

# **KOICA-SKKU**

## **Master's Degree Program**

### **in e-Government and Public Management(2)**

February 1, 2026 – June 30, 2027

25-2, Seonggyungwan-ro, Jongno-gu, Seoul, Republic of Korea



Korea International Cooperation Agency



Graduate School of Governance  
SungKyunKwan University

***\*We strongly recommend that applicants carefully review and adhere to the instructions  
provided in the Program Information.***

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## ★ IMPORTANT NOTICE from KOICA

The 2025 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university stage are required to submit original documents to the KOICA overseas office/Korean Embassy.

**This Program Information (hereinafter PI) serves as a guide for the second round, the Institution (University) Selection.**

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. **It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant.** Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **VIII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	
July 2025	Submission of Application (via KOICA overseas Office/Korean Embassy e-mail)
	Document Screening
	On-site Interview
	First Round Result
② INSTITUTION(University) Round (Only for those who pass the First Round)	
September to December 2025	Submission of Application Package (via University email/system)
	Document Screening
	Local Health Check-up
	Interview Test of University(or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA overseas Office / Korean Embassy)

**NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-round selection process will be provided exclusively to successful candidates.**

# I. PROGRAM OVERVIEW

■ **Program Title:** KOICA-SKKU Master's Degree Program in e-Government and Public Management(2)

■ **Duration Details**

- **Academic Duration:** February 1, 2026 – February 25, 2028

○ Pre-course: (Offline): February 4, 2026 - February 28, 2026

*In-person attendance is the standard expectation. Only in cases of unavoidable travel disruptions will online lecture videos be provided.*

○ Regular-course: (Offline): March 2, 2026 – February 25, 2028

- **Stay Duration:** February 1, 2026 – June 30, 2027 (17 months of study in Korea)

*During 17 months in SKKU students are strongly recommended to complete their thesis.*

*The schedule is subject to change in accordance with internal circumstance or KOICA 's instruction.*

■ **Degree:** Master of Public Administration (e-Government and Public Management)

**\* NOTE: IN ACCORDANCE WITH THE UNIVERSITY REGULATION, THE DIPLOMA WILL BE ISSUED UPON COMPLETION OF THE GRADUATION REQUIREMENTS IN FEBRUARY 25, 2028.**

*\* Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI.*

■ **Objectives**

The MPA program in e-Government and Public Management aims to strengthen the capacity of local government officials and civil servants by providing participants with an integrative educational program with a balanced curriculum. It will help advance the establishment and operation of e-Government systems in participating countries, foster institutional and cultural innovation across the public administration sector, and contribute to sustainable socio-economic development through national digital transformation and innovation. Specific objectives of the program are as follows:

- 1) To cultivate expertise and problem-solving capabilities among e-Government practitioners and administrators in developing countries by equipping them with the latest theoretical and practical knowledge;
- 2) To modernize institutions and policies related to e-Government in developing countries;
- 3) To apply theoretical learning to practice;
- 4) To foster an innovation-driven, citizen-centric mindset based on platform governance, supporting sustainable development efforts in developing nations; and
- 5) To conduct academic research to enhance the understanding of e-Government and public management, as well as to lead the advancement of e-Government systems.

■ **Training Institute:** Graduate School of Governance (GSG), SungKyunKwan University (SKKU)

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

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

■ **Qualification:**

- 1) Should be a mid-level public official in the government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government; and
- 2) Should have at least 5 years of full-time professional working experience in the public sector (acquired after a university degree)

■ **Accommodations:**

- 1) KOICA International Cooperation Center (ICC) during KOICA Orientation
- 2) SungKyunKwan University Dormitory (E-House) during stay at school
  - Two (2) students will be randomly assigned to each room.

- Each room is furnished with two beds, two desks, two chairs, two wardrobes, an air conditioner, a toilet, a shower booth, and a waste basket.
- **There is no kitchen, so that cooking is not allowed in the room and in the E-House.**

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

#### 2026, Preparatory Session (February 1 – February 28)

Academic Events / Extra-Curricular Activities	Date (Day)
Arrival in Korea	February 1 (Sun.)
Arrival in SKKU, SKKU Orientation	February 3 (Tues.)
Pre-semester	February 4 (Wed.) – February 27 (Fri.)
Course Enrollment Period for 2026 Spring semester	February 23 (Mon.) – February 27 (Fri.)

#### 2026, Spring Semester (March 3 – June 19)

Academic Events / Extra-Curricular Activities	Date (Day)
Start of 2026 Spring Semester	March 3 (Tues.)
Management by Objective I	March 30 (Mon.) – April 3 (Fri.)
Midterm Examination	April 20 (Mon.) – April 24 (Wed.)
Midterm Course Evaluation for Spring Semester	April 27 (Mon.) – May 1 (Fri.)
Educational Trip	May 14 (Thu.)
Final Course Evaluation for Spring Semester	June 8 (Mon.) - June 12 (Fri.)
Final Examination	June 15 (Mon.) – June 19 (Fri.)
End of Spring Semester	June 19 (Fri.)
Summer Vacation Begins	June 20 (Sat.)
Grade Notification Period	June 26 (Fri.) – July 1 (Wed.)

#### 2026, Fall Semester (September 3 – December 18)

Academic Events/ Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 24 (Mon.) – August 28 (Fri.)
Start of 2026 Fall Semester	September 1 (Tues.)
Management by Objective II (MBO)	September 14 (Mon.) – September 18 (Fri.)
Midterm Program Self-Evaluation	September 30 (Wed.)
Educational Trip	October 2 (Fri.)
Midterm Examination	October 19 (Mon.) – October 23 (Fri.)
Midterm Course Evaluation	October 26 (Mon.) – October 30 (Fri.)
Final Course Evaluation for Fall Semester	December 7 (Mon.) – December 11 (Fri.)
Final Examination	December 14 (Mon.) – December 18 (Fri.)
End of Fall Semester	December 18 (Fri.)
Management by Objective III (MBO)	December 21 (Mon.) – December 23 (Wed.)
Grade Notification Period	December 25 (Fri.) – December 30 (Wed.)
Educational Trip	January 11 (Mon.), 2027 – January 13 (Wed.), 2027
Winter Vacation Begins	January 14 (Thu.), 2027 – February 13 (Sat.), 2027
Internship	February 15 (Mon.), 2027 – February 19 (Fri), 2027

