

Program Information

2019

2019 KOICA - KAIST Master's Degree Program in Social Economy

August 22, 2019 – January 31, 2021
Seongnam & Seoul, Republic of Korea

Korea International Cooperation Agency (KOICA)

Korea Advanced Institute of Science and Technology (KAIST)

****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: 2019 KOICA – KAIST Master’s Degree Program in Social Economy**

■ **Duration**

- **Stay duration: August 22, 2019 – January 31, 2021 (17 months)**

- **Academic duration: August 2019 – February 2021 (18 months)**

During 17 months in KAIST, students are strongly recommended to complete every required academics and graduation requirements. In accordance to the university regulations, the diploma will be issued in February 2020 and will be sent to the participants by mid March.

■ **Degree: Master of Business Administration with Focus in Social Economy**

■ **Objectives**

- 1) To educate future social economy professionals and policy makers who will implement inclusive economic policies regarding social value creation in the developing countries
- 2) To help the development of social economies in developing countries by sharing the growth experience of Korea
- 3) To strengthen the strategic partnership with developing countries for future collaboration in the social economy services sector

■ **Training Institute: KAIST College of Business**

(<http://www.business.kaist.ac.kr>)

■ **Number of Participants: 15 government officials or employees in public institutions**

* **Practicians from economy, education, welfare, and industry sectors with quantitative and qualitative analytic skills preferred.**

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

■ **Study Areas: Social Economy, Management, Problem-Solving Skills in Social Areas, Policy Fundamentals, Green Growth**

■ **Accommodations: On campus dormitory of KAIST College of Business**

- **The dorm rooms are designed for double occupancy only.**
- Each person is provided with a desk, a bed and a wardrobe.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

KOICA–KAIST Scholarship Program is run by half semester system. Each spring and winter semester consists of 16 weeks with 2 half semesters (8 weeks each). Summer and winter sessions also run for 7 weeks from June to August and December to January.

Year	Semester	Schedule
2019	Arrival in Korea / KOICA Orientation	Aug. 22~26
	Univ. Orientation & Check-in	Aug. 27~30
	Fall	Sep. 2 ~ Dec. 20
	Winter	Dec. 23, 2019 ~ Jan. 31, 2020
2020	Spring	Mar. 2 ~ June 19
	Summer	June 22 ~ Aug. 30
	Fall	Aug. 31 ~ Dec. 18
	Winter	Dec. 21 ~ Jan. 15, 2021

* The schedule is subject to change.

2. ORIENTATION & PRE-ENROLLMENT SESSION SCHEDULE

KAIST will be providing an orientation session to provide general understanding of the program, university and life on campus as well as living in Korea. In addition, pre-enrollment sessions will be offered to prepare the group with basic knowledge and skills needed for their studies during the 17 months.

Date	Time	Content
Aug. 27 (Tue.)	10:00~12:00	Check-in (Dormitory allocation)
	12:00~13:30	Welcome Luncheon
	13:30~14:30	Welcoming Remark & Orientation
	14:30~18:00	Registration Process (IT, visa, opening bank account etc)
Aug. 28 (Wed.)	10:00~12:00	How to Start My MBA Study
	14:00~18:00	Introduction to Korean Economy & Culture
Aug. 29 (Thu.)	10:00~12:00	Problem Recognition & Solving Techniques
	14:00~18:00	Statistics
Aug. 30 (Fri.)	09:00~12:00	How to Survive in Seoul
	14:00~18:00	Student Lab Allocation Additional registration process

* The schedule is subject to change.

3. CURRICULUM

1) Credit Requirement

Students should complete 48 credits in total with satisfying the following requirement for graduation and students can take up to 18 credits per semester.

Major Requirement (Management)	Major Requirement (Social Economy)	Electives	Research	Culture/Korean	Total
12	16.5	10.5	3	6	48

2) Course Offerings

(Entire course offerings available at <https://cais.kaist.ac.kr/totalOpeningCourse>)

Semester	Course Type	Credits	Course
Fall 2019 Total: 15 Credits	Mandatory (Management)	3	Management Core I
	Mandatory (Social Economy)	3	Social Economy & Policy
	Mandatory (Social Economy)	3	Social Entrepreneurship & the Entrepreneur
	Elective	3	Management Elective I
	Culture/Korean	3	Korean Language for Foreigners I
	Research	0	Korean Business & Culture
Winter 2019	Field Study	0	Individual & Group Activities
Spring 2020 Total: 15 Credits	Mandatory (Management)	3	Advanced Statistics for Management
	Mandatory (Management)	3	Management Core II
	Mandatory (Social Economy)	1.5	Social Finance
	Mandatory (Social Economy)	1.5	Impact Investment
	Mandatory (Social Economy)	1.5	Social Economy & Korean Experience
	Elective	1.5	Social Enterprises & Regional Development
	Culture/Korean	3	Korean Language for Foreigners II
Summer 2020 Total: 3 Credits	Elective	3	Social Economy Case Studies & Reserch Methodology
	English	0	BUS900
Fall 2020 Total:	Mandatory (Management)	3	Management Core III

