

KOICA-INU

Master's Degree Program in Capacity Building for Response to Climate Change

August 16, 2023 – December 27, 2024

Incheon, Republic of Korea



Korea International Cooperation Agency



Incheon National 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- INU Master's Degree Program in Capacity Building for Response to Climate Change**

■ **Duration**

- **Stay duration: August 16, 2023 - December 27, 2024 (17 months)**

During 17 months in Incheon National University, students are strongly recommended to complete their thesis.

- **Academic duration: September 1, 2023 - February 14, 2025 (18months)**

In accordance with the university regulations, the diploma will be issued in February 2025.

■ **Degree: Master of Engineering**

■ **Objectives**

- 1) To cultivate global leadership in responding to climate change in target partner countries through greenhouse gas inventory analysis and evaluation of a reduction potential acquisition
- 2) To provide theoretical as well as practical education, field visits, and internship opportunities that enable government officials from KOICA's partner countries¹
- 3) To reinforce the participants' understanding of the Republic of Korea's development experiences and enable participants to contribute to the benefit of the sustainable development of their respective countries with the knowledge acquired from the Republic of Korea
- 4) To provide participants with a platform to create and cement cooperative relationships and personal networks with scholars, professionals, and government officials from the Republic of Korea and other countries

■ **Training Institute: Incheon National University**

■ **Number of Participants: 25 government officials**

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

■ **Accommodations: Dormitory of INU, on-campus(single occupancy)**

- Each room is furnished with a bed, desk, bookshelf, closet (per person) and, wi-fi.
- Personal items, including blankets and pillows, are not provided.
- Possessing or using any electric heating appliances is strictly banned.
- Every residence hall has a communal kitchen on the 1st floor.
- Single Occupancy- shared toilet and shower room for 2 people.

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;

- Incheon National University KOICA program admission application and required documents should be submitted to Incheon National University via climate@inu.ac.kr
- 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)

■ 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 (should be submitted to University via an official university email)**

※ 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.

[INU Application Method]

■ INU Application Method

- INU required document, **A scanned copy should be sent to Incheon National University email (via an climate@inu.ac.kr)**
- All applicants should submit a scanned copy of the required documents with Apostille Legalization by government agencies of your country. For further information, please check the required document checklist.
- If you submit without a scanned copy of the Apostille Legalization by government agencies of your country, it won't be accepted.
- Please make **a zip file** and save the scanned copy file's name as below.
- **The Zip file's name should be INU-KOICA Program required documents_Full Name_Country**
 - 1. INU Required documents checklist_Full Name_Country
 - 2. INU Application for Admission_Full Name_Country
 - .
 - .
 - .
 - 13. Letter of Consent for Degree Verification_Full Name_Country

■ Preparing the documents (academic requirements)

(1) Consulate Legalization

- ① The original documents in English should be certified by Korean Embassy or consulate. (No translation needed)
- ② The original documents other than Korean or English should be translated into Korean or English and notarized. After notarization, documents must be certified by the Korean Embassy or consulate.

(2) Apostille

- ① After translation (Korean or English) and notarization of the original documents, you can apply for an apostille at the Ministry of Foreign Affairs office **(Only for member nation of Apostille agreement, if not, consulate legalization needed)**

[INU Required Documents]

■ All documents must be issued within the last three months.

- Students who apply to Incheon National University program, you should **submit a scan copy with an Apostille or Authentication issued by the Korean Embassy or Consulate for several required documents.** For further details, please check as below.
- ※ **When your admission is confirmed, you must submit the original with an Apostille or Authentication issued by the Korean Embassy or Consulate by post.**

