KOICA-HGU
Doctoral Degree Program in
e-Government and
Public Management

February 2, 2026 – January 30, 2029

Pohang, Republic of Korea

KOICA

Korea International Cooperation Agency

HANDONG GLOBAL UNIVERSITY

Graduate School of Global Development &
Entrepreneurship, Handong Global University

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

Contents

★ IMPORTANT NOTICE from KOICA

The 2025 KOICA Doctoral 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)**	
July 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-HGU Doctoral Degree Program in e-Government and Public Management**

◉ **Duration Details**

- **Academic duration: 2026.02.23 – 2028.12.15**

  ○ Pre-Course : (Offline) : 2026.02.09 – 2026.02.20

  ○ Regular-Course : (Offline) : 2026.02.23 – 2028.12.15

- **Stay duration: 2026.02.02 – 2029.01.30.**

  The schedule is subject to change in accordance with internal circumstances or KOICA's Instruction.

◉ **Degree**: **Doctor of Engineering in ICT Convergence**

  * 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. (For KOICA certificates, the program title will be included.)

◉ **Objectives** :

- To enhance the professional capacity of government officials and public sector employees in developing countries. By focusing on the practical application of e-Government strategies and ICT convergence technologies, it aims to build a skilled workforce capable of leading national digital transformation efforts. The curriculum equips participants with the knowledge and tools to manage ICT-driven governance reforms effectively.

- To cultivate public leaders who can address complex policy challenges with data-driven and citizen-centered approaches. Participants are trained to develop and implement innovative policies that promote transparency, efficiency, and inclusiveness in public service. Emphasis is placed on strategic thinking and policy design based on real-world cases and development contexts.

- To foster a long-term vision for digital governance by integrating sustainable development goals with technology and public management. Through interdisciplinary education, participants gain the ability to analyze and resolve systemic issues in public administration using digital tools. Graduates are expected to contribute to institutional innovation and improved service delivery in their home countries

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◉ **Training Institute:** Graduate School of Global Development & Entrepreneurship, Handong Global University (hereinafter referred to as HGU)

◉ **Number of Participants:** 3 people

◉ University Admission Qualification:

1) Must be government officials or public sector employees currently engaged in E-government, ICT, public administration, ICT policy, or other related fields, and/or individuals who hold a Master's degree in Public Administration, Public Policy, ICT, e-Government, computer engineering or other related fields.

2) A Master's degree from a 2-year graduate education or equivalent institution for Doctoral program admission

3) Have work experience in policy planning or research and development (R&D) in ICT-related areas, including the promotion of ICT-based industries, public innovation, or education in information and communication technologies.

4) Be officially nominated by their home government and fulfill all eligibility requirements of the KOICA Scholarship Program.

5) Must not hold Korean nationality and must have parents who are non-Korean nationals.

6) Have sufficient English proficiency to successfully complete coursework and submit a doctoral thesis written in English

.◉ Language: English

◉ Accommodations:

- Address(ENG): Creation Hall, 558, Handong-ro, Heunghae-eup, Buk-gu, Pohang-si, Gyeongsangbuk-do, Republic of Korea (37554)

- Address(KOR): 대한민국 경상북도 포항시 북구 흥해읍 한동로 558 창조관 (37554)

- Dormitory living conditions

  · Single occupancy

  · Each room is furnished with a bed, desk, bookshelf, and closet

  · Communal areas: lounge, laundry room, bathroom, and kitchen

    *Accommodation is subject to circumstantial change.

1. ACADEMIC SCHEDULE

Term	Date	Contents / Remarks
Arrival	2026.2.2~2026.2.6	Arrival in Korea and dormitory check-in
Pre-course	2026.2.9~2026.2.20	Pre-course University Orientation Alien Registration Card Application Dormitory Orientation Sexual Harassment Prevention Education Medical Check-up KOICA Orientation
	2026.2.16~2026.2.20	Course Registration Canaan Global Leadership Training
2026-1 Spring Semester (1st Semester)	2026.2.23~2026.6.12	2026-1 (Spring Semester) Midterm(8th week), Final(16th week)
	2026.4.14~2026.4.16	Field Practicum I (8th week)
	2026.6.13~2026.8.30	Summer Break & Research
	2026.4.1~2026.4.30	Assigning Academic Advisor
	2026.8.24~2026.8.28	Course Registration
2026-2 Fall Semester (2nd Semester)	2026.8.31~2026.12.18	2026-2 (Fall Semester) Midterm(8th week), Final(16th week)
	2026.10.19~2026.10.22	Field Practicum II/III
	2026.12.19~2027.2.28	Winter Break & Research
	2027.2.22~2027.2.26	Course Registration
2027-1 Spring Semester (3rd Semester)	2027.3.2~2027.6.18	2027-1 (Spring Semester) Midterm(8th week), Final(16th week)
	2026.6.19~2027.8.29	Summer Break & Research
	2027.8.23~2027.8.27	Course Registration
2027-2 Fall Semester (4th Semester)	2027.8.30~2027.12.17	2027-2 (Fall Semester) Midterm(8th week), Final(16th week)
	2027.12.18~2028.2.27	Winter Break & Research
	2028.2.21~2028.2.25	Course Registration
2028-1 Spring Semester (5th Semester)	2028.2.28~2028.6.16	2028-1 (Spring Semester) Midterm(8th week), Final(16th week)
	2028.6.17~2028.7.2	Summer Break & Research
	2028.8.21~2028.8.25	Course Registration
2028-2 Fall Semester (6th Semester)	2028.8.28~2028.12.15	2028-2 (Fall Semester) Midterm(8th week), Final(16th week)
	2028.10.30	Thesis Draft Submission
	2028.12.15	Thesis Defense
	2029.1.10	Thesis Final Submission
	2029.1.24.	Commencement Ceremony
	2029.1.30.	Departure

