2015 KOICA – Hanyang
Master's Degree Program in
Global Health & Development
(National Health Policy)

August 17, 2015 - December 17, 2016
Seoul, Korea

*Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.*
The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea’s grant aid programs for developing countries by implementing the government’s grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that helps KOICA to efficiently support the sustainable socio-economic development of its partner countries.
Korea’s ODA Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea’s ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.
Korea's Experience and KOICA's Program for Human Resources Development

Human Resource Development (HRD) has been the most important factor in Korea's escape from the vicious cycle of poverty and underdevelopment that had existed for many decades. With scant natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by human resources development.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regards to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea can contribute greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA has supported a variety of international cooperation programs for HRD, mainly in project-type aid form focusing on education and vocational training with a focus in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,106 courses to 49,020 participants from 173 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.
KOICA offers five major types of training programs:

1. Country Training Program
   Tailored programs that are specifically designed for an individual partner country

2. Regular Training Program
   Programs that are open to any interested partner countries

3. Special Training Program
   Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments

4. Joint Training Program
   Programs conducted in partnership with international organizations and other agencies

5. Scholarship Program
   Master’s degree programs offered to individuals from partner countries
KOICA's Scholarship Program

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country’s development.

To accomplish this mission, KOICA has been operating master’s degree courses with leading Korean universities in the fields of economics, trade, women’s empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students’ home countries. Students, who have been given an opportunity to see Korea’s experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2013, the program has assisted a total of 1,854 students through 92 courses. In addition, as of 2014, 290 participants will participate in 16 master’s degree programs at 16 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries’ sustainable economic growth and social development.
Part II PROGRAM OVERVIEW

- **Program Title:** Master’s Degree Program in Global Health & Development (National Health Policy)

- **Duration:** August 17, 2015 - December 17, 2016 (16 Months)
  - December, 2016 – August, 2017
    (8 Months thesis revision in home country, if required)\(^1\)
    - In accordance to the university regulations, the diploma will be issued in August 2017.

- **Objectives**
  - Provide high quality education for health professionals from developing countries regarding disease management policy, maternal and child health policy and management of public health system through Korea’s excellent healthcare system to promote health equity and empowerment of common people in developing countries.
  - Develop leadership capacity of health officials in public sector so that they can play key roles in the healthcare system of their countries.
  - Share Korea’s development experience which can be applied not only to ensure an efficient public health sector but also to improve the conditions of people in the participants’ countries.
  - Build a cooperative relationship between Korea and partner countries through the global network of skilled leaders.
  - Improve practical leadership skills and abilities of health officials engaged in public service sector.

- **Number of Participants:** 19 people

- **Medium of Instruction:** English

- **Training Institute:** (https://www.facebook.com/HYglobalhealth)

\(^1\) The majority of the participants complete their thesis during the 16 month (Completion of the thesis at one’s home country is rarely accomplished).
• Department of Global Health & Development, Graduate School of Hanyang University (http://globalhealth.hanyang.ac.kr/koica)

- Accommodations:  KOICA International Cooperation Center(ICC),  
  Hanyang University Dormitory  
  The dorm rooms are designed for double occupancy.
1. APPLICATION ELIGIBILITY

KOICA-Hanyang Scholarship Program applicants must satisfy all of the following requirements:

◇ Be a citizen of the country which has a cooperative relationship with KOICA.

◇ Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor’s Degree or higher (Private sector employees are not eligible).

◇ Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.

◇ Be preferably 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.

◇ Not be a person who has withdrawn from KOICA’s scholarship program.
  ● Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied

◇ Have not participated in KOICA’s scholarship program or any of the Korean government’s Scholarship Program before (Master’s degree program).
2. APPLICATION PROCEDURE

A. Admission Decision Procedure
   - Round 1: Evaluation of Application Package
   - Round 2: Telephone Interview and Essay Test
     ● Note: Interview and Essay Test will be conducted only for those applicants who pass the Round 1 evaluation. Essay Test will be conducted shortly after the interview in the Round 2.

B. Application & Registration Timetable

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Date for Applications</td>
<td>April 17, 2015</td>
</tr>
<tr>
<td>Document Review</td>
<td>April 24–May 1, 2015</td>
</tr>
<tr>
<td>Phone Interview and Essay Test</td>
<td>May 12-22, 2015</td>
</tr>
<tr>
<td>Medical Check-up</td>
<td>June 5-29, 2015</td>
</tr>
<tr>
<td>Final Admissions Decision</td>
<td>June 29, 2015</td>
</tr>
<tr>
<td>Arrival in Korea and go to the ICC of KOICA</td>
<td>August 17, 2015</td>
</tr>
</tbody>
</table>

● Please note that dates are subject to change.
● The acceptance for the program will be confirmed after the medical checkup.
C. Checklist of Documents to Be Submitted

① KOICA Application Form

② Hanyang University Application Form
   : Attached herewith (http://globalhealth.hanyang.ac.kr/koica)
   (Print out after completing application in English)

③ Study Plan : (Describe by free style. Type in English and Print out)

④ Recommendation Letter
   : from one of professors at your university with stamp or signature on the sealed envelope by recommender

⑤ Recommendation Letter
   : from director of your institution with stamp or signature on the sealed envelope by recommender

⑥ Official Bachelor’s Transcript and Degree/or Graduation Certificate
   * Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academics Degree & Graduate Education Development Center. Refer to the website http://cdgdc.edu.cn

⑦ Curriculum Vitae

⑧ Certificate of Employment (if applicable)

⑨ Certificate proving English Proficiency
   : Please submit a score report of a recognized English Proficiency Test such as TOEFL, IELTS, GRE, GMAT or any other supporting documents which demonstrate appropriate English language proficiency.

