

Program Information

**2014 KOICA – HGU
Master's Degree Program in Development
Competency through SME**

August, 2014 – December, 2015

Pohang, Korea

Korea International Cooperation Agency

Graduate School of Global Development and
Entrepreneurship, HGU

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Part I

KOICA & SCHOLARSHIP PROGRAM

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.

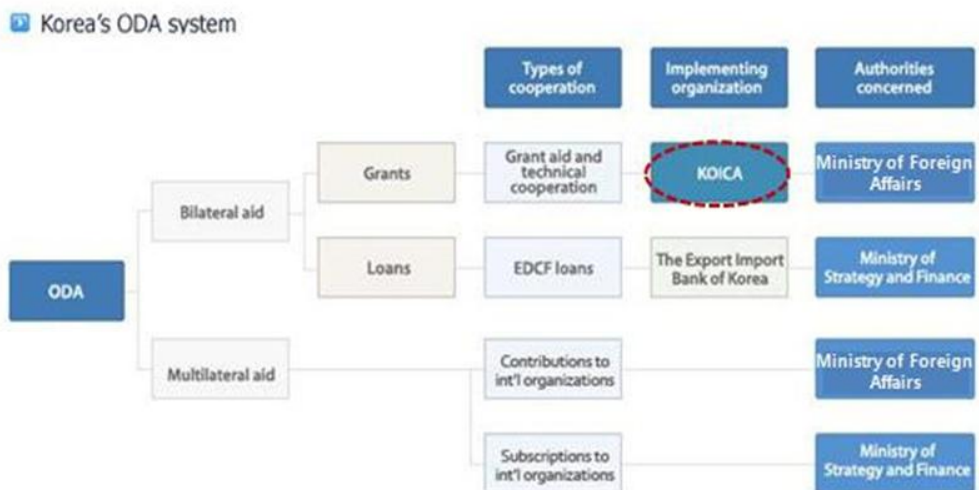
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that helps KOICA to efficiently support the sustainable socio-economic development of its partner countries.

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.

Types of KOICA Training 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: HGU-KOICA Master's Degree Program in Development Competency through SME**

▣ **Duration: August 11, 2014 – December 15, 2015 (16 Months)**

▣ **Objectives**

- To educate and foster in the areas of General Area Development and Small and Medium Enterprises (SMEs) in order to enhance the capacity for growth in the areas of developing public officials, nongovernmental organizations and entrepreneurs
- To educate and increase Policy Regulation and Performance Capacity's in the General Area Development for government officials from developing countries.
- To increase the network capability, communication skills, General Area Development monitoring levels and consultation ability of nongovernmental organizations from developing countries.
- In increase the entrepreneurial ability and management capability for SMEs from developing countries.
 - 1) To train global leaders among public officials in developing countries to promote economic and social development.
 - 2) To equip public officials with administrative capacity based on knowledge of human resource, organization, finance, and policy expertise.
 - 3) To share the Korean experience in development administration to ultimately assist participants in promoting development in their home country.

▣ **Training Institute**

- Handong Graduate School of Global Development and Entrepreneurship, Handong Global University (<http://www.handong.edu/>)

▣ **Number of Participants: 13 people**

▣ **Language: Excellent reading and writing skills in English is required for this course**

▣ **Cooperation with related educational Organizations**

Successful completion of the course, Handong Graduate School of Global Development and Entrepreneurship and UPEACE AP(University for Peace Asia Pacific Centre) will collaborate in the following areas:

- 1) Cooperative education course program, mutual use of educational facilities
- 2) Exchange of credits, mutual credit recognition
- 3) Exchange of faculty and student for joint research activities and participation in conference

※ UPEACE was established as a Treaty Organization for higher education by the resolution of the UN General Assembly. To get more information about UPEACE AP, refer the following website.

- Website address: <http://www.upeaceap.org>

▣ **PARTICIPATING NATIONS (OPEN TO APPLICATION)**

Laos, Vietnam, Indonesia, Cambodia, Philippines, Mongol, Bangladesh, Sri Lanka, Myanmar, Nepal, East Timor, China, Pakistan, Afghanistan, Fiji, Papua New Guinea, Sudan, Madagascar, Morocco, Algeria, Angola, Zambia, Zimbabwe, Cameroon, Tunisia, the Ivory Coast, Congo, Ghana, Kenya, Nigeria, Senegal, Ethiopia, Tanzania, Egypt, Rwanda, Uganda, Libya, Gabon, Guatemala, Paraguay, Peru, Nicaragua, the Dominican Republic, Bolivia, Ecuador, El Salvador, Honduras, Jamaica, Colombia, Haiti, Costa Rica, Panama, Uruguay, Venezuela, Yemen, Jordan, Iran, Palestine, Iraq, Lebanon, the Solomon Islands, Uzbekistan, Kazakhstan, Azerbaijan, Ukraine, Turkmenistan, Kyrgyzstan, Tajikistan, Belarus, Serbia (70 countries)

