

2020 KOICA-AJOU Master's Degree Program in Energy Science and Policy

August 12, 2020 – January 11, 2022

Suwon & Seongnam, Korea



Korea International Cooperation Agency



아주대학교
AJOU UNIVERSITY

Ajou 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-AJOU Master's Degree Program in Energy Science and Policy

■ **Duration**

- Stay duration: August 12, 2020 ~ January 11, 2022 (17 Months)

During the 17 months in Ajou University, students are strongly recommended to complete their thesis.

- Academic duration: August 12, 2020 ~ February 22, 2022 (18 months)

In accordance to the university regulations, the official diploma will be issued in February 22, 2022.

■ **Degree:** Master of Energy Science and Policy

■ **Objectives**

To meet the following United Nation's Sustainable Development Goals:

▲4. Quality Education ▲8. Decent work and Economic Growth

▲13. Climate Action ▲17. Partnership

The objectives of this program are:

- 1) To secure a pool of future international experts needed by developing countries, with a view to encouraging their active participation and providing them with a meaningful role in Energy Science and Policy
- 2) To conduct academic research to improve understanding of Energy Science and Policy in this rapidly changing global economy
- 3) To educate students on energy policies hereto employed by Korea during its rapid economic expansion period, and on the current energy issues under discussion in Energy Science and Policy

■ **Training Institute:** Graduate School of International Studies (GSIS), Ajou University

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

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

■ **Accommodations:** August 14, 2020 ~ January 11, 2020 : On-campus housing
(double occupancy)

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Semester	Period	Schedule
PRE-SESSION	2020.08.12.-08.14	Arrival, KOICA OT, Medical Check-up
	2020.08.14-08.31	Ajou University OT & Pre-Session
	2020.08.31	Course Registration
2020 FALL SEMESTER	2020.09.01.-12.22	Fall semester
	2020.10.20.-10.26	Mid-term examination period
	2020.12.16.-12.22	Final examination period
2020 WINTER SESSION	2020.12.30.-12.31	Winter session course registration
	2021.01.04.-01.29	Winter Session
	2021.01.29.-02.28	Winter break
2021 SPRING SEMESTER	2021.02.05.-02.09	Spring semester course registration
	2021.03.02-06.18	Spring Semester
	2021.03.08.-03.19	Preliminary Application for Thesis Advisor
	2021.04.19.-04.23	Mid-term examination period
	2021.06.14.-06.18	Final examination period
2021 SUMMER SESSION	2021.06.28.-06.29	Summer session course registration
	2021.07.01.-07.27	Summer Session
	2021.07.28.-08.31	Summer break
2021 FALL SEMESTER	2021.08.16.-08.20	Fall semester course registration
	2021.09.01.-12.24	Fall Semester
	2021.10.25.-10.29	Mid-term examination period
	2021.12.20.-12.24	Final examination period
	2021.11.22.-11.26	Thesis Defense
	2021.12.13.-12.17	Thesis Submission
	2021.12.15	Action Plan submission
	2022.01.07	Graduation Ceremony
	2022.01.11	Home-return
	2022.02.22	Graduation date

*The above schedule is subject to change.

*A detailed Program Schedule will be provided upon arrival.

2. CURRICULUM

1) Curriculum & Credits

- The credits required to complete the Master's program: 39 credits

Department (Major)	Type	Course Name	Hour	Credit
Energy Studies (Energy Science and Policy)	Major Required	Introduction to Energy System	3	3
		Energy Economics	3	3
		Energy Engineering	3	3
		Sustainable Energy and Climate Change Policy	3	3
		Global Energy Development Workshop I	-	1
		Global Energy Development Workshop II	-	2
	Major Electives	Principle in Energy Science	3	3
		Analysis of Global Energy Market	3	3
		Environment and Resource Economics	3	3
		Energy System in Modern Society	3	3
		Renewable Energy System	3	3
		Selected Topics on Energy, Environmental Studies	3	3
		Introduction to Energy Modeling	3	3
		Advances in Energy Modeling	3	3
		Econometrics Method	3	3
		International Negotiation	3	3
	General Electives	International Business: Korean Perspective	3	3
		International Marketing	3	3
		Introduction to IDC	3	3
		Financial Econometrics1	3	3
		Introduction to Optimization in Finance	3	3
		Micro-finance	3	3
		Internship	-	-
	Research	Research 1	3	3
		Research 2	3	3
	Korean Studies	Beginning Korean Language 1	5	3

* The above curriculum is subject to change.

2) Graduation Requirements

	Completion of Graduation Credits					Comprehensive Exam
	Korean	Required	Elective	Research	Total	
Thesis Track	3	15	15	6	39	2 subjects
Non-Thesis Track	3	15	21	0	39	

Credits (Required Credits for graduation)

As shown in the table above, AJOU-KOICA students have to complete 39 credits for graduation and to earn the master's degree in Energy Science and Policy.

** THESIS After 1st semester and winter session's academic performance evaluated and also students' English proficiency and seriousness towards completion of study students will be evaluated by the university to follow thesis track or non-thesis track. Detailed and Accurate Criteria for thesis and non-thesis track will be announced during the Orientation upon arrival to Ajou Graduate School of International Studies. In addition to the course completion and the thesis, students will need to pass comprehensive exams (2 subjects) for the final graduation of the course. Please note that all thesis track qualified KOICA students should write a thesis at Ajou University.

- All international students are required to take at least one course (3 credits) in Beginning Korean Language I. If you have studied Beginning Korean Language, you should choose 1 course in Korean studies instead of Beginning Korean Language I.
- Research credits (total of 6 credits, Research I & Research II) are credits earned by working on Thesis.
- Comprehensive exams can be taken from the second (fall or spring) semester and students should pass 2 subjects from their major required/elective courses, detailed information will be distributed during the orientation session.
- Students only who can meet the eligibility for thesis writing can be on the thesis track. The eligibility for thesis writing is 1) earn at least B+ in Research Method (Energy Modeling course) and over cumulative GPA 3.5 or higher after completing 2nd semester of their study.

Medium and Method of Instruction

- English is the medium of instruction. Not only the course but all academic affairs will be conducted in English.
- Students can complete all their course requirements and thesis for graduation within 17 months and will have the graduation ceremony in January but will receive their master's degree and graduation certificate as the date of February after your graduation ceremony according to the Korean Education law. All of the courses are designed to ensure students to gain practical expertise.
- Participatory teaching methods will be fully utilized. Diverse methods such as debate, simulation and case studies will be employed to enhance problem-solving ability.