   * HYU has regulation as following: For graduation of master, you should have the English score at least TOEIC(730), TOEFL(PBT-550/CBT-213/IBT-79), TEPS(605), IELTS(6), GRE(verbal reaxoning-150), GMAT(590), TOPIK(Grade 4). If you didn TOEFL(PBT-550/CBT-213/IBT-79), TEPS(605), IEPass an English language exam until application of thesis.
PART III. HOW TO APPLY

⑥ A copy of the Applicant’s Passport (or other official document indicating your nationality)

[Important Notes for All Applicants]

1. All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

D. Application Procedure

Application Package: Prepare all required documents for your admission package and fill out the ‘Document Checklist’. Check whether all information is correct.

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Submission: Submit the package to the regional KOICA office or relevant government office.

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On-site Interview: Participate in on-site interview by Korean Embassy or KOICA office. If an applicant lives in a country where the Embassy/KOICA office does not exist or lives far from the capital city, he/she may be exempted from the on-site interview after consulting with the Embassy/KOICA office.
PART III. HOW TO APPLY

1\textsuperscript{st} Round-Document Screening: Application package as well as the on-site interview result will be thoroughly reviewed by the screening committee of HYU. 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. The result for the 1\textsuperscript{st} round selection will be announced to the applicants and KOICA respectively.

↓

2\textsuperscript{nd} Round-Phone Interview& Essay: Phone interviews will be conducted for only those who successfully pass through the document screening. Phone interview schedule will be notified individually by the regional KOCIA offices or relevant government offices with 2~3 day notice in advance. After the phone interview, immediately afterwards, you should take an Essay test within 1 hour.

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Result Notification: Admissions results will be notified to the regional KOICA offices or relevant government offices. Registration instructions, course registration and other necessary steps will be guided to individuals

E. Medical check-up

Candidates who have passed the interview and written exam must receive an additional medical checkup at the local hospital "designated by KOICA". The hospital reservation and related information will be notified to the candidates individually by an organization responsible for arranging checkup schedule (TBD). Medical checkup fees will be fully covered by KOICA but the transportation fee has to be covered by the candidates themselves (please remember that transportation and accommodation fees will not be reimbursed).

The medical check-up results will identify the candidates’ 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 at least two weeks after the completion of medical checkup.
1. ACADEMIC SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Contents</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 17, 2015</td>
<td>Arrival, KOICA Orientation</td>
<td>KOICA</td>
</tr>
<tr>
<td>Aug. 5– Aug.28, 2015</td>
<td>KOICA-Hanyang Program Orientation, Pre-requisite Courses</td>
<td>Hanyang</td>
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<tr>
<td>Sept. 1– Dec.18, 2015</td>
<td>Fall Semester (1st semester)</td>
<td>Hanyang</td>
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<tr>
<td>Mar.2–June 19, 2016</td>
<td>Spring Semester (2nd semester)</td>
<td>Hanyang</td>
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<tr>
<td>December17,2016</td>
<td>Convocation Ceremony, Departure</td>
<td>Hanyang</td>
</tr>
<tr>
<td>~ August 2017</td>
<td>Thesis Semester (4th semester)</td>
<td>Home Country</td>
</tr>
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</table>

* The above schedule is subject to change. A detailed program schedule will be provided upon arrival.

A. Pre-requisite courses:

- Pre-requisite courses will take place from Aug. 24 to Aug. 28, 2015. The Pre-requisite courses include 1) Introduction to Korean Society and Culture 2) Introduction to Academic Paper Writing in English and 3) Introduction to Korean language. A detailed program schedule will be provided upon arrival.

- Students will take Korean language class as a pre-requisite course in August and they are also required to take the Korean language classes in the first semester.

- All pre-requisite courses are given pass-fail (P/F) grading.
2. ORIENTATION (KOICA)

When you first arrive, there will be an orientation for 2-3 days on KOICA’s Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that you will need during the program. The orientation is mainly composed of three parts: KOICA’s welcoming session, a Seoul City Excursion and a medical checkup. (The order of each part is subject to change.)

A. KOICA’s welcoming session

In the first part of the orientation, you will have a welcoming session which includes KOICA’s welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture, as well as general information regarding daily life in Korea will also be delivered in this session.

B. Seoul City Tour

KOICA provides a Seoul City Excursion to every participant of the training program. You will have a chance to visit downtown area and experience the cultural heritage of Seoul, the capital city of Korea. The excursion will help you get accustomed to the new culture and surroundings in Korea.

