

KOICA-SKKU

Master's Degree Program

in e-Government and Public Management

February 1 , 2027 – June 30, 2028

Seoul, Republic of Korea



Korea International Cooperation Agency



Graduate School of Governance
SungKyunKwan University

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★ IMPORTANT NOTICE from KOICA

The 2027 KOICA Master's Degree Program application process consists of two main rounds: **(1) KOICA Round** and **(2) Institute (University) Round**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter **KOICA Guidelines**).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the KOICA country office/Korean Embassy.

This Program Information (hereinafter PI) serves as a guide for the second round, the Institute (University) Round.

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institute circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>).

Regularly check the website for the latest information. For any inquiries, please refer to Section **VII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA country Office (Korean Embassy)	
July 2026	Submission of Application (Via Email/ to KOICA country Office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
September to December 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA country office or Korean Embassy)

NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the medical check-up in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-round selection process will be provided exclusively to successful candidates.

I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-SKKU Master's Degree Program in e-Government and Public Management

■ **Duration Details**

- **Academic Duration:** February 1, 2027 – August 25, 2028

In accordance with the university regulations, the diploma will be issued in August 2028.

○ Pre-course: (Offline): February 15, 2027 - February 28, 2027

In-person attendance is the standard expectation. Only in cases of unavoidable travel disruptions will online lecture videos be provided.

○ Regular-course: (Offline): **March 2, 2027 – June 14, 2028**

- **Stay Duration:** February 1, 2027 – June 30, 2028 (17 months of study in Korea)

During 17 months in SKKU students are strongly recommended to complete their thesis.

The schedule is subject to change in accordance with internal circumstances or KOICA ' s instructions.

■ **Degree:** Master of Public Administration (e-Government and Public Management)

***NOTE: IN ACCORDANCE WITH THE UNIVERSITY REGULATION, THE DIPLOMA WILL BE ISSUED UPON COMPLETION OF THE GRADUATION REQUIREMENTS IN FEBRUARY 25, 2028.**

** Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI. (For KOICA certificates, the program title will be included.)*

■ **Objectives**

The MPA program in e-Government and Public Management aims to strengthen the capacity of local government officials and civil servants by providing participants with an integrative educational program with a balanced curriculum. It will help advance the establishment and operation of e-Government systems in participating countries, foster the institutional and cultural innovation across the public administration sector, and contribute to the sustainable socio-economic development through national digital transformation and innovation. Specific objectives of the program are as follows:

- 1) To cultivate expertise and problem-solving capabilities among e-Government practitioners and administrators in developing countries by equipping them with the latest theoretical and practical knowledge;
- 2) To modernize institutions and policies related to e-Government in developing countries;
- 3) To apply theoretical learning to practice;
- 4) To foster an innovation-driven, citizen-centric mindset based on platform governance, supporting the sustainable development efforts in developing nations; and
- 5) To conduct academic research to enhance the understanding of e-Government and public management, as well as to lead the advancement of e-Government systems.

■ **Training Institute:** Graduate School of Governance (GSG), SungKyunKwan University (SKKU)

■ **Number of Participants:** 15 Government Officials

■ **University Admission Qualification:**

- 1) Should be a mid-level public official in the government agencies, city, municipal, provincial, central agencies who engages in local government units; or regional government organizations nominated by his/her government; and
- 2) Should have at least 5 years of full-time professional working experience in the public sector (acquired after a university degree)

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

■ **Accommodations:**

- 1) SungKyunKwan University Dormitory (E-House) during stay at school
 - **Address:** Main Bldg(Men): Yulgok-ro 29-gil 5, Jongno-gu, Seoul
Annex Bldg(Women): Yulgok-ro 257, Jongno-gu, Seoul
 - 주소: 본관(남자) 서울시 종로구 율곡로 29 길 5
별관(여자)서울시 종로구 율곡로 257
 - Two (2) students will be assigned to each room, taking into account their sleep and lifestyle habits.
 - Each room is furnished with two beds, two desks, two chairs, two wardrobes, an air conditioner, a toilet, a shower booth, and a waste basket.
 - **There is no kitchen, therefore, cooking is not allowed in the room and in the E-House.**

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

2027, Preparatory Session (February 1 – February 28)

Academic Events / Extra-Curricular Activities	Date (Day)
Arrival in Korea	February 1 (Sun.)
KOICA Orientation, Medical Check-up	February 2027
Arrival in SKKU, SKKU Orientation	February 3 (Tues.)
Pre-semester	February 4 (Wed.) – February 27 (Fri.)
Course Enrollment Period for 2026 Spring semester	February 23 (Mon.) – February 27 (Fri.)

※ The KOICA Orientation and Medical Check-up will be conducted upon arrival. The finalized schedule will be shared once confirmed.

2027, Spring Semester (March 3 – June 19)

Academic Events / Extra-Curricular Activities	Date (Day)
Start of 2026 Spring Semester	March 3 (Tues.)
Management by Objective I (MBO)	March 30 (Mon.) – April 3 (Fri.)
Midterm Examination	April 20 (Mon.) – April 24 (Wed.)
Midterm Course Evaluation for Spring Semester	April 27 (Mon.) – May 1 (Fri.)
Educational Trip	May 14 (Thu.)
Final Course Evaluation for Spring Semester	June 8 (Mon.) - June 12 (Fri.)
Final Examination	June 15 (Mon.) – June 19 (Fri.)
End of Spring Semester	June 19 (Fri.)
Summer Vacation Begins	June 20 (Sat.)
Grade Notification Period	June 26 (Fri.) – July 1 (Wed.)

