

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

August 1, 2023 – December 31, 2024

Pohang, Republic of Korea



Korea International Cooperation Agency



Handong Global University

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

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I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-HGU Master's Degree Program in Techno- Entrepreneurship

Competency Based on ICT Convergence

■ **Duration**

- **Stay duration:** August 1, 2023 ~ December 31, 2024 (17months)

(During the 17 months at HGU, students are strongly advised to complete their thesis)

- **Academic duration:** August 28, 2023 ~ December 20, 2024 (17months)

In accordance to the university regulations, the diploma will be issued in December 2024.

■ **Degree:** Master of Science in ICT convergence

■ **Objectives**

- To train government and NGO officials from developing countries in the field of ICT convergence to foster greater entrepreneurship and capacity building.
- To train domestic leaders in the field of ICT convergence in a systematic and practical manner so that they can create policies and attract capital investments to their country
- To train government officers in problem-solving skills through training in the field of ICT convergence
- To share Korea's experience in the field of electrical engineering and ICT convergence and related industries, as well as to raise mutual understanding between the two countries

■ **Training Institute:** Graduate School of Global Development and Entrepreneurship, Handong

Global University (hereinafter referred to as HGU)

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

■ **Qualification:** In order to graduate, students must take 60 credits and earn a grade point average (GPA) higher than 3.0. In addition, students must submit their theses (KCI 2, SCI 1) in English during the thesis research course.

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

- KOICA-HGU students earn credits for all specialized courses in English, and write their graduation theses (academic papers) in English.

■ **Accommodations ****

- HGU: Dormitory (Creation Hall)

Dormitory (Creation Hall) living conditions

- Single occupancy
- Each occupancy includes a private bed, a desk, a bookshelf and a closet
- Lounge, laundry room, bathroom, and kitchen (shared)

** Accommodation is subject to circumstantial change.

II. HOW TO APPLY

<A two-track approach of an application process>

- For KOICA documents;

- KOICA documents (KOICA application form) should be sent to the regional KOICA office or the relevant government office
- an original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

- For university documents;

- a scanned copy should be sent to University (via an official university email)
- an original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After the medical checkup, an original copy should be handed in to the university directly by the applicant)

Admission can be cancelled if there is a problem with the submitted documents, or original documents is not submitted.

■ Application Method (For university documents): submit to gde@handong.edu

- An Email title should be '2023 SP Admission_NAME (Nationality)'
- If an email title would be different from above example, it can be miss from the admission

■ Required documents

- KOICA documents (should be submitted to the regional KOICA Office or the relevant government office)

- ※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

- 1) KOICA Application Form
- 2) An Official Recommendation Letter (or a referral) from the government of the applicant
- 3) A Scanned copy of the Applicant's Passport (please check the expiration date).

- University documents (Scanned file should be submitted to University via an official university email/gde@handong.edu)

- ※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After medical checkup, an original copy should be handed in to the university directly by the applicant)

* (Required) KOICA documents and university documents must be sealed separately and original copy should be submitted.

- ※ If there are incomplete documents to be submitted, the school may request security by e-mail, and if the documents are not submitted within the specified period, it is regarded as not applied.
- ※ All HGU Forms should be typed in English and printed out, handwriting is not acceptable.

1) HGU Document Check List

2) HGU Agreement on Collection / Use of Personal Information

3) HGU Application Form & Self-introduction, Study & Research Plan (describe detail plan)

4) HGU Recommendation for University Admission

5) Bachelor's Degree and Transcript (for all semester)

Required legalization. Must submit a document that is notarized by either Apostille standards or the Korean embassy/consulate in your country. (Refer to an attached sample)

6) A Copy of the Applicant's Passport

Passport must be valid at least 3 months longer than the program completion date (Dec.2024)

7) Certificate of Employment (with official seal/ in English)

8) Certificate proving English Proficiency

- By submitting an official English test score taken within last 2 years, with the minimum score of TOEFL (IBT 80, PBT 550, CBT 213), TOEIC 700, TEPS 572 (New TEPS 309), TOEIC-Speaking 130, TEPS-Speaking 51, OPIC IM2, IELTS 5.5

※ The following applicants are exempted from submitting English test score

- An applicant who received a bachelor's or higher degree in a country where English is the first official language.
- An applicant who received a bachelor's or higher degree in a country where English is not the official language, but all classes are taught in English. In this case, an official proof of English as the language of instruction must be submitted.
- An applicant with the minimum of 2 years of work experience in English can submit a letter with an institutional seal as the proof of English proficiency, in which English is clearly mentioned as the mode of communication for major professional works.

