

**KOICA-HGU
Master's Degree Program in
Techno-Entrepreneurship Competency
Based on EE&ICT Convergence**

August 6, 2018–January 5, 2020

Pohang & Seongnam, Korea

KOICA

CIAT
INTERNATIONAL CENTER FOR
TECHNO-ENTREPRENEURSHIP TRAINING

Korea International Cooperation Agency

 HANDONG GLOBAL
UNIVERSITY

Handong Global University

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

Contents

PART I. PROGRAM OVERVIEW	3
PART II. PROGRAM CONTENTS	5
1. ACADEMIC SCHEDULE	5
2. ORIENTATION	6
3. CURRICULUM	7
4. EXTRACURRICULAR ACTIVITIES	10
PART III. TRAINING INSTITUTE	12
1. GENERAL INFORMATION	12
2. ACCOMMODATION	13
3. OTHER INFORMATION	14
PART IV. ACADEMIC REGULATIONS	19
PART V. REQUIRED DOCUMENTS	21
PART VI. CONTACTS	23

I . PROGRAM OVERVIEW

■ Program Title

Master's Degree Program in Techno-Entrepreneurship Competency Based on EE & ICT Convergence

■ Period

- Stay period: August 6, 2018 - January 5, 2020 (17 months of study in Korea including 2 weeks of pre-course)
During the 17 months in HGU, students are strongly recommended to complete their thesis.
- Academic period: August 6, 2018-March 5, 2020 (19 months)
In accordance to the university regulations, the diploma will be issued in February 2020.

■ Degree

Master of Science in ICT convergence

■ Program Background

- The economic development model based on cheap labor has been failed to lift up developing countries from poverty or to build their capacities in this digital information era. If the status quo were to prevail, the gap between developed countries and developing countries will only widen.
- EE (Electrical Engineering) and ICT convergence, which formed the basis for the fourth industrial revolution, provide opportunities for a quantum leap of the developing countries based on entrepreneurship and innovation.
- The need, which creates more jobs and opportunities for the growth of the developing countries through education and practical training in EE and ICT convergence field, is growing.

■ Objectives

- Training government and NGO officials in the EE and ICT convergence field of the developing countries to foster greater entrepreneurship and capacity building
- Training domestic leaders in the EE and ICT convergence field in a systematic and practical manner to create policies and attract capital investments for their countries
- Training government officials' problem-solving skills through a real world problem analysis and solving in the EE and ICT convergence field
- Sharing Korea's experiences in the EE and ICT convergence field as well as raising mutual understanding among Korea and developing countries

Why not change the world?

■ **Goals**

- Nurturing experts in the EE and ICT convergence field of the developing countries so that they can lead economic development in their countries through the understanding of Korea's EE and ICT convergence developing stories and models in addition to mutual benefits between both countries
- Building up networks among industry experts and investors in Korea and developing countries' government and NGO officials so that they can form an effective partnership and support technological and economic growth between both countries

■ **Training institute**

Graduate School of Global Development & Entrepreneurship,
Handong Global University (hereinafter referred to as HGU)

■ **Number of participants: 15 government officials**

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

■ **Accommodations ****

- KOICA: International Cooperation Center (hereinafter referred to as ICC)
- HGU: Dormitory (Creation Hall) *

(*) Living conditions of dormitory (Creation Hall)

- Single occupancy
- Include a private bed, a desk, a bookshelf and a closet
- Lounge, laundry room, bathroom, and kitchen (to be shared)