#### 2027, Spring Semester (March 2 – June 18)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	February 22 (Mon.) – February 26 (Fri.)
Start of 2027 Spring Semester	March 2 (Mon.)
Management by Objective IV (MBO)	March 29 (Mon.) – April 2 (Fri.)
Midterm Examination	April 19 (Mon.) – April 23 (Fri.)
Midterm Course Evaluation for Spring Semester	April 26 (Mon.) – April 30 (Fri.)
Educational Trip (Cultural Exposure/ Activity)	May 4 (Tues.)
Final Program Self-Evaluation	June 4 (Fri.)
Final Thesis Defense	June 1 (Tues.)
Final Course Evaluation for Spring Semester	June 7 (Mon.) – June 11 (Fri.)
Final Examination	June 14 (Mon.) – June 18 (Fri.)
End of Spring Semester	June 18 (Fri.)
Educational Trip	June 21(Mon.) - June 23(Wed.)
Closing Ceremony	June 25 (Fri.)
Departure	June 26(Sat.) – June 30(Wed.)
Comprehensive Evaluation and Follow-up Management	December 18(Mon.) 2028 – December 29(Fri.) 2028

**\* THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.**

**\*\* A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.**

**\*\*\* ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS TENTATIVE.**

## 2. CURRICULUM

The MPA in e-Government and Public Management program will require a total of **36 credits** of graduate courses taken over 17 months during three semesters (i.e., spring 2026, fall 2026, and spring 2027).

MPA in e-Government and Public Management program students will engage in experiential learning through internship (3 credits). Possible internship sites include NIA(National Information Society Agency). Though the internship program will be provided in July and February, 2027, its credits will be given as Pass(P) or Fail(F) during the 2027 spring semester.

In the MPA in e-Government and Public Management program, students are required to submit Master's thesis related with e-government and public management. MPA students will be assigned a Graduate School of Governance professor who will advise them how to write and complete the thesis. Through the Management by Objective (MBO) session, students will be able to meet with their major professor at least once a month to discuss the progress of the thesis (applicable theory, methods, and others).

**Table 2. Curriculum**

Specialization	Classification	Subject (Professor)	Credit
	Core Course (Required)	Policy Science: Theory & Korean Smart Policy Framework (Kwon, Gi-Heon)	3
	Core Course (Required)	Research Methods (Lee, Seulki)	3
	Core Course (Required)	Internship (Cho, Minhyo)	3

	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	3
e-Government and Government Innovation	Intensive Course	SMART E-GOVERNMENT & E-POLICY_Theory & Korean Policy Case (Kwon, Gi-Heon)	3
	Intensive Course	Local government and digital administration (Bae, Suho)	3
	Intensive Course	INFORMATION COMMUNICATION TECHNOLOGY AND PUBLIC MANAGEMENT (Nam, Taewoo)	3
	Intensive Course	Theory of Innovative Development (Jeong, Moon-Gi)	3
	Intensive Course	Behavioral Public Administration for Innovation (David Oliver Kasdan)	3
Public Administration and Digital Platform Government	Intensive Course	Platform Government and Fiscal Management (Chung, IL Hwan)	3
	Intensive Course	Data Science and Public Human Resources Management (Park, Sung Min)	3
	Intensive Course	Policy Change and Platform Government (Park, Hyungjun)	3
	Intensive Course	Understanding Bureaucracy in the Era of Digital Government (Lee, Dong Seong)	3
	Intensive Course	Understanding Platform Processes for Korean Public Management (Park, Sung Min)	3
Platform Governance and Empathy- Intelligent Future Government	Intensive Course	Disaster Management for the Future: Focus on Digital disaster (David Oliver Kasdan)	3
	Intensive Course	AI Ethics and Cybersecurity (David Oliver Kasdan)	3
	Intensive Course	Artificial Intelligence and e-Government (Chung, IL Hwan)	3
	Intensive Course	DIGITAL TRANSFORMATION & URBAN PLANNING (Jun, Hee Jung)	3
	Intensive Course	Urban Mobilities (Shin, Eun Jin)	3
Policy and Social Problem- Solving	Intensive Course	POLICY EVALUATION AND FUTURE GOVERNMENT (Cho, Minhyo)	3
	Intensive Course	Unintended Consequences of Policy and Benchmarking: case of digital government (Cho, Minhyo)	3
	Intensive Course	Capstone for Social Problem Solving and Policy Research (Park, Hyungjun)	3
	Intensive Course	Management Science and Statistical Methods Using Big Data (Moon, Sangho)	3

**※ NOTE: THE ABOVE CURRICULUM MAY BE SUBJECT TO CHANGE  
ACCORDING TO ACADEMIC AFFAIRS.**

UPON COMPLETION OF THE REQUIRED COURSES OF **36 CREDITS** AND ACCEPTANCE OF MASTER'S THESIS, THE MPA STUDENTS WILL BE ELIGIBLE FOR GRADUATION.

**※ IMPORTANT NOTES**

1. Students under KOICA-SKKU scholarship program are not allowed to change their degree/major. The scholarship is limited to Master's Degree Program in e-Government and Public Management (Degree Name: Master of Public Administration (e-Government and Public Management));
2. To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than B (GPA = 3.0) in all courses they enrolled in every semester. In case the student failed to meet this requirement, the scholarship will be rescinded. The final grade is the result of final term paper, midterm exam, final exam, attendance and participation in the class (see the Grading Scale below).
3. Students under KOICA-SKKU scholarship will be billeted only in the school dormitory. They are not allowed to stay in dormitories other than the dormitory identified by the university.

**Table 3. Grading Scale**

Grade	GPA	Grade	GPA
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

*F (Fail), I (Incomplete)*

The 'I' (incomplete) is restricted to cases in which graduate students have satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade is received. When a final grade is received, all reference to the initial 'I' is removed and is changed to the final grade. Unless the result of the course evaluation is completed by the due date, the 'I' will be changed into 'F' (Fail).

### 3. KOREAN LANGUAGE CLASS

Support Korean language class as part of an education program that will help students adapt to Korea. Also, it is an educational program that helps students understand Korean traditions and modern culture. Students can build close relationships with Korea through this program.

- Participants: 20 students (KOICA-SKKU Master's Degree Program in e-Government and Public Management)
- Duration: 12 months (February, 2026~January, 2027)
- Objective: Korean language class allows students to adapt to Korea as well as communicate in a simple way by continuously learning Korean
- Institution: SKKU Koran Language Center
- After taking more than 200 hours of Korean language class, the institution will issue certificate for SKKU Korean Language Center.

