

KOICA- Master's Degree Program in Digital Innovation

August 28 2023 – December 27 2024

Ansan, Republic of Korea

KOICA
Korea International Cooperation Agency

 **HANYANG UNIVERSITY**
Hanyang University ERICA

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

Contents

I . PROGRAM OVERVIEW	1
II. HOW TO APPLY	2
III. PROGRAM CONTENTS.....	5
IV. TRAINING INSTITUTE	8
V . ACADEMIC REGULATIONS	14
VI. PRECAUTIONS.....	16
VII. CONTACTS.....	16

I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-HANYANG Master's Degree Program in Digital Innovation**

▣ **Duration**

- **Stay duration: August 28, 2023 - December 27, 2024 (16-17 months)**

During the 16-17 months at Hanyang, students are strongly recommended to complete their thesis.

- **Academic duration: September 01, 2023 -August 31, 2025 (24 months)**

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

▣ **Degree: Master of Artificial Intelligence (Major in Digital Innovation)**

▣ **Objectives**

- 1) To cultivate global leaders in public sector from developing countries for a digital transformation
- 2) To make students expand the international partnership in the field of digital innovation with Korea
- 3) To increase the human network capability as well as administrative capacity and management capability from developing countries

▣ **Training Institute: Hanyang University ERICA**

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

▣ **Qualification:**

- 1) Applicants with foreign nationality whose parents both have foreign nationality (non-Korean nationality)
- 2) Bachelor's degree required for Master's program admission
- 3) Ability to directly and indirectly learn the contents of various fields of digital innovation
- 4) Civil servants in developing countries who are able to understand, write and speak academic English
- 5) Candidates from one of the partnership countries of KOICA and recommended by KOICA

▣ **Language: English (level to achieve academic requirements)**

▣ **Accommodations:**

- 1) Dormitory is called Changeui-gwan (Residence Hall1)
- 2) 2 students share a room
- 3) A private bed (size: 900mmx2000mm), desk, bookshelf, closet for each person
*You need your own bedclothes: bed sheet, pillowcase, blanket, etc.
- 4) Shared laundry room in each building
- 5) Dormitory Facilities: store, food court, sport field, cafe, study room, karaoke, etc.
- 6) Shared Halal Kitchen. No Shared Kitchen for other students
*Halal food is not offered in any of the dormitory cafeteria

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;

- Requested admission documents should be scanned(pdf form) and sent to Hanyang University via an official university email first before sending the original hard copies to the university via post. This process is to check the completion of required documents
- You may send original hard copies to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection by the end of local medical checkup
- After the period of medical checkup, none of the offices help with sending the documents to university. In this case, original hard copies should be sent to the university by post under his/her responsibility upon deadline
- According to the Ministry of Justice, it is prohibited to issue Certificate of Admission (COA) without original documents. COA is one of the documents required to obtain VISA. Hanyang University does not accept any documents arrived later than the deadline. In other words, the admission may be rejected.

■ Application Method

Step 1 Recommendation by KOICA

Step 2 Submission of Application Documents (soft copy via official email of Hanyang University)

Step 3 Result of Document Screening

Step 4 Interview(online)

Step 5 Result of Interview

Step 6 Submission of Application Documents (original hard copy via post)

Step 7 Local Medical Check-Up

Step 8 Preparation and Entry to Korea

*University official email : hykoica@hanyang.ac.kr

■ Required documents

- 1) **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.

<input type="checkbox"/> KOICA Application Form <input type="checkbox"/> A Scanned copy of the Applicant's Passport (please check the expiration date)

2) University documents

- ※ **A soft copy** of the document should be submitted to **University** via an official university email.
(University official email : hykoica@hanyang.ac.kr)
- ※ **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 by the end of local medical checkup. (After the local medical checkup, an original copy should be sent to the university by post under his/her responsibility upon deadline)
- ※ (Required) KOICA documents and university documents must be sealed separately and original copy should be submitted.

