02.28.	Winter break	
2020 Spring Semester (15 weeks)	2020.02.27.	Submission of Thesis proposal	
	2020.03.02.	1st day of Spring (3rd) Semester	-Meeting with University President
	2020.03.02.-03.05.	Course drop/add	-Monthly meetings with Program Chair and Academic Coordinator
	2020.04.20.-04.24.	Mid-term exams	-Research Seminar (once/semester)
	2020.05.18.-05.22.	Application for Capstone Design & Internship	-Study group workshops (3 times/semester)
	2020.06.01.-06.05.	Final exams	-Field trip and cultural excursion
2020 Summer break (11 weeks)	2020.06.05.-06.12.	Course evaluation	
	2020.06.12.	Last day of Spring Semester	
	2020.06.15.-07.10.	Capstone design (4 weeks)	
	2020.07.13.-08.07.	Internship (4 weeks)	
	2020.08.03.-08.07.	Course registration for Fall Semester	
	2020.08.21.	Submission of Capstone Design & Internship Reports	

Session	Date (YYYY.MM.DD)	Contents	Other Activities
2020 Fall Semester (15 weeks)	2020.08.31.	1st day of Fall(4th) Semester	-Hallym Global Cooperation Conference
	2020.08.31.-09.02.	Course drop/add	-Meeting with University President
	2020.09.18.	Submission: preliminary draft of Thesis	-Monthly meetings with Program Chair and Academic Coordinator
	2020.10.19.-10.23.	Mid-term exams	-Research Seminar (once/semester)
	2020.11.13.	Submission: Thesis for examination	-Study group workshops
	2020.11.18.-11.25.	Theses examination	(3 times/semester)
	2020.12.01.-12.04.	Final exams	
	2020.12.04.-12.11.	Course evaluation	
	2020.12.11.	Last day of Fall Semester	
	2020.12.18.-12.20.	Program evaluation	
	2020.12.18.	Submission: final version of Thesis	
	2020.12.28.	Commencement	
	2020.12.29.	Departure	

\*The above schedule is subject to change.

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

## 2. CURRICULUM

### 1) Curriculum

This program aims to enhance the students' ability to develop, integrate, and implement solutions to key challenges of climate change faced by developing countries. This curriculum provides the students with:

- a holistic understanding of climate change adaptation policy and greenhouse gas mitigation policy
- knowledge on modelling works related to climate change for evidence-based policy decision, including the system dynamics model
- practical skills to become an effective leader in climate change negotiations and conflicts resolution, and in accessing global climate change financing mechanisms
- experience working with professionals to formulate climate change policy and funding proposals through capstone design projects, internships, and seminars

Aimed at nurturing field-oriented policy experts, this program is comprised of four modules.

## Field-oriented policy experts



Module 1:  
Fundamentals

Module 2:  
Climate Change Policy  
Capacity Building

Module 3:  
Advanced Courses on  
Climate Change  
Responses

Adaptation Policy  
Mitigation Policy

Module 4:  
Policy Design Practicum

Action Plan writing → Field exercise

1. Climate change policy
2. Climate industry planning
3. Global climate fund proposal

Modules	Types	Course titles	Credits	
<b>Module 1</b> Fundamentals	Core Requirements	Climate Change and Sustainable Development	3	
		Environmental Statistics and Data Analysis	3	
		Policy Analysis & Decision-making	3	
<b>Module 2</b> Climate Change Policy Capacity Building	Major Requirements	Science of Climate Change	3	
		Economics and Finance of Climate Change	3	
		Climate Change Diplomacy & Law	3	
		Negotiation and Communication of Climate Change	3	
<b>Module 3</b> Advanced Courses on Climate Change Responses	Major Requirements	Climate Industry	3	
	Major Electives (Select courses)	3	Greenhouse Gas MRV I (Energy/Industrial Process)	3
		Greenhouse Gas MRV II (Agriculture/LULUCF/Waste)	3	
		Model study on Greenhouse Gas Reduction	3	
		GHG Reduction Technologies and Policies	3	
		Adaptation Policy to Climate Change	3	
		Prediction and Assessment of Climate Change Risk	3	
		Risk Management and Prevention in Climate Change	3	
Disaster and Restoration of Climate	3			
<b>Module 4</b> Policy Design Practicum	Core Requirements	Capstone Design Project	1	
		Internship	1	
		Seminar on Negotiation on Climate Change Issues	1	
		Thesis	0	

\* The above curriculum is subject to change.

In particular, the Integrated Capstone, Internship, Thesis (CIT) program (Module 4) offers a unique experience where students can combine their theoretical knowledge learnt in the classroom with field experiences in climate change organizations. All students will take part in the Integrated CIT program, where students prepare their Action Plans through Capstone, gain experiences from Internship, and develop the experience into a thorough evidence-based policy proposal in Thesis. CIT is offered under three themes, climate change policy development, climate industry planning, and proposal writing for global climate fund.