1. APPLICATION ELIGIBILITY

Candidates should:

- 1) Be a citizen of the Scholarship Program target country
- 2) Be officially nominated by their governments
- 3) Be a government employee
- 4) With a minimum of 2 years of experience in SME related work, development cooperation, investment, etc. (Preferred)
- 5) Be a university/college graduate or have an equivalent educational background.
- 6) Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- 7) Be in good health, both physically and mentally.
- 8) Have not previously received a scholarship from the Korean government within the last two years.

2. APPLICATION PROCEDURE

A. Admission Decision Procedure

- Round 1 : Evaluation of Application Package
- Round 2 : Phone Interview

Round 1 : Evaluation of Application Package

Documents to Be Submitted

1. KOICA application form **(must be typed)**
2. HGU application form **(must be typed)**
(Form 1, Print out after completing application in English)
3. Self introduction and plan of study **(must be typed)**
(Form 2, Print out after completing application in English)
4. Curriculum vitae
5. Two letters of recommendation from your professors or working organization (Form 3 or Free style).
6. Official documents:
 - Official undergraduate studies transcript
 - Notarized certificate of a Bachelor's Degree
 - Note 1: If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation.
 - Note 2: Transcripts and certificates from Chinese universities must be accompanied by verification from the China Academic Degree & Graduate Education Development Center.
7. A copy of the applicant's passport (or other official document indicating the applicant's nationality)
8. Certificate of employment
9. English proficiency test result
10. Doctor's opinion paper about health checkup review

*** 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.

Round 2 : Phone Interview

- An interview will be conducted only for those applicants who have passed Round 1.
- The phone interview will be conducted in English.
- Main purpose of Phone Interview is to evaluate applicants' English skill in both speaking and listening level required to successfully complete the Master's Degree Program of HGD&E, Handong Global University.
- The applicants' educational goals, leadership potential, fluency in English, etc. will be also evaluated.
- Phone interview WILL ONLY be taking at KOICA office or Korean Embassy.

B. Application & Registration Timetable*

Procedure	Dates
Closing Date for Application	June 4, 2014
Round 1 : Document Review	June 9 ~ June 12, 2014
Round 2 : Phone Interview	June 24 ~ June 26, 2014
Admission Announcement	July 7, 2014

- * Please note that dates are subject to change.
- * Admissions results will be notified to the regional KOICA offices or Korea Embassies.
- * Closing Date for Application: The date all required materials must arrive at KOICA headquarters in Seongnam, Korea. Local deadlines may differ in each country so please make sure to confirm with the Embassy or KOICA office in your country.

Part IV**PROGRAM CONTENTS****1. ACADEMIC SCHEDULE**

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2014.7.7.	Entrance Screening
	2014.8.11. – 2014.8.15.	Arrival, Medical Check-up, KOICA orientation
	2014.8.16. – 2014.8.19.	Handong Orientation
	2014.8.20. – 2014.8.26.	Pre Course
Fall Semester (1st semester)	2014.9.1. – 2014.12.12.	15 weeks
Winter Break	2014.12.13. – 2015.1.2.	3 weeks
Winter Semester (2nd semester)	2015.1.5. – 2015.2.27.	8 weeks
Spring Semester (3rd semester)	2015.3.2. – 2015.6.12.	15 weeks
Spring Break	2015.6.13. – 2015.6.28.	2 weeks
Summer Semester (4th semester)	2015.6.29. – 2015.8.21.	8 weeks
Summer Break	2015.8.22. – 2015.8.30.	1 week
Fall Semester (5th semester)	2015.8.31. – 2015.12.11.	15 weeks
Wrap-up Session	2015.11.30. – 2015.12.4.	Final Research Project, Presentation
	2015.12.9.	Graduation Ceremony
	2015.12.15.	Departure

*The above schedule is subject to change.

**A detailed Program Schedule will be provided upon arrival.

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 and basic Korean language, as well as general information regarding daily life in Korea, will also be delivered in this session.

b. Seoul city excursion

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. After the medical checkup, KOICA will officially accept each participant as a KOICA trainee for the program. If any case which may hamper the scholarship in Korea is found in the medical checkup, the participant will be required to return home. The status as the participant for KOICA's Scholarship Program will be finalized and the acceptance to the program will be confirmed only after the medical checkup.