<input type="checkbox"/> Copy of the Application Form	
<input type="checkbox"/> Personal Statement and Study Plan	
<input type="checkbox"/> Bachelor's Degree Certificate	<ul style="list-style-type: none"> • MA Program Applicants: Original Apostille or Consular Official Transcript Authentication
<input type="checkbox"/> Official Transcript of Bachelor's Degree (All semester)	
<input type="checkbox"/> Copies of Passports (applicants and both parents)	<ul style="list-style-type: none"> • Copy of Applicant's Passport: Mandatory • Copy of Applicant's ID: N/A • Copies of both Parents' Passports or ID Cards: Mandatory (either one of them) ※ Passports and ID cards must be valid. ※ For other foreign nationals, if their ID cards for submission are in other language than Korean or English, they must be accompanied by original notarized translation. ※ Non-passport holders can submit ID cards(except the driving license) that can prove nationality instead.
<input type="checkbox"/> Original Official Document proving the family relations between the applicant and his/her parents (Notarized Document: issued after Sept. 1st, 2022)	<ul style="list-style-type: none"> • Submit one of the following: <ul style="list-style-type: none"> - Original Birth Certificate with both parents' names stated - Original Family Relation Certificate (If the above documents are in other language than Korean or English, it must be submitted with original notarized translation) ※ If the family relation certificate does not verify relationship between applicants and both parents because of their divorce or death, an additional certificate of divorce or death must be submitted with notarized translation in English.
<input type="checkbox"/> Certificate of English Proficiency Test (TOEFL iBT, PBT, CBT or IELTS)	<ul style="list-style-type: none"> • Optional • Submit TOEFL iBT 79, PBT 548, CBT 212, IELTS 6.5 and higher

- ※ If there's only one original degree certificate, please certify a true copy attestation with photocopy of the apostilled or consular confirmed documents, and then submit the hard copy of those attested copies

- ※ Documents that are not written in Korean or English must be accompanied by notarized translations in either language.
- ※ All submitted documents will NOT be returned to the applicants. We advise applicants to prepare additional documents for visa applications.
- ※ Online application on Hanyang's website is required and guideline will be informed after being admitted from Hanyang University and the online application should be completed in July 2023.

III. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2023. 08. 28	Arrival, KOICA Orientation
	2023. 08. 28~08.29	PCR Test, Bank, VISA, Medical Check-up
Pre - Course	2023. 08. 30~08. 31	KOICA & University Orientation Korean Language & Culture Class
Fall Semester (1st semester)	2023. 09. 01~2023. 12. 21	Fall Semester (1 st semester)
Winter Break	2023. 12. 22~2024. 02. 29	Korean Intensive Class
Spring Semester (2nd semester)	2024. 03. 04~2024. 06. 21	Spring Semester (2 nd semester)
Summer Vacation	2024. 06. 26~08. 30	
Fall Semester (3rd semester)	2024. 09. 02~2024. 12. 20	Fall Semester (3 rd Semester) Thesis Submission and Oral Defense
Wrap-up Session	2024.12.20	Graduation Ceremony
	2024.12.23~12.27	Departure

*The above schedule is subject to change

**A detailed Program Schedule will be provided upon arrival

2. CURRICULUM

1) Curriculum & Credits

- Credits required to complete the Master's program: 27 credits

Type	Type	Course Title	Hour	Credit
Pre-Course (2)	-	Orientation	-	-
	-	Korean Language & Culture Class	30	-
	-	Academic Information Session	-	-

Type		Type	Course Title	Hour	Credit
Summer/Winter		-	Korean Intensive Class	80	-
Mandatory		Required	HYPER Hanyang**	16	1
		Required	Research Design	48	3
		Required	Master's Thesis Study	-	2
Mandatory <i>*Required to take one of the three courses</i>		Electives	Digital Based Business Management	48	3
		Electives	Digital Production Management and Manufacturing	48	3
		Electives	Digital Policy and Technology	48	3
DNA Ecological Reinforce-ment	Select 4 (four) courses	Electives	Big Data and Artificial Intelligence	48	3
		Electives	Internet of Things: Connectivity, System, and Applications	48	3
		Electives	Blockchain and Information Security	48	3
		Electives	IoT Practice and Field Application	48	3
SOC Digitalizati-on		Electives	Environmental Technologies in Buildings	48	3
		Electives	Digital Transportation and Logistics	48	3
		Electives	Digital Twin and Virtual/Augmented/Mixed Reality User Interface	48	3
		Electives	Smart City Present and Future	48	3