## 2) Graduation Requirements

Completion of 36 credits (including 12 required courses and 3 elective courses)

\* A minimum of GPA 3.00 (B0)/4.5 or above

\* Completion of the master's thesis

### Suggested Course Sequence for 2019-2020

Semester	Types	Credits	Courses
Preparatory Session	Extracurricular	0	<ul style="list-style-type: none"> <li>Basic Korean /Beginner Korean</li> <li>Special lectures</li> <li>Basic ICT Skills</li> <li>Freshman Orientation</li> </ul>
2019 Fall (12 credits)	Core Requirements	9	<ul style="list-style-type: none"> <li>Climate Change and Sustainable Development</li> <li>Environmental Statistics and Data Analysis</li> <li>Policy Analysis &amp; Decision-making</li> </ul>
	Major Requirements	3	<ul style="list-style-type: none"> <li>Science of Climate Change</li> </ul>
	Extracurricular	-	<ul style="list-style-type: none"> <li>(optional) Basic Korean/Beginner Korean</li> </ul>
2019 Winter (9 credits)	Major Requirements	9	<ul style="list-style-type: none"> <li>Economics and Finance of Climate Change</li> <li>Climate Change Diplomacy &amp; Law</li> <li>Negotiation and Communication of Climate Change</li> </ul>
	Extracurricular	-	<ul style="list-style-type: none"> <li>(optional) Basic Korean/Beginner Korean</li> </ul>
2020 Spring (9 credits)	Major Requirements	3	<ul style="list-style-type: none"> <li>Climate Economy</li> </ul>
	Major Electives	6	<ul style="list-style-type: none"> <li>&lt;Mitigation Track: choose 0~2 courses&gt;</li> <li>Greenhouse Gas MRV I(Energy/Industrial Process)</li> <li>Greenhouse Gas MRV II(Agriculture/LULUCF/Waste)</li> <li>GHG Reduction Technologies and Policies</li> <li>&lt;Adaptation Track: choose 2~0 courses&gt;</li> <li>Risk Management and Prevention in Climate Change</li> <li>Adaptation to Climate Change and Policy</li> <li>Prediction and Assessment of Climate Change Risk</li> </ul>
	Extracurricular	-	<ul style="list-style-type: none"> <li>Academic Writing</li> <li>(optional) Basic Korean/Beginner Korean</li> </ul>
2020 Summer (2 credits)	Core Requirements	1	<ul style="list-style-type: none"> <li>Capstone Design Project</li> </ul>
	Core Requirements	1	<ul style="list-style-type: none"> <li>Internship</li> </ul>
	Core Requirements	0	<ul style="list-style-type: none"> <li>Seminar on Negotiation on Climate Change Issues</li> <li>Thesis</li> </ul>
2020 Fall (4 credits)	Major Electives	3	<ul style="list-style-type: none"> <li>&lt;Mitigation Track: take 0~1 course&gt;</li> <li>Model Theory in Greenhouse Gas Reduction</li> <li>&lt;Adaptation Track: take 1~0 course&gt;</li> <li>Disaster and Restoration of Climate Change</li> </ul>
	Extracurricular	-	<ul style="list-style-type: none"> <li>Academic Writing: Thesis Clinic</li> <li>(optional) Basic Korean/Beginner Korean</li> </ul>
<b>TOTAL</b>		<b>36 Credits</b>	<ul style="list-style-type: none"> <li>12 required courses (27 credits)</li> <li>3 out of 8 elective courses (9 credits)</li> </ul>

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

#### 1) Field trip & cultural excursion

- 2 times during this program (2 nights and 3 days)

Region	Sites
Gyeonggi/ Jeolla Provinces	(Field Trip) Samsung Electronics, Korea Electronic Power Co., Saemangeum Development and Investment Agency (Cultural Excursion) Suncheon Bay Wetland Reserve, Yeosu Expo Complex,
Gyeongsang Provinces	(Field Trip) APEC Climate Center, POSCO, Hyundai Heavy Industries (Cultural Excursion) Busan, Kyeongju

#### 2) Study Visits

- 4-5 times during this program
- A day trip to related public offices and organizations including: the Ministry of Environment (Sejong), Gangwon Provincial Government (Chuncheon), WHO Asia-Pacific Centre for Environment and Health (Seoul), Greenhouse Gas Inventory and Research Center (Seoul), Global Climate Fund (Song-do), UN Sustainable Development Center (Song-do)

#### 3) Fellowship Event

- Networking event with public officials in Gangwon province
- Social and cultural events both on-campus and outside of Hallym GSGC: Home-visiting, International Culture Day, Intramural league, Chuncheon Mime Festival, Chuncheon Global Water Forum, etc.