| No | Required documents | M.S. | Type | Notes & Caveats |
|----|--|------|--|--|
| 1 | INU Required documents checklist | ◎ | Original copy | • (Appendix Form 01) |
| 2 | INU Application for Admission | ◎ | Original copy | • (Appendix Form 02) |
| 3 | Certificate of (expected) Graduation or Academic Degree (Bachelor's Program) | ◎ | Certified original copy (Apostille or Consulate Authentication required) | <ul style="list-style-type: none"> • It must be accompanied by the notarized Korean translation, but if it is issued in English by your University, a notarized Korean translation is NOT necessary. • For Applicants who earned a degree in other countries: Select one of the following Documents; <ol style="list-style-type: none"> ① Apostille Legalization by government agencies of your country ② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country ④ Verification Report of China Higher Education Qualification Certificate [Issuing Authority: China Academic Degrees and Graduate Education Development Center] |
| 4 | Academic Transcript (Bachelor's Program) | ◎ | Certified original copy (Apostille or Consulate Authentication required) | |
| 5 | Letter of Recommendation | ◎ | Original copy | Recommendation letter from applicants' governments |
| 6 | A Copy of the Applicant's Passport | ◎ | Original copy | <ul style="list-style-type: none"> • A Scanned copy of valid, unexpired passport ID pages. If not possible, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated. • A copy of your passport (include a copy of the page showing the passport number, date of issue and expiration, photo, and name) *Please check the expiration date of the passport. If the expiration date is a short, please reissue your passport) |
| 7 | Nationality Certificate of Applicants (Parents) | ◎ | Certified original copy (Apostille or Consulate Authentication required) | <ul style="list-style-type: none"> • Both parent's passports (or other official documents indicating parents' official ID) • A Scanned copy of valid, unexpired passport ID pages. If not possible, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated. |
| 8 | Official document Indicating parent-child relationship | ◎ | Certified original copy (Apostille or Consulate Authentication required) | <ul style="list-style-type: none"> • Certificate that shows the relationship between the applicant and parents (Family Relations Certificate or applicant's birth certificate or household register proving the parent-child relationship) *If your parents passed away(divorced), submit a certificate of death(divorce) mandatorily. |
| 9 | Study Plan | ◎ | Original copy | • (Appendix Form 03) |

| No | Required documents | M.S. | Type | Notes & Caveats |
|----|---|------|---------------|--|
| 10 | Certificate of English Proficiency (Original Copy of Certified Language Test result (Within the validity period)) | △ | Original copy | [Preferential treatment] Language Proficiency 1. [Korean] TOPIK Level 3 / Completion of Level 4 before applying for Thesis defence 2. [English] TOEFL【PBT(550), CBT(210), IBT(80), ITP(550)】, IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700) 3. Applicants who graduated (are expected to graduate) from the universities in the English-speaking countries 4. Applicants who have completed degree program (Bachelor or Master) in English • confirmed in interview |
| 11 | Letter of Consent for Degree Verification | ◎ | Original copy | • (Appendix Form 04) |

※ ‘◎’ : Compulsory, ‘△’ : if applicable only

※ Any documents written in languages other than Korean or English must be accompanied by a Korean translation certified by a public notary.

※ The documents submitted must be originals unless otherwise specified.

※ The submitted documents will not be returned to applicants.

■ Important Notes for All Applicants:

1. All forms should **be typed in English** (NOT handwritten), and all the supporting documents should be **in English**. A notarized English translation should accompany documents in any other language.

2. Original documents should be submitted. If it is unavailable, the originating institution must authorize copies before they are provided.

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

4. Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for the admission process. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.

5. You should submit the **degree certificate and transcripts authenticated by (1) Embassy of the Republic of the Korean in your country or (2) Apostilled by the Ministry of Foreign Affairs**. Otherwise, the documents are not accepted.

6. Make sure you keep photocopies of all completed forms, as all submitted documents will become the property of INU and will not be returned to the applicants.