*The above curriculum is subject to change

** Hyper Hanyang is an online course which covers research ethics, research method, leadership and career development

2) Graduation Requirements

- Complete 27 credits or above including all mandatory & required courses
- Submission and qualification of Thesis
- General test: 2 major subjects for Master's degree
- English or Korean Language Proficiency Test
(Korean: TOPIK Level 4 or English: TOEIC 770, TOEFL iBT 79, PBT 548, CBT 212, IELTS 6.5 and higher)

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Orientation for International Students

- Introduction to life on campus
(Student supporting programs, visa, insurance, academic information, facilities, etc.)

2) Buddy Program-Hanmille

- Matching new incoming international students with current students

- Hanmille is the word combined with 'Hanyang' and 'Cimille', which means best friends, hoping that students could make best friends through this program
- Hanmille was set up to ease the transition for the incoming student as well as offer a social, cultural exchange between the 'mentor' and the 'mentee'

3) Cultural Activities

- Various activities help students learn about Korean culture



4) Field Trip & Industrial Visit

- Diverse learning-based, and a fabulous range of industries across different sectors (e.g. Kakao, LG Innotek, KITECH, Techno Park, etc.)



IV. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

'The New Standard for Education Research and Industry Collaboration'

ERICA stands for **E**ducation-**R**esearch-**I**ndustry-**C**luster-at **A**nsan and represents a successful model for industry cooperation with outstanding talent to bring about innovators and leaders who are needed in global society. Hanyang University ERICA is setting the standard for specialized universities that seek to combine their research centers with businesses, working together to educate and provide on-hands training. ERICA is recognized as the most active industry-cooperation university in Korea.



2) Homepage: www.hanyang.ac.kr/english

2. ACCOMMODATION

The Hanyang University ERICA has a residence hall which can accommodate approximately 3,000 students. On-campus accommodations are guaranteed to international scholarship holders. Multilingual staff and residence assistants reside within the residence halls.

There are various facilities (cafeteria, kitchen, gym, laundry room, convenience store, food court, sport field, cafe, study room, karaoke, etc.) within the residence halls. Furthermore, there are facilities for Muslim students within the accommodation (Muslim Kitchen and Prayer Room).



*For more information: <http://hydorm.hanyang.ac.kr/>

3. OTHER INFORMATION

1) Counseling Program

- Professional counselors help students to resolve their problems through Counseling Program. Two counsellors are dedicated to serving international students and offer counseling in 3 languages. (Korean, English, and Chinese)



1. Individual counseling

A professional counselor will help you to re-examine and improve your ability to solve problems that are difficult to go through on your own

- Mental health problem (ex. suicidal behavior)
- Emotional difficulties (ex. anxiety, sadness, anger, etc.)
- Difficulty of settling into studying abroad and college life
- Academic issues
- Problems on future career
- Interpersonal issues

2. Group Therapy/Workshop

Group counseling topics are provided in line with the needs of international students. For example, the extended nature of Covid-19 may call for a group that deals with angst and depressive feelings ("Covid Blues") that result from prolonged isolation. With a professional counselor you are able to talk with others who have similar problems, understand others, and resolve problems together with advisors

3. Psychological Testing

Psychological assessments provide a systematic framework to understand an individual's personality, behavior, etc., and to understand their own problems objectively. The purpose of this psychological assessment is to help students improve understanding of oneself and to support their life on campus to get ready for society by exploring their own personality/interests/aptitude.