#### 4) Workshops/ Conferences

- Country Report Presentation Workshop
- CIT Study group workshops (3 times per semester)
- Research Seminars (once per semester)
- Capstone Design Exhibition
- Participation in international development academic conference
- Presentation in climate change-related academic conference
- Participation in Hallym Global Cooperation Conference (special session on climate change)

#### 5) Academic counseling and meetings

- Assignment of two academic advisors per student
- Regular counseling sessions with academic advisors
- Monthly town hall meetings with Program chair/ Academic Coordinator
- Regular meetings with University President (1st and 3rd semesters)

## **Ⅲ. TRAINING INSTITUTE**

### **1. GENERAL INFORMATION**

#### **1) About Hallym University**

According to legend, Han(翰) is defined as an imaginary bird, which flies above other birds and can see the world widely. Hallym(翰林) defines a group of men of virtue. During the Tang dynasty in China, people used this bird as a symbol to describe a man of great erudition and virtue and used to call the group of these great men of all times and countries gathered together "Hallym(翰林)". Since we are the university sets on the aim of Hallym(翰林), the utmost intellectual people, the name of our university originated from this. The Han-Bie Spirit (翰飛情神) is the spirit of Hallym University representing the outstanding students of our school who lead the flow of global events with high and wide discernment on top of others who are pursuing materialistic aspects of life. Hallym University is cultivating students of rich character and creative thinking, and of advancing academic and cultural promotion. As a result of this education, we foster a positive attitude in our students as they address a changing world, in order to promote research and education in close cooperation with other research institutions at home and abroad. Also, we endeavor to produce students who will contribute to their own individual development, national prosperity, and, ultimately, to the welfare of all people.

#### **2) Graduate School of International Studies (GSGC)**

Graduate School of Global Cooperation (GSGC) was established in 2017. GSGC aims to be a glocal campus for the local and global communities, which provides talented students with the multidisciplinary knowledge and expertise that will assist them as leaders in the field of global cooperation. GSGC endeavors to produce graduates who are capable of contributing to the development of the local communities through building a global network with senior government officials/professors/teachers and government agencies/universities/research institutes throughout Asia.

Homepage: [www.hallym.ac.kr](http://www.hallym.ac.kr)

## 2. ACCOMMODATION

### 1) HALLYM UNIVERSITY DORMITORY COMPLEX

The University Dormitory Complex has eight dormitory facilities, which can accommodate up to 2,771 students. It also has incidental facilities for helping student's comfortable rest, including study room (independent study room, computer room), physical training facilities (fitness facility, tennis courts), Internet cafeteria, musical hall, movie theater, and Internet access equipment for each student room.

We focus on the student guiding principles, which are harmonized with self-regulation and restriction for the following purposes: to create an academic atmosphere, to improve student's health through sports, and to help to build the student's character through dormitory life.

Location: Hallym University campus

You can visit its homepage at <http://dorm.hallym.ac.kr> for more information.

### 2) FACILITIES

#### Rooms

Each room comes with beds, desks, chairs, book cases, a small refrigerator, a house phone, a toilet and shower, an air conditioner and a heating system (220V power outlet). WIFI is provided for free. Personal items including bed sheet, blanket and pillow are not provided. Possessing or using any of the electric heating appliances is prohibited.


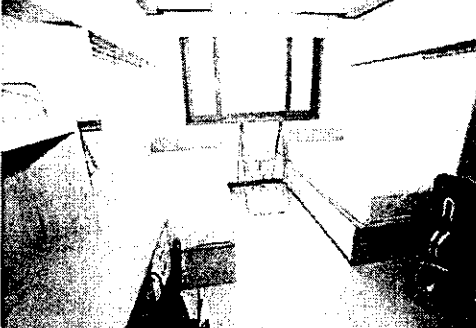






#### Communal Area

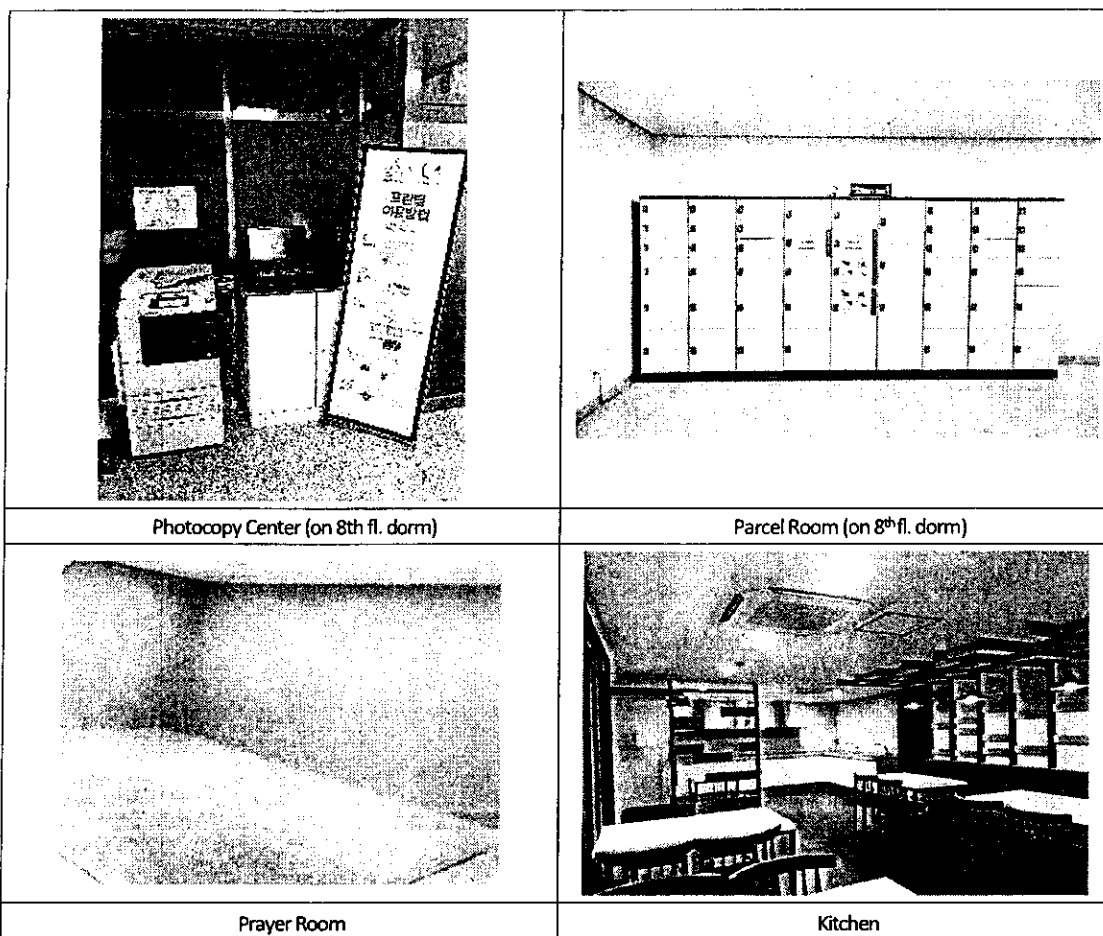
Kitchen: Microwave oven, cooking heater, refrigerator, water purifier, dining table, TV