**Table 4. The Schedule of Korean Language Class**

Semester	Content
2026, Preparatory Session	<ul style="list-style-type: none"> <li>- Korean language class will be held every day for two weeks.</li> <li>- Objective: Basic pronunciation and basic stylistic exercises in Korean</li> <li>- Grammar: Learn consonants and vowels, learn greetings, know family names, learn location and place expressions, learn formal sentences</li> <li>- Conversation: Practice pronunciation of consonants and vowels, introduce oneself, speak location and place.</li> </ul>
2026. Spring Semester	<ul style="list-style-type: none"> <li>- Korean language class will be held every Friday.</li> <li>- Objective: Learning the use of verbs and adjectives in Korean</li> <li>- Grammar: Learn adjectives, negative expressions, non-format sentences, numbers, time expressions, frauds, past tense</li> </ul>



	- Conversation: Talking about seasons and weather, weekend activities, informal sentences, numbers, time, and past events
Summer Vacation	- Korean language class will be held every day for two weeks. - Objective: Practice listening to simple everyday conversation and practical basic conversation - Grammar: Learn phone expressions, honorific language, ordering food, and asking directions - Conversation: Making a phone call to a friend, ordering food
2026, Fall Semester	- Korean language class will be held every Friday - Objective: Practice listening to simple everyday conversation and practical basic conversation - Grammar: Learn appointment, guess, ask, ban, compare expression and learn tubular - Conversation: Making an appointment
Winter Vacation	- Korean language class will be held every day for two weeks. - Objective: Practical basic conversation - Grammar: Full Review - Conversation: Full Review

#### **※ Notes**

- 1) During the vacation, there are schedules such as a temporary return of students and internships (scheduled for winter vacation), so the classes will be held every Friday for two weeks.
- 2) In addition to offline lectures, the Internet lectures will be provided through the K-MOOC (a free program to take excellent courses at major universities in Korea) for 17 months when students reside in Korea.
- 3) On the 3<sup>rd</sup> semester, considering the mental burden of the students who have to write a paper, the official Korean language class will be conducted until the winter vacation (January, 2027).
- 4) However, the school is planning to provide Internet lectures to students who want to study more, and support the costs of applying for the TOPIK (Test of Proficiency in Korean) by selecting students who have shown excellent attitudes during the class.

## **4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)**

The Office of the International Affairs (OIA) provides various services and programs to all international students at the Sungkyunkwan University. The OIA offers several academic and social support services such as campus life staff, free medical check-up and counseling services. Along with this support from the university, the GSG provides extracurricular activities such as cultural and social activities for international students, for example, cultural events, and academic counseling, conferences, and among others.

Figure 1. GMPA Extracurricular Activities



### III. TRAINING INSTITUTE

#### 1. GENERAL INFORMATION

##### 1) About University

###### ■ Graduate School of Governance, Sungkyunkwan University

Humanities and Social Sciences Campus: 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

###### ■ SUNGKYUNKWAN UNIVERSITY

Sungkyunkwan is synonymous with both tradition and innovation in education. The literal meaning of the University's name is 'an institution for building a harmonious society' of perfected human beings. The founding philosophy of Old Sungkyunkwan is needed as much as ever today, in an era of technological advancement that seems devoid of humanity. The University's faculties of more than 1,000 are committed to quality teaching and research, offering students a challenging environment for intellectual and personal growth.



Old Sungkyunkwan was founded over 600 years ago, by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University merely in the context of its pre-modern history. What the University has achieved in the past fifty years meets and exceeds that of the five hundred years preceding our current century.

After World War II, with the emergence of the Republic of Korea, Old Sungkyunkwan underwent a renaissance as a private university. As Korea modernized and underwent social and economic reforms, the University grew rapidly to address the diverse demands of the advancing country. Though a long history alone cannot guarantee the excellence of an institution, the rich culture, which exudes from a long tradition, is surely a unique and asset of the University. In addition, we take pride in the University's innovative spirit; because of the long efforts to place natural sciences on an equal footing with our strong foundation in humanities, we now operate two campuses: The Humanities and Social Sciences Campus and the Natural Sciences Campus.

Based on a highly successful partnership with Samsung who has generously funded several core initiatives, the University has been rapidly developing and prospering since 1996.

**1398** Foundation of Sungkyunkwan  
**1946** Reopening of Sungkyunkwan College  
**1996** Samsung Group joins the University Foundation  
**2011** VISION 2020, a ten-year plan for SKKU, was declared  
**2013 - 2017** SKKU ranked top comprehensive university in Korea  
**2018** THE World University Rankings: 82nd (2nd in Korea)  
**2019** QS Asia University Rankings: 15th (4th in Korea)  
**2020** THE Asia-Pacific University Rankings: 89th (2nd in Korea)  
**2022** Highly Cited Researchers (HCR): 10 research fields (1st in Korea)  
**2025** THE World University Rankings: 102nd (Tied for 3rd in Korea)

## **■ GRADUATE SCHOOL OF GOVERNANCE**

Graduate School of Governance (GSG) is specialty graduate program with a goal to train students as cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with reality and persons of pragmatic minds. In addition, GSG will establish an “Academy of Governance Studies” which would constitute the governances’ “Think Tank”.



The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. GSG cultivates students of leaders and statesman in here with such schools as the J. F. Kennedy School of Government at Harvard University and ENA in France.

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in citizens' groups. The classes are operated on a full-time basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

There are a total of 17 full-time faculty members and several adjunct professors in the GSG. The faculty of the GSG represents a strong group of experts and scholars that possess considerable expertise in the field of local development, local government, public management, performance evaluation, governance, comparative administration, participatory administration, policy making, policy design and implementation, analysis, and program evaluation, public finance, regulatory policy, public sector leadership, governance, and urban planning.