(**) Accommodation is subject to change according to circumstances.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Activity	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory session	2018.8.6 - 2018.8.8	Arrival, medical check-up, KOICA orientation
	2018.8.9	Arrival at HGU
Pre-course	2018.8.13 - 2018.8.17	HGU orientation 1 week
	2018.8.20 - 2018.8.24.	Canaan Farmers' School 1 week
1 st semester course registration	2018.8.20 - 2018.8.31.	2 weeks
1 st semester (Fall semester)	2018.8.27 - 2018.12.7	15 weeks
Field practicum I	2018.10.24 - 2018.10.26	3 days
Winter break 1	2018.12.10 - 2018.12.30	3 weeks
2 nd semester course registration	2018.12.24 - 2019.1.2	1.5 weeks
2 nd semester (Winter semester)	2018.12.31 - 2019.2.15	7 weeks
Winter break 2	2019.2.18 - 2019.2.24	1 week
3 rd semester course registration	2018.2.18 - 2019.3.1	2 weeks
3 rd semester (Spring semester)	2019.2.25 - 2019.6.7	15 weeks
Assigning academic advisor	2019.3.25 - 2019.4.19	4 weeks
Field practicum III	2019.4.17 - 2019.4.20	4 days
Spring break	2019.6.10 - 2019.6.23	2 weeks
4 th semester course registration	2019.6.17 - 2019.6.26	1.5 weeks
4 th semester (Summer semester)	2019.6.24 - 2019.8.16	8 weeks
Summer break	2019.8.19 - 2019.8.23	1 week
5 th semester course registration	2019.8.19 - 2019.8.30	2 weeks

Activity	Date (YYYY.MM.DD)	Contents / Remarks
5th semester (Fall semester)	2019.8.26 - 2019.12.6	15 weeks
Thesis submission (draft)	2019.9.23 - 2019.10.4	2 weeks (4 - 5 th week of 5 th semester)
Thesis examination	2019.11.4 - 2019.11.8	Final oral defense presentation
Thesis submission (final)	2019.11.22	12 th week of 5 th semester
Winter break and wrap up	2019.12.9 - 2019.12.27	3 weeks
Graduation ceremony	2019.12.27	-
Departure	2020.1.5	In 1 week after the graduation ceremony

* The schedule above is subject to change.

** Field practicum II will be held during the semesters as one day field trip (3 ~ 4 times).

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

2. ORIENTATION

When students arrive, there will first be orientations for KOICA's Scholarship Program at the KOICA ICC for 2 or 3 days. The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that students will need during the program. Usually, the orientation is composed of two parts: KOICA's welcoming session and a medical check-up. The order of each part is subject to change.

	Date (YYYY.MM.DD)	Contents / Remarks
Arrival	August 6, 2018	Arrival in Korea
KOICA orientation	August 6-8, 2018	KOICA's welcoming session
		Medical check-up

* Students will stay at the KOICA ICC until they check into the HGU dormitory.

1) KOICA's welcoming session

In the first part of the orientation, students will have a welcoming session, which includes KOICA's welcoming reception, an introduction to KOICA and a course outline. Through this session, students 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 offered in this session.

2) Medical check-up

KOICA will have all students get a medical check-up after their arrival in Korea. After the medical check-up, KOICA will officially accept each participant as a KOICA trainee for the program. If any sign of a disease is found in the medical check-up, the participant has to return home.

3. CURRICULUM

1) Curriculum & credits based on courses

The total number of credits required to complete the master's program: 36 credits

Classification (credits)	Type	Course Title
Pre-course (1)	Required (1)	<ul style="list-style-type: none"> • Preliminary course (1) - Computers & quantitative methods - Research basic & academic writing
Foundation courses (4)	Required (0)	<ul style="list-style-type: none"> • Korean I (0) • Korean history & culture (0)
	Electives (4)	<ul style="list-style-type: none"> • Korean II (0) • Cognitive psychology (2) • Business, culture and spirituality (2)
EE & ICT convergence (12)	Required (4)	<ul style="list-style-type: none"> • Programming practice (2) • Economic development of Korea and EE&ICT (2)
	Electives (8)	<ul style="list-style-type: none"> • Mobile programming (1.5) • Introduction to machine learning (1.5) • Introduction to VR (Virtual Reality) (1.5) • IoT (Internet of Things) practice (1) • IoT (Internet of Things) design (1) • Big data analytics (1.5)

Why not change the world?

