

KOICA-SSU Master's Degree Program in ICT Techno Policy

August 11, 2020 – December 24, 2021

Seoul & Seongnam, Korea



Korea International Cooperation Agency



Graduate School of Information Sciences

Soongsil 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–SSU Master’s Degree Program in ICT Techno Policy

(Hereafter, we call it KOSMIC)

■ Duration

- **Stay duration: August 11, 2020 – December 24, 2021 (stay in Korea)**

During the stay in SSU, students are strongly recommended to complete their thesis.

- **Academic duration: September 1, 2020 – February 14, 2022 (16 months)**

In accordance to the university regulations, the diploma will be issued in February 14, 2022.

■ Degree: Master of ICT Techno Policy

(Master of ICT Policy Engineering if a student wishes)

■ Objectives

- 1) To educate governmental officials of developing countries in the areas of ICT policy in order to enhance the capacity for the implementation through KOICA–SSU Master’s Degree Program in ICT Techno Policy from a practical viewpoint as well as the academic training
- 2) To suggest the strategies and tactics for the ICT master plan, infrastructure and application technology after introducing well-known Korean ICT development cases that are considered as a model for developing countries to speed up the successful ICT implementation in a short period
- 3) To enhance both individual and organizational ICT (Information and Communications Technology) capability for developing countries based on the specific living environment and the social requirements while considering many application areas from a variety of case studies
- 4) To share Korea’s experience in ICT implementation and its application tools in order to ultimately foster participants as key ICT policy makers in their home countries
- 5) To increase the human network capability and communication skills as well as administrative capacity and management capability for global ICT leaders from developing countries based on the convergence among ICT, public administration and business administration fields
- 6) To strengthen the capacity of the governments of developing countries and improve the information utilization environment through ICT, contributing to economic and social development of developing countries
- 7) To contribute to the achievement of the goal 17 (building a global partnership for development) among the 17 goals of the Sustainable Development Goals (SDGs) declared by the UN General Assembly in 2015

■ **Training Institute: Graduate School of Information Science, Soongsil University**

■ **Number of Participants: 20 Government Officials**

■ **Qualification**

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

1) Bachelor's degree holder

- GPA 2.7/4.5 preferred
- Policy, Engineering, Natural Science, Computer Science, and Business majors (e.g. ICT, Policy, Information Science, Business & Management, Natural Science in General, Computer Science, Electronics Engineering, Engineering in General, Social Science in General, etc.) are strongly recommended.

2) Government Officials

- Minimum of 2 years in the Ministry of ICT, Ministry of Government Administration, or State Institute, etc.
- A government/municipality official, a researcher, an instructor or staff members who are engaging in ICT related work, development cooperation, investment, etc.(preferred)
- Private sector employees are not eligible.

3) English Proficiency

- Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 71, TOEFL PBT 530, TOEFL CBT 197, IELTS 5.5, TEPS600(New TEPS 327) or higher.
- On the other hand, people who meet one of the minimum English proficiency test score requirements (TOEFL iBT 60, TOEFL PBT 450, TOEFL CBT 180, IELTS 4.0, TEPS500(New TEPS 277) and above) can also apply for the KOICA-SSU Scholarship Program. However, they must pass stricter paper and interview test conducted by the SSU evaluation committee.
- English proficiency tests should have been taken within two years (valid test date: starting from April 1, 2018).
- English Proficiency Test(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.**

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

▣ **Accommodations: Residence Hall (double occupancy)**

During the Program, two students should share a room in a dormitory located at Soongsil University campus.

The kitchen facility in the dormitory building can be shared by participating students to cook their traditional food sometimes. Two dormitory rooms are sharing one bathroom, one kitchen and one entrance gate.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date	Contents / Remarks
Preparatory Session	August 11, 2020	Arrival
	August 12, 2020	KOICA Orientation
	August 13 , 2020	Medical Checkup
	August 14, 2020	Arrival in SSU
	August 18 – 30, 2020	KOICA-SSU Program Orientation, etc.
Fall Semester (1st semester)	Sept. 1 – Dec.14, 2020	Fall Semester (1st semester)
Winter Break	Dec. 22, 2020 – Feb. 28, 2021	Winter Holidays - Seminars or special lecture (if needed)
Spring Semester (2nd semester)	Mar. 2 – June 17, 2021	Spring Semester (2nd semester)
Summer Break	June 26 – Aug. 30, 2021	Summer Holidays - Seminars or special lecture (if needed)
Fall Semester (3rd semester)	Sept. 1 – Dec. 9, 2021	Thesis Semester (3rd semester)
Wrap-up Session	December 1~10. 2021	Final Oral Defense Presentation
	December 2021	Graduation Ceremony
	December 2021	Departure

* The above schedule is subject to change.