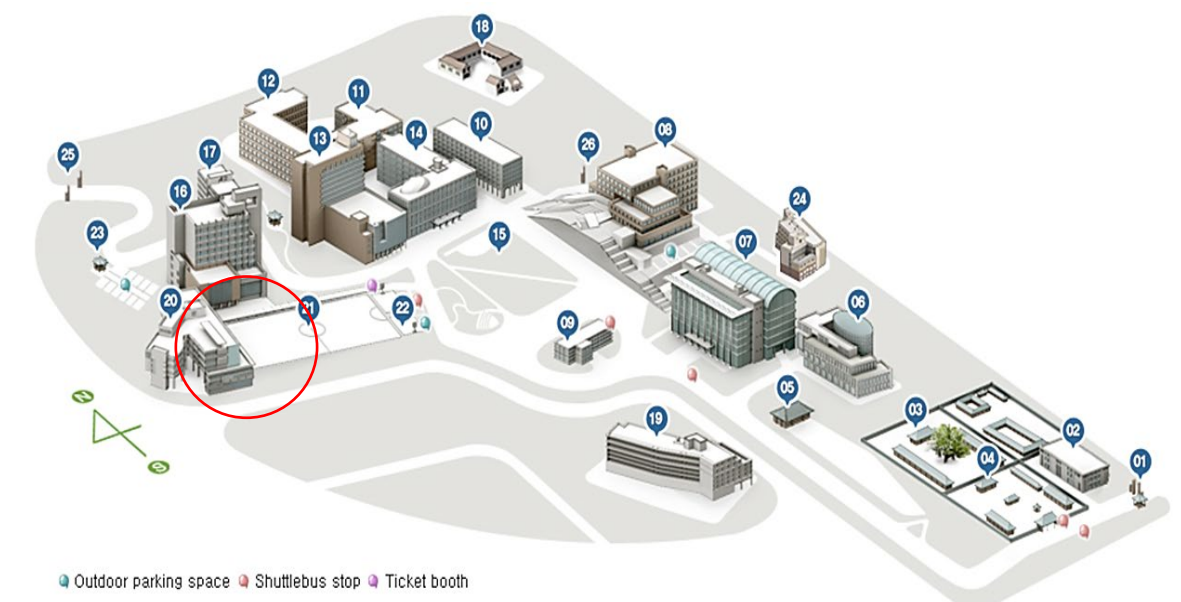
The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly

important in the emerging environment of public sector organization and public sphere in general. Specifically, in the past five years, a large volume of peer-reviewed research articles and books were published by full-time faculty in both English and Korean.

The MPA program is committed to marrying theory and practice which is particularly important in a master's program designed to equip professionals and practitioners in local government management and/or administration. Thus, it is important that faculty possess practical experience and theoretical knowledge in the fields of management, public policy, public administration, and political science.

GSG gives preference to students who embrace greater self-development who are pioneers of change. If you want to see more details about GSG, please visit here: <http://gsg.skku.edu/eng/>

**Figure 2. Location of GSG (Building 20, Humanities and Social Science Campus)**



Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daeseongjeon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(5)	12 Toegye Hall of Humanities(1)	13 Hoam Hall(50)	14 Business School(33)	15 Geumjandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex(62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)

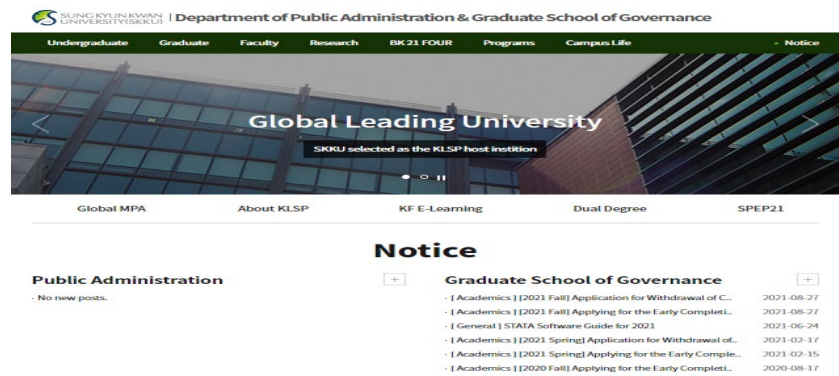


## 2) Homepage

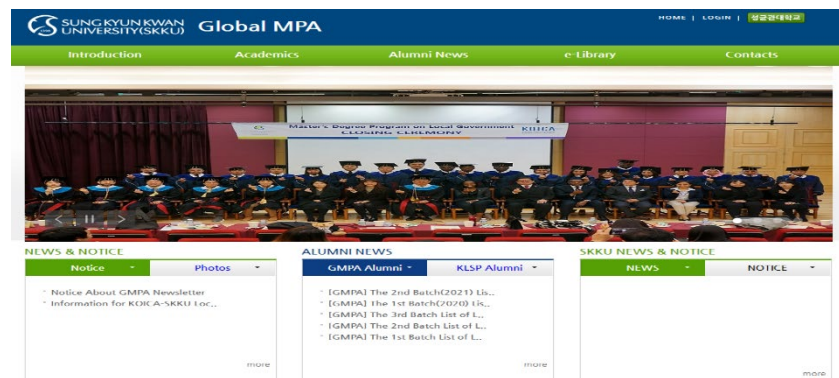
- SungKyunKwan University (SKKU): <https://www.skku.edu/eng/>



- Graduate School of Governance (GSG), SKKU: [https://gsg.skku.edu/eng\\_gsg/index.do](https://gsg.skku.edu/eng_gsg/index.do)



- Global MPA of GSG, SKKU: <https://shb.skku.edu/gmpa/>



## 2. ACCOMMODATION

### 1) E-House

Students of Graduate School of KOICA Course live in the E-House, one of the international dormitories of Sungkyunkwan University. Two (2) students will be randomly assigned in each room.


**Address:** Main Bild(Men).: Yulgok-ro 29-gil 5, Jongno-gu, Seoul  
Annex Bild(Women).: Yulgok-ro 257, Jongno-gu, Seoul

**Website:** [http://dorm.skku.edu/en\\_skku\\_seoul/lifeguide/e\\_house.jsp](http://dorm.skku.edu/en_skku_seoul/lifeguide/e_house.jsp)

Figure 3. E-House, Sungkyunkwan University



## ■ Accommodation Facilities

<b>Room Facilities</b>	bed(2)-Super single size, desk(2), chair(2), wardrobes(2), air conditioner, toilet, shower booth	
<b>Students are responsible for supplying their own</b>	Personal Belongings (Clothes, Towel and Toiletries etc.), Bedding (blanket and pillow), Hair Drier, PC, Lamp, Minibar (mini-refrigerator less than 50L) etc. ※To prepare laundry drying rack is recommended	
<b>Public Facilities</b>	Free	Gym, Lounge, Postal Service Room, Study Room, Seminar Room, Water Purifier, Microwave, Cafeteria, Free Shuttle Bus (SKKU↔E-house) during semester,
	Paid	Printer, Laundry and Drying Machine, Ironing, Vending Machine, Canteen
<b>Cooking Facilities</b>	Cooking is strongly prohibited in the room and E-House. For the convenience of students, we will rent cooking facilities around the campus once a week. Students can make a week's worth of food at the facility, and then heat up the food in the lounge inside the GMPA administration office. The lounge will be equipped with microwave ovens, instant noodle ports and coffee ports.	
		

