KOICA-INU
Master's Degree Program in Capacity building for manage to climate change and environment

February 23, 2026 – June 30, 2027

Incheon, Republic of Korea

KOICA
Korea International Cooperation Agency

INU
Incheon National 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 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)	
August 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- INU Master's Degree Program in Capacity building for manage to climate change and environment**

◉ **Duration Details**

  - **Academic Duration: February 23, 2026 – June 30, 2027 (17 months)**

  ○ Regular-course: (Offline) **March 3, 2026 – June 30, 2027 (17 months)**

  - **Stay Duration: February 23, 2026 – June 30, 2027 (17 months)**

  __During 17 months in Incheon National University 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 Engineering**

  * 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:**

1) To cultivate global leadership in responding to climate change in target partner countries through greenhouse gas inventory analysis and evaluation of a reduction potential acquisition

2) To provide theoretical and practical education, field visits, and internship opportunities for government officials from KOICA's partner countries

3) To reinforce the participants' understanding of the Republic of Korea's development experiences and enable participants to contribute to the sustainable development of their respective countries using the knowledge acquired from the Republic of Korea

4) To provide participants with a platform to create and strengthen cooperative relationships and personal networks with scholars, professionals, and government officials from the Republic of Korea and other countries

◉ **Training Institute: Incheon National University**

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

◉ **University Admission Qualification:**

- ▪ Common Requirement: Applicants should meet one of the following criteria;
- - Applicants AND both of their parents should not hold Korean nationality.
- - Foreign applicants who have completed their entire education outside of Korea which is equivalent to primary, secondary, and university education in Korea.

- ▪ Level of Education: Applicants must hold the following academic degree or recognized equivalent from an accredited institution (the Korean Ministry of Education);

- Master's / Combined Master's & Doctoral Programs: a Bachelor's degree (4-year program)

◉ Language: English fluency that requires no translation

◉ Accommodations: Dormitory of INU, on-campus(119, Academy-ro, Yeonsu-gu, Incheon, Republic of Korea)
  - Address (Eng): Building #18, 119, Academy-ro Yeonsugu, Incheon Republic of Korea, 22012

  - Address (Kor): 인천광역시 연수구 아카데미로 119(송도동) 인천대학교 생활원 (제 1 기숙사), 22012

- Each room is furnished with a bed, desk, bookshelf, closet (per person) and, wi-fi.

- Personal items, including blankets and pillows, are not provided.

- Possessing or using any electric heating appliances is strictly banned.

- Every residence hall has a communal kitchen on the 1st floor.

- Single Occupancy- shared toilet and shower room for 2 people.

Ⅱ. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term	Date	Contents / Remarks
Preparatory session	2026. 2.1 -	Arrival
		KOICA Orientation, Medical Check-up
	2026.2.9 – 28	INU Orientation Preliminary session Campus Tour Course Registration: 2.23-28
Pre - course	- 2026.2.28	Welcome Ceremony
1st semester	2026.3.3- 6.12	1st day of 1st semester: 3.3 Foreign language test (approved for foreign language test) Application period: 3.3-6 Submission of an application for assignment of academic adviser: 3.3 – 13 Mid-term exams: 4.20-24 Final exams: 6.8-12
Summer break	2026.6.15 - 2026.8.31	Course registration: 8.24-28 - (Comparative subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean language education (optional) Cultural experience program (2 times)
2nd semester	2026.9.1 - 12.11	1st day of 2nd semester: 9.2 Submission of research proposal: 9.21-23 Mid-term exams: 10.13-17 Submission of opinion on the presentation of the research proposal: 11.2-6 Final exams: 12.7-11
Winter break	2026.12.14 - 2027.2.28	Course registration: 2.23-27 - (Comparative subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean language education (optional) Cultural experience program (2 times)
3rd semester	2027.3.2 - 6.11	Submission of an application for Comprehensive exam: 3.22 – 26 Application for submission of thesis: 4.19-23 Application for evaluation of thesis: 4.26-30 Mid-term exams: 4.19-23 Submission of 1st version of thesis for examination: 5.24-28 Submission of final version of thesis for examination: 6.14-18 Final exams: 6.7-11 Submission of the final version of thesis: 6.21-25
Wrap-up session	2027.6.25	Graduation Ceremony
	2027.6.26 - 6.30.	Departure
Standard date for obtaining the degree	2027.8.20	

*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) REGULAR-COURSE

- Students are required to take at least 24 (M.S) credits for graduation, excluding the preparatory courses and thesis research. The required coursework consists of 9 credit hour core courses and 12 credit hour elective courses. (*Courses are subject to change)

- It operates three professional module systems (Technology, Policy, Finance) tailored to user-centered career paths for public officials in partner countries.

- In the first semester, students take basic major courses, and in the second and third semesters, they select specialized fields suitable for student careers and secure the expertise of education consumers by completing courses for each module.

- In the future, additional major optional courses on climate change adaptation policies and health, climate change response environmental education, material flow optimization, and low-carbon logistics will be opened according to the majors of the participating faculty.