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

2. CURRICULUM

1) Curriculum & Credits

Classification	Type	Course Title	Credits	Sum
1. Prerequisite Courses	Required	Korean Language and culture(Basic)	3	6
	Required	Korean ICT Industry and Culture	P/NP	
	Required	ICT in Developing Countries(Country Report Presentation)	P/NP	
	Electives	Korea Language and culture(Intermediate)	3	
2. Information and Communication Policy, Evaluation and Analysis	Required	Information and Communication Policy Theory	3	15
	Electives	ICT Industry Policy	3	
	Electives	ICT Technology Policy and Management	3	
	Required	ICT Policy Analysis and Evaluation	3	
	Required	Case Study on ICT Policy (Seminar)	3	
3. Understanding e-Government and ICT Infrastructure	Required	Electronic Government	3	12
	Electives	Cloud Computing	3	
	Electives	4th Industrial Revolution and ICT(Seminar)	3	
	Electives	Big Data	3	
4. Thesis research and Action Plan(AP)	Required	Statistical Analysis	3	9
	Required	Research Methodology	3	
	Electives	Thesis Research & Seminar	3	
	Electives	ICT Action plan	-	
5. Human Networks and Partnership Enhancement	Required	Special Lectures & Convergence Seminars	-	-
	Required	Industrial visits & Cultural experience	-	
	Electives	Internship Program	-	
	Required	Buddy Program	-	
	Required	Participation in academic seminars and thesis presentation	-	
	Required	SSU Global ICT Policy Convergence Conference	-	
Total Credits Required for Graduation			42	42

* The above curriculum is subject to change.

2) Industry Experts' Special Lectures

Classification	Courses	Note
1 st Semester	Korea's experience in broadband internet services	
	Building Korea's internet and mobile backbone	
2 nd Semester	Strategy and policy to build a national backbone	
	Strategy and policy to build e-government master plan	
3 rd Semester	Strategy and policy to develop national information services	
	Policy and strategy to develop and implement an ICT Master plan	
Candidate Topics to be selected	Mid-long term information management and direction of operation	
	Big data and the smart healthcare market	
	Outlook on metro technology to create a smart city	
	ICT R&D strategy and legal system issues	
	Measures to respond to security threats for smart phones associated with mobile malignant codes, hacking, and certification	
	Entrepreneurship and startup policy including ICT	
	Industrial technology R&D Strategy	
	Wellness of creative and convergence ICT industries	
Total Credits Required for Graduation		

* The above schedule is subject to change

3) Graduation Requirements.

- In order to graduate, students must complete 36 credits, earn a GPA higher than 3.0 (higher than B) in 4.5, and submit a thesis in the third semester.
- Students with a GPA below 3.00 for two consecutive semesters will be automatically expelled from the program.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Conference and Seminar

- **International Conference**

- Hosting the international conference which shares the cases in the area of international cooperation and development, research paper, ICT master plan, ICT policy and

strategy, is intended to share the know-how and experiences between Korea and partner countries for practical collaboration as well as to establish a mutual development model.

- The professors of Soongsil university, students and the graduates of ICT Techno Policy Department, experts from KOICA, ambassadors of each countries in partnership, officials from Korean Government, and international development cooperation experts from the related industries are all expected to participate in the above conference.

● **Academic Seminar**

Venue	Description
International Academic Seminars	Participate in international academic seminars hosted by Korea
	
International Expos	Participate in international expos in Korea
	

2) Extracurricular activity

- **Welcome ceremony for new students:** Welcome ceremony before semester starts (Introduction of school life, Fellowship between professors and students)
- **Global Culture-Night:** Introduction of different countries where students come from, Enhancement of cultural understanding through cultural exchange
- **Graduation Ceremony:** Award excellent presentation and farewell party

3) School Festival/MT

- **Graduate School of Information Science Gathering:** Athletics Competition, Mountain Climbing Club
- **Soongsil University School Festival:** Cultural exchange with trainees or students

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Soongsil University



The country's first modern University

Soongsil is proud to have first brought modern education to Korea. In 1897, Dr. W. M. Baird, an American missionary, founded Soongsil Hakdang in Pyeongyang with 'truth and service' as its educational mission, and installed an undergraduate program to create Soongsil University, the first modern university of Korea.

The University that safeguarded the self-respect of the nation

During the Japanese colonialist rule, Soongsil made the decision to close the school, protesting forced worship at the Shinto shrine in order to maintain national pride. Among the thirty-three national leaders who signed the Declaration of Independence were the names of proud Soonsilians such as Kim Chang-jun, Park Hui-do, and others. Soonsilians have always participated in national movements such as the protest against the Eulsa Restriction Treaty, the Korean People's Society Case, the March 1st Independence Movement, and the Gwangju Student Independence Movement. Soonsil was born again in Seoul in 1954 and it since has continued to evolve.