C. Medical Checkup

KOICA will implement a medical checkup after each participant’s arrival in Korea to assure their health condition.
# 3. CURRICULUM

## A. Curriculum and Credits

- **KOICA-Hanyang Master Degree Program (National Health Policy) Course Process**

<table>
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<tr>
<th>Division</th>
<th>Name of Subject</th>
<th>Total</th>
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<th>2016 Y</th>
<th>2017 Y</th>
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<td></td>
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<td>Credits</td>
<td>Fall</td>
<td>Research Guidance</td>
<td>Fall</td>
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<td>Semester</td>
<td>Semester</td>
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<td>Intro to Academic Writing in English</td>
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<td>Intro to Korean Language</td>
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<td>Society and Health</td>
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<td>Writing Thesis and Journal in English</td>
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<td>Global Health and Medical Research Methodology</td>
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<td></td>
<td>Introduction to Global Health Policy</td>
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<tr>
<td></td>
<td>Seminar in Healthcare Practice I</td>
<td>3</td>
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<tr>
<td></td>
<td>Seminar in Healthcare Practice II</td>
<td>3</td>
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<tr>
<td></td>
<td>Introduction to Healthcare Management System</td>
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<td>Health and Healthcare in Developing Countries</td>
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<td>Health financing in developing countries</td>
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**PART IV. PROGRAM CONTENTS**

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<td>Principles of Health promotion and Health Education</td>
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<td>Health Economics for Public Health I</td>
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<td>Health Economics for Public Health II</td>
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<td>Healthcare Organization Management and Practice</td>
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<td>Big Data and Healthcare Information</td>
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<td>Epidemiology Statistics and Research Methods</td>
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<td>ICT and Health</td>
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<td>Emergency Medical Management System</td>
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<td>Software Requirements and Analysis for Healthcare</td>
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<td>12</td>
<td>23</td>
<td>9</td>
<td>21</td>
</tr>
</tbody>
</table>

* Each semester, courses are provided according to the availability of the professors. Hence, certain courses might not be provided regardless of its previous records.

**B. Practicum: Seminar & workshop on health policy and management**

- Ministry of Health &Welfare (Sejong)
- Korea Centers for Disease Control & Prevention (Osong)
- Ministry of Food and Drug Safety (Osong)
- National Health Insurance Corporation (Seoul)
- Health Insurance Review & Assessment Service (Seoul)
- Public Health center (Seoul, Rural areas)
- Hospitals (Hanyang University, Others), etc.

*The current schedule is tentative.

C. Credits Completed per Semester (At least)
- Spring Semester: 2nd semester (March 2, 2016 - June 17, 2016): 9 credits
- Research session 2nd (June 20, 2016 - Aug. 26, 2016): 6 credits
- Fall Semester: 3rd semester (Aug. 29, 2016 – Dec. 9, 2016): 6 credits

* Final semester (i.e. 3rd semester) will be considered as the ‘Thesis Semester’ in which students will have to submit their research thesis

D. Requirements for Graduation
- Completion of 42 credits and submission of Master thesis

<table>
<thead>
<tr>
<th>1. Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites</td>
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<tr>
<td>Major-Required/Major-Electives</td>
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<tr>
<td>MR - Research Theory</td>
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<tr>
<td>MR - Thesis Research</td>
<td>4</td>
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<tr>
<td>Total credits required</td>
<td>42</td>
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</table>

2. Submission of Master Thesis          Pass/Fail

- Other related courses are also available
  - Throughout the academic calendar, Hanyang University also offers a number of English-only courses that students can register

- Research Thesis writing
  - Seminar presentation and submission of final research paper

* The above requirements are subject to change.
E. Requirements for Master Thesis

- Acquired the required course credits
- Overall grade point average (GPA) above 80

4. EXTRACURRICULAR ACTIVITIES

A. FIELD TRIPS

1) Practicum in Korean Society and Development

- Cultural Sites: Examples—Gyeongju (Bulguksa, Sukgulam, Cheomseongdae, Anapji, etc.), Ganghwa County (Chojijin, Bomunsu, Mt. Mani), Korean Folk Village, Bukchon Hanok Village, JeonJu Hanok Village, House of Sharing, Hwaseong Fortress, DMZ, Suncheon Bay, Dae Jang Geum Theme Park, Nurimaru APEC House in Busan, Yongkungsa, National Museum of Korea, Seoul Museum of Art, Munhwa Broadcasting Corporation (MBC), etc.

- Industrial Sites: Examples - Samsung Electronics, POSCO, Hyundai Motor, Hyundai Shipbuilding, Hyundai Heavy Industries, etc.

- Memorial Site: Example - UN Memorial Cemetery in Korea, Independence Memorial Hall of Korea, The Warm Memorial of Korea, Memorial Hall of Saemaeul Movement
PART IV. PROGRAM CONTENTS

B. EVENTS

- Welcoming Ceremony and HANYANG-KOICA Orientation
- International Cultural Festival
  - ‘Hanmille’ Exhibition
- International Food Festival
- Workshops, Forums and Conferences
- Thesis Presentation
- Convocation Ceremony
5. KOICA-HANYANG SCHOLARSHIP PROGRAM REGULATIONS

A. Hanyang Graduate School Regulations
- KOICA-Hanyang students must abide by the code of conduct adopted by Hanyang Graduate School.
- Students are requested to diligently commit themselves to the program, neither being engaged in plagiarism nor giving or receiving aid during exams.
- Disciplinary measures will be executed by the faculty members and the Dean of Graduate School on a case-by-case basis. However, multiple violations will result in expulsion from the program.

