

KOICA-SNU

Master's Degree Program in Public Management and Public Sector Reforms

December 21, 2020 – June 30, 2022

Seoul & Seongnam, Republic of Korea



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: KOICA-SNU Master's Degree Program in Public Management and Public Sector Reforms**

■ **Duration:**

1) **Program Duration:**

- **Online Preparatory Session: December 21, 2020 ~ January 29, 2021 (at student' home country)**

- **Stay Duration: February 15, 2021 ~ June 30, 2022 (16.5 months)**

*During their stay at SNU, students need to complete their thesis.

2) **Academic duration: March 2021~ February 2023 (24 months)**

*Following the University regulations, the diploma will be conferred in February 2023.

■ **Degree: Master of Public Administration (MPA)**

■ **Objectives:**

- 1) To improve the analytical and managerial skills of mid-level public officials in developing countries by offering knowledge about personnel management, public organization, public economics, local government and policy process
- 2) To train public administration professionals to become a changing agent for national development who can contribute to the economic and social development of their country and region and the global society as a whole
- 3) To share Korean experiences of economic and social development and provide practical knowledge of public management and public sectors reforms that accelerated Korea's growth and ultimately assisted mid-level public officials in promoting the advancement of their country
- 4) To facilitate an ongoing dialogue between public officials from Korea and the participating KOICA's partner countries

■ **Training Institute:**

Graduate School of Public Administration (GSPA),

Seoul National University (SNU)

(<http://gmpa.snu.ac.kr>)

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

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

■ **Accommodations:**

Seoul National University Dormitory (Gwanak Residence Halls) during your stay in Graduate School of Public Administration, Seoul National University

- Double occupancy: 2 people per room
- Each room is equipped with a bed, desk, bookshelf, closet (per person), interphone, and refrigerator.
- Personal items, including blankets and pillows, are not provided.
- Possessing or using any of electric heating appliances is banned.
- Dormitory facilities: cafeteria, convenient store, snack bars, gym, prayer room for Muslim students.
- Cooking in the dormitory room is prohibited. But in a communal kitchen.
- Each residence hall has a shared kitchen each floor.
- Each residence hall has a communal laundry area.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY/MM/DD)	Contents / Remarks
Preparatory Session (1)	2020/12/21~ 2021/01/29 (6 weeks)	Online Lecture in the Students' Home Country <ul style="list-style-type: none"> • Preparatory Session <Basic Statistics>, <Basic Korean>, <Korean Culture and History> • SWOT Analysis (1st) Lecture and Country Report Orientation
Arrival	2021/02/15	<ul style="list-style-type: none"> • Arrive in Korea • Move to self-quarantine facility for 14-day • Medical Check-up (1~2 days)
Preparatory Session (2)	2021/02/16 ~ 2021/03/01 (2 weeks)	Online Lecture in the Republic of Korea <ul style="list-style-type: none"> • <Basic Korean> • <Human Rights and Gender Equality> Education
2021 Spring Semester (1st semester)	2021/03/02 ~ 2021/06/11 (15 weeks)	<ul style="list-style-type: none"> • Dormitory Check-in and GMPA Orientation (3.2) • Alien Card Application • Apply for SNU student card and Open the Bank Account • Register four courses and earn 12 credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Basic Korean (non-credit) • MT, Special Lecture & Forum, Seminar, Roundtable • Country Report Review Seminar (May) • Study Tour (3 times) • Assignment of Thesis Advisor
Short Summer Break	2021/06/12 ~ 2021/06/20	<ul style="list-style-type: none"> • Short Summer Break for Summer Semester
2021 Summer Semester (2nd semester)	2021/06/21 ~ 2021/07/30 (5 weeks)	<ul style="list-style-type: none"> • Register two courses and earn six credit hours • Mid-term Exam (8th time) and Final Exam (15th time) • Basic Korean (non-credit) • Special Lecture for Thesis Writing and Thesis Workshop • Course Registration for Fall Semester
Summer Vacation	2021/07/31 ~ 2021/08/31	<ul style="list-style-type: none"> • Public Internship (Optional) • Data Research for Thesis Writing (Optional) • GMPA Conference