Semester	Course Type	Credits	Course
15 credits	Mandatory (Social Economy)	3	Public-Private Cooperation & Governance
	Mandatory (Social Economy)	3	Public Economics
	Elective	3	Elective courses such as Green Business Theory & Practice
	Research	3	Case Study & Field Research
Winter 2020	Research	-	Research Project

3) Research Project Completion

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their Fall/Winter semesters (2020) at KAIST and complete under the guidance of the academic advisors assigned.

Thesis Schedule	
Nov. 2019	Submit a proposal
Mar. 2020 ~ Aug. 2020	Discuss and confirm thesis topic under the guidance of academic advisor; Related research, database, references needs to be prepared in order to finalize the topic.
Sep. 2020 ~ Nov. 2020	Conduct research and collect data.
Dec. 2020 ~ Jan. 2021	Should be in the final stage of the project under the guidance of the academic advisor and a Ph.D. student.
Jan. 2021	Project presentation and submit final paper.

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) KAIST Seminars

KAIST college of Business offers all-year-round seminars – Social Economy Seminars and Green Seminars – in which distinguished scholars in the top universities as well as managers, CEOs, CIOs of leading economy, education and welfare institutions are invited to give lectures on latest social economy issues and case studies. All KAIST students are free to join the seminars on their choice and get a real industry experience in a lecture room.

2) Company and Site visits

KAIST offers a chance to experience and learn about the history of outstanding industrial growth of Korea by industrial visits and field trips to IT & manufacturing work-site and museums.

Semester	Organization	Seminar
Fall 2019	Korea Social Enterprise Promotion Agency	- Current status of social ventures - Policy enforcement processes and issues
Spring 2020	Korea Central Council of Social Enterprise, Social Ventures(TBD)	- Social venture case: SE MBA graduates - Cases of cooperatives
Fall 2020	Work Together Foundation, Social Solidarity Bank,	- Drawing implications for the operation of intermediate support organizations in developing countries

※ Above schedule is subject to change

3) Networking Events

KAIST college of Business offers various networking events as below:

Semester	Activity	Participants
Fall 2019	Orientation & Welcome Luncheon	KOICA fellows, faculty
	KOICA Mentoring Day	KOICA fellows (1 st & 2 nd)
	KAIST Festival	KAIST students, faculty
Winter 2019	KAIST Workshop	KAIST new students, faculty
Spring 2020	KAIST Sports Day	KAIST students, faculty
Spring 2020	KAIST International Day	KAIST international students, faculty
Summer 2020	KAIST Festival	KAIST students, faculty
Winter 2020	KOICA Farewell	KOICA fellows, faculty

4) Cultural Event: Art Exhibitions

Throughout a year, an art exhibition opens at Atrium Hall 3-4 times. Inviting an artist of the exhibition and having a presentation session on his/her art work, this art exhibition has become an interactive event where the art and business education meet.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

KAIST College of Business is a highly respected graduate school working towards the common goal of developing a world renowned technology-based management school.

KAIST College of Business is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. The KAIST College of Business campus is at the heart of a major academic area that hosts four universities and five research institutes. The modern facilities, attractive campus and dynamic urban location make for a unique, high-quality learning environment.

Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korea base. In addition, our location in the heart of Korea's business and political capital fosters close relationship with a large number of companies and government organizations. KAIST College of Business students have numerous opportunities to meet and interact with prominent business leaders.

The school was founded in 1996 as the first full-time MBA program in Korea. KAIST College of Business formed four individual schools and 7 MBA programs with different focus of study under its umbrella;

Schools

- Graduate School of Management
(Techno-MBA, Social Entrepreneurship MBA, Executive MBA, Professional MBA)
- Graduate School of Finance (Finance MBA)
- Graduate School of Information & Media Management (Information & Media MBA)
- Graduate School of Green Growth (Green MBA)

Programs

With superior brand value of 20 years of history, we are the very first fulltime MBA program to be offered in Korea. We offer our students general MBA programs(Techno MBA, IMBA, Executive MBA and Professional MBA), and a specialized MBA programs(Finance MBA, Information & Media MBA, Social Entrepreneurship MBA and Finance EMBA). The specialized MBA programs offer industrial specific curriculum in an effort to customize the needs of our students who specialize in that field. To be the number 1 MBA in Korea and ultimately to be the top Business School in the world, we offer our students with real business experience, world-class study environment, and global leadership program.