The endlessly challenging University

Soongsil's history is checkered with many achievements. With its modern music education program, the first of its kind introduced in Korea, Soongsil has issued great musicians like Hyeon Jeh-myeong and Kim



Dong-jin, among others, while with its Computer Science Department, the first of its kind in the country, the University laid the cornerstone of the local IT industry. It is also Soongsil's achievement that the Graduate School of Small and Medium Businesses and the Graduate School of Information Science were established to improve the competitiveness of industrial-academic cooperation and information.

2) Homepage: <https://www.ssu.ac.kr> or <https://eng.ssu.ac.kr>

2. ACCOMMODATION



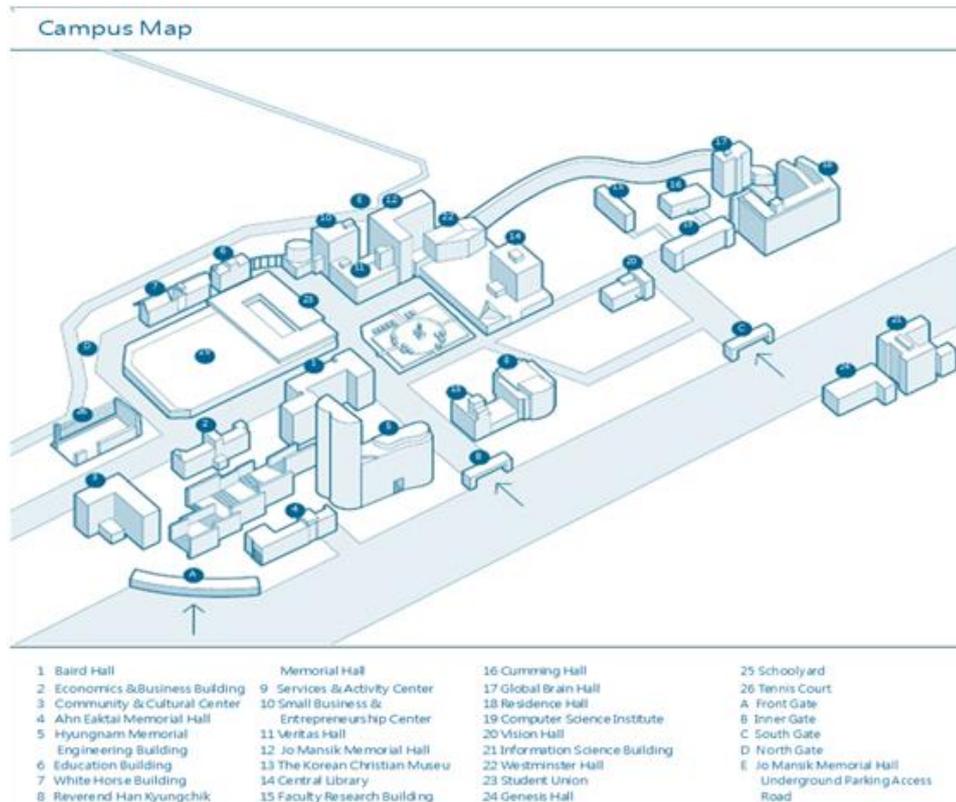
- Soongsil Residence Hall opened in March 2010, and was built to promote student's academic achievements by providing them with pleasant living conditions and convenient facilities and to inspire its residents to expand their basic awareness of community living.
- Soongsil Residence Hall, which has 2 basement levels and is 12 stories high, provides its services by accommodating the students' needs through various types of rooms such as single, double or quadruple occupancy, and guest houses.



- Each room works to guarantee the privacy of the residents as much as possible. The residents can also enjoy maximum convenience with several on-site facilities; a gym, a multi-purpose room, a study room, a cafeteria, a convenient store, laundry facilities and an on-site post office. The dormitory is not only introducing a living environment suitable for the ubiquitous era by providing high-speed and wireless internet connections as a standard, but also securing a safe and pleasant living for its residents through a state-of-the-art security system.
- In the case of KOICA–SSU Master's Degree Program in ICT Techno Policy, two students should share a room in a Dormitory located at Soongsil University campus. Two rooms with kitchen facilities in the dormitory building can be shared by participating students to cook their traditional food sometimes. Two dormitory rooms are sharing one bathroom, one kitchen and one entrance gate.
- **Living Conditions**
 - In the case of KOICA–SSU Master's Degree Program in ICT Techno Policy, 2 students share a room
 - Furniture: Beds, Desks, Bookshelves, Closets in each room

- Convenience Facilities: Cafeteria, Convenience store, home-delivery service, multi-purpose room, study room, laundries (separate for men and women), and fitness center.