Session	Date (YYYY/MM/DD)	Contents / Remarks
2021 Fall Semester (3rd semester)	2021/09/01 ~ 2021/12/10 (15 weeks)	<ul style="list-style-type: none"> • Register four courses and earn nine credit hours including one non-credit course <Korean and Korean Culture> • Thesis Qualifying Examination (9.10.) • SWOT Analysis (2nd) and Thesis Topic Presentation Workshop • Mid-term Exam (8th week) and Final Exam (15th week) • Special Lecture, Forum, and Seminar, Roundtable • Application for Thesis Submission and Submission of Thesis Summary (10.9.) • Submission of Thesis Proposal (11.15.) for Preliminary Thesis Examination (Oral Defense (11.22.)) • Special Lecture & Forum, Seminar, Roundtable • Study Tour (3 times) • Country Report Presentation Workshop
Winter Break	2021/12/11 ~ 2021/12/19	• Short Winter Break for Winter Semester
2021 Winter Semester (4th semester)	2021/12/20 ~ 2022/01/21 (5 weeks)	<ul style="list-style-type: none"> • Register one course and earn three credit hours • Mid-term Exam (8th time) and Final Exam (15th time) • Course Registration for Spring Semester
Winter Vacation	2022/01/22 ~ 2022/03/01	<ul style="list-style-type: none"> • Public Internship (Optional) • Home Leave for Data Collection for Thesis (Optional)
2022 Spring Semester (5th semester)	2022/03/02 ~ 2022/06/10 (15 weeks)	<ul style="list-style-type: none"> • Register two courses and earn six credit hours • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam (3.30) & Final Thesis Exam (Oral Defense) (5.16) • Submission of Thesis Final Version for Thesis Printing (6. 1) • Special Lecture & Forum, Seminar • Study Tour (1 time) • SWOT Analysis (3rd) and Action Plan Workshop
Wrap-up Session	2022/06/21	• Closing Ceremony of 2020 KOICA Scholarship Program
	2022/06/30	• Departure
2022 Fall Semester	2022/09/01 ~ 2022/12/14	<ul style="list-style-type: none"> • Thesis Revision under Professor's Supervision and Thesis Completion in home country (if required)\ • Master's degree certificate to be granted in February 2023

NOTE: * The above schedule is subject to change.

**** A detailed <Program Information> will be provided at SNU-GMPA Orientation.**

2. CURRICULUM

The < Master's Degree Program in Public Management and Public Sector Reforms > program consists of six modules of curriculum and four modules of special activities. These ten modules will deliver the academic contents in a systematic and in-depth manner as follows.



- Students will learn fundamental theories of public management and understand the methods by which they can apply the learning to work-site operations. Further, with a view to building capacity for evidence-based policymaking and evaluation, <Social Research Methods of Public Administration>, and <Statistical Analysis of Public Administration> courses are offered. For students who do not have sufficient knowledge about statistics, a pre-course titled <Basic Statistics> is also provided during the preliminary session.
- <Theories of Global Public Administration> and <Theories of Public Policy and Institution> courses will enable students to understand the basics of public administration and public policy.

Required Courses	Basic Theories	<ul style="list-style-type: none"> • Theories of Global Public Administration • Theories of Public Policy and Institution
	Methodology	<ul style="list-style-type: none"> • Social Research Methods of Public Administration • Statistical Analysis of Public Administration • Reading & Research I & II

- Advanced courses in organization, personnel management, public economics, local government, and policy process are introduced based on the fundamental theories and methodology.

Elective Courses	Organization Management	<ul style="list-style-type: none"> • Organization and Public Administration • Government and Transparency • Topics in Public Administration (Public Sector Reforms in South Korea)
	Personal Management	<ul style="list-style-type: none"> • Public Personnel Administration • Global Leadership and Public Ethics
	Public Economics	<ul style="list-style-type: none"> • Economic Analysis • Introduction to Government Accounting • Government and Market • Economics of International Development
	Local Government	<ul style="list-style-type: none"> • Local Administration • Environment and Sustainable Development
	Policy Process	<ul style="list-style-type: none"> • Evaluation of International Development Program • Project Management • Development Policies in the Global Context • Global Comparative Politics • US Foreign Policy • Environmental Issues and Global Governance • Topics in Public Administration (Public Policy and the Socio-Economic Development) <p> ▼ Theory and Practice of Knowledge Management ▼ Understanding International Development Cooperation ▼ Understanding East Asian Economic Development </p>