Type	Type	Course Title
Major Requirement	Required (12)	■ Climate Change Estimation Modeling ■ Climate and Environmental Impact Assessment ■ Climate-Resilient Urban Infrastructure Policy ■ Climate, Environment and Economics
Major Elective Module 1 (Technology)	Electives (12)	■ GHGs Inventory ■ Sustainable Carbon Capture Technologies ■ Low-Carbon Environment and Health Impacts ■ Sustainable Water Resource Infrastructure Management
Major Elective Module 2 (Policy)	Electives (12)	■ Climate Change Response and Governance ■ AI for Early Climate Change and Climate Disaster Management ■ Climate Change Adaptation ■ Climate Change Vulnerability Assessment
Major Elective Module 3 (Finance)	Electives (12)	■ Green Finance and Sustainable Investment ■ Climate Risk Assessment and Response ■ Carbon Finance Market Mechanisms ■ Climate Change Adaptation Investment Strategies

* The above curriculum is subject to change.

2) GRADUATION REQUIREMENTS

- Those who have acquired at least 24 credits (required major 15 credits + major elective 9 credits) and have an average grade of B or higher

- Those who have passed the foreign language test and comprehensive test

- Those who have registered for more than 3 semesters and received thesis research guidance

- Those who have written the thesis for degree and PC (Project Concept) and passed the final examination

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

Programs	Period	Contents
Orientation	March /September	Introduction of INU, campus life, academic information, programs for international students, insurance and mandatory registration items, ISSC, and other relevant issues
Korean language class	March /September	Free Korean language classes to help international students communicate effectively within Korea
Field trip	April/October	Visitation of tourist attractions (e.g. Everland, DMZ, Namiseom Island, Folk Village etc.)
Completion ceremony	June/December	Award ceremony celebrating the completion of academic programs, distribution of certificates honoring students, and commencement speech

1) Academic counseling and meetings

- Assignment of an academic advisor per student

- Regular counseling sessions with academic advisor

- Monthly town hall meetings with academic chair

- Regular meetings with University President / Dean of Graduate School (1st and 3rd semesters)

2) Preparatory session lectures

- Korean language

- AI Statistics

- Korean society and culture

- Freshmen seminar

3) Field trips & cultural excursions

- Quarterly field trips which provide students opportunities to learn exemplary development projects in different areas

4) Academic and professional networking events

- Networking event with public officials in Incheon province

- Participation in international development academic conferences

5) Thesis guidance plan

- 1:1 match is made between the supervisor in charge and the trainee.

- The thesis topic is determined by linking the demand for responding to climate change by country of the trainee, and the thesis is written with the content of providing solutions for problem solving.

- Student-centered education with R&D skills is conducted.

- Thesis guidance is conducted once a week, enabling regular interviews with supervisors.

- A progress diary for each week is prepared and systematically managed for thesis preparation.

- By presenting policies and strategies that can be realized through continuous communication with government agencies to which the trainees belong, they can be immediately reflected in the field after the trainees' return home.

Ⅲ. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University:

□ General Information

- Incheon National University offers advanced degrees through its Graduate School, which currently offers 41 master's and 30 doctoral degree programs. Find the best graduate degree programs to extend your education and enhance your skills. Browse the list of programs below for more information.

□ Education Philosophy

- VISION OF EDUCATION
- Prepare students to make significant contributions to the nation and mankind by providing education that develops their intellectual, ethical and spiritual attributes.

- MISSION OF EDUCATION
- To grow prominent leaders who can contribute to national development by building their ability in academic study and originality, seeking the purpose of university education more profoundly and finely.

- GOALS OF EDUCATION
- To grow prominent leaders who can prepare the future society for localization, internationalization and information actively and lead regional and national development.

□ Department of Climate International Cooperation

- The environmental industry is an enterprise advanced country type, growing with economic development. The Republic of Korea's economic development has graduated its initial stages and the environmental market is expected to develop. Also, it is predicted that the demand for a labor force in the environmental industry will rapidly increase. For instance, Green Climate Fund (GCF) is now located in Songdo, Incheon, Republic of Korea. To meet this need, the Department of International Climate Cooperation (cooperative departmental program) is aiming to train human resources through interdepartmental and comprehensive education with Social Sciences, Applied Sciences, and Engineering on issues of global climate change, transboundary pollution, climate engineering, methodology, solution, and sustainable energy.

- In the center of Songdo, the necessity of labor force for environmental industry has emerged to cooperate with several international organizations such as the UN (The United Nations) and to participate in environmental programs and sustainable development efforts in the developing countries by organizations such as Green Climate Fund (GCF). To meet this demand, the Department of Climate Cooperation aims to train professionals who can

participate in and contribute to the climate business and industry. In addition, courses such as technical training, trend analysis in climate, statistics, and administration are offered in English to prepare professionals in the international business settings of the environmental industry.

