

KOICA- Master's Degree Program in Social Economy

August 22, 2022 – January 31, 2024

Seoul, Korea



Korea International Cooperation Agency



KAIST

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

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I . PROGRAM OVERVIEW

■ **Program Title: Master's Degree Program in Social Economy**

■ **Duration**

- **Stay duration: August 22, 2022 ~ January 31, 2024 (17 months)**

- **Academic duration: August 2022 – February 2024 (18 months)**

During the 17 months in KAIST, students are strongly recommended to complete every required academics and graduation requirements. In accordance to the university regulations, the diploma will be issued in February 2024 and will be sent to the participants by mid-March.

■ **Degree: Master of Business Administration**

■ **Objectives**

- 1) To educate future social economy professionals and policy makers who will implement inclusive economic policies regarding social value creation in the developing countries
- 2) To help the development of social economies in developing countries by sharing the growth experience of Korea
- 3) To strengthen the strategic partnership with developing countries for future collaboration in the social economy services sector

■ **Training Institute:** KAIST College of Business (<http://www.business.kaist.ac.kr>)

■ **Number of Participants:** 25 government officials or employees in public institutions

■ **Qualification:** Practicians from economy, education, welfare, and industry sectors with quantitative and qualitative analytic skills preferred.

■ **Study Areas:** Social Economy, Management, Problem-Solving Skills in Social Areas, Policy Fundamentals, Green Growth

■ **Language:** English fluency that requires no transapical Areas

■ **Accommodations: On campus dormitory of KAIST College of Business**

- The dorm rooms are designed for double occupancy only.
- Each person is provided with a desk, a bed and a wardrobe.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

KOICA–KAIST Scholarship Program is run by half semester system. Each spring and Fall semester consists of 16 weeks with 2 half semesters (8 weeks each). Summer and winter sessions also run for 7 weeks from June to August and December to January.

Year	Semester	Schedule
2022	Arrival in Korea / KOICA Orientation	Aug. 19~22 *Arrival date is subject to change upon flight schedule due to COVID-19
	Univ. Orientation & Check-in	Aug. 23~26
	Fall	Aug. 29 ~ Dec. 16
	Winter	Dec. 19 ~ Jan. 27 (2023)
2023	Spring	Feb. 27 ~ June. 16
	Summer	June. 19 ~ Aug. 28
	Fall	Aug. 28 ~ Dec. 16
	Winter	Dec. 19 ~ Jan. 27 (2024)

Pre-Enrollment Session Schedule

Date	Time	Content
Aug. 23 (TUE)	10:00-12:00	Welcome speech, Introduction to KAIST College of Business
	13:30-14:30	Course registration and Q&A
	14:30-16:00	How to Start My MBA Study/Design your Career
Aug. 24 (WED)	10:00-12:00	Introduction to Entrepreneurship in Korea
	13:30-15:30	An Experiential View of Korea
Aug. 25 (THU)	10:00-12:00	Special Lecture on Social Enterprises in Korea
	13:00-16:00	Introduction to Social Economy
Aug. 26 (FRI)	14:00-18:00	Statistics Education

※ The schedule above is tentative due to the spread of COVID-19

※ Even after entry to Korea, online classes (not in-person) may be held in accordance with the quarantine guidelines of the Korean government.

2. CURRICULUM

1) Credit Requirement

Students should complete 48 credits in total with satisfying the following requirement for graduation and students can take up to 18 credits per semester.

Major Requirement (Management)	Major Requirement (Social Economy)	Electives	Research	Culture/Korean	Total
12	13.5	13.5	3	6	48

2) Course Offerings

Semester	Course Type	Credits	Course
Fall 2022 Total: 16.5 Credits	Mandatory (Management)	3	Management Core I
	Mandatory (Management)	3	Advanced Statistics for Management
	Mandatory (Social Economy)	3	Social Economy & Policy
	Mandatory (Social Economy)	3	Social Entrepreneurship & the Entrepreneur
	Culture/Korean	3	Korean Language for Foreigners I
	Elective	1.5	Korean Society & Culture
Winter 2019	Field Study	0	Individual & Group Activities
Spring 2023 Total: 13.5 Credits	Mandatory (Management)	3	Management Core II
	Mandatory (Social Economy)	1.5	Social Economy & Korean Experience
	Elective	1.5	Green Firm Valuation and social Finance
	Elective	1.5	Impact Investment
	Elective	1.5	Social Enterprises & Regional Development
	Elective	1.5	Elective courses such as Green Business Theory & Practice
	Culture/Korean	3	Korean Language for Foreigners II
Summer 2023 Total: 3 Credits	Elective	3	Social Economy Case Studies & Research Methodology
	English	0	BUS900
Fall 2023 Total: 15 credits	Mandatory (Management)	3	Management Core III
	Mandatory (Social Economy)	3	Climate Change and International Collaboration
	Mandatory (Social Economy)	3	Energy and Environment Economics