9) Doctor's opinion paper about health check-up review

III. PROGRAM CONTENTS

1. SCHEDULE

1) Academic schedule

DATE (MM.DD.YYYY)	DURATION	CONTENT
8. 1. 2023 - 8. 18. 2023	3 weeks	Arrival, KOICA orientation(TBD) HGU orientation & Pre-course
8. 2023	1day	Medical Check-up in Korea
8. 21. 2023 - 8. 25. 2023	1 week	GET (Global Entrepreneurship Training)
8. 21. 2023 - 8. 25. 2023	1 week	1 st Semester course registration
8. 28. 2023 - 12. 15. 2023	16 weeks	Beginning of Semester: 2023. 8. 28 Fall Semester (1 st Semester)
9. 18. 2023 - 10. 13. 2023	4 weeks	Assigning academic advisor
10.16. 2023 - 10. 18. 2023	3 days	Field practicum I
12. 11. 2023 - 12. 15. 2023	1 week	2 nd Semester course registration
12. 18. 2023 - 2. 02. 2024	7 weeks	Beginning of Semester: 2023. 12. 18 Winter Semester (2 nd semester)
2. 5. 2024 - 2. 23. 2024	3 weeks	Winter Break
2. 19. 2024 - 2. 23. 2024	1 week	3 rd semester course registration
2. 26. 2024 - 6. 14. 2024	16 weeks	Beginning of Semester: 2024. 2. 26 Spring Semester (3 rd Semester)
4. 23. 2024 - 4. 26. 2024	4 days	Field practicum II
6. 10. 2024 - 6. 14. 2024	1 week	4 th Semester course registration
6. 17. 2024 - 8. 2. 2024	7 weeks	Beginning of Semester: 2024. 6. 17 Summer Semester (4 th Semester)
8. 5. 2024 - 8. 23. 2024	3 weeks	Summer break
8. 19. 2024 - 8. 23. 2024	1 week	5 th Semester course registration
8. 26. 2024 - 12. 13. 2024	16 weeks	Beginning of Semester: 2024. 8. 26 Fall Semester (5 th Semester)
9. 23. 2024 - 10. 4. 2024	2 weeks	Thesis submission (draft)
10. 28. 2024 - 11. 1. 2024	1 week	Thesis examination
11. 20. 2024		Thesis submission (final)
12. 16. 2024 - 12. 27. 2024	2 weeks	Winter break and wrap up
12. 13. 2024	1 day	Graduation ceremony
12. 16. 2024 - 12. 31. 2024	-	Departure

*The above schedule is subject to change.

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

2) Orientation schedule

Date	Time	Program		Location	Comments
1 st day	- 12:00	Arrival at HGU & unpacking at the dorm		Creation Hall (Dormitory)	
	12:00-16:00	Lunch	Open a bank account (passport required)	Oseok Hall	Passport
			IBK Bank (on campus)		
			Fill out an Resident Registration Application Form		
	17:00 -	Monthly Meeting Dinner & Campus Tour (w/7 th batch)		ANH 414	
2 nd day	8:00-9:00	Breakfast (individually)			
	9:00-9:30	Go to Immigration Office Meeting time: 9 a.m.		Creation Hall	Resident Application Form, Visa Photo, Passport, Fee (₩30,000)
	9:30-12:00	Issue resident registration card		Pohang Immigration Office	
	12:00-14:00	Lunch & Break (individually)			
	14:00-15:00	Campus Information		ANH414	Guidebook
	Free time				
3 rd day	Free time				
	13:00-15:00	Academic Information		ANH 414	
		Course Registration	Introduction of Curriculum (Pre-course & 1st Semester Course)	ANH 414	Laptop, Guidebook, Passport
	15:30-16:30	Dormitory Orientation		Creation Hall (Dormitory)	
	Free time				

※ Schedule is subject to change. KOICA's orientation schedule will be informed by KOICA.

