Korea International
Cooperation Agency
Happiness for All, with Global KOICA

KOICA Bangladesh Office
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KOICA 116- 034                                                      January 18, 2016

Mr. Mohammad Asif-uz-Zaman
Additional Secretary (Asia, JEC, F & F)
Economic Relations Divisions
Ministry of Finance
Dhaka

**Subject: Offer for KOICA's Master's Degree Program on "KOICA – KAIST Finance MBA Program for Government Officials of Emerging Economies"**

Dear Mr. Zaman,

With reference to the Korea International Cooperation Agency's (KOICA) Master's Degree Program entitled, "KOICA – KAIST Finance MBA Program for government Officials of Emerging Economies" I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the participants that are to be selected should be a government official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher, must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 and be preferably under 40 years of age. Also, participants who have majored in Business, Natural Science and Computer Science with quantitative education are strongly recommended. In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. KAIST College of Business may select up to **maximum 2 participants from Bangladesh**, for the following training course to be held in Korea:
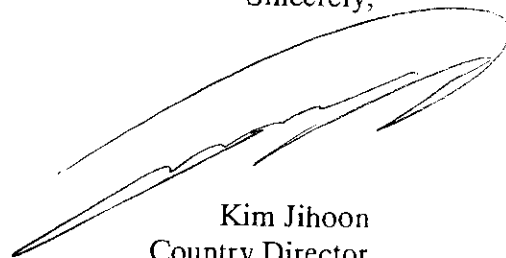
| No. | Course name & duration | No. of Allocations | Relevant Ministry | Last date for application |
|-----|------------------------|--------------------|-------------------|---------------------------|
| 1. | KOICA – KAIST Finance MBA Program for government Officials of Emerging Economies<br><br>August 22, 2016 – February 28, 2018 | 4 (four) | 1. Ministry of Finance<br>2. Bangladesh Bank<br>3. Other relevant ministries | February 18, 2016 |

<u>**sets of ORIGINAL applications should be signed & attested**</u>. Please ensure that <u>ALL the</u> <u>**original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office**</u>. In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

Furthermore, in reference to letter KOICA 114-379, dated, May 21, 2014, you are kindly requested to please copy all the ERD's offer letters to line ministries and others concerning the training programs of KOICA Office as this would be very helpful to follow up measures by KOICA in any case.

Your kind and necessary measures in this regard will be much appreciated.

Sincerely,

Kim Jihoon
Country Director

**Enclosure:**

1. KOICA-KU application form
2. Course Information
3. Guidelines for recommendation for applicants

# 2016 KOICA - KAIST
# Master's Degree Program
# in Finance

August 22, 2016 – February 28, 2018

Seoul, Korea

Korea International Cooperation Agency (KOICA)

Finance MBA | KAIST College of Business

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

# CONTENTS

# Part I | KOICA & SCHOLARSHIP PROGRAM

The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.
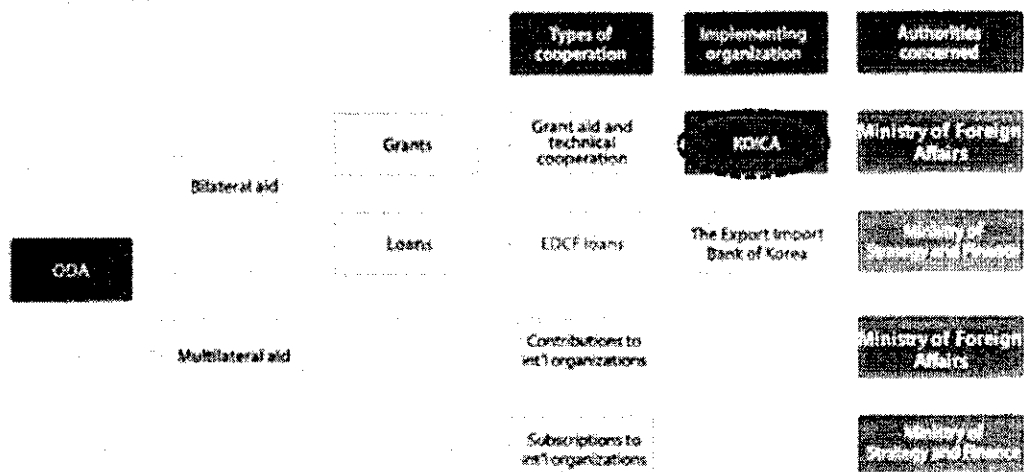
**Korea's ODA & Framework**

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.

■ Korea's ODA system

| | | | Types of cooperation | Implementing organization | Authorities concerned |
|---|---|---|---|---|---|
| ODA | Bilateral aid | Grants | Grant aid and technical cooperation | KOICA | Ministry of Foreign Affairs |
| | | Loans | EDCF loans | The Export Import Bank of Korea | Ministry of Strategy and Finance |
| | Multilateral aid | | Contributions to int'l organizations | | Ministry of Foreign Affairs |
| | | | Subscriptions to int'l organizations | | Ministry of Strategy and Finance |

**Korea's Experience and KOICA's Program for Human Resources Development**

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regard to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has an accumulated sum of 58,916 participants who have enrolled in the program, and each year we invite approximately 5,000 participants under some 300 different courses. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

## Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program
   Tailored programs that are specifically designed for an individual partner country

2. Regular Training Program
   Programs that are open to any interested partner countries

3. Special Training Program
   Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

4. Joint Training Program
   Programs conducted in partnership with international organizations and other agencies

5. Scholarship Program
   Master's degree programs offered to individuals from partner countries

**KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2015, the program has assisted a total of 2,598 students through 141 courses. And as of 2015, 388 participants will participate in 19 master's degree programs at 19 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

# Part II | PROGRAM OVERVIEW

◙ **Program Title: KAIST Finance MBA Program for Government Officials of Emerging Economies**

**(2016 KOICA – KAIST Master's Degree Program in Finance)**

◙ **Duration**

- Stay duration: August 22, 2016 ~ February 28, 2018 (18 months of study in Korea)
  *During 18 months in KAIST, students are strongly recommended to complete their thesis.*
- Academic duration: September 2016 – August 2018 (24 months)
  *In accordance to the university regulations, the diploma will be issued in August 2018.*

◙ **Degree: Master of Business Administration in Finance**

◙ **Objectives**

1) To train finance professionals to implant financial policies for the growth of developing countries' financial and capital markets
2) To build partnership with developing countries for future overseas expansions of Korean finance institutions
3) To share Korea's experience in financial and capital market growth anddisseminate Korean culture to developing countries

◙ **Training Institute: KAIST College of Business**

**(http://www.business.kaist.ac.kr)**

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

\* Government officials from finance sectors such as Ministry of Finance and

Central/National Bank with quantitative background are preferred.

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

▣ **Accommodations:   KOICA International Cooperation Center (ICC),**

**KAIST College of Business Dormitory**

• The dorm rooms are designed <u>for double occupancy only</u>.

•Each person is provided with a desk, a bed and a wardrobe.

| Part III | **HOW TO APPLY** |
|----------|------------------|

## 1. APPLICATION ELIGIBILITY

KOICA-KAIST Scholarship Program applicants must satisfy all of the following requirements:

**(1) Bachelor's degree by August 31, 2016**
- GPA 3.3/4.3 preferred
- Business, Natural Science and Computer Science majors (e.g. Economics, Mathematics, Statistics, Business, Engineering, etc.) with quantitative education/training is strongly recommended.

**(2) Citizen of Korea not held.**

**(3) Government Officials**
- Minimum of 3 years in Ministry of Finance and Central/State Bank experience preferred.
- Private sector employees are not eligible

**(4) English Proficiency**
- Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher.
- English proficiency tests should have been taken within two years from the deadline of the online application (valid test date: starting from September 21, 2013).
- Institutional Testing Program (ITP) is not valid.
- EPT report submission can be waived only for those who apply from a country where EPT is not available. **In this case, applicants are required to submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed above.**

**(5) Others**

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher **(Private sector employees are not eligible).**
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.

  *Pregnancy is regarded as a disqualifying condition for participation in this program.

  *Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- Not be a person who has withdrawn from KOICA's scholarship program.

  *Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied
- Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program before (Master's degree program).

## 2. ADMISSION PROCESS

| Process | Dates |
|---|---|
| **Step 1.** Application Package Submission | February 29/ 17:00 P.M.<br>[Local time in Korea] |
| **Step 2.** On-site Interview (KOICA) | March 1 ~ 7 |
| **Step 3.** 1$^{st}$ Round Selection Process<br>Document Screening | March 15 ~ March 31 |
| **Step 4.** Online Application Process | April 8 ~ 17 / 23:59 P.M.<br>[Local time in Korea] |
| **Step 5.** 2$^{nd}$ Round Selection Process<br>Interview(University) | April 18 ~ 29 |
| **Step 6.** Medical Check-up (local) | May 16 ~ June 17 |
| **Step 7.** Admissions Notification | June 30 |

※ The timeline in this table is based on local time in South Korea and subject to change.

▶ **Post Admission**

| | |
|---|---|
| Arrival in Korea | Monday, August 22 |
| KOICA Orientation | Tuesday, August 23 |
| KAIST Orientation | Friday, August 26 |
| First Day of Class | Thursday, September 1 |

### (1) application package submission

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both KAIST and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (February 11)
- Scanned copies are acceptable but original copies should be sent to KAIST before the phone interviews.
* Applicants who submit the scanned copies should send the original copies to KAIST personally. KOICA and the university do not pay postage costs for the late submission of original copies.

### (2) on-site interview (koica)

- Participate on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office/Embassy does not exist or lives far from the capital city, he/she can be interviewed by phone after consulting with the KOICA regional office/Embassy.

### (3) 1st Round : Document screening

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by KAIST. Application package as well as the on-site interview result will be thoroughly reviewed by Finance MBA Admission Committee of KAIST College of Business.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
- The result for the 1st round selection will be announced to the applicants and KOICA respectively.

### (4) Online Application Process-MandaTOry

- Applicants who successfully pass the 1st round need to go through online application. This should not take more than one hour since you have already completed filling out the KAIST application. You can just copy the contents to the online application.
- The online application fee is waived for KOICA applicants.
- The details of online application process will be announced to the applicants individually by KAIST.