*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

1) CURRICULUM & CREDITS

1-1) PRE-COURSE

Classification (credits)	Type	Course Title
Pre-course	Required (1)	・Preliminary course (1) - Computers & Quantitative Methods - Research Basic - Academic Writing

1-2) REGULAR-COURSE (COURSE-BASED)

Classification (credits)	Type	Course Title
Digital Leadership	Required	・Pre-course (1) ・Korean I (0) ・Korean History & Culture (0) ・Digital Governance & Leadership (3) ・Digital Innovation & Change Management (3)
	Electives	・Understanding International Development and Cooperation (3)
E-Government and Data-Driven Administration	Required	・E-Government Master Plan Seminar 1~3 (3)
	Electives	・Public Sector Big Data Management and Analytics (3) ・E-Government Policy Design and Operational Strategy (3) ・Data Science (3) ・E-Government Standard Framework (3)
ICT Convergence Technologies and Digital Solutions	Required	・Technology, Market of e-Government (3) ・E-Government Policy Project 1 (3)
	Electives	・IoT and Smart Administrative Services (3) ・AI and Digital Administrative Innovation (3) ・AI Utilization and Analysis for Governmental Data (3) ・Smart City (3) ・ Economic Development in Korea and e-Government Policy (3) ・ Mobile Programming (3)
Digital Business Models	Required	・Global Problem Solving and e-Government (3)
	Electives	・E-Government Solutions Entrepreneurship and Case Analysis (3) ・Sustainable Development and Environment (3)
Public Service Innovation	Required	・E-Government Service Design (3) ・Field Practicum 1~3 (0)
	Electives	・Digital Solution Development (3) ・Case Studies on Smart Administrative Services Implementation (3) ・Internship (0)
Research Thesis	Required	・Research Methodology (3)

Classification (credits)	Type	Course Title
		・Statistical Analysis (3)
	Electives	・Thesis Research 1 (3) ・Thesis Research 2 (3)

*THE ABOVE SUBJECT IS SUBJECT TO CHANGE.

1-3) REGULAR-COURSE (SEMESTER-BASED)

Classification (credits)	Type	Course Title
1st Semester	Required	・Pre-course (1) ・Korean I (0) ・Korean History & Culture (0) ・E-Government Master Plan Seminar 1 (1) ・Technology, Market of e-Government (3) ・Field Practicum 1 (0) ・Research Methodology
	Electives	・Digital Governance & Leadership (3) ・Understanding International Development and Cooperation (3) ・Public Sector Big Data Management and Analytics (3) ・E-Government Policy Design and Operational Strategy (3) ・Economic Development in Korea and e-Government Policy (3) ・Field Practicum 1 (0) ・Internship (0)
2nd Semester	Required	・E-Government Master Plan Seminar 2 (1) ・Global Problem Solving and e-Government (3) ・E-Government Service Design (3) ・Field Practicum 2 (0) ・Thesis Research 1 (3) ・Individual Research 1~2 (3)
	Electives	・Data Science (3) ・E-Government Standard Framework (3) ・AI and Digital Administrative Innovation (3) ・IoT and Smart Administrative Service (3) ・AI Utilization and Analysis for Governmental Data (3) ・Smart City (3) ・ Statistical Analysis (3)
3rd Semester	Required	・E-Government Master Plan Seminar 3 (1) ・Technology, Market of e-Government (3) ・E-Government Policy Project 1 (3) ・Field Practicum 3 (0) ・Thesis Research 2 (3)