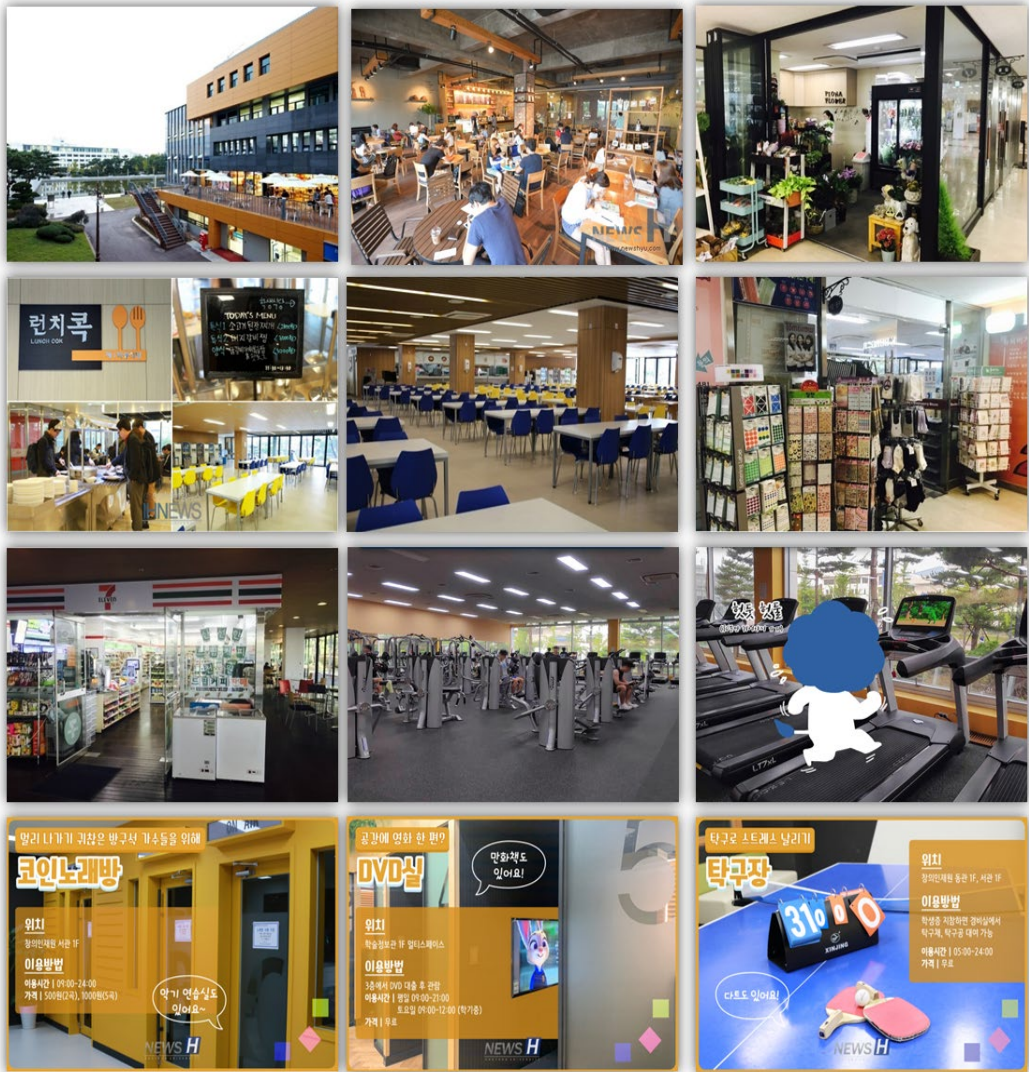
- Characteristics examination: MBTI, Holland
- Psychological/affective points: MMPI-2, SCT

4. Contact: Office of International Affairs (International Counseling Office)

- Location: Student Welfare Building 3rd floor, Global Lounge
- Tel.: 031-400-4926
- E-mail: talk@hanyang.ac.kr

2) Student Facilities

- There are various facilities for students at the campus
- Cafeteria, Book Store, Stationery Store, Cafe, Convenience Store, Bank, Post-office, Fitness Center, Recreational Center, Souvenir Shop, etc.