□ **Campus Map**

1	Main building / International Office	12	Convention Center	23	Auditionium & Performance Hall
2	Faculty office building	13	College of Social Science/	24	Observatory
3	PR hall		College of Global Law, Politics and Economics	25	Children's Center
4	Computer & Information Center	14	College of Business/	26	Greenhouse
	(BM contents)		School of Northeast Asian Studies	27	2nd joint Laboratory
5	College of Natural Sciences/	15	College of Humanities	28	College of Urban Sciences
	College of Life Sciences and Bioengineering	16	College of Arts and Physical Education	29	Division of Bioengineering
6	Haksan Library	17	Student Center	1	Haesong Path
7	College of Information Technology	18	Dormitory #1, #2, #3	2	Youngiktoen
8	College of Engineering	19	Industry–University Cooperation Group	3	Haedangwha Path
9	Central Laboratory	20	Sports Center & Golf Practice Center	4	Central Garden
10	Guest House	21	Gymnasium		
11	Welfare & Service Center	22	Reserve Office Training Center		

2) Homepage: https://www.inu.ac.kr/user/indexMain.do?siteId=grad_eng

2. ACCOMMODATION

1) Dormitory programs

▪ Dormitory offers a variety of programs for dormitory students each semester. Every semester, weight training, yoga, and calligraphy for a variety of hobbies for students are conducted. In addition, various programs to help with employment and career development are conducted.

▪ Also, dormitory students can gather together in one place each semester and have a festival.

2) General information

▪ Incheon National University's first dormitory opened on September 1, 2009 with 31 floors in three buildings (946 people entered), the second dormitory (male students only) opened on

March 1, 2018 with 15 floors in two buildings (1,128 people entered), and the third dormitory (female students only) opened on August 31, 2020 with 12 floors in two buildings (998 people entered). These dormitories aim to contribute to the creation of a healthy academic culture by providing an environment in which students' healthy life and true education are harmonized with quality services.

▪ It has a comfortable living environment and convenient facilities that are comparable to those of world-class university dormitories, as well as providing balanced meals to ensure that there are no inconveniences in life in the dormitories.

3) Dormitory facilities

▪ The dormitory's common space consists of welfare facilities for students such as the cafeteria, convenience stores, seminar rooms, laundry rooms, DVD rooms, simplified kitchen, public computer rooms, fitness centers, billiard rooms, and reading rooms, and there are sports equipment such as soccer balls and table tennis rackets that can be rented from the 1st dormitory.

▪ Computer, radio, table lamp, hairdryer, straightener (with power disconnecting device), small vacuum cleaner, and basic facilities are approved for use in the dormitory rooms.
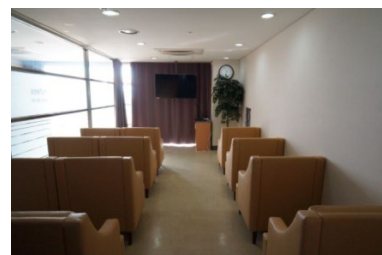

Study room

Room

Pantry

Fitness room

Laundry room

Lounge

Computer room

Public kitchen

DVD room

4) Dormitory regulations

- Students must abide by dormitory regulations of Incheon National University.

- If any student is found in violation of the regulations, he/she will be evicted from the dormitory, and should return to his/her home country immediately.

- All communal areas and facilities including the kitchen should be used cleanly.

- Cooking inside the dormitory room is prohibited.

* Website: http://www.inu.ac.kr/user/indexSub.do?codyMenuSeq=1273163&siteId=dorm_eng

3. OTHER INFORMATION

1) Educational research equipment and facilities

- 21 complex learning spaces

- Establishment of smart classrooms and discussion-type classrooms that can be controlled Remotely

- 15 creative cooperation learning spaces

- Establishment of a collaborative space for small group gatherings

- 5 image systems

- A laboratory with separate experimental and research spaces

- 9 self studios

- Establishment of Meteor Contents Production Room, Green Smart Space
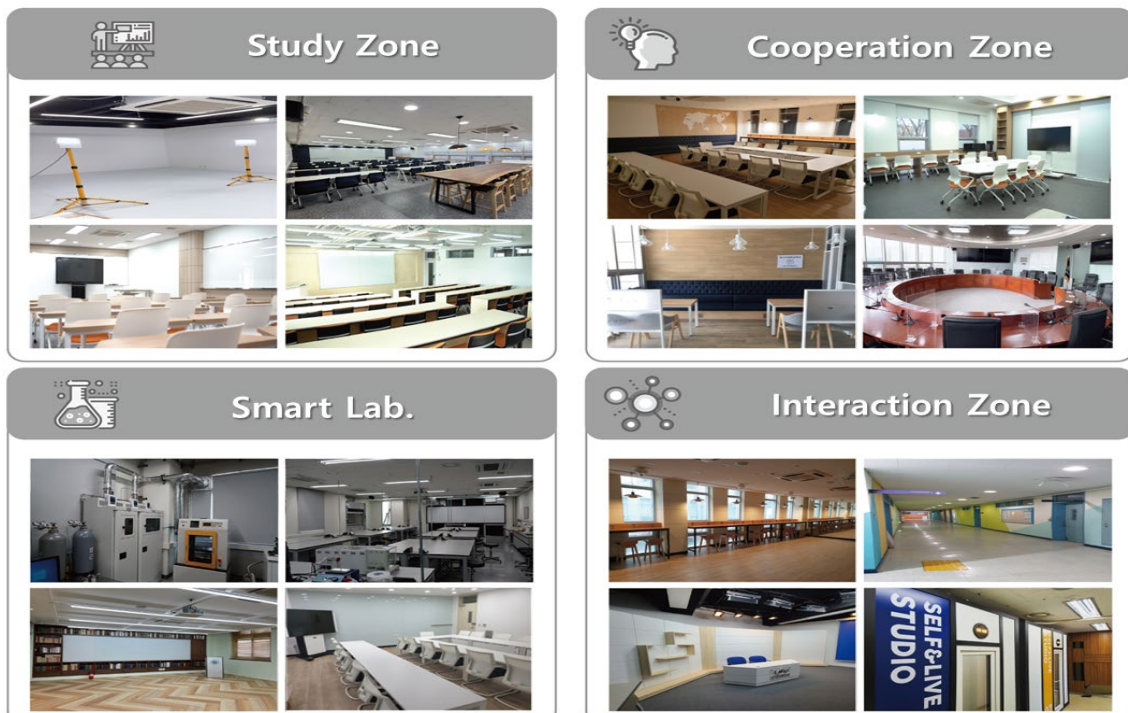
2) Haksan Library