- Laundry and drying room: Washing machine, electric iron, clothes horses
- Lounge: Snack vending machine, table
- Computer Room
- Fitness Room: Basement 1F

#### Security

- CCTV, card key, automatic door lock

	
<p>Dormitory (8th fl.)</p>	<p>Dormitory room</p>
	
<p>Fitness center (on 8th fl. dorm)</p>	<p>Cafeteria (on 8th fl. dorm)</p>
	
<p>Study Room (on 8th fl. dorm)</p>	<p>Computer Room (on 8th fl. dorm)</p>
	
<p>Convenient Store (on 8<sup>th</sup> fl.)</p>	<p>Laundry Room (on 8th fl.)</p>



### 3. OTHER INFORMATION

#### 1) ILSONG MEMORIAL LIBRARY (<http://library.hallym.ac.kr>)

Category	Weekdays	Weekend	Data	Check-out
Humanities & Art (5F)	09:00-22:00	13:00-22:00	Philosophy, Religion, Language, Art, Literature, History	Possible
Electronic-information (4F)	09:00-22:00	13:00-22:00	Non-book Materials (CD-ROM, DVD, Video Tape, etc.)	Partly
Social and Natural Sciences & Medicine (3F)	09:00-22:00	13:00-22:00	Social Sciences, Pure Science, Applied Science	Possible
Personal library (3F)	09:00-22:00	13:00-22:00	Donated Data	Not possible
Periodicals & Reference books (2F)	09:00-22:00	13:00-22:00	Domestic & International Journal, Cultural Magazine, Newspaper, Thesis, Official Gazette, Company Magazine, Reference book, Microfilm data	Not possible
Check in & out (2F)	09:00-22:00	13:00-22:00	Check in & out	-
Reading room (1F)	06:00-24:00	06:00-24:00	Always Dpen, partly around-the-clock	-

\* Data rooms are not open on national holidays, and operating hours can be changed during examination and vacation.

## 2) CAFETERIAS AND SNACK BARS

### Faculty Cafeteria (Open to students)

- ① Location: 1F, Bangye Hall
- ② Business hours & prices

Category	Semester	Vacation	Price
Breakfast	08:00~09:00	Same	4,000 won
Lunch	11:30~13:30	Same	
Dinner	17:00~18:30	Same	

- ③ Meal tickets: available at the vending machine at the entrance of cafeteria

### Dormitory Cafeteria

- ① Location: 1F, The 8th Hall of the Dormitory
- ② Business hours & prices

Category	Semester	Vacation	Price
Breakfast	08:00~09:00	08:00~09:00	2,700 won
Lunch	11:00~14:00	11:30~13:30	~
Dinner	17:00~18:50	17:30~18:30	4,000 won

- ③ Meal tickets: available at the vending machine at the entrance of cafeteria

## 3) GLOBAL LOUNGE

### Global Lounge at International Hall

- ① Operating hours: 09:00~18:00 (only available during the semester)
- ② Facilities: Audiovisual media, guidebooks on various countries, foreign magazines, etc. (\* wireless headset is available if you show your student ID card.)

### Global Lounge at Bangye Hall (Open if necessary)

- ① Operating hours: 09:00~18:00
- ② Facilities: TV, PC, Data on International Exchange Program, etc.

## 4) SPORTS FACILITIES

Students at Hallym University can enjoy all kinds of sporting activities, including the use of sports field, tennis courts, fitness center, golf-practice range, traditional Korean wrestling ring, and others. Hallym sports center is a one-stop well-being sports town including an artificial seawater swimming

pool and eco-friendly air system with the state-of-the-art facilities. Members of this sports center can enjoy swimming, health gym, squash, badminton, pilates, yoga, gym stick, step box exercise etc.