3. CURRICULUM

A. Curriculum and Credits

- The credits required to complete the Master's program: 36 credits
- Required: 30 credits / Electives: 6 credits

Type	Type	Course Title
Pre-Course (1)	Required (1)	<ul style="list-style-type: none"> • Basic Korean (0) • Research Basics (1) <ul style="list-style-type: none"> - Computers & Quantitative Methods - Research Basic & Academic Writing
Foundation Course (8)	Required (8)	<ul style="list-style-type: none"> • Personal Development & Leadership (2) • Accounting (2) • Economic Development in Korea and SMEs (2) • Studies of (Modern) Korean History (2) • Korean (0)
Development Competency (11)	Required (9)	<ul style="list-style-type: none"> • Introduction to Global Development (3) • Planning & Organizing for Community Development (3) • Research Methods for International Development Practice (3)
	Electives (2)*	<ul style="list-style-type: none"> • Global Challenges and Development (2) <ul style="list-style-type: none"> -Green energy, population, health, poverty, status of women, etc. • Analysis of Market and Public Policy (2) • Voluntary Sector Policy (3) • Urban Economics & Policy (2) • Human Resources and Social Policy (3) • Understanding SME Policies: Theory and Practice (2) • Micro-credit for development (3) • Economic Development (2)
SME Competency (12)	Required (10)	<ul style="list-style-type: none"> • SME Management - Marketing (2) • SME Management - Finance (2) • SME Management - Operations Management (2) • Industrial Policy: SME Development (2) • Venture and Entrepreneurship (2)

Type	Type	Course Title
	Electives (2)*	<ul style="list-style-type: none"> • Law & Governance in SME Development (2) • Business Ethics & Governance (3) • Appropriate Technology & Commercialization (2) • Strategic Leadership and Business Transformation (3) • Project Management (3)
Wrap-up Course (4)	Required (4)	<ul style="list-style-type: none"> • Thesis Research (2) • Practicum in SME Development & Management (2)

* The above curriculum is subject to change.

* The specified number of credit from the elective section is the least number of credit the students must take.

B. Credits Completed per Semester

As shown in the table below, students must complete 36 credit hours to graduate. Excluding the thesis course, the courses are evenly distributed among core, and functional concentration.

Semester(credits)	Type	Course Title
Pre Course (1)	Required (1)	<ul style="list-style-type: none"> • Basic Korean (0) • Research Basics (1) <ul style="list-style-type: none"> - Computers & Quantitative Methods - Research Basic & Academic Writing
1st semester 2014 Fall (9)	Required (7)	<ul style="list-style-type: none"> • Personal Development & Leadership (2) • Introduction to Global Development (3) • Economic Development in Korea and SMEs (2)
	Electives (2)*	<ul style="list-style-type: none"> • Global Challenges and Development (2) <ul style="list-style-type: none"> -Green energy, Population, Health, Poverty, Status of Women, etc. • Analysis of Market and Public Policy (2) • Voluntary Sector Policy (3) • Urban Economics & Policy (2) • Human Resources and Social Policy (3) • Understanding SME Policies: Theory and Practice (2) • Micro-credit for Development (3) • Economic Development (2)
2nd semester 2014 Winter (4)	Required (4)	<ul style="list-style-type: none"> • Accounting (2) • Studies of (Modern) Korean History (2) • Korean Language Practice (0)
	Electives (0)*	<ul style="list-style-type: none"> • Field Practicum I : Study Visits to Government Organizations

Semester(credits)	Type	Course Title
3rd semester 2015 Spring (12)	Required (12)	<ul style="list-style-type: none"> • Planning & Organizing for Community Development (3) • SME Management – Finance (2) • Research Methods for International Development Practice (3) • SME Management – Operations Management (2) • Venture & Entrepreneurship (2)
	Electives (0)*	<ul style="list-style-type: none"> • Field Practicum II : Study Visits to Industrial Sites & SMEs (0)
4th semester 2015 Summer (6)	Required (4)	<ul style="list-style-type: none"> • Industrial Policy: SME Development (2) • SME Management – Marketing (2)
	Electives (2)*	<ul style="list-style-type: none"> • Law & Governance in SME Development (2) • Business Ethics & Governance (3) • Appropriate Technology & Commercialization (2) • Strategic Leadership and Business Transformation (3) • Project Management (3)
5th semester 2015 Fall (4)	Required (4)	<ul style="list-style-type: none"> • Thesis Research (2) • Practicum in SME Development & Management (2)
	Electives (0)*	<ul style="list-style-type: none"> • Field Practicum III : Study Visits to Non-profit Organizations (0)

* The specified number of credit from the elective section is the least number of credit the students must take.

1) Title of Degree

This Program is a master's degree program; the students will study about Global Development and Entrepreneurship. Master's candidates who complete 36 credit hours and Thesis Research will be granted the degree. The title of the degree conferred is MA in Global Development and Entrepreneurship.