☐ General Information

- Collection: About 1,379,000 books

- Provides domestic and foreign academic journals and electronic resources (electronic journals, Web-DB, e-books)

- Seat capacity: 1,960 seats in 17 rooms

- Library: 1,894 seats in 16 rooms / Michuhol Campus: 66 seats in 1 room

☐ Online Information Usage Guide

- Users: Faculty and enrolled students

- Online information from in and out of the country: 65 databases (inside country: 15 types, Outside country: 50 types)

☐ Haksan Library Floor Information

Floor	Use and Services
4F (Second Archive)	▪ Collection: Technical Science (500), Art (600), Language (700), Literature (800), History (900) ▪ Loan/return available
3F (First Archive)	▪ Collection: General Resources (000), Philosophy (100), Religion (200), Social Science (300), Natural Science (400) ▪ Loan/return, study room available
2F (Serial Publications Room)	▪ Serial publications (domestic and foreign journals, magazines, newspapers), thesis, Job Library, study room available
1F (Multimedia Room)	▪ Multimedia room, Multimedia LAB room, Cinema room, Academic Information Team office
B1F (Free Reading Room)	▪ Free reading room, laptop room, seminar room, rest room, copy/binding room, data storage library organizing office, library director office

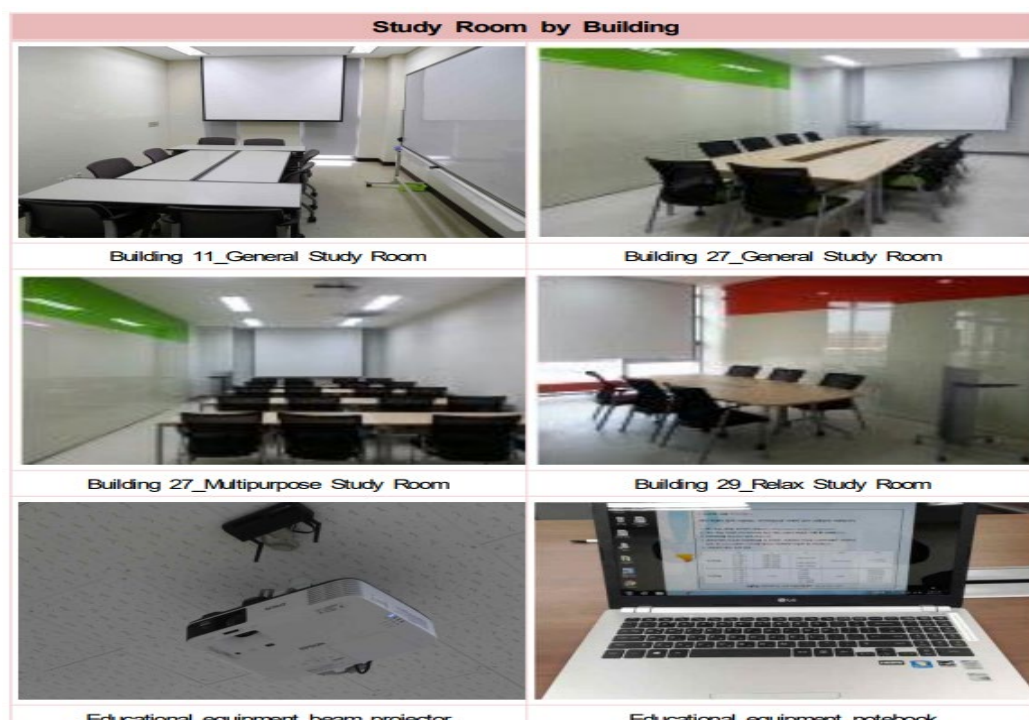### ☐ Research Support Service

- Specialized Topic Service
- Librarians in charge of each field of study investigates and provides academic data and reference documents needed for the research and theses write-ups of the professors and graduate school students.

- How to use: Request for service through the library homepage or via e-mail (Collect requested data from the Periodicals Room on 2nd floor)

▪ Smart Library
- Automated loan/return system where students can borrow/return the books available in Smart Library daily
- Location: Resting area in B1 of the library and 1F of Social Welfare Center
- Same as existing library loan regulations
- Books may be loaned using the mobile membership card via the Haksan Library app
- Only books loaned through Smart Library may be returned
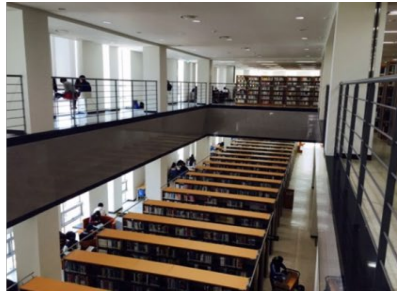
3) Provide study room

▪ In order to operate study groups, we provide 'study rooms', a space where students can study in groups.