**Hallym Sports Center**

- ① Operating hours: Weekdays (06:00~22:00), Saturdays (09:00~18:00)
- ② Facilities: swimming pool, squash court, fitness training room, GX room, locker room, shower room
- ③ Special Offer: 30% discount for Hallym University Students

**Well-being Sports facilities**

Artificial turf ground / futsal court / indoor & outdoor tennis court / gymnasium / golf driving range / dancing room

**5) WOORI BANK**

- ① Location: Near the main entrance of Hallym University
- ② Services: Opening account, Deposit & Withdrawal, Remittance, Exchange, Issuing bank statement, etc.

**6) POST OFFICE**

- ① Location: 22B101 (B1F), Campus Life Center
- ② Services: Mailing (including international mail)

**7) BOOK STORE**

- ① Location: 22205 (2F), Campus Life Center
- ② Services: handling major/cultural books of various kinds

**8) Medical Facilities**

**On-campus Health Clinic**

<b>Hours</b>	Monday ~ Friday 09:00 ~ 17:00 // Lunch time 12:00~13:00
<b>Location</b>	22B101 (B1F), Venture Hall
<b>Facilities</b>	Treatment room, Consulting room, Recovery room
<b>Services</b>	First aid & treatment, Health consultation, Student health check, Vaccination, Health education, First aid box

▷ Note: A doctor from Hallym University Hospital comes twice a week



Day	Operating Hours	Dispatched Team
Monday	14:00 ~ 16:00	Medical staff from the Department of Family Medicine, Hallym University Hospital
Thursday		

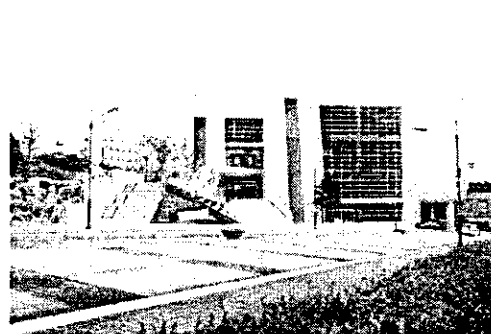
**Hallym University Chuncheon Sacred Heart Hospital**

Address: 77 Sakju-ro, Gyo-dong, Chuncheon, Gangwon-do

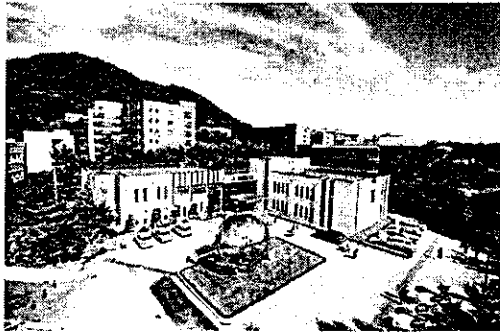
Phone: 82-33-240-5000



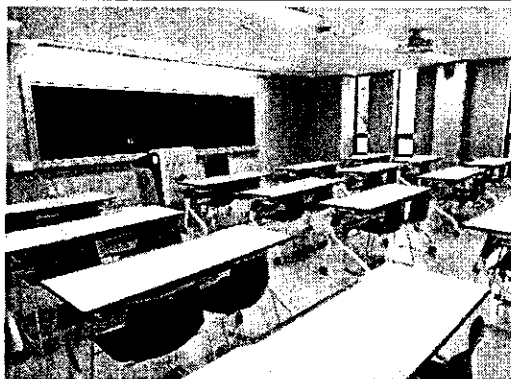
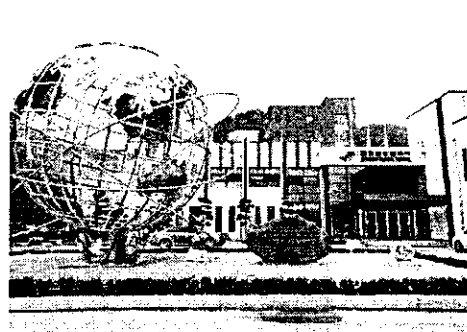
Hallym Ilsong Library



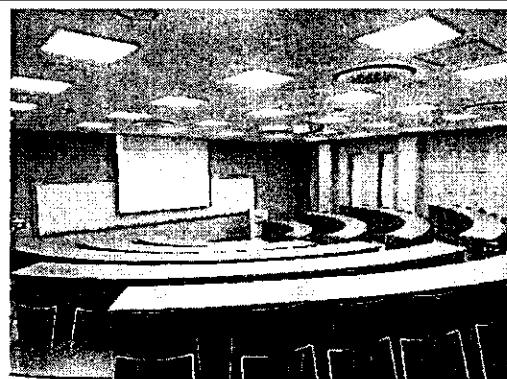
Hallym Recreation Center



Doheon Global School



Lecture Room (1)



Lecture Room (2)

# IV. ACADEMIC REGULATIONS

## 1. ACADEMIC REGULATIONS

### 1) Attendance and Absenteeism

Students are expected to attend all the classes he/she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least one-thirds of the total class hours shall be prohibited from sitting for the exam.