2) Graduation Requirements

In order to graduate, students must complete 36 credits, earn a GPA higher than 3.0, and submit a thesis from Thesis Research course.

- Required: 30 credits / Electives: 6 credits

3) Curriculum Composition

- Pre Courses (Preparatory courses for the 1st semester)
 - ➔ Required: 1 credit
 - * Note: Korean is 0 credit, a pass or fail class, with the total class of 60 hours
- Foundation Courses (Basic competency building phase for global development based on S&M businesses)
 - ➔ Required: 8 credits
- Competency Courses (Professional competency building phase for Global Development and Entrepreneurship)
 - ➔ Required: 19 credits / Electives: 4 credits
- Wrap-up Courses (Action competency building phase for Regional Development based on S&M business, Practicum phase)
 - ➔ Required: 4 credits (Thesis Research included)

4) Teaching Plan for Thesis Research

- The course aims to train talented developers in the practical sense of realism.
- Each Semester builds a different stage of the overall curriculum, all of which come together to train the students to accomplish the final Thesis Research. Throughout this process, students will also receive subject specific guidance and personal mentoring.
- Furthermore, the students will be able to take full advantage of HGU's network domestic and international when carrying out their practical final projects based on real site experiences and data.
- Research Project Process per Semester

Schedule	Classes	Expected effect	Final outcome process
Fall Semester, 2014	Foundation course	Empowerment of basic competencies	
Spring Semester, 2015	Regional Research & Analysis, SME Management	S&M business start-up opportunity discovery and development through regional research and analysis	Assignment of professors for thesis research draft
Summer Semester, 2015	Industrial Policy: SME Development, SME Management	Enhancement of professional competence in the management and development of SMEs business	Data collection, research, experiment for thesis research report
Fall Semester, 2015	Thesis Research, Practicum in SME Development & Management	Empowerment of SME Start-up Project and practical Thesis Research	Write Thesis Report; Intermediate Screening: Report modification/supplementation Final Screening: Submit report and PT

4. EXTRACURRICULAR ACTIVITIES

A. Field Trips, Extra-curricular activities, Seminars

1) Industry Field trips & Off-site training 1

Date	Place	Contents
Oct. 13-17, 2014	Canaan Farmland School	Development Spirit Training
Nov. 13-15, 2014	(Nov.13) Bank of Korea in Busan Pusan Newport Company BNCT Terminal Taewoong (Manufacturer)	-Small & Medium businesses Finance and International Finance -Infrastructure industry site tour
	(Nov.14) Hyundai Heavy Industries Co., LTD. Hyundai Motor Company Shin Young Co., Ltd. Anapji	-Heavy chemical industry development policies -Success stories of small & medium enterprises (Entrepreneurship)
	(Nov.15) Bulguksa Gyeongju National Museum Yangdong Folk Village Saemaeul Movement Memorial Hall	-Korean cultural experience -Entrepreneurship and Saemaeul (New Village) Movement
May 13-16, 2015	(May 13) Samsung Electronics (in Suwon) KOICA	-Infrastructure industry site tour -ODA site tour
	(May 14) KDI, KDB Korea Exim Bank Bank of Korea Myeongdong	-Small & Medium businesses Finance and International Finance
	(May 15) Small & Medium Business Corporation World Vision Good Neighbors Cheonggyecheon River	-Establishing and managing small & medium businesses -Int'l organizations for poverty reduction
	(May 16) Insadong The Ancient Palace	-Korean cultural experience

* The above schedule is subject to change depending on the circumstances of the visiting institute.

2) Field trip & Cultural experience 2

Type	Date	Place	Important Contents	Remarks
Day trip	Sep 2014	POSCO YPEC Rindo	Understanding heavy industries, small & medium businesses of Korea	
	Nov 2014	Pohang Technopark	Visit high-tech venture enterprises	
	Mar 2015	Alternative Technology Center	Understanding the use and applications of appropriate technology	
	Apr 2015	Daedeok Science Town Sejong City	Visit science & technology institutes and a Korean self-governing city	

* The above schedule is subject to change depending on the circumstances of visiting institute.

3) Extracurricular activities

Type	Event	Important Contents	Remarks
Fellowship Events	Welcome ceremony for new students	Welcome ceremony before semester starts. (Introduction to school life, Fellowship among professors and students)	
	Global Culture-Night	Introduction to different countries students come from, Enhancement of cultural understanding through cultural exchange	
	Korean Tutoring Session	1:1 Korean tutoring sessions with Koreans besides regular Korean classes	Once a Week for a semester
	Final Thesis Research presentation	Hold Final Thesis Research presentation for graduation examination	
	Graduation Ceremony	Award ceremony and farewell party	

* The above activities can be changed depending on the circumstances of the events.