B. Hanyang University Dormitory regulations (Graduate Students Dormitory)
- The rooms are double-occupancy.
- Hanyang Univ. has very strict dormitory regulations, and all students must abide by them.
- All KOICA-Hanyang students must reside in the dormitory and living off-campus is prohibited. Living with one’s family in the dormitory is also prohibited (based on KOICA regulation, a trainee must not bring her/his family to Korea).
- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to one’s country immediately.
1. GENERAL INFORMATION

The Graduate School of Hanyang University, licensed in 1953, is currently composed of about 4,000 master degree students and 1,000 doctoral degree students. For scholastic achievement and research outcomes, the Graduate School of Hanyang University is in fact one of the best in Korea. In line with these achievements, the student association with enthusiasm represents and works for the students. The founding spirit of the Graduate School is to educate and train students to understand and to love one another, based upon the virtues of diligence, honesty, humility, and service, to heighten the novel spirit of learning, and to become men and women, who work not only for themselves but also for the nation and its people. The purpose of the Graduate School is to develop the talents of its students and to encourage them to practice their individual abilities towards positively contributing to the advancement of society. Such progress is to be achieved through regular research efforts on both the theoretical and methodological aspects of education and the various processes involved. Educational objectives of the Graduate School of the Hanyang University include cultivating world class professionals who are able to understand and adapt to cultural diversity, and play an active role in the international community and producing public servants who can successfully meet the various challenges of their local communities while being versatile enough to also work in governmental capacities for the benefit of society.
2. ACCOMMODATION

Student residence halls at Hanyang University seek to provide a convenient and comfortable accommodation facility in order to help students pursue academic excellence and experience communal activities to fully cultivate individual characteristics and noble personalities.

International House (dormitory for foreign students), constructed in 2005, with the area of approximately 8,270 m² including the basement and 7 floors above ground level, has the capacity of accommodating 136 students. Built in 2003, Hanyang Techno House has the area of approximately 12,440 m² including the basement and 7 floors above ground level. It has the capacity to accommodate 227 students. Gaenari Hall (dormitory for female students only), constructed in 2005, with the area of nearly 10,250 m² including the basement and 7 floors above ground level, has the capacity of 164 students. Student Residence Hall 2 was built in 1998 and it has ten stories above ground level and one underground level. With the capacity area of around 36,300 m², it can accommodate a total of 464 students. Each room in all of the dormitories is equipped with beds, desks, chairs, bookshelves, wardrobes etc. Each room has LAN port and the DID exchange system which allows incoming telephone calls. KOICA-Hanyang Master students can cook ethnic foods in the shared kitchenette within their rooms.
3. OTHER INFORMATION FOR INTERNATIONAL STUDENTS

A. INTRODUCTION OF CLUBS AND OIC

1) Hanyang Global Student Union (HGSU)

HGSU is a student organization which not only speaks out for foreign students enrolled at Hanyang, but also promotes various international exchange programs. We also run the “International-zone”, further encouraging culture exchange and friendship between local and foreign students. We await enthusiastic students willing to participate.

- Inquiries and contact: Sunghwan Park (parkmooi@naver.com)

2) Global Sarang (Global Love)

Global Sarang is a student-led group introduced by OIC to promote the globalization of Hanyang University. Our primary goal is to inspire the international students to be proud and honored to be a part of the community. Since 2010, which was the year it was formed, Global Sarang has a great reputation for numerous accomplishments, such as promoting foreign visitor campus tours, international admission lectures, publishing international student newsletters, and holding various cultural festivals and activities for students. Especially, not only Korean students, but also international students play an important role in assisting the Global Sarang.

3) Office of International Cooperation (OIC)

① Main Tasks

1) Establishment and management of sisterhood relationship with foreign universities.
2) General administrative duties of international cooperation.
3) International Exchange Program (Exchange students and professors)
4) Consulting service for international students
5) Counseling services for international students

② Office hours
1) During semester: 08:30 – 17:30 (closed on Saturdays and Sundays)
2) Summer and Winter Term: 10:00 – 17:00
3) Lunch break: 12:00 – 13:00

③ Contact Information
1) Website: http://www.dic.hanyang.ac.kr
2) Phone: 02-2220-0045, 0046, 0047

B. FACILITIES

1) Paiknam Academic Information Center & Library
   The Paiknam Academic Information Center & Library intends to be a research-oriented library. To support lectures and research, a librarian for each subject is placed. These subject librarians provide reference service and also provide a lecture information support system to aid research. On the website you can access the latest E-journal and Web DB, you can also find ‘How to use the Endnote’ and apply for information literacy programs.
   - Webpage: http://library.hanyang.ac.kr
   - Telephone: 02-2220-1353~4
   - Opening Hours: Weekdays 09:00- 21:00/Saturdays 09:00- 12:00
   - Closed on Sundays and Public Holidays

➢ Facilities
   - Borrowing and returning: All materials in Paiknam Library & Academic Information Center should be directly searched by the use through the library website in the following process:
· Through the library website, check whether there are materials in the library
catalogue and see if the materials can be checked out on the date you wish.
· Check the number of the location where the materials are at.
· At the information center (UIC) on the 1st floor, show the materials you are
  going to borrow with your student card.
· Please check miscellaneous status on the monitor in front of you.
· Graduate students can borrow printed and non-printed materials for the
duration of up to 30 and 3 days respectively.
· You should return the borrowed material at the UIC on the 1st floor.
· You should remember the due date and late charge for late return is 100 won
  per day.
· If you have not returned any materials which you should have, or if your late
  charge has reached over 1,000 won, you will not be allowed to borrow any
  material at the library. Once you pay the late charge or returned all materials,
you will be able to check out books right away.

- Copying and Printing
  · You can copy all the materials by yourself through copying machines installed
    in the library. You may purchase Copy Cards at the B1 floor of the library at
    the copying center.
  · You may use network printers at E-information Resources Center and you can
    use printing service after joining “I Print” service which will appear at the
    website of the library.