### (5) 2nd round : Interview (university)

- An opportunity for a phone/video interview will be given only to those who pass through the 1st selection document screening successfully.
- Details of the interview including the interviewee list will be sent to the regional KOICA offices and interview arrangements will be made respectively.

- The phone interview schedule will be notified individually by the regional KOICA offices or Korean embassy with a 2~3-day notice in advance.

(6) MEDICAL CHECK-UP (LOCAL)

- Applicants who successfully pass the 2nd round need to receive an additional medical checkup at the local hospital "designated by KOICA". The reservation of the hospital and related information will be notified to the applicants individually by an organization responsible for arranging checkup schedule (TBD). Medical checkup fees will be fully covered by KOICA but the transportation fee has to be covered by the applicants themselves (please remember that transportation and accommodation fees will NOT be reimbursed).

- The medical check-up results will identify the applicants' health conditions, and KOICA will verify factors that hamper the completion of the scholarship program. The final acceptance of the program will be confirmed after the medical checkup results are examined.

- Upon request, individual medical checkup results can be provided by the KOICA program manager of KOICA HQ at least two weeks after the completion of medical checkup.

- The status as the participant for KOICA SP will be finalized and the acceptance for the program will be confirmed after medical check-up.

## (7) Admissions Notification

- Admissions results will be notified to the regional KOICA offices or Korean embassy. Registration instructions, course registration and other necessary steps will be guided to individuals

# 3. REQUIRED DOCUMENTS

| 0.Document Checklist | Check all the documents you included in your admission package. (Form 0) | Original copy |
| --- | --- | --- |
| 1.Application Forms | Complete both KOICA and KAIST applications and print out. Should be clearly typed. (Form 1 and 2) | Original Copy |
| 2.Statement of Financial Resources | Complete the form. (Form 3) | Original Copy |
| 3.Recommendation Letters (TWO letters) | 1) Two recommendation letters from your workplace supervisors are required. (Form 4)<br>2) Students recommended by a ministry or a central bank of developing countries should obtain both recommendation letters (signed and sealed) from his/her minister or the central bank governor endorsing the student and stating that the candidate will return to his/her workplace after completing her/his degree at KAIST. The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal.<br>3) Letters should be signed and sealed across the back of its envelope by a recommender.<br>4) We do not accept recommendation letters via email. | Original Copy |
| 4. Degree/Diploma | 1) An original copy of bachelor's degree certificate from every institution attended or attending are required.<br>2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred. | Certified original copy with official seal from the Ministry of Foreign Affairs |
| 5. Transcripts | 1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending.<br>2) The transcripts should include a statement of personal rank in department, if available.<br>3) If the CGPA/maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available. | Certified original copy with official seal from the Ministry of Foreign Affairs |

| 6. English Proficiency Test Reports (EPT) OR Official Letter from the Ministry | 1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher. 2) English proficiency tests should have been taken within two years from the deadline of the online application (valid test date: starting from September 21, 2013). 3) Institutional Testing Program (ITP) is not valid. 4) EPT report submission can be waived only for those who apply from a country where EPT is not available. In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in 1. | Original Copy |
|---|---|---|
| 7. Curriculum Vitae | Free style personal r? um? | Copy |
| 8. Copy of passport (applicant's) | A copy of passport (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.) | Copy |
| 9. Copy of identity documents II (parent's) | An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.) | Copy |
| 10. Sworn Statement | An official sworn statement indicating one's determination on completion of study at KAIST and recognition of the financial support status from KOICA and KAIST stated in 'Financing for KOICA-KAIST Scholarship Program' in 'Program Contents' should be signed. (Form 5) | Original Copy |
| 11. Employment Certificate | An official document proving your work experiences which should include- duration of employment, position, and job description should appear on the certificate or letter. | Original Copy |
| Optional 1. List of Honors and Awards | 1) If there is any honors, awards, fellowships, or academic certificates and test reports received previously from youruniversity please list them in order of importance in a list form. E.g. General | Original Copy |

| | | |
|---|---|---|
| | Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 6)<br>2) The list will be valid only when testimonials or evidences are submitted | |
| **Optional 2.**<br>**School Profile/Credit**<br>**Rating System** | School profile and description of the grading system would help us understand better for evaluation. | Original |

* **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. Should they be unavailable, however, copies must be authorized by the originating institution 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.

| Part IV | PROGRAM CONTENTS |
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## 1. ACADEMIC SCHEDULE

KOICA–KAIST Scholarship Program is run by half semester system. Each spring and winter semester consists of 16 weeks with 2 half semesters (8 weeks each). Summer and winter sessions are also run for 10 weeks from June to August and December to January.

| Year | Semester | | Schedule |
|------|----------|---|----------|
| 2016 | Arrival in Korea | | Aug. 22 |
| | Univ. Orientation & Check-in | | Aug. 26 |
| | Fall | 1st Half | Sept. 1 ~ Oct. 26 |
| | | 2nd Half | Oct. 27 ~ Dec. 21 |
| | Winter | | Dec. 22 ~ Jan. 31 (2017) |
| 2017 | Spring | 1st Half | Feb. 01 ~ Mar. 24 |
| | | 2nd Half | Mar. 27 ~ May 19 |
| | Summer | | June 01 ~ Aug. 25 |
| | Fall | 1st Half | Aug. 28 ~ Oct. 21 |
| | | 2nd Half | Oct. 24 ~ Dec. 16 |
| | Winter | | Dec. 19 ~ Jan. 31 (2017) |
| 2018 | Winter/Spring | 1st Half | Dec. 21 ~ Feb. 28 |

\* The above schedule is subject to change.

### Pre-Enrollment Session Schedule

| Date | Time | Content |
|------|------|---------|
| Aug. 26 (Fri.) | 10:00~12:00 | Check-in |
| | 13:30~14:30 | Student Lab Allocation |
| | 14:30~16:00 | IT Training, IP Registration, etc. |
| Aug. 29 (Mon.) | 10:00~11:30 | Welcoming Remark & Orientation |
| | 11:30~12:00 | Library Training |
| | 13:30~16:00 | Registration Process (Visa, opening bank account etc) |
| Aug. 30 (Tue.) | 10:00~12:00 | Mathematics I |
| | 14:00~16:00 | Mathematics II |
| Aug. 31 (Wed.) | 10:00~12:00 | Statistics I |
| | 14:00~16:00 | Statistics II |

## 2. ORIENTATION

When you first arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that is necessary during your stay. Usually, the orientation is composed of three parts: KOICA's welcoming session, a Seoul City Tour and a medical checkup. The order of each part is subject to change.

| Session | Date | Contents |
|---|---|---|
| Arrival | August 22, 2015 | Arrival in Korea |
| KOICA Orientation | August 23, 2015 | KOICA's welcoming session |
| Medical Check-up | August 24, 2015 | Medical Check-up |

\* Before the dormitory check-in, you will stay at KOICA International Cooperation Center (ICC).

### a. KOICA's welcoming session

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture, as well as general information regarding daily life in Korea, will also be delivered in this session.

### b. Medical Check-up

KOICA will implement a medical check-up after each participant's arrival in Korea to assure their health condition. After the medical check-up, KOICA will officially accept each participant as a KOICA trainee for the program. If any case which may hamper the scholarship in Korea is found in the medical check-up, the participant will be required to return home.

## 3. CURRICULUM

### a. Credit Requirement

Students should complete 54 credits in total with completing 'Policy' concentration, satisfying the following requirement for graduation and students can take 9~18 credits per 1 full semester.

| Degree | General Requirement | Major Requirement | Major Elective | Research | Total |
|---|---|---|---|---|---|
| Finance MBA (Thesis) | 3, 1AU | 12 | 30 | 9 | 54, 1AU |

### b. Course Offering

| Semester | Course Type | Credits | Course |
|---|---|---|---|
| **Fall 2015** Total: 15 Credits | Mandatory | 3 | Financial Management |
| | Mandatory | 1.5 | Investment I |
| | Mandatory | 1.5 | Ethics and Social Responsibility of Finance |
| | Mandatory | 1.5 | Microanalysis of Financial Economics |
| | Mandatory | 1.5 | Financial Environment and Macroeconomy |
| | Mandatory | 1.5 | Money and Banking |
| | Mandatory | 1.5 | Monetary Policy |
| | Mandatory | 3 | Korean Language for Foreigners I |
| **Spring 2016** Total: 15 Credits | Mandatory | 3 | Statistical Analysis for Finance |
| | Mandatory | 3 | Financial Accounting |
| | Mandatory | 1.5 | Financial Programming |
| | Mandatory | 1.5 | Policy Concentration ① |
| | Mandatory | 1.5 | Policy Concentration ② |
| | Elective | 1.5 | Major Elective ① |
| | English | 0 | Business English Presentation |
| | Mandatory | 3 | Korean Language for Foreigners II |
| **Summer 2016** Total: 1.5 Credits | Elective | 1.5 | Major Elective ② |
| | English | 0 | Business English Writing |
| **Fall 2016** Total: 13.5 credits | Mandatory | 1.5 | Financial Database |
| | Mandatory | 1.5 | Corporate Finance I |
| | Mandatory | 1.5 | Economic Strategy and Finance |
| | Elective | 1.5 | Policy Concentration ③ |

| Semester | Course Type | Credits | Course |
|---|---|---|---|
| | Elective | 1.5 | Major Elective ③ |
| | Elective | 1.5 | Major Elective ④ |
| | Elective | 1.5 | Major Elective ⑤ |
| | Elective | 1.5 | Major Elective ⑥ |
| | Elective | 1.5 | Major Elective ⑦ |
| **Spring 2017** Total: 9 Credits | Research | 9 | Thesis |

## c. Thesis Completion

KOICA-KAIST scholarship program students are required to write thesis as their research in their last winter/spring semester (2018) at KAIST and complete it under the guidance of the assigned academic advisors.
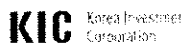
| Thesis Schedule | |
|---|---|
| Sept. 2016~Feb. 2017 | Submit thesis plan |
| Mar. 2017~Aug. 2017 | Discuss and confirm thesis topic under the guidance of academic advisor; Related research, database, and references need to be prepared in order to finalize the topic. |
| Sept. 2017~Dec. 2017 | Conduct research and collect data by using Reuters Trading Center, KOSCOM Center, on and offline financial database in the library. |
| Jan.~Feb. 2018 | Should be in the final stage of writing the thesis under the guidance of the academic advisor and a Ph.D. student. |
| Feb. 2018 | Thesis presentation and submit printed thesis. |

# 4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

## a. KAIST Seminars

KAIST college of Business offers all-year-round seminars-Finance Seminar, Green Finance Seminar- in which distinguished scholars in the top universities as well as managers, CEOs, CIOs of leading finance institutions are invited to give lectures on the latest financial issues and case studies. All KAIST students are free to join the seminars on their choice and get a real industry experience in a lecture room.