Classification (credits)	Type	Course Title
Startup development course (8)	Required (2)	<ul style="list-style-type: none"> • Venture entrepreneurship and ICT startup strategy (2) • Field practicum I (0) • Field practicum II (0) • Field practicum III (0)
	Electives (6)	<ul style="list-style-type: none"> • Sustainable development and environment (2) • Analyzing & interpreting of financial statement (2) • Startup incubating methodology (2) • Internship (0)
Research and policy (20)	Required (12)	<ul style="list-style-type: none"> • ICT convergence policy project I (2) • Research methodology (2) • Global capstone I (2) • Thesis basic I (2) • Thesis basic II (2) • Thesis research (2)
	Elective (8)	<ul style="list-style-type: none"> • Technology policy I (2) • Technology policy II (2) • ICT convergence policy project II (2) • Global capstone II (2)

* The curriculum above is subject to change.

2) Curriculum & credits based on semester

As shown in the table below, students must complete 36 credits to graduate.

Semester (credits)	Type	Course title
Pre-course (1)	Required (1)	<ul style="list-style-type: none"> • Preliminary course (1)
1 st semester (12)	Required (6)	<ul style="list-style-type: none"> • Korean I (0) • Korean history & culture (0) • Programming practice (2) • Venture entrepreneurship and ICT startup strategy (2) • Field practicum I (0) • Research methodology (2)

Semester (credits)	Type	Course title
	Electives (6)	<ul style="list-style-type: none"> • Economic development of Korea and EE&ICT (2) • Mobile programming (1.5) • Introduction to machine learning (1.5) • IoT (Internet of Things) practice (1)
2 nd semester (4)	Required (4)	<ul style="list-style-type: none"> • Field Practicum II (0) • Global Capstone I (2) • ICT convergence policy project I (2)
	Electives (0)	<ul style="list-style-type: none"> • Korean II (0)
3 rd semester (14)	Required (2)	<ul style="list-style-type: none"> • Field practicum III (0) • Thesis basic I (2)
	Electives (12)	<ul style="list-style-type: none"> • Introduction to VR (Virtual Reality) (1.5) • IoT (Internet of Things) design (1) • Big data analytics (1.5) • ICT convergence policy project II (2) • Analyzing & interpreting of financial statement (2) • Startup incubating methodology (2) • Technology policy I (2)
4 th semester (6)	Required (2)	<ul style="list-style-type: none"> • Thesis basic II (2)
	Elective (4)	<ul style="list-style-type: none"> • Sustainable development and environment (2) • Global capstone II (2) • Internship (0)
5 th semester (8)	Required (2)	<ul style="list-style-type: none"> • Thesis research (2)
	Electives (6)	<ul style="list-style-type: none"> • Cognitive psychology (2) • Business, culture and spirituality (2) • Technology policy II (2)

* This curriculum above is subject to change.

3) Graduation requirements

In order to graduate, students must take 36 credits and earn a grade point average (GPA) higher than 3.0. In addition, students must submit a thesis during the thesis research course.

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field practicum 1 - 3

A field practicum is designed to learn and experience ICT convergence technologies' applications in existing industrial sites to catch up with the fourth industrial revolution. Student will visit several major ICT companies including some promising startups in Korea.

Visiting Sites:

- Samsung SIM & Google Korea
 - Hyundai Motors & Korea national Oil Cooperation
 - LG Electronics, Naver Corporation, POSCO and POSCO ICT
 - Creative Economy and Innovation Center, Smart farm, Smart factory, etc.
- * The sites can be subject to change due to circumstances.

2) Fellowship event



- Welcome party
 - Monthly meeting with faculty members
 - Monthly birthday party, etc.
- * Events are subject to change.

3) International Buddy System (IBS)

IBS is a program hosted by the Handong Student Government to provide better opportunities for international students and Korean students to get to know with each other and learn different cultures. An international student who applies for the IBS will be paired with a Korean student to participate in a variety of events.