- Group study rooms
  · Location: Library B1 (four rooms)
  · Open hours: 24 hours, priority will be given to those who reserve space from
    9AM to 9PM during weekdays.
  · You can use it only once a day, and you can reserve space at the Information
    Support Team at the 1st floor of the library.
2) Dining halls

<table>
<thead>
<tr>
<th>Name</th>
<th>Seats</th>
<th>Location</th>
<th>Opening hrs. (B : Breakfast/L : Lunch/D : Dinner)</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Dining Hall 1</td>
<td>382</td>
<td>Student Welfare Building, 3F</td>
<td>09:30~18:30</td>
<td>2220-1883</td>
</tr>
<tr>
<td>Student Dining Hall 2</td>
<td>220</td>
<td>Student Union, 5F</td>
<td>10:00~19:00</td>
<td>2294-4638</td>
</tr>
<tr>
<td>Student Dining Hall 3 (Sarangbang)</td>
<td>376</td>
<td>Student Union, 3F</td>
<td>10:30<del>14:30/15:30</del>18:00</td>
<td>2294-9181</td>
</tr>
<tr>
<td>Dining Hall (Nanuri)</td>
<td>168</td>
<td>In front of the Business Administration Building parking</td>
<td>08:30~19:00</td>
<td>2290-2624</td>
</tr>
<tr>
<td>Advanced Materials &amp; Chemical Engineering Building Student Dining Hall</td>
<td>300</td>
<td>Advanced Materials &amp; Chemical Engineering Building B1F</td>
<td>09:30~19:00</td>
<td>2220-1776</td>
</tr>
<tr>
<td>Student Residence Hall 1 Dining Hall</td>
<td>186</td>
<td>Student Residence Hall 1 1F</td>
<td>08:00<del>09:00/12:00</del>13:30/17:30~18:30</td>
<td>2220-1865</td>
</tr>
<tr>
<td>Student Residence Hall 2 Dining Hall</td>
<td>220</td>
<td>Student Residence Hall 2 1F</td>
<td>07:30<del>09:00/12:00</del>13:30/17:30~19:00</td>
<td>2290-3410</td>
</tr>
<tr>
<td>The College of Human Ecology professors (staff) Dining Hall</td>
<td>252</td>
<td>College of Human Ecology 7F</td>
<td>11:30<del>14:00/17:00</del>18:30</td>
<td>2220-1547</td>
</tr>
</tbody>
</table>
3) Snack shop

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heemangno shimteo(Hanyang Cyber Univ.)</td>
<td>Hanyang Cyber Univ, 2F</td>
<td>2295-3571</td>
</tr>
<tr>
<td>Olympic Gymnasium snack shop</td>
<td>2F</td>
<td>2220-1874</td>
</tr>
<tr>
<td>Naraegi shimteo</td>
<td>Next to Engineering Building 2</td>
<td>2220-1556</td>
</tr>
<tr>
<td>Residence Hall 1 snack shop</td>
<td>1F</td>
<td>2298-3068</td>
</tr>
<tr>
<td>The College of Humanities Snack shop</td>
<td>B1F</td>
<td>2220-1557</td>
</tr>
<tr>
<td>Residence Hall 2 snack shop</td>
<td>1F</td>
<td>2290-3419</td>
</tr>
<tr>
<td>Olympic Gymnasium snack shop</td>
<td>2F</td>
<td>2220-1874</td>
</tr>
<tr>
<td>'Ministop' Convenient Store</td>
<td>In front of the Academic Information Center &amp; Library</td>
<td>2293-2360</td>
</tr>
<tr>
<td>Convenience Store at the Advanced Materials &amp; Chemical Engineering Building</td>
<td>B1F</td>
<td>2297-1548</td>
</tr>
<tr>
<td>Stair lecture room Snack shop</td>
<td>B1F</td>
<td>2220-1965</td>
</tr>
<tr>
<td>Coobuck Coffee specialty store(i Cafe)</td>
<td>Hanyang Cyber Univ, 2F</td>
<td>2282-4094</td>
</tr>
<tr>
<td>CNN Cafe</td>
<td>FTC 3F</td>
<td>2220-4674</td>
</tr>
<tr>
<td>Coobuck Coffee specialty store(Tiamo Cafe)</td>
<td>In front of Library</td>
<td>2298-8901</td>
</tr>
</tbody>
</table>

< Halal Food in the school cafeteria >
4) Hanyang Plaza

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel.</th>
<th>Location</th>
<th>Name</th>
<th>Tel.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Stop Convenience Store</td>
<td>2292-9587</td>
<td></td>
<td>SK Telecom</td>
<td>2291-0010</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Digital Photo Studio</td>
<td>2298-3747</td>
<td></td>
<td>Popeyes</td>
<td>2298-8823</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Gold and silver jewelry store</td>
<td>2292-6064</td>
<td></td>
<td>Ice cream</td>
<td>2298-0245</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Optician's</td>
<td>2292-7501</td>
<td></td>
<td>Rosebud</td>
<td>2291-3196</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Souvenir Shop</td>
<td>2296-6694</td>
<td></td>
<td>IAE abroad studies</td>
<td>2281-9580~1</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Ian Computer</td>
<td>2291-4006</td>
<td></td>
<td>STCO</td>
<td>2220-4884</td>
<td>Student Welfare Building 1F</td>
</tr>
<tr>
<td>Bakery</td>
<td>2291-3197</td>
<td></td>
<td>Kimba snara</td>
<td>2281-5659</td>
<td>Student Welfare Building 1F</td>
</tr>
</tbody>
</table>