4) Seminars

Type	Date	Presenter	Topic
International Development Regular seminars	Oct 2014	TBA	International Development & Social Enterprise
	Nov 2014	TBA	The Meaning and the Assignment of Entrepreneurship in the Field of International Development
	April 2015	TBA	International Development & Social Innovation
	May 2015	TBA	International Development & Micro Finance

5. HGU-KOICA SCHOLARSHIP PROGRAM REGULATIONS

A. Attendance and Absenteeism

- 1) Students are expected to attend all of the classes he/she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam.
- 2) In the event a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Academic planning, field-trips, on-location training, etc.
 - Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
 - Other events as approved by the Graduate School Dean

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

B. Must reside in HGU residence

- Students must reside in KOICA Resident House (Former International Faculty House) of Handong Global University
- 1 or 2 students per room
- Living off-campus is not allowed.

C. Must abide by residency regulations

- Handong Global University has very strict residency regulations and all students must abide by them.
- A student who violates residency regulations will be evicted from the KOICA Resident House and he/she must return to his/her country immediately.

D. Examinations and Grade Evaluations

1) Minimum Grade Point Average Requirement

- Students must maintain at a minimum a B0(80-84) grade point average. Anything below 80 points will not be acknowledged as a passing grade.

2) Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of semester), Final (Last two weeks of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

3) Qualifications to Sit for an Exam

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

4) Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100 point score for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
 - A to A+: 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

5) Evaluation Standard: Evaluation Ranking

Grades	Score(%)	Grade Point	Grades	Score(%)	Grade Point
A+	95 - 100	4.5	C0	70 - 74	2.0
A0	90 - 94	4.0	F	0 - 69	0
B+	85 - 89	3.5	P		Pass
B0	80 – 84	3.0	I		Incomplete
C+	75 – 79	2.5			

1. GENERAL INFORMATION

About Handong Graduate School of Global Development & Entrepreneurship

UN declared 8 Goals as the Millennium Development Goals (MDG) in the year 2000 with the main objective of halving the world extreme poverty and ensuring environmental sustainability by the year 2015. The world community has been spending much of its effort to reduce world hunger and poverty, especially since the establishment of MDGs, but the result is much less than what was originally hoped for. The traditional model for assisting developing countries has mainly been based on cash grant with either unprincipled or too rigid specificity. A more effective way to help developing countries would be equipping them with the ability to fish through education for global development and entrepreneurship, rather than giving them the fish caught beforehand by others.

In January 2011, UN designated Handong Global University (HGU) as the UN Academic Impact Global Hub for Capacity Building in Higher Education Systems (<http://outreach.un.org/unai>). As a UNAI Action Program for the Global Hub of Capacity Building, HGU established the Handong Graduate School of Global Development & Entrepreneurship (HGD&E). Its main goal is to cultivate professionals who, in response to the needs of communities in developing countries, can contribute to the establishment of the indigenous and transformative capability that will lead to comprehensive and sustainable development for the communities.

Mission Statement of ‘Handong Graduate School of Global Development and Entrepreneurship (HGD&E)’

HGD&E is to cultivate professionals who, in response to the needs of communities in developing countries, can contribute to the establishment of the indigenous and transformative capability that will lead to comprehensive and sustainable development of the communities.

2. ACCOMMODATION

❑ KOICA Resident House of Handong Global University



Students of Graduate School of Global Development & Entrepreneurship KOICA Course live in the KOICA Resident House, which is located nearby the All Nations Hall where the lectures of our graduate school are held.