PRE-SESSION

- In order to help students with intense program course and to adapt into new environment, Ajou GSIS provide 3-4 weeks of pre-session before first fall semester starts.

COURSE	DAYS	HOURS
Korean Language	8	3hrs * 8 times = 24 hours
Overview Of Energy Science And Policy	6	4hrs * 6 times = 24 hours
Thriving In Post-Graduate Study	2	3hrs * 2 times = 6 hours
Understanding Cross-Cultural Awareness	2	3hrs * 2 times = 6 hours
Korean Cultural Experience	3	6hrs * 3 times = 18 hours
Math Camp	6	2hrs * 6 times = 12 hours
TOTAL		90 HOURS

COUNTRY REPORT and ACTION PLAN

In order to give students general idea of how they can maximize the benefit of KOICA Master's program, Ajou University offers students to set up a plan from beginning.

1) COUNTRY REPORT

Students are recommended to submit and present their country report under the below topics in order to share the main knowledge of each country and obtain an idea of how to write the action plan in their last semester.

TOPICS TO BE COVERED

- a) Introduction of home country
- b) Current issues (economical, political and social)
- c) The future plan of home country

2) ACTION PLAN

During the last semester, students must submit the final action plan that includes the below topics. The action plan must be based on the knowledge and experiences students achieved during their 17 months of stay in Korea.

TOPICS TO BE COVERED

- a) Brief Summary of the country (Energy Policy)
- b) Advantages and Disadvantages of the country (Energy Policy)
- c) Current Policy Directions in the Energy Policy
- d) Lessons learned from GSIS program and Korea
- e) Action plan in relation to energy science, energy policy, governmental intervention and more with short-term and long-term

THESIS

Students only who can meet the eligibility for thesis writing can be in the thesis track.

The eligibility for thesis track writing is

- i) Earn at least B+ in Energy Modeling
- ii) Cumulative GPA 3.5 after completing 2nd semester

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

GLOBAL ENERGY DEVELOPMENT WORKSHOP I & II

Extracurricular activities are offered during the whole study period, and students are able to receive credits for this activity by registering a Global Energy Development Workshop I and II. Course registration guide will be announced during the orientation session by the GSIS staff members. Field trips, industrial site tours and other extracurricular activities will be as follows.

INTERNATIONAL Conference

Seoul Forum:

Seoul Forum is hosted by Seoul Economic Newspaper and the forum theme changes every year. Korea's transition into the new era of soft-power driven industrial development will not be easy. Innovation in all relevant areas – from corporate strategies to human resource management-needs to be put in place if the country and its business world are to benefit from the advancement of ICT technology, biotechnology and advanced materials – the three sectors that will be dominant features in the next 10 to 15 years. The purpose for Seoul forum is that Korea must move rapidly in innovating and transforming business, management, as well as government administration and policy making.

Global Public HR Conference:

Global Public HR Conference is held by COTI and Korean Society for Public Personnel Administration in order to effectively respond to soaring demand from the public and correspond to the ever-changing administrative environment, it is crucial that we all develop better strategies and tactics for promoting the efficiency and effectiveness of public HRD by linking research and practice and learning from benchmarks. Prominent HRD experts and civil servants from around the world will be invited to the conference to share important policies and strategies for effective Public HRD.

ODA Global Conference:

On behalf of the Ministry of Foreign Affairs and the Korea International Cooperation

Agency (KOICA). Since its inauguration in 2007, the Seoul ODA International Conference has been dedicated to serve as a platform for knowledge-sharing on the issues of development cooperation and the role of ODA, as dealing with important current issues in the Conference such as, "Lessons learned from Korean Development Experience", "Busan Global Partnership Implementation", "Post-2015 Development Framework and the Role of ODA" as well as "Good Governance and Effective Institutions." The Conference has become the most leading annual conference in the field of development cooperation in Korea for more than 600 experts and other participants at home and abroad sharing their opinion and promoting their understanding on issues of development cooperation.

International Symposium

- In order to expand and deepen knowledge on international politics and business issues in Korean and around the world, GSIS holds International Symposium during every semester of each academic year and it is run by all student participants under supervision of their faculty members. The most recent International Symposiums included topics on
- Sustainable Development: Domestic, International and Transnational Issues (2013)
- The New Next Engines of Growth in the 21st Century: Innovating Social Systems (2014 Spring)
- Re-imagining Borders? Securing Development in a Post-Sovereign Age (2014 Fall)
- Effective Governance and Institutional Reliability: Remapping Concepts, Policy and Geopolitics (2015)
- Deepening of Global Value Chain: Impact on Economic Development and Trade (2015)
- Making States Work in a World after Globalization (2016)
- Inclusive Growth and Sustainable Development: Issues and Analyses (2017)
- Maturing Business and Civil Society: Paths to an Inclusive Third Sector (2018)
- Diversity, Connectivity, and Inclusiveness (2019)

Special Lecture and Discussion

Special lectures are also provided as an extension of academic studies at Ajou GSIS every semester to provide opportunities to meet famous figures in various fields with our students and to listen to policies and practices in the real world. Special lecture topics included knowledge based society, ODA of Korea, Korean Economic Development, G20

issues and many key issues in the past. The most recent International Special Lectures and Discussions included topics on

- Kingdom of Saudi Arabia (2013)
- The History of the European Integration and its Implications (2013)
- Korean Political Leadership and Its Evaluation (2013)
- Green Economy - New Paradigm of Sustainable Development (2013)
- Global Crisis and Korea (2014)
- The Sense of Value for Success Leader (2014)
- The History of the European Integration and its Implications (2014)
- Half Century of Industrial Developments in Korea (2014)
- Global Leadership and Ethics (2015)
- Mathematics, Engineering and Science: A Fundamental pillar of Korean development (2015)

GAZETTE (http://gsis.ajou.ac.kr/gsis/Introduction/GSIS_Newsletter.jsp):

Gazette is a student-run news magazine of Ajou GSIS which views GSIS students' opinion on cutting edge international issues around the world. It also represents our students' voices on many issues going on in and out of the Ajou campus. The ultimate goal of GAZETTE is to make the magazine to appeal not only the GSIS and Ajou students, alumni, faculty, prospective applicants and general readers around the world. The GAZETTE Vol. 1 was created in the spring semester of 2002 academic year and continuously published every semester publishing Vol36 in the fall semester of 2019.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Ajou University, established in 1973 under the motto of "Asia's best university of the 21st century," is a leading research university in Korea with 9 colleges. Located in Suwon, about 30km south of Seoul, Ajou has 15,000 students (10,000 undergraduates, 3,500 graduate, and 1,500 in other courses).