5) Other convenient welfare facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Tel.</th>
<th>Name</th>
<th>Location</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Agency</td>
<td>Student Welfare Building 3F</td>
<td>2220-1848</td>
<td>Shoe repair shop</td>
<td>In front of Student Union</td>
<td>2220-1867</td>
</tr>
<tr>
<td>Hodu snacks</td>
<td>Student Welfare Building 3F</td>
<td>2280-9590</td>
<td>Bookstore</td>
<td>Student Union 1F</td>
<td>2220-1851</td>
</tr>
<tr>
<td>IAE abroad studies</td>
<td>Student Union 2F</td>
<td>2220-1554</td>
<td>Stationary Store</td>
<td>Advanced Materials &amp; Chemical Engineering Building BIF</td>
<td>2298-2049</td>
</tr>
<tr>
<td>Beauty Salon</td>
<td>Student Union 2F</td>
<td>2220-1554</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6) Post Office

➤ Location: 1st floor of Hanyang Plaza (#58 on the campus map)
➤ Service: General mailing services including mail, parcel, registration, domestic/international EMS, and certain banking services.
➤ Contact: 02-2220-1609
➤ Business Hours: Weekdays 9:00 a.m. - 18:00 p.m.
➤ Saturday 9:00 a.m. - 12:00 p.m.
➤ For more information, visit http://www.koreapost.go.kr.

7) Sports Facilities

There are various sports facilities on Hanyang campus, which students can use for free or at a low fee.

➤ Olympic Gymnasium(#32 on the campus map)

The Olympic Gymnasium is equipped with state-of-the-art facilities and aims to advance the field of Physical Education. The Gymnasium has a seating capacity of 10,000 with total floor space of 33,000 m² within its seven floors. It has one main court and two training courts, a number of classrooms, seminar rooms, a dance rehearsal floor, a Judo practice area, dressing rooms, locker rooms, and shower facilities. As the largest indoor college facility in Korea, the Gymnasium is used for basketball, handball, Judo, gymnastics, and other types of sports activities and competitions. It also hosts intramural events. Past events hosted include the International Volleyball Competitions of 1986 and 1988.
Track & Field (A on the campus map)

Popularly known as the "Soccer Field", can be used for playing games like football, baseball, basketball and all kinds of outdoor games.

Tennis courts (C on the campus map)

There are a few tennis courts where students can play tennis after reserving a week beforehand since the courts may be accommodated by sports major students or the official tennis club. In the College of Law building and Engineering Building 1, the table tennis courts can be used without reservation.

8) Shinhan Bank

- Location: 1st floor of Alumni Association Building (#42 on the campus map)
- Contact: (02)2292-7200
- Business hours: 09:00-16:00
- Money transfer from overseas can be made freely up to US$20,000 per day. For the exceeding amount, the bank has to report the activity to the government. Also, you need to consult your home bank first if you intend to use their cash (debit) card in Korea.

Considering the easy access around campus, you may find it convenient to open an account with Shinhan Bank. There are several ATM machines managed by Shinhan Bank on campus. There are also many Korean and international banks off-campus and downtown Seoul. A GLOBAL ATM is available at the on-campus Shinhan Bank, but credit card cash advance transactions cannot be made here, only debit cards may be used. For credit card cash advance and debit cards, use the ATM machine in the lobby of the International Education Building. For your
information, service fees are charged when you use ATMs of different banks, or if you use the ATM outside of bank business hours. Foreign currency and traveler’s checks can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Shinhan Bank.

9) Other Campus Facilities
The Student Welfare Building (#02 on the campus map) has book store, stationery store, Hanyang merchandise store, beauty salon, book cafe, coffee shop, cafeteria and much more.

C. RELIGIOUS SERVICES

1) Buddhism
Seoul International Zen Center, Hwa Gye Sah

<Contact information>
- Seoul International Zen Center main office:
- Telephone: (02) 902-2663
- Electronic mail: HWAGYESA@HANMAIL.NET

2) Catholic
The International Catholic Parish of St. Francis

<Contact information>

<table>
<thead>
<tr>
<th>Pastor</th>
<th>Father Giancarlo Faldani</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Francis Chapel Address</td>
<td>707-10, Hannam-Dong Yongsan - Ku 140 212, Seoul, South Korea</td>
</tr>
<tr>
<td>Telephone</td>
<td>(02) 793-2070</td>
</tr>
<tr>
<td>Fax</td>
<td>(02) 798-7442</td>
</tr>
<tr>
<td>Internet Address</td>
<td>church.catholic.or.kr/international/default.html</td>
</tr>
</tbody>
</table>
3) Christianity

Recommended Churches with English worship service:
▪ Sarang Community Church: http://nhm.sarang.org
▪ Onnuri Church: http://www.onnuri.or.kr/oem
▪ Full Gospel Church: http://temple.fgtv.org/fgem
▪ Youngnak Church: http://www.yougnak.net

4) Islam

Korea Muslim Federation

<Contact information>
▪ TEL: (02) 793-6908 or (02) 793-3156
▪ FAX: (02) 798-9782
▪ Website: http://www.koreaislam.org

D. EMERGENCY CONTACT INFORMATION

1) Emergency Safety Guideline

Please abide by the following instructions:

▪ Keep in close contact with the GHD:
  ① Update your contact information (cell-phone number)
  ② Personal Counseling: Consult with the GHD any difficulty you may be facing due to cultural differences
  ③ Alert the GHD whenever you plan to travel away from Seoul, and whenever you return.