Semester	Course Type	Credits	Course
	Elective	3	Elective courses such as Green Business Theory & Practice
	Research	3	Case Study & Field Project

3) Research Project Completion

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2023) at KAIST and complete under the guidance of the academic advisors assigned.

Thesis Schedule	
Nov. 2022	Submit a proposal
Mar. 2023 ~Aug. 2023	Discuss and confirm thesis topic under the guidance of academic advisor; Related research, database, references needs to be prepared in order to finalize the topic.
Sep. 2023 ~Nov. 2023	Conduct research and collect data.
Dec. 2023 ~Jan. 2024	Should be in the final stage of the project under the guidance of the academic advisor and a Ph.D. student.
Jan. 2024	Project presentation and submit final paper.

※ The schedule above is tentative due to the spread of COVID-19

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) KAIST Seminars

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2023) at KAIST and complete under the guidance of the academic advisors assigned.

2) Company and Site visits

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2023) at KAIST and complete under the guidance of the academic advisors assigned./ KAIST offers a chance to experience and learn about the history of outstanding industrial growth of Korea by industrial visits and field trips to IT & manufacturing work-site and museums

Semester	Organization	Seminar
Fall 2022	Korea Social Enterprise Promotion Agency, Center for Social value Enhancement Studies,	- Understanding the current status of social enterprises and the economy in Korea - Measurement of social value and understanding of management methods

Semester	Organization	Seminar
	Samsung-Innovation Museum	- Development of science and technology innovation in Korea and learning success stories
Spring 2023	Korea Central Council of Social Enterprise, KOTRA, Social Ventures(TBD)	- Identify the current status of social enterprises and cooperatives - Learning cases of public institutions fostering social enterprises - Visit to KAIST alumni social enterprise
Fall 2023	Work Together Foundation, Social Solidarity Bank, POSCO	- Identification of roles/operation methods of social economy support organizations - Understanding Korea's social finance - Identification of ESG activities of large companies

** The schedule above is tentative due to the spread of COVID-19*

3) Networking Events

KAIST college of Business offers various networking events as below:

Semester	Activity	Participants
Fall 2022	Orientation & Welcome Luncheon	KOICA fellows, faculty
	KOICA Mentoring Day	KOICA fellows (1 st & 2 nd)
	KAIST Festival	KAIST students, faculty
Winter 2022	KAIST Workshop	KAIST new students, faculty
Spring 2023	KAIST Sports Day	KAIST students, faculty
Spring 2023	KAIST International Day	KAIST international students, faculty
Summer 2023	KAIST Festival	KAIST students, faculty
Winter 2023	KOICA Farewell	KOICA fellows, faculty

** The schedule above is tentative due to the spread of COVID-19*

4) Cultural Event: art Exhibitions

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

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

KAIST College of Business is a highly respected graduate school working towards the common goal of developing a world renowned technology-based management school.

KAIST College of Business is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. The KAIST College of Business campus is at the heart of a major academic area that hosts four universities and five research institutes. The modern facilities, attractive campus and dynamic urban location make for a unique, high-quality learning environment.

Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korea base. In addition, our location in the heart of Korea's business and political capital fosters close relationship with a large number of companies and government organizations. KAIST College of Business students have numerous opportunities to meet and interact with prominent business leaders.