2027, Fall Semester (September 3 – December 18)

Academic Events/ Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 24 (Mon.) – August 28 (Fri.)
Start of 2026 Fall Semester	September 1 (Tues.)
Management by Objective II (MBO)	September 14 (Mon.) – September 18 (Fri.)
Midterm Program Self-Evaluation	September 30 (Wed.)
Educational Trip	October 2 (Fri.)
Midterm Examination	October 19 (Mon.) – October 23 (Fri.)
Midterm Course Evaluation	October 26 (Mon.) – October 30 (Fri.)
Final Course Evaluation for Fall Semester	December 7 (Mon.) – December 11 (Fri.)
Final Examination	December 14 (Mon.) – December 18 (Fri.)
End of Fall Semester	December 18 (Fri.)
Management by Objective III (MBO)	December 21 (Mon.) – December 23 (Wed.)
Grade Notification Period	December 25 (Fri.) – December 30 (Wed.)
Educational Trip	January 11 (Mon.), 2027 – January 13 (Wed.), 2027
Winter Vacation Begins	January 14 (Thu.), 2027 – February 13 (Sat.), 2027
Internship	February 15 (Mon.), 2027 – February 19 (Fri), 2027

2028, Spring Semester (March 2 – June 18)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	February 22 (Mon.) – February 26 (Fri.)
Start of 2027 Spring Semester	March 2 (Mon.)
Management by Objective IV (MBO)	March 29 (Mon.) – April 2 (Fri.)
Midterm Examination	April 19 (Mon.) – April 23 (Fri.)
Midterm Course Evaluation for Spring Semester	April 26 (Mon.) – April 30 (Fri.)
Educational Trip (Cultural Exposure/ Activity)	May 4 (Tues.)
Final Program Self-Evaluation	June 4 (Fri.)
Final Thesis Defense	June 1 (Tues.)
Final Course Evaluation for Spring Semester	June 7 (Mon.) – June 11 (Fri.)
Final Examination	June 14 (Mon.) – June 18 (Fri.)
End of Spring Semester	June 18 (Fri.)
Educational Trip	June 21(Mon.) - June 23(Wed.)
Closing Ceremony	June 25 (Fri.)
Departure	June 26(Sat.) – June 30(Wed.)
Comprehensive Evaluation and Follow-up Management	December 18(Mon.) 2028 – December 29(Fri.) 2028

*** THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.**

**** A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.**

***** ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS TENTATIVE.**

2. CURRICULUM

The MPA in e-Government and Public Management program will require a total of **36 credits** of graduate courses taken over 17 months during three semesters (i.e., spring 2027, fall 2027, and spring 2028).

MPA in e-Government and Public Management program students will engage in experiential learning through internship (3 credits). Possible internship sites include NIA(National Information Society Agency). Though the internship program will be provided in February, 2028, its credits will be given as Pass(P) or Fail(F) during the 2027 spring semester.

In the MPA in e-Government and Public Management program, students are required to submit a Master's thesis related to e-government and public management. MPA students will be assigned a Graduate School of Governance professor who will advise them on how to write and complete the thesis. Through the Management by Objective (MBO) session, students will be able to meet with their major professor to discuss the progress of the thesis (applicable theory, methods, and others).

Table 2. Curriculum

Specialization	Classification	Subject (Professor)	Credit
	Core Course (Required)	Policy Science: Theory & Korean Smart Policy Framework (Kwon, Gi Heon)	3
	Core Course (Required)	Research Methods (David, Lee)	3
	Core Course (Required)	Internship (David, Lee)	3
	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	3
e-Government and Government Innovation	Intensive Course	SMART E-GOVERNMENT & E-POLICY Theory & Korean Policy Case (Kwon, Gi Heon)	3
	Intensive Course	Local government and digital administration (Bae, Su Ho)	3
	Intensive Course	Digital Government Innovation (Nam, Tae Woo)	3
	Intensive Course	Theory of Innovative Development (Jeong, Moon Gi)	3
Public Administration and Digital Platform Government	Intensive Course	Understanding Korea's Smart City Strategies and Platforms (Park, Sung Min)	3
	Intensive Course	Digital Government and New Governance Models (Lee, Seul Ki)	3
Platform Governance and Empathy-Intelligent Future Government	Intensive Course	Data-Driven Environmental and Energy Governance and Empathy-Intelligent Policy Innovation (Oh, Seo Jeong)	3
	Intensive Course	Artificial Intelligence and Government (Chung, Il Hwan)	3
	Intensive Course	DIGITAL TRANSFORMATION & URBAN PLANNING (Jun, Hee Jung)	3
	Intensive Course	Urban Mobilities (Shin, Eun Jin)	3
Policy and Social Problem-Solving	Intensive Course	POLICY EVALUATION AND FUTURE GOVERNMENT (Cho, Min Hyo)	3
	Intensive Course	Unintended Consequences of Policy and Benchmarking: case of digital government (Cho, Min Hyo)	3
	Intensive Course	Capstone for Social Problem Solving and Policy Research (Park, Hyung Jun)	3
	Intensive Course	Management Science and Statistical Methods in a Data-Driven context (Moon, Sang Ho)	3

※ NOTE: THE ABOVE CURRICULUM MAY BE SUBJECT TO CHANGE ACCORDING TO ACADEMIC AFFAIRS.

UPON COMPLETION OF THE REQUIRED **36 CREDITS** AND ACCEPTANCE OF MASTER'S THESIS, THE MPA STUDENTS WILL BE ELIGIBLE FOR GRADUATION.

※ IMPORTANT NOTES

1. Students under KOICA-SKKU scholarship program are not allowed to change their degree/major. The scholarship is limited to Master's Degree Program in e-Government and Public Management (Degree Name: Master of Public Administration (e-Government and Public Management)).
2. To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than A (GPA = 4.0) in all courses they enrolled in every semester. In case the student fails to meet this requirement, the student may fail to obtain eligibility to proceed with thesis writing. The final grade is the result of midterm and final assessments, such as papers or exams, as well as attendance and class participation

in the class (see the Grading Scale below). The specific methods for midterm and final assessments may vary by course and instructor.

Table 3. Grading Scale

Grade	GPA	Grade	GPA
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

F (Fail), I (Incomplete)

The 'I' (incomplete) is restricted to cases in which graduate students have satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade is received. When a final grade is received, all reference to the initial 'I' is removed and is changed to the final grade. Unless the result of the course evaluation is completed by the due date, the 'I' will be changed into 'F' (Fail).

3. KOREAN LANGUAGE CLASS

Korean language classes are offered as part of an education program that will help students adapt to Korea. Also, it is an educational program that helps students understand Korean traditions and modern culture. Students can build close relationships with Korea through this program.

- Participants: 20 students (KOICA-SKKU Master's Degree Program in e-Government and Public Management)
- Objective: Korean language class allows students to adapt to Korea as well as communicate in a simple way by continuously learning Korean

Table 4. The Schedule of Korean Language Class

Semester	Content
Preparatory Session	<ul style="list-style-type: none"> - Korean language class will be held every day for two weeks. - Objective: Basic pronunciation and basic stylistic exercises in Korean - Grammar: Learn consonants and vowels, learn greetings, know family names, learn location and place expressions, learn formal sentences - Conversation: Practice pronunciation of consonants and vowels, introduce oneself, speak location and place.
Spring Semester	<ul style="list-style-type: none"> - Korean language class will be held once a week. - Objective: Learning the use of verbs and adjectives in Korean - Grammar: Learn adjectives, negative expressions, non-format sentences, numbers, time expressions, tenses, past tense - Conversation: Talking about seasons and weather, weekend activities, informal sentences, numbers, time, and past events
Summer Vacation	<ul style="list-style-type: none"> - Korean language class will be held twice a week.