7. We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.

III. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

| Session | Date (YYYY.MM.DD) | Contents / Remarks |
|--|--------------------------|--|
| Preparatory session | 2023.8.16~ | Arrival |
| | | KOICA Orientation, Medical Check-up |
| | 2023.8.21-31 | INU Orientation Preliminary session Campus Tour Course registration: 8.21-24 |
| Pre - course | ~ 2023.8.31 | Welcome ceremony |
| 1st semester | 2023.9.1-12.14 | 1st day of 1st semester: 9.1 Foreign language test (approved for foreign language test) Application period: 9.1-7 Submission of an application for assignment of academic adviser: 9.1-14 Mid-term exams: 10.17-21 Final exams: 12.08-14 |
| Winter break | 2023.12.15-2024.2.28 | Course registration: 2.19-22 - (Comparative subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean language education (optional) Cultural experience program (2 times) |
| 2nd semester | 2024.3.1-6.14 | 1st day of 2nd semester: 3.1 Submission of research proposal: 3.22-26 Mid-term exams: 4.13-19 Submission of opinion on the presentation of the research proposal: 5.22-26 Final exams: 6.10-14 |
| Summer break | 2024.6.15-8.31 | Course registration: 8.24-31 - (Comparative subject) Trainee Seminar (2 times) Special Lecture by Experts (2 times) Incheon City Officials Workshop (1 session) Korean language education (optional) Cultural experience program (2 times) |
| 3rd semester | 2024.9.2-12.15 | Submission of an application for Comprehensive exam: 9.27-29 Application for evaluation of thesis: 10.31-04 Mid-term exams: 10.19-25 Submission of 1st version of thesis for examination: 11.28-12.2 Final exams: 12.11-15 Submission of the final version of thesis: 12.18-22 |
| Wrap-up session | 2024.12.23 | Graduation ceremony |
| | 2024.12.23 ~ 2024.12.27. | Departure |
| Standard date for obtaining the degree | 2025.2.14 | |

*The above schedule is subject to change.

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

2. CURRICULUM

1) Curriculum & Credits

- Students are required to take at least 24 (M.S)/36 (PhD) credits for graduation, excluding the preparatory courses and thesis research. The required coursework consists of 9 credit hour core courses and 12 credit hour elective courses. (*Courses are subject to change)
- It operates two professional track systems (climate track, low-carbon technology track) tailored to user-centered career paths for public officials in partner countries.
- In the first semester, students take basic major courses, and in the second and third semesters, they select specialized fields suitable for student careers and secure the expertise of education consumers by completing courses for each track.
*In the case of the PhD program, the training course is designed in consideration of the potential for growth as a high-ranking government official or professor
- In the future, additional major optional courses on climate change adaptation policies and health, climate change response environmental education, material flow optimization, and low-carbon logistics will be opened according to the majors of the participating faculty.

| Type | Type | Course Title |
|------------------------|---------------|--|
| Pre-Course | Required (0) | <ul style="list-style-type: none"> ■ Basic climate change <ul style="list-style-type: none"> - Environmental Cooperation for Building a Resource Efficient Society to Respond to Climate Change - Air Quality and Management - Introduction to Environmental Engineering - Sustainable Waste Management for a Healthy Urban Ecosystem - Indoor Environment and Management - Climate Change and Response - Environmental Management Engineering and Disaster Risk Reduction - Renewable Energy - Environmental Planning and Policy - What is an International Development Project |
| Major Requirement | Required (9) | <ul style="list-style-type: none"> ■ Introduction to Climate Change Study ■ Construction of GHGs Inventory ■ Understanding Local Climate Issues |
| Major Elective Track 1 | Electives (9) | <ul style="list-style-type: none"> ■ Green lifestyle, Green Business and Education ■ Governance and Policies against Climate Change ■ Cooperation between Developed and Developing Countries to cope with Climate Change |
| Major Elective Track 2 | Electives (9) | <ul style="list-style-type: none"> ■ Technologies for GHG reduction and sink ■ Efficient Waste Management and Water Supply ■ Climate resilient Smart City and Green Village |
| Major Practices | Electives | <ul style="list-style-type: none"> ■ Climate Action Project Management ■ Data analysis ■ Guidance on thesis |
| Intensive Major | Electives | <ul style="list-style-type: none"> ■ Benefit Cost Analysis ■ Models on Climate Change Estimation ■ Global Energy Market and Policies |

* The above curriculum is subject to change.