KAIST also organizes special seminars for KOICA scholars to visit major finance institutions in Korea and participate in different seminar topics.

| Date | Activity | |
|---|---|---|
| October 2016 | Korea Exchange<br>- Topic: Stock Exchange and market | KRX 한국거래소 |
| January 2017 | Korea Development Bank<br>- Topic: SOE Operations and management | KDB산업은행 |
| March 2017 | Financial Services Commission<br>- Monetary Policy | 금융위원회 |
| May 2017 | Bank of Korea<br>- Designing Finance Payment System for national/central banks in emerging countries | 한국은행 |
| August 2017 | Korea Investment Corporation<br>- National Fund Operations | KIC Korea Investment Corporation |

※ Above schedule is subject to change

## b. Company and Site visits

KAIST offers a chance to experience and learn about the history of outstanding industrial growth of Korea by industrial visits and field trips to IT & manufacturing work-site and museums.

## c. Networking Events

KAIST college of Business offers various networking events as below:

| Date | Activity | |
|------|----------|---|
| Aug. 2016 | Orientation & Welcome Luncheon | |
| Sept. 2016 | KGSF Workshop | |
| Dec. 2016 | Cultural Activity 1 (Mask Making, trying on hanbok, etc.) | |
| Feb. 2017 | KGSF Workshop | |
| Apr. 2017 | KAIST Sports Day | |
| Jun. 2017 | Cultural Activity 2 (Soccer, baseball, etc.) | |
| Jul. 2017 | Cultural Activity 3 (Craft making, etc.) | |

| Date | Activity | |
|------|----------|---|
| Sept. 2017 | KGSF Workshop |  |
| Feb. 2017 | KGSF Workshop |  |

## d. Cultural Events

KAIST College of Business offers various kinds of cultural events as below;

### 1) Art Exhibition

Throughout a year, an art exhibition opens at Atrium Hall 3~4 times. Inviting an artist of the exhibition and having a presentation session on his/her art work, this art exhibition has become an interactive event where the art and business education meet.

### 2) Sports Day

Every spring semester, Sports Day is held where all KAIST College of Business members builds team work skills and social network through sport games and other activities.

### 3) Student Festival

Student Festival is held every fall semester which offers an entertaining & exciting experience of Korean festival culture.

### 4) Graduate School of Finance Workshop

GSF workshop is held every spring and fall semester to help students bond together outside of school and offer a chance to meet KAIST alumni taking a successful career path after graduation.

# Part V | TRAINING INSTITUTE

## 1. GENERAL INFORMAION

KAIST College of Business is a highly respected graduate school with a stellar reputation in Korea and throughout the world for research and teaching in technology-based management. The school was founded in 1996 as the first full-time MBA program in Korea. KAIST College of Business formed three individual schools and 6 MBA programs with different focus of study under its umbrella;

### Schools

- Graduate School of Finance (Finance MBA)
- Graduate School of Management (Techno-MBA, IMBA, Executive MBA)
- Graduate School of Information & Media Management (Information & Media MBA)
- Graduate School of Green Growth (Green MBA))

### Programs

KAIST MBA program have been globally recognized as one of the top MBA programs as it achieved AACSB (2003 & 2008) and EQUIS accreditation (2010). Based on this global recognition, KAIST MBA program became the $1^{st}$ MBA program in Korea which entered among the top 100 Global FT Ranking.

Each MBA program offers rigorous academic and applied courses along with extensive international exposure so that students can better deal with the future competitive environment.

- Finance MBA
- Techno MBA
- IMBA
- Executive MBA
- Information & Media MBA
- Green MBA

KOICA-KAIST Scholarship program falls under Finance MBA program, Graduate School of Finance.

Especially, in pursuit of training global financial leaders, Finance MBA program focuses on curriculum to strengthen analysis-ability based on mathematics, statistics, and up-to-date financial strategy. The curriculum is created to enable students to succeed in any industry and to reflect both a practical and theoretical discipline. A wide range of modules and electives are available to give the student the flexibility to select one or more areas of expertise for development through completion of tracks on students' choice.

### Growth to Globalization

2013: Ranked 17th-Financial Markets, Eduniversal Best Masters 2013-2014

2011: Ranked 99th -Financial Times Global MBA Rankings 2011

2010: EQUIS Accredited

2010: Joined GMAC

2010: Continue on Partnership with World Economic Forum

2009: Ranked 45th-Financial Times Executive Education Rankings 2009

2009: Continue on Partnership with World Economic Forum

2008: AACSB Reaccredited

2008: Appointed as Korean Partner School by World Economic Forum

2008: Joined UN Global Compact

2006: Ranked 13th in Information System Research Industry

2004: Found AAPBS (Association of Asia- Pacific Business Schools)

2003: AACSB Accredited

## ◆ Campus Map of KAIST College of Business (Seoul Campus)
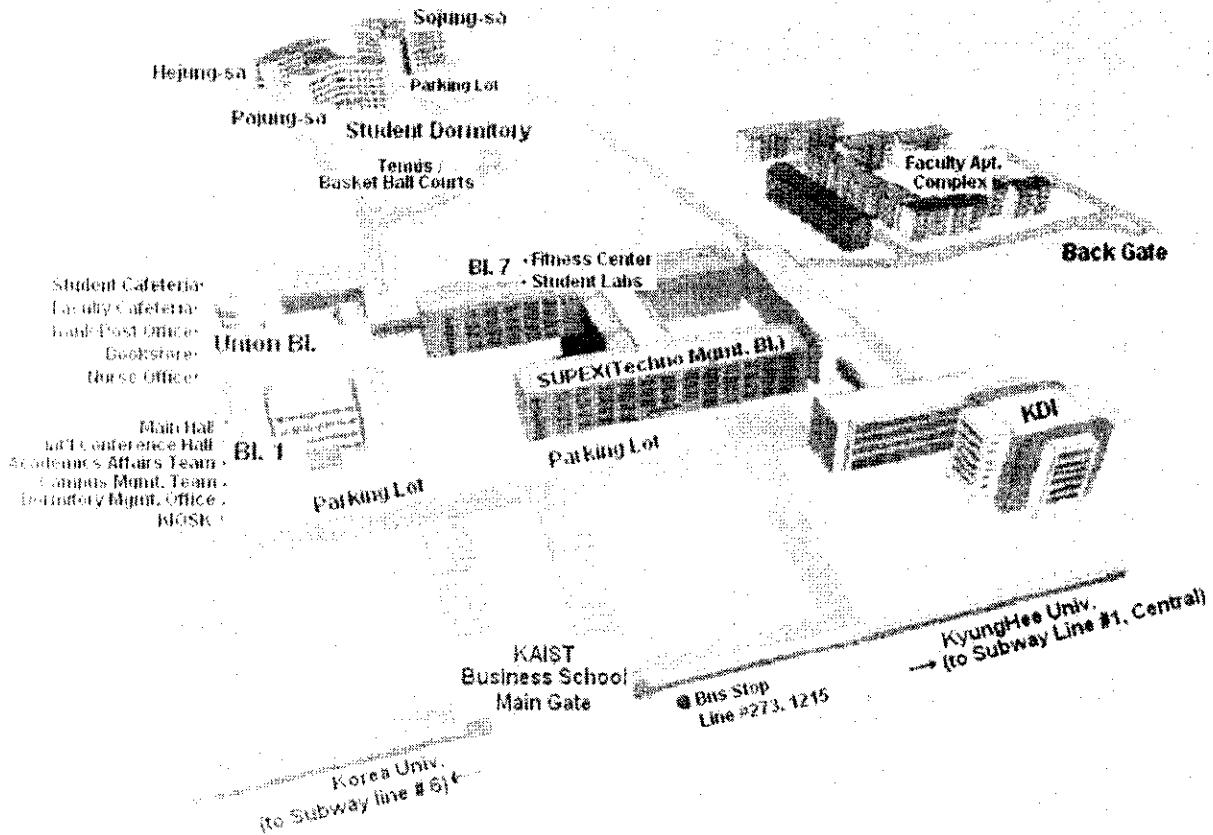


## ◆ School Administrations

| | |
|---|---|
| Dean | Prof. Dongsuk Kim |
| Chair Professor of Finance MBA | Prof. Jangkoo Kang |
| Finance MBA administration Staff | Ms. Sunhee Joo |
| | Ms. Jihye Kim |

## ◆Contact

Ms. Jihye Kim

jaimekim@business.kaist.ac.kr  ☎+82-2-958-3123

Ms. Sunhee Joo

shjoo2006@business.kaist.ac.kr  ☎+82-2-958-3121

## 2. ACCOMMODATION

KAIST Business School students board at the dormitories on campus. The three dorm buildings, Pajung Hall, Sojung Hall and Haejung Hall are all located a few feet from each other and near the main buildings of the campus.