	<ul style="list-style-type: none"> - Objective: Practice listening to simple everyday conversation and practical basic conversation - Grammar: Learn phone expressions, honorific language, ordering food, and asking directions - Conversation: Making a phone call to a friend, ordering food
2027, Fall Semester	<ul style="list-style-type: none"> - Korean language class will be held once a week - Objective: Practice listening to simple everyday conversation and practical basic conversation - Grammar: Learn appointment, guess, ask, ban, compare expression and learn tubular - Conversation: Making an appointment

※ Notes

- 1) Korean language courses will not be offered during the winter vacation to allow students to focus on their thesis.
- 2) For students who wish to study Korean individually, we will provide information on free online Korean language courses operated by the King Sejong Institute.
- 3) The above curriculum may be subject to change according to academic affairs.

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

The Office of International Affairs (OIA) provides various services and programs to all international students at the Sungkyunkwan University. It provides several academic and social support services such as campus life staff, free medical check-up and counseling services. Along with this support from the university, the GSG provides extracurricular activities such as cultural and social activities for international students, for example, cultural events, and academic counseling, conferences, and other activities.

Figure 1. GMPA Extracurricular Activities



III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the University

■ Graduate School of Governance, Sungkyunkwan University

Humanities and Social Sciences Campus: 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

■ SUNGKYUNKWAN UNIVERSITY

Sungkyunkwan is synonymous with both tradition and innovation in education. The literal meaning of the University's name is 'an institution for building a harmonious society' of perfected human beings. The founding philosophy of Old Sungkyunkwan is needed as much as ever today, in an era of technological advancement that seems devoid of humanity. The University's faculties of more than 1,000 are committed to quality teaching and research, offering students a challenging environment for intellectual and personal growth.



Old Sungkyunkwan was founded over 600 years ago, by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University merely in the context of its pre-modern history. What the University has achieved in the past fifty years meets and exceeds that of the five hundred years preceding our current century.

After World War II, with the emergence of the Republic of Korea, Old Sungkyunkwan underwent a renaissance as a private university. As Korea modernized and underwent social and economic reforms, the University grew rapidly to address the diverse demands of the advancing country. Though a long history alone cannot guarantee the excellence of an institution, the rich culture, which exudes from a long tradition, is surely a unique asset of the University. In addition, we take pride in the University's innovative spirit; because of the long efforts to place natural sciences on an equal footing with our strong foundation in humanities, we now operate two campuses: The Humanities and Social Sciences Campus and the Natural Sciences Campus.

Based on a highly successful partnership with Samsung who has generously funded several core initiatives, the University has been rapidly developing and prospering since 1996.

1398 Foundation of Sungkyunkwan
1946 Reopening of Sungkyunkwan College
1996 Samsung Group joins the University Foundation
2011 VISION 2020, a ten-year plan for SKKU, was declared
2013 - 2017 SKKU ranked top comprehensive university in Korea
2018 THE World University Rankings: 82nd (2nd in Korea)
2019 QS Asia University Rankings: 15th (4th in Korea)
2020 THE Asia-Pacific University Rankings: 89th (2nd in Korea)
2022 Highly Cited Researchers (HCR): 10 research fields (1st in Korea)
2025 THE World University Rankings: 102nd (Tied for 3rd in Korea)

■ GRADUATE SCHOOL OF GOVERNANCE

Graduate School of Governance (GSG) is a specialty graduate program with a goal to train students as cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with reality and persons of pragmatic minds. In addition, GSG will establish an “Academy of Governance Studies” which would constitute the governances’ “Think Tank”.



The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. GSG cultivates future leaders and public officials, drawing the tradition of leading public policy schools such as the J. F. Kennedy School of Government at Harvard University.

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in citizens' groups. The classes are operated on a full-time basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

There are a total of 17 full-time faculty members and several adjunct professors in the GSG. The faculty of the GSG represents a strong group of experts and scholars that possess considerable expertise in the field of local development, local government, public management, performance evaluation, governance, comparative administration, participatory administration, policy making, policy design and implementation, analysis, and program evaluation, public finance, regulatory policy, public sector leadership, governance, and urban planning.

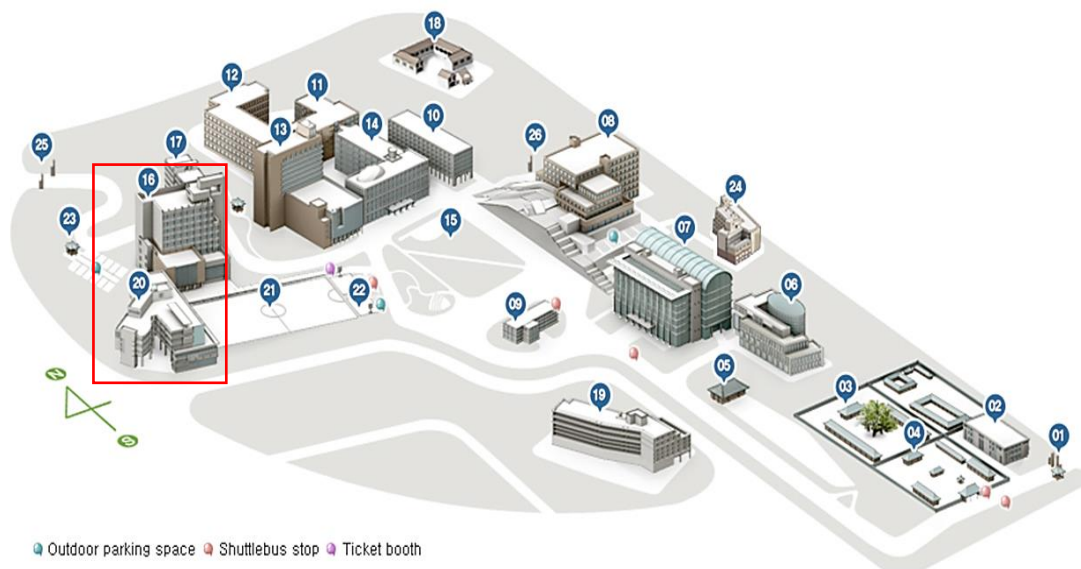
The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly

important in the emerging environment of public sector organization and public sphere in general. Specifically, in the past five years, a large volume of peer-reviewed research articles and books were published by full-time faculty in both English and Korean.