2) Graduation Requirements

- Those who have acquired at least 24 credits (required major 15 credits + major elective 9 credits) and have an average grade of B or higher
- Those who have passed the foreign language test and comprehensive test
- Those who have registered for more than 3 semesters and received thesis research guidance
- Those who have written the thesis for degree and PC (Project Concept) and passed the final examination

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

| Programs | Period | Contents |
|-----------------------|------------------|--|
| Orientation | March /September | Introduction of INU, campus life, academic information, programs for international students, insurance and mandatory registration items, ISSC, and other relevant issues |
| Korean language class | March /September | Free Korean language classes to help international students communicate effectively within Korea |
| Field trip | April/October | Visitation of tourist attractions (e.g. Everland, DMZ, Namiseom Island, Folk Village etc.) |
| Completion ceremony | June/December | Award ceremony celebrating the completion of academic programs, distribution of certificates honoring students, and commencement speech |

1) Academic counseling and meetings

- Assignment of an academic advisor per student
- Regular counseling sessions with academic advisor
- Monthly town hall meetings with academic chair
- Regular meetings with University President / Dean of Graduate School (1st and 3rd semesters)

2) Preparatory session lectures

- Korean language
- Korean society and culture
- Freshmen seminar

3) Field trips & cultural excursions

- Quarterly field trips which provide students opportunities to learn exemplary development projects in different areas
-

4) Academic and professional networking events

- Networking event with public officials in Incheon province
- Participation in international development academic conferences

5) Thesis guidance plan

- 1:1 match is made between the supervisor in charge and the trainee.
- The thesis topic is determined by linking the demand for responding to climate change by country of the trainee, and the thesis is written with the content of providing solutions for problem solving.
- Student-centered education with R&D skills is conducted.
- Thesis guidance is conducted once a week, enabling regular interviews with supervisors.
- A progress diary for each week is prepared and systematically managed for thesis preparation.
- By presenting policies and strategies that can be realized through continuous communication with government agencies to which the trainees belong, they can be immediately reflected in the field after the trainees' return home.

IV. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

☐ General Information

- Incheon National University offers advanced degrees through its Graduate School, which currently offers 41 master's and 30 doctoral degree programs. Find the best graduate degree programs to extend your education and enhance your skills. Browse the list of programs below for more information.

☐ Education Philosophy

● VISION OF EDUCATION

- Prepare students to make significant contributions to the nation and mankind by providing education that develops their intellectual, ethical and spiritual attributes.

● MISSION OF EDUCATION

- To grow prominent leaders who can contribute to national development by building their ability in academic study and originality, seeking the purpose of university education more profoundly and finely.

● GOALS OF EDUCATION

- To grow prominent leaders who can prepare the future society for localization, internationalization and information actively and lead regional and national development.

☐ Department of Climate International Cooperation

- The environmental industry is an enterprise advanced country type, growing with economic development. The Republic of Korea's economic development has graduated its initial stages and the environmental market is expected to develop. Also, it is predicted that the demand for a labor force in the environmental industry will rapidly increase. For instance, Green Climate Fund (GCF) is now located in Songdo, Incheon, Republic of Korea. To meet this need, the Department of International Climate Cooperation (cooperative departmental program) is aiming to train human resources through interdepartmental and comprehensive education with Social Sciences, Applied Sciences, and Engineering on issues of global climate change, transboundary pollution, climate engineering, methodology, solution, and sustainable energy.
- In the center of Songdo, the necessity of labor force for environmental industry has emerged to cooperate with several international organizations such as the UN (The United Nations) and to participate in environmental programs and sustainable development efforts in the developing countries by organizations such as Green Climate Fund (GCF).

To meet this demand, the Department of Climate Cooperation aims to train professionals who can participate in and contribute to the climate business and industry. In addition, courses such as technical training, trend analysis in climate, statistics, and administration are offered in English to prepare professionals in the international business settings of the environmental industry.

□ Campus Map



2) Homepage: https://www.inu.ac.kr/user/indexMain.do?siteId=grad_eng

2. ACCOMMODATION

1) Dormitory programs

- Dormitory offers a variety of programs for dormitory students each semester. Every semester, weight training, yoga, and calligraphy for a variety of hobbies for students are conducted. In addition, various programs to help with employment and career development are conducted.
- Also, dormitory students can gather together in one place each semester and have a festival.

2) General information

- Incheon National University's first dormitory opened on September 1, 2009 with 31 floors in three buildings (946 people entered), the second dormitory (male students only) opened on March 1, 2018 with 15 floors in two buildings (1,128 people entered), and the third dormitory (female students only) opened on August 31, 2020 with 12 floors in two buildings (998 people entered). These dormitories aim to contribute to the creation of a healthy academic culture by providing an environment in which students' healthy life and true education are harmonized with quality services.
- It has a comfortable living environment and convenient facilities that are comparable to those of world-class university dormitories, as well as providing balanced meals to ensure that there are no inconveniences in life in the dormitories.