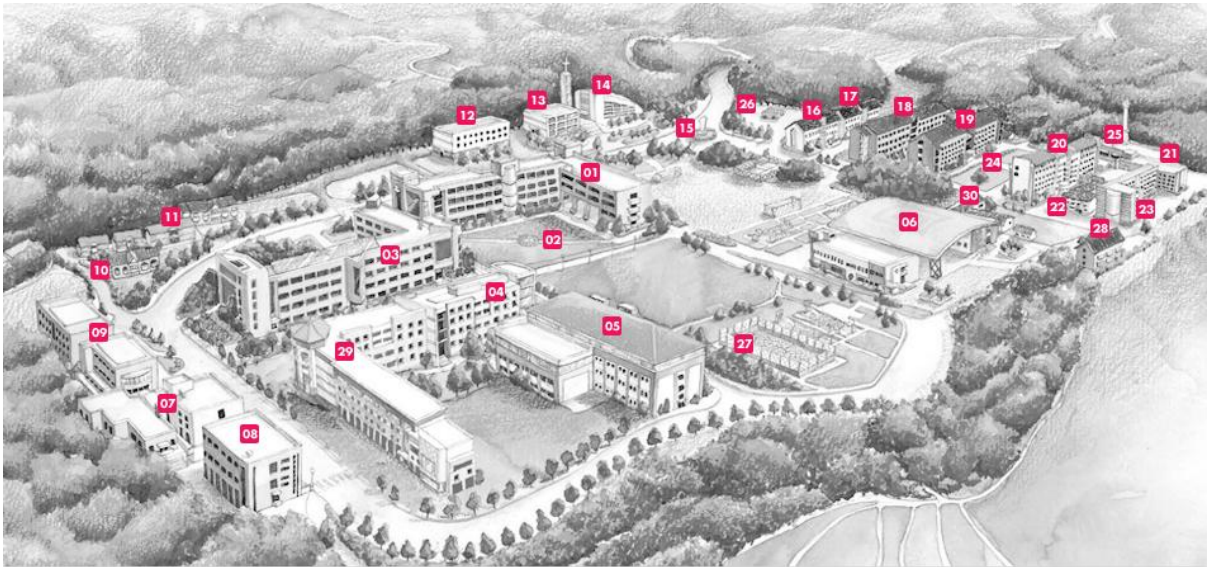
Living Conditions



- ⇒ 1 or 2 students share a room
- ⇒ Furniture: Beds, Desks, Bookshelves, Closets in each room
- ⇒ Facilities: Bathroom, Lounge, Kitchen in each house
(Public laundry room is located nearby the residence.)



Campus Map (Dormitories No 16 ~22, 23)



- | | | | | |
|-----------------------|--------------------------------------|--------------------|-----------------------|--|
| 01 Hyundong Hall | 07 Handong Techno Business Incubator | 13 Hyoam Anex Hall | 19 Creation Hall | 25 Power Plant |
| 02 Vision Square | 08 Global Green Development Center | 14 Hyoam Chaplain | 20 Lothem Hall | 26 Bus Stop |
| 03 Nehemiah Hall | 09 Handong International School | 15 HGU Stone | 21 International Hall | 27 Hiddink Dream Field |
| 04 Newton Hall | 10 HIS Dormitory | 16 Shalom Hall | 22 Global House | 28 Nicodemus House |
| 05 Oseok Hall | 11 Onnuri House | 17 Evenexel Hall | 23 Grace Hall | 29 All Nations Hall |
| 06 Student Union Hall | 12 Global Language Center | 18 Vision Hall | 24 HD Square | 30 Convenience Store (HGU Shop & Book Store) |

3. OTHER INFORMATION

Lecture Rooms



KOICA Lecture Room 1

(All Nations Hall 414 Chamber Room)

Most of the lectures of KOICA Course are held in the ANH 414 lecture room.



KOICA Lecture Room 2 (All Nations Hall 401)

Seminar Room



HGD&E Seminar Room (Newton Hall 312)

Various seminars related to international development and SMEs are held in the seminar room and also this is where students of HGD&E study.

Dining on Campus



Shinsegae Food, the Student Cafeteria

(SU 1st floor)

Price – 2,800 ~ 4,500KRW

- * Fixed menu among various kinds
- * Offers take outs: Bagel, Pretzel, Sandwich, Cake with choices of drinks



Mom's Kitchen (SU 1st floor: library side)

Price – 3,500 KRW

- *Sells hot and cold drinks, smoothies, and different types of cakes
- *Fixed menu between Western and Korean
- *Offers take outs: Kimbop, Sandwich



Hyoam Restaurant

Price – 4,500 ~ 5,000KRW

- *Meal is served after 10:00 am
- *Choice of different dishes from Western to Oriental
- *Has special menu each day of the week. Sells packed sandwiches, muffins, burritos, salads, drinks and different types of cakes

Convenient store



Convenience Store & Book Store

(Bethel Hall B1 floor)

Assortment of daily necessities, textbooks and office supplies

Café



Question Mark Café

(SU 2nd Floor, dormitory side)

Sells different types of beverages and cakes

Hisbeans Café (OH 3rd Floor)

Sells different hot and cold beverages, waffles
rice cakes and cookies

Int'l café (SU 1st floor across convenient store)

Used for Int'l students events



Computer Labs

There are numerous computer labs open to
students at these locations:

- OH 1st floor (Scanner Installed), OH 3rd and
HDH 4th floor

Printing

Most computer labs and dorms have printers that
require a printer card to print. Printer cards can be
purchased at the school book store.