The school was founded in 1996 as the first full-time MBA program in Korea. KAIST College of Business formed four individual schools and 7 MBA programs with different focus of study under its umbrella;

2) Homepage: <https://www.business.kaist.edu/>

Schools

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

Programs

With superior brand value of 20 years of history, we are the very first fulltime MBA program to be offered in Korea. We offer our students general MBA programs(Techno MBA, IMBA, Executive MBA and Professional MBA), and a specialized MBA programs(Finance MBA, Information & Media MBA, Social Entrepreneurship MBA and Finance EMBA). The specialized MBA programs offer industrial specific curriculum in

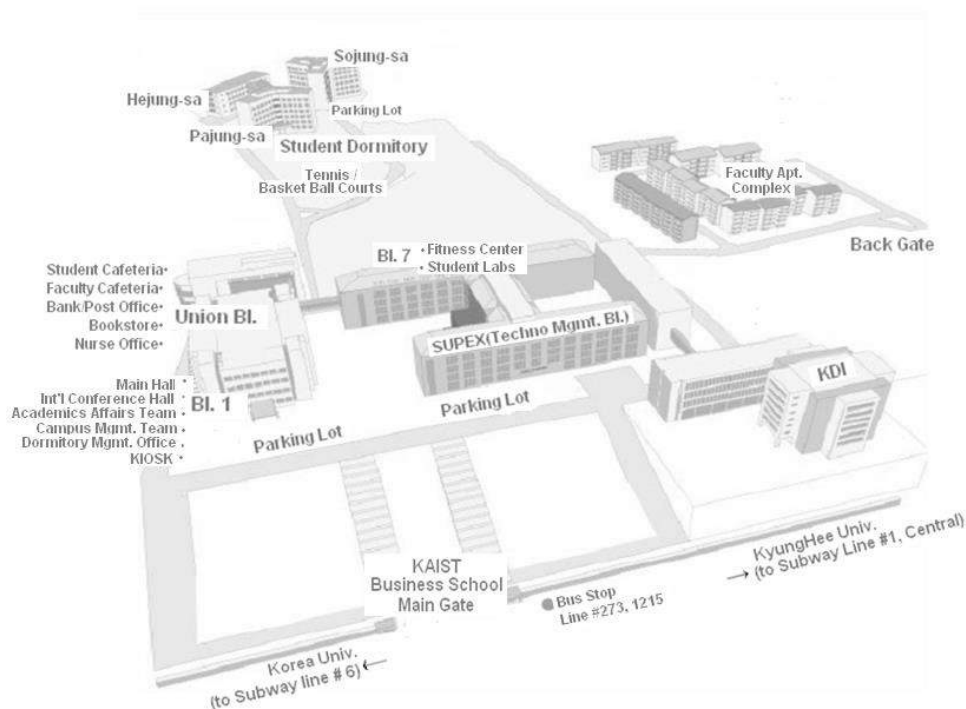
an effort to customize the needs of our students who specialize in that field. To be the number 1 MBA in Korea and ultimately to be the top Business School in the world, we offer our students with real business experience, world-class study environment, and global leadership program. Variety of global leadership programs are offered through dual degree, exchange, field trip, study abroad programs and more.

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

KOICA-KAIST Scholarship program falls under Social Entrepreneurship MBA program, Graduate School of Management.

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

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



2. ACCOMMODATION

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

KAIST Business School students reside mainly in the Pajung Hall. The first floor is divided into the East Wing, West Wing and Mechanical Room. The second floor through the sixth floor is divided into the East, West, and North Wing. The dorm rooms are designed **for double occupancy and there are no single rooms available.**



Please consider this factor when applying and not after. Each person is provided with a desk, a bed and a wardrobe.

FACILITIES

➤Kitchen Room

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

➤Dormitory Lounge

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

➤Telephones

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

➤Housekeeping

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

➤Bed Linen

Students are responsible for preparing bed linens.

➤Air Conditioning

Residents have personal access to Air Conditioner in the room.

➤Laundry Facilities

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

➤Electronic Devices

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



3. OTHER INFORMATION

1) School Facilities

There are 4 main building that facilitates students' academic works as well as campus life, which are SUPEX Management Complex, Union Building, Building #7, and Building #9. Classrooms, labs and other major facilities are located in the SUPEX Management Complex, cafeteria and convenience stores in Union Building and gym and other sports facilities in Building #7.