3) Dormitory facilities

- The dormitory's common space consists of welfare facilities for students such as the cafeteria, convenience stores, seminar rooms, laundry rooms, DVD rooms, simplified kitchen, public computer rooms, fitness centers, billiard rooms, and reading rooms, and there are sports equipment such as soccer balls and table tennis rackets that can be rented from the 1st dormitory.
- Computer, radio, table lamp, hairdryer, straightener (with power disconnecting device), small vacuum cleaner, and basic facilities are approved for use in the dormitory rooms.



Study room



Room



Pantry



Fitness room



Laundry room



Lounge



Computer room



Public kitchen



DVD room

4) Dormitory regulations

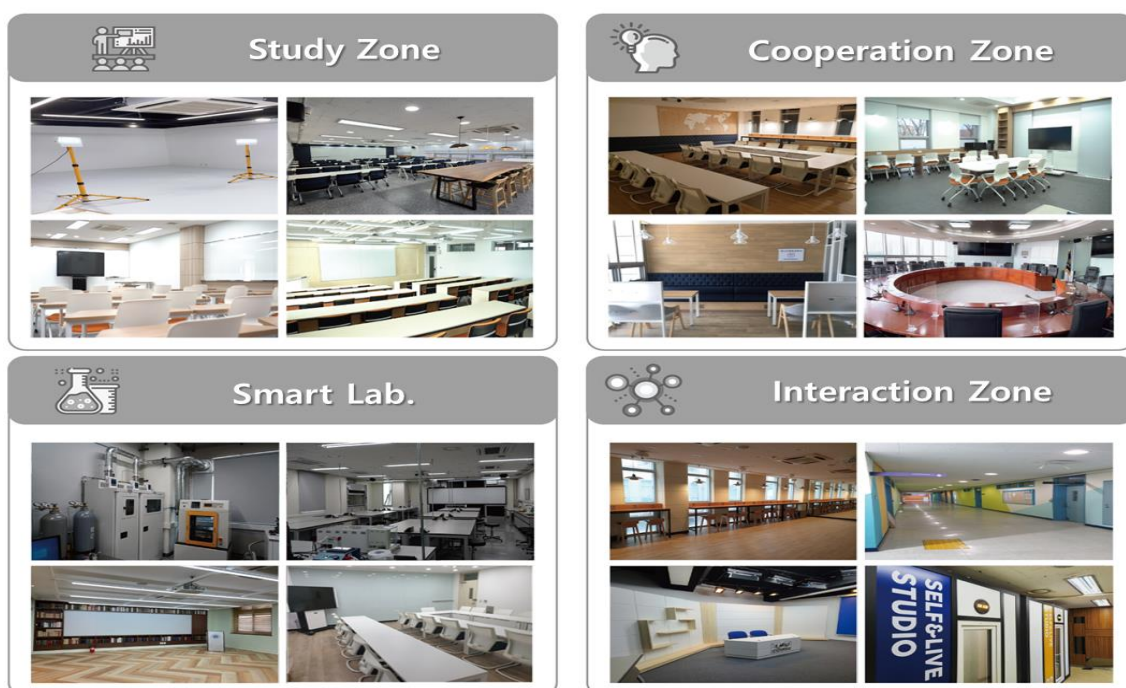
- Students must abide by dormitory regulations of Incheon National University.
- If any student is found in violation of the regulations, he/she will be evicted from the dormitory, and should return to his/her home country immediately.
- All communal areas and facilities including the kitchen should be used cleanly.
- Cooking inside the dormitory room is prohibited.