		・ Individual Research 1~2 (3)
	Electives	・ Digital Innovation & Change Management (3) ・ Public Sector Big Data Management and Analytics (3) ・ E-Government Policy Design and Operational Strategy (3) ・ Economic Development in Korea and e-Government Policy (3) ・ Mobile Programming (3) ・ E-Government Solutions Entrepreneurship and Case Analysis (3) ・ Sustainable Development and Environment (3) ・ Digital Solution Development (3) ・ Case Studies on Smart Administrative Service Implementation (3) ・ Statistical Analysis (3)
4th Semester	Required	・ Global Problem Solving and e-Government (3) ・ E-Government Service Design (3) ・ Individual Research 1~2 (3)
	Electives	・ Data Science (3) ・ E-Government Standard Framework (3) ・ AI and Digital Administrative Innovation (3) ・ IoT and Smart Administrative Service (3) ・ AI Utilization and Analysis for Governmental Data (3) ・ Smart City (3) ・ Internship (0)
5th Semester	Required	・ E-Government Policy Project 1 (3) ・ Thesis Research 1~3 (3) ・ Individual Research 1~2 (3)
	Electives	・ Mobile Programming (3) ・ E-Government Solutions Entrepreneurship and Case Analysis (3) ・ Sustainable Development and Environment (3) ・ Digital Solution Development (3) ・ Case Studies on Smart Administrative Service Implementation (3) ・ Internship (0)
6th Semester	Required	・ Thesis Research 1~3 (3) ・ Individual Research 1~2 (3)
	Electives	・ Internship (0)

*THE ABOVE SUBJECT IS SUBJECT TO CHANGE.

2) GRADUATION REQUIREMENTS

- Over 60 credits

- GPA higher than 3.0/4.5

- Pass comprehensive test

- Publication 3 KSCI & submission 1 SCI thesis

- Thesis(written in English) submission from the Thesis Research course and pass the thesis defense

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) FIELD PRACTICUM I~III

A field practicum is designed for students to learn and experience ICT convergence technology applications in existing industrial sites to catch up with the fourth industrial revolution. Students will visit several major ICT companies including some promising startups in Korea.

2) FELLOWSHIP EVENTS

- Welcome Party

- Monthly Meetings with Faculty Members

- Monthly Birthday Parties, etc.

   *Events are subject to change.

3) INTERNATIONAL BUDDY SYSTEM (IBS)

International Buddy System(IBS) is a program designed to pair students with international students, helping international students adjust to life in Korea. Through this program, international students receive guidance on learning Korean, practical tips for daily life, and opportunities for cultural exchange. The goal is to provide support and create a more welcoming environment by fostering meaningful connections between local and international students, ensuring a smoother transition and enriching their overall experience in Korea.

4) KOREAN CULTURAL EXPERIENCE PROGRAM

The Office of International Affairs (OIA) hosts events where international students can experience Korean culture. The OIA will offer various cultural programs so that international students can familiarize themselves with Korean culture.

Activities (experience)

- Korean traditional paper folk craft and pottery
  making
- Korean traditional drawing and food cooking
- Visiting Gyeongju National Museum & Korean
  Traditional Houses, etc.
    *Activities are subject to change.

5) FESTIVAL OF NATIONS

International students regularly organize a culture night event to share their cultures with Korean students (cultural performances, global food fairs, and more).

Reference Video: https://www.youtube.com/watch?v=4XNkwvTdaDE

Ⅲ. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) ABOUT UNIVERSITY

Handong Global University (HGU) was founded in 1995 and is located in the rolling hills of the eastern coast of Pohang, Korea. Perched atop a hill, covering over 200 acres, the campus overlooks both the East Sea and the western Pacific Ocean, with a small lake bordering the east side of the campus.

Since its foundation, HGU has been promoting the globalization of education and its campus under the slogan "Why not change the world?" Our vision is to show love towards our neighbors and to change the world by maximizing the talents of both students and professors. HGU has uniquely contributed to the advancement of undergraduate education by creatively utilizing global human resources for a holistic education that develops both character and knowledge. In addition, HGU has been drawing attention to its innovative educational curriculum that meets the 21st century's requirement of learning and problem-solving in a globalized era.

Competency is strengthened not with knowledge-delivery education styles or teaching by rote memorization but with practical education that guides students in solving problems. HGU helps students build their competencies through project-based courses and nurtures well-balanced talents that play important roles in the world.

2) ABOUT THE GRADUATE SCHOOL OF GLOBAL DEVELOPMENT & ENTREPRENEURSHIP (HGD&E)

The Handong Graduate School of Global Development & Entrepreneurship was established in 2012 with the goal of training field-oriented development cooperation professionals who can respond to the needs of local communities in partner countries, build the transformative capacity of locals, and achieve integrated and sustainable community developments. The school operates two programs: the General Program and the Techno-Convergence Program.