▼ These courses will be available at other schools in SNU

1) Curriculum & Credits

Credits required to complete the Master's program: 36 credits

Semester	Type	Credits	Course Title
2020 ONLINE Preliminary Session (1) & (2)		-	<ul style="list-style-type: none"> • Basic Korean • Basic Statistics • Korean History and Culture • SWOT Analysis Lecture and Country Report Orientation
2021 Spring Semester	Required	6	<ul style="list-style-type: none"> • Theories of Public Policy and Institutions • Social Research Methods of Public Administration • Basic Korean I (non-credit)

Semester	Type	Credits	Course Title
Four courses (12 credits)	Elective	6	<ul style="list-style-type: none"> • Environment and Sustainable Development • Public Personnel Administration • Organization and Public Administration • Development Politics in the Global Context
Summer Two courses (6 credits)	Required	6	<ul style="list-style-type: none"> • Topics in Public Administration (Public Sector Reform in South Korea) • Project Management • Basic Korean I (non-credit)
2021 Fall Semester Four courses (9 credits)***	Elective	3	<ul style="list-style-type: none"> • Theories of Global Public Administration • Korean Language and Korean Culture*** (non-credit) • Statistical Analysis of Public Administration
	Elective	6	<ul style="list-style-type: none"> • Global Leadership and Public Ethics • Evaluation of International Development Program • Local Administration • Government and Market • US Foreign Policy
Winter One course (3 credits)	Elective	3	<ul style="list-style-type: none"> • Topics in Public Administration (Public Policy and the Socio-Economic Development)
2022 Spring Semester Two courses (6 credits)	Required	3	<ul style="list-style-type: none"> • Reading and Research I
	Elective	3	<ul style="list-style-type: none"> • Government and Transparency • Introduction to Government Accounting • Global Comparative Politics
2022 Fall Semester One course (3 credits)	Required	3	<ul style="list-style-type: none"> • Reading and Research II

NOTE: 1. The above curriculum is subject to change.

2. Korean Language and Korean Culture*: This is an alternative course of Korean Language Examination, which is one of the requirements for submitting a master's thesis. The course has no credits.**

2) Graduation Requirements

- o To graduate, students must complete 36 credit hours, earn a GPA higher than 3.0 (B⁰), and pass the final thesis examination.
- o Students should pass the thesis qualifying examination which will take place in the first or second week of the second semester.

- o Students should sit for <Korean Language and Korean Culture> course and obtain minimum B°. This course is a non-credit course, which is an alternative course of Korean language examination, which is one of the requirements to submit a thesis.
- o Having fulfilled the conditions above, students apply for thesis examination which consists of three parts: ① preliminary thesis examination (oral defense), ② intermediate thesis examination, ③ final thesis examination (oral defense). To pass the final thesis examination, students should obtain minimum B° (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A+, A°, A-, B+, B°, B- or C. A+ ~ B° means "PASS" and oral defense score should be minimum 60 out of 100 in the final thesis examination.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field Trip:

- o 2 times during this program. The duration of each field trip will be two nights and three days.
- o Field Trip (1) and Field Trip (2) will cover industrial sites, cultural and historical sites, as well as tourist attractions in Gyeonggi, Jeolla Provinces, and Gyeongsang Provinces.
- o The places of field trips will be as follows:
 - Industrial sites: POSCO, Hyundai Heavy Industries, Hyundai Motor, or Kia Motors, Gyeonggi Pyeongtaek Port Corporation, Korea Electric Power Co, Saemangeum Development and Investment Agency, Korea Electronic Power Co., etc.
 - Cultural and historic sites: Nagan Folk Villages, UN Memorial Cemetery, museum and temples in Gyeongju City (the capital city of Shilla Dynasty) and Gyeongsan Provinces
 - Tourist Attractions: Yeosu Expo Complex, Suncheon Bay Wetland Reserve, Nurimaru APEC House, Busan Tower, etc.