SUPEX Building

Overview of SUPEX Management Complex	
5 F	Chey Jong Hyun Hall, Student Labs, Student Lounge, Student Mailroom
4 F	Career Development Center (450), Finance MBA Office (461), Techno MBA Office, Social Entrepreneurship MBA Office (462), Information Media& Management MBA Office (468), Research Centers, Faculty Offices, Lecture Rooms, International Center (446), Students Labs
3 F	Trading Room, Executive Program Offices, Student Labs, Faculty Lounge, Faculty Offices, Lecture Rooms, Management Engineering Office (317), Seminar Rooms
2 F	Atrium, Faculty Offices, Lecture Rooms
1F	Center for Information and Network Services, A/V Main Control, Lecture Rooms, Student Clubs, Digital Library (Cyber Hall)

➤ **Atrium (2nd floor, SUPEX Building)**

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

- Operating Hours: Monday ~ Saturday, 8:00 A.M. ~ 9:00 P.M. (Closed on holidays)



➤ **Trading Room (SUPEX 344)**

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



➤ **International Center (SUPEX 446)**

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

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

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

- Operating Hours : Monday ~ Sunday, 9:00 A.M. - 2:00 A.M. (Closed on holidays)

➤ **Career Development Center (S450)**

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

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



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

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

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

(6) 1-1 Coaching Service

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

(7) Program Materials

Career Services provides materials so that you can develop a solid set of skills that you will utilize throughout your career. These materials include resume preparation, Job searching, networking, interviewing, as well as other pertinent information.

Union Building & Building #7

➤ Student Cafeteria (2nd floor, Union Building)

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

- Operating Hours

	Student Cafeteria	Faculty Restaurant
Lunch	11:15 A.M. ~ 01:30 P.M.	12:00 P.M. ~ 01:30 P.M.
Dinner	05:30 P.M. ~ 07:30 P.M.	Not in service

Lunch and dinner are KRW 4,500 per meal. Meal tickets must be purchased for lunch and dinner as cash payments are not accepted except for breakfast. If you buy more than 10 tickets at a time, then you can use credit card.

➤ Health Center (2nd floor, Union Building)

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

- Operating Hours: Monday – Friday, 10:00 A.M. - 05:00 P.M.

➤ Bookstore (3rd floor, Union Building)

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

- Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➤ **Post Office (3rd floor, Union Building)**

Students can send letters and packages at the campus Post Office located on the third floor. - Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➤ **Woori Bank (3rd floor, Union Building)**

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

English service ATM is also available.

- Customer Representative Hours: Monday – Friday, 9:30 A.M. – 10:20 A.M.

& 2:30 P.M. - 3:20 P.M.

- Bank Customer Representatives (080-365-5000): Monday- Friday, 9:30 A.M. to 5:30 P.M.

➤ **Convenience Store (3rd floor, Union Building)**

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

- Operating hours: Monday – Friday, 8:00 A.M. - 11:00 P.M.

Saturday, 8:00 A.M. - 07:30 P.M.

➤ **Sport Facilities (Building #7)**

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

2) General Student Service

➤ Student Lab

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

➤ Mentoring Program

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

➤ ID / IC Card

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

➤ Computer & Internet access

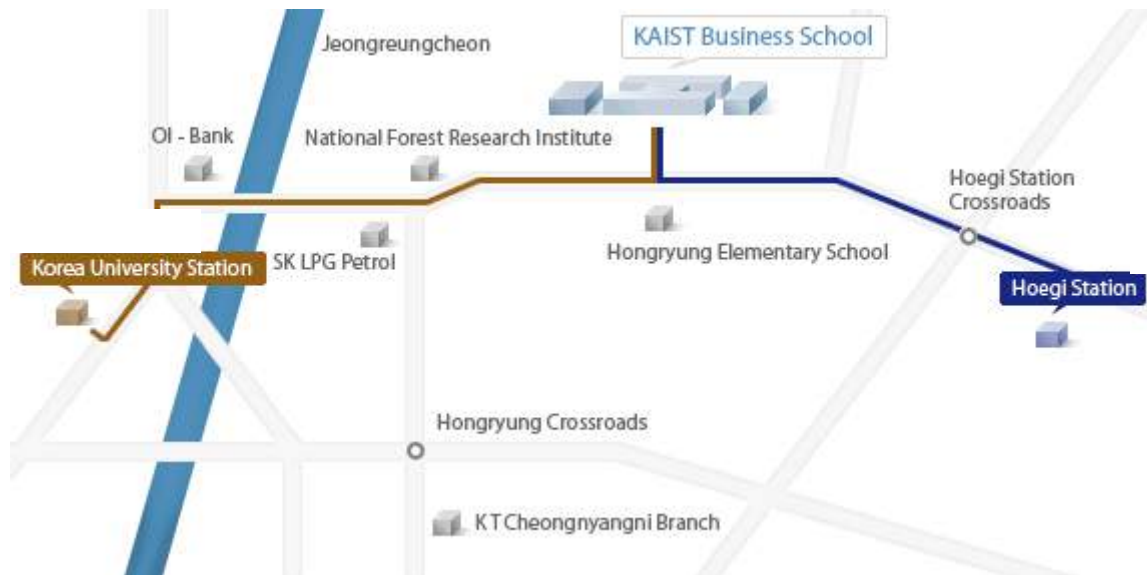
Services regarding computer installation and hardware problems are offered by on campus LG C&S branch and services regarding KAIST intra programs and internet networks are offered by Help Desk at the Computer & Information Network Service Center located on the 1st floor of SUPEX Management Building.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