KAIST Business School students reside mainly in the Pajung Hall. The first floor is divided into the East Wing, West Wing and Mechanical Room. The second floor through the sixth floor is divided into the East, West, and North Wing. The dorm rooms are designed **for double occupancy and there are no single rooms available**. Please consider this factor prior to applying. Each person is provided with a desk, a bed and a wardrobe.
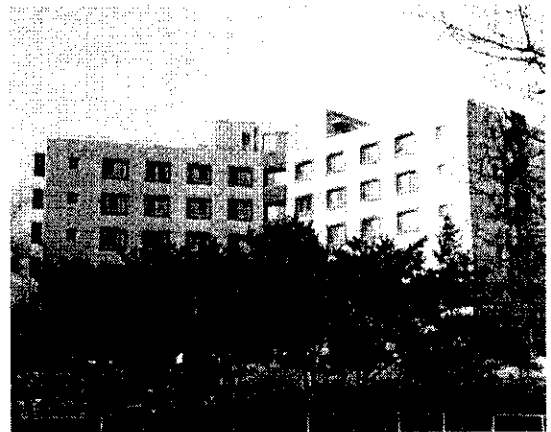
### FACILITIES

#### ➤Kitchen Room

The Kitchen room is located on the 7th floor and equipped with a microwave and sink.

#### ➤Dormitory Lounge

The dormitory lounge is located on the 7th floor with television and drinks vending machine.

#### ➤Telephones

Telephones are available but it only providesreceiving incoming calls and making inter-campus calls. In order to make a call, the student must use the public phones located inside the building.

## ➢Housekeeping

Residents are responsible for keeping their rooms clean and expected to pick up after themselves when using public areas. The housekeeping staff is responsible for cleaning public areas.

## ➢Bed Linen

Students are responsible for preparing bed linens.

## ➢Air Conditioning

Residents have personal access to Air Conditioner in the room.

## ➢Laundry Facilities

Washing machines are available on each floor free of charge. However, you need to buy your own detergent, fabric softener and any other personal items. Dryers are available and cost 500 won per use. An iron and ironing board are in the room located opposite the laundry.

## ➢Electronic Devices

It is strictly prohibited to have electronic appliances (except for refrigerators) such as microwaves and hot pots in the dormitory rooms. The voltage used in Korea is 220-V.

# 3. OTHER INFORMATION

## a. School Facilities

There are 3 main buildings that facilitates students' academic woks as well as campus life, which are SUPEX Management Complex, Union Building and Building #7. Classrooms, labs and other major facilities are located in the SUPEX Management Complex, cafeteria and convenience stores in Union Building and gym and other sports facilities in Building #7.

### SUPEX Building

| Overview of SUPEX Management Complex | |
|---|---|
| 5 F | Chey Jong Hyun Hall, Student Labs, Student Lounge, Student Mailroom |
| 4 F | Career Development Center (450), Research Centers, Faculty Offices, Lecture Rooms, International Center (446), Students Labs |
| 3 F | Trading Room, Executive Program Offices, Student Labs, Faculty Lounge, Faculty Offices, Lecture Rooms, Seminar Rooms |
| 2 F | Atrium, Finance MBA Office (247), Techno MBA Office (244), Management Engineering Office (281), Information Media& Management MBA Office (225), Faculty Offices, Lecture Rooms |
| 1F | Center for Information and Network Services, A/V Main Control, Lecture Rooms, Student Clubs, Digital Library (Cyber Hall) |

### ➤Library (1st floor, SUPEX Building)

Unlike traditional libraries, the KAIST Business School's student library is a digital multi-media library. This gives students and faculty members the advantage of being able to obtain necessary resources in the comfort of one's computer at home. The digital library is joined with the Cyber Hall, a facility where students have access to Internet 24 hours a day.

- Operating Hours : Monday ~ Sunday, 9:00 a.m. - 2:00 a.m.

(Closed on holidays)

## ➤ Atrium (2<sup>nd</sup> floor, SUPEX Building)

Atrium is a Caf? and restaurant for all members of KAIST College of Business members. Students not only can have food and drinks, they also can enjoy culture events like music club performance, auction event, etc. as well as join academic events such as dean's luncheon, scholarship award ceremony, etc.



- Operating Hours: Monday ~ Saturday, 8:00 a.m. ~ 9:00 p.m. (Closed on holidays)
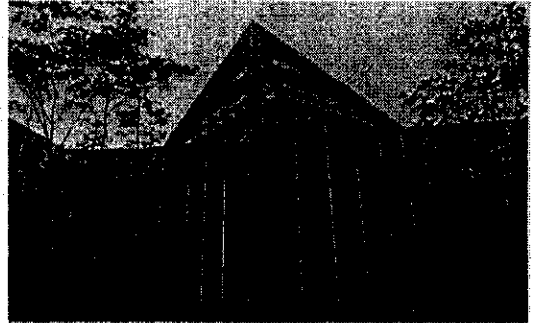
## ➤Trading Room (SUPEX 344)

Trading Room is a "playground" for students where they freely preform financial exercises. It offers cutting edge A/V system, information data and facility that are equivalent to current finance industry. The service includes WRDS, CRSP, S&P, Compustat, BVD, Thomson, Option Metrix that are vital for empirical analysis on finance, real-time information terminal of Reuters, Datastream, Bloomberg, etc.



## ➤International Center (SUPEX 446)

The International Center coordinates exchange & overseas programs and provides students with the opportunity to develop global perspectives. It also offers language programs to enhance students' English proficiency skills. The International Center welcomes all international students for any inquiries about the programs and administrative issues and aims to enhance their overseas experience at KAIST Business School students.

### ➤Career Development Center (S450)

(1) Company Presentations – A wide variety of companies hold presentations on campus ranging from industries to well-known consulting companies.

(2) Career Fair – Every September, many domestic and multinational companies join this job fair event for recruiting. We strongly recommend that you participate in this event.

(3) Self-Assessment – Our 'Career Leader' program focuses on discovering your interests, abilities, and values, and then suggests potential career pathways and profiles.

(4) E-Newsletter – You can get this letter from CDC every Thursday for information on job recruiting.

(5) Posted Jobs – We update this information every day. Please visit the CDC website: http://business.kaist.ac.kr/job.

(6) 1-1 Coaching Service: -
Career Services offers individualized one-on-one coaching, depending on your individual needs. This coaching provides you with access to outstanding job search strategies so that you can develop a solid skill set to take you wherever you want to go – skills that you will utilize throughout your career.

(7) Program Materials
Career Services provides materials so that you can develop a solid set of skills that you will utilize throughout your career. These materials include resume preparation, job searching, networking, interviewing, as well as other pertinent information.
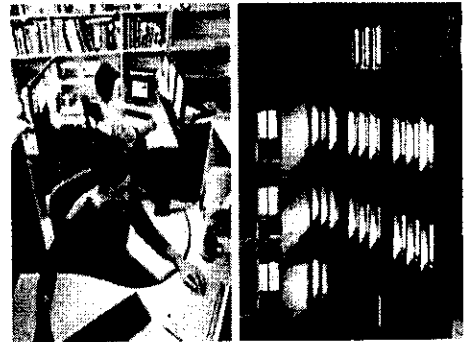
## Union Building & Building #7

> Student Cafeteria (2nd floor, Union Building)

Student cafeteria serves Korean traditional/ international dishes 3 times a day-breakfast, lunch, dinner) as well as Korean snacks (Kimbab, Ramen, etc.) during the designated hours. Additionally, the Faculty Restaurant is on the 4th floor of the same building.

- Operating Hours

|  | Student Cafeteria | Faculty Restaurant |
|---|---|---|
| Breakfast | 07:45 a.m. ~ 09:30 a.m. | Not in service |
| Lunch | 11:15 a.m. ~ 01:30 p.m. | 12:00 p.m. ~ 01:30 p.m. |
| Dinner | 05:30 p.m. ~ 07:30 p.m. | Not in service |

Breakfast costs 2,000won, whereas lunch and dinner are 3,000won per meal. Meal tickets must be purchased for lunch and dinner as cash payments are not accepted except for breakfast. If you buy more than 10 tickets at once, you may use credit cards.

> Health Center (2nd floor, Union Building)

The Health Center is located right beside the student cafeteria. It provides medication for minor illness and injuries. There is nominal fee for purchase of medication.

- Operating Hours: Monday – Friday, 10:00 a.m. - 05:00 p.m.

> Bookstore (3rd floor, Union Building)

Students are able to purchase textbooks that are needed in class at Sejong Book Store, located on the 3rd floor of Union Building. It is a good idea to ask your professors which books are absolutely essential for class.

- Operating Hours: Monday – Friday, 9:00 a.m. ~ 6:00 p.m.

### ➤ Post Office (3<sup>rd</sup> floor, Union Building)

Students can send letters and packages at the campus Post Office located on the third floor.

- Operating Hours: Monday – Friday, 9:00 a.m. ~ 6:00 p.m.

### ➤ Woori Bank (3<sup>rd</sup> floor, Union Building)

Students are recommended to open a bank account at a nearby bank or campus bank upon arrival. A branch of Woori Bank is located inside school and the customer service representative offers accounting opening and other transaction services during the designated hours.

English service ATM is also available.

- Customer Representative Hours: Monday – Friday, 9:30 a.m. – 10:20 a.m. & 2:30 p.m. - 3:20 p.m.
- Bank Customer Representatives (080-365-5000): Monday- Friday from 9:30 a.m. to 5:30 p.m.

### ➤ Convenience Store (3<sup>rd</sup> floor, Union Building)

Snacks, stationary supplies, personal care goods and telephone cards are available with a cozy lounge for a study break and relaxation.

- Operating hours:   Monday – Friday, 8:00 a.m. - 11:00 p.m.
                     Saturday, 8:00 a.m. - 07:30 p.m.

### ➤ Sport Facilities (Building #7)

There are tennis and basketball courts near the dormitories and in-door fitness center located on the 1<sup>st</sup> floor of Building 9 which is connected to SUPEX building. In addition, the newly built golf range is located on the ground floor of the Administration building and this facility is open to registered members.

## b. General Student Service

### ➤Student Lab

KAIST College of Business School is the one and only graduate school in the world which offers individual student labs open for 24 hours. Approximately 10 students are assigned to each lab and all Finance MBA student labs are located right across the Finance MBA faculty offices for interaction.