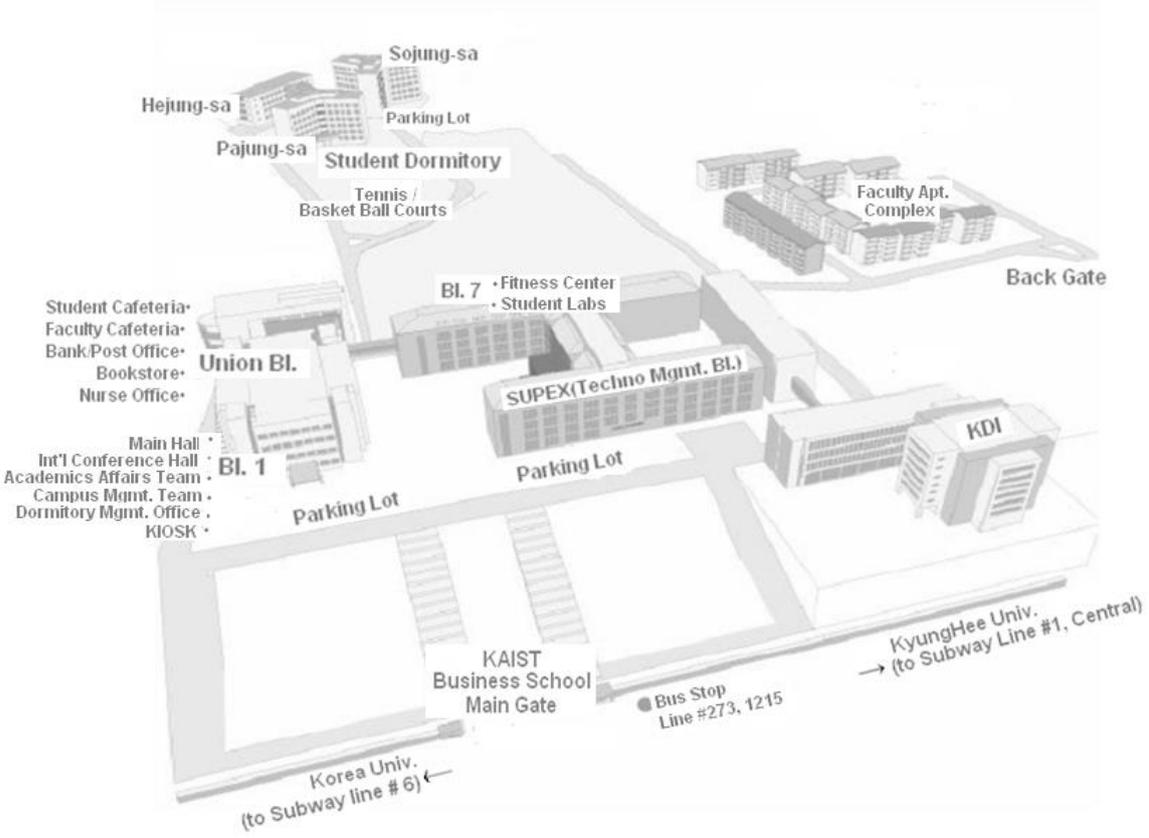
Variety of global leadership programs are offered through dual degree, exchange, field trip, study abroad programs and more.

Each MBA program offers rigorous academic and applied courses along with extensive international exposure so that students can better deal with the future competitive environment.

KOICA-KAIST Scholarship program falls under Social Entrepreneurship MBA program, Graduate School of Management.

Especially, in pursuit of training global social economic leaders, Social Economy MBA program focuses on curriculum to strengthen analysis-ability based on mathematics, statistics, and up-to-date economic strategy. The curriculum is created to enable students to succeed in any industry and to reflect both a practical and theoretical discipline. A wide range of modules and electives are available to give the student the flexibility to select one or more areas of expertise for development through completion of tracks on students' choice.

◆ **Campus Map of KAIST College of Business (Seoul Campus)**



◆ School Administrations

Dean	Prof. Youngbae Kim
Chair Professor of Social Economy Master's Degree Program	Prof. Zong-Tae Bae
Administration Staff of Social Economy Master's Degree Program	Ms. Juyoung Park

◆ Contact

s-economy@kaist.ac.kr ☎**+82-2-958-3304**

2. ACCOMMODATION

KAIST Business School students board at the dormitories on campus. The three dorm buildings, Pajung Hall, Sojung Hall and Haejung Hall are all located a few feet from each other and near the main buildings of the campus.