- **Campus Map (Dormitories No18)**



3. OTHER INFORMATION

1) Facilities

- **The Centennial Library**

- University library collects, organizes, arranges, and keeps the knowledge produced and accumulated by mankind and result of contemplation and observation, and services these promptly and precisely to professors and students who want to use these information. Also, we are service agency that carries out adequate user education for the users to be able to easily and freely access such information, develops material and library, and carries out the user researches. Additionally, we have an important role of distributing information material through cooperation and information network with other libraries as a part of the national basic information network.

- Soongsil University Central Library has various and new books and domestic and overseas journals, and we are also putting active effort to collect and use various electronic material that can be accessed online.
- Also, through continuous system upgrade, we are actively dealing with the demands of the users who are accustomed to digital environment. The library continues to be concerned and moves to be able to sensitively and quickly adapt to the demands of the rapidly changing environment and the users, and we are trying our best to become the core competency in the teaching, learning, and researches of the members of Soongsil University.

■ Operating Hours

• During the Semester

Division	Monday thru Friday	Saturday	Sunday &Holidays
Reservation desk	09:00~21:00	09:00~15:00	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

• During the Vacation

Division	Monday thru Friday	Saturday	Sunday &Holidays
Reservation desk	09:00~17:00	Closed	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

• Library Facilities Map



<Library Service>

■ Book Loans

- Once you are ready to check out, you will need to scan your student ID card on the card reader and place your books on the counter before you leave the library.
- Remember you cannot borrow book(s) if you have overdue library book(s) or fees.

- You can check the due date of the borrowed book on-line through the Soongsil library website. The website is and services are also available in English.

■ **Renewals**

- You cannot renew your books if you have any overdue book(s) or fees.
- It is best to renew your book(s) on-line. Go to the Soongsil library website and check 'my library'. Select 'renewal'. They will be automatically renewed for 14 days. However, if there is a reservation request on the book(s), you will not be able to renew them.
- Or you can renew your book(s) in person at the reservation desk. Make sure you bring your book(s) and student ID card with you.
- You can only renew your book(s) twice.

■ **Loan Period**

- Undergraduate Students: 5 books for a 14 day period with up to 2 extensions.
- Graduate Students: 10 books for a 30 day period with up to 2 extensions.

■ **Returning Books**

- The borrowed books can be returned to the Circulation desk on the 3rd floor or you can use an automatic checkout machine.

■ **Using the Study Room**

- Scan your ID card -> Choose the 'function' -> Choose the 'room' -> Choose the 'seat' -> Print the ticket.

■ **Using the Media Room**

- You can find a list of available materials and resources on the library website or through the catalog available at the Reservation desk on the 5th floor.
- When you locate the resource you want, you are free to find the item yourself from the shelf. They are filed in the Korean alphabetical order.
- Once you have found what you want, you will need to take it to the Information desk and you will be assigned a seat and a DVD player (more than one person can view the same DVD at the same time).

● **Cafeterias and Snack Bars**

- There are four different cafeterias on campus. They all serve different menus and the prices differ slightly from one another. Prices normally range from 2,000 won to 4,000 won per person but may further vary depending on the menu of the day.

<ul style="list-style-type: none"> · Student Union Restaurant (SU 3rd floor) - Price - 3000 KRW - Fixed menu with no options - Serves simple Korean dish most of the time 	
<ul style="list-style-type: none"> · Snack Corner (SU 3rd floor) - Price - 1,800 ~ 3,000 KRW - Offers take outs: KimBap, Sandwich, Cake with choices of drinks 	
<ul style="list-style-type: none"> · Food Court (SU 3rd floor) - Price - 2,000 ~ 6,500 KRW - Choice of different dishes from Western to Oriental - Has special menu each day of the week. Sells packed sandwiches, muffins, burritos, salads, drinks and different types of cakes. 	
<ul style="list-style-type: none"> · Residence Cafeteria (Residence Hall B1) - Price- 3,000 – 8,000 KRW - Choice of different dishes from Western to Oriental - Has special menu each day of the week. Sells packed chickens, hamburgers, potato sticks, pork cutlets, etc 	
<ul style="list-style-type: none"> · The Kitchen (Computer Science Institute B1) - Choice of different dishes from European to Western. Sells different types of beverages and cakes. 	

- **Computer Lab**

- Graduate School of Information Science(GSIS) has computer lab only for SP students in a Westminster hall that are available for your needs.
- Operation hours
 - Weekdays 09:00 – 21:00
 - Saturday 09:00 - 18:00
- Location : # 653, 6th floor of the Westminster Hall
- There are numerous computer labs open(be commonly used)

Building	Computer Lab	Campus Map
Westminster Hall	Rm. 301, Rm 610	22
Jo Mansik Memorial Hall	Rm. 209, Rm.210	12
Economics & Business Building	Rm. 109, Rm. 208	2
Small Business & Entrepreneurship Center	Rm. B109, B110, Rm. 210	2
White House Building	Rm. 201, Rm202	10
Veritas Hall	Rm. 110	11

- **Laptop Rental**

- Service hours: 09:00 to 18:00, Mon-Fri (Lunch Hour: 12:00-13:00)
- Location on the Economics & Business Building #106
- 02) 820-0305

- **Print Cards:**

- Most computer labs and dorms have printers that require a printer card to print, You can purchase a print card (5,000 won) at the school book store in Central Library).