### ➤Mentor Program

Mentor Program is offered to assist international students to adjust into to their new environment at KAIST College of Business and Korea. The mentor is a volunteer student, usually in the same student lab with the mentee, and she/he will be responsible for helping international students to cope with cultural and academic issues.

### ➤ID / IC Card

All degree program students get ID/IC card for entering school gates, dorms, library, etc. This can be used as Woori bank check card as well. Students have to fill in application form for ID/IC card with the help of Finance MBA staff and it takes 7 ~ 10 days to issue it.

### ➤Computer & Internet access

Services regarding computer installation and hardware problems are offered by on campus LG C&S branch and services regarding KAIST intra programs and internet networks are offered by the Help Desk at the Computer & Information Network Service Center located on the 1$^{st}$ floor of SUPEX Management Building. Wireless internet service is available inside the school and students are required to log in using their personal KAIST ID and password assigned to them.

### ➤Email (Outlook)

Individual KAIST email account (Outlook) is open to every degree program students of KAIST College of Business. All announcements related to important dates are made via email in Eng. and students have access to the KAIST public folder (which is shared by all KAIST members) through the Outlook system.

### c. How to get to KAIST College of Business School

KAIST Business School is located in the northeastern part of Seoul neighboring with 4 universities and 5 research institutes. Below is the map to the school and information on the nearest subway station.
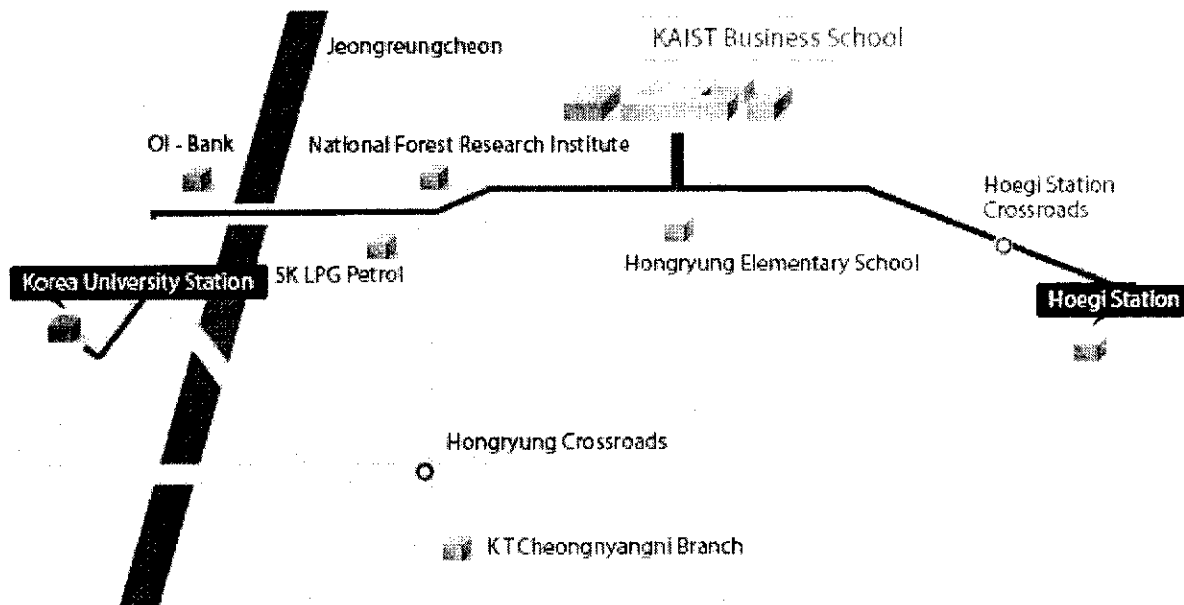


## Closest Subway Stations

### ➤Line 1 Heogi (15 min walk)

- At the exit #1, you can see the local bus station.
- Take local bus #1 (fee: KRW 850) and get off the bus at next station. Then you can see Coffee Bean and Burger King across the road.
- Walk along the road between Coffee Bean and Burger King until the road ends (less than 5 minutes), you can find the gate to KAIST Business School.

### ➤Line 6 Korea University (15 min walk, 5 min by taxi)

### ➤Line 6 Anam Station

- At the exit #2, you can fine the local bus station.
- Take the Blue Bus #273 (fee: KRW 1,150) and get off the bus at Hongneong Elementary School

| Part VI | **SUPPORT SERVICE** |
|---------|---------------------|

# 1. TRAVEL TO KOREA

KOICA arranges and pays for the participant's round trip to Korea. The participant is to travel by the most direct route between Incheon International Airport and a main international airport in the participant's home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, they should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

# 2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by KOICA during the participant's stay in Korea.
- Tuition fee
- Accommodation sharing a room basis (mainly the dormitory of a training institute)
- Living & Meal allowance: KRW 999,000 per month
- A medical checkup after arrival and during the summer in the following year
- Overseas travel insurance, etc.

KOICA supports the full tuition fee, full dorm residence fee and certain amount of living expenses (meals and other daily expenses) for the first 3 semesters (2016 Fall~2017 Fall) of KOICA-KAIST scholarship program. KAIST covers the full tuition fee, full dorm residence fee and living expenses for the last semester (2018 Winter/Spring).

(Unit: KRW)

| Tuition Fee | Dorm Fee | Living Expenses |
|---|---|---|
| 15,910,000/semester | 150,000~170,000/month | 999,000/month |

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

## 3. INSURANCE

During the program participants will be covered by the "New group accident insurance (2)". The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

**Limits of Coverage (subject to change)**
- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 50 million
- Medical Expenses by Disease: KRW 50 million
- Death by Disease: KRW 100 million
- Liability: KRW 10 million (deductible: KRW 200,000)

**Main Scope of Coverage**
- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

※ The insurance coverage is limited to the treatment incurred within Korea.

**Deductibles (Insured persons are responsible for deductibles, as described below.)**

1) Maximum Coverage Limit per Day
   - Outpatient services: KRW 250,000
   - Medicine: KRW 50,000
2) Deductible per day (outpatient)
   - Clinic: KRW 10,000
   - Hospital: KRW 15,000
   - University hospital, level 3 hospital: KRW 20,000
3) Deductible per day (medicine): KRW 8,000
4) Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
5) Hospital treatment
   - The beneficiary is responsible for 10% of the costs.
6) Orthopedics
   - Equipment and consumables (e.g., wristbands and cast shoes)
7) Fees for issue of certificates
8) In the case of uninsured items and material costs, a detailed statement must be submitted.
9) Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

**Procedures, Services and Diseases Not Covered by the Insurance**

1) Medical check-up, vaccination, nutritional supplements, and tonic medicines
2) Mental disease and behavior disorder
3) Dental care

※ *To receive dental care, prior consultation with the coordinator of KOICA is required.*

4) Congenital cerebropathy
5) Herbal remedies
6) Obesity
7) Urinary diseases: Hematuria and urinary incontinence
8) Diseases of the rectum and anus
9) Tiredness and fatigue

10) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging

11) Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)

12) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.

13) Diseases that participants already had before arrival in Korea

# Part VII | REGULATIONS

## 1. ACADEMIC REGULATION

### a. Attendance and Absenteeism

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

2. In the event a student will be 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 Graduate School Dean
   - Other events as approved by the Graduate School Dean

3. 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 Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

### b. Must reside in a dormitory

   - Students must reside in Graduate Students Dormitory of KAIST College of Business unless there is no vacancy in the dormitory. All rooms are double occupant and single rooms are unavailable. If there is no vacancy in the dormitory, KAIST and KOICA will arrange alternative accommodations.

### c. Must reside abide by dormitory regulations

- KAIST College of Business has very strict dormitory regulations and all students must abide by them.
- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

### d. Light meals can be cooked in the shared kitchen

- Heating stove, fridge, microwave, sink and other basic facilities are installed.
- The kitchen needs to be in order and be cleaned by individuals who use the common area. Those who fail to maintain the kitchen tidy and neat will be given warnings. Three warnings will lead to a restriction in using the kitchen.
- Cooking inside the dormitory room is prohibited at all times.

### e. Examinations and Grade Evaluations

#### 1. Minimum Grade Point Average Requirement

- Anything below GPA 2.5 will be subject to academic warning. If students get GPA below 2.5 for 2 times, students will be expelled from school.

#### 2. Regular Exams and Make-up Exams

- Regular Exams: Mid-term (8th week), Final (End of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the approval from academic advisor and chair professor of Finance MBA to sit for the exam at another time.

#### 3. Qualifications to Sit for an Exam

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

## 4. Scholastic Performance Evaluation Method

- Scholastic performance will be based on GPA 4.3 for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
- A+ to A-: 40% of the students in the class
- Below B+:60% of the students in the class

## 5. Evaluation Standard: Evaluation Ranking

| GPA | 4.3 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | 0.7 | 0.0 |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |

## 2. PARTICIPANT'S RESPONSIBILITIES

Participants are required
- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- to refrain from engaging in political activities or any form of employment for profit or gain.
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- to return to their home country upon completion of their training program.
- not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.

## 3. WITHDRAWAL

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.

In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.

- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.

In this case, he/she is not allowed to re-apply for KOICA's scholarship program.

- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

## 4. TEMPORARY LEAVE

- Participants may take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) under the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university will not pay the airfare for the trip **and his or her living allowance will be suspended from the day of departure to the day of return during temporary leave.**
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries **or made a trip despite the university's disapproval,** he or she may be suspended from the KOICA scholarship.

# 5. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of brining their family members in Korea in advance. A copy of the Written Pledge is available at University Office.