KAIST Business School students reside mainly in the Pajung Hall. The first floor is divided into the East Wing, West Wing and Mechanical Room. The second floor through the sixth floor is divided into the East, West, and North Wing. The dorm rooms are designed **for double occupancy and there are no single rooms available**. Please consider this factor when applying and not after. Each person is provided with a desk, a bed and a wardrobe.



FACILITIES

➤ **Kitchen Room**

The Kitchen room is located on the 7th floor and equipped with a microwave and sink.

➤ **Dormitory Lounge**

The dormitory lounge is located on the 7th floor with television and drinks vending machine.

➤ **Telephones**

Telephones are available but only permit you to receive incoming calls and make inter-campus calls. In order to make a call, the student must use the public phones located inside the building.

➤ **Housekeeping**

Residents are responsible for keeping their rooms clean and expected to pick up after themselves when using public areas. The housekeeping staff is responsible for cleaning public areas.

➤ **Bed Linen**

Students are responsible for preparing bed linens.

➤ **Air Conditioning**

Residents have personal access to Air Conditioner in the room.

➤ **Laundry Facilities**

Washing machines are available on each floor at free of charge. You need to buy your own detergent, fabric softener and any other personal items. Dryers are available and cost 500 won per use. An iron and ironing board are located in the room opposite the laundry.

➤ **Electronic Devices**

It is strictly prohibited to have electronic appliances (except for refrigerators) such as microwaves and hot pots in the dormitory rooms. The voltage used in Korea is 220-V.



3. OTHER INFORMATION

1) School Facilities

There are 4 main building that facilitates students' academic works as well as campus life, which are SUPEX Management Complex, Union Building, Building #7, and Building #9. Classrooms, labs and other major facilities are located in the SUPEX Management Complex, cafeteria and convenience stores in Union Building and gym and other sports facilities in Building #7.

SUPEX Management Building

Overview of SUPEX Management Complex	
5 F	Chey Jong Hyun Hall, Student Labs, Student Lounge, Student Mailroom
4 F	Career Development Center (450), Finance MBA Office (461), Techno MBA Office, Social Entrepreneurship MBA Office (462), Information Media& Management MBA Office (468), Research Centers, Faculty Offices, Lecture Rooms, International Center (446), Students Labs
3 F	Trading Room, Executive Program Offices, Student Labs, Faculty Lounge, Faculty Offices, Lecture Rooms, Management Engineering Office (317), Seminar Rooms
2 F	Atrium, Faculty Offices, Lecture Rooms
1F	Center for Information and Network Services, A/V Main Control, Lecture Rooms, Student Clubs, Digital Library (Cyber Hall)

➤ Library (1st floor, SUPEX Building)

Unlike traditional libraries, the KAIST Business School's student library is a digital multi-media library. This gives students and faculty members the advantage of being able to obtain necessary resources in the comfort of one's computer at home. The digital library is joined with the Cyber Hall, a facility where students have access to Internet 24 hours a day.

- Operating Hours : Monday ~ Sunday, 9:00 A.M. - 2:00 A.M.
(Closed on holidays)

➤ Atrium (2nd floor, SUPEX Building)

Atrium is a Café and restaurant for all members of KAIST College of Business members. Students not only can have food and drinks, they also can enjoy culture events like music club performance, auction event, etc. as well as join academic events such as dean's luncheon, scholarship award ceremony, etc.



- Operating Hours: Monday ~ Saturday, 8:00 A.M. ~ 9:00 P.M. (Closed on holidays)

➤ **Trading Room (SUPEX 344)**

Trading Room is a "playground" for students where they freely perform financial exercises. It offers cutting edge A/V system, information data and facility that are equivalent to current finance industry. The service includes WRDS, CRSP, S&P, Compustat, BVD, Thomson, Option Metrix that are vital for empirical analysis on finance, real-time information terminal of Reuters, Datastream, Bloomberg, etc.



➤ **International Center (SUPEX 446)**

International Center coordinates exchange & overseas programs and provides students with the opportunity to develop global perspectives. It also offers language programs to enhance students' English proficiency skills. The International Center welcomes all international students for any inquiries about the programs and administrative issues and aims to enhance their overseas experience at KAIST Business School students.

➤ **Career Development Center (S450)**

(1) Company Presentations – A wide variety of companies hold presentations on campus ranging from industries to well-known consulting companies.

(2) Career Fair – Every September, many domestic and multinational companies join this job fair event for recruiting. We strongly recommend that you participate in this event.



(3) Self-Assessment – Our 'Career Leader' program focuses on discovering your interests, abilities, and values, and then suggests potential career pathways and career profiles.

(4) E-Newsletter – You can get this letter from CDC every Thursday for information on job recruiting.

(5) Posted Jobs – We update this information every day. Please visit the CDC website: <http://business.kaist.ac.kr/job>.