▪ Contact your families and friends at home who may be concerned or worried about you.

▪ Register at your embassy/consulate in Korea:
  Phone, fax or email the nearest Consulate or Embassy and let them know of your presence here in Korea.

▪ Take the emergency card with you wherever you go, it will come in handy in emergencies.
- **Avoid political demonstrations, large crowds and gatherings:** Please be careful when participating in anti-war or other political demonstrations. You are recommended against participating in such activities.

- **Avoid interacting with unknown groups:** Please carefully reconsider before accepting an invitation from an unknown group of people. They might introduce themselves as a Taekwondo, or Korean cultural group when they are in fact members of a cult.

- **GHD Contact Information in case of emergencies:**
  
  Prof. Han, Dong Woon (02)2220-0666
  Mr. Mansoor Ahmed (02)2290-8276, 010-2758-4242
  Hyea Bin Im (02)2220-0666, 010-8890-8948

- **HYU 24H Safety Center** (02)2220-2119

2) **General Emergency Contact Information**

- **Police: 112**
  
  ► The nearest Police Station
  : (02)-2292-5975
  
  ► Location
  : In front of Hospital entrance
  (I in the campus map)

- **Hospital**
  
  ► The nearest hospital: Hanyang University Hospital

- **Important Telephone Numbers**
  
  ► Emergency (They do not require an area code)
    
    ✓ Police 112
    ✓ Fire and Ambulance 119
    ✓ Medical Emergency 1339
PART V. TRAINING INSTITUTE

► Operator Assistance
✓ Directory Assistance (local)  114
✓ Directory Assistance (long distance)  (city code) + 114
✓ International Dialing Information  00794
✓ International Operator  00799

4. HEALTH CARE

A. How to Handle When Ill or Injured

1) When you need a checkup or medicine (headache, common cold, etc.)
   - Visit Student Health Care Center located at the Student Union Hall on 4th floor
     • During semester: 09:00 – 17:00 (until 12 pm on Saturdays)
     • Contact: 02-2220-1466

2) When you are ill and need to get treatment, examined, or diagnosis
   - Visit Hanyang University Hospital (contact: 02-2290-8114)

3) When you got injured by accident, etc.: Depending on the extent of injury, you should ask for help right away.
   ① Serious injury
      - Call 119 (without area code; ambulance when emergency), and then show the emergency card to the emergency crew.
      - Other usable emergency number
        • Medical Emergency: 1339 (without area code)
        • Hanyang University Medical Center: 02-2290-8282 (emergency for foreigners)
      - If you cannot reach anyone via phone (mobile phone unavailable, etc.) Ask people for help- show the emergency card, which they will be able to contact us, ask them to call the emergency number; Take a taxi and say ‘nearest emergency room’ (in Korean, “Eungeupshil 응급실”). It is suggested that you take an orange taxi which is for international guests.

   ② Slight injury:
      - If you need a first-aid, head to the nearest hospital or a pharmacy.
      - Contact the office or to the cell phone of Professor Han, Dong Woon/ Mr. Mansoor Ahmed/Ms. Crystal Choi/ Ms. Hyea Bin Im
      - Make sure not to delay taking emergency measures.
Map of Hanyang University
PART V. SUPPORT SERVICE

Seoul Campus

01 Administration Building
02 Student Welfare Building
03 Paiknam Academic Information Center and Library
04 College of Social Sciences
05 Engineering Building I
06 College of Humanities
07 College of Medicine
08 College of Medicine I
09 College of Medicine II ★
10 College of Music West Building
11 Graduate School, Civil Engineering Building
12 College of Education
13 Engineering Center
14 Advanced Materials and Chemical Engineering Building
15 Hanyang University Medical Center
16 R.O.T.C. Headquarters
17 Business and Economics Building
18 Student Union
19 Hanyang Women's College
20 Hanyang Primary School
21 College of Music East Building
22 University Museum
23 Student Residence Hall I
24 College of Medicine Lecture Hall
25 Hanyang University Medical Center East Wing
26 Paiknam Concert Hall
27 Engineering Building II
28 Hanyang Women's College Early Childhood Education Center
29 Hanyang University Medical Center New Building
30 Hanyang Women's College Food and Nutrition Center
31 Hanyang Women's College IT and Culture Center
32 Olympic Gymnasium
33 Engineering Center Annex
34 College of Human Ecology
35 Hanyang Women's College Library
36 College of Natural Sciences
37 College of Law I
38 Hanyang Women's College Plastic Art Center
39 Student Residence Hall II
40 Engineering Science and Technology Building
41 Hanyang Women's College Faculty Research Building
42 Alumni Association Building
43 College of Education Annex
44 Hanyang University Medical Center Parking Lot I
45 Hanyang University Medical Center West Wing
46 R and D Building
47 College of Law II
48 Hanyang Institute of Technology
49 Hanyang University Medical Center Parking Lot II
50 Student Residence Hall III
51 Hangwon Park
58 University Post Office
74 Convenience Store at the Academic Information Center and Library
75 Hanyang Cyber University
77 Information and Communications Building
78 Business Administration Building
80 Administration Building (NEW)
81 Student Residence Hall II-A
82 Student Residence Hall II-B
94 Hanyang Techno Residence Hall
100 Fusion Technology Center
101 Civil Engineering Building
102 Hangwon Square
126 Amphitheater

★ Administrative office for school of medicine
1. TRAVEL TO KOREA

KOICA arranges and pays for the participant to travel to and from Korea. The participant is to travel by the most direct route between Incheon International airport and a main international airport in the participant’s home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, he or she should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the ‘Study Abroad Visa [D-2]’ necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by KOICA during the participant’s stay in Korea.