4) Korean cultural experience program



Office of International Affairs (OIA) hosts events where international students can experience the Korean culture. The OIA will offer a variety of cultural programs so that international students can familiarize themselves with the Korean culture.



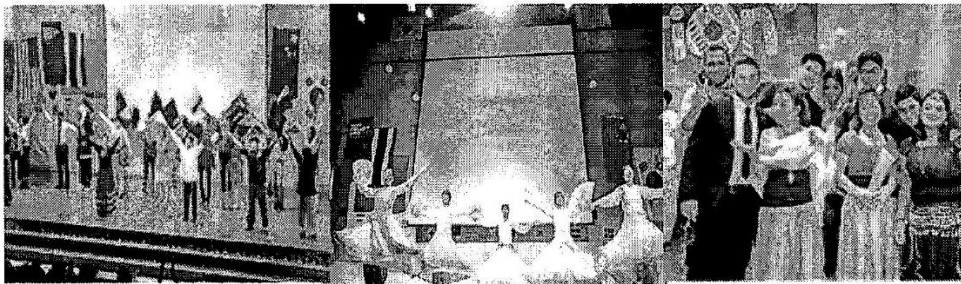
Activities (experience)

- Korean traditional paper folk craft and pottery making
- Korean traditional drawing and food cooking
- Visiting Gyeongju National Museum & Korean Traditional Houses, etc.

* The activities are subject to change.

5) Culture night

International students regularly organize a culture night event to share their cultures with Korean students (cultural performances, global food fair and more).



III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Introduction of Handong Global University and Graduate School of Global Development & Entrepreneurship

Handong Global University (HGU) was founded in 1995 and it is located in the rolling hills of the eastern coast of Pohang, Korea. Perched atop a hill, covering over 200 acres, the campus looks out over both the East Sea, and the western Pacific Ocean with a small lake bordering the east side of the campus.

Since its foundation, HGU has been promoting the globalization of education and its campus under the slogan "Why not change the world?". Our vision is to show love towards our neighbors and to change the world by maximizing both students' and professors' talents. HGU has uniquely contributed to the advancement of undergraduate education by creatively using global human resources for a holistic education that develops both character and knowledge. In addition, HGU has been drawing attention with its innovative educational curriculum that advances the 21st century's requirement of learning and problem - solving in a globalized era.

Competency is strengthened not with knowledge-delivery education styles or teaching by rote memorization but with practical education that guides students in solving problems. HGU helps students build their competencies through project-based courses and nurtures well-balanced talents that play an important role in the world.

2) Homepage

Handong Global University: <http://www.handong.edu>

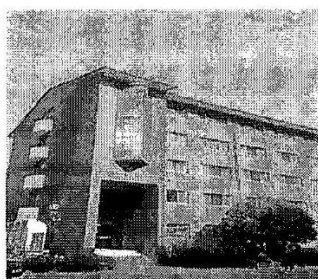
Graduate School of Global Development & Entrepreneurship:
<http://hdggde.handong.edu/>

3) History of Handong Global University

Year	Contents
2017	A ground-breaking ceremony of Ban Ki-moon Global Education Institute in support of the United Nations Academic Impact held
	HGU designated as the target of the 'Software Hub University Project' by the Ministry of Science, ICT and Future Planning
2016	HGU received the 'University Institution Assessment Certification' in the 2nd Cycle
	HGU co-hosted the 3rd UNAI Seoul Forum
	Ministry of Science, ICT and Future Planning selected HGU for the Big Data Pilot Project
	HGU designated in PRIME (PRogram for Industrial needs-Matched Education)
2014	Dag Hammarskjöld Library designated HGU Library as UN Depository Library
2012	Open Graduate school of Global Development & Entrepreneurship
2010	Designated as the UNAI Global Hub University
2009	Became a member of United Nations Academic Impact
2008	Selected as the 'University Innovation' by Ministry of Education
1997	Joined the Institute of International Education GEEE
1994	Foundation of HGU

2. ACCOMMODATION

Students of the Graduate School of Global Development & Entrepreneurship KOICA program live in the dormitory of Creation Hall in Handong Global University.