3) Pre-course schedule

<u>Lecture 1</u>	<u>Lecture 2</u>	<u>Lecture 3</u>	<u>Lecture 4</u>
Research Basics (4hr)	Academic Writing (4hr)	Computer & Quantitative Method (4hr)	Prevention of Sexual Harassment (1hr)

- Entrance ceremony: to be informed (in Aug)
- **NGET (Mandatory) Next Generation Entrepreneurship Training**

This is a one-week, intensive training program on entrepreneurship for future leaders of developing countries. It is a part of UNESCO-UNITWIN with a purpose to help the developing countries to establish the capacity for sustainable development with entrepreneurship spirit. The program is designed to train international students mainly from the developing countries on entrepreneurship spirit and how to start and run new enterprises. The training incorporates academic courses for entrepreneurship mind-set and its impact on 1) country development and workshops for experiencing entrepreneurship through business plan writing and competition. By the end of the program, participants will have experienced what entrepreneurship is and acquire the basic skill-set necessary to start and operate a new enterprise

※ Schedule is subject to change. KOICA's orientation schedule will be informed by KOICA.

2. CURRICULUM

1) Course-Based Curriculum & Credits (subject to change)

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

Classification (credits)	Type	Course Title
Pre-course	Required (1)	<ul style="list-style-type: none"> • Preliminary course (1) <ul style="list-style-type: none"> - Computers & quantitative methods - Research basic & academic writing
Foundational courses	Required (0)	<ul style="list-style-type: none"> • Korean I (0) • Korean history & culture (0)
	Electives (9)	<ul style="list-style-type: none"> • Korean II (0) • Cognitive psychology (3) • Business, culture and spirituality (3) • Research Methodology basic (3)
Essential Element Technology	Required (3)	<ul style="list-style-type: none"> • Programming I (3)
	Electives (21)	<ul style="list-style-type: none"> • ICT Seminar (3) • Mobile programming (3) • Introduction to machine learning (3) • Interactive Visual Media (3) • IoT (Internet of Things) design and practice (3) • ICT application development (3) • Smart City (3) • Big data analytics (3)
Convergence	Required (6)	<ul style="list-style-type: none"> • Technology and market of ICT Convergence (3) • ICT convergence project (3)
	Electives (6)	<ul style="list-style-type: none"> • ICT convergence policy project I (3) • Economic development of Korea and EE&ICT (3)
Start-up development courses	Required (6)	<ul style="list-style-type: none"> • Venture entrepreneurship and ICT startup strategy (3) • Startup incubating methodology (3) • Field practicum I (0) • Field practicum II (0) • Field practicum III (0)
	Electives (15)	<ul style="list-style-type: none"> • Understanding International Development & Cooperation (3) • Sustainable development and environment (3) • Technological Startup Theory (3) • Analyzing & interpreting of financial statement (3) • ICT policy (3) • Internship (0)

Classification (credits)	Type	Course Title
Research and policy	Required (12)	<ul style="list-style-type: none"> • Research ethics (1) • Advanced Research Methodology (3) • Statistical methodology (3) • Global Capstone (3) • Personal research I (3) • Personal research II (3) • Thesis research I (3) • Thesis research II (3)
	Elective (6)	<ul style="list-style-type: none"> • Research ethics (1)

2) Semester- based curriculum & credits

As shown in the table below, students must complete 36 credits to graduate (excluding courses for thesis).