Library



Student Library

Library is located next to the Newton Hall

1st floor: Computer lab/ Reference library

Visual Media room

2nd floor: Library Lounge/Reading room

3rd floor: Group study room/Reading room

Sports Facilities



Student Sport Facilities

Soccer field, Futsal field, Basketball court,
Tennis court, Pool table, and Fitness center



Prayer Rooms

HDH 4th floor

SU 2nd floor (Reservation required)

OH 4th floor

In each dormitory



Post Office

(HDH Basement Vision Square side)

Office Hour: 9:00 am ~ 6:00 pm / 12:00 pm ~

1:00 pm Lunch break

Closed Saturday and Sunday

Other Extracurricular Activities

Global Entrepreneurship Program

The Global Entrepreneurship Program is an accelerated incentive program which was initially developed under the UNDP project for selected students. Through the program, students will be able to taste the Entrepreneurial spirit, learn the basic skill-set necessary to become an Entrepreneur, compete in business competition to learn



how their plans compare with others' in the class, and have a chance to network with students from other countries for potential multi-national ventures.

Korean Cultural Experience Program

Office of International Community Advancement (OICA) hosts a time for Korean cultural experience for international students. A variety of cultural programs will be provided to familiarize international students with Korean culture.



Activities =====

Experience:

- Korean traditional paper folk craft
- Korean traditional pottery making
- Korean traditional drawing
- Korean traditional food cooking and visit:
- Gyeongju National Museum
- Korean traditional houses

Korean Tutoring

Korean Tutoring provided by Korean students at no charge! Great opportunity to learn Korean language and culture and make Korean friends.



International Buddy System (IBS)

International Buddy System is a program hosted by the Handong Student Government to provide better opportunities for international students and Korean students to get to know one another and learn different cultures. Those who apply for IBS will be paired with a Korean student to participate in a variety of events prepared by the Handong Student Government.

Culture Night

It is organized by international students to share global culture with Korean students (cultural performances, global food fair).



Medical Facilities in Pohang City

Type	Medical Facility	Location	Business Hour	Landmark	Phone Number
General	Sunlin Hospital 선린병원	Daeshin-dong, Bukgu 북구 대신동	Weekday: 9:00~17:00 Lunch: 13:00~14:00 Saturday: 9:00~12:00	Lotte Department Store 롯데 백화점	054-245-5000
	Zone Medical 존 메디컬	Duho-dong, Bukgu 북구 두호동	Different for each department	GS Mart	054-230-7600 054-260-7500
Orthopedics	Bukbu Orthopedics 북부 정형외과	Hang-gu, Bukbu 북부 항구동	Weekday: 9:00~19:00 Saturday: 9:00~17:00 (Sun/Holiday) 9:00~13:00	Bukbu beach, N-beach Motel 엔비치 모텔	054-231-3303

Type	Medical Facility	Location	Business Hour	Landmark	Phone Number
Internal Medicine	Pohang Soknaegwa 포항속내과	Yangdeok-dong, Bukgu 북구 양덕동	Weekday: 9:00~19:00 Lunch: 12:30~14:00 Saturday: 9:00~15:00 (Sun/Holiday) 9:00~13:00	Hanaro Club 하나로클럽	054-247-1166
	Duho Clinic 두호연합의원	Duho-dong, Bukgu 북구 두호동	Weekday: 9:30~19:00 Saturday: 9:00~16:00 (Sun/Holiday) 9:00~13:00	Same building as Arumpille Clinic/아름필레 클리닉	054-242-8855
Otolaryngology	Hana Otolaryngology 하나 이비인후과	Yangdeok-dong, Bukgu 북구 양덕동	Weekday: 9:30~19:00 Saturday: 9:30~16:00	Hanaro Club 하나로클럽	054-262-5676
	Hyundai Otolaryngology 현대 이비인후과	Duho-dong, Bukgu 북구 두호동	Weekday: 9:00~19:00 Saturday: 9:00~16:00 (Sun/Holiday) 9:00~13:00	Across the street from Mission Clinic	054-231-7582
Dental	O Dental Clinic 오치과	Yangdeok-dong, Bukgu 북구 양덕동	Weekday: 9:30~19:00 Saturday: 9:30~16:00	Hanaro Club 하나로클럽	054-255-7553
Dermatology	Arumpille Clinic 아름필레클리닉	Duho-dong, Bukgu 북구 두호동	Weekday: 9:3~19:00, Lunch: 13:00~14:00 Saturday: 9:3~16:00	Same building as Mission Clinic/이지현 내과의원	054-251-7575
Ophthalmology	M Eye Center Zone Medical 존 메디컬	Duho-dong, Bukgu 북구 두호동	Weekday: 9:30~19:30 Lunch: 13:00~14:00 Saturday: 9:30~16:00	GS Mart	-
Pediatrics	Women's I Hospital 여성아이병원	Woohyun-dong, Bukgu 북구 우현동	Weekday: 9:00~21:00 Lunch: 13:00~14:00 Saturday: 9:00~18:00 (Sun/holiday) 9:00~13:00	O-Gwangjang 오광장	054-275-0005

Medical Information Center

The services are for all residents living in Korea so the initial call pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed).