A. In the event a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:

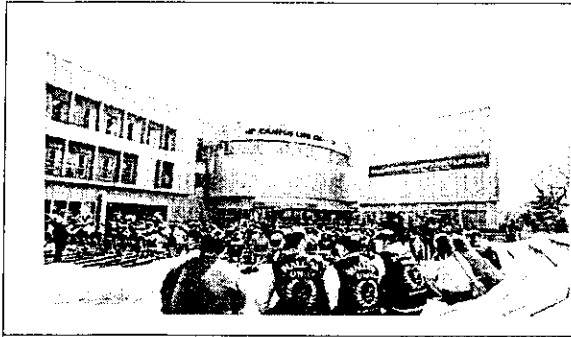
- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Hallym GSGC Dean.
- Other events as approved by the Graduate School Dean

B. In the event of student 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 GSGC Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

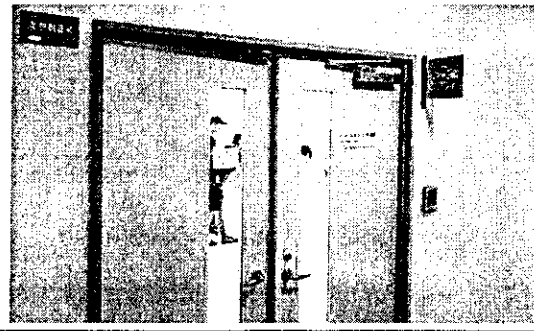
### 2) Examinations and Grade Evaluations

Grading policy is as follows.

Grade	A+	A°	B+	B°	C+	C°	F
Point	4.5	4.0	3.5	3.0	2.5	2.0	0



Campus Life Center (CLC)



Post office (in CLC)



Health Clinic (in CLC)



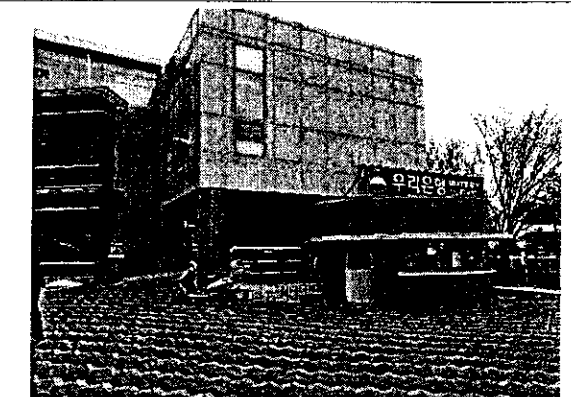
Stationary Store (in CLC)



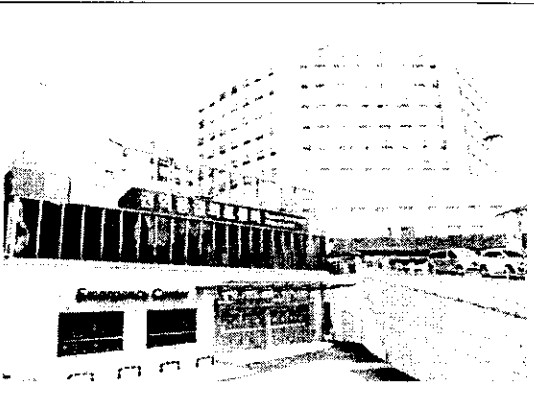
Cafeteria (in CLC)



Convenient Store (in CLC)



Bank (Woori Bank)



Hospital (Hallym University Hospital)

## VI. PREPARATION FOR COUNTRY REPORT

### 1. GUIDELINES FOR COUNTRY REPORT

A Country Report is an in-depth report that contains an analysis of the current climate change policy issues facing your countries. The KOICA-Hallym Scholarship Program includes a Workshop on Country Report Presentation where participants have an opportunity to share these issues with other participants and Korean experts. Throughout the workshop as well as the entire coursework, you engage in debates and discussions to resolve them.

A Country Report is directly connected to the Capstone Design Project in Module 4. In the Capstone Design Project, students are requested to revisit the climate change policy issues they presented in their Country Reports, and develop practical measures to apply the knowledge, technology and experience to your worksite.

Students are requested to prepare and submit Country Report individually or as a group to GSGC via e-mail at [gsgc@hallym.ac.kr](mailto:gsgc@hallym.ac.kr) no later than **July 20, 2019**. The Country Report should be in MS PowerPoint or Word format. The length of the report should not exceed twenty (20) A4-sized pages. The report should be written in English and double-spaced. All participants are required to give a 15-minute presentation of their Country Report individually or as a group on **August 27, 2019** at the **Country Report Presentation Workshop**. For more effective presentations, a projector with a computer will be available (PowerPoint presentations are preferred).