# 6. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants violate any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

# Part VIII  CONTACTS

## 1. CONTACT INFORMATION

### a. Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. Hyungwon LEE**

   Capacity Development Program Team

   Capacity Development Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 13449 Gyeonggi-do

   Republic of Korea

· Tel: +82-31-740-0419

· Fax: +82-31-740-0684

· E-mail: leeh@koica.go.kr

· Homepage: http://www.koica.go.kr

· **Program Coordinator: Ms. Minha BAI**

· Tel: +82-31-8017-2660

· Fax: +82-31-8017-2680

· E-mail: minha0422@global-inepa.org

### b. Finance MBA Office, KAIST College of Business

· Training Manager: **Ms. Jaime KIM**

· Tel: +82-2-958-3123

· Fax: +82-2-958-3160

· Email: jaimekim@business.kaist.ac.kr

· Homepage: http://www.business.kaist.ac.kr

**Appendix.**

# facebook.com/koica.icc

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



# twitter.com/koica.icc

Do you have a Twitter account? It seems everyone does these days. If you have a Twitter account, be sure to follow us @koica_icc

# CHECK LIST OF DOCUMENTS

| Application Number | | | |
|---|---|---|---|
| Intended Major | | | |
| Nationality | | Intended Program | |
| Applicant Name | | | |

| | Categories | Check with ☑ |
|---|---|---|
| **Mandatory documents** | 0. Document Checklist | |
| | 1. Application Form | |
| | 2. Statement of Financial Resources | |
| | 3-1. Recommendation Letters I | |
| | 3-2. Recommendation Letters II | |
| | 4. Degree/Diploma | |
| | 5. Transcripts | |
| | 6. English Proficiency Test Reports (EPT) | |
| | 7. Curriculum Vitae | |
| | 8. Identity Documents I (applicant's) | |
| | 9. Identity Documents II (parents') | |
| | 10. Family Relation Certificate (Applicants of Korean origin only) | |
| **Optional** | 1. List of Honors and Awards | |
| | 2. Employment Certificate | |
| | 3. School Profile/Credit Rating System | |

# KAIST Application for Admission

For Fall Semester 2016 International Graduate Enrollment

| Application No. | |
|---|---|
| | |

| Program | Major | Faculty |
|---|---|---|
| | | |

## Basic Information

| | | | | | |
|---|---|---|---|---|---|
| Name in Full (Passport) | | | | | [사진] |
| Nationality | | Region | | | |
| Date of Birth | | Gender | | | |
| Mobile | | Phone | | | |
| Postal Address | | | | Zip code | |
| Email | | | | Phone (in Korea) | |

## Academics

| Degree | From - To | Name of Institution | Major | Dual Major | CGPA (Earned /Full) | % |
|---|---|---|---|---|---|---|
| BS | | | | | | |
| MS | | | | | | |
| PhD | | | | | | |

## English

| Test | TOEFL | | | IELTS | TEPS | TOEIC | | | Exemption |
|---|---|---|---|---|---|---|---|---|---|
| | iBT | CBT | PBT | | | R & L | Speaking | Writing | |
| Score | | | | | | | | | |
| Test Date | | | | | | | | | |

## Publications

| Date | Title | Name of Journal |
|---|---|---|
| | | |
| | | |
| | | |

| | Period | | Name of Workplace | Location | Position | Type of Work |
|---|---|---|---|---|---|---|
| | From | To | | | | |
| Work Experiences | | | | | | |
| | | | | | | |
| | | | | | | |
| | Total : ( ) Year(s) ( ) month(s) | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Recommendations | 1 | Name | | | |
| | | Affiliation | | Position | |
| | | Postal Address | | | |
| | | Phone | | Email | |
| | 2 | Name | | | |
| | | Affiliation | | Position | |
| | | Postal Address | | | |
| | | Phone | | Email | |
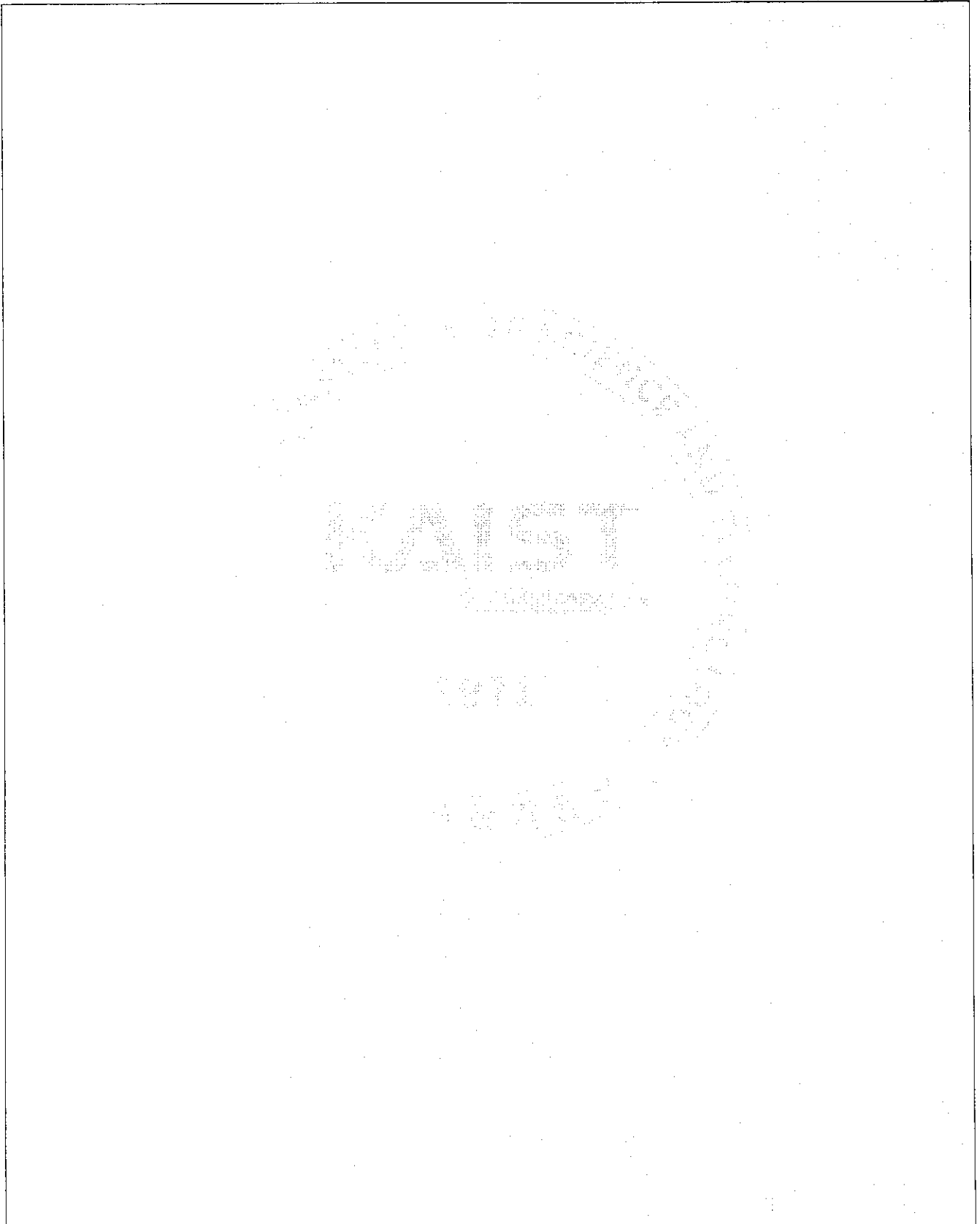
**\*Please briefly answer the following questions with keywords.**

| | |
|---|---|
| What You Studied at Previous Institution | |
| Motivation Applying for Your Major | |
| Study Plan | |
| Future Plan after Study | |
| Honors and Awards | |
| Introduction of Institution Previously attended (BS/MS) | |

**\* Statement of Purpose**

- Write down a detailed and accurate statement of your purpose and objective in pursuing your study at KAIST.

Describe any work/or academic experiences related to your chosen field of study.
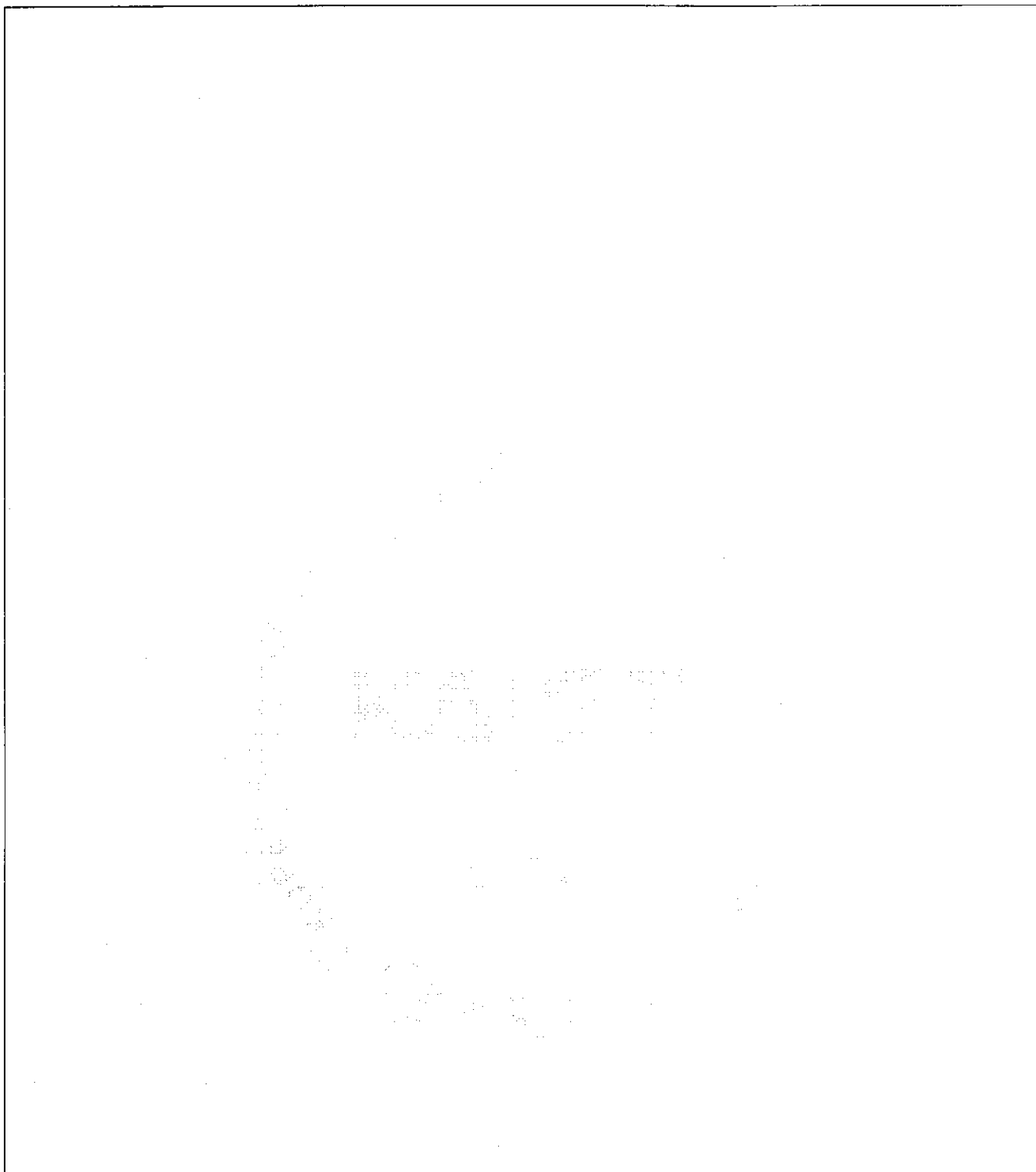
I certify that the information provided in my application is accurate, complete, and honestly presented. I understand that any omission, inaccurate information or misrepresentation herein may result in cancellation of admission to KAIST.