The strength in Ajou's academic programs and research lies in Engineering, IT, BT, NT, Medical Science, Business and International Studies. Ajou is widely recognized for its innovative international programs and strong support for international students and has collaborative partnership with over 320 universities in 70 countries. There is a wide range of international programs at Ajou including student and faculty exchanges, international summer school, Korean language program, etc. International students are taking courses offered in English by various majors. Today Ajou is welcoming about 850 international students every semester.

The Graduate School of International Studies (GSIS) of Ajou University was the first independent school to lead campus internationalization in early 1990s and is a host school for the KOICA program. Ajou GSIS has educated more than 1,000 graduate students from more than 77 different countries for the last decade and is one of the best graduate programs in Korea offering superb graduate programs for international students. Ajou GSIS holds the special scholarship program funded by "Argentine Government" called "BEC.AR Program 2013", "BEC.AR Program 2014", "BEC.AR Program 2015".

2) Homepage: <http://gsis.ajou.ac.kr/gsis/index.jsp>

2. ACCOMMODATION

1) Housing Services

Participants will be housed at on-campus dormitory named “Hwahong Hall or International Dormitory”. The rooms are double occupancy, meaning that all program participants will have a roommate.

2) Facilities

Type	Place	Equipment
Individual space	Room (double occupancy)	<ul style="list-style-type: none">• 2 Single Beds, 2 Mattresses and Covers, 2 Beddings (comforter, pillow),• 2 Desks & Chairs (with Bookshelf), 2 Closets• Air-conditioner and Heating system• Wifi Available
Communal area	Kitchen	<ul style="list-style-type: none">• Placed in every other floor• Refrigerator, Electronic Range, Sink• Tables and Chairs
	Toilet and Shower	<ul style="list-style-type: none">• Shower Booths• Toilet
	Study Room	<ul style="list-style-type: none">• Tables and Chairs, Refrigerator
	Landry Machine	<ul style="list-style-type: none">• Coin Laundry Machine, Coin Dryer, Sink
	Lounge	<ul style="list-style-type: none">• Sofa, LED TV
	Gymnasium	<ul style="list-style-type: none">• Running Machine and other facilities

- For a more intense security, there are several CCTV near the residence and in the building (Entrance, elevator, hallway).
- Janitor's Office is located on the 1st floor.
- Elevator is available.

3) On-Campus Housing Regulations

1. All residents should abide by the rules and regulations of the Ajou University Dormitory. Ajou University Housing Offices are maintained for students of all nations, races, and beliefs. These rules and regulations have been set for the

purpose of promoting convenience, security, and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. You are expected to be willing to follow the dormitory regulations and to be submissive to the school authorities (dorm staff members and inspectors) and their instructions to minimize disturbances and inappropriate behaviors.

2. Participants should not be accompanied by any member of their family.
3. The detailed tenant regulations and instructions will be distributed upon move-in day.

4) Pictures of International Dormitory

	
<Global Dormitory Building>	<Main Gate>
	
<RF Card Reader Machine for each room>	<Elevator>
	
<Room-Beds and Closets>	<Room-Desks and Chairs>



<Kitchen >



<Kitchen >



< Shower Room>



< Shower Room>



<Laundry Machine >



<Study Room>

3. OTHER INFORMATION

1) University Libraries

Central Library

The central library of Ajou University is located in the center of the university.

The general studying area is open 24 hours a day throughout the year, and the periodical room is open from 09:00 – 21:00 during weekdays and 09:00 – 17:00 during weekends.

At the periodical room, you can read books, journals, and newspapers. You can also browse the CD-ROM titles and use the Internet to search for the information you need.

More detailed information on Central Library,
please visit <https://englib.ajou.ac.kr/en/index.ax>.

2) International Students Counseling Offices

Office of International Affairs (OIA)

Coordinates study abroad programs with sister universities in the world. Assists incoming and outgoing exchange students.

Provides service to international scholars and students

Room 312, Yulkok Hall

(tel. 219-2922~2926, fax. 219-2924, Email: ويا@ajou.ac.kr)

Graduate School of International Studies (GSIS)

GSIS Office offers Academic information, simple immigration issue, internships and career services for our international students.

Room 155, Yulkok Hall

(Tel. 219-1551~1555, Fax. 219-1554, Email: ysis@ajou.ac.kr)

Ajou Service Center (ASC) - Certificate Issuance Service

ASC offers services for issuing certificates and many miscellaneous matter.

Room 116, New Student Union Building

3) PC Labs on Campus

There are many PC labs on campus, where you can use computers for word processing, web surfing, and so on. Also, there is a PC LAB on the 1st floor of the dormitory where you will check-in. The PC labs are provided with printers and you are required to bring your paper.

Building Name	Location	Building Name	Location
Yulkok Hall	Rm153-1 (Only for GSIS students) Rm 157	Wonchun Hall	Rm 436, Rm 341
Dasan Hall	Rm 308, Rm 307	Library	Internet Center 1st Floor
Sung Ho Hall	Rm 101	Hwahong Hall	PC Room 1st Floor

4) Cafeteria

Cafeteria	Location	Service Hours	Food Served
Dormitory Dining Hall	Dorm. Dining Hall	8AM~7PM	Korean/Western meal
Sun In Jae	Basement, Songjae Hall	9AM~8PM	Korean home meal, bakery
Ahyang Cafeteria	Behind Wonchun Hall	9AM~6:30PM	Korean/Western meal
Sinseggye	1st Floor, Student Union BL	9AM~6:30PM	Korean/Western meal
Sungho Hall	1st Floor, Sungho Hall	9AM~7PM	Snacks, Beverages
Dasan Hall	1st Floor, Dasan Hall	9AM~8PM	Snacks, Beverages
Yulkok Hall	Basement, Yulkok Hall	9AM~6PM	Snacks, Beverages
Paldal Hall	1st Floor, Paldal Hall	9AM~6PM	Snacks, Beverages

5) Lounge/Fitness

Facility	Location	Service
Global Lounge	Rm 153, Yulgok Hall	Use of Computer/Lounge
Ajou Student Service Center	1st Floor of New Student Union Building	Certificate Issuance Service
On Campus Gymnasium	1st Floor of Gymnasium	Sports Facilities