KOICA fellows enroll in the Techno-Convergence Program, where they continuously grow and develop in the fields of entrepreneurship and policy by integrating ICT technologies, keeping up with rapidly advancing societies, and leading various sectors in their respective countries. Since 2012, the KOICA degree program at Handong Global University has been in operation, and to date, 12 batches have graduated.
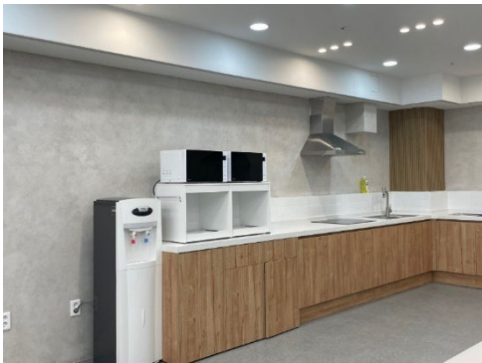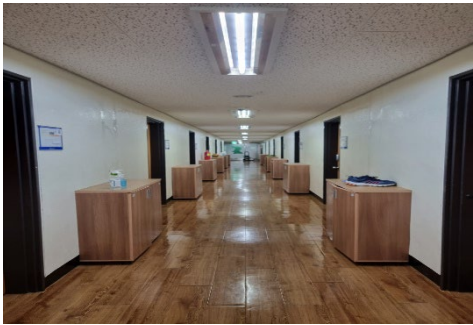
3) HISTORY OF HANDONG GLOBAL UNIVERSITY

Year	Contents
2024	Selected as one of the Glocal 30 universities by the Ministry of Education, the Republic of Korea
	Achieved the highest grade in the 'University Innovation Support Project performance evaluation'
2023	Selected for '2023 SW(Software) centered University' by the Ministry of Science and ICT
	Selected for 'International Education Quality Assurance System' certified university (~2026. 2) by the Ministry of Education and National Research Foundation of Korea
2022	Selected for 'LINC 3.0 (Leaders in Industry-university Cooperation 3.0)' cohosted by the Ministry of Education and National Research Foundation of Korea
2021	Received A grade (the highest grade) for 'University Innovation Support Project 2nd Year' from the Ministry of Education
2020	Sustaining the position of 'UNAI (United Nations Academic Impact) Global Hub Institute' for 10 years
	Received A grade (the highest grade) for 'University Innovation Support Project 1st Year' hosted by the Ministry of Education
2019	Selected for 'Korean Online Open Lecture (K-MOOC) supporting project' for 3 consecutive years by the Ministry of Education / National Institute for Lifelong Education (2017-2019)
	Selected for 'the Project for Strengthening Professional Personnel in Industrial Field 2019' (In the field of laser-photosynthesis) by the Ministry of Trade / Korea Institute for Advancement of Technology
2018	Awarded '2018 the 7th Annual Education Donation Reward of the Republic of Korea' from the Ministry of Education / Korea Foundation for the Advancement of Science and Creativity (in 2015 and 2018)
	Selected '2018 Autonomous Enhancement University' in the Assessment for Fundamental Competency of Universities supervised by the Ministry of Education
2017	Held a ground-breaking ceremony of Ban Ki-moon Global Education Institute in support of the United Nations Academic Impact
	HGU designated as the target of the 'Software Hub University Project' by the Ministry of Science, ICT and Future Planning
2016	HGU received the 'University Institution Assessment Certification' in the 2nd Cycle
	HGU co-hosted the 3rd UNAI Seoul Forum
	Ministry of Science, ICT, and Future Planning selected HGU for the Big Data Pilot Project
	HGU designated in PRIME (Program for Industrial needs-Matched Education)
2014	Dag Hammarskjöld Library designated HGU Library as UN Depository Library
2012	Graduate School of Global Development & Entrepreneurship opened
2010	Designated as the UNAI Global Hub University
2009	Became a member of the United Nations Academic Impact
2008	Selected as the 'Innovative University' by the Ministry of Education
1997	Joined the Institute of International Education GEEE
1994	Foundation of HGU

4) HOMEPAGE: https://www.handong.edu/eng/

5) USEFUL WEBSITES:

- Promotional Video: https://www.youtube.com/watch?v=15paZCBhSn0

- Facebook: https://www.facebook.com/HGU-KOICA-Masters-Degree-Program-101915861661715

2. ACCOMMODATION

3.OTHER INFORMATION

1) LECTURE ROOMS

KOICA Lecture Room 1

All Nations Hall 414

Main lecture room for KOICA courses

KOICA Lecture Room 2

All Nations Hall 401

2) DINING ON CAMPUS

Sinsegae Food, the Student Cafeteria

Student Union Hall 1st floor
- Price: 4,000 ~ 6,500 KRW
- Fixed menu among various kinds
- Offers breads and beverages at Apple in the Tree
- Operation hours:
8:00~9:00 / 11:30~14:00 /17:30~19:00