▪ Location: Building 11 (4 rooms), Building 27 (5 rooms), Building 29 (2 rooms) - Number of rooms: 11 rooms

▪ Capacity: 8, 10, 20 people

▪ Available equipment: blackboard, laptop, beam projector, network, etc.

▪ How to use: Use after reservation (Portal login → Quick Menu → Space management system reservation)

Study Room by Building

Building 11_General Study Room	Building 27_General Study Room
Building 27_Multipurpose Study Room	Building 29_Relax Study Room
Educational equipment_beam projector	Educational equipment_notebook

4) Health Clinic

- The Health Clinic is committed to providing high-quality medical services and administering professional on-site medical treatments to maintain a healthy campus life for students and faculty members, promoting health, health education, and maintaining the optimal educational environment and health level through close cooperation with the local community.

□ **Main tasks**

- Primary care and first aid

- Health assessment of students and faculty and follow-up management of injuries

- (Inbody, blood pressure, blood sugar measurement)

- Consultation of persons who desire detailed examination and specialized treatment

- Group and individual health education and health consultation

- First aid medicine support for important events related to the academic schedule (Safety

- training)

- Infectious disease prevention education, prevention of transmission and continuous monitoring in case of occurrence

- CPR education and evaluation

5) Medical Facilities in the City

Type	Medical Facility	Location	Business Hour	Phone Number
General	Nasaret International Hospital	98, Meonugeum-ro, Yeonsu-gu, Incheon	08:30-17:30 ※ 24hrs Emergency Center	+82-32-899-9736
Orthopedics	Songdoyeonse Orthopedic Surgery Clinic	167, Haedoji-ro, Yeonsu-gu, Incheon	09:00-19:00	+82-32-832-5488
Internal Medicine	Songdo Best Internal Medicine Clinic	157, Songdogukje-daero, Yeonsu-gu, Incheon	08:30-18:30	+82-32-716-9797
Otolaryngology	Samsung Dream Otolaryngology	165, Convensia-daero, Yeonsu-gu, Incheon	09:00-18:00	+82-32-224-0365
Dental	Songdo First Dental Clinic	165, Convensia-daero, Yeonsu-gu, Incheon	09:30-18:00	+82-32-831-2812
Dermatology	Clene Dermatology Clinic	153, Sinsong-ro, Yeonsu-gu, Incheon	10:00-19:00	+82-32-715-4100
Ophthalmology	Yeonsu Kim Ophthalmology	165, Convensia-daero, Yeonsu-gu, Incheon	09:30-18:00	+82-32-817-3487
Pediatrics	V.I.C 365 Pediatrics Clinic	157, Songdogukje-daero, Yeonsu-gu, Incheon	08:00-22:00	+82-32-710-1147

IV. ACADEMIC REGULATIONS

1. Academic Regulation

Students are expected to attend all of the classes he/she has 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.

1) 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-trip, 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

2) In the event of student illness or emergency situation, students who will be absent for less than seven days (including holidays and weekends) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

2. Mandatory Dormitory Residence

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

   - Students must reside in dormitory

   - Living off-campus is not allowed

3. Compliance with Residency Rules

   - The dormitory entrance opens at 05:00 and closes at 02:00.

   - Non-residents are not allowed to enter the dormitory.

   - Residents cannot accompany non-residents into the dormitory building without permission.

   - If a non-resident wishes to visit a room, they must obtain permission in advance.

   - Entry to dormitories other than the one where you reside is prohibited, and violators will be considered as non-residents and penalized with demerit points.

   - Leaving the dormitory after 00:00 is prohibited. However, entry is permitted until 02:00.

- The Director of Residence Life may award merit points to dormitory residents who are recognized for their proper conduct, diligence, and exemplary dormitory life, according to the standards in [Table of Award/Penalty Point Criteria].

- The Director of Residence Life may provide rewards to residents who set a good example in dormitory life.

- The Director of Residence Life imposes demerit points for violations of dormitory rules, according to the standards in [Table of Award/Penalty Point Criteria].

- Offsetting demerit points must be done before reaching 10 demerit points.

- Individuals subject to demerit points will be notified of the details through dormitory bulletin boards, website, text messages, etc., before the points are imposed.

- Demerit points are reflected in the selection score for the next year's dormitory admission.

- Merit points can only be used to offset demerit points and are not reflected in the selection score for the next semester's dormitory admission.

- Demerit points for students who entered the dormitory with guaranteed admission (including specially selected students) will be maintained until the second semester and reflected in the selection process for the next year's dormitory admission.

Award Criteria	
Points	Description
5	▪ Enhancing the dormitory's reputation, exemplary conduct, role model dormitory resident recognized by the dormitory head, as well as activities such as emergency rescue, caregiving, and reporting urgent situations.
3 or less	▪ Dormitory resident with excellent room cleanliness during regular or occasional inspections. · Excellent room organization, cleanliness, and condition of supplies. ▪ Participation in educational programs or events hosted by the dormitory or self-governing association.
2	▪ Volunteering as an event assistant for dormitory or self-governing association events. ▪ Public interest reporting.
1	▪ Two hours of volunteer work in the dormitory. ▪ Participation in other programs conducted by the dormitory.