| | |
|---|---|
| Applicant's Signature | Date (yyyy/mm/dd) |

# Guideline for Recommendation of Applicants

## 1. Program Overview

The Korea International Cooperation Agency was founded as a government agency to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs. With a mission to support Human Resources Development (HRD) in developing countries, KOICA invites talented people from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, ICT, Health, fisheries science, women's empowerment, rural development, etc.

From 1997 to 2015, the program has assisted a total of 2,598 students through 141 courses. And as of 2015, 388 participants will participate in 19 master's degree programs at 19 Korean universities. More detailed information is provided from our website at http://training.koica.go.kr.

By experiencing and learning about Korea's remarkable development throughout the stay, participants will gain considerable expertise and strengthen their analytical abilities. To enhance the effectiveness of the program, KOICA is constantly cooperating with domestic universities to diversify the field and expand their budget.

## 2. Recommendation of Applicants

KOICA receives the recommendations of applicants from the government of its partner countries. Each country can recommend **a maximum of four (4) applicants**. Each University selects **up to two (2) participants for each country** based on the recommendation and the result of selection procedure.

Because KOICA receives the recommendation from the government, the applicant should submit official letter of the government which approves the nomination of the applicant.

1

## 3. Application Eligibility

Applicants should
- Be a citizen of the Scholarship Program target country
- Be officially nominated by their government
- Be a government official or an employee in the public sector.
- Be a university/college graduate or have an equivalent educational background.
- Have sufficient command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be in good health, both physically and mentally.
- Have not previously received a scholarship from the Korean government.
- A participant who has once withdrawn from the program due to a failure to attain certain grades, a violation of the rules of the training institute, or a false entry is not allowed to re-apply for Scholarship Program.

Specific qualifications for the respective training institute will be listed in the Program Information of each university.

## 4. Selection Procedure

The Selection procedure will include two rounds: an interview by the Korean embassy or KOICA office and an evaluation of the application package in Round 1, and a telephone interview by the University in Round 2.

1) **1st round : On-site interview by the Korean embassy or KOICA office and an evaluation of the application package**
The Korean embassy or KOICA office will conduct an interview for each applicant. Based on the result of the interview of the Embassy/KOICA office and the evaluation of application package by the University, the University will select applicants for the 2nd round.
If an applicant lives in a country where the Embassy/KOICA office does not exist or lives far from the capital city, he/she may be exempted from the interview in the 1st round in consultation with the Embassy/KOICA office.

2

2) **2<sup>nd</sup> round : Telephone interview by the University**

Interviews will be conducted only for those who have passed the first round, and the Embassy/KOICA office in the country will contact the person individually to set an appointment for the interview.

The interview will be conducted in the KOICA office or the Korean embassy. The candidates will pass the identification process before having the interview.

## 5. Notification of Final Nominees

When final nominee is selected, the Korean embassy or KOICA office will notify that individual (The University will not contact the nominees directly.), and the information related to the departure will be distributed to the participants. Postponement or cancellation of the enrollment is not allowed, in principle.

Attached: Application Schedule of the 2016 Scholarship Program

# Application Schedule of the 2016 KOICA Scholarship Program

| Process | Dates |
|---|---|
| **Step 1.** Application Package Submission | February 29 / 17:00 P.M. [Local time in Korea] |
| **Step 2.** On-site Interview (Embassy/KOICA) | March 1 ~ 7 |
| **Step 3.** 1st Round Selection Process Document Screening | March 15 ~ March 31 |
| **Step 4.** 2nd Round Selection Process Interview(University) | April 18 ~ 29 |
| **Step 5.** Medical Check-up (local) | May 16 ~ June 17 |
| **Step 6.** Admissions Notification | June 30 |

※ The timeline in this table is based on local time in South Korea and subject to change.

# KAIST

# STATEMENT
# OF FINANCIAL RESOURCES
for Fall Semester 2016 International Graduate Enrollment

Please fill out this form and check appropriate source of finance below for the tuition, fees, and living expenses you need during your study at KAIST and submit this form along with other necessary documents to complete your application.

## APPLICANT INFORMATION

**English Name** : _____  _____  _____
(as appeared in your passport)    Family / Last                    First                              Middle

**Gender:** ☐ Male   ☐ Female

**Intended Program:** ☐ MS   ☐ MS+Ph.D   ☐ Ph.D    **Intended Major:** _____

**Year of Birth:** _____    **Nationality:** _____

I certify that all information given above is true and complete. I understand that any omission or misrepresentation herein may result in cancellation of my admission to KAIST.

_____                    _____
Applicant's Signature                                  Date (dd/mm/yyyy)

## FINANCIAL RESOURCE

| Resource | Sponsor Name | Amount (USD) | |
|---|---|---|---|
| | | First Year (Guaranteed) | Ensuing Years (Expected) |
| ☐ Self-Support (Please attach the bank statement indicating your capacity to pay expenses at KAIST) | ☐ Tuition & Fees  ☐ Living Expenses | | |
| ☐ Parental and/or Individual Sponsor (Please attach the bank statement(s) indicating sponsor(s)' capacity to pay expenses at KAIST) | ☐ Tuition & Fees  ☐ Living Expenses  Name:_____  Relationship:_____ | | |
| ☐ Sponsoring Organization, Firm or Government | ☐ Tuition & Fees  ☐ Living Expenses  Name:_____ | | |
| ☐ KAIST Scholarship | ☐ Tuition & Fees  ☐ Living Expenses | N/A | N/A |

## SPONSOR INFORMATION

Note: Please provide us the following information for each sponsor. (No needed to fill out this part for KAIST Scholarship applicants.)

Name: Korea International Cooperation Agency (KOICA)

Occupation: _____

Contacting Information:

Mailing Address: 825 Daewangpanygyo,ro, Sujeong-gu, Seongnam-si, Gyeonggi-do

E-mail: _____     Fax: _____

Telephone: 031-7400-114 _____     Cell Phone: _____

I hereby guarantee that I will be responsible for the aforementioned applicant's Tuition fee and(or) Living expenses for the duration of the whole program at KAIST once admitted.

Korea International Cooperation Agency (KOICA) _____
Sponsor's Signature or Stamp                          Date (dd/mm/yyyy)

[Form #2]

## KAIST

For Fall Semester 2016 International Graduate Enrollment
# LETTER OF RECOMMENDATION
by Academic Professor / Academic Advisor / Company

| APPLICATION NUMBER |
|---|
| Given by KAIST |

**Please type neatly.**

| Name in English *(as in passport)* | | | |
|---|---|---|---|
| Date of Birth | *dd/mm/yyyy* | **Nationality** | |
| Intended Program | *MS/MS-Ph.D./Ph. D* | | |
| Intended Department/Division | | | |

I hereby agree that this letter of recommendation remains strictly undisclosed, and will not request any reading or disclosure of information given in this letter.

_____
*Applicant's Name*

_____
*Date (dd/mm/yyyy)*

| Name in English | *Last, First Middle* | | | | |
|---|---|---|---|---|---|
| Position / Title | | | | | |
| Affiliation | | | | | |
| E-mail | | | | | |
| Postal Address | | | | | |
| | **Zip code** | | **City** | | **Country** |
| Telephone | | | **Fax** | | |

I hereby duly recommend the aforementioned applicant. I have carefully filled out this letter of recommendation by myself, and I am aware that my opinions provided herein may continue to serve as a reference in the subsequent admission process within KAIST.

_____
**Recommender's Signature**

_____
*Date (dd/mm/yyyy)*

**Please return this letter by post** after sealing and signing across the back of the envelop by the deadline to:

International Graduate Admissions Office
KAIST E11 Bldg. #508, 291 Daehak-ro,
Yuseong-gu, Daejeon, Republic of Korea (305-701)

Phone: (+82-42) 350-2352 Fax: (+82-42) 350-2930
E-mail: advanced.adm@kaist.ac.kr (We do not accept recommendation letters through email)
http://admission.kaist.ac.kr/   http://www.kaist.ac.kr

[Form #2]

## Background Information
Teaching Experience: (_____) years and (_____) months
How long have you known the applicant?:    (_____) years and (_____) months
How well do you know the applicant? : ☐ very well      ☐ well      ☐ moderately      ☐ do not know well

What are the three adjectives that come to your mind to describe the applicant? :

1) _____,    2) _____,    3) _____

## Evaluation

1. Please give your opinion on the applicant's qualifications and potential for academic and professional achievement in the field of the applicant's application. *(200 words or less)*

2. Please rate the applicant in the table below, in comparison with all the students you have taught:

| | Exceptional | Very Good | Above Average | Average | Below Average | No Basis for Judgment | Remarks |
|---|---|---|---|---|---|---|---|
| Overall Academic Achievement | | | | | | | |
| Academic Passion | | | | | | | |
| Creative Problem-solving Ability | | | | | | | |
| Research Aptitude | | | | | | | |
| Promise as a professional in the field | | | | | | | |
| Interpersonal Relationship | | | | | | | |
| Leadership and Impact | | | | | | | |
| Responsibility | | | | | | | |
| Integrity | | | | | | | |
| Ability to Cope with Hardships | | | | | | | |
| Reading/Writing Ability in English | | | | | | | |
| Listening/Speaking Ability in English | | | | | | | |

3. Please summarize your overall opinion on the applicant. *(100 words or less)*

# Sworn Statement

## - For KOICA Scholarship Student Only -

| Name | |
|---|---|
| Program | KAIST Finance MBA Program for Government Officials of Emerging Economies |
| Application No. | |
| Current Occupation | |

✻Keep 'Application No.' BLANK. Application no. will be assigned by KAIST once applications are registered by KAIST.