Mom's Kitchen

Student Union Hall 1st floor: library side
- Price: 2,500 ~ 4,500 KRW
- Fixed menu among Western and Korean foods
- Sells drinks, smoothies, and different types of sandwiches at Mom's Cafe
- To-go menu: Kimbap, Sandwich, Salad, Burrito

Handong Lounge

Bokjidong 3rd floor
- Price: 5,000 ~ 9,000 KRW
- Fixed menu among Chinese food and Korean soup/stew
- Operation hours: 11:30~14:00 / 17:30~19:00
(No service on the weekends)

Burger King

Bokjidong 2nd floor
- One of the world's largest QSR
(Quick Service Restaurant)
- Hamburger, french fries, beverages, etc.
- Operating hours: 11:00~20:00

Myungsung

Bokjidong 2nd floor
- Fusion cuisine and Korean snack food
- Operating hours: 11:00~14:30 / 17:00~19:00(Mon~Sat)
9:00~20:00(Sun)

Grace the Table

Kim Young-gil Grace School 1st floor)
 - Price: Around 10,000 KRW
 - Korean and Western dishes
- Salad, Egg benedict, Bibimbap, Pasta, etc.

Salady

Bokjidong 2nd floor
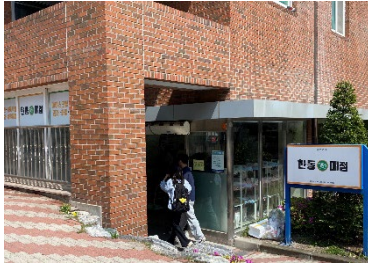- Serves salads, cold pasta, sandwiches
- Operating hours: 9:00~20:00 (Mon.~Fri.)

3) CONVENIENCE STORES

Convenience Store (Bethel Hall B1 floor)

Bethel Hall B1 floor
- Assortment of daily necessities
- Operation hours: 9:00~21:00 (Mon~Fri)
                           14:00~21:00 (Sat~Sun)

GS 25: Convenience Store

Bokjidong 1st floor
- Open 24/7

Stationary & Book Store
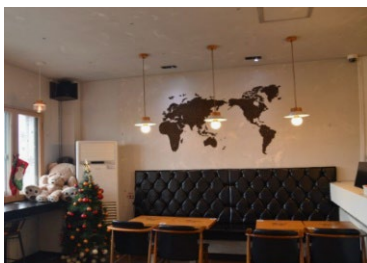

Bokjidong 1st floor
- Sells stationery, textbooks & general books
- Operating hours: 9:00~19:00
(No service on the weekends)

4) CAFES

Hisbeans Café

Oseock Hall 3rd floor
- Sells different hot and cold beverages, bakeries, and other desserts
- Operating hours:
  9:00~21:00 (Mon~Fri) / 9:00~18:00 (Sat)

YESOD

Cornerstone Hall 1st floor
- Sells a various beverages and desserts
- Serves simple meals such as pizza, fried rice, etc.
- Operating hours:
  9:00~23:00 (Mon~Fri) / 12:00 to 22:00 (Sat~Sun)

Paik's Coffee

Bokjidong 1st floor
- Café
- Sells various beverages and desserts
- Operating hours:
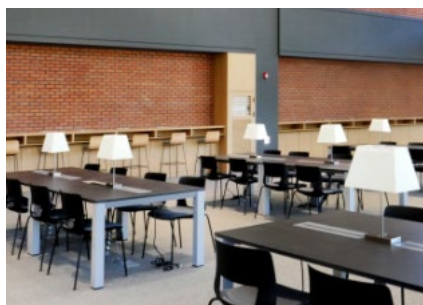 8:00~21:00 (Mon~Fri) / 11:00~20:00 (Sat~Sun)

5) LIBRARY

Oseok Library

Located next to the Newton Hall)
- 1st floor: Reference library, Visual Media room
- 2nd floor: Library Lounge, Reading room
- 3rd floor: Group study room (Sang-sang lab),
  Reading room

Creation Library

- A library on the 1st floor of Kim Young-gil Grace School building.
- Group study rooms are available

6) OTHER FACILITIES

Sport

Tennis court

Basketball court

Futsal field

Fitness center (Vision Hall B1)

Post Office

- Student Union Hall 1st floor
- Operating Hour: 9:00~18:00
 / 12:00~13:00 Lunch break
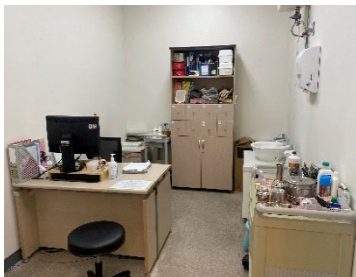- Closed on the weekends