During the switchover time, prerecorded music and Korean will be relayed over the phone.

Wait patiently until the switchover and then you will be able to receive a step-by-step instruction in English on the required medical condition.

Your emergency call will be translated by a 3rd translating party between you and the professional medical staff. This service is not like 119, but is a hotline for a step-by-step process of dealing with sudden ailments that may not require an ambulance (although you can request an ambulance).

119 Fire & Emergency Services

The 119 Emergency & SOS Service is similar to the American 911 service. In case of fire or a medical emergency call this number. The service will immediately send a fire truck or an ambulance to the required location. The service is for all residents, Korean and foreign, so the pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed). Wait patiently until the switchover and then you will be able to inform the medical staff of the patient's condition and request a fire truck or an ambulance.

Campus Clinic ext.1995 Campus Clinic

Location: Bethel hall 1st floor

During the semester: 9:00 am ~ 24:00 (Mon ~ Fri)

During the break: 9:00 am~ 10:00 pm (Mon ~ Fri)

Lunch time: 12:00 pm~1:00 pm

Dinner time: 6:00 pm~7:00 pm

*Closed on Sat, Sun and holidays

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 fare. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant accompanies or invites family members, he or she must be responsible for all the relevant costs and other necessary administrative measures (please refer to the "4. Accompanying or Inviting Family" section of Part 7. Regulations).

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 overseas travelers' health insurance. 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 will then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance. The Insured persons are also responsible for deductibles.

▪ Limits of Coverage (subject to change)

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 10 million
- Death by Disease: KRW 50 million
- Liability: KRW 10 million
- Loss of Personal Effects: KRW 1 million
- Airplane Hijacking: KRW 1.4 million

* US\$1= approx. KRW 1,150 (as of January 2011)

▪ 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.

▪ Procedures, Services and Diseases Not Covered by the Insurance

- Mental disease and behavior disorder
- Congenital cerebropathy
 - Obesity
- Urinary diseases: Hematuria and urinary incontinence

- Diseases of the rectum and anus
 - Tiredness and fatigue
 - Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
 - Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
 - Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
 - Diseases that participants already had before arriving in Korea.
- **Deductibles (Insured persons are responsible for deductibles, as described below)**
- Maximum Coverage Limit per Day
 - Outpatient services: 250,000 won
 - Medicine: 50,000 won
 - Deductible per day (outpatient)
 - Clinic: 10,000 won
 - Hospital: 15,000 won
 - University hospital, level 3 hospital: 20,000 won
 - Deductible per day (medicine): 8,000 won
 - Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
 - Hospital treatment: The beneficiary is responsible for 10% of the costs.
 - Orthopedics
 - Equipment and consumables (e.g., wristbands and cast shoes)
 - Fees for the issuing of certificates
 - In the case of uninsured items and material costs, a detailed statement must be submitted
 - Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted

1. PARTICIPANT'S RESPONSIBILITIES

- 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 Ewha-KOICA 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. If the trip exceeds **19 days during whole (16 months) program**, KOICA will not pay the living allowance for the absent days which exceed 19 days.

- 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 are recommended not to bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- Participants may bring or invite family members but they 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.

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.

Part VIII

CONTACTS

❑ Korea International Cooperation Agency (KOICA)

- Program Manager: **Ms. Min jee KANG**
- Capacity Development Program Team
- Address: KOICA, 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, Gyeonggi-do, Republic of Korea
- Tel: +82-31-740-0411 Fax: +82-31-740-0684
- E-mail: thanks@koica.go.kr

- Program Coordinator: **Ms. En kyol KIM**
- Phone: +82-31-777-2640
- Fax: +82-31-777-2680
- E-mail: kek0107@global-inepa.org

❑ Graduate School of Global Development & Entrepreneurship, Handong Global University (<http://www.handong.edu>)

- Section Chief: **Mr. Chul Kyu Lee**
- Dept. of Academic Affairs Sect. of Graduate School
- Address: Graduate School Administration Team, Handong Global University, 558 Handong-ro, Hunghae-eup, Buk-ku, Pohang-City, Gyeongbuk, 791-708, Korea
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- Assistant Staff of HGD&E: **Ms. Woon Ko**
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Appendix 1.

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)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.



Appendix 2.

HOW TO JOIN THE KOICA COMMUNITY

The KOICA Alumni Community (<http://training.koica.go.kr>)

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The door to the KOICA Alumni Community is open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present participants. By becoming a member of the KOICA Alumni Community, you can stay in touch with your former classmates and be informed of what is happening at KOICA and the center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

The KOICA FACEBOOK (<http://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.



Appendix 3.

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 Incheon 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 who 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."