## ■ Public Facilities

Facilities	Where	How to use
Parcel Receipt	B1F	For free
Regular Mail Receipt	1F	For free
Registered Mail Receipt	1F	Individually
Microwave	B1F	For free
Hot/Cool Water Purifier	Each floor	For free
Fitness Center	B1F	For free
Study Room	B1F	For free
Iron	B1F	For free
Shuttle Bus	1F	For free (08:00 ~10:00, Spring/Fall Semester Only)
Vending machine	B1F	Pay
Washer	B1F	Pay
Printer	B1F	Pay



## ■ Management Facilities

Facility	Operating Hours
Entry Gate 1F/2F	07:00 ~ 17:30 / 05:00 ~ next day 01:00
2F Security Office	24 hours
	Room emergency key / registered mail receipt
	Vacuum cleaner, cart rental (09:00~20:00)
	first-aid medicine (22:00~next day 09:00, elastic bandage, Band-Aid, pain relief spray) ※pain killer, digestive medicine, ointment, etc. are needed to be individually provided.
1F Operating Office	Weekdays 09:00 ~ 17:30

Figure 4. Map



## ※ IMPORTANT NOTES

1. E-house is about 2.5km away from the campus. Students use public transportation or SKKU free shuttle bus (but the shuttle bus is operated during only spring and fall semester in the morning).
2. Cooking is strongly prohibited in the room and E-House. Students can use E-Zipbob (cafeteria in E-House), cafeterias on SKKU campus or restaurants outside the dorm.
3. It is not allowed to use some of electric appliances, such as an electric rice cooker, a coffee machine, an electric heating pad or a radiator heater in the room, which can cause fire.
4. A mini-refrigerator can be furnished with the consent of the roommate.
5. It is impossible to change the accommodation.

### 3. OTHER INFORMATION

#### 1) Lecture/ Seminar Room (Law School Building, Dasan Economic Hall)

Figure 5. Lecture and Seminar Room



Multimedia devices (i.e. computer, camera, projector, screen, microphone and sound system etc.) are installed in the lecture rooms. The courses take place in e+ recording lecture halls installed with lecture filming (camera tracking) and all the lectures are saved on I-campus (SKKU e-learning system). Recorded video materials can be relearned and reviewed on I-campus.

#### 2) Library

##### ■ University Library

The modern library of Sungkyunkwan University opened in 1946 and it has grown along with the University over the years. Currently there are 6 libraries. The Central Library opened in 1959, and the Science Library, the predecessor of the current Samsung Library, opened in 1982. and the Samsung Library opened in 2009. It has a unique architecture - not only the library but also the landscape of the campus.

The MPA students can utilize the school libraries which include, Central Library and Law Library (B1, Law Building) in Sungkyunkwan University, Seoul Campus. Students may also utilize the Samsung Library located in Suwon Campus. How to Connect to the Library Website: Click 'Library' at the bottom of SKKU's website (<http://www.skku.edu>); Website URL: SKKU Library: <http://lib.skku.edu>.

### Central Library (Opening Hours)

Floor	Room	During Semester		During Break	
		Weekday	Saturday	Weekday	Saturday
1F	Reading Room 1	06:00~24:00 (Sundays and National Holidays Included)			
	Reading Room 2 (Overnight)	06:00~05:00 (1 hour of cleaning)			
	Reading Room 3 (Laptop)	06:00~24:00 (Sundays and National Holidays Included)			
	Stack 1, 3	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
2F	International Literature Library	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Stack 2	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
3F	Research Commons	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Kingo Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
4F	Korean Literature Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
5F	Reading Room 4	06:00~24:00 (Sundays and National Holidays Included)			

### 3) Student Convenience & Welfare

#### ■ University Life and Academic Support Facilities

Facility Name	Services	Location
Self-Help Center	Free fax (incoming & outgoing), scanner and PC use available (Free umbrella and sports equipment rental service)	4F, Student Union Building
Lost and Found Center	Management of lost and found items	Student Support Team on 1F, 600th Anniversary Building

## ■ Female Student Lounge

Facility Name	Services	Location
Dasan Hall of Economics Women's Lounge	Female student-only rest area (equipped with sleeping room)	1F, Dasan Hall of Economics
Law School Building Women's Lounge	Female student-only rest area (equipped with sleeping room)	B2, Law School Building

## ■ Financial Facilities

Facility Name	Services	Location
Post Office	Mail services	B1, 600th Anniversary Building
Woori Bank	Banking services	1F, 600th Anniversary Building 1F, Yurim Hall by the University entrance

## ■ Welfare Shops

Facility Name	Services	Location
Book Store	Sells textbooks, cultural books, language study books, etc	B3, Business Hall
Photo Studio	Offers various photo-related services	B3, Business Hall
Photocopy Office	Offers photocopy-related services	B2, Law School Building, B3, Business Hall
Optical Shop	Sells glasses and contact lenses	B3, Business Hall
Sarangbang	Sells coffee, drinks, etc.	B3, Business Hall
Hair Salon	Offers cuts, perms and other hair services	B3, Business Hall
Mobile Communications	Offers N-Zone and mobile communications related services	B3, Business Hall
Travel Agency	Offers domestic and international travel services	B3, Business Hall
Stationery Shop	Sells stationery items	B3, Business Hall
Shoes Repair Shop	Shoe repair service	1F, Business Hall
Flower Shop	Sells flowers and flowerpots and offers flower delivery service	B3, Business Hall
Gift Shop	Sells various SKKU-themed souvenirs	B3, Business Hall
Shoe Repair Shop	Shoe repair service	1F, Business Hall
Fitness Center	On-campus fitness center	B4, Business Hall
Library Snack Bar	Snack Bar	1F, Library
Suseon Hall Snack Bar	Snack Bar	5F, Suseon Hall Annex
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Toegye Hall of Convenience Store	Convenience store	2F, Toegye Hall of Humanities
Take-Out Coffee Shop	Piloti Rest Area & Coffee Shop	Piloti Rest Area (between the Hall of Humanities and Dasan Hall of Economics)
Take-Out Coffee Shop	Outdoor coffee shop in Business Hall	Outside lounge on B2, Business Hall
Law School Underground Convenience Store	Convenience store	B2, Law School Building
Coffee Bean	Sells coffee, drinks, etc.	B2, Law School Building