- **Counseling Center**

- The Center provides students with numerous types of counseling services either for groups or for individuals, and offers a range of services for problems from sexual harassment and rape to depression and other services a student might need.
- Location: 5th floor of the Student Union Building (Room 505)
- Service hours
 - During the semester: 09:00~17:30 on Weekdays and 09:00~12:00 at Weekends
 - During the vacation: 10:00~15:00 on Weekdays and Closed at Weekends
 - Contact information
 - Telephone: +82-2-820-0832
 - Email: counsel@ssu.ac.kr

- **Post Office**

- Location: : 1st floor of the Shinyang Building(in front of the Central Library)
- Service: General mailing services including mail, parcel, registration, domestic/international EMS, and certain banking services.
- Business Hours: Weekdays 9:00 a.m. - 18:00 p.m., Closed Saturday and Sunday

- **Sports Facilities**

- There are various sports facilities on SSU campus, which students can use for free or at a low fee.

- **Fitness center**

- In order to use the Fitness Center, you will need to apply for the membership by submitting an application form in person and then paying the membership fee (₩50,000 per semester) to a designated bank account. The membership is managed by the semester and is effective until the end of the following vacation. To use the Center for a whole year, you need to obtain the membership twice. Please keep in mind that the number of membership is limited, so check the website for application dates.
 - Location: 1st floor of Jo Mansik Hall
 - Operating Hours

Operating hours	Weekdays	Weekend	Holidays
During the semester Spring: March 1 - August 31 Fall: September 1 - February 28	08:00~21:00	09:00~18:00	closed
During the vacation	09:00~18:30	closed	closed

- ※ Shorts, T-shirts and towels are available to be used inside the Center; only indoor athletic shoes should be used.

- **Soccer Field/Tennis court/Basket court**

- You do not have to pay to use these courts, but prior reservation is required. These courts are open to the public from 07:00 to 19:00 Monday through Sunday. Specially, Tennis lessons are available at a low price. For more information on lessons and monthly schedule.

- **Health Care**

- Domestic and international students can receive first aid and simple medical care from the Health Promotion Center when they get injured or sick.
- Location: 5th floor of the Student Union Building (Room 506)
- Service Hours
 - During the semester: 10:00am~8:00pm
 - During the vacation: 10:00am~5:00pm

- Contact information
Telephone: +82-2-820-0169
Email: johymi33@ssu.ac.kr

● **Banking Service**

■ **WOORI BANK**

- Location: 1st floor of the Shinyang Building(in front of the Central Library)
- Contact: (02) 820-0848/0894/7123
- Business hours: 09:00-16:00
- Money transfer from overseas can be made freely up to US\$20,000 per day. For the exceeding amount, the bank has to report the activity to the government. Also, you need to consult your home bank first if you intend to use their cash (debit) card in Korea.
- Considering the easy access around campus, you may find it convenient to open an account with Woori Bank. There are several ATM machines managed by Woori Bank on campus. There are also many Korean and international banks off-campus and downtown Seoul. GLOBAL ATM is available at the on-campus Woori Bank, but credit card cash advance transactions cannot be made here, only debit cards may be used. For credit card cash advance and debit cards, use the ATM machine in the lobby of the Baird Hall(CM #1). For your information, service fees are charged when you use ATMs of different banks, or if you use the ATM outside of bank business hours.
- Foreign currency and traveler's checks can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Wooribank Bank.

■ **ATMs**

Place		Business hours/Bank
Hyunnam Memorial Hall	2nd floor	08:00 ~ 22:00, Woori bank
Baird Hall	2nd floor	08:00 ~ 22:00, KB bank, Woori bank
Information Science Building	1st floor	09:00 ~ 16:00, Wooribank
Computer Science Institute	1st floor	09:00 ~ 16:00, Woori bank
Jo Mansik Memorial Hall	1st floor	07:00~23:00(closed Sunday and holyday), Woori bank, Shinhan Bank
Residence Hall	1st floor	08:00 ~ 22:00, Woori bank

- **Soongsil Bookstore**

- Location: 3rd floor of the Student Union Building
- Contact: (02)820-0886
- Business hours
- During the semester: Weekdays: 8:30~20:30, Saturday: 8:30~14:00
- During the vacation: Weekdays: 9:00~18:00, Saturday: 9:30~14:00
- All kinds of books are available