Boaz Medical

- Bokjidong 3rd floor
- Operating Hour: 14:00~18:00

Health Room

- Bokjidong 3rd floor
- Semester: 9:00~22:00 (Mon~Fri)
          9:00~17:00 (Sat)
- Break: 9:00~20:00 (Mon~Fri)
No service on the weekends
- Lunch Break: 12:00~13:00
- Dinner Break: 18:00~19:00

7) CAMPUS MAP

무릇 내 이름으로 일컫는 자 곧 내가 내 영광을 위하여
창조한 자를 오게 하라 그들을 내가 지었고 만들었느니라
(이사야 43 : 7)

B/D Index

101	Hyoam Chaplain
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206	Conerstone Hall
502	Evenezel Hall
504	Creation Hall
511	Bokji(Welfare) Hall
514	Student Union Hall

8) MEDICAL FACILITIES IN POHANG CITY

Type	Medical facility	Location	Business hours	Landmark	Phone no.
General	Good(Joeun) Sunlin Hospital	Daeshin-dong, Buk-gu	**Weekday**: 9:00~17:00 **Lunch**: 13:00~14:00 **Saturday**:9:00~13:00 **E.R** 00:00~24:00	Lotte Department Store	054-245-5000
	Zone Medical	Duho-dong, Buk-gu	Different for each department	GS The Fresh/ Pohang Dongbu Elementary School	054-230-7600 054-260-7500
Orthopedics	Baro Orthopedics	Jangsung-dong, Buk-gu	**Weekday**: 9:00~18:00 **Lunch**: 13:00~14:00 **Saturday**: 9:00~13:00	Jangsung-dong Alpha Stationery	054-249-8555
	J-madi Orthopedics	Yangdeok-dong, Buk-gu	**Weekday**: 9:00~19:00 **Lunch**: 13:00~14:00 **Saturday**: 9:00~13:00	Next to No-Brand Burger	0507-1388-8276
Internal Medicine	Socksiwon Internal Medicine (Medical Doctors 3F)	Yangdeok-dong, Buk-gu	**Weekday**: 9:00~18:00 **Wed/Sat** :09:00~13:00 **Lunch**: 13:00~14:00	Opposite of NH Hanaro Club	054-232-0510
	Pohang Sock Internal Medicine	Yangdeok-dong, Buk-gu	**Weekday**: 9:00~18:00 **Lunch**: 12:30~14:00 **Saturda**y: 9:00~13:00	GS the Fresh	054-247-1166
Otolaryngo-logy (Ear, Nose and Throat: ENT)	Yangdeok Otolaryngology	Yangdeok-dong, Buk-gu	**Weekday**: 9:00~19:00 **Saturday**: 9:00~16:00	Hana Bank Building 2nd floor	0507-1417-1010
	Samsung Otolaryngology	Yangdeok-dong, Buk-gu	**Weekday**: 9:00~19:00 **Saturday**: 9:00~16:00 **(Sun/Holiday)** 9:00~13:00	2nd floor of the building across from Saemaeul Geumgo from Jangryang Fire Station towards the Court	054-231-7582
Dental	Yanduk Bubu Dental Clinic	Yangdeok-dong, Buk-gu	**Weekday (except Fri.)**: 9:30~18:00	Woori Bank	054-262-2875
	Goreni Joyful Dental Clinic	Yangdeok-dong, Buk-gu	**Weekday**: 9:30~18:30 **Lunch**: 13:00~14:00 **Saturday**: 9:30~13:00	Opposite of BR31	054-244-7528
	Kids & Family Dental Clinic	Yangdeok-dong, Buk-gu	**Weekday (except Tue.)**: 9:30~18:30 **Tue :** 09:30~21:00 **Saturday**: 9:30~13:00 * **Lunch Time** 13:00~14:00	Hana Bank (Same Building 4F)	054-255-2882
Dermatology (Skin)	Malgeunsesang Dermatology (Medical Doctors 5F)	Yangdeok-dong, Buk-gu	**Mon/Thu**:09:30~18:00 **Tue/Fri** : 9:30~20:00 **Wed**: 9:30~13:00 **Saturday**: 9:30~14:00 * **Lunch Time** 13:00~14:00	Opposite of NH Hanaro Club	054-231-5600
Ophthal-mology	YangDeok Bareun Ophthalmology	YangDeok-dong, Buk-gu	**Weekday**: 9:00~18:00 **Wed/Sat** :09:00~13:00 **Lunch**: 13:00~14:00	Opposite of Kookmin Bank	0507-1409-0143

9) 119 FIRE & EMERGENCY SERVICES

The 119 Emergency & SOS service is similar to the American 911 service. In case of fire or a medical emergency, call 119. The service will immediately send a fire truck or an ambulance to the required location.