6) Others

Facilities	Functions	Location
Housing Office	Assists students who reside in on-campus housing. International Coordinator is available	2nd Floor Dormitory Dining Hall
Sexual Harassment Counseling Center	Ajou Sexual Harassment Counseling Center aims to minimize the damage caused by sexual harassment by promptly dealing with issues of sexual harassment that might occur on campus by providing counseling services. English speaking counselor is available	Room 338, Sungho Hall
Standard Chartered Bank	Open a bank account, deposit and cash withdrawal.	1st Floor Student Union Building
Post Office	Send mail, postcards and parcels	
Travel Agency	Students can purchase train tickets and make a reservation for airline tickets to take a trip to major Korean cities and other countries	Located inside the cafeteria in Yulgok Hall
Photo Studio	Students can take a picture for student ID cards or other purposes.	Basement of Yulgok Hall
Photocopy Room	Students can make a copy of any paper material.	Basement of all lecture Halls
ATM	Students can withdraw money.	1st Floor of Library and YulgokHall, on-campus Bank, and other lecture halls

7) Health Care

a) Community Health Care Center (Infirmary)

For minor health problems such as cold or digestion, we strongly recommend students to visit the infirmary located on the second floor of the new student union building.

Location : Rm 227 New Student Union

Tel: 219-1597

Office Hours : 09:00a.m – 06:00p.m

b) Ajou University Hospital International Health Care Center

Ajou International Health Care Center(IHCC) provide total care of medical and communication service with multi languages including English.

For severe health problem or medical check-up, you can go to the Ajou University Hospital. We recommend you to visit the Office of International Affairs or the GSIS office before you go to the hospital. To go to the hospital, we will make a proper arrangement with the hospital for you.

Available Services	<ul style="list-style-type: none">• Appointment• 1:1 Care for outpatients• Private Insurance Consultation• English Bill & Certificate Issue Service• Multi languages including English• Inpatient & ER patient coordinators• Medical Check-up
Contact Info	<ul style="list-style-type: none">• Tel: (82-31) 219-4311 ~ 2, 2010, 5546• Fax: (82-31) 219-5432• Office Hours : 8 a.m. ~ 5 p.m.

3) OTHER HOSPITALS IN SUWON

- St. Vincent Hospital: 93, Ji-dong, Paldal-gu, Suwon 249-7114
- Dongsuwon Hospital: 441, Uman-dong, Paldal-gu, Suwon 210-0114
www.dongsuwonhospital.co.kr

Oriental Hospital

Oriental hospitals are different from western hospitals. Doctors at oriental hospitals feel a patient's pulse for diagnosis, and prescribe treatments such as acupuncture, moxa cautery, and herbal medicine. Oriental treatment is not about eliminating the disease, but rather strengthening our body's immune system against disease. Each individual is treated according to his/her unique physical constitution. The main ingredients in herbal medicine are natural elements from plants and animals, which reduces the possibility of side effects.

※ Korea's prescription law

Korea's prescription law that separates dispensary from medical practice requires patients to receive a doctor's prescription and submit it to a pharmacist who prepares the medicine. Pharmacies are usually located near hospitals, so it is easy to spot them.

IV. ACADEMIC REGULATIONS

1. ACADEMIC AFFAIRS MANAGEMENT RULES FOR THE GRADUATE SCHOOL OF INTERNATIONAL STUDENTS

Chapter 1. General Provisions

Article 1 (Purpose) The purpose of these Rules is to provide the matters delegated by the school rules of AJOU University (hereinafter referred to as the "School Rules") and the necessary matters for the implementation thereof.

Article 2 (Purpose of Education) The purpose of the Graduate School of International Studies is "to train and produce leading talents capable of contributing to national development and the prosperity of mankind through advanced professional education and studies in conformity with the global era and to foster talented people capable of contributing to the development of the world and joint profit by raising Korea's profile with foreign students and, therefore, promoting friendship."

Article 3 (Scope of Application) These Academic Affairs Management Rules (hereinafter referred to as the "Rules") shall be applicable to all of the courses (academic and non-academic courses) offered by the Graduate School of International Studies (hereinafter referred to as the "Graduate School").

Chapter 2. Admission

Article 4 (Grant of Admission) Admission to the Graduate School shall be granted by the president of the University after passing the examination given by the Academic Affairs Steering Committee of the Graduate School.

Article 5 (Cancellation of Admission) In the event that an applicant to whom admission has been granted is found not to meet the qualifications, admission shall be cancelled.

Article 6 (Application for a Degree Course)

An award recipient cannot transfer to a different university after admission.

Article 7 (Attendance at a Degree Course)

Every Award recipient should faithfully attend his/her university courses and become fully involved in his/her studies according to the regulations of the university s/he belongs to

Chapter 3. Academic Course

Article 8 (Course Registration) Students shall register for courses within the predetermined period.

Article 9 (Change of Course Registration) Students shall not change their registered courses after the period for course change has passed. However, if there is an unavoidable reason, students may pass through the prescribed procedure within four (4) weeks from the beginning date of a semester and then obtain permission from the dean of the Graduate School.

Article 10 (Opening Subjects) The curricula to be used for a particular semester shall be determined by the dean of the Graduate School by passing through an examination by the head of each department.

Article 11 (Syllabus) A professor responsible for a subject shall prepare a syllabus and submit it to the Education and Training Department of the Graduate School at least two (2) weeks before the beginning of a semester.

Article 12 (Curricula) ① The curricular of the research courses of the Graduate School shall be equivalent to a master's degree, and the relevant students shall receive recognition of their studies by taking no less than six (6) major courses for each semester.

② The minimum credits required to complete the research curricula shall be twelve (12) credits, and an eligibility for completion shall be given to students whose grade point average is no less than three point zero (3.0).

③ A certificate in the Appendix shall be granted to a student who has completed the courses.

Chapter 4. Attendance

Article 13 (Class) In principle, the classes offered by the Graduate School shall be provided during the daytime. However, night classes may be provided, if necessary.

Article 14 (Credit) ① The credit unit for a subject to be completed shall be one or three credits, and one hour for each week shall be one credit. However, practical or exercise-based subjects may be based on two hours for one credit, and the matters related to the completion of the language-related courses of the Graduate School may be separately determined by the dean of the Graduate School by passing through a resolution by the Academic Affairs Steering Committee of the Graduate School.

② With respect to research credits and receiving thesis supervision, students shall complete more than six credits. From the second semester, students shall register for and complete courses with the research credit being three credit units. Evaluation of research credits shall be marked as S (Passed), U (Un-passed), or I (Uncompleted).