The MPA program is committed to marrying theory and practice which is particularly important in a master's program designed to equip professionals and practitioners in local government management and/or administration. Thus, it is important that faculty possess practical experience and theoretical knowledge in the fields of management, public policy, public administration, and political science.

GSG gives preference to students who embrace greater self-development who are pioneers of change. If you want to see more details about GSG, please visit here: https://gsg.skku.edu/eng_gsg/index.do

Figure 2. Location of GSG (Building 20, Humanities and Social Science Campus)



Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daeseongjeon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(3)	12 Toegye Hall of Humanities(5)	13 Hoam Hall(50)	14 Business School(33)	15 Geumjandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex(62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)

SKKU Campus Online Tour: <https://admission.skku.edu/seoul/>

※ Note

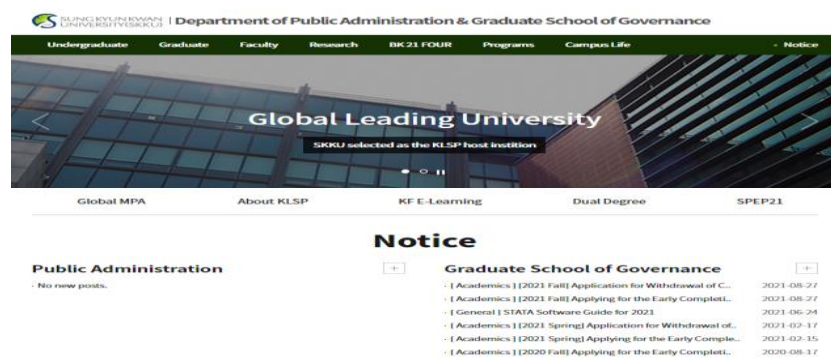
- 1) Most classes and departmental events of the Graduate School of Governance are held in the Law Building (No. 20) or Suseon Hall (No. 16).
- 2) Students may use the facilities in the Law Building, except for spaces reserved exclusively for law school students.
- 3) If students wish to use group study rooms, they may do so after making a reservation in advance through the Central Library.
- 4) The Global Master of Public Administration Office at Sungkyunkwan University provides a space for students to rest and pray, and use basic facilities office hours (10:00 a.m. - 5:00 p.m.).

2) Website

- SungKyunKwan University (SKKU): <https://www.skku.edu/eng/>



- Graduate School of Governance (GSG), SKKU: https://gsg.skku.edu/eng_gsg/index.do



- Global MPA of GSG, SKKU: <https://swb.skku.edu/gmpa/index.do>



2. ACCOMMODATION

1) E-House

Students of Graduate School of KOICA Course live in the E-House, one of the international dormitories of Sungkyunkwan University. Two (2) students will be randomly assigned in each room.

Address: Main Bldg(Men).: Yulgok-ro 29-gil 5, Jongno-gu, Seoul
Annex Bldg(Women).: Yulgok-ro 257, Jongno-gu, Seoul

주소: 본관(남자): 서울특별시 종로구 율곡로 29 길 5


별관(여자): 서울특별시 종로구 율곡로 257

Website: https://dorm.skku.edu/dorm_seoul_eng/lifeguide/e_house_living.jsp

Figure 3. E-House, Sungkyunkwan University



■ Accommodation Facilities

Room Facilities	bed(2)-Super single size, desk(2), chair(2), wardrobes(2), air conditioner, toilet, shower booth	
Students are responsible for supplying their own	Personal Belongings (Clothes, Towel and Toiletries etc.), Bedding (blanket and pillow), Hair Drier, PC, Lamp, Mini-refrigerator (45L or less). ※To prepare laundry drying rack is recommended	
Public Facilities	Free	Gym, Lounge, Postal Service Room, Study Room, Seminar Room, Water Purifier, Microwave.
	Paid	Printer, Laundry and Drying Machine, Ironing, Vending Machine
Cooking Facilities	Cooking is strongly prohibited in the E-House. For the convenience of students, we will rent cooking facilities around the campus. Students can cook food at the facility, and then heat up the food in the lounge inside the GMPA administration office/lounge or dormitory. The GMPA lounge will be equipped with microwave ovens, coffee pots.	
		

■ Public Facilities

Facilities	Where	How to use
Parcel Receipt	B1F	For free
Regular Mail Receipt	1F	For free
Registered Mail Receipt	1F	Individually
Microwave	B1F	For free
Hot/Cool Water Purifier	Each floor	For free
Fitness Center	B1F	For free
Study Room	B1F	For free
Iron	B1F	For free
Vending machine	B1F	Pay
Washer	B1F	Pay
Printer	B1F	Pay

※ Notes

- 1) The external kitchen facility is located about 15 minutes from the dormitory by public transportation.
- 2) Personal refrigerators of 45L or smaller may be used in the dormitory. Students who wish to use one may rent a refrigerator, and rental instructions will be provided after moving into the dormitory.
- 3) Water Purifiers in the Annex Building are available on the odd-numbered floors.

■ Management Facilities

Facility	Operating Hours
Entry Gate B1F	07:00 ~ 17:30 / 05:00 ~ next day 01:00
Security Office 2F(Main) B1F(Annex)	24 hours
	Room emergency key / registered mail receipt
	Vacuum cleaner, cart rental (09:00~20:00)
	first-aid medicine (22:00~next day 09:00, elastic bandage, Band-Aid, pain relief and digestive medicine)
1F Operating Office	Weekdays 09:00 ~ 17:30 (1 ST floor, 600 TH Anniversary building, SKKU campus)

Figure 4. Map



※ IMPORTANT NOTES

1. E-house is about 2.5km away from the campus. Students use public transportation.
2. Cooking is strongly prohibited in the room and E-House. Students can use cafeterias on SKKU campus or restaurants outside the dorm.
3. It is not allowed to use certain electric appliances, such as an electric rice cooker, a coffee machine, an electric heating pad or a radiator heater in the room, which can cause fire.
4. Curfew(weekdays only) is from 1:00 a.m. to 5:00 a.m. During this time, the dormitory doors are locked, and students cannot enter or leave.
5. Students are required to submit tuberculosis (TB) test results before the beginning of each semester. The test results must be submitted three times in total during 17 months.