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATION

1) ATTENDANCE AND ABSENTEEISM

Students are expected to attend all of the classes he/she has registered for each semester. Students must attend all classes at least three-fourths of the total class hours.

In the event that a student is absent for any of the reasons below, the student must notify the HGD&E office and faculty and get approval.

- 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 illnesses or emergencies, students absent for less than seven days (including holidays and weekends) need to submit written notification of such absence to the Graduate School Dean. Absence longer than seven days will result in failing the mandatory course, potentially affecting graduation condition.

Also, if HGU and KOICA decide a student cannot continue his/her studies due to unexpected conditions (such as an injury, disease, crime, etc.), he/she has to return to his/her country.

2) EXAMINATIONS AND EVALUATIONS

- **Minimum Grade Point Average Requirement**
  Students must maintain a minimum grade point average of B0 (80-84). Grades below 80 (B0) will not be recognized as passing.

- **Exams**

  • Regular Exams:
  Mid-term (7th – 8th week of semester), Final (last two weeks 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 exam date and obtain approval from the Graduate School Dean to take the exam at a different time.

- **Qualification to Sit for an Exam**
  Any student who, without good reason, has failed to attend class for at least three-fourths of the total class hours shall be prohibited from sitting for the exam. In the event of illness or emergencies, students need to provide a written explanation of their absence.

- **Academic Performance Evaluation Method**

  The academic performance is based on a 100-point scale for each course registered. Grades are based on classroom performance (presentations, attendance), assignments, and test performance (mid-term and final exams).

  • Evaluation standard

Grades	Score	Grade point	Grades	Score	Grade point
A+	95 - 100	4.5	P	80 - 100	Pass
A0	90 - 94	4.0	I		Incomplete
B+	85 - 89	3.5			
B0	80 – 84	3.0			
F	79 – 0	0			

2. MANDATORY DORMITORY RESIDENCE

1) Students must reside in the campus dormitory.

2) Living off-campus is not allowed.

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

3. COMPLIANCE WITH RESIDENCY RULES

1) **School dormitories are communal living spaces where regulations are strictly enforced to ensure a comfortable living environment for all residents. These regulations apply to all students, including those in the KOICA program. Please refer to the link below for residence rules (Click the 'English Guidebook' button on the top).**

   https://rc.handong.edu/

2) **A student must abide by residency regulations and supervision by the dormitory manager and Dormitory Operation Team. He/she who violates residency regulations will be evicted from the dormitory and he/she must return to his/her country immediately.**

4. GRADUATION REQUIREMENTS

1) Over 60 credits
2) GPA higher than 3.0/4.5
3) Pass comprehensive test
4) Publication 3 KSCI & submission 1 SCI thesis
5) Thesis(written in English) submission from the Thesis Research course and pass the thesis defense

5. PARTICIPANT RESPONSIBILITIES

1) Students must comply with Korean law, KOICA regulations, and university regulations.

2) Students should observe the Program Information, Student Guidebook, and KOICA CIAT Fellow's Guidebook. Students are responsible for any issues that arise due to a lack of proper review or understanding of these guidelines.

3) Students are required to attend every event organized by HGDE office, such as monthly meetings, special lectures, etc.

4) Classes and other academic activities must take priority over all personal schedules.

5) Students must maintain a valid passport and Alien Registration Card(ARC) at all times.

Ⅴ. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to the pandemic and public health regulations thereof, the academic program within this PI may be switched online. In accordance with the academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.

   * Any personal request to have an online lecture is not accepted besides pandemic/public health circumstances.

2. **Religious Meals & Personal Food Preferences:** Religious meals and personal food preferences are not provided during the scholarship program period following entry to Korea. If necessary, personal fees may be incurred.

3. **Early Departure**: Due to various circumstances such as no operating flights or border closures, participants shall be required to depart Korea before the end of the program. In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.

4. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure.

   - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or the end of the program.

5. **Adherence to Entry/Departure Guidelines:** Any additional cost occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.

6. **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise, the participant would lose one's status as SP participant and a university student.

7. **Dismissal of Participant Status**
   Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

   ① Falsifying statements on any of their application documents or providing false information in their application documents

   ② Receiving serious disciplinary actions, such as suspension or expulsion from the university

   ③ Violating the Korean law

   ④ Temporarily leaving Korea more than once without permission

   ⑤ Involved in any political activities

   ⑥ Violation of the agreement with KOICA

   ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally

   ⑧ Behaving disgracefully or involving in any activities that do not align with the purpose of the

program

⑨ Withdrawal from the program before completion

⑩ Failing to leave Korea within the given time frame as stated in 4 of this guideline Leaving Korea

⑪ Changing visa types without prior approval

※ Accumulating two warnings from the university for other problematic behavior may result in the dismissal of participant status by KOICA and returning to his or her home country.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

◉ **This page is intended as a 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)

◉ **Detailed Information**

1) Step 1: University Documents Submission

Admission Steps	Contents	Period
1	Application Package Submission (via email)	July 30th 2025.
2	Document Screening	August 31st 2025
3	Local Health Check-up	October 1st 2025
4	Interview Test of University (or/and Exam/Essay)	October 22nd 2025
5	Second Round Result	November 7th 2025
6	Original Document of University Submission (to KOICA overseas Office / Korean Embassy)	December 30th 2025
7	Admission Notification	Dec.-Jan.2026

*The above schedule is subject to change.