➤ Email

KAIST email account open to every degree program students. All announcements related to important dates are made via email in English.

3) How to Get to KAIST College of Business

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



Close Subway Station

➤Line 1 Heogi (15 mins walk)

- At the exit #1, you can see the local bus station.
- Take local bus #1 (fee: KRW 1,000) and get off the bus at next station. Then you can see Coffee Bean and Burger King across the road.
- Walking along the road between Coffee Bean and Berger King until the road ends (less than 5 minutes), you can find the gate KAIST Business School.

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

➤Line 6 Anam Station

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

4) Health Care

During the program participants will be covered by three of Insurances.

National Health Insurance

- Various benefits are available, including dental and oriental medical treatment, health checkups, and pregnancy and childbirth-related medical expenses (National Haengbok Card)
- The above inapplicable to non-covered items, such as treatment for diseases that do not affect work or daily life (example: plastic surgery)
- Co-payment Rate: A person who receives medical care benefits bears part of the medical expenses as below
- Outpatient Medical Services: 30%-60% of the NHI, covering expense (Varies by medical care institution type and area)
- Hospitalization Expenses: 20%

Student Health Insurance Association

- Medical Allowance Support
 - Free student medical check-up and vaccination
 - Membership period per semester(As of Fall Semester)
 - : Beginning day of Fall semester ~ The day before beginning of next Spring semester
- ※ Detailed information will be provided upon arrival*

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

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

- (2) In the event a student will be absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Academic planning, field-trips, on-location training, etc.
 - Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
 - Other events as approved by the Project Manager.

- (3) In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Project Manager. For absences longer than seven days, students must submit a written diagnosis by a physician.

2. MUST RESIDE IN A DORMITORY

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

3. MUST RESIDE ABIDE BY DORMITORY REGULATIONS

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

4. LIGHT MEALS CAN BE COOKED IN THE SHARED KITCHEN

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

5. EXAMINATIONS AND GRADE EVALUATIONS

(1) Minimum Grade Point Average Requirement

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

(2) Regular Exams and Make-up Exams

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

(3) Qualifications to Sit for an Exam

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

(4) Scholastic Performance Evaluation Method

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

5. EVALUATION STANDARD: EVALUATION RANKING

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

6. PARTICIPANT'S RESPONSIBILITIES

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.

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

7. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.
In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.
In this case, he/she is not allowed to re-apply for KOICA's scholarship program.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

8. 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.

- Falsifying statements on any of their application documents or providing false information in their application documents.
- Receiving serious disciplinary actions, such as suspension or expulsion from the university.
- Violating the Korean law.
- Temporarily leaving Korea more than once without permission.
- Involved in any political activities.
- Violation of the agreement with KOICA.
- Failure to follow the decisions made by KOICA regarding the program intentionally.
 - Behaving disgracefully as a participant of a SP.
 - Withdrawal from the program before completion.
 - In the case of not leaving the country within the time discussed with KOICA after the program is over.

9. TEMPORARY LEAVE

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

※ Temporary leave is not permitted except for unavoidable circumstances (family death, etc.)

during the COVID-19 situation.

10. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including

administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at SEMBA Office.

※Inviting family is not permitted during the COVID-19 situation.

10. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.

V. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.
- All documents must have a Apostile confirm or a consular confirm

1. APPLICATION ELIGIBILITY

(1) Bachelor's degree by August 28th, 2022

- Anything below GPA 2.5 will be subject to academic warning. If students get GPA below 2.5 for 2 times, students will be expelled from school.
- Business, Natural Science and Computer Science majors (e.g. Economics, Mathematics, Statistics, Business, Engineering, etc.) with **quantitative and qualitative analytic skills strongly recommended.**

(2) Academic Requirements & Work Experience

- **Must be Government Officials or employees in public institutions**
- Minimum of 3 years of experience in economy, education and welfare sectors preferred
- Be a government/municipality official or a researcher / an instructor at state institute working in his/her home country with a Bachelor's Degree or higher

(3) English Proficiency

- Applicants must meet one of the English proficiency tests' minimum score
 - TOEFL iBT 83 (PBT 560, CBT 220)
 - KAIST's institution code for TOEFL is 0195
 - IELTS 6.5 band(Academic mode)
 - TOEIC 720(Listening & Reading)
 - TEPS 599/New TEPS 326
- English proficiency tests should have been taken within two years from the deadline of the online application. (*Institutional Testing Program (ITP) is not valid)
- EPT report submission can be waived only for those who apply from a country where EPT is not available. In this case, applicants are required to submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed.

(4) Others

- One must be a citizen of the country which has a cooperative relationship with KOICA.
- One must have good command of both spoken and written English to take classes conducted entirely in English and to be able to perform academic tasks and write reports in English.
- One should be under 40 years of age in good health, both physically and mentally, to complete the program.
 - * Pregnancy is regarded as a disqualifying condition for participation in this program.
 - * Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- One must not be a person who has withdrawn from KOICA's scholarship program.
 - * One cannot apply if
 - 1) He/she is still affiliated to an institution to which he/she submitted false documents
 - 2) He/she returned to home country arbitrarily in the middle of SP program
- One must have not participated in KOICA's scholarship program or in any other Korean government's scholarship program (such as Master's degree program) before.

2. ADMISSION PROCESS

(1) Application Package Submission (KAIST & KOICA)

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
 - * Both KOICA and KAIST applications must be typed in English.
- Have your academic records (diploma/graduation certificate, transcript) authenticated by legalization or apostille
- Submit the application package (including both KAIST and KOICA application forms and other required documents) to the KOICA regional office or Korean Embassy (if KOICA office is unavailable) by the submission date.
- Scanned copies are acceptable but original copies should be sent to KAIST before the interviews through your local KOICA office / Korean Embassy.

(2) On-site interview (KOICA)

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

(3) 1st Round: Document Screening (KAIST)

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

(4) 1st Round Notification

- The result for the 1st round selection will be announced to the applicants and KOICA respectively.

(5) Interview Scheduling

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

(6) 2nd Round: Interview (KAIST)

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

(7) 2nd Round Notification

(8) Medical Check-up (Local)

- Applicants who successfully pass the 2nd round need to receive an additional medical checkup at the local hospital "designate by KOICA". The hospital reservation and related information will be notified to the applicants individually by an organization responsible for arranging checkup schedule (TBD). Medical checkup fees will be covered by KOICA but the transportation fee has to be covered by the applicants themselves (please remember that transportation and accommodation fees will NOT be reimbursed).
- The medical check-up results will identify the applicants' health conditions, and KOICA will verify factors that hamper the completion of the scholarship program. The final acceptance of the program will be confirmed after the medical checkup results are examined.

- Upon request, individual medical checkup results can be provided by the KOICA program manager of KOICA HQ at least two weeks after the completion of medical checkup.
- The status as the participant for KOICA SP will be finalized and the acceptance for the program will be confirmed after medical check-up.

(9) FINAL Admissions Notification

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

3. REQUIRED DOCUMENTS

0.Document Checklist (KAIST Form 0)	Check all the documents you included in your admission package.	Original copy
1. Application Forms (KAIST Form 1, KOICA SP Application form)	Complete both KOICA and KAIST applications and print out. The documents must be typed and written in English. <u>We do not accept hand written documents.</u> Please be mindful that you need to thoroughly fill out KAIST application form. When screening candidates, KAIST Admission Committee Members will look at your KAIST application and only take KOICA Program application as reference.	Original copy
2.Statement of Financial Resources (KAIST Form 2)	Complete the form	Original copy
3.Recommendation Letters (TWO letters) (KAIST Form 3)	<ol style="list-style-type: none"> 1) Two recommendation letters from your supervisors from your workplace are required. 2) Students recommended by a ministry or a governmental institutions should obtain both recommendation letters (signed and sealed) from his/her minister or the presidents endorsing the student and stating that the candidate will return to his/her workplace after finishing the program at KAIST. The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal 3) Your recommender(s) should sign and seal across the back of the letter envelope 4) Applicants should never break the seal and attach the letters along with other documents 	Original copy