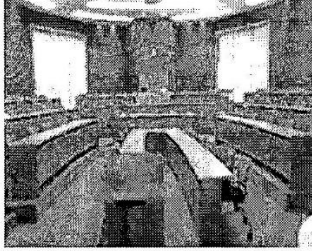


Living Conditions

- Single occupancy
- Includes a private bed, a desk, a bookshelf and a closet
- Includes communal (shared) areas such as lounge, laundry room, bathroom and kitchen

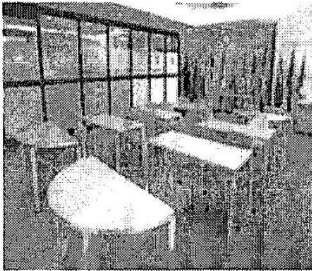
3. OTHER INFORMATION

1) Lecture rooms



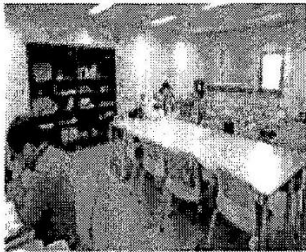
KOICA Lecture Room 1 (All Nations Hall 414)

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



KOICA Lecture Room 2 (All Nations Hall 401)

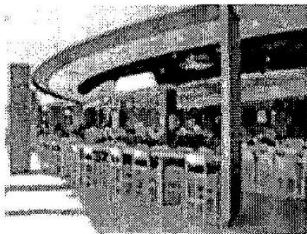
2) Seminar room



HGD&E Seminar Room (Newton Hall 411)

Various seminars related to EE & ICT Convergence Startup are held in the seminar room and this is where students of HGD&E study.

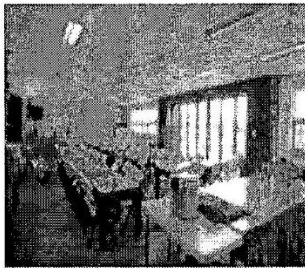
3) Dining in campus



Shinsegae Food, the Student Cafeteria

(Student Union Hall 1st floor)

- Price: 3,000 ~ 4,500 KRW
- Fixed menu among various kinds
- Offers bagels, pretzels, Sandwiches, cakes as well as various drink options



Mom's Kitchen

(Student Union Hall 1st floor: library side)

- Price: 3,500 KRW
- Sells drinks, smoothies and different types of cakes
- Fixed menu between Western and Korean
- Take out menu: Kimbap, Sandwich



Handong Lounge (Hayongjo Hall 3rd floor)

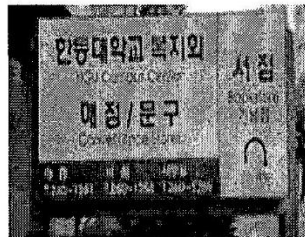
- Price: 4,000 ~ 9,000 KRW
- Meal is served from 11:00 ~ 19:30



Burger King (Hayongjo Hall 2nd floor)

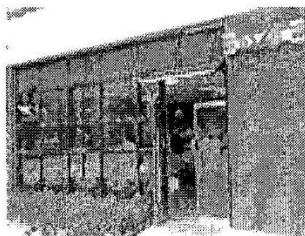
- One of the world's largest QSR (Quick Service Restaurant)
- Sells hamburger, french fries, beverage, etc.