2) Study Tour

- o 5~6 times during the program. It is a day trip to public offices, public organizations, a government complex, historic places, and IT villages.
- o The sites of the study tour will be as follows:
 - Public Offices: Cheong Wa Dae (Office of the President), Central Government Complex (in Sejong City), National Assembly, local government, and Seoul Metropolitan Government.
 - Public Organization: National Health Insurance Service, National Information Society Agency, Global Government Employee Pension Service, etc.
 - Historical places: Independence Hall, War Museum
 - Others: DMZ-JSA, Sangam Digital City, Yeosu Intelligent Village, etc.

3) Fellowship Event:

- o Membership training for newcomers, sports events, friendship events such as pizza party, or barbecue party organized by GSPA Students Council.
- o International food festival, sports day, and cultural trips organized by SNU International Students Association (SISA)
- o International food festival and cultural events organized by SNU Residence Halls
- o Other friendship gathering organized by GMPA students themselves to celebrate Chuseok (Korean thanksgiving day) and New Year, and to watch fireworks festival at Han River, etc.

4) Workshops

- o SWOT Analysis Workshop and Action Plan Workshop
- o Country Report Orientation, Country Report Review, and Country Report Presentation
- o Thesis Workshop
- o Academic Writing and Presentation Workshop organized by SNU English Writing Center

5) Other Extracurricular Activities

o Roundtable

Roundtables will be held once a week in the 2021 Spring and 2021 Fall semesters for the class of 2020 GMPA. These roundtables will allow GMPA students consisting of Korean and foreign government officials to discuss public issues in a free and friendly environment. Also, GSPA Ph.D students will join the Roundtables to present their research about Korean public policy issues, which will enable students to deepen their understanding of Korean public policy and public administration.

o Forum, International Conferences, and Special Lectures

Through 15 university-funded research centers' activities, each concerning diverse areas of public affairs, GSPA engages in resolving public policy issues and advancing the quality of public administration. Those research centers hold various academic forums, conferences, and special lectures for students.

o Public Internship

- During summer (August) and winter (February) vacations, various types of internship will be offered in as follows:
 - : Short-term training program: lectures, field visits, country reports and action plan included
 - : Onsite internship: job experience program in public/private organizations, NGOs, or international organizations
 - : Research and Network: Opportunities to share participants' ideas, project proposals or market research

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Seoul National University (SNU) was founded in 1946 as the first national university in Korea. SNU has the largest campus in Seoul and an agricultural campus in Pyeongchang in Gangwon Province. Now it has 15 Colleges, 1 Graduate School, and 11 Professional Schools with 2,260 full-time faculty members and 24,993 students enrolled in degree programs. SNU global standing is 37th in the world, and 11th in Asia by QS World University rankings (Source: SNU, August 2019)

The Graduate School of Public Administration (GSPA) at Seoul National University (SNU) is the first professional graduate school established in Korea and was founded on April 1, 1959. Since then, GSPA has been playing a crucial role in the development of public policy and administration education in Korea, and GSPA graduates have been taking the lead in developing public policy and administration education in the nation. Therefore, the history of GSPA can also be the history of public administration in Korea.

For more than 60 years, GSPA has been committed to empowering students to become experts and government officials who successfully apply their knowledge and skills in responding to public issues, as well as faculty and scholars in various public policy and administration schools in the nation. In this respect, GSPA can be 'the cradle of national leaders' as the graduates of GSPA are demonstrating their ability by taking the lead not only in the public field but also in other various areas in the society.

The GSPA of Seoul National University is one of the top leading educational institutions in Asia that achieved its success through world-class research and educational infrastructure, networks with developing countries, and various practical training program. Furthermore, GSPA will leap to become one of the Global Top 5 administration, policy education, and research institutions through Vision 2030 and plan to nurture leaders for public sectors who takes the lead in creative innovation.

As of December 2019, 5,557 master's degree students and 274 doctoral degree students had graduated from the GSPA, of which many became leaders in the Korean society as high-level public officials: prime minister (1), deputy prime minister (1), minister (20), deputy minister (73), and professors and researchers, politicians, journalists, and corporate leaders.