(6) 1-1 Coaching Service: -

Career Services offers individualized one-on-one coaching, depending on your individual needs. This coaching provides you with access to outstanding job search strategies so that you can develop a solid skill set to take you wherever you want to go – skills that you will utilize throughout your career.

(7) Program Materials

Career Services provides materials so that you can develop a solid set of skills that you will utilize throughout your career. These materials include resume preparation, Job searching, networking, interviewing, as well as other pertinent information.

➤ **Student Cafeteria (2nd floor, Union Building)**

Student cafeteria serves Korean traditional/ international dishes twice a day- lunch and dinner as well as Korean snacks (Kimbab, Ramen, etc.) during the designated hours. Additionally, the Faculty Restaurant is on the 4th floor of the same building.

- Operating Hours

	Student Cafeteria	Faculty Restaurant
Lunch	11:15 A.M. ~ 01:30 P.M.	12:00 P.M. ~ 01:30 P.M.
Dinner	05:30 P.M. ~ 07:30 P.M.	Not in service

Meals provided by the student cafeteria costs KRW 4,500 per meal where as it's KRW 6,000~7,000 in the facult restuarants. Meal tickets must be purchased for lunch and dinner as cash payments are not accepted.

➤ **Health Center (2nd floor, Union Building)**

The Health Center is located right beside the student cafeteria. It provides medication for minor illness and injuries. There l s nominal fee for purchase of medication.

- Operating Hours: Monday – Friday, 10:00 A.M. - 05:00 P.M.

➤ **Bookstore (3rd floor, Union Building)**

Students are able to purchase textbooks that are needed in class at Sejong Book Store, located on the 3rd floor of Union Building. It is a good idea to ask your professors which books are absolutely essential for class.

- Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➤ **Post Office (3rd floor, Union Building)**

Students can send letters and packages at the campus Post Office located on the third floor.

- Operating Hours: Monday – Friday, 9:00 A.M. ~ 6:00 P.M.

➤ **Woori Bank (3rd floor, Union Building)**

Students are recommended to open a bank account at a nearby bank or campus bank upon arrival. A branch of Woori Bank is located inside school and the customer service representative offers accounting opening and other transaction services during the designated hours.

English service ATM is also available.

- Customer Representative Hours: Monday – Friday, 2:30 P.M. - 3:20 P.M.
- Bank Customer Representatives (080-365-5000): Monday- Friday,
9:30 A.M. to 5:30 P.M.

➤ **Convenience Store (3rd floor, Union Building)**

Snacks, stationary supplies, personal care goods and telephone cards are available with a cozy lounge for a study break and relaxation.

- Operating hours: Monday – Friday, 8:00 A.M. - 11:00 P.M.
Saturday, 8:00 A.M. - 07:30 P.M.

➤ **Sport Facilities (Building #7)**

There are tennis and basketball courts near the dormitories and in-door fitness center located on the 1st floor of Building 9 which is connected to SUPLEX building. In addition, the newly built golf range is located on the ground floor of the Administration building and this facility is open to registered members.

2) General Student Service

➤ **Student Lab**

KAIST College of Business School is the one and only graduate school in the world which offers individual student labs open for 24 hours. Approximately 10 students are assigned to each lab and all Finance MBA student labs are located to right across the Finance MBA faculty offices for interaction.

➤ **Mentoring Program**

Mentor Program is offered to assist international students to adjust into to their new environment at KAIST College of Business and Korea. The mentor is a volunteer student, usually in the same student lab with the mentee, and she/he will be responsible for helping international students to cope with cultural and academic issues.

➤ **ID / IC Card**

All degree program students get ID/IC card for entering school gates, dorms, library, etc. This can be used as Woori bank check card as well. Students have to fill in application form for ID/IC card with the help of Finance MBA staff and it takes 7 ~ 10 days to issue it.