* Website: http://www.inu.ac.kr/user/indexSub.do?codyMenuSeq=1273163&siteId=dorm_eng

3. OTHER INFORMATION

1) Educational research equipment and facilities

- 21 complex learning spaces
- Establishment of smart classrooms and discussion-type classrooms that can be controlled Remotely
- 15 creative cooperation learning spaces
- Establishment of a collaborative space for small group gatherings
- 5 image systems
- A laboratory with separate experimental and research spaces
- 9 self studios
- Establishment of Meteor Contents Production Room, Green Smart Space



2) Haksan Library

□ General Information

- Collection: About 1,379,000 books
- Provides domestic and foreign academic journals and electronic resources (electronic journals, Web-DB, e-books)
- Seat capacity: 1,960 seats in 17 rooms
- Library: 1,894 seats in 16 rooms / Michuhol Campus: 66 seats in 1 room

□ Online Information Usage Guide

- Users: Faculty and enrolled students
- Online information from in and out of the country: 65 databases (inside country: 15 types, Outside country: 50 types)

□ Haksan Library Floor Information

| Floor | Use and Services |
|------------------------|---|
| 4F (Second Archive) | -Collection: Technical Science (500), Art (600), Language (700), Literature (800), History (900) -Loan/return available |
| 3F (First Archive) | -Collection: General Resources (000), Philosophy (100), Religion (200), Social Science (300), Natural Science (400) -Loan/return, study room available |

| | |
|----------------------------------|--|
| 2F (Serial Publications Room) | -Serial publications (domestic and foreign journals, magazines, newspapers), thesis, Job Library, study room available |
| 1F (Multimedia Room) | -Multimedia room, Multimedia LAB room, Cinema room, Academic Information Team office |
| B1F (Free Reading Room) | -Free reading room, laptop room, seminar room, rest room, copy/binding room, data storage library organizing office, library director office |

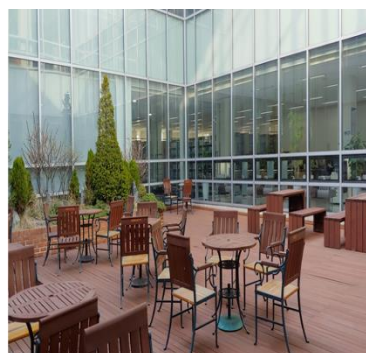
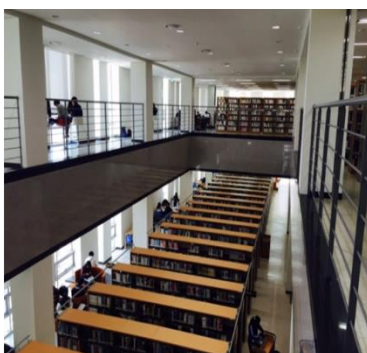
□ Research Support Service

○ Specialized Topic Service

- Librarians in charge of each field of study investigates and provides academic data and reference documents needed for the research and theses write-ups of the professors and graduate school students.
- How to use: Request for service through the library homepage or via e-mail (Collect requested data from the Periodicals Room on 2nd floor)