3. OTHER INFORMATION

1) Lecture/ Seminar Room (Law School Building, Dasan Economic Hall)

Figure 5. Lecture and Seminar Room



Multimedia devices (i.e. computer, camera, projector, screen, microphone and sound system etc.) are installed in the lecture rooms. The courses take place in e+ recording lecture halls installed with lecture filming (camera tracking) and all the lectures are saved on I-campus (SKKU e-learning system). Recorded video materials can be reviewed on I-campus. <https://icampus.skku.edu/>

2) Library

■ University Library

The modern library of Sungkyunkwan University opened in 1946 and it has grown along with the University over the years. The Central Library opened in 1959, and the Science Library, the predecessor of the current Samsung Library, opened in 1982. and the Samsung Library opened in 2009. It has a unique architecture - not only the library but also the landscape of the campus.

The MPA students can utilize the school libraries which include, Central Library and Law Library (5F, Law Building) in Sungkyunkwan University, Seoul Campus. Students may also utilize the Samsung Library located in Suwon Campus. **Website:** <http://lib.skku.edu>.

Central Library (Opening Hours)

Floor	Room	During Semester		During Break	
		Weekday	Saturday	Weekday	Saturday
1F	Reading Room 1	06:00~24:00 (Sundays and National Holidays Included)			
	Reading Room 2 (Overnight)	06:00~05:00 (1 hour of cleaning)			
	Reading Room 3 (Laptop)	06:00~24:00 (Sundays and National Holidays Included)			
	Stack 1, 3	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
2F	International Literature Library	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Stack 2	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
3F	Research Commons	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Kingo Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
4F	Korean Literature Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00

※ THE OPERATING HOURS OF THE LAW LIBRARY ARE THE SAME AS THOSE OF THE CENTRAL LIBRARY.

3) Student Convenience & Welfare

■ University Life and Academic Support Facilities

Facility Name	Services	Location
Self-Help Center	Free fax (incoming & outgoing), scanner and PC use available (Free umbrella and sports equipment rental service)	4F, Student Union Building
Lost and Found Center	Management of lost and found items	Student Support Team on 1F, 600th Anniversary Building

■ Female Student Lounge

Facility Name	Services	Location
Dasan Hall of Economics Women's Lounge	Female student-only rest area (equipped with sleeping room)	1F, Dasan Hall of Economics

■ Financial Facilities

Facility Name	Services	Location
Post Office	Mail services	B1, 600th Anniversary Building
Woori Bank	Banking services	1F, 600th Anniversary Building 1F, Yurim Hall by the University entrance

■ Welfare Shops

Facility Name	Services	Location
Photo Studio	Offers various photo-related services	B3, Business Hall
Photocopy Office	Offers photocopy-related services	B2, Law School Building, B3, Business Hall
Sarangbang	Sells coffee, drinks, etc.	B3, Business Hall
Hair Salon	Offers cuts, perms and other hair services	B3, Business Hall
Mobile Communications	Offers N-Zone and mobile communications related services	B3, Business Hall
Stationery Shop	Sells stationery items	B3, Business Hall
Flower Shop	Sells flowers and flowerpots and offers flower delivery service	B3, Business Hall
Gift Shop	Sells various SKKU-themed souvenirs	B3, Business Hall
Fitness Center	On-campus fitness center	B4, Business Hall
Library Snack Bar	Snack Bar	1F, Library
Suseon Hall Snack Bar	Snack Bar	5F, Suseon Hall Annex
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Toegye Hall of Convenience Store	Convenience store	2F, Toegye Hall of Humanities
Take-Out Coffee Shop	Piloti Rest Area & Coffee Shop	Piloti Rest Area (between the Hall of Humanities and Dasan Hall of Economics)
Take-Out Coffee Shop	Outdoor coffee shop in Business Hall	Outside lounge on B2, Business Hall
Law School Underground Convenience Store	Convenience store	B2, Law School Building
Coffee Bean	Sells coffee, drinks, etc.	B2, Law School Building
Pandorothy Coffee	Sells coffee, drinks, etc.	1F, International Hall
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Coffee &	Sells coffee, drinks, etc.	1F, Faculty Hall, B1, 600 th Anniversary Building

4) Dining on Campus

■ Dining Halls

Facility Name	Services	Location
Ongnyucheon Restaurant	Korean meals services	1F, Faculty Hall
Faculty Dining Hall	Buffet-style meal services	6F, 600th Anniversary Building
Eunhaenggol Restaurant	Student dining hall	B1, 600th Anniversary Building

	(Korean, Western and Chinese food)	
SUBWAY Sandwich	Western Style Sandwich	B1, 600th Anniversary Building
Pop-up Deli	Korean Deli, Western Salad etc.	B1, 600th Anniversary Building
MomsTouch	Burger and French fries etc.	B2, Business Hall
NewYork BURGER	Handmade Burger and Fried chicken etc.	B1, 600th Anniversary Building
Geumjandi Restaurant	Student dining hall (Korean, Japanese and Chinese food)	B2, Business Hall
Beopgoeul Restaurant	Student dining hall	B2, Law School Building

5) Health Care

■ Seoul National University Hospital



- 101, Daehak-Ro Jongno-Gu, Seoul 03080, Rep. of KOREA
International Healthcare Center
- ☎ 82-2-2072-0505 / Mobile Tel. 82-10-8831-2890 (Emergency Only)
- Website: <https://www.snuh.org/english/>

■ Korea University Hospital



- 73, Incheon-ro, Seongbuk-gu, Seoul 02841, Rep. of KOREA
International Healthcare Center
- ☎ 82-2-920-5373, 5374 (Emergency Only)
- Website: <http://anam.kumc.or.kr/language/ENG/main/index.do>