Global Master of Public Administration (GMPA) Program launched in September 2011 with a combined effort of GSPA-SNU and KOICA to cultivate students' adaptive capacities that will add value to economic and social development in their home countries.

GMPA program consists of two different but highly relevant courses. It enables students to form an extended global network between public officials from Korea and the countries which have a cooperative relationship with KOICA. The two Master's courses include one for highly distinguished public officials from developing countries, and another for public officials appointed by the Ministry of Security and Public Administration, Republic of Korea.

So far, 170 GMPA students from 42 different countries have been studying at the GMPA. As of June 2020, 45 participants from 21 different countries and 20 participants from the South Korean government now attend the GMPA program from August 2019. We also look forward to having new students in March 2021.

2) Homepage

- o **Seoul National University**

 - www.snu.ac.kr

- o **Graduate School of Public Administration**

 - <http://gspa.snu.ac.kr>

- o **Global Master of Public Administration**

 - <http://gmpa.snu.ac.kr>

2. ACCOMMODATION

Gwanak Residence Halls is accommodating a large number of over 5,900 residents from all over Korea and around 80 different countries. It provides residents with living quarters not only to study and relax but also to meet people from various backgrounds. This multicultural living environment will provide an opportunity to learn and practice how to respect others and live happily together.



1) Type of Dormitory Room: Double Occupancy (2 people sharing a room)

2) Facilities in the Dormitory Room

- Each room is furnished with a bed, desk, chair, bookshelf, roll screen, phone, mini-refrigerator, shoe rack, air conditioner, bathroom, and shower room, and LAN port to provide internet and email on hand and 220 V power.
- Individual heating system
- Personal Items, including bed sheets, blanket, and pillow, are NOT provided.
- Possessing or using any of the electric heating appliances is prohibited

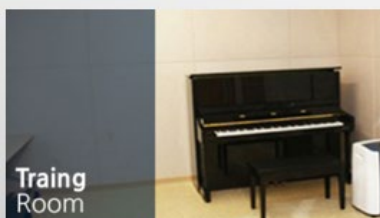
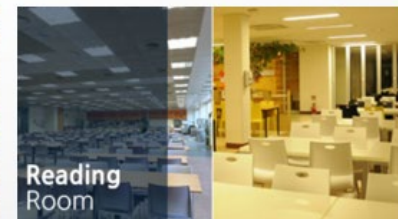
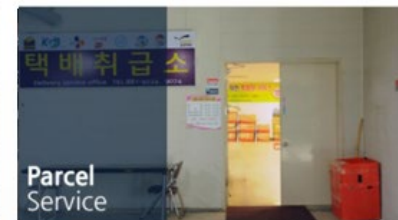
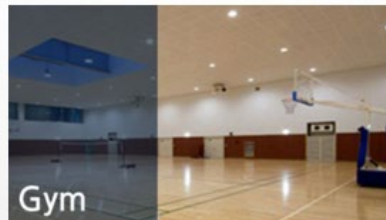
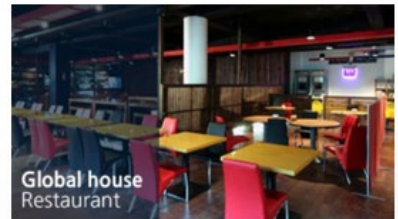
3) Common area

- **Cooking Room:** Induction, microwave (each floor)
- **Laundry area:** Located on 1st floor of Bldg. 900~903, 1st floor and 7th floor of Bldg. 904~905

4) Resident Assistance Office

- RA Office is at the lobby of each dormitory building
- Working hours: 19:00~23:00
- RA's responsibilities are to focus on the quality of life in the residence halls and to foster community, and support residents, and to Working.

Gwanak Residence Halls



3. OTHER INFORMATION

1) Education Facilities of GSPA-SNU



Whole view of GSPA Bldg. 57-1



Lobby



<SK Conference Hall, 1F>



Lecture Theatre, 1F, Bldg. 57-1



Lecture Theatre, 3F, 4F, Bldg. 57-1



GSPA Library



Computer Lab, B1



Seminar Room

2) Excellent Facilities of Seoul National University



Central Library



POSCO Sports Center



Museum of Arts

3) Dining on Campus

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 1,700 ~ 5,000 KRW per meal. The menu is updated in English daily on the SNU mobile application.