○ Smart Library

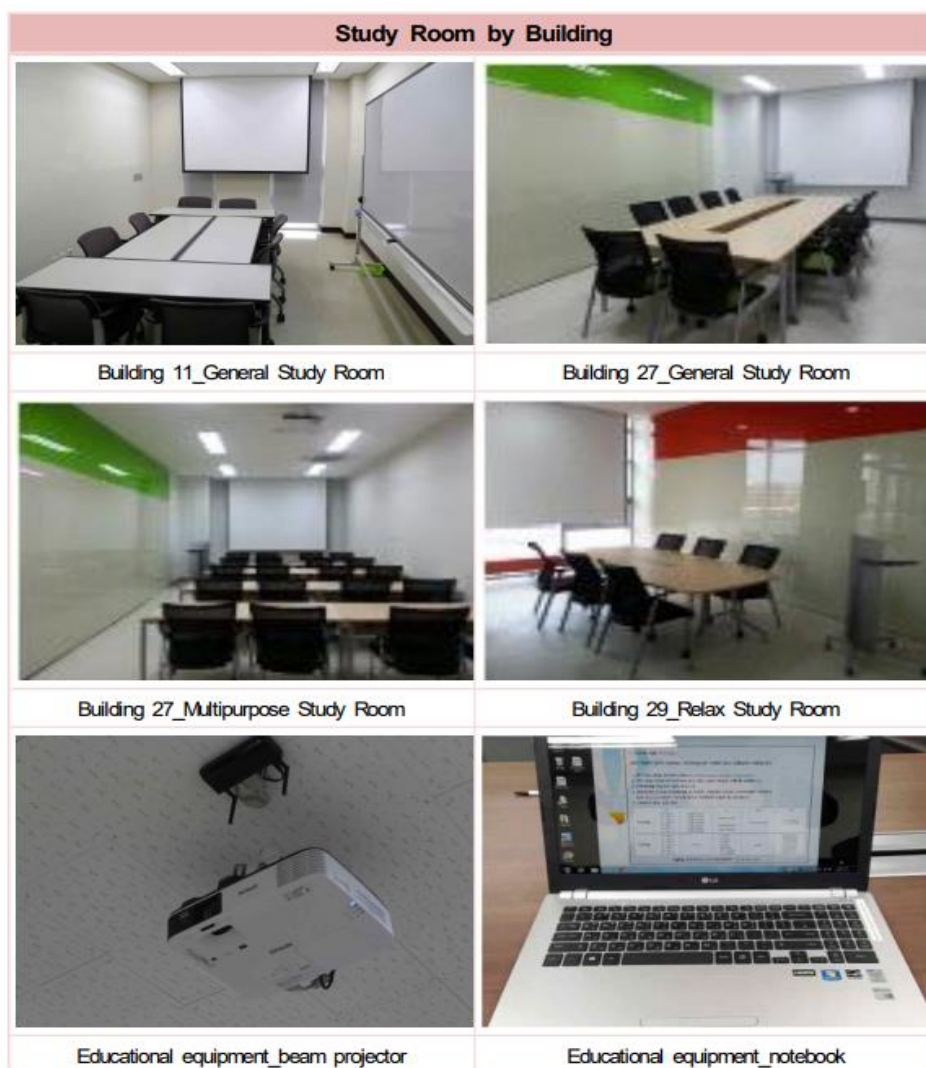
- Automated loan/return system where students can borrow/return the books available in Smart Library daily
- Location: Resting area in B1 of the library and 1F of Social Welfare Center
- Same as existing library loan regulations
- Books may be loaned using the mobile membership card via the Haksan Library app
- Only books loaned through Smart Library may be returned



3) Provide study room

- In order to operate study groups, we provide 'study rooms', a space where students can study in groups.
- Location: Building 11 (4 rooms), Building 27 (5 rooms), Building 29 (2 rooms) - Number of rooms: 11 rooms

- Capacity: 8, 10, 20 people
- Available equipment: blackboard, laptop, beam projector, network, etc.
- How to use: Use after reservation (Portal login → Quick Menu → Space management system reservation)



4) Health Clinic

- The Health Clinic is committed to providing high-quality medical services and administering professional on-site medical treatments to maintain a healthy campus life for students and faculty members, promoting health, health education, and maintaining the optimal educational environment and health level through close cooperation with the local community.

☐ Main tasks

- Primary care and first aid
- Health assessment of students and faculty and follow-up management of injuries
- (Inbody, blood pressure, blood sugar measurement)
- Consultation of persons who desire detailed examination and specialized treatment
- Group and individual health education and health consultation
- First aid medicine support for important events related to the academic schedule (Safety

training)

- Infectious disease prevention education, prevention of transmission and continuous monitoring in case of occurrence
- CPR education and evaluation

5) Medical Facilities in the City

| Type | Medical Facility | Location | Business Hour | Phone Number |
|--------------------------|--|--|--|-----------------|
| General | Nasaret International Hospital | 98, Meonugeum-ro, Yeonsu-gu, Incheon | 08:30-17:30 ※ 24hrs Emergency Center | +82-32-899-9736 |
| Orthopedics | Songdoyeonse Orthopedic Surgery Clinic | 167, Haedoji-ro, Yeonsu-gu, Incheon | 09:00-19:00 | +82-32-832-5488 |
| Internal Medicine | Songdo Best Internal Medicine Clinic | 157, Songdogukje-daero, Yeonsu-gu, Incheon | 08:30-18:30 | +82-32-716-9797 |
| Otolaryngology | Samsung Dream Otolaryngology | 165, Convensia-daero, Yeonsu-gu, Incheon | 09:00-18:00 | +82-32-224-0365 |
| Dental | Songdo First Dental Clinic | 165, Convensia-daero, Yeonsu-gu, Incheon | 09:30-18:00 | +82-32-831-2812 |
| Dermatology | Clene Dermatology Clinic | 153, Sinsong-ro, Yeonsu-gu, Incheon | 10:00-19:00 | +82-32-715-4100 |
| Ophthalmology | Yeonsu Kim Ophthalmology | 165, Convensia-daero, Yeonsu-gu, Incheon | 09:30-18:00 | +82-32-817-3487 |
| Pediatrics | V.I.C 365 Pediatrics Clinic | 157, Songdogukje-daero, Yeonsu-gu, Incheon | 08:00-22:00 | +82-32-710-1147 |

V . ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam.

- 1) 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-trip, 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
- 2) In the event of student illness or emergency situation, students who will be 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 written diagnosis by a physician.

2. MUST RESIDE IN DORMITORY

- Students must reside in dormitory
- Living off-campus is not allowed

3. 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.

4. EXAMINATIONS AND GRADE EVALUATIONS

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

- **Regular Exams and Make-up Exams**
- Regular Exams: Mid-term (7th to 8th week of semester), Final (last week of semester)

- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date and obtain the Graduate School Dean's approval to sit for the exam at another time.
- **Qualifications to Sit for an Exam**
- Any student who, without good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam. In the event of illness or emergency situation, students need to provide a written explanation for their absence.

5. FOREIGN LANGUAGE TEST

- Students who have completed graduate school enrollment (can apply regardless of their credit status)
- English is the main language of instruction; test is conducted with the approval of the dean of the graduate school
- Students who have obtained the following foreign language test scores are recognized as having passed the foreign language test:
- Acceptance Criteria for exemption
 - TOEFL (540 PBT, 76 iBT, 207 CBT)
 - TOEIC 700 or higher
 - TEPS 600+ (NEW TEPS 327+)
 - IELTS 6.0 or higher
 - Korean Language Proficiency Test Grade 4 or higher
 - A student who has published an article (research paper in English) in SCIE, SSCI, A&HCI, or SCOPUS accredited journal as a first author or corresponding author (publication after admission)
 - A student who speaks English as a native language
 - A student who graduated from a four-year university or graduate school in an English-speaking country
 - Those who already passed the foreign language examination at a former university (transferred students only)

6. GRADUATE SCHOOL COMPREHENSIVE EXAM

- Students who have completed registration, passed the foreign language test and obtained at least 18 credits with an average grade of B or higher in the master's program, and those who have passed the foreign language test and obtained 27 credits or more with an average grade of B or higher in the doctoral program can take the test.
- As for the exam subjects, the candidate selects 2 subjects from the major field completed in each degree course and takes the exam, and must achieve a score of 70 or higher out of 100

* "Act on the Prevention and Management of Infectious Diseases"

- Violation of self-quarantine rules shall result in up to one year in prison or a fine of up to 10 million won.

7. COMPOSITION OF THE THESIS REVIEW COMMITTEE

- The judging committee is organized in accordance with Article 7 (composition of judges) of the 'Regulations on Graduate School Thesis at Incheon National University' to review the dissertations of degree recipients professionally and fairly
- From among the candidates (full-time professors for master's programs, transfer professors with doctoral degrees for doctoral programs), 3 people including advisors are appointed for master's thesis and 5 for doctoral thesis.
- In the case of a master's thesis, 1 out of 3 people, and in the case of a doctoral thesis, 2 out of 5 people can be appointed as professors from other departments or external professors (including researchers).

VI. PRECAUTIONS

1. **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 switched 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, including pre-sessions.
 - 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).
2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may 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.
3. **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
4. **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.
5. **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.
6. **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 a 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).
7. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
8. **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)
9. **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 Incheon National University

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· **Program Coordinator: Mrs. Jenny MAENG**

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2) General requests regarding application process

- E-mail : koica.sp@koworks.org
- Homepage : [http:// www.koica.go.kr/sites/ciat/index.do](http://www.koica.go.kr/sites/ciat/index.do)

*The schedule in PI (Program Information) is changeable
according to the KOICA and Incheon National University Schedules.