■ Medical Facilities near SKKU and E-House

Type	Medical Facility	Location	Business Hours	Phone Number
General	Hyehwa Hospital	Myeongnyun 1(il)ga, Jongno-gu, Seoul	AM 08:30 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-3832
	Jongro Yonsei Medical Clinic	7F. 289-57 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 09:00 ~ PM 07:00 (Lunch Time: PM 12:30 ~ PM 01:30)	02-745-3388
Orthopedics	Korea Daon Orthopedics	562 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 06:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-3500
Internal Medicine	Tun Tun Internal Medicine	5F. 293 Jong-ro, Jongno-gu, Seoul	AM 08:00 ~ PM 05:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-3675-7582
Otolaryngology	Heungin Top ENT Clinic	3F. 693-3 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-741-7587
	Maronie ENT	128, Daehak-ro, Jongno-gu, Seoul	AM 09:00 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-766-0077
Dental	Dongdaemun MISO Dental Clinic	3F. 562 Changsin dong, Jongno-gu, Seoul	AM 09:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-722-2875
	KimSungJo Dental Clinic	3F. 149, Daehak-ro, Jongno-gu, Seoul	AM 09:30 ~ PM 06:00 (Lunch Time: PM 12:00 ~ PM 02:00)	02-764-2275
Dermatology	Jongro Yonsei Medical Clinic	3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Ophthalmology	Yonsei Best Ophthalmic Clinic	266-1 Changsin 1(il)-dong, Jongno-gu, Seoul	AM 09:30 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-743-0088
Pediatrics	Mirae-Clinic	215-16 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 09:00 ~ PM 06:00 (Lunch Time: PM 12:00 ~ PM 01:00)	02-742-6662
Obstetrics and Gynecology	Merryhill OB/GYN	4F, Daehak-ro 12-gil, Jongno-gu, Seoul	AM 10:00~20:00 (Break Time: PM 2:00~ PM 3:00)	02-744-4757

※ **IMPORTANT NOTES**

- 1) **Most hospitals and clinics in Korea operate only on weekdays.** Some clinics may also be open on Saturday mornings. If you need to visit a hospital on the weekend, you may need to go to the emergency room of a general hospital. *The National Medical Center* near the dormitory is also available.
- 2) **You may receive medical treatment in English at the International Healthcare Center of a general hospital.** However, due to the nature of general hospitals, reservations and waiting times may be long. Except in cases of emergency or surgery, it is recommended that students visit private clinics near the dormitory or campus. Basic medical consultations in English are also available at many private clinics.
- 3) In case of an emergency or if assistance is needed, the coordinator may accompany the student to the hospital.

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

1) Attendance and Absenteeism

Students are expected to prioritize active class participation and thesis writing above all else. Please keep in mind that negligence—such as unexcused absences, early departures from classes (both online and offline), or missing assignment deadlines due to personal activities—may lead to poor grades. Students shall bear full responsibility for any consequences arising from lack of academic diligence. Any student who, without a valid reason, fails to attend at least two-thirds of the total class hours may receive an academic warning or face further disciplinary actions.

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

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 a 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) Academic Performance

As a scholarship student, you are expected to display high academic performance. You are required to maintain a grade not less than A (GPA = 4.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his/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.

3) Academic Misconduct

By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct *such as cheating on exams, plagiarism--copying or using ideas of others from any source without properly attributing it to the owner.*

4) Graduation Requirements

Students must complete all required major courses and other designated mandatory courses, including the Pre-semester Program, Research Methodology and Research Ethics, and the Internship course, as part of

the total 36 credits **and submit and pass both the preliminary and final evaluations of the Master's thesis in order to be eligible for graduation.**

5) Must Reside in Dormitory

Scholarship students must reside in the dormitory 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. Living off-campus is not allowed.

6) Not Allowed to Bring Someone without Permission

Scholarship students are not allowed to bring an outsider (such as family) without permission, and also not allowed to enter or stay in the dormitory with the outsider.

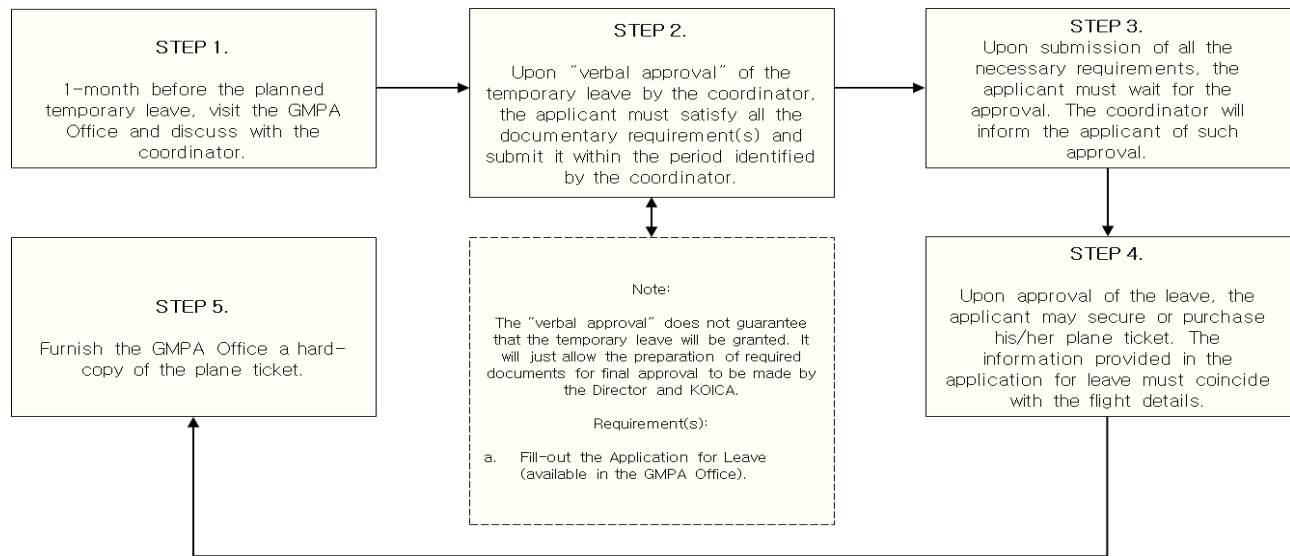
7) Must Abide by Residency Regulations

A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately. SungKyunKwan University has very strict dormitory regulations and all students must abide by them. SKKU's dormitory regulations will be provided upon arrival.

2. TEMPORARY LEAVE

- Participants can take a temporary leave (to the participants' home country or for a trip abroad) **during the vacation** on the condition that the trip does not affect their schoolwork and if they notify the university in advance.
- The airfare and any other expenses incurred for the temporary leave are to be borne by the participants. **Living allowance will be deducted from the day of departure to the day of return during temporary leave.**
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or **made a trip despite the university's disapproval**, he/she may be suspended from the KOICA scholarship.