Semester (credits)	Type	Course Title
Pre-course (1)	Required (1)	<ul style="list-style-type: none"> • Preliminary course (1)
1 st semester (36)	Required (9)	<ul style="list-style-type: none"> • Research methodology (3) • Field practicum I (0) • Programming I (3) • Venture entrepreneurship and ICT startup strategy (3)
	Electives (27)	<ul style="list-style-type: none"> • Cognitive Psychology (3) • Business, Culture, and Spirituality (3) • Mobile Programming (3) • Machine Learning (3) • IOT Practice (3) • ICT Application Development (3) • Economic Development of Korea and EE & ICT (3) • Understanding International Development & Cooperation (3) • Technological Startup Theory (3)
2 nd semester (6)	Required (3)	<ul style="list-style-type: none"> • Korean history & culture (0) • Field Practicum II (0) • Global Capstone I (3) • Korean I (0)
	Electives (3)	<ul style="list-style-type: none"> • ICT Seminar (3)
3 rd semester (34)	Required (15)	<ul style="list-style-type: none"> • Technology and Market of ICT Convergence (3) • ICT Convergence Project (3) • Analysis and Interpretation of Corporate Finance (3) • Technology Policy (3) • Thesis Research I (3) • Field practicum III (0)

Semester (credits)	Type	Course Title
	Electives (19)	<ul style="list-style-type: none"> • Smart City (3) • Big Data Analytics (3) • Startup Incubating Methodology (3) • Research Ethic (1) • Advanced Research Methodology (3) • Statistical Methodology (3) • Interactive Visual Media (3) • Internship (0)
4 th semester (6)	Elective (6)	<ul style="list-style-type: none"> • ICT Policy Convergence Project (3) • Korean II (0) • Sustainable Development and Environment (3)
5 th semester (3)	Required (3)	<ul style="list-style-type: none"> • Thesis research II (3)

※ The curriculum above is subject to change.

2) Graduation Requirements.

- In order to graduate, students must take 60 credits and earn a grade point average (GPA) higher than 3.0. In addition, students must submit their theses (KCI 2, SCI 1) in English during the thesis research course.

3. EXTRACURRICULAR ACTIVITIES

1) Field Practicum 1 - 3

A field practicum is designed to learn and experience ICT convergence technology 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.

Visited Sites:

- Samsung SIM & Google Korea
- Hyundai Motors & Korea National Oil Cooperation
- LG Electronics, Naver Corporation, POSCO and POSCO ICT
- Creative Economy and Innovation Centers (Smart Farm, Smart Factory, etc.)

* These sites are subject to circumstantial change.

2) Fellowship Events



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

3) International Buddy System (IBS) (only for the Master's degree program)

IBS is a program hosted by the Handong Student Government to provide better opportunities for international students and Korean students to get to know each other and learn about 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



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

* 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 fairs and more).



The extracurricular activities can be restricted and canceled, depending on the COVID-19 situation here in Korea

IV. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Introduction of Handong Global University and Graduate School of Global Development and 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 to 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 important roles in the world.

2) Homepage

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

FACEBOOK:

<https://www.facebook.com/HGU-KOICA-Masters-Degree-Program-101915861661715>

Graduate School of Global Development and Entrepreneurship:

<http://hdggde.handong.edu/>

3) History of Handong Global University

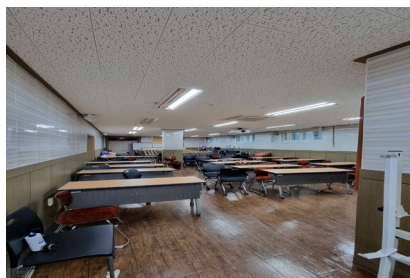
Year	Contents
2019	Selected for 'Korean Online Open Lecture (K-MOOC) supporting project' for 3 consecutive years by the Ministry of Education / National Institute for Lifelong Education (2017-2019)
	Selected for 'the Project for Strengthening Professional Personnel in Industrial Field 2019' (In the field of laser-photosynthesis) by the Ministry of Trade / Korea Institute for Advancement of Technology
2018	Awarded '2018 the 7th Annual Education Donation Reward of the Republic of Korea' from the Ministry of Education / Korea Foundation for the Advancement of Science and Creativity (in 2015 and 2018)
	Selected '2018 Autonomous Enhancement University' in the Assessment for Fundamental Competency of Universities supervised by the Ministry of Education
2017	Held a ground-breaking ceremony of Ban Ki-moon Global Education Institute in support of the United Nations Academic Impact
	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	Graduate School of Global Development & Entrepreneurship opened
2010	Designated as the UNAI Global Hub University
2009	Became a member of the United Nations Academic Impact
2008	Selected as the 'Innovative University' by the 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 (Creation Hall) at Handong Global University.