8) (Certificate proving English Proficiency: a score report of a recognized English Proficiency Test such as TOEFL, TEPS, IELTS (if applicable)

- The most recent scores are preferred and must be less than two years from the application deadline.
- Exemption: Those who are native speakers of English or who have received a B.A. or M.A. from an accredited English-speaking institution

9) Certificate of Employment (if applicable)

10) Curriculum Vitae

\* If applicants need any further information or inquiry, please contact Hallym-KOICA office via e-mail ([gsgc@hallym.ac.kr](mailto:gsgc@hallym.ac.kr)) or phone (+82-33-248-1422).

## **V. REQUIRED DOCUMENTS**

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

- 1) KOICA's Application Form: Refer to the Application Guideline attached.
- 2) Hallym Application Documents
  - A. Application Form [Form 1]
  - B. Statement of Purpose [Form 2]

This document should be 250-500 words in English, typed and printed out. Hand-written statements are not acceptable. The statement should include the following contents:

    - Your objectives applying for this Program
    - Your study plan at Hallym, GSGC.
    - How your education and work experience qualify for this program
    - Your potential contribution to the field of climate change responses and how Hallym GSGC- KOICA scholarship program will help you achieve your goal
    - Future career path after completing this program
  - C. Letter of Consent [Form 3]
- 3) Certificate of Degree (or Certificate of Expected Graduation) of all colleges and graduate schools (should be written in English)
  - Certificate of Expected Graduation must indicate anticipated graduation date and degree type
  - Photocopies must be authenticated with an official seal and signature by a designated office
- 4) Official transcripts of all colleges and graduate schools
  - Should be sealed by the issuing institution, if not available, apostilled or consul verified
  - Should be written in English
- 5) Two photos, 3 X 4 cm
- 6) A copy of passport
- 7) Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors

## 2. DORMITORY REGULATIONS

- Participants must reside in a dormitory.
- Participants must abide by dormitory regulations.
  - Hallym University has very strict dormitory regulations and all students must abide by them.
  - Any student who violates dormitory regulations will be evicted from the dormitory and he/she must return to his/her country immediately.
- Light meals can be cooked in the shared kitchen.
  - Fridge, microwave, sink and other basic facilities are installed.
  - The kitchen needs to be in order and be cleaned by individuals who use the communal area.
  - Cooking inside the dormitory room is prohibited at all times.

## 2. TOPICS TO BE COVERED

- Background of country: population, GDP and geographical information
- Information on your organization: Introduce your Ministry/Department/Bureau and its role in climate change policy in your country
- National System for climate change management: Provide the institutional arrangements for Green House Gas (GHG) mitigation and adaptation including the roles of all participants, number of employees, and yearly budget, etc.
- Climate change responses: Describe national plans, key issues on the following:
  - Adaptation: needs and urgent issues, strategic policies/ ongoing projects (scope, objectives, methodology, budget, staffing, etc.)
  - Mitigation: GHG reduction targets regarding the Intended Nationally Determined Contributions (INDCs report), needs and urgent issues, strategic policies/ ongoing projects (scope, objectives, methodology, budget, staffing, etc.)



## VII. CONTACT

### 1. Contact Information

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

- **Program Manager: Ms. SuJung Lee**  
ODA Education Center
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833  
Gyeonggi-do, Republic of Korea
- Tel: +82-31-740-0680
- Fax: +82-31-740-0765
- E-mail: [gsujung87@koica.go.kr](mailto:gsujung87@koica.go.kr)
- Homepage: <http://www.koica.go.kr>
  
- **Program Coordinator: Ms. Hennah Lee**
- Tel: +82-31-740-3621
- Fax: +82-31-705-6999
- E-mail: [hennah@koworks.org](mailto:hennah@koworks.org)

#### 2) Graduate School of Global Cooperation (GSGC), Hallym University

- **KOICA-Hallym Scholarship Program Admission & Student Service**
- Email : [gsgc@hallym.ac.kr](mailto:gsgc@hallym.ac.kr)
- Phone: +82-33-248-1422
- Fax: +82-33-256-3424
- Homepage: <http://www.hallym.ac.kr>

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

## 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

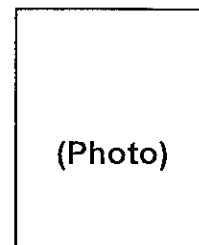
Items	Page No.	Check(✓) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for <b>Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information</b>	5-6	
c. Thoroughly read <b>Scholarship Program Guideline and Code of Conduct</b>	6-9	
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 form</b>	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)					
Program Title					
Name of Degree					
Duration	from _____ to _____ (DD-MM-YYYY)				
II. PERSONAL DATA					
Name (as in the passport)	First Name				
	Middle Name				
	Family Name				
Date of Birth	Day	Month	Year		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		Airport of Departure		
Nationality			Religion		
Home Address					
Contact Information (Including Country Code)	Telephone			Fax	
	Mobile			E-mail	
Emergency Contact	Name			Relation	
	Telephone			E-mail	
Emergency Contact (2)	Name			Relation	
	Telephone			E-mail	
III. CURRENT EMPLOYMENT					
Organization					
Department					
Present Position			Employment Duration	from _____ to present (MM-YYYY)	
Type of Organization	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)			

Previous Attendance to Training Program in Foreign Countries				
Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?				<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify as below
Training Institute	City / Country	Course Title	Period (MM-YYYY)	
			From	To

**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 narrative, comparison, cause-effect & argumentative essays.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**IV. OTHERS**

Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior, or medication due to health or religious reasons?			
	<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(	)	

<b>Job Description</b>	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid.
	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	Period (MM-YYYY)	
			From	To
Educational Background (Higher Education)				
Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

**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
- ② If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

Agree  Disagree

**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

## 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.

#### Agreement on Collection and Use of Personal 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.
  - **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
  - **Purpose** : 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
  - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- 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.