Figure 7. Application Process for Temporary Leave



3. OTHERS

- Students should follow the code of conduct as well as KOICA SP participants' guideline provided by KOICA and SKKU.
- 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.
- Before entering Korea, students should check if the Student Visa (D-2-3 for Master's Degree in Korea) will be valid by the end of scholarship program. Otherwise, they may pay additional charges to renew the visa in Korea.

V. PRECAUTIONS

1. POSSIBILITY OF ONLINE PROGRAM:

- Depending on circumstances such as pandemics, natural disasters, or institutional decisions, part or all of the academic program may be conducted online. Applicants are advised to ensure stable internet access and proper devices in case of remote learning.

2. RELIGIOUS MEALS & PERSONAL FOOD PREFERENCES:

- The university strives to provide information and support for religious dietary requirements, food allergies, and other personal food restrictions to the extent possible. However, participants with strict food restrictions or specific personal preferences are encouraged to prepare accordingly or bring personal food items, as full customization may not be available at all times.

3. REGULATORY COMPLIANCE:

- **KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University's internal rules and regulations, otherwise the participant would lose one's status as a SP participant and a university student.**

- KOICA SP participants should observe the KOICA CIAT Fellows' Guidebook and the university's internal rules and regulations. In particular, all students are required to comply with the Sungkyunkwan University (SKKU) Codes of Conduct, which encompass academic integrity (e.g., prohibition of plagiarism and cheating), class attendance, respectful behavior toward faculty and fellow students, and adherence to university policies on campus life and safety.
- Failure to comply with these standards may result in disciplinary action, including dismissal from the program and loss of student status.
- The SKKU Codes of Conduct are as follows:

1) ACADEMIC RESPONSIBILITIES

- A. Sungkyunkwan University offers various types of classes, including both online and offline classes. All course-related announcements are provided through the *i-Campus* <https://icampus.skku.edu/>, so students should regularly check the notices for each course. For online classes, students must complete the lectures within the designated period in order to be marked present. Please be careful, as missing the deadline may result in accumulated absences. Students are responsible for any disadvantages resulting from failure to check notices or meet deadlines.
- B. Various announcements related to academic matters will be provided in advance. Students should regularly check all announcements and make sure to meet the required deadlines.

2) PARTICIPANT'S RESPONSIBILITIES

Participants are required as follows:

- A. To take up the scholarship in the academic year for which it is offered (deferral is not allowed);
- B. To follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- C. Scholarship students must reside in the dormitory designated by the training institution. Living off campus is not allowed in principle.
- D. Students must comply with the dormitory regulations of Sungkyunkwan University. Students who violate dormitory regulations may be subject to disciplinary measures, including eviction from the dormitory, in accordance with the relevant regulations.
- E. To engage in individual activities only to the extent that they do not interfere with academic work, and to comply with the regulations of the training institution and the laws of the Republic of Korea.
- F. 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;
- G. To faithfully participate in academic work and maintain satisfactory academic progress throughout the program (see also Academic Regulations, item 2).
- H. 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.
- I. To notify the training institution of temporary leave plans in advance and follow the detailed procedures and requirements announced by the training institution.
- J. 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.
- K. To refrain from engaging in political activities or any form of employment for profit or gain.
- L. To agree with KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- M. To return to their home country upon completion of their training program.
- N. Not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide assistance or be responsible for an extension of their stay.
- O. To either return to their original job post or remain employed in a field related to their degree for at least 3 years.

- P. Not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies.

3) WITHDRAWALS

- A. In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- B. A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA. In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- C. 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.
- D. In this case, he / she is not allowed to re-apply for KOICA's scholarship program.
- E. A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- F. 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.

4) ACCOMPANYING OR INVITING FAMILY

- A. As KOICA's Scholarship Program is a very intensive program, which requires full commitment and concentrated effort for study, participants CANNOT bring any family members.
- B. KOICA does not provide any financial or other administrative support for the dependents of the participants.

5) TEMPORARY LEAVE

- A. Temporary leave must be taken within the designated period and must follow the regulations and procedures announced in advance by the training institution.
- B. Even during temporary leave, students must regularly check announcements and maintain communication with the training institution.
- C. During the winter vacation, important extracurricular activities, including an internship program and a field trip, are scheduled. Students are also expected to focus on improving the quality of their theses. Therefore, temporary leave schedules may be somewhat limited during this period.
- D. If students plan to travel to a third country, a visa may be required. If visa issuance is delayed or denied, students may need to adjust their travel plans. .
- E. For students' safety, students are strongly advised not to visit any country or region designated as unsafe for travel by the Ministry of Foreign Affairs of the Republic of Korea.

- F. Students must strictly follow the approved schedule. If students change their departure or return date without prior approval, they may receive a warning.

6) PREVENTING SEXUAL HARASSMENT

We wish all participants a safe and pleasant time during your stay here and show mutual respect for everyone you met. Participation in KOICA program is based on mutual respect. At such, sexual harassment of any form will not be tolerated.

- A. Actions considered to be sexual harassment: Sexual harassment is defined as any unwanted comment or action of a sexual nature which make others feel uncomfortable, regardless of whether these actions are directed or undirected at the recipient. In other words, even though unintended, whenever someone feels that they are being harassed, it may constitute sexual harassment.
- B. Measures to be taken if you suffer sexual harassment: If you feel that you being harassed, you can say NO to the harasser directly and clearly to express that you feel uncomfortable and wish it to stop. If the person persists in such behavior despite your request, do not hesitate to contact KOICA through KOICA staff on your program. The issue will be treated confidentially, and appropriate action will be taken.
- C. To avoid committing sexual harassment: Please remember that even if your actions are committed within the context of a consensual relationship, people around you may take offense. Also understand that any comments or actions which make the recipient feels uncomfortable can be considered as sexual harassment, no matter what your intention is. Please be aware that people may not always express their displeasure or discomfort at your comments and behavior. It is wrong to assume that a person does not take offense to your behavior just because she/he has not protested. Please understand that people from different social, cultural, religious backgrounds may also react differently to such behavior.
- D. Korean law explicitly forbids sexual harassment, and KOICA also disapproves of such behaviors in any form. Offenders will be treated in accordance with the Korean law and KOICA's regulations, which include sending an official letter of complaint to the offender's government and immediate deportation and a ban on future participation in KOICA programs.

7) OTHERS

- A. KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- B. KOICA is not liable for any damage or loss of the participant's personal property.
- C. 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.