Penalty Criteria	
Points	Description
Permanent eviction	▪ Persons falling under any of the following: · Any act involving possession, use, or distribution of narcotics (such as drugs, marijuana, psychotropic substances, etc.) · Acts of sexual harassment or sexual assault inside or outside the dormitory (subject to immediate separation measures) · Violation of the Act on Promotion of Information and Communications Network Utilization and Information Protection · Acts such as assaulting or threatening others ▪ Persons unsuitable for communal living: · Acts that threaten safety in the dormitory (such as causing a fire) · Theft, such as taking others' belongings ▪ Acts of arbitrarily transferring, acquiring, or lending a dormitory room ▪ Unauthorized occupation by individuals who have not applied for dormitory admission ▪ Unauthorized entry into other dormitories or into the dormitory / wing / floor of the opposite gender ▪ Unauthorized entry and exit Entering or exiting through prohibited entrances or areas not designated for access
Forced eviction	▪ Accumulation of 10 penalty points ▪ Transferring or lending a dormitory room card to another person ▪ Providing outsiders to enter or stay overnight in the dormitory (including both dormitory residents and outsiders) · Entry into the dormitory without prior permission
7	▪ Drinking alcohol or smoking inside the dormitory · Bringing alcoholic beverages into the dormitory, drinking or smoking inside or outside the dormitory (including the 2nd floor terrace of Buildings B and C)
5	▪ Violation of speed gate access rules · Placing one's fingerprint on the speed gate to allow another person to pass through. · Multiple people entering through the gate at once · Climbing over or bypassing the speed gate in an improper manner ▪ Bringing electric appliances, flammable materials, or hazardous substances into the dormitory · Unauthorized items such as TVs, electric blankets, heaters, irons, electric kettles, candles, mosquito coils, butane gas, etc.
3	▪ Failure to report found items. ▪ Unauthorized overnight stay outside the dormitory. · Staying out overnight without prior application. · Leaving temporarily and not returning. ▪ Damage or unauthorized movement of property and facilities. · Damage to any public property or facilities within the dormitory or rooms (must be restored to original condition). · Unauthorized removal of any public property from the dormitory. ▪ Failure to comply with guidance and instructions · Refusal to follow guidance or displaying disrespectful language or behavior · Failure to return the room card or failure to apply for portal checkout at the end of the 1st/2nd semester checkout ▪ Disorderly conduct in the dormitory. · Improper behavior such as excessive displays of affection ▪ Arbitrary change of assigned room. · Changing assigned room or seat without permission
2	▪ Poor room cleaning or organization (personal or common areas) · Poor room cleanliness during checkout or room inspection. ▪ Drying laundry or storing items in unauthorized areas · e.g., hallways (violating fire safety regulations). ▪ Noise and disturbances. · Acts that disturb the study atmosphere or disturb sleep in or in front of the dormitory. · Damaging student dignity in the dormitory after returning intoxicated (e.g., vomiting, unruly behavior). ▪ Bringing unauthorized food into areas other than designated places ▪ Absence from inspections or events. · Absence from safety or facility checks without prior permission. · Unauthorized absence from official education or training (e.g., orientation, fire drills). ▪ Violation of common room usage rules · kitchenette, fitness room, information search room, seminar room, reading room, parcel storage room, etc. ▪ Failure to separate waste for recycling. · Illegal disposal of waste, failure to separate recyclables. ▪ Damaging official notices or posting unauthorized materials. · Posting materials, graffiti, leaflets, or advertisements in unauthorized areas within the dormitory.
1	▪ Borrowing a spare room card (up to 3 times).

4. Graduation Requirements

1) Examinations and Grade Evaluations:

   Students must maintain at a minimum a B0 (80-84) grade point average.

   □ Regular Exams and Make-up Exams

   - Regular Exams: Mid-term (7th to 8th week of semester), Final (last week of semester)

   - Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date and obtain the Graduate School Dean's approval to sit for the exam at another time.

   □ Qualifications to Sit for an Exam

   - Any student who, without 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 of illness or emergency situation, students need to provide a written explanation for their absence.

2) Foreign language test

   - Students who have completed graduate school enrollment (can apply regardless of their credit status)

   - English is the main language of instruction; test is conducted with the approval of the dean of the graduate school

   - Students who have obtained the following foreign language test scores are recognized as having passed the foreign language test:

   - Acceptance Criteria for exemption
     • TOEFL (540 PBT, 76 iBT, 207 CBT)
     • TOEIC 700 or higher
     • TEPS 600+ (NEW TEPS 327+)
     • IELTS 6.0 or higher
     • Korean Language Proficiency Test Grade 4 or higher
     • A student who has published an article (research paper in English) in SCIE, SSCI, A&HCI, or SCOPUS accredited journal as a first author or corresponding author (publication after admission)
     • A student who speaks English as a native language
     • A student who graduated from a four-year university or graduate school in an English-speaking country
     • Those who already passed the foreign language examination at a former university (transferred students only)

3) Graduate school comprehensive exam

   - Students who have completed registration, passed the foreign language test and obtained at least 18 credits with an average grade of B or higher in the master's program, and those

who have passed the foreign language test and obtained 27 credits or more with an average grade of B or higher in the doctoral program can take the test.