Living Conditions

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



3. OTHER INFORMATION

1) Lecture rooms



KOICA Lecture Room 1 (All Nations Hall 414)

Most of the KOICA Course lectures are held here.



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 Startups are held in the seminar room and this is where students of HGD & E study.

3) Dining on campus



Shinsegae Food, the Student Cafeteria

(Student Union Hall on the 1st floor)

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



Mom's Kitchen

(Student Union Hall on the 1st floor: library side)

- Price: 3,500 KRW
- Sells drinks, smoothies and a variety of cakes
- Fixed menu ranging from Western and Korean meals
- Take out menu: gimbap, sandwich



Handong Lounge

(Hayongjo Hall on the 3rd floor)

- Price: 4,000 ~ 9,000 KRW
- Meals are served from 11:00 to 19:30.



Burger King (Hayongjo Hall on the 2nd floor)

- One of the world's largest QSRs (Quick Service Restaurant)
- Sells hamburgers, french fries, beverages, etc.

4) Convenience stores



Convenience Store (Bethel Hall on the B1 floor)

- Assortment of daily necessities, textbooks and office supplies



GS 25: Convenience Store

(Hayongjo Hall on the 1st floor)

- Operating hours: from 08:00 to 01:00



Alpha Store & Book Store

(Hayongjo Hall on the 1st floor)

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

5) Cafés



Question Mark Café

(Student Union Hall on the 2nd floor, dormitory side)

- Provides a place to study and meet people



Hisbeans Café (Oseck Hall on the 3rd floor)

- Sells various hot and cold beverages, waffles, and cooked rice

EDIYA Coffee (Hayongjo Hall on the 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 lab), Reading Room
-



Computer Labs

- Numerous computer labs open to students at these locations
- Oseck Hall on the 1st (scanner installed) and 3rd floor and Hyundong Hall on the 4th floor



Cloud-printing Service

Most computer labs and dorms offer a cloud-printing service that is available for use with a student card. In addition, a printing shop is located on the 2nd floor of Student Union Hall.

7) Other Facilities

Student Sports Facilities

- A soccer and futsal field, a basketball court, a tennis court, a pool table, and a fitness center

Prayer Rooms

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

Post Office (Next to Mom's kitchen)