- D. 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.
- E. Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- F. Especially, sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- G. Any kind of disturbance to the efficient operation of the program, such as arbitrary action, including a breakaway from the training program, immoderate drinking, and any other kind of irresponsible behavior, will not be tolerated, and the offender may be asked to leave in accordance with KOICA policy.
- H. Should damage be caused by any kind of incident of assault or misconduct, all participants are obliged to report the event to KOICA immediately.

8) DISCIPLINARY PROCEDURE

The SKKU Global Office will execute the following disciplinary procedures upon recognition of a student's misconduct and/or failure to abide by official regulations:

- A. First case of Misconduct: The student will be required to write a statement to explain the situation, and a verbal reprimand will be given to the student.
- B. Second case of Misconduct: The student will have a meeting with the faculty in charge, or depending on the severity of the issue, a disciplinary committee may be held. In addition to the disciplinary committee, an official letter (or email) explaining the misconduct of the student may be sent to the KOICA headquarters in Seoul, to the KOICA local office, and to the student's direct work supervisor back in his/her home country.
- C. Third case of Misconduct: If the student fails to understand the severity of his/her misconduct and continues to breach regulations for the third time, s/he can be removed from the program prior to completion and sent back to the home country. In this case, the student will not be allowed to apply for a KOICA scholarship program again. A disciplinary committee will be held to discuss matters and make a final decision.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

▣ This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office (Korean Embassy).

▣ Application Method

- The school will notify successful applicants regarding university enrollment and will offer guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)

Admission Steps	Contents	Period
Application Package Submission	Application Package Submission (via Sungkyunkwan University)	August 12 (Wed), 2026- August 19 (Wed), 2026
Document Screening	Evaluation of academic background and work experience	August 20 (Thu), 2026- September 14 (Mon), 2026
Local Health Check-up	Local Health Check-up	September 21 (Mon), 2026
Interview	Interview Test of University	October 1 (Thu), 2026- October 12 (Mon), 2026
Final Result Announcement	Notification of the final admission result	November 6 (Fri), 2026
Original Document Submission	Apostilled or consular-authenticated documents to be submitted to the KOICA country office/Korean Embassy	November 6 (Fri), 2026- November 20 (Fri), 2026
Admission Notification	Official admission notice from SKKU and further registration guidance	December 29 (Tue), 2026

*The above schedule is subject to change.

▣ Detailed Information

1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the university via email.
- All documents should be sent to the following address: **gmpaal@skku.edu**
- Detailed instructions regarding file format, naming conventions, and required documents can be found in the 'Required Documents' section of this guideline and will also be provided in advance by the university.

** In the event that guidance from the university is not received by August 12 (Wed) , please proceed to contact the KOICA overseas Office or the Korean Embassy.*

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the regional KOICA overseas Office or Korean Embassy (if KOICA overseas Office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also examine whether or not the nominated applicants have properly prepared the required documents.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the 1st stage of the selection process (successful applicants of document screening) **must** submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4: Interview

- Shortlisted applicants will be invited to participate in an online interview and/or written test administered by SKKU.
- The interview will evaluate English proficiency, program fit, motivation, and leadership potential.
- Further guidance will be provided after the screening result announcement.

5) Step 5: Original Document Submission:

Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated) and have them ready to be sent to the university as soon as the result of the 2nd stage (interview) has been announced. Those who have been finally accepted at the university stage are required to submit original documents to the KOICA overseas Office/Korean Embassy. KOICA overseas Office/Korean Embassy will send original documents to the University. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staff before submission to KOICA overseas Office/Korean Embassy.

- Recipient: Sungkyunkwan University (SKKU)
- Submitting Entity: KOICA overseas Office/ Korean Embassy
- Submitting Deadline: November 20 (Fri), 2026

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense. Also, domestic postage costs are not covered (Home to KOICA overseas Office/Korean Embassy). KOICA overseas Office and Korean Embassy will send original documents to university.

6) Admission Notification

- Admission result will be notified to the regional KOICA overseas Offices or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.
- The final admission result may be determined based on the medical check-up, interview results, and the submission and accuracy of the original documents.

▣ Required Documents

- All documents should be sent to the regional Sungkyunkwan University (SKKU).
 - ① SKKU Application Form (Type in English and print out, hand writing is not acceptable)
 - ② Self-introduction Form (Type in English and print out, hand writing is not acceptable)
 - ③ Curriculum Vitae or Resume (Type in English and print out, hand writing is not acceptable)
 - ④ Study Plan (Type in English and print out, hand writing is not acceptable)
 - ⑤ Research Proposal (Type in English and print out, hand writing is not acceptable)
 - ⑥ Two Recommendation Letters
 - ⑦ Original copy of official transcripts (undergraduate work; include official transcript of previously attended graduate institution, if available)
 - ⑧ Original copy of diploma or certificate of graduation from undergraduate institution (include certificate of diploma of graduation from graduate institution, if available)
 - ⑨ Letter of consent for Degree verification (Please write down 'accurate date of admission and graduation of your undergraduate school')
 - ⑩ Letter of request for Degree verification
 - ⑪ Certified copy of TOEFL, TOEIC, or IELTS (if available)
 - ⑫ Employment verification
 - ⑬ Copy of passport (please check the expiry date.)
 - ⑭ Certificate of Bank Balance (For final successful applicants only; issued within 30 days of the CoA)

application date)

▣ Important Notice

- All of the above documents must be prepared as physical documents and submitted via diplomatic pouch. Please make sure to meet the document submission deadline.
- If you miss the deadline, you will be required to send the documents directly to the training institute by international mail at your own expense. Mailing costs will not be covered.
- All documents must be written in English. Documents issued in a language other than English must be submitted with a notarized English translation.
- Original copies of official transcripts and certificates of graduation/diplomas must be submitted with consular authentication or an Apostille.
- If there is a gap between the required minimum living expenses and the KOICA living allowance, successful applicants may be required to submit a bank balance certificate issued in English covering the difference. If the certificate is issued under a parent's name, a family relationship certificate must also be submitted.

VI. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Governance, SungKyunKwan University

- **Program Manager: Ms. Inkyung KANG**
- Global Master of Public Administration Office, GSG, SKKU
- Tel: +82-2-740-1836,
- Fax: +82-2-740-1890
- Email: gmpaal@skku.edu
- Website: <https://swb.skku.edu/gmpa/index.do>

2) General requests regarding application process

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

* The schedule in PI (Program Information) is changeable according to the KOICA and University's Schedule.