- **GS25 Convenience Store**

- Location: 1st floor in Residence Hall
- Sale: Drinks, food, other commodities
- Business hours: 24hours

- **Optical Shop-Ankyungwon**

- This Optical Shop, located on the third floor of Student Union, offers a versatile selection of eyeglasses, sunglasses and prescription sunglasses.
- The optical shop is open to the public Monday through Saturday and accepts Vision Service Plan (VSP) and Medical Eye Services (MES) insurance. Ankyungwon service the public on a walk in basis, no appointment needed.
- Hours of operation are Monday thru Friday 9:00 am – 7:00 pm and Saturday 9:00 am
 - 1:00 pm with the exception of holidays. For general questions, please call the optical shop directly at (02)816-7875
- Please note: the Shiley Optical Shop does not issue prescriptions for glasses. If you need a new prescription before purchasing new eyewear, make an appointment with our shop by calling (02) 816-7875
- Location: 3rd in the Student Union Building
- Services: Glasses, Contact lenses, Sun-glasses.
- Contact: (02)816-7875
- Business hours:
 - 09:00~19:30 (Mon.-Fri.)
 - 09:00~13:00 (Sat.)
 - Sunday & Holiday (closed)

● **Other convenient facilities**

Type	Location	Operating hours
Laundry room	Residence Hall (1st floor)	24 hours
Reading room	Residence Hall (1st floor)	24 hours
Lounge (Rest room)	Residence Hall (all floors)	24 hours
Lounge (Rest room)	Jo Mansik Memorial Hall (3rd floor)	08:30 - 20:00
Lounge (only for women)	Student Union, Rm 216	08:30 - 20:00
Music hall	Student Union, Rm 224	08:30 - 20:00
Book cafe	Student Union, Rm 224-3	08:30 - 20:00
Shower room (only for men)	Student Union, Rm 121	08:30 - 20:00
Shower room (only for women)	Student Union, Rm 120	08:30 - 20:00

2) Campus Services

● **Medical and Dental Services:**

Clinic Type	Name[KOR]	Contact Information
General Hospital	Gang-Nam' Korea Hospital [강남고려병원]	02-874-8001
General Hospital	Chung-Ang University Hospital [중앙대학병원]	02-6299-1140
General Hospital Specializing in Orthopedics, Internal Medicine	Jong Dong Hospital [정동병원]	02-810-7900
Dentist	Yonsei Prime Dental Clinic [연세 프라임치과]	02-822-5753
Dermatology &Gynecology	Seoul Samsung Dermatology, Gynecology Clinic [서울 삼성 피부과 산부인과 병 원]	02-824-3351
Oriental Medicine	China Dongsin Oriental Medicine [중국동신한의원]	02-815-1826

● **Health Center**

- We serve the Soongsil community for their healthy and happy life.
- Operating hours: During the semester: Monday thru Friday (10:00 ~ 19:00)
- Office: the Student Union Building (506)
- Phone: 02)820-0169
- Major tasks
 - Promotion of health thru prevention of diseases.

- First aid and referrals to clinics and hospitals.
- Health counseling and health statistics.
- Medical checks for faculty and staff.
- Designation of hospitals and clinics for the University.
- No-smoking clinic, abstinence program, flu vaccination, blood-sugar test, obesity measurement, etc.

- **Procedure for Emergency Patients**

- First Aid treatment at the Health Center => referrals to outside clinics and hospitals (Gangnam Korea Hospital, Chung-Ang University Hospital at Heukseok-dong, clinics of Oriental medicine)
- Call 119 or 1339 (emergency medical information center)

- **Student Counseling Service**

- The Student Counseling Service provides mental health care to University of Soongsil students. This care includes needs assessment, psychotherapy, psychiatric consultation, academic skills assessment program, support groups, referrals, emergency services, and health promotion and wellness programs.

- **Crisis Consultation**

- If you have an urgent matter that you feel may result in a situation which is dangerous or is so intense it cannot reasonably wait to be addressed, please call at 820-0832. Tell the receptionist that you feel an urgent need to speak to a counselor as soon as possible. You may also come in person to 5th floor of the Student Union Building with the same request. The receptionist will arrange for you to speak to a counselor and together, you and the counselor will determine an acceptable plan which may include a same day crisis appointment.

- **OFFICE HOURS AND LOCATION**

- During the semester: Weekdays 9:00 - 17:30
- During the vocation: Weekdays 10:00 - 17:00

- **Location**

- #504, Student Union Building (campus map #23)
- Contact
- phone: 02) 820-0881 / 0832 / 0856
- E-mail: counsel@ssu.ac.kr

- **Counseling Services**

Counseling services offered to students include: Biofeedback, Quick Start Workshops, Process Groups, individual, and couples modes to address personal stress, relationship problems, mood or motivation problems, substance use, or eating disorder concerns.