Name	Location (Building#)	Floor	Opening Hours		
			Mon.- Fri.	Sat.	Holidays
1 st Cafeteria	Student Center (63)	1	08:00-21:00	11:30-14:00, 17:00-19:00	
		B1	11:00-17:30	Closed	Closed
Gangol Cafeteria	Asian Research Institute (101)	1	11:00~14:00 17:00~18:30	Closed	Closed
Vegetarian Buffet			11:30~13:30	Closed	Closed
3 rd Cafeteria	Nearby College of Agriculture (75-1)	3	11:00-14:00	Closed	Closed
		4	11:30-13:30 17:00-19:00	11:30-13:30	Closed
4 th Cafeteria	Nearby College of Education (76)	1	11:00-14:00 17:00-18:00	Closed	Closed
		2	11:30-18:00	Closed	Closed
Dormitory Cafeterias	Old Gwanak-sa (919A)	1	07:30-09:30 11:30-13:30 17:30-19:30	08:00-09:30 11:30-13:30 17:30-19:30	
	New Gwanak-sa (901)	1	07:30-09:30 / 11:30-13:30 / 17:30-19:30		
Jahayon Cafeteria	Nearby the pond (109)	2	11:00-14:00 17:00-19:00	Closed	Closed
Dongwon Hall	Nearby College of Business (113)	2	11:00-14:00 17:00-19:00	Closed	Closed
Engineering Cafeteria 1	Nearby College of Engineering (301)	1	11:00-14:00 17:00-19:00	11:00-13:30	Closed
		2	11:30-13:30	Closed	Closed
Engineering Cafeteria 2	Nearby College of Engineering (302)	1	11:15-14:00 17:00-19:00	Closed	Closed
Snack bar	Nearby old College of Engineering (30-2)	1	08:00-20:30	08:00-17:00	Closed
Wellstory	Nearby College of Human Ecology (220)	1B	11:00-14:00 17:00-19:00	Closed	Closed

4) Medical Facilities in the City

◆ SNU Health Service Center (SNUHSC)

The Seoul National University Health Service Center (SNUHSC), located at 3rd Floor, Student Union Center, Seoul National University, has played a pivotal role in improving healthcare and promoting health for the Seoul National University (SNU) members since its foundation in 1957.

To provide high-quality medical care for the university faculty, staff and students, the SNUHSC runs a comprehensive primary care clinic and various specialty clinics in cooperation with the SNU Hospital (SNUH) and SNU Dental Hospital (SNUDH).

- All medical staff members are specialists and general practitioners of SNUH and SNUDH.
- When a particular specialty clinic is closed, all primary care services are offered at the Family Medicine Clinic.
- As of January 2020, the SNUHSC manages nine specialist medical clinics and has established an efficient medical care linkage system in cooperation with Seoul National University Hospital, Boramae Hospital, and Gwanak Community Health Center. The nine specialties are as follows:

- Family Medicine
- Psychiatry
- Ear, Nose, Throat
- Dermatology
- Ophthalmology
- Gynecology
- Orthopedics
- Smoking Cessation Clinic
- Dentistry

- **SNUHSC operating hours (Mon-Fri): 09:00 ~ 17:30** (*Lunch Break: 12:00~13:30)

During the break, you may obtain a waiting list order at the reception and wait at the lobby. Registration resumes at 13:30.

Tel: +82-2-880-5338

Fax: +82-8-877-1735

- You are required to make online **reservations to avail the services offered by SNUHSC. It is easy and fast.**
- The SNUHSC transfers patients to Boramae Hospital or SNU Hospital when further treatment is needed.

◆ **Seoul National University Hospital**

The Seoul National University Hospital, a leading tertiary care facility in Korea, has now extended its services and programs offered by the International Clinic, in response to the increasing demand from foreign residents in Korea. Its services and programs include inpatient and outpatient care and consultations, mostly provided by a comprehensive range of advanced specialists.