③ Students enrolled at the Graduate School shall not complete courses of more than fifteen credits, as a combination of subject credits and research credits, every semester. However, such types of subject as workshops, internships, and the like separately specified by the Academic Affairs Steering Committee shall not be included therein.

Article 15 (Attendance) Grades may be granted only if students have attended not less than 3/4 of the lecture hours.

Chapter 5. Credit

Article 16 (Credit Transfer) ① Where a student has completed subjects opened at the college level, with approval by the head of each department of the Graduate School, such subjects may be transferred as the credits for graduation required by the student (but not more than six credits).

② When a student has completed any liberal art unrelated to his or her major, such subjects shall not be transferred as credits for his or her major to determine his or her eligibility for graduation.

Article 18 (Make-up Courses) With respect to a subject for which a student has received a grade of F, the subject with a grade of F may be deleted on condition that the student take a course designated by the head of department.

Chapter 6. Examination

Article 17 (General Examination) ① A student intending to acquire a master's degree shall pass a general examination to be conducted by the Graduate School.

② A student intending to take the general examination shall be registered for no less than two semesters and have a grade point average of no less than three points.

③ With respect to the subjects to take for the general examination, one subject shall be designated by the dean of the Graduate School, from among the required courses of each

department, and the other subject shall be selected from among the subjects designated by each department.

④ In principle, the general examination shall be provided for each semester, and the time, procedure, and any other details shall be separately determined by the dean of the Graduate School.

⑤ Each subject for the general examination shall be a total score of 100 points, and a passing grade shall be more than sixty points.

⑥ In the event that a student has not passed a course in a general examination, the student may take the course again, and there shall be no restrictions on the time of the examinations.

Chapter 7. Reward and Scholarship

Article 18 (Tuition Waiver) ① Students for tuition waivers shall be determined by the Academic Affairs Steering Committee of the Graduate School from among the following student cases.

1. Students designated as scholarship students by outside institutions;
2. Public officials (those in the military and the police) and educational personnel of various school levels;
3. Students who have conspicuously contributed to developing their local communities;
4. Students who have contributed to or are highly likely to contribute to developing the school;
5. Students found necessary by the dean of the Graduate School; or
6. Any other students found necessary by the Academic Affairs Steering Committee.

② Students for tuition waivers shall submit the prescribed documentary evidence, if necessary.

③ The criteria for tuition waivers shall be determined by the Academic Affairs Steering Committee.

Article 19 (Types of and Objects for Scholarship)

Students of the Graduate School, who can receive a scholarship, shall fall under each of the following sub-paragraphs:

1. Students with good scores in admission or in school;
2. Students designated as scholarship students by outside institutions;

Chapter 8. Warning/ Punishment

Article 20 (Punishment)

Concerning a student for whom one of the following is applicable, punitive measures may be taken against him/her, such as warning, temporary suspension from school, suspension from school for an indefinite period of time and expulsion through the deliberation by the Student Reward and Punishment Committee. In the event of a light offense, the relevant student may be ordered to carry out community service with no record left concerning the punishment.

1. Warning (not less than 3 days and not longer than 7 days)

A. Causing a disturbance in class

B. Being engaged in an act that causes public disturbance

C. Displaying uncivilized behavior

D. Being engaged in an act close to one of the foregoing

2. Temporary suspension from school (Not less than 8 days and not longer than 3 months)

A. Using violence, resulting in a person's injury

B. Causing disturbance within the school by distributing a false rumor

C. Cheating during examination

D. Causing damage to a material kept in the library or taking a book out of the library in an unauthorized way

E. Putting up an unauthorized notice (of gathering) or causing damage to an authorized notice

F. Distribution of an unauthorized notice of gathering or relevant prints

G. Holding an unauthorized gathering

H. Being issued a warning twice

I. Being engaged in an act close to one of the foregoing

3. Suspension from school for an indefinite period of time

A. Being engaged in group violence

B. Being engaged in an act of extorting money from another person

C. Causing damage to furniture or facility of the University intentionally

D. Being subjected to punishment severer than fine under the Criminal Code

E. Being engaged in an act close to one of the foregoing

4. Forced expulsion

A. Causing an injury to a person, using a weapon

B. Doing noticeable damage to the honor of the University with an uncivilized behavior

C. Being sentenced to imprisonment or severer punishment

D. Being engaged in an act close to one of the foregoing

Article 21 (Decision on Punishment)

A decision on punishment of a student shall be approved by the President after deliberation of the Student Punishment Committee. The procedure shall be accompanied by the following documents.

For punishment

- A. A report on an accident
- B. The student's statement
- C. A letter of opinion from the academic adviser

Article 22 (Opportunity for Self-Defense) A student concerning whom punishment is considered shall be given an opportunity to make self-defensive statement. (Newly established on December 10, 2007)

Chapter 9. Graduation

Article 23 (Credits to be Completed) The credits required to be completed at the Graduate School shall be as follows. However, the subjects and credits to be completed for each department may be adjusted by passing through an examination given by the Academic Affairs Steering Committee.

Classification	Track	Subjects of Korean Studies (Foreign Students)	Required Subjects	Selective Subjects	Research Credits	Total
Department of Energy Studies	Thesis Track	3	15	15	6	39
	Non-Thesis Track	3	15	21	0	39

Article 24 (Completion) Completion of a master's degree offered by the Graduate School shall refer to cases where a student has completed the required subjects without meeting the requirements for graduation.

Chapter 10. Acquiring Degree

Article 25 (Grant of Degree) ① The Academic Affairs Steering Committee of the Graduate School shall determine whether to grant a master's degree to a student by taking into consideration whether a student has completed the required subjects, whether a student has

completed the required credits, whether a student has acquired no less than a grade point average of three point zero (3.0), whether a student has passed the general examination, and the results of the master's thesis examination.

② A student who has passed the determination of whether to grant a degree shall be granted the relevant degree.

Chapter 11. Facilities

Article 26 (Dormitory)

Dormitory takes new incoming students prior to current students and dormitory office has right to

Exclude those who were given 30 points of penalty and expelled from the dormitory

Exclude students with sleep disorders that may cause serious disturbance

Allocate rooms under the categorization such as undergraduate, graduate and exchange.