- Tuition fee
- Accommodation (the dormitory of a training institute)
- Living allowance (including meals): **KRW 990,000 per month**
  (Subject to change)
- Textbook and materials: KRW 800,000
- Study visit & field trip, etc. during the program
- A medical checkup after entrance
- Overseas travel insurance, etc.

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.
3. INSURANCE

During the program participants will be covered by the “New group accident insurance(2)”. The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

Limits of Coverage (subject to change)
- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 20 million
- Death by Disease: KRW 100 million
- Liability: KRW 10 million (deductible: 200,000 won)

Main Scope of Coverage
- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant’s option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

※ The insurance coverage is limited to the treatment incurred within Korea.

Deductibles (Insured persons are responsible for deductibles, as described below.)
1) Maximum Coverage Limit per Day
   - Outpatient services : 250,000 won
   - Medicine : 50,000 won
2) Deductible per day (outpatient)
   - Clinic: 10,000 won
   - Hospital: 15,000 won
   - University hospital, level 3 hospital: 20,000 won
PART VI. SUPPORT SERVICE

3) Deductible per day (medicine): 8,000 won
4) Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
5) Hospital treatment
   ▪ The beneficiary is responsible for 10% of the costs.
6) Orthopedics
   ▪ Equipment and consumables (e.g., wristbands and cast shoes)
7) Fees for issue of certificates
8) In the case of uninsured items and material costs, a detailed statement must be submitted.
9) Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

Procedures, Services and Diseases Not Covered by the Insurance

1) Medical check-up, vaccination, nutritional supplements, and tonic medicines
2) Mental disease and behavior disorder
3) Dental care
   ※ To receive dental care, prior consultation with the coordinator of KOICA is required.
4) Congenital cerebropathy
5) Herbal remedies
6) Obesity
7) Urinary diseases: Hematuria and urinary incontinence
8) Diseases of the rectum and anus
9) Tiredness and fatigue
10) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
11) Medical expenses caused by treatments for enhancing one's appearance (e.g., double-eyelid surgery)
12) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
13) Diseases that participants already had before arrival in Korea
   ※ Detailed information will be provided upon arrival
1. 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 on the condition that the leave is reported to the university in advance.

- 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 and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.

- 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 academic advisor and the KOICA-Hanyang office two weeks prior to the departure by submitting the “Request for temporary leave” document. The e-ticket should also be submitted when issued.

- 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 an extension of their stay

- To either return to their original job post or remain employed in a field related to their degree for at least 3 years.

- To recommend not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

2. 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 relating to issues from one’s home country’ (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.

- 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.

- 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.
3. TEMPORARY LEAVE

- Participants can have temporary leave within **19 days** during whole (16 months) program (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. The temporary leave may not exceed **19 days** during the whole period of study.

- All expense for participant’s temporary leave should be covered by the participant. KOICA and the university do not pay the expense.

- 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, his or her living allowance will be suspended (from the day of departure to the day of return).

4. ACCOMPANYING OR INVITING FAMILY

- As KOICA’s Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for studying, **participants CAN NOT bring any family members**.

- 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.

- KOICA does not provide any financial or other administrative support for the dependents of the participants. Participants must cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc., of their family. The safety and security of their family is also the participant’s responsibility.
- 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 University Office.

5. 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.

- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.
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Brand Name of the KOICA Fellowship Program

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)앗” English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (eness about the program among the pu
Appendix 2.

facebook.com/koica.icc

The Fellows’ Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.

twitter.com/koica.icc

Do you have a Twitter account? It seems everyone does these days. If you have a Twitter account, be sure to follow us @koica_icc
Appendix 3.

Map of Korea

University of Hanyang (Seoul)
KOICA (Seongnam)
Appendix 4.

**HOW TO GET TO THE ICC**

- **Route:** Incheon International Airport → Korea City Airport, Logis & Terminal (CALT) → International Cooperation Center (ICC)

- **Arrival at Incheon International Airport (http://www.airport.kr)**

  **Flow:**
  - Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
  - Quarantine including animals and plants (on 2nd Floor)
  - Present your Arrival Card, Passport and other necessary document to Passport Control
  - Claim baggage on 1st Floor
  - Customs Clearance
  - Pass an Arrival Gate
  - Go to the KOICA Counter, which is located between Exit 1~2
• KOICA Counter at Inchon airport

Location : Next to Exit 1 on the 1st floor (No.9- 10)
Tel. : 82-32-743-5904
Mobile : 82-(0)10-9925-5901
Contact: Ms. Jin-Young YOON

After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logis & Travel (CALT).

All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1st Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff that will help you to reach the ICC. KOICA will reimburse the limousine bus fare when you arrive at ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.
• KOICA Counter at CALT airport

Location: Lounge on the 1st floor of CALT airport
Mobile: 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30.
- Please contact the ICC reception desk
  (Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.

※KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05:30 ~ 22:00.

• From Incheon International Airport to the ICC through CALT

- Take a City Air limousine bus at bus stop No.4A on the 1st Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.

- Meet the KOICA staff at the lounge on the 1st Floor of CALT upon arrival.

- Take a car arranged by the KOICA staff to the ICC (Expected time: 20 minutes)
"Please remember to read the Fellows' Guidebook.

It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."