I swear that;

1) I am fully committed to complete 'KAIST Finance MBA Program for Government Officials of Emerging Economies'.

2) I will return to my current job as soon as I complete 'KAIST Finance MBA Program for Government Officials of Emerging Economies'.

3) I recognize the difference between the financial supports I will receive from KOICA (for the first 3 semesters) and the supports I will receive from KAIST during the last semester, and I fully agree with this arrangement.

Date:_____

Applicant's Signature:_____

**Jangkoo Kang, Ph.D.**

**Academic Director of Finance MBA Program**

# KAIST

# LIST OF HONORS AND AWARDS
## for Fall Semester 2016 International Graduate Enrollment

| Application Number | | Applicant Name | |
|---|---|---|---|

Please list <u>up to five</u> honors or awards you have obtained during university in order of importance. Each item below will be considered valid only when respective testimonial/evidence is submitted.

| No | Title | Rank | Date (yyyy/mm) | Level of Recognition (National/International) |
|---|---|---|---|---|
| 1 | | | / | |
| | **Issuing Institution** | | | |
| | Name: | Website: | | Email: |
| | Explanation of the Award/Honor *(up to 100 words)*: | | | |
| 2 | | | / | |
| | **Issuing Institution** | | | |
| | Name: | Website: | | Email: |
| | Explanation of the Award/Honor *(up to 100 words)*: | | | |
| 3 | | | / | |
| | **Issuing Institution** | | | |
| | Name: | Website: | | Email: |
| | Explanation of the Award/Honor *(up to 100 words)*: | | | |
| 4 | | | / | |
| | **Issuing Institution** | | | |
| | Name: | Website: | | Email: |
| | Explanation of the Award/Honor *(up to 100 words)*: | | | |
| 5 | | | / | |
| | **Issuing Institution** | | | |
| | Name: | Website: | | Email: |
| | Explanation of the Award/Honor *(up to 100 words)*: | | | |

# APPLICATION FORM FOR KOICA TRAINING

**KOICA**
Korea International
Cooperation Agency

## Korea International Cooperation Agency

(photo)

HQ & ICC 1 : 825 Daewang pangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do, Korea
Tel: 82-31-740-0114   Fax: 82-31-740-0655 E-mail: training@koica.go.kr, http://www.koica.go.kr

---

## I . TITLE OF COURSE

---

## II . PERSONAL DATA

Full Name: _____ _____ _____
            First              Middle           Last (Surname)

| Date of Birth | | | Sex | Marital Status | Nationality | Religion |
|---|---|---|---|---|---|---|
| Month | Day | Year | | | | |
| | | | ☐M   ☐F | | | |
| Passport Number | | | | Airport of Departure | | |

Home Address : _____

Tel No : _____ - _____ - _____    Fax No : _____ - _____ - _____
         country code   area code   number              country code   area code   number
Mobile No : _____ - _____ - _____    E-mail Address:
Emergency Contact – Name : _____      Tel No :

---

## III . EMPLOYMENT and EDUCATION

Present Position/ Title: _____
Department or Division: _____
Name of Organization: _____
Address: _____

Tel No: _____ - _____ - _____    Fax No : _____ - _____ - _____
        country code   area code   number              country code   area code   number
Type of Organization: ☐Governmental/Public   ☐Private   ☐International   ☐Other
Term of Employment:   from _____ to present
Describe your present duties:

_____
_____
_____

Describe your expectation from this training course :

_____
_____

*Note: Please TYPE or PRINT clearly in CAPITAL LETTERS and prepare three (3) copies including the original.*
*The words "NIL" or "N/A" should be used where applicable. Do not leave any space blank.*

Career over past 5 years

| Name of Organization | From | To | Position/ Responsibilities |
|---|---|---|---|
| | month/year | month/year | |
| | / | / | |
| | / | / | |
| | / | / | |

Education and Training

| Name of Institution | From | To | Field of Study and Degree |
|---|---|---|---|
| | month/year | month/year | |
| | / | / | |
| | / | / | |
| | / | / | |

Former Training in Korea or KOICA (if any): ☐Yes ☐No

Program: _____  Period: _____/____ - _____/____

                                                   month/year       month/year

## IV. LANGUAGE PROFICIENCY

English:

| | Excellent | Good | Fair | Poor | Remarks |
|---|---|---|---|---|---|
| Listening | | | | | |
| Speaking | | | | | |
| Writing | | | | | |
| Reading | | | | | |

Mother Tongue : _____

Other Languages : _____

In case you speak English as a foreign language, it is required for you to certify your English proficiency. Please indicate any of your English Proficiency Tests:

☐ TOEFL: _____   ☐ TOEIC: _____   ☐ Others: _____

          score                           score                   score

# V. MEDICAL REPORT 1 (to be completed by an authorized physician)

Name of Applicant: _____

| Age: | Sex: | Height: | cm | Weight: | kg |
|---|---|---|---|---|---|

Blood Type: | Blood Pressure: / mmHg

| | | |
|---|---|---|
| EKG | □ Normal □ Abnormal | |
| Chest PA | □ Normal □ Abnormal | |
| Urinalysis | □ Normal □ Abnormal | |
| Diabetes | □ Positive □ Negative | |
| Hepatitis B | □ Positive □ Negative | |
| Hepatitis C | □ Positive □ Negative | |
| Syphilis | □ Positive □ Negative | |
| AIDS | □ Positive □ Negative | |
| Infectious disease | □ Yes □ No | |
| Endemic disease | □ Yes □ No | |
| Pregnancy test | □ Positive □ Negative | |

1. If the applicant has a history of illness or disorders during the last 5 years, please describe the treatment and present status.

_____

_____

2. What opinions do you have about the overall health condition of the applicant to carry out an intensive training course away from his/her home?

_____

_____

Name of Clinic: _____

Address of Clinic: _____

Name of Physician: _____

Date: _____ Signature of Physician: _____

## MEDICAL REPORT 2 (to be completed by an applicant)

### 1. Present Status
(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)
( ) No
( ) Yes >> Name of Medication ( ), Quantity ( )

(b) Are you pregnant?(Female only)
( ) No( ), Yes ( months )

(c) Are you allergic to any medication or food?
( ) No,
( ) Yes >>> ( ) Medication, ( ) Food, ( ) Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )
*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the KOICA official in charge for a more detailed account of your condition.*

### 2. Medical History
(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

| Past: | ( ) No | ( ) Yes>>Name of illness ( ), Place & dates ( ) |
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) |

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

| Past: | ( ) No | ( ) Yes>>Name of illness ( ), Place & dates ( ) |
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) |

(c) High blood pressure

| Past: | ( ) No | ( ) Yes |
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg |

(d) Diabetes (sugar in the urine)

| Past: | ( ) No | ( ) Yes |
| Present: | ( ) No | ( ) Yes>>Present Condition ( ) |
| Present: | ( ) No | Are you taking any medicine or insulin? | ( ) No | ( ) Yes |

(e-1) Past History: What illness(es) have you had previously?

| ( ) Stomach and Intestinal Disorder | ( ) Liver Disease | ( ) Heart Disease | ( ) Kidney Disease |
| ( ) Tuberculosis | ( ) Asthma | ( ) Thyroid Problem | |
| ( ) Infectious Disease >>> Specify name of illness ( ) | | | |
| ( ) Other >>> Specify ( ) | | | |

(e-2) Has this disease been cured?

| ( ) Yes | ( ) No (Specify name of illness) : |
| ( ) Yes | Present Condition: ( ) |

### 3. Other: Any restrictions on food and behavior due to health or religious reasons?
( )

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge. I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by KOICA and may result in termination of the program.

Date: _____ Signature of Applicant: _____

# VI. APPLICANT'S RESPONSIBILITIES

If accepted as a participant, I agree:

1) *to follow the training program to the best of my ability and abide by the rules of the training institution, university, or college in which I undertake training;*
2) *to refrain from engaging in political activities, or any form of employment for profit or gain;*
3) *to return to my home country upon completion of my training program and to resume work in my country;*
4) *not to extend the length of my training or my stay for personal conveniences;*
5) *not to bring any family members (dependents) to Korea or country of training;*
6) *to accept that the Korean Government is not liable for any damage or loss of my personal property; and*
7) *to accept that the Korean Government will not assume any responsibility for illness, injury, or death arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions; and*
8) *to carry out such instructions and abide by such conditions as may be stipulated by the Korean Government in respect of my training program.*

*I fully understand that my status as a participant may be terminated if I fail to make satisfactory progress, or for any other cause as determined by the Government of the Republic of Korea.*

**Applicant's Name:** _____    **Signature:** _____

# VII. OFFICIAL NOMINATION

The Government of _____ officially nominates
<div style="text-align:center">(Name of Country)</div>

_____ for participation in _____
(Full Name of Applicant)                                        (Name of Training Course)

as organized by the Korean Government, and certifies that:

1) *all information supplied by the applicant is complete and correct;*
2) *the applicant has an adequate knowledge of and/ or expertise in the training field; and*
3) *the applicant has a sufficient proficiency of spoken and written English to enable him/her to follow the training course.*

Name of Organization: _____

Position/ Title: _____

Name of Authorized Official: _____

**Date:** _____    **Signature:** _____