Student Union Snack Bar	Snack Bar	3F, Student Union Bldg.
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Coffee &	Sells coffee, drinks, etc.	1F, Faculty Hall, B1, 600 <sup>th</sup> Anniversary Building

#### 4) Dining on Campus

##### ■ Dining Halls

Facility Name	Services	Location
Ongnyucheon Restaurant	Korean meals services	1F, Faculty Hall
Faculty Dining Hall	Buffet-style meal services	6F, 600th Anniversary Building
Eunhaenggol Restaurant	Student dining hall (Korean and Chinese food)	B1, 600th Anniversary Building
SUBWAY Sandwich	Western Style Sandwich	B1, 600th Anniversary Building
Pop-up Deli	Korean Deli, Western Salad etc.	B1, 600th Anniversary Building
Geumjandi Restaurant	Student dining hall (Korean, Japanese and Chinese food)	B2, Business Hall
Beopgoeul Restaurant	Student dining hall	B2, Law School Building

#### 5) Health Care

##### ■ Seoul National University Hospital



- 101, Daehak-Ro Jongno-Gu, Seoul 03080, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-2072-0505 / Mobile Tel. 82-10-8831-2890 (Emergency Only)
- Website: <https://www.snuh.org/english/>



## ■ Korea University Hospital



- 73, Incheon-ro, Seongbuk-gu, Seoul 02841, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-920-5373, 5374 (Emergency Only)
- Website: <http://anam.kumc.or.kr/language/ENG/main/index.do>

## ■ Medical Facilities near SKKU and E-House

Type	Medical Facility	Location	Business Hours	Phone Number
General	Hychwa Hospital	Myeongnyun 1(il)ga, Jongno-gu, Seoul	AM 08:30 ~ PM 08:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-3832
	Seoul Family Clinic	126-2 Hyoje-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-0424
	Jongro Yonsei Medical Clinic	2F/3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Orthopedics	Korea Daon Orthopedics	562 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-3500
Internal Medicine	Tun Tun Internal Medicine	5F. 293 Jong-ro, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-3675-7582
Otolaryngology	Heungin Top ENT Clinic	3F. 693-3 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-741-7587
Dental	Dongdaemun MISO Dental Clinic	3F. 562 Changsin dong, Jongno-gu, Seoul	AM 09:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-722-2875
Dermatology	Jongro Yonsei Medical Clinic	3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Ophthalmology	Yonsei Best Ophthalmic Clinic	266-1 Changsin 1(il)-dong, Jongno-gu, Seoul	AM 09:30 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-743-0088
Pediatrics	Mirae-Clinic	215-16 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 09:00 ~ PM 06:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-6662

## IV. ACADEMIC REGULATIONS

### 1. ACADEMIC REGULATIONS

#### 1) Attendance and Absenteeism

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

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 Graduate School Dean
- Other events as approved by the Graduate School Dean

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 a written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

#### 2) Academic Performance

As a scholarship student, you are expected to display high academic performance. It is required that you should maintain a grade not less than B (GPA = 3.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his/her status as a KOICA program participant may be suspended and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.

#### 3) Academic Misconduct

By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct such as cheating on exam, plagiarism--copying or using ideas of another from any source without properly attributing it to the owner.

#### 4) Graduation Requirements

Students must complete the **Pre-semester program**, the course **Research Methodology and Research Ethics3**, and the **Internship** course as mandatory requirements, complete a **minimum of 11 courses (33 credits)**, and submit and **pass both the preliminary and final evaluations of the Master's thesis** in order to be eligible for graduation.

### **5) Must Reside in Dormitory**

Scholarship students must reside in the dormitory designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance. Living off-campus is not allowed.

**\* If a fellow stays in external accommodations due to personal responsibility, separate KOICA support will not be provided.**

### **6) Not Allowed to Bring Someone without Permission**

Scholarship students are not allowed to bring an outsider (such as family) without permission, and also not allowed to enter or stay in the dormitory with the outsider.

### **7) Must Abide by Residency Regulations**

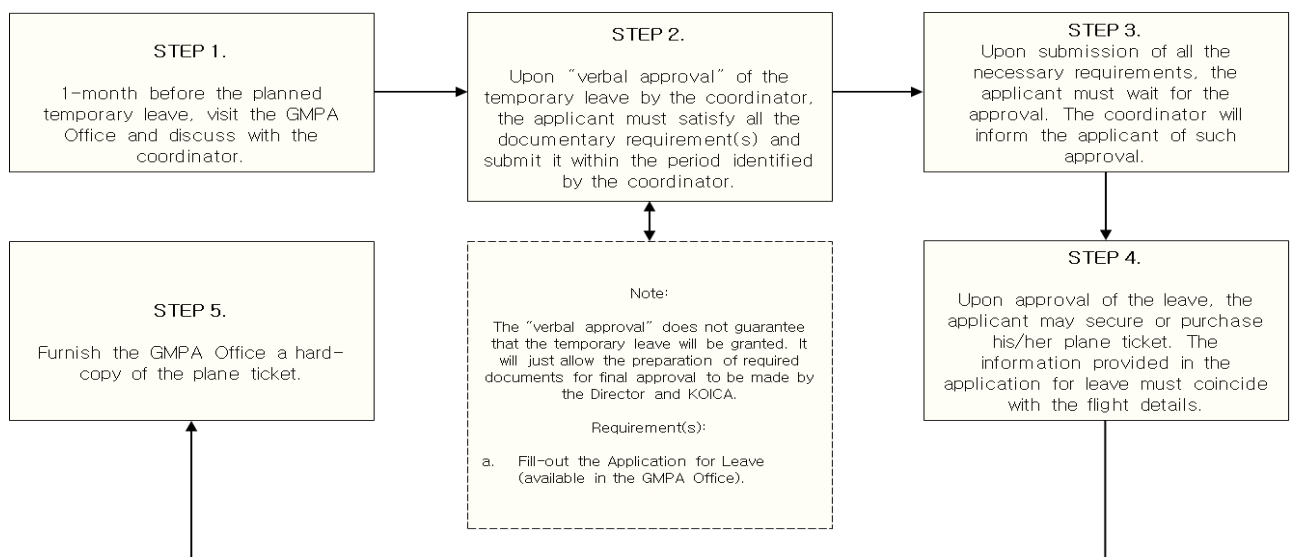
A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately. SungKyunKwan University has very strict dormitory regulations and all students must abide by them. SKKU's dormitory regulations will be provided upon arrival.