➤ **Computer & Internet access**

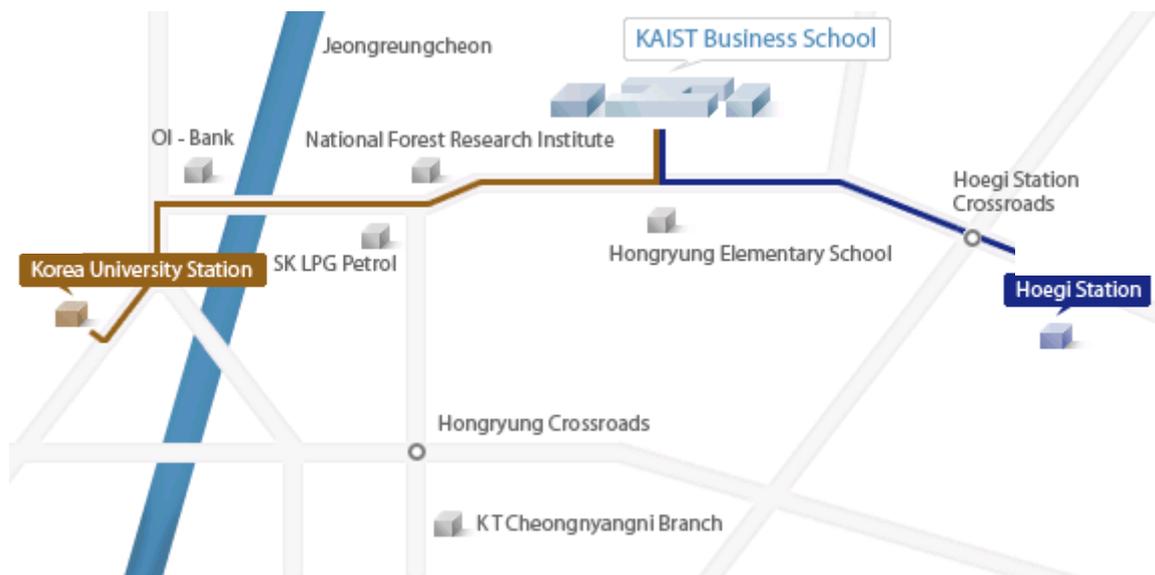
Services regarding computer installation and hardware problems are offered by on campus LG C&S branch and services regarding KAIST intra programs and internet networks are offered by Help Desk at the Computer & Information Network Service Center located on the 1st floor of SUPEX Management Building. Wireless internet service is available inside the school and students are required to log in using their personal KAIST ID and password given.

➤ **Email**

KAIST email account open to every degree program students. All announcements related to important dates are made via email in English.

3) How to Get to KAIST College of Business

KAIST Business School is located in the northeastern part of Seoul and neighboring with 4 universities and 5 research institutes. Below is the map to the school and information on the nearest subway station.



Close Subway Station

➤ **Line 1 Heogi (15 min walk)**

- At the exit #1, you can see the local bus station.
- Take local bus #1 (fee: KRW 850) and get off the bus at next station. Then you can see Coffee Bean and Burger King across the road.
- Walking along the road between Coffee Bean and Berger King until the road ends (less than 5 minutes), you can find the gate KAIST Business School.

➤Line 6 Korea University (15 min walk, 5min by taxi)

➤Line 6 Anam Station

- At the exit #2, you can find the local bus station.
- Take Blue Bus #273 (fee: KRW 1,150) and get off the bus at Hongneong Elementary School

3. HOSPITALS NEARBY

1) Kyunghee University Medical Center (Within walking distance from the campus)

- Admission hours: Weekdays 08:30~16:00, Saturdays 08:30~11:30
- Treatment hours: Week days 09:00~12:00, 15:30~17:00, Saturdays 09:00~12:00
 - ※ Emergency room and delivery room are open 24 hours throughout the year.
- Reservation: 02-958-9644
- Homepage: <http://www.khmc.or.kr/eng/>

2) Korea University Anam Hospital (7~8 minute bus ride from the campus; Bus #273)

- Admission hours: Weekdays 8:30~16:00, Saturdays 8:30~11:00
- Treatment hours: Weekdays 9:00~17:30, Saturdays 9:00~12:00
 - ※ Emergency center operates 24 hours without holidays.
- Reservation: 02-920-5893
- Online Reservation: http://anam.kumc.or.kr/language/ENG/health/reser_lang.do
- Homepage: <http://anam.kumc.or.kr/language/ENG/health/intro.do>

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATION

1) Attendance and Absenteeism

- a) Students are expected to attend all of the classes he/she has registered for each semester. Any student who, without good reason, has failed to attend class for at least one-third of the total classes shall be prohibited from sitting for the exam.
- b) In the event a student will be absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Academic planning, field-trips, on-location training, etc.
 - Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
 - Other events as approved by the Project Manager.
- c) In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Project Manager. For absences longer than seven days, students must submit a written diagnosis by a physician.

2) Must reside in a dormitory

- Students must reside in Graduate Students Dormitory of KAIST College of Business unless there is no vacancy in the dormitory. **All rooms are double occupant and single rooms are unavailable.** If there is no vacancy in the dormitory, KAIST and KOICA will arrange alternative accommodations.

3) Must reside abide by dormitory regulations

- KAIST College of Business has very strict dormitory regulations and all students must abide by them.
- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

4) Light meals can be cooked in the shared kitchen

- Heating stove, fridge, microwave, sink and other basic facilities are installed.
- The kitchen needs to be in order and be cleaned by individuals who use the common area. Those who fail to maintain the kitchen tidy and neat will be given warnings. Three warnings will lead to a restriction in using the kitchen.
- Cooking inside the dormitory room is prohibited at all times.