- As for the exam subjects, the candidate selects 2 subjects from the major field completed in each degree course and takes the exam, and must achieve a score of 70 or higher out of 100

  * "Act on the Prevention and Management of Infectious Diseases"

- Violation of self-quarantine rules shall result in up to one year in prison or a fine of up to 10 million won.

4) Composition of the thesis review committee

- The judging committee is organized in accordance with Article 7 (composition of judges) of the 'Regulations on Graduate School Thesis at Incheon National University' to review the dissertations of degree recipients professionally and fairly

- From among the candidates (full-time professors for master's programs, transfer professors with doctoral degrees for doctoral programs), 3 people including advisors are appointed for master's thesis and 5 for doctoral thesis.

- In the case of a master's thesis, 1 out of 3 people, and in the case of a doctoral thesis, 2 out of 5 people can be appointed as professors from other departments or external professors (including researchers).

5) Graduation process

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Foreign Language Test	Comprehensive Test	Pre-examination of Thesis	Final Examination of Thesis	Submit Softcopy & Hardcopy of Thesis to Graduation School

- You must successfully complete all the procedures to be eligible for graduation. The soft copy of the thesis must be completed before departure, and the submission of the hard copy should be done in January in your home country.

5. Participant Responsibilities

Students are expected to uphold high standards of academic integrity and professional behavior throughout the duration of the program. The following responsibilities must be fulfilled by all participants:

1) Academic Commitment

- Participants must attend all lectures, seminars, workshops, and official academic activities as scheduled by the university. Full participation is required unless formally excused due to illness or other approved reasons.

2) Satisfactory Academic Performance

- Scholars must maintain satisfactory academic progress according to the university's regulations. A minimum B+, as set by the university or program guidelines, must be achieved each semester. Repeated failure to meet academic standards may result in dismissal from the program.

3) Adherence to University Rules

- Participants are required to comply with all academic and administrative regulations of the host university, including policies on plagiarism, examination conduct, and submission of assignments.

4) Respect for Host Country Laws and Culture

- Scholars must respect the laws, culture, and customs of the Republic of Korea. Any legal violations may lead to immediate disqualification from the program and repatriation.

5) Health and Insurance Compliance

- Participants must maintain their health and participate in required health check-ups. Any serious illness or injury must be reported promptly to both the university and KOICA. All scholars are required to enroll in and utilize the designated health insurance plan.

6) Program Participation and Reporting

- Active participation in non-academic components of the program, such as KOICA workshops, field visits, and cultural exchange activities, is mandatory. Scholars must also cooperate with regular reporting requirements and evaluations conducted by KOICA or the university.

7) Prohibition on Employment

- Participants are not allowed to engage in any form of paid employment or business activities during the program duration, in accordance with KOICA guidelines and visa conditions.

8) Post-program Obligation

- Upon completion of the program, participants are expected to return to their home country and contribute to its development, preferably in a field related to their studies, in alignment with KOICA's development cooperation goals.

Ⅴ. PRECAUTIONS

1. **Possibility of Online Program: According to arising circumstances due to public health regulations thereof, the academic program within this PI may be switched online. In accordance with 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.**

    - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).

2. **Religious Meals & Personal Food Preferences: Religious meals and personal food preferences are not provided during the scholarship program period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)**

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.**

4. **Early Departure: Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.**

    - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.

5. **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 program end date.

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

    - Example) If the participant is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.

7. **Vaccination requirements: Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the**

participant's own responsibility.

- Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).

8. **Check-in to Dormitory: In principle, dormitory check-in is required of program participants.**

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
1	Application Package Submission (Via University email)	24, Jul ~ 24, Aug 2025
2	Document Screening	25, Aug ~ 7, Sep 2025
3	Local Health Check-up	8, Sep ~ 17, Oct 2025
4	Interview Test of University	22, Sep ~ 17, Oct 2025
5	Second Round Result	27, Oct 2025
6	Original Document of University Submission (to KOICA overseas Office/ Korean Embassy)	1, Nov ~ 30, Nov 2025
7	Admission Notification	15, Dec ~ 31, Dec 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 scanned copies of the university-required documents cia email to climate@inu.ac.kr :
* In the event that guidance from the university is not received by September 30, 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.

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
- Applicants who have successfully passed the 1st stage of the selection process (document screening) will be invited to participate the interview.
- 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. And please check accurately with university staffs before submission 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: Respective Universities (No financial support provided)

※ 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.