Dormitory office has right to request for room relocation when it is necessary

Exclude student who harms public interest by unruly behavior, engaging in any conduct of excessive drinking, violence, theft, gambling and arson

Exclude student who enters or invites opposite gender floor without acceptable permission

Article 27 (University facilities)

Student must be aware that they are staying and using the public facilities including furniture and that it must be kept in original condition.

Chapter 12. Thesis

Article 28 (Thesis Plan)

A student who has been registered for no less than two semesters and was assigned a thesis supervising professor shall prepare a research plan for a master's thesis, receive a recommendation from the thesis supervising professor, and then submit it to the dean of the Graduate School.

Article 29 (Submission of a Master's Thesis)

① A student who has completed the course work of the Graduate School and met the qualifications in each of the following sub-paragraphs may submit his or her a master's thesis along with recommendation his or her thesis supervising professor.

1. A student who has been registered for no less than four semesters. However, an exception may be made.
 2. A student who has received thesis supervision for no less than two semesters.
 3. A student who has passed the general examination.
 4. A student who has acquired or is expected to acquire the required credits for each department.
- ② The examination of a thesis shall be made on a regular basis, and a thesis shall be submitted no later than the date immediately preceding the date of determining the eligibility for graduation.
- ③ When a student intends to submit a thesis for a master's degree, the student shall submit each of the following documents to the dean of the Graduate School, together with the prescribed examination fee, by obtaining a recommendation from his or her thesis supervising professor within the prescribed due date:
1. One copy of the examination results for a master's thesis.
 2. Three copies of the thesis for the purpose of the examination.
 3. One copy of a written confirmation of thesis research ethics compliance.

Article 30 (Thesis Framework)

- ① A master's thesis shall be prepared as described in each of the following sub-paragraphs:
1. In principle, a master's thesis shall be written in English.
 2. The book size of a thesis shall be 4 x 6 inches.
 3. The cover of a thesis shall be the color bice, and the titles and the like shall be gilded and printed. The book shall be bound with a hardcover.
 4. After the title, a title page and then a written certificate must be inserted.
- ② Any other details about the format of a master's thesis shall be determined by separate guidelines.

Article 31 (Thesis Examination)

- ① The thesis examiners shall be composed and appointed by the dean of the Graduate School.
- ② The examiners of a master's thesis shall be composed of no less than three (3) persons.
- ③ A supervising professor for the student who has submitted a master's thesis shall be automatically a thesis examiner unless there is a special reason otherwise.

- ④ The supervising professor shall serve as the chair for the examination of a master's thesis unless there is a special reason otherwise.
- ⑤ A decision on a thesis examination shall be made with affirmative votes of no less than 2/3 of the thesis examiners.
- ⑥ The chair for an examination of a master's thesis shall submit the results of the thesis examination to the dean of the Graduate School no later than seven (7) days after the completion of the examination.
- ⑦ A student who has not passed a thesis examination may resubmit a thesis in the following semester.
- ⑧ A student who has violated the research ethics compliance as a result of engaging in wrongful activities, such as ghostwriting or plagiarizing a thesis, shall be referred to the Academic Affairs Steering Committee of the Graduate School, which shall decide whether to take concrete action against the thesis supervising professor. (Newly established on December 30, 2010.)

Chapter 13. Notification of Changes of Contact Info

Article 32 (Notification of Changes of Contact Information)

An Award recipient whose contact information has been changed should submit a Notification of the Change of Address and Contact to Graduate School.

Chapter 14. Academic Affairs Steering Committee

Article 33 (Academic Affairs Steering Committee) ① The Academic Affairs Steering Committee of the Graduate School (hereinafter referred to as the "Academic Affairs Steering Committee") shall be composed of no less than seven (7) members, including the dean of the Graduate School, the deputy dean of the Graduate School, and the heads of departments pursuant to Article 18, Section 7 of the School Rules of Ajou University.

② The dean of the Graduate School shall serve as the president of the Academic Affairs Steering Committee. However, in cases of an accident occurring to the president, a person appointed from among the deputy dean of the Graduate School and the heads of departments may instead perform the duties of the dean.

③ The Academic Affairs Steering Committee shall examine and resolve each of the following matters:

1. Admissions, completion of courses, and grants for degrees;
2. Establishment or abolition of a department or a major and to fix the number of students;
3. Curricula;
4. Establishment, abolition, and operation of research courses and open lectures;
5. Establishment, opening and closing of rules, and the like; or
6. Any other matters related to the operation of the Graduate School.

④ The Graduate School may place a Rolling Admission Examination Committee if it is necessary to examine rolling admissions.

Article 34 (Operation of the Academic Affairs Steering Committee) ① The meetings of the Academic Affairs Steering Committee shall be convened by the president of the Committee, if necessary.

② The members of the Academic Affairs Steering Committee shall have a one (1) year term of office and may be reelected. However, the term of office of a member newly appointed as a result of a vacancy shall be the remaining term of the member's predecessor.

③ A meeting of the Academic Affairs Steering Committee shall be held where a majority of the current members are present, and a resolution may be passed where there are affirmative votes of no less than 2/3 of the members present.

④ In the event that circumstances require urgency or it is difficult to hold a meeting where the members are present as required, a written resolution may be made.

Article 35 (Minutes) The minutes of the results of meetings shall be prepared and retained.

2. Ajou University Student Code of Conduct (“these Regulations”)

Enacted on January 25, 1983
Amended on January 28, 1986
Amended on September 12, 1997
Amended on November 16, 1999
Amended on July 10, 2001
Amended on December 10, 2007
Amended on December 24, 2013

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Regulations is to set out necessary criteria designed to help students of Ajou University (“the University”) foster sound school atmosphere and cultivate their mind and body, while covering details of Chapter 8 (Student Activities) of the Ajou University Rules (“the Rules”). (Amended on December 10, 2007)

Chapter 2 (Attire and Regulations)

Article 2 (Attire)

Students shall maintain neat and tidy attire and appearance as well as a proper level of courtesy in school life. (Amended on December 10, 2007)

Article 3 (Student ID)

A student who finished the enrollment procedure shall have his/her ID issued.

Article 4 (Carrying of Student ID)

A student shall carry his/her ID at all times and present it upon a staff and faculty member’s request. ② A student shall not lend his/her student ID to another person.