- **Testing Services**

Students participating in personal or career counseling at Student Counseling Services may be referred for clinical testing to aid in the counseling or career decision-making process.

- **Career Exploration Services**

The main mission of the staff at the Career Exploration Services office is to provide individual career counseling and assessment to help students improve their career decision-making skills and self-efficacy for making a career choice.

- **Biofeedback Program**

Biofeedback is a learning tool in which people observe their body's physical responses and then use that information to control or alter their conditioned reactions, often resulting in greater relaxation, focus, and healthier coping responses.

- **Wireless LAN**

- **Wireless LAN Support at Soongsil University**

- Purpose: To provide students with convenient access to the Internet on the campus
- Eligibility: The whole Soongsil community, including faculty, staff, students, regular workers on the campus, and temporary visitors for special functions and events.
- Requirement : Registration for the access to the School homepage
- Procedure for application: Administrator

- **Email/Homepage**

- **Email Service**

- Eligibility: Students, Faculty, and Staff
- Account format: yourID@ssu.ac.kr
- Access point: u-SAINT portal or after log-in
- Email capacity: 100MB for students, 1GB for faculty and staff

- **Setting Up for Smartphone Mail**

Use the content for official communication with colleagues

- **Note**

The **Student Union Building** has cafeterias, snack bars, convenience store, school supplies store, SSU merchandise store, coffee shop, optical shop, hair shop, and more.

- **Support Program & Other Program**

- **Korean Language Programs for International Students (every semester, National Institute for International Education)**

- Korean language classes by varying levels and preparation classes for TOPIK (Test of Proficiency in Korean) are offered. A Korean helper is assigned to international students.

- **Study Support Program for International Students (in cooperation with the Education Development Center)**

- A tutoring program where a tutor experienced in certain courses or subjects studies together with a small group (4-7 students) of tutees.
- Regular meetings are held at least once weekly (for 12 weeks / more than 36 hours).

- **Health and Safety of International Students**

- Complimentary medical checkup services (in cooperation with the Dongjakgu Health Center) and eye checkup services (through the Healthy Eye Campaign, ex., intraocular pressure and eye disease checkup), and group health insurance are offered to international students.

- **Freshman Orientation for International Students (at the beginning of each semester)**

- The Freshman Orientation offers an introduction to school life to assist international students adjust to a new environment and inspire a sense of belonging to Soongsil, and provides information on accidents and crime prevention and life in Seoul to enable an effective stay in Korea.

- **Recruitment Support for International Students**

- Recruitment programs to facilitate understanding of the differences between Korean and Chinese corporate cultures, type of people Korean companies look to employ, and employment knowhow are offered to international students.
- The Employment Interview and Personal Statement Clinic (in cooperation with the Career Development Center) informs students on how to dress for an interview and etiquette, provides a chance to practice for interviews and reviews personal statements.

- In addition, they can learn about companies through corporate visits (Samsung Electronics, Hyundai Motor Company Asan Plant, among others).
- **One-on-one Care of International Students by Teaching Assistants**
 - Teaching assistants are assigned to international students to provide information on school events and advice on school life.
- **Support for National International Students' Associations**
 - Soongsil supports sports and cultural events of various national students' associations, including that of China, Vietnam and Mongolia.
- **International Day Event**
 - Soongsil hosts performances, prize lotteries, experience booths, and charity events participated by school faculty and students, multi-cultural organizations and the local community.
- **Cultural Activities and Events for International Students**
 - International students can experience Korean culture through various cultural activities and events. Not limited to event halls, they can travel the country to experience the cultural diversity of different regions.

3) Emergency Contact Information

- **Emergency Contact Information: Police: 112**
 - The nearest Police Station: #5 Sangdo-dong, Police Station: (02)815-0295
 - Location: Cross at the crosswalk from the SSU Front Gate. Go down on the left side. The Police station is on your right side.
- **Emergency Safety Guideline: Please abide by the following instructions:**
 - Keep in close contact with the Graduate School of Information Science(GSIS):
 - ① Update your contact information (cell-phone number)
 - ② Personal Counseling: Consult with the GSIS any difficulty you may be facing due to cultural differences
 - ③ Alert the GSIS whenever you plan to travel away from Seoul, and whenever you return.
 - Contact your families and friends at home who may be concerned or worried about you.
 - Register at your embassy/consulate in Korea: Phone, fax or email the nearest Consulate or Embassy and let them know of your presence here in Korea.
 - Take the emergency card with you wherever you go, it will come in handy in emergencies.
 - Avoid political demonstrations, large crowds and gatherings: Please be careful when participating in anti-war or other political demonstrations. You are recommended against participating in such activities.