▣ Required Documents

No	Required documents	M.S.	Notes & Caveats
1	INU Required documents checklist	◎	• (Appendix Form 01)
2	INU Application for Admission	◎	• (Appendix Form 02)
3	Certificate of (expected) Graduation or Academic Degree (Bachelor's Program)	◎	• It must be accompanied by the notarized Korean translation, but if it is issued in English by your University, a notarized Korean translation is NOT necessary. • **For Applicants who earned a degree in other countries: Select one of the following Documents;** ① Apostille Legalization by government agencies of your country

4	Academic Transcript (Bachelor's Program)	◎	② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country ④ Verification Report of China Higher Education Qualification Certificate • Applicants who submitted a certificate of expected graduation at the time of submission to the Graduate School Office must submit their Graduation Certificate and Transcript by February 27, 2026, otherwise admission will be cancelled. • Applicants who have transferred from other universities must submit transcripts from the previous university.
5	Letter of Recommendation	◎	• Recommendation letter from applicants' governments (at least 3)
6	A Copy of the Applicant's Passport	◎	• A Scanned copy of valid, unexpired passport ID pages.(include a copy of the page showing the passport number, date of issue and expiration, photo and name. • If not available, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated. *Please check the expiration date of the passport. If the expiration date is a short, please reissue your passport.
7	Nationality Certificate of Applicants	◎	• Both parent's passports (or other official documents indicating parents' official ID) • A Scanned copy of valid, unexpired passport ID pages.(include a copy of the page showing the passport number, date of issue and expiration, photo and name. • If not available, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated.
8	Official Documents indicating parent-child relationship	◎	• Certificate that shows the relationship between the applicant and parents (Family Relations Certificate or applicant's birth certificate or household register proving the parent-child relationship) *If your parents passed away(divorced), submit a certificate of death(divorce) mandatorily
9	Study Plan	◎	• (Appendix Form 03)
10	Research Proposal	◎	• (Appendix Form 04)

| 11 | Certificate of English Proficiency (Original Copy of Certified Language Test result, within the validity period) | △ | [Preferential Treatment] Language Proficiency

1.[Korean] TOPIK level 3 or higher
* Applicants submitting TOPIK level 3 must submit TOPIK level 4 or higher before applying for Thesis defense or dissertation graduation.
2.[English] TOEFL【PBT(550), CBT(210), IBT(80), ITP 550】, IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700) or higher
3.Applicants who graduated (are expected to graduate) from the university in the English-speaking countries(U.S.A., Canada, U.K, Ireland, Australia, New Zealand)
4.Applicants who have completed degree program(Bachelor) in English
・Confirmed in interview |
| 12 | Letter of Consent for Degree Verification | ◎ | ・(Appendix Form 05) |

* '◎' : Compulsory, '△' : if applicable only

- Any documents written in languages other than Korean or English must be accompanied by a Korean or English translation certified by a public notary

- The documents submitted must be originals unless otherwise specified.

- Additional documents may be required based on the country of origin regarding nationality verification.

- The submitted documents will not be returned to applicants.

▣ Important Notice

- General Notices
  1) Admission Decision

     - Preliminary Evaluation: Document Screening and Interview of the department

     - Final Decision: by the Graduate School Committee (GSC)

       1. Evaluated in order of total scores of document Screening and interview

       2. The following candidates will be disqualified, and other matters will be decided by GSC.

     - Those who have not submitted required documents

     - Those who have not attended interview

     - Those whose document screening and interview scores are lower than passing score

     - Those whose information on application for admission are different from the fact
  2) Decision Notification

     - Only successful applicants will be posted on the Graduate School website without individual notice.

3) Disclaimers

- The admission shall be canceled, when the reasons for disqualification are found as follows; All payments including Tuition and Admission Fees will not be returned.

  ☞ After checking the facts through academic inquiry from domestic and foreign universities, if the information in documents is found to be incorrect OR if the applicant is found to have been admitted to the University through other fraudulent means, the admission shall be canceled.

- If successful applicants have serious health problems or fail to get Korean visa(D-2) or miss the enrollment (tuition payment) during the designated period, admission can be canceled.

- Submission of Required Documents
  1) How to Submit: via email, after got admission should submit original documents
  2) Address
     - Korean: (우)22012 인천광역시 연수구 아카데미로 119 인천대학교 28 호관 103 호
     - English: Rm 103, Building28, 119 Academy-Ro, Yeonsu-Gu, Incheon, 22012, Republic of Korea
  3) Deadline: TBD

- Preparing the Documents (Academic Requirement)
  1) Consulate Legalization

     ① The original documents issued in English can be verified by the Korean Embassy or consulate without translation certification.

     ② The original documents other than Korean or English should be translated into Korean or English and notarized. After notarization, documents must be certified by the Korean Embassy or consulate.

  2) Apostille

     - After translation (Korean or English) and notarization of the original documents, you can apply for an apostille at the Ministry of Foreign Affairs office. (Only for member nation of Apostille agreement, if not, need consulate legalization)

  3) (A person who have academic credentials in China) Credentials Verification Report (issued by Center for Student Services and Development, Ministry of Education, China)

     - You can apply for the verification report in English at the China Higher Education Student Information (CHSI) website (全国高等学校学生信息咨询与就业指导中心 www.chsi.com.cn)

     (It takes about 3~4 weeks to issue)

※ Notice for prospective graduates
1. China: Prospective graduates who have academic credentials in China must submit the credentials verification report issued by the Ministry of Education of China before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first. If not, the admission will be canceled.
2. Country without China: Prospective graduates must submit the apostille or consulate legalized certificate of graduation and academic transcript before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first.
※ Deadline: Friday, 27 February 2026.

1. CONTACT INFORMATION

1) Incheon National University

· **Admissions Division**

· E-mail: climate@inu.ac.kr

· **Student Affairs Division**

· E-mail: climate@inu.ac.kr

· **Homepage: https://grad.inu.ac.kr**

· **Address: 119, Academy-ro, Yeonsu-gu, Incheon, Republic of Korea**

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.