Article 5 < Deleted on July 10, 2001>

Article 6 < Deleted on December 10, 2007 >

Article 7 (No Unfair Group Action)

A student shall not be engaged in an act that disturbs order in school, including a group action, a rally, a demonstration, a sit-in, boycott of classes, or the use of a megaphone within the school. (Amended on December 10, 2007)

Article 8 < Deleted on December 10, 2007 >

Chapter 3 Reward and Punishment

Article 9 (Punishment)

The University may give awards to the following students. (Amended on December 10, 2007)

1. A student displaying exemplary demeanor and academic performance
2. A student setting an example for others with a distinguished act of virtue
3. A student who contributed to school development and student activities
4. A student recognized for a special exploit

Article 10 (Punishment)

Concerning a student for whom one of the following is applicable, punitive measures may be taken against him/her, such as warning, temporary suspension from school, suspension from school for an indefinite period of time and expulsion through the deliberation by the Student Reward and Punishment Committee. In the event of a light offense, the relevant student may be ordered to carry out community service with no record left concerning the punishment. (Amended on December 10, 2007)

1. Warning (not less than 3 days and not longer than 7 days)
 - A. < Deleted on December 10, 2007 >
 - B. Causing a disturbance in class
 - C. Being engaged in an act that causes public disturbance
 - D. Displaying uncivilized behavior
 - E. Being engaged in an act close to one of the foregoing
2. Temporary suspension from school (Not less than 8 days and not longer than 3 months)
 - A. Using violence, resulting in a person's injury
 - B. Causing disturbance within the school by distributing a false rumor
 - C. < Deleted on December 10, 2007 >
 - D. Cheating during examination
 - E. Causing damage to a material kept in the library or taking a book out of the library in an unauthorized way
 - F. Putting up an unauthorized notice (of gathering) or causing damage to an authorized notice
 - G. Distribution of an unauthorized notice of gathering or relevant prints
 - H. Holding an unauthorized gathering
 - I. Being issued a warning twice
 - J. Being engaged in an act close to one of the foregoing

3. Suspension from school for an indefinite period of time
 - A. Being engaged in group violence
 - B. < Deleted on December 10, 2007 >
 - C. Violation of Article 7 herein
 - D. Being engaged in an act of extorting money from another person
 - E. Causing damage to furniture or facility of the University intentionally
 - F. Being subjected to punishment severer than fine under the Criminal Code
 - G. Being engaged in an act close to one of the foregoing
4. Forced expulsion
 - A. Causing an injury to a person, using a weapon
 - B. Doing noticeable damage to the honor of the University with an uncivilized behavior
 - C. < Deleted on December 10, 2007 >
 - D. Being sentenced to imprisonment or severer punishment
 - E. Being engaged in an act close to one of the foregoing
5. < Deleted on December 10, 2007 >

Article 11 (Decision on Reward or Punishment)

A decision on reward or punishment of a student shall be approved by the President after deliberation of the Student Reward and Punishment Committee. The procedure shall be accompanied by the following documents. (Amended on December 10, 2007)

1. For reward
 - A. A meritorious act statement
 - B. A letter of opinion from the academic adviser
 - C. A letter of recommendation from the dean of the college
2. For punishment
 - A. A report on an accident
 - B. The student's statement
 - C. A letter of opinion from the academic adviser

Article 11-2 (Opportunity for Self-Defense)

A student concerning whom punishment is considered shall be given an opportunity to make self-defensive statement. (Newly established on December 10, 2007)

Chapter 4 Counseling and Guidance

Article 12 (Academic Advisor)

- ① The University may designate academic advisors for coaching students on their

academic performance and school life. (Amended on December 10, 2007)

- ② Academic advisors stated in the foregoing ① shall be fulltime associate professors.

(Amended on December 10, 2007) (Amended on December 24, 2013)

- ③ Concerning the need for provision of guidance and counseling for student organizations (such as the university student association, clubs or students' societies), the University may designate academic advisors or coaches. Coaches shall be the University's 6th-grade employees or higher. (Amended on December 10, 2007)

- ④ Academic advisors or coaches stated in the foregoing ③ shall do their best concerning their assignments, using methods such as group coaching or individual interviews. (Amended on December 10, 2007)

Article 13 (Guidance and Counseling)

- ① A student(s) planning on one of the following may get help from an academic advisor or coach. (Amended on December 10, 2007)

1. An activity carried out by a student organization
2. A event, including a gathering
3. Counseling concerning academic performance or personal problem
4. An act close to one of the foregoing

- ② < Deleted on December 10, 2007 >

Chapter 5 Student Organizations

Article 14 (Student Organizations)

"A student organization" refers to the Ajou Student Association or an association of graduate students or their affiliate organization or a relevant independent organization. (Amended on December 10, 2007)

Article 15 (Registration Requirements)

For registration as a student organization, one shall meet the following requirement.

(Amended on December 10, 2007)

1. Its aim shall not be in violation of the Rules and these Regulations.
 2. It shall have at least 20 members consenting to the object of setting it up and its proclaimed philosophy.
 3. It shall have the relevant parties' acceptance to act as its academic advisor and coach.
- When what is stated in the foregoing sentence is not feasible, it shall have the

acceptance of the head of the office in charge to act as such.

Article 16 (Procedure for Registration of Student Organization)

The registration of a student organization shall be divided into new registration and re-registration. For registration, a student organization shall submit its application to the head of the Office of Student Affairs, along with the following documents, within the University-set period in the beginning of each school year via the academic advisor or coach (or the head of the office in charge). (Amended on December 10, 2007)

1. For new registration
 - A. The application (using the University-provided form)
 - B. The relevant parties' acceptance to act as its academic advisor and coach
 - C. Its regulations
 - D. Its action plan and budget plan (using the University-provided form)
 - E. The list of founders (using the University-provided form)
2. For re-registration
 - A. The application (using the University-provided form)
 - B. The list of members
 - C. Statement on the activities carried out in the previous year
 - D. Action plan for the new school year
 - E. A letter of confirmation from the academic advisor or the coach

Article 17 (Approval)

For registration of a student organization, it shall obtain the President's approval after following the procedure stated in Article 16 (Procedure for Registration of Student Organization) herein.