4) Convenience facility



Convenience Store (Bethel Hall B1 floor)

- Assortment of daily necessities, textbooks and office supplies



GS 25: Convenience Store (Hayongjo Hall 1st floor)

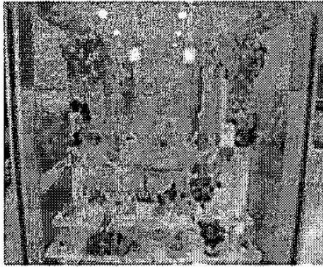
- Operating hours: from 08:00 ~ 23:00



Alpha Store & Book Store (Hayongjo Hall 1st floor)

- Operating hours: from 09:00 ~ 21:00
- Sells stationery, textbooks & general books

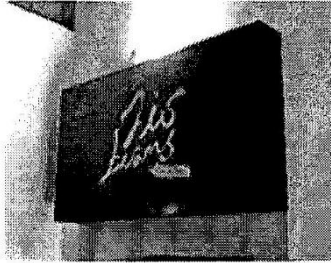
5) Café



Question Mark Café

(Student Union Hall 2nd floor, dormitory side)

- Provides place to study and meet



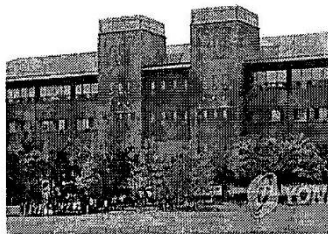
Hisbeans Café (Oseok Hall 3rd floor)

- Sells different hot and cold beverages, waffles, rice

EDIYA Coffee (Hayongjo Hall 1st floor)

- Sells a variety of hot and cold beverages and dessert

6) Library



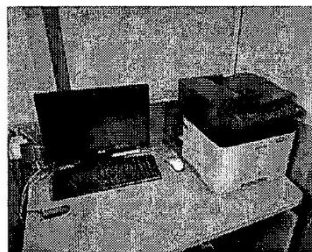
Library (located next to the Newton Hall)

- 1st floor: Computer lab, Reference library, Visual Media room
- 2nd floor: Library Lounge, Reading room
- 3rd floor: Group study room (Sang-sang lap), Reading room



Computer Labs

- Numerous computer labs open to students at these locations
- Oseok Hall 1st (Scanner Installed) and 3rd floor, Hyundong Hall 4th floor



Cloud-printing service

Most computer labs and dorms offer cloud-printing service, which is paid with one's student card. In addition, there is a printing shop in the 2nd floor of Student Union Hall.

7) Other facilities

Student sport facilities

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

Prayer rooms

- Hyundong Hall 2nd and 4th floor, Oseok Hall 4th floor, and in each dormitory

Post office (Hyundong Hall Basement Vision Square side)

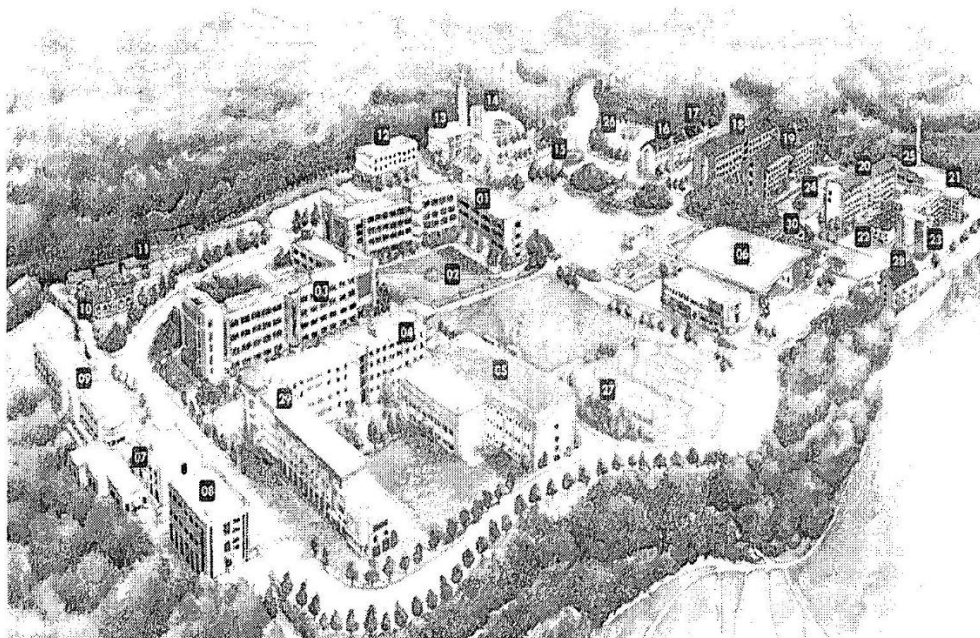
- Office Hour: 9:00 ~ 18:00 / 12:00 ~ 13:00 Lunch break
- Closed Saturdays and Sunday