Appointment

You can make an appointment by contacting the call center. The contact point is as below.

Medical Service:

Tel. +82-2-2072-2890 (Mon. ~ Sat). 9am to 5pm, Sat. 9am to 12pm)

Fax. +82-2-763-0395 (24 hrs)

[Contact for Further Information]

SEOUL NATIONAL UNIVERSITY HOSPITAL

28 Yongon-dong, Chongno-gu, Seoul 110-744, Korea

Tel: +82-2-2072-2890 (9am to 5pm)

Fax: Medical Service +82-2-763-0395 Dental Service +82-2-741-0545

Email: lhs@snuh.snu.ac.kr Website: <http://www.snuh.org>

◆ **SMG-SNU Boramae Medical Center**

Seoul Metropolitan Government - Seoul National University (SMG-SNU) Boramae Medical Center has developed into a premier municipal hospital of Seoul. The medical center offers low-cost public healthcare while delivering the nation's highest level of treatment services at the same time. All the faculty and medical staff of Boramea Medical Center are employed by and dispatched from Seoul National University Hospital.

Appointment

You can make an appointment by contacting the call center. The contact point is as below.

Medical Service:

Tel. +82-2-870-2177 (Mon. ~ Sat). 8:30am to 5:30pm, Sat. 8:30am to 12:30pm)

Fax. +82-2-870-2177 (24 hrs)

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism

- 1) Students must attend all of the classes he/she has registered for each semester. Any student who, without a good reason, has failed to participate in the class for at least two-thirds of the total class hours shall not sit for the Exam.
- 2) In the event a student is absent for any of the reasons below, the student must notify GMPA Office (snugmpa@gmail.com) to get approval in advance.
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Participation in seminars or conferences (including international ones)
 - Participation in the embassy events
 - Hospitalization due to illness or accident
- 3) In the event of illness or emergencies, 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 Director of GMPA Program. For absences longer than seven days, students must provide a written diagnosis by a physician.

2. Examinations and Grade Evaluations

1) Minimum Grade Point Average Requirement

Students must achieve a minimum a B^o grade point average to be qualified to submit a thesis and to obtain the Master's degree.

2) Regular Exams and Make-up Exam

- Regular Exams: Mid-term (7th to 8th week), Final (15th week of the semester)
- Make-up Exams: In the event, a student cannot sit for an exam due to illness or any other emergency, the students must notify the professor in charge before the examination date and obtain an approval to sit for the exam at another time, and notify GMPA Office.

3) Qualification to Sit for an Examination

- Any students who, without good reason, has failed to attend the class for at least two-thirds of the total class shall be prohibited a written explanation of their absence.

4) Academic Performance Evaluation Method

- The academic performance will be on a 100-point score for each course registered. Grades will be on classroom performance (presentation, attendance), assignment, and test performance (mid-term and final exam).
- Grades will be calculated on a curve as follows:
 - A to A+: 30% of the students in the class
 - B+ to A-: 40% of the students in the class
 - B and below: 30% of the students in the class.

3. Academic Integrity and Plagiarism

- 1) Academic integrity means honesty and responsibility in scholarship. All academic work should result from a student's efforts. Academic integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.
- 2) Plagiarism is dishonest and prevents professors from being able to assess student's authentic strengths and weaknesses and thereby help students to improve. No students shall represent others' words, work, or ideas as his or her own in any academic endeavors. A violation of this section includes but not limited to copying, direct quotation, paraphrase, borrowed facts, or information.
- 3) If academic integrity infractions are in the examination, assignment, or thesis writing, the school will evict students. They should return to his / her country in the middle of SP program.

4. Requirement for Graduation

- 1) Students must obtain 36 credit hours and a minimum average of B^o (3.0) to be qualified to submit a thesis and get the Master's degree.
- 2) Students should pass the thesis qualifying examination of submitting a thesis to be held in the first or second week of the second semester.
- 3) Students should sit for <Korean Language and Korean Culture> and obtain minimum B^o. This course is a non-credit course, which is an alternative course of Korean language examination.
- 4) Having fulfilled the conditions above, students apply for the thesis examination, which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, 3) final thesis examination (oral defense). To pass the final thesis examination, students should obtain minimum B^o (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A⁺, A^o, A⁻, B⁺, B^o, B⁻ or C. A⁺ ~ B^o means "PASS," and oral defense score should be minimum 60 out of 100.