<p>4. Degree/Diploma</p>	<p>1) An original copy of bachelor's degree certificate from every institution attended or attending is required 2) If diploma is unavailable, submit an official letter from the university indicating the expected date of graduation and the degree conferred 3) <u>Please provide English translation and have the documents notarized and certified</u></p>	<p><u>Certified original copy with apostille (Or legalized by Korean Consulate in your country)</u></p>
<p>5. Transcripts</p>	<p>1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending. 2) <u>If the CGPA/maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.</u> 3) <u>Please provide English translation and have the documents notarized and certified</u></p>	<p><u>Certified original copy with apostille (Or legalized by Korean Consulate in your country)</u></p>
<p>6. English Proficiency Test Reports (EPT) OR Official Letter from Ministry</p>	<p>1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher. 2) English proficiency tests should have been taken within two years from the deadline of the online application. 3) Institutional Testing Program (ITP) is not valid. 4) EPT report submission can be waived only for those who apply from a country where EPT is not available. <u>In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in 1.</u></p>	<p>Original copy</p>
<p>7. Curriculum Vitae</p>	<p>Free style personal résumé</p>	<p>copy</p>
<p>8. Copy of passport (Applicant's)</p>	<p>A copy of valid passport (Including a copy of page showing the passport number, date of issue and expiration, photo, and name.)</p>	<p>copy</p>
<p>9. Copy of identity documents II (Parents')</p>	<p>An official document indicating parents' nationality (e.g. passports, national ID cards, etc. showing the passport number, date of issue and expiration, photo, and name.)</p>	<p>copy</p>
<p>10. Employment Certificate</p>	<p>An official document(certificate or letter) proving your work experiences which should include- duration of employment, position, and job description</p>	<p>Original copy</p>
<p>Optional 1. List of Honors and Awards (KAIST Form 4)</p>	<p>1) If there is any honors, awards, fellowships, or any academic certificates and test reports during university, list them in order of importance in the list form. (e.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc.) 2) The list will be valid only when testimonials or evidences are submitted</p>	<p>Original copy</p>

Optional 2. School Profile /Credit Rating System	School profile and description of the grading system would help us understand better for evaluation.	Original copy
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* Important Notes for All Applicants

- ✓ All forms should be typed in English as well as the supporting documents. This means any documents in other language(s) should be translated and notarized.
- ✓ Your academic records (transcripts, diplomas) must be notarized/certified and authenticated. (Notarization/Certification is NOT THE SAME as authentication)

There are two ways for authentication:

- ▶ Apostille: If your country is member of Apostille Convention (*Refer to the list here: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>*), you can go to the related ministry in your home country to have apostille issued on your documents
- ▶ Legalization: If your country is not a member of Apostille Convention, you should have the documents legalized from Korean Consulate in your country.



- ✓ Original copies should be submitted.
Only in the case of diploma, you may submit official duplicate certified by the originating institution.
- ✓ If any of the submitted materials contain false information, your admission will be revoked.
- ✓ Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- ✓ Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

VI. PRECAUTIONS

- **Possibility of Online Program** : according to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be moved 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, pre-sessions included
 - 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)
- **Early Departure** : due to various circumstances such as no operating flights or border closures, participants shall 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
- **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
- **COVID-19 Test Fees** : costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants
- **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 fails to provide a COVID-19 PCR test certificate on the date of arrival, or 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
- **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 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)
- **Check-in to Dormitory** : in principle, dormitory check-in is required of program participants
- **Religious meals & personal food preferences** : religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)

VII. CONTACTS

1. CONTACT INFORMATION

1) KAIST College of Business, Social Economy Master's Degree Program

· **Program Manager: Professor Ji-Hwan Lee**

- Address: 85 Hoegiro, Dongdaemun-gu, Seoul 02455, Republic of Korea
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· **Program Coordinator : Ms. Juyoung Park**

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- E-mail: jyp1017@kaist.ac.kr

· **Program Coordinator : Ms. Yonghee Gwon**

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- Tel: +82-2-958-3305
- Fax: +82-2-958-3350
- E-mail: yonghee0926@kaist.ac.kr

2) General requests regarding application process

- E-mail : koica.sp@koworks.org
- Homepage : <http://www.koica.go.kr/sites/ciat/index.do>

***The schedule in PI (Program Information) can be changeable according to the KOICA and KAIST College of Business Schedule.**