- Avoid interacting with unknown groups:
Please carefully reconsider before accepting an invitation from an unknown group of people.

- **KOSMIC Contact Information in case of emergencies:**
 - Prof. Kyeong-Seok, Han, Office: (02)820-0585, Mobile: 010-8954-7137
 - Prof. Gee-Hyun, Hwang, Office (02)828-7257, Mobile: 010-7340-9779
 - Prof. Myung-Jin, Lee, Office (02)828-7488, Mobile: 010-3285-3964
 - Ms. **JiYeon Cha**, Office (02)828-7053, Mobile: 010-2947-6343

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

A. Attendance and Absenteeism - Soongsil Regulations

- 1) Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam.
- 2) 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 (parents, spouse and children) or equivalent circumstance
 - Academic planning, field-trips, on-location training, etc.
 - Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
 - Other events as approved by the Graduate School Dean
- 3) In the event of 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 Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

B. Must reside in a dormitory

- Students must reside in Graduate Students Dormitory of Soongsil University
- 2 students per a room
- Living off-campus is not allowed.

C. Must abide by dormitory regulations

- Soongsil University 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 his/her country immediately.

D. Limited cooking is allowed in a dormitory.

- Electric oven installed in the rooms can be used.

E. Examinations and Grade Evaluations

- 1) Minimum Grade Point Average Requirement
 - Students must maintain at a minimum B0 (80-83 of 100 points in total) grade point average,

whereas each course must earn a grade of "C-" or higher. Students who score below 80 on average will not be allowed to graduate.

2) Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of semester), Final (End of semester)
- Make-up Exams
- In the event a student cannot sit for an exam due to 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.

3) 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 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.

4) Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100 point score 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 based on the regulations of Graduate School of Information Science.

5) Qualification Examination

- Students must pass a comprehensive test and a language test in order to obtain a degree under the graduate program. Students need to obtain more than 70 points to pass for each test.
- Comprehensive test : within three subjects of Master's degree program
- Language test : English test

V. REQUIRED DOCUMENTS

- All documents should be sent to the regional KOICA office or the relevant government office.

- 1) Application Check List: Document Check List – Form 1
- 2) KOICA Application Form
- 3) Soongsil Application Form: Form 2
 - Application Form of Graduate School of Information Sciences, Soongsil University
 - Type in English and Print out, Hand writing is not acceptable
- 4) Personal Statement Form : Form 3
 - Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)
- 5) Curricular Vitae
- 6) Recommendation : Form 4
 - Recommendation from two different professors with a stamp or signature on a sealed envelope by the recommender (Print twice and to be completed by each of your two professors)
- 7) A Copy of the Applicant's Passport (please check the expired date.)
- 8) Verification of Academic Record (Sealed by president)
- 9) Certificate of Employment
- 10) Certificate proving English Proficiency: Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Mr. Hyunseok KANG, ODA Education Center**
 - Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
 - Tel: +82-31-740-0681
 - Fax: +82-31-740-0765
 - E-mail: hyunseok@koica.go.kr
 - Homepage: <http://www.koica.go.kr>

- **Program Coordinator: Ms. Jiwon YOO**
 - Tel: +82-31-777-2843
 - Fax: +82-31-777-2882
 - E-mail: jw@koworks.org

2) Graduate School of International Studies (GSIS), Soongsil University

- **Project Manager: Dr. Won Cheol LEE**
 - Phone: +82-2-820-0265(Office), +82-10-2249-0907(Mobile)
 - Fax: +82-2-825-6126
 - E-Mail: wlee@ssu.ac.kr
 - Home page: <http://kosmic.ssu.ac.kr>
 - Address:#10613 West Minster Hall & SME Center Bldg., Soongsil University, Sangdo-ro 369, Dongjak-gu, Seoul, 156-743, Republic of Korea

- **Training Coordinator: Dr. Gee Hyun HWANG**
 - Phone: +82-2-828-7257(Office), +82-10-7340-9779(Mobile)
 - Fax: +82-2-824-4384
 - E-Mail: mike2030@ssu.ac.kr
 - Home page: <http://kosmic.ssu.ac.kr>
 - Address:#107 Cumming Hall, Soongsil University, Sangdo-ro 369, Dongjak-gu, Seoul, 156-743, Republic of Korea

- **Administrative Assistant: Ms. CHA (JiYeon CHA)**
 - Phone: +82-2-820-0267(Office), +82-10-2947-6343(Mobile)
 - Fax: +82-2-828-7053
 - E-Mail: edegreen@ssu.ac.kr
 - Home page: <http://kosmic.ssu.ac.kr>
 - Address: #654 WestminsterHall, Soongsil University, Sando-ro 369, Dongjak-gu, Seoul, 156-743, Republic of Korea