## 2. TEMPORARY LEAVE

- Participants can take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and if they notify the university in advance.
- The airfare and any other expenses incurred for the temporary leave is to be borne by the participants. **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/she may be suspended from the KOICA scholarship.

Figure 7. Application Process for Temporary Leave



## 3. OTHERS

- Students should follow the code of conduct as well as KOICA SP participants' guideline provided by KOICA and SKKU.
- If the participants break 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.
- Before entering Korea, students should check if the Student Visa (D-2-3 for Master's Degree in Korea) will be valid by the end of scholarship program. Otherwise, they may pay additional charges to renew the visa in Korea.

## V. PRECAUTIONS

### 1. POSSIBILITY OF ONLINE PROGRAM:

- Depending on circumstances such as pandemics, natural disasters, or institutional decisions, part or all of the academic program may be conducted online. Applicants are advised to ensure stable internet access and proper devices in case of remote learning.

### 2. RELIGIOUS MEALS & PERSONAL FOOD PREFERENCES:

- The university strives to accommodate religious dietary requirements (e.g., halal, vegetarian). However, participants with strict food restrictions or specific personal preferences are encouraged to prepare accordingly or bring personal food items, as full customization may not be available at all times.

### 3. REGULATORY COMPLIANCE:

- **KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University's internal rules and regulations, otherwise the participant would lose one's status as a SP participant and a university student.**
- KOICA SP participants should observe the KOICA CIAT Fellows' Guidebook and the university's internal rules and regulations. In particular, all students are required to comply with the Sungkyunkwan University (SKKU) Codes of Conduct, which encompass academic integrity (e.g., prohibition of plagiarism and cheating), class attendance, respectful behavior toward faculty and fellow students, and adherence to university policies on campus life and safety.
- Failure to comply with these standards may result in disciplinary action, including dismissal from the program and loss of student status.
- The SKKU Codes of Conduct are as follows:

#### 1) ACADEMIC REGULATION

- A. Academic Misconduct. By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct such as plagiarism--copying or using ideas of another from any source without properly attributing it to the owner.
- B. Unsatisfactory Academic Performance. As a scholarship student, you are expected to display high academic performance. It is required that you maintain a grade of not less than B (GPA = 3.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended and, in some cases, participant will be required to return home. In that case, the participant will not be

allowed to apply for the KOICA scholarship program again.

- C. Must Reside in a Dormitory. Scholarship students must reside in the dormitory designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance. Students must reside in the Graduate Students Dormitory of SungKyunKwan University. Living off-campus is not allowed in principle.
- D. Must Abide by Dormitory Regulation. SungKyunKwan University 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.

## **2) PARTICIPANT'S RESPONSIBILITIES**

Participants are required as follows:

- A. To take up the scholarship in the academic year for which it is offered (deferral is not allowed);
- B. To follow the training program to the best of their ability and abide by the rules of the training institute and KOICA;
- C. To reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave on the condition that the leave is reported to the university in advance;
- D. To maintain an appropriate study load and achieve satisfactory academic progress for the course (see also Academic Regulations, item 2).
- E. 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.
- F. To notify the training institute at least 1-month before taking a temporary leave. Such temporary leave will be discussed with the training institute and acquire approval before reserving a plane ticket.
- G. 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.
- H. To refrain from engaging in political activities or any form of employment for profit or gain.
- I. To agree with KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- J. To return to their home country upon completion of their training program.
- K. 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 an extension of their stay.

- L. To either return to their original job post or remain employed in a field related to their degree for at least 3 years.
- M. Not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

### **3) WITHDRAWALS**

- A. In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- B. 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.
- C. 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.
- D. In this case, he / she is not allowed to re-apply for KOICA's scholarship program.
- E. A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- F. 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) ACCOMPANYING OR INVITING FAMILY**

- A. As KOICA's Scholarship Program is a very intensive program, which requires full commitment and concentrated effort for study, participants CAN NOT bring any family members.
- B. KOICA does not provide any financial or other administrative support for the dependents of the participants.
- C. If a participant invites family members within the duration of one month, one must take 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 bringing their family members to Korea in advance. A copy of the Written Pledge is available at GMPA Office.

### **5) TEMPORARY LEAVE**

- A. Participants can take temporary leave during the school vacation (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and if they notify the university in advance.

- B. The airfare and any other expenses incurred for the temporary leave are to be borne by the participants. Living allowance will be suspended from the day of departure to the day of return during temporary leave.
- C. 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.

## **6) PREVENTING SEXUAL HARASSMENT**

We wish all participants a safe and pleasant time during your stay here and show mutual respect for everyone you met. Participation in KOICA program is based on mutual respect. At such, sexual harassment of any form will not be tolerated.

- A. Actions considered to be sexual harassment: Sexual harassment is defined as any unwanted comment or action of a sexual nature which make others feel uncomfortable, regardless of whether these actions are directed or undirected at the recipient. In other words, even though unintended, whenever someone feels that they are being harassed, it may constitute sexual harassment.
- B. Measures to be taken if you suffer sexual harassment: If you feel that you being harassed, you can say NO to the harasser directly and clearly to express that you feel uncomfortable and wish it to stop. If the person persists in such behavior despite your request, do not hesitate to contact KOICA through KOICA staff on your program. The issue will be treated confidentially, and appropriate action will be taken.
- C. To avoid committing sexual harassment: Please remember that even if your actions are committed within the context of a consensual relationship, people around you may take offense. Also understand that any comments or actions which make the recipient feels uncomfortable can be considered as sexual harassment, no matter what your intention is. Please be aware that people may not always express their displeasure or discomfort at your comments and behavior. It is wrong to assume that a person does not take offense to your behavior just because she/he has not protested. Please understand that people from different social, cultural, religious backgrounds may also react differently to such behavior.

Since you are here representing your country, your behavior reflects not only upon you but also your country. Therefore, extra care should be taken to avoid any act that is offensive to others.

Korean law explicitly forbids sexual harassment, and KOICA also disapproves of such behaviors in any form. Offenders will be treated in accordance with the Korean law and KOICA's regulations, which include sending an official letter of complaint to the offender's government and instant deportation with ban of offender's future participation in KOICA programs.