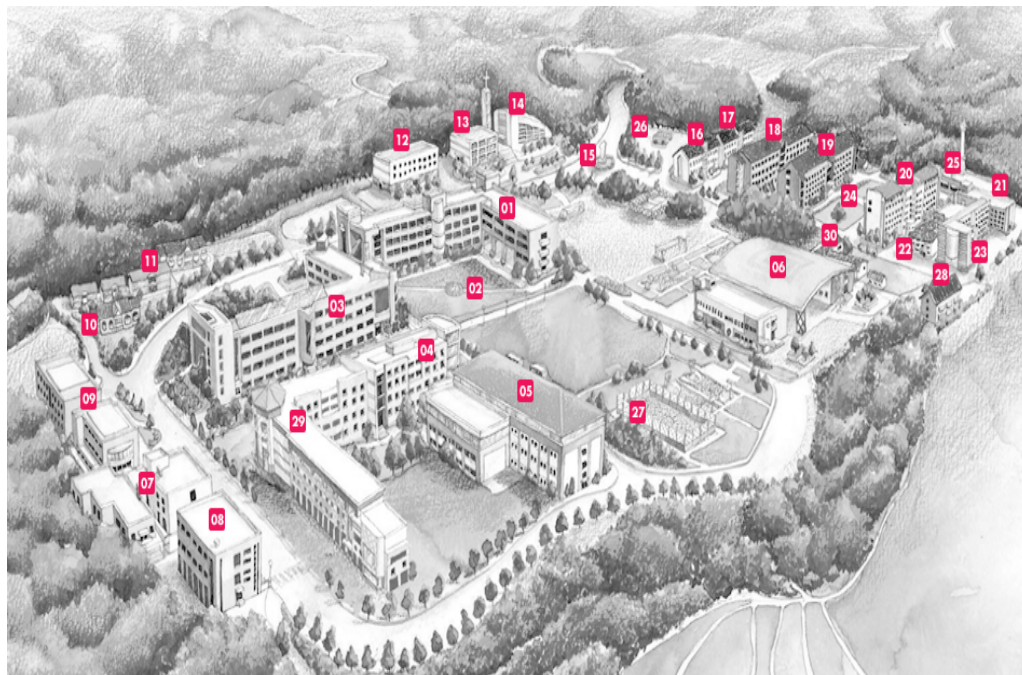
- Office Hours: 9:00 am ~ 6:00 pm/ 12:00 pm ~ 1:00 pm (lunch break)
- Closed Saturdays and Sundays

Boaz Medical (Hayongjo Hall on the 3rd floor)

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



8) Campus map



01 Hyundong Hall	07 Handong Techno Business Incubator	13 Hyoam Annex Hall	19 Creation Hall	25 Power Plant
02 Vision Square	08 Global Green Development Center	14 Hyoam Chaplain	20 Lothem Hall	26 Bus Stop
03 Nehemiah Hall	09 Handong International School	15 HGU Stone	21 International Hall	27 Hiddink Dream Field
04 Newton Hall	10 HIS Dormitory	16 Shalom Hall	22 Global House	28 Nicodemus House
05 Oseok Hall	11 Onnuri House	17 Evenezel 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 hours	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 (Ear, Nose and Throat: ENT)	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 (Skin)	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.

V. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

1) Attendance policy

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

In the event that 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 for his/her absence:

- 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 illnesses or emergency situations, students who are absent for less than seven days (including holidays and weekends) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a diagnosis written by a physician.

2) Examinations and Evaluation

- Minimum Grade Point Average Requirement

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

Lower point less than a 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.

- Qualification to sit for an exam

Any student who, without good reason, has failed to attend class for at least three-fourths of the total class hours 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 are 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			

- Graduation requirements

In order to graduate, students must take 60 credits and earn a grade point average (GPA) higher than 3.0. In addition, students must submit their theses (KCI 2, SCI 1) in English during the thesis research course.

2. RESIDENCE REGULATIONS

- Students must reside in the campus 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.

VI. PRECAUTIONS

- ▣ **Possibility of Online Program:** According to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be moved online; in accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, pre-sessions included
 - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea)
- ▣ **Early Departure:** Due to various circumstances such as no operating flights or border closures, participants shall be required to depart Korea before the program end date
 - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online
- ▣ **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure
 - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date
- ▣ **COVID-19 Test Fees:** The costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants.
- ▣ **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility
 - Example) If the participant fails to provide a COVID-19 PCR test certificate on the date of arrival, or is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant
- ▣ **Vaccination requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility
 - Example) If the participant fails to provide proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees)
- ▣ **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants
- ▣ **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)
- ▣ **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

VII. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Handong Global University

(for all inquiries on documents required by the university)

- Program Manager: Ms. Yeong a Kim (Jamie Kim) and Ms. Da Jeong Lee (Clare Lee)
- Address: Handong Graduate School of Global Development & Entrepreneurship, Handong Global Univ., 558 Handong-ro, Hunghae-eup, Buk-ku, Pohang-City, Gyeongbuk, 791-708, Korea
- E-mail: gde@handong.edu
- Homepage: <https://www.handong.edu/eng/>

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 Handong Global University Schedule.