3) Facilities for Muslim Students

- There are praying rooms and kitchen for Muslim students
- *You may inquire details to dormitory administration in the future





4) Global Lounge and Information Desk

- At the Information desk, student volunteers help international students in various fields and assist them to receive relevant service
- Students can use study room or take rest within the lounge



5) Library (Academic Information Center)

Room	Location	Semester	Vacation
		Weekdays	Weekdays
Multi-space & Electronic Information Centre	1st floor	09:00~17:00 *Closed on Saturday	10:00~17:00 *Closed on Saturday
Information Center / Korean Museum of Literature	2nd floor		
Borrowing / Return & Information Centre	3rd floor		
General Reading Room	2nd/4th floor	The 1st reading room: 08:00~24:00	
Group Study Room	4th floor	09:00~17:00	

- Students can borrow books and academic materials from the library
- Access to international journals and academic materials available
- Website: <https://information.hanyang.ac.kr>
- Borrowing & Returning Policy

	Printed Materials		Non-printed Materials	
	Quantity	Duration	Quantity	Duration
Graduate Student	20	30 days	3	3 days
Undergraduate Student	10	14 days	3	3 days



6) Health Care

- All Hanyang ERICA students are insured by National and private Insurance Services
- There is a University Healthcare Center in the center of the campus which students can freely use with no charge
- Hanyang has two university hospitals where students can receive discounts upon request

Name	Type	Distance	Phone
Ansan Sangnoksu Health Center	Public Health Center	1.3km	1666-1234
Danwon Hospital	General Hospital	2.2km	031-8040-5911
Hando Hospital	General Hospital	6.6km	031-8040-1114
Korea Univ. Medical Center Ansan	University Hospital	3.5km	031-412-5381

V . ACADEMIC REGULATIONS

1. Attendance and Absenteeism

Hanyang has a strict academic regulation that 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 earn failing grade. Attendance takes a very important part in evaluation for the course and students who are absent for more than three classes can be given an “F” grade for the course.

If a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and professor to get an approval by submitting the proof documents in advance or later as instructed by the program administrator:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.

2. Course Load

At Hanyang University one (1) credit equals fifteen (15) contact hours. All academic courses are three (3) credits each with total of forty-five (45) contact hours. All elective courses are one (1) credit each with total of fifteen (15) contact hours.

	Hanyang Credits	Contact hours
Academic Course	3 Credits	45 hours
Elective Course	1 Credit	15 hours

3. Course Availability

Except for only specific cases, a course will be cancelled if less than five (5) students register for the course. If a course is cancelled under the minimum student's number policy, we will immediately contact students and ask them to consult with us regarding alternate course registration.

All courses have limited number of slots available and it will be reserved on first-come and first-served basis. It is strongly recommended to think of plan B with course registration in case students are not able to register specific courses they primarily desire due to the limited seats or course cancellation.

4. Grading Policy

The student's academic performance is assessed according to five different criteria written in each course syllabus. All courses will be graded on an absolute evaluation basis and grades will be marked as "A+, A0" to "F" scale on the transcript.

Letter Grade	Numerical Value	Grade Point
A+	95-100	4.5
A0	90-94	4.0
B+	85-89	3.5
B0	80-84	3.0
C+	75-79	2.5
C0	70-74	2.0
F	0-69	0.0

5. Must reside in dormitory

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

6. 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.

VI. PRECAUTIONS

- ▣ **Possibility of Online Program:** According to arising circumstances due to the spread of COVID19 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).

- ▣ **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.

- ▣ **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 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).

- ▣ **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants. Dormitory at Hanyang University ERICA requires some supplies that details will be informed to the accepted students in the future.

- ▣ **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 Hanyang University

- Program Manager: Dr. Yong Han Ahn
- Administrative Assistant: Angela Youn / Cindy Kim
- Contact: +82-31-400-5015
- E-mail : hykoica@hanyang.ac.kr

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 Hanyang University Schedule.