## **7) OTHERS**

- A. KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- B. KOICA is not liable for any damage or loss of the participant's personal property.
- C. 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.
- D. If the participants break 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.
- E. Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- F. Especially, sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- G. Any kind of disturbance to the efficient operation of the program, such as arbitrary action, including a breakaway from the training program, immoderate drinking, and any other kind of irresponsible behavior, will not be tolerated, and the offender may be asked to leave in accordance with KOICA policy.
- H. Should damage be caused by any kind of incident of assault or misconduct, all participants are obliged to report the event to KOICA immediately.

## **8) DISCIPLINARY PROCEDURE**

The SKKU Global Office will execute the following disciplinary procedures upon recognition of a student's misconduct and/or failure to abide by official regulations:

- A. First case of Misconduct: The student will be required to write a statement to explain the situation, and a verbal reprimand will be given to the student.
- B. Second case of Misconduct: The student will have a meeting with the faculty in charge, or depending on the severity of issue, a disciplinary committee may be held. In addition to the disciplinary committee, an official letter (or email) explaining the misconduct of the student may be sent to the KOICA headquarters in Seoul, to the KOICA local office, and to the student's direct work supervisor back in his/her home country.
- C. Third case of Misconduct: If the student fails to understand the severity of his/her misconducts and continues to breach regulations for the third time, s/he can be removed from the program prior to completion and sent back to the home country. In this case, the student will not be allowed to apply for a KOICA scholarship program again. A disciplinary committee will be held to discuss matters and make a final decision.

## VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

- This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office (Korean Embassy).

### ■ Application Method

- The school will notify successful applicants regarding university enrollment and will offer guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)

Admission Steps	Contents	Period
Step 1	Application Package Submission (via Sungkyunkwan University)	July 23 (Wed), 2025 – July 30 (Wed), 2025
Step 2	Document Screening (Evaluation of academic background and work experience)	July 31 (Thu), 2025 – August 22 (Fri), 2025
Step 3	Local Health Check-up	September 10 (Wed), 2025
Step 4	Interview Test of University	September 22 (Mon), 2025 – October 2 (Thu), 2025
-	Second Round Result	November 7 (Fri), 2025
Step 5	Original Document of University Submission (to KOICA overseas Office/ Korean Embassy)	November 7 (Fri), 2025 – December 23 (Tue), 2025
Step 6	Admission Notification	December 29 (Mon), 2025

\*The above schedule is subject to change.

### ■ Detailed Information

#### 1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the university via email.
- All documents should be sent to the following address: **gmpaal@skku.edu**
- Detailed instructions regarding file format, naming conventions, and required documents can be found in the 'Required Documents' section of this guideline and will also be provided in advance by the university.

*\* In the event that guidance from the university is not received by July 23 (Wed), 2025, please proceed to contact the KOICA overseas Office or the Korean Embassy.*

#### 2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the regional KOICA overseas Office or Korean Embassy (if KOICA overseas Office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also examine whether or not the nominated applicants have properly prepared the required documents.
- Screening Period: July 31 (Thu), 2025 – August 22 (Fri), 2025

#### 3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the 1<sup>st</sup> stage of the selection process (successful applicants of document screening) **must** submit the medical examination result by the designated date.
- Further guidance will be given by the university.

#### **4) Step 4: Interview**

- Shortlisted applicants will be invited to participate in an online interview and/or written test administered by SKKU.
- The interview will evaluate English proficiency, program fit, motivation, and leadership potential.
- Further guidance will be provided after the screening result announcement.
- Interview Period: September 22 (Mon), 2025 – October 2 (Thu), 2025

#### **5) Step 5: Original Document Submission:**

Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated and have them ready to be sent to the university as soon as the result of the 2<sup>nd</sup> stage (Interview) has been announced. Those who have been finally accepted at the university stage are required to submit original documents to the KOICA overseas Office/Korean Embassy. KOICA overseas Office/Korean Embassy will send original documents to the University. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staff before submission to KOICA overseas Office/Korean Embassy.

- Recipient: Sungkyunkwan University (SKKU)
- Submitting Entity: KOICA overseas Office/ Korean Embassy
- Submitting Deadline: December 23 (Tue), 2025

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense. Also, domestic postage costs are not covered (Home to KOICA overseas Office/Korean Embassy). KOICA overseas Office and Korean Embassy will send original documents to university.

#### **6) Step 6: Admission Notification**

- Admission result will be notified to the regional KOICA overseas Offices or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.
- The final admission decision will be strictly contingent upon the successful completion and accuracy of the health examination, interview, and submission of original documents.

#### **■ Required Documents**

- All documents should be sent to the regional Sungkyunkwan University (SKKU).
  - ① SKKU Application Form (Type in English and print out, hand writing is not acceptable)
  - ② Self-introduction Form (Type in English and print out, hand writing is not acceptable)
  - ③ Curriculum Vitae or Resume (Type in English and print out, hand writing is not acceptable)
  - ④ Study Plan (Type in English and print out, hand writing is not acceptable)
  - ⑤ Research Proposal (Type in English and print out, hand writing is not acceptable)
  - ⑥ Two Recommendation Letters
  - ⑦ Original copy of official transcripts (undergraduate work; include official transcript of previously attended graduate institution, if available)
  - ⑧ Original copy of diploma or certificate of graduation from undergraduate institution (include certificate of diploma of graduation from graduate institution, if available)
  - ⑨ Letter of consent for Degree verification (Please write down 'accurate date of admission and graduation of your undergraduate school')
  - ⑩ Letter of request for Degree verification
  - ⑪ Certified copy of TOEFL, TOEIC, or IELTS (if available)
  - ⑫ Employment verification
  - ⑬ Copy of passport (please check the expiry date.)



### **■ Important Notice**

- Applicants must ensure that all documents are submitted by the stated deadlines.
- All documents must be in English or accompanied by a notarized English translation.
- Incomplete or falsified applications will result in disqualification.
- Submitted documents will not be returned under any circumstances.

## VII. CONTACTS

### 1. CONTACT INFORMATION

#### 1) Graduate School of Governance, SungKyunKwan University

· **Program Manager: Ms. Dasol LEE**

· Global Master of Public Administration Office, GSG, SKKU

· Tel: +82-2-740-1836,

· Fax: +82-2-740-1890

· Email: [gmpaal@skku.edu](mailto:gmpaal@skku.edu)

· Homepage: <http://shb.skku.edu/gmpa>

#### 2) General Inquiries Regarding the Application Process

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

· Homepage: <http://www.koica.go.kr/sites/ciat/index.do>

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