5) Examinations and Grade Evaluations

a) Minimum Grade Point Average Requirement

- Anything below GPA 2.5 will be subject to academic warning. If students get GPA below 2.5 for 2 times, students will be expelled from school.

b) Regular Exams and Make-up Exams

- Regular Exams: Mid-term (8th week), Final (End 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 approval from academic advisor and chair professor of Finance MBA to sit for the exam at another time.

c) Qualifications to Sit for an Exam

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

d) Scholastic Performance Evaluation Method

- Scholastic performance will be based on GPA 4.3 for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
- A+ to A-: 40% of the students in the class
- Below B+:60% of the students in the class

e) Evaluation Standard: Evaluation Ranking

GPA	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

2. PARTICIPANT'S RESPONSIBILITIES

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- to refrain from engaging in political activities or any form of employment for profit or gain.
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- to return to their home country upon completion of their training program.
- not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.

3. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.
In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.
In this case, he/she is not allowed to re-apply for KOICA's scholarship program.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.

- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

4. TEMPORARY LEAVE

- Participants can have temporary leave during the school vacation (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university do not pay airfare for the trip and his or her living allowance will be suspended from the day of departure to the day of return during temporary leave.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, he or she may be suspended from the KOICA scholarship.

5. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at GMPA Office.

6. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

V. REQUIRED DOCUMENTS

1. APPLICATION ELIGIBILITY

KOICA-KAIST Scholarship Program applicants must satisfy all of the following requirements:

1) Bachelor's degree by August 31, 2019

- GPA 3.3/4.3 preferred
- Business, Natural Science and Computer Science majors (e.g. Economics, Mathematics, Statistics, Business, Engineering, etc.) with **quantitative and qualitative analytic skills strongly recommended.**

2) Work Experience

- Minimum of 3 years of experience in economy, education and welfare sectors preferred
- Private sector employees are not eligible

3) English Proficiency

- Applicants must meet one of the English proficiency test minimum score
- English proficiency tests should have been taken within two years from the deadline of the online application.
- Institutional Testing Program (ITP) is not valid.
- EPT report submission can be waived only for those who apply from a country where EPT is not available. **In this case, applicants are required to submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed.**

4) Others

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher (**Private sector employees are not eligible**).
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- **Be under 40 years of age in good health, both physically and mentally, to complete the program.**
 - *Pregnancy is regarded as a disqualifying condition for participation in this program.
 - *Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- Not be a person who has withdrawn from KOICA's scholarship program.

- * Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied
- Have not participated in KOICA's scholarship program nor in any other Korean government's scholarship program before (Master's degree program).

2. ADMISSION PROCESS

Process	Dates
Step 1. Application Package Submission Step 2. On-site Interview (KOICA)	April 30, 2019
Step 3. 1 st Round Selection Process Document Screening	May 2 ~ 7
Step 4. 1 st Round Notification	After May 8
Step 5. Interview Scheduling	May 13 ~ 17
Step 6. 2 nd Round Selection Process Phone or Skype Interview (University)	May 20 ~ 24
Step 7. 2 nd Round Notification	After May 26
Step 8. Medical Check-up (Local)	May 29 ~ June 21
Step 9. Final Admissions Notification	June 22

※ The timeline in this table is based on local time in South Korea and subject to change.

► Post Admission

Arrival in Korea	Thursday, August 22
KOICA Orientation	Friday, August 23
KAIST Orientation*	Tuesday, August 27
First Day of Class	Monday, September 2

* The date is subject to change.

1) application package submission

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both KAIST and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date.
- Scanned copies are acceptable but original copies should be sent to KAIST before the interviews.

* Applicants who submit the scanned copies should send the original copies to KAIST personally. KOICA and university do not pay postage costs for late submission of original copies.

2) on-site interview (koica)

- Participate on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office/Embassy does not exist or lives far from the capital city, he/she can be interviewed by phone after consulting with the KOICA regional office/Embassy.

3) 1st Round : Document screening

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by KAIST. Application package as well as the on-site interview result will be thoroughly reviewed by Social Economy MBA Admission Committee of KAIST College of Business.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.

4) 1st Round Notification

- The result for the 1st round selection will be announced to the applicants and KOICA respectively.

5) Interview Scheduling

- Phone interview schedule will be notified individually by the regional KOICA offices or Korean embassy with 2~3 day notice in advance.

6) 2nd Round : Interview (university)

- An opportunity for a phone/video interview will be given only to those who pass through the 1st selection document screening successfully.
- The details of interview including interviewee list will be sent to the regional KOICA offices and interview arrangements will be made respectively.