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the institution by sending them via university official email(**admission.gde@handong.edu**).

* In the event that guidance from the university is not received by the first week of August 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.
- Adherence to the deadline for document submission and the provided HGU format will be considered as well.

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

- Those who have successfully passed the 1st 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 (or/and Exam/Essay)

- Applicants who have successfully passed the 1st stage of the selection process (document screening) will be invited to participate in the interview, which will be conducted online (Zoom).
- Further guidance will be given by the university once the result of the 1st stage (Document Screening) has been announced.

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 2nd 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. Please check accurately with university staff before submitting to KOICA overseas Office/Korean Embassy. The cost of the initial submission of original documents (from the applicant's country to the Korean university) will be covered. However, if the applicant's original documents are incomplete and need to be resubmitted to the university, no additional financial support will be provided. The applicant must send the documents to Korea at their own expense via an international courier service.

○ Original document submission address: KOICA overseas Office/ Korean Embassy

○ **Supplementary Document Submission Address: Handong Global University (HGU)**

※ 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 the university.

6) Admission Notification

- Admission results 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 may be determined based on the submission and accuracy of the original documents, as well as the results of the health examination and interview.

▣ Required Documents

★ The scanned file must be submitted to the university via an official university email:
admission.gde@handong.edu

1) **Document Check List** (HGU Official Form 1)
2) **Agreement on Collection / Use of Personal Information** (HGU Official Form 2)
3) **Application Form** (HGU Official Form 3)
4) **Self-introduction, Study & Research Plan (describe detailed plan)** (HGU Official Form 4)

5) **One Recommendation Letter** (HGU Official Form 5) From a supervisor (workplace)

6) **Master's Degree and Transcript (for all semesters) (Submission of original document is mandatory)**

    - All documents must be submitted with either **Apostille by the Ministry of Foreign Affairs or with Consular Confirmation by the Korean Embassy or Consulate**.

    - All documents must be written in English. If not, an English translation document should be included when an applicant acquires Apostille or Consular confirmation.

7) **A Copy of the Applicant's Passport**

    - Passport must be valid at least 6 months longer than the program completion date

8) Certificate of Employment (with official seal/ in English)

    - The document must have been issued within 3 months.

9) Certificate Proving English Proficiency

    - By submitting an official English test score taken within the last 2 years, with the minimum score of TOEFL (IBT 80, PBT 550, CBT 213), TOEIC 700, TEPS 572 (New TEPS 309), TOEIC-Speaking 130, TEPS-Speaking 51, OPIC IM2, IELTS 5.5

※ Following applicants are exempt from submitting English test score

    - An applicant who received a Master's or higher degree in a country where English is the first official language.

    - An applicant who received a Master's or higher degree in a country where English is not the official language, but all university classes were taught in English. In this case, an official proof of English as the language of instruction must be submitted.

    - An applicant with a minimum of 2 years of work experience in English can submit a letter with an institutional seal as proof of English proficiency, in which English is clearly mentioned as the mode of communication for major professional works.

▣ **Important Notice**
1) Admission Document Submission Information
    - E-mail address: **admission.gde@handong.edu**
    - E-mail title form: '2026 KOICA SP E-Government Admission_Doctoral_Name(Country)'

    * If an email title is different from the above example, it can be missed from the admission.
2) Authentication
    - A Master's degree and transcript must be submitted with either Apostille by the Ministry of Foreign Affairs or with Consular Confirmation by the Korean Embassy or Consulate.
    - All documents must be written English If not, an English translation document should be included when an applicant acquires Apostille or Consular confirmation.
    - Original documents must be submitted.

<Sample of Letter of Confirmation>

<First page>   <Last page>

<Sample of Apostille>

1. CONTACT INFORMATION

1) Handong Global University

· **Admissions & Student Affairs Division:** Handong Graduate School of Global Development & Entrepreneurship

· **E-mail:** admission.gde@handong.edu

· **Homepage:** https://www.handong.edu/eng/

· **Address:** All Nations Hall 412, 558 Handong-ro, Heunghae-eup, Buk-gu, Pohang-si, Gyeongsangbuk-do, Republic of Korea (37554)

2) General Inquiries Regarding the Application Process

· **E-mail : 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.