Boaz medical (Hayongjo Hall 3rd floor)

- Business Hour: 14:00 ~ 18:00 (reception deadline 17:40)



8) Campus map



01 Hyundong Hall	07 Handong Techno Business Incubator	13 Hyoban Annex Hall	19 Creation Hall	25 Power Plant
02 Vision Square	08 Global Green Development Center	14 Hyoam Chaplain	20 Lotham 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 Station Hall	22 Global House	28 Nicodemus House
05 Oseok Hall	11 Onnuri House	17 Evarezal 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

9) Medical facilities in Pohang city

Type	Medical facility	Location	Business hour	Landmark	Phone no.
General	Sunlin Hospital	Daeshin-dong, Buk-gu	Weekday: 9:00~17:00 Lunch: 13:00~14:00 Saturday: 9:00~12:00	Lotte department Store	054-245-5000
	Zone medical	Duho-dong, Buk-gu	Different for each department	GS Mart	054-230-7600 054-260-7500
Orthopedics	Medical Doctors	Yangdeok-dong, Buk-gu	Weekday: 9:00~19:00 Lunch: 13:00~14:00 Saturday: 9:00~14:00	Opposite of NH Hanaro Club	054-232-2390
Internal Medicine	Socksiwon Internal Medicine	Yangdeok-dong, Buk-gu	Weekday: 8:00~18:00 Lunch: 13:00~14:00 Saturday: 8:00~12:00	Opposite of NH Hanaro Club	054-232-0510
	Sock Internal Medicine	Yangdeok-dong, Buk-gu	Weekday: 9:00~19:00 Lunch: 12:30~14:00 Saturday: 9:00~15:00	Dream Mart	054-247-1166
Otolaryngology	Yangduk Hana Otolaryngology	Yangdeok-dong, Buk-gu	Weekday: 9:00~19:00 Saturday: 9:00~16:00	Hana Bank 2 nd floor	054-255-1000
	Hyundai Otolaryngology	Duho-dong, Buk-gu	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	Yanduk Bubu Dental Clinic	Yangdeok-dong, Buk-gu	Weekday: 9:30~18:30 Sat: 9:30~14:00	Woori Bank	054-262-2875
	Goreni joyful Dental Clinic	Yangdeok-dong, Buk-gu	Weekday: 9:30~17:30 Lunch: 13:00~14:00 Saturday: 9:30~12:00	Opposite of NH Hanaro Club	054-244-7528
Dermatology	Medical Doctors	Yangdeok-dong, Buk-gu	Weekday: 9:30~17:00 Tue/ Fri : 9:30~20:30 Lunch: 13:00~14:00 Saturday: 9:30~16:00	Opposite of NH Hanaro Club	054-231-5600
	N skin plastic	Yangdeok-dong, Buk-gu	Weekday: 10:00~19:00 Fri: 10:00~21:00 Sat: 10:00~15:00 Saturday: 9:30~12:00	Woori Bank	054-255-5800
Ophthalmology	Good Doctors M Eye Center	YangDeok-dong, Buk-gu	Weekday: 9:00~18:00 Saturday: 9:00~14:00	NH Hanaro Club	054-256-0007

- 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

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

1) Attendance policy

Students are expected to attend all of the classes he/she has registered for each semester. Any student must attend the classes at least three-fourths of the total class hours.

In the event that student 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

In the event of 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.

2) Examinations and evaluation

- Minimum Grade Point Average Requirement

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

Lower point than 80 (B) will not be acknowledged as a passing grade.