5. Accommodation

- 1) **The student must reside in the SNU dormitory.** Living off-campus is not allowed in principle.
- 2) **Students must abide by dormitory regulation**
 - SNU has stringent dormitory regulations, and all students must abide by them.
 - If a student violates dormitory regulations, the dormitory will evict him or her. Then they must return to his/her country immediately.
- 3) **Cooking is only allowed in the communal cooking area.**
 - Induction, microwave, and water purifier are in the cooking room located on each floor.
 - **Cooking in a dormitory room is prohibited.**

V. REQUIRED DOCUMENTS

※ All documents should be sent to the regional KOICA Office or the relevant government organization's office.

※ You are required to submit ALL of the following documents:

1. KOICA Application Form

2. Recommendation Letter from Applicants' Governments

3. Document Checklist

4. Seoul National University Application Form (Form 1 ~ Form 3) with required documents as follows:

1) Seoul National University Forms (refer to <http://en.snu.ac.kr/admission>)

- **Application Form (Form 1)**

Your name should match the name on your passport or the official certificate of nationality.

- **Personal Statement and Study Plan (Form 2)**

- **Letter of Recommendation (Form 3) from Two Different Recommenders* (one letter from each recommender)**

*Recommendations from university professors, supervisors at work or others who are aware of the applicant's academic abilities are acceptable if it is difficult to receive one from professors of the university where the applicant has studied.

2) Official Bachelor's Certificate of Graduation and Transcript

- These documents, detailing your academic achievements, are required from every institution that you have attended (excluding records from primary and secondary schools).

- **Transcripts** must provide a record of the course(s) you completed in each academic year along with the final grade(s). If an institution cannot provide a year-by-year record, the school official must at least provide us with a list of the disciplines you have studied.

- **Apostille or an Authentication** issued by the Korean Embassy or Consulate, or the relevant ministry of applicant's country **is NOT necessary during application. (They are NECESSARY after the final result notice).**

- If there is a record of transfer between academic institutions, the transcript of the previous institute must be submitted. A Certificate of Graduation from the prior institute is not necessary.

3) **Proof of Language Proficiency:** Applicants should submit a score of a recognized English proficiency test such as TOEFL, TEPS, or IELTS. Alternatively, the applicant may prove Language Proficiency by the following documents:

- If the applicant studied at a university in an English speaking country: School profile
- If the applicant studied at a university in a non-English-speaking country: Documents proving that courses were taught fully in English.

4) Applicant's Certificate of Nationality: Copy of an unexpired Passport, or original/notarized Certificate of Nationality, or a notarized identification card can be submitted)

5) Certificate of Nationality of Parent(s): Birth Certificate, Certificate of Family Relations, Citizenship Certificate etc. Both the applicant and parents' names must be indicated.

6) Certificate of Parent-Child Relationship: Birth Certificate, Certificate of Family Relations, Citizenship Certificate, etc. Both the applicant and parents' names must be indicated.

7) Explanatory Statement (Optional): Submit if the applicant needs to provide additional documentary evidence of his/her eligibility for international admissions.

8) Curriculum Vitae

9) Certificate of Employment

■ **Important Notes for All Applicants:**

- ① All forms should be typed in English (**NOT handwritten**), and all the supporting documents should be in English. A notarized English translation should accompany documents in any other language.
- ② Original documents should be submitted. If original documents are unavailable, the originating institution must authorize copies before they are submitted with the application.
- ③ If any of the submitted materials are found to contain false information, admission will be rescinded.
- ④ Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for admission.
- ⑤ Applicants should take full responsibility for any disadvantage they incur on account of mistakes or omissions in the application.
- ⑥ Make sure that you keep photocopies of all completed forms, as all submitted documents will become the property of SNU and will not be returned to applicants.
- ⑦ We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.

VI. CONTACTS

1. Contact Information

1) Korea International Cooperation Agency (KOICA)

· **Program Specialist: Mr. Kang, Hyunseok**

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