**Agree**
                 
  **Disagree**

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

**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 \_\_\_\_\_

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.

(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.

( _____ )
<i>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.</i>

##### 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. OFFICIAL 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

Blank area for Organization Chart.

# FORM 1. Application form

REGISTRATION NUMBER

- Please type or print in English. This form is two pages in length.
- Print this form after mailing it to the Office of admissions.

\*Do not write in this area.

## Admissions Type

- Check the appropriate box and indicate your desired program of study. You may apply to only one program.

Master's Program                       Combined Master's/Doctoral Program                       Doctoral Program

Department (Major): \_\_\_\_\_

## Personal Information

English Name: \_\_\_\_\_  
Family / Last (姓)                      First (名)                      Middle (if any)

Salutation:  Mr.     Ms.

Passport Number / Resident Registration Number: \_\_\_\_\_ / \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Marital Status:  Single     Married

Date of Birth (DD/MM/YY): \_\_\_\_\_

[If Dual Nationality of Korean and other foreign citizenship : Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_]

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ♦ Language proficiency (Submission of proof document is required):

TOPIK (        )  TOEFL/TEPS/IELTS (        )  Any other proof (        )

## Family Information

### ♦ Father

Check one:  Father                       Father deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY):: \_\_\_\_\_ Resident Registration No./Passport No.: \_\_\_\_\_

### ♦ Mother

Check one:  Mother                       Mother deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY): \_\_\_\_\_ Resident Registration No./Passport No.: \_\_\_\_\_

- ♦ Campus dormitory residence :  Y,     N

### Academic Information

※ In chronological order, list the names and complete addresses (including zip code) of all the schools and institutions that you've attended. Indicate the (expected) Graduation date or the Last date of Attendance for the current school.

	(Expected) Graduation or Last Date of Attendance(DD/MM/YY)	Name of School/Univ.	School Location	CGPA (only 4.0 or 100)
High Schools	From: To:			
Post-Secondary Studies (Undergraduate)	From: To:	(Major:		
Post-Secondary Studies (Graduate)	From: To:	(Major: )		

I declare that the information contained in this application is complete, accurate and true. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date. I agree to abide by the rules and regulations in the Admission Guide for International Students and will take full responsibility for any problems arising from failing to adhere to the same.

Applicant's Signature

Date (DD/MM/YY)



## FORM 2. Statement of Purpose

Please type in English. The statement of purpose must be single spaced with no more than TWO pages, with the font Times New Roman, size 10. (\*10 points)

<b>Goal of study &amp; Study Plan</b>	<i>a Goal of study, title or subject of research, and detailed study plan</i>
<b>Future Plan after Study</b>	<i>o Future plan in Korea or another country after study in Korea</i>

# FORM 3. Letter of Consent

※ Please fill out this form in English

SECTION 1 Applicant Information						
Passport Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Surname</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Given Name</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Middle Name</i></td> </tr> </table>			<i>Surname</i>	<i>Given Name</i>	<i>Middle Name</i>
<i>Surname</i>	<i>Given Name</i>	<i>Middle Name</i>				
漢子姓名 (Chinese & Japanese Only)		Desired Department				
		Desired Major				
SECTION 2 Academic Information						
Name of Institution Graduated		Type of Degree				
Address of Institution Graduated						
Department		Major				
Date of (Expected) Graduation	(Month / Day / Year)					
Period of Attendance	From	to	Number of Registered Semesters			
Website of Institution Graduated						
SECTION 3 Institution Information to Request for the Release of Academic Information						
Department to request for Release of Academic Information						
Name of the person in charge for Release of Academic Information						
Phone/Fax No. of the person in charge for Release of Academic Information						
E-mail Address of the person in charge for Release of Academic Information						

By making application for admission to Hallym University, I hereby authorize administrator or other persons to confer with others to obtain and verify my credentials and qualifications as a provider.

I release any and all liability from all organizations or individuals who act in good faith and without malice to provide the above information.

I consent to the release by any person to other institutions of all information that may be relevant to an evaluation of my credentials and qualifications and hereby release any such person providing such information of any and all liability.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

আবেদনকারী কর্মকর্তার তথ্যাবলী (বাংলা ফর্ম):

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 মেশিনাল রিডেবল পাসপোর্ট নম্বর : ও মেয়াদ :	

সুপারিশ করা হলো

আবেদনকারী স্বাক্ষর ও সীল

নিয়ন্ত্রণকারী কর্তৃপক্ষের স্বাক্ষর ও সীল