7) 2nd Round Notification

8) Medical Check-up (Local)

- Applicants who successfully pass the 2nd round need to receive an additional medical checkup at the local hospital “designate by KOICA”. The hospital reservation and related information will be notified to the applicants individually by an organization responsible for arranging checkup schedule (TBD). Medical checkup fees will be fully covered by KOICA but the transportation fee

has to be covered by the applicants themselves (please remember that transportation and accommodation fees will NOT be reimbursed).

- The medical check-up results will identify the applicants' health conditions, and KOICA will verify factors that hamper the completion of the scholarship program. The final acceptance of the program will be confirmed after the medical checkup results are examined.
- Upon request, individual medical checkup results can be provided by the KOICA program manager of KOICA HQ at least two weeks after the completion of medical checkup.
- The status as the participant for KOICA SP will be finalized and the acceptance for the program will be confirmed after medical check-up.

9) FINAL Admissions Notification

- Admissions results will be notified to the regional KOICA offices or Korean embassy. Registration instructions, course registration and other necessary steps will be guided to individuals

3. REQUIRED DOCUMENTS

0.Document Checklist	Check all the documents you included in your admission package. (Form 0)	Original copy
1.Application Forms	Complete both KOICA and KAIST applications and print out. The documents must be typed and written in English. We do not accept handwritten documents. (Form 1 and 2)	Original Copy
2.Statement of Financial Resources	Complete the form. (Form 3)	Original Copy
3.Recommendation Letters (TWO letters)	<ol style="list-style-type: none"> 1) Two recommendation letters from your supervisors from your workplace are required. (Form 4) 2) Students recommended by a ministry or a governmental institutions of developing countries should obtain both recommendation letters (signed and sealed) from his/her minister or the presidents endorsing the student and stating that the candidate will return to his/her workplace after finishing her/his degree at KAIST. The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal. 3) Letters should be signed and sealed across the back of its envelope by a recommender. 4) We do not accept recommendation letters via email. 	Original Copy

4. Degree/Diploma	1) An original copy of bachelor's degree certificate from every institution attended or attending are required. 2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.	Certified original copy with official seal from the Ministry of Foreign Affairs
5. Transcripts	1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending. 2) The transcripts should include a statement of personal rank in department, if available. 3) <u>If the CGPA/maximum score does not appear on the transcript</u> , please submit a proof letter certified by the university, if available.	Certified original copy with official seal from the Ministry of Foreign Affairs
6. English Proficiency Test Reports (EPT) OR Official Letter from Ministry	1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher. 2) English proficiency tests should have been taken within two years from the deadline of the online application. 3) Institutional Testing Program (ITP) is not valid. 4) EPT report submission can be waived only for those who apply from a country where EPT is not available. <u>In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in 1.</u>	Original Copy
7. Curriculum Vitae	Free style personal résumé	Copy
8. Copy of passport (applicant's)	A copy of passport (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	Copy
9. Copy of identity documents II (parent's)	An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	Copy
10. Employment Certificate	An official document proving your work experiences which should include- duration of employment, position, and job description should appear on the certificate or letter.	Original Copy
Optional 1. List of Honors and	1) If there is any honors, awards, fellowships, or any academic certificates and test reports	Original Copy

Awards	during university please list them in order of importance in the list form. E.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 5) 2) The list will be valid only when testimonials or evidences are submitted	
Optional 2. School Profile/Credit Rating System	School profile and description of the grading system would help us understand better for evaluation.	Original

*** Important Notes for all Applicants:**

1. All forms should be typed and written in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Ms. Minjeong Lee** (ODA Education Center)
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, 13449 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0678
- Fax: +82-31-740-0765
- E-mail: nicemj@koica.go.kr
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· **Program Coordinator: Ms. Minha Bai**

- Phone: +82-31-740-3611
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- E-mail: minha0422@koworks.org

2) KAIST College of Business

· **Program Manager: Prof. Zong-Tae Bae**

- School of Management Engineering, College of Business, KAIST
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- Tel: +82-2-958-3607
- Fax: +82-2-958-3350
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- Homepage: <http://www.business.kaist.ac.kr>

· **Program Coordinator: Ms. Juyoung Park**

- Social Entrepreneurs Program Office, College of Business, KAIST
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- Fax: +82-2-958-3350
- Email: s-economy@kaist.ac.kr
- Homepage: <http://www.business.kaist.ac.kr>

2. USEFUL WEBSITES

- KAIST Social Entrepreneurs MBA Program :**
<https://www.business.kaist.edu/programs/02040601>
- KOICA-KAIST Scholarship Program : TBD**