- Exams

- Regular Exams: Mid-term (7th – 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 exam date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

- Qualifications to sit for an exam

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

- Scholastic performance evaluation method

Scholastic performance is based on a 100-point scale for each course registered. Grades is based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

• Evaluation standard

Grades	Score	Grade point	Grades	Score	Grade point
A+	95 - 100	4.5	P	80 - 100	Pass
A0	90 - 94	4.0	I		Incomplete
B+	85 - 89	3.5			
B0	80 - 84	3.0			
F	79 - 0	0			

2. RESIDENCE REGULATIONS

- Students must reside in dormitory.
- Living off-campus is not allowed.
- A student who violates residency regulations will be evicted from the dormitory and he/she must return to his/her country immediately.

V. REQUIRED DOCUMENTS

All documents should be submitted to the regional KOICA office or the relevant government office.

1. REQUIRED BY KOICA

KOICA Application form for the KOICA Fellowship program

2. REQUIRED BY HGU

- 1) HGU Application Checklist
 - 2) HGU Consent Form for Providing Personal Information
 - 3) HGU Application for Admission
 - 4) HGU Self-Introduction/ Plan of Study
 - 5) Curriculum Vitae (no specific format)
 - 6) Two recommendations for University Admission filled out by professors and/or currently working employers (sealed and signed by recommenders)
- * All documents should be typed in English. Handwriting is not acceptable.
- ** Forms required by HGU have been attached.

3. REQUIRED OFFICIAL DOCUMENTS

- 1) Verification of academic record (sealed by president)
- 2) Notarized certificate of a Bachelor's Degree
- 3) Copy of applicant's passport and parents' passports (or other official document that indicates parents' nationality such as Identification Card). Expire date of applicant's passport should be valid until completion of the program (Feb.2020).
- 4) Official document indicating parent-child relationship between the applicant and parents (Ex: Applicant's Birth Certificate or Household Register proving the parent-child relationship)
- 5) Doctor's opinion paper about health checkup review
- 6) Certificate of Employment (if applicable)
- 7) Certificate proving English Proficiency (if applicable): Please submit a score report of a recognized English Proficiency Test such as TOEFL, TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.

4. IMPORTANT NOTES (FOR APPLICANTS)

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.

Original documents should be submitted. (If it is unavailable, the institution must authorize copies before they are submitted.)

If any of the submitted materials contain false information, admission will be rescinded.

Applicant whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.

Applicant should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

VI. CONTACTS

1. KOREA INTERNATIONAL COOPERATION AGENCY (KOICA)

- **Program Manager: Mr. David Seungbeom Kim**
Training Program Department
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do,
13449, Republic of Korea
- (Tel): +82-31-740-0584, (Fax) +82-31-740-0595
- E-mail: davidkim@koica.go.kr
- Homepage: <http://www.koica.go.kr>

- **Program Coordinator: Ms. En-kyol Kim**
Address: 180 Pangyoyeok-ro, Bundang-gu, Seongnam-si, Gyeonggi-do,
13524, Republic of Korea
- (Tel) +82-31-8017-2684, (Fax) +82-31-8017-2680
- E-mail: kek0107@global-inepa.org

2. HANDONG GLOBAL UNIVERSITY

- **Staff of HGD&E: Ms. Jiwon Yun (Christina Yun)**
Address: ANH 411, 558 Handong-ro, Hunghae-eup, Buk-ku, Pohang City,
Gyeongbuk, 37554, Republic of Korea
- (Tel) +82-54-260-1766, (Fax) +82-54-260-1779
- E-mail: gde@handong.edu

- **Staff of HGD&E: Ms. Yeonga Kim (Jamie Kim)**
Address: ANH 411, 558 Handong-ro, Hunghae-eup, Buk-ku, Pohang City,
Gyeongbuk, 37554, Republic of Korea
- (Tel) +82-54-260-1668, (Fax) +82-54-260-1779
- E-mail: gde@handong.edu

*The schedule in PI (Program Information) is subject to change according to the KOICA and Handong Global University Schedule.