Article 18 (Cancellation of Registration)

Concerning what is stated in Article 17 (Approval) herein, the University may not grant the approval for the registration of a student organization or may withdraw its approval previously granted, if one of the following is applicable concerning it. (Amended on December 10, 2007)

1. When it is in violation of the Rules or these Regulations
2. When it is feared that the organization may disturb the order within the school
3. < Deleted on December 10, 2007 >
4. When it was engaged in no or very few activities in the previous year
5. When it is engaged in activities not suitable for students
6. When it is engaged in activities deviating from the purpose stated at the time of registration
7. < Deleted on December 10, 2007 >

8. When the application for the registration of the organization is not made within the designated period

Article 19 (Notice of Approval or Cancellation of Registration)

Concerning a student organization that has followed the proper registration procedure stated in Article 16, the head of the Office of Student Affairs shall give it a notice of approval or cancellation after making a decision within a given period of time in accordance with Article 18 (Cancellation of Registration) herein. (Amended on December 10, 2007)

Article 19-2 (Request for Review of Notice of Cancelled Registration)

- ① A student organization may ask the head of the Office of Student Affairs for the review of a decision on cancellation of its registration within 48 hours of the relevant notice. (Newly established on December 10, 2007)
- ② Upon receipt of the request stated in the foregoing ①, the head of the Office of Student Affairs shall discuss it with the head of the Ajou Student Association or the head of the graduate student association and inform the relevant organization of his/her decision. (Newly established on December 10, 2007)

Chapter 6 Gatherings, Notices Put up and Publications

Article 20 (Report on Gathering)

Students holding a gathering (or an event - This applies whenever “a gathering” appears in the rest of these Regulations) within the University shall make a report to the head of the Office of Student Affairs. (Amended on December 10, 2007)

Article 21 (Classification of Gathering and Activities)

The students' gathering and activities are classified as below: (Amended on December 10, 2007)

1. Self-regulated activities of the Ajou Student Association and student organizations
2. Political activities
3. Academic research activities
4. Art, physical or hobby activities
5. Religious activities
6. Voluntary service activities
7. (Deleted on July 10, 2001)
8. (Deleted on July 10, 2001)
9. Other cultural or goodwill activities

Article 22 (Submittal of Report on Gatherings)

- ① The report on a gathering shall be submitted to the head of the Office of Student Affairs at least 72 hours prior to commencement of the event via the academic advisor or the coach. (Amended on December 10, 2007)
- ② < Deleted on December 10, 2007 >
- ③ The report on a gathering shall include details, such as hour/date, place, purpose, those expected to take part, planned activities, etc. When submitting a report on a gathering, the possibility of the use of the place shall be checked in advance. The head of the Office of Student Affairs shall make a decision whether to approve a gathering in consultation with the head of the offices concerned. (Amended on December 10, 2007)

Article 23 (Combined Gatherings)

Concerning an event in which students of two or more universities, including the University, held in the University, a report shall be submitted at least 2 weeks in advance, together with the event plan and the letter of consent signed by the presidents or deans of the participating universities or colleges or the head of the Office of Student Affairs. (Amended on December 10, 2007)

Article 24 (Prohibition or Restriction of Gathering)

- ① The head of the Office of Student Affairs shall notify the student who submitted the report on a scheduled event stated in Article 22 (Submittal of Report on Gatherings) and Article 23 (Combined Gatherings) of its decision on prohibition or restriction of the event within 24 hours of the submittal of the report when the event is feared to result in an illegal act, including a crime, or jeopardize the order within the school. (Amended on December 10, 2007)
- ② The student notified of the decision on prohibition or restriction of the event stated in the foregoing ① may ask the head of the Office of Student Affairs for the review of such a decision. (Newly established on December 10, 2007)
- ③ In connection with the foregoing ②, the head of the Office of Student Affairs shall notify the student of the result of his/her review within 48 hours. (Newly established on December 10, 2007)

Article 25 (Notices Put up)

- ① All public notices put up by an individual student or a student organization shall use a designated place and be removed upon the completion of the pre-stated period. The

University may immediately remove a notice put up without stating the period of putting up, a notice containing commercial ad, vulgar or abusive remarks, a notice put up at an unauthorized place, and a notice put up in an excessively large quantity at a time.
(Amended on December 10, 2007)

- ② A notice, including a signboard and a placard, about a gathering shall be put up after submitting a relevant report. (Amended on December 10, 2007)
- ③ < Deleted on December 10, 2007 >

Article 26 (Size of Notices Put up)

In principle, a public notice put up shall use a white paper sheet sized 32 x 47cm. The number of sheets may be limited by the head of the Office of Student Affairs.

Article 27 (Publications)

- ① Publications made by a student or a student organization shall be reported to the head of the Office of Student Affairs via the academic advisor or the coach. (Amended on December 10, 2007)
- ② < Deleted on December 10, 2007 >

Chapter 7 Athletic Events

Article 28 (Participation in Sports Competition)

- ① A student or a group of students taking part in a sports competition held either in or out of the University shall report it to the head of the Office of Student Affairs after obtaining the approval of the dean of his/her/their college or graduate school. (Amended on December 10, 2007)
- ② Concerning a sports competition held during a class or examination period, the list of students taking part in such an event shall be submitted to the head of the Office of Student Affairs.

Article 29 (Cheering)

Concerning a group of students intending to watch a sports competition held out of the University or cheer for a team shall obtain the approval of the President. (Amended on December 10, 2007)

Chapter 8 Health

Article 30 (Health Checkup)

A student shall undergo health checkups provided by the University.

Article 31 (Temporary Absence due to Disease)

A student diagnosed as suffering from a serious or infectious disease at a health checkup stated in Article 30 (Health Checkup) shall immediately apply for a leave of absence.

Additional Rules

① (Date of Implementation)

These Regulations shall be implemented on March 1, 1982.

② (Abolition) Regulations which were in force previously shall be abolished upon the implementation of these Regulations.

Additional Rules

These Regulations shall be implemented on March 1, 1986.

Additional Rules

These Regulations shall be implemented on September 12, 1997.

Additional Rules

These Regulations shall be implemented on November 16, 1999.

Additional Rules

These Regulations shall be implemented on July 10, 2001.

Additional Rules

These Regulations shall be implemented on December 10, 2007.

Additional Rules

These Regulations shall be implemented on December 24, 2013.

3. PARTICIPANT'S RESPONSIBILITIES

- 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 on the condition that the leave is reported to the university in advance
- 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 and, in some cases, the participant will be required to return to home country. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.
- 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 academic advisor and the Ajou GSIS office two weeks prior to the departure by submitting the "Request for Temporary Leave" document. The e-ticket should also be submitted when issued.
- 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 an extension of their stay
- To either return to their original job post or remain employed in a field related to their degree for at least 3 years
- To recommend not to purchase personal vehicles with their allowances provided by KOICA due to safety concerns and concentration on their studies

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.
- If a participant fail to attain certain grades required by the training institute, the participant may be forced to withdraw and return home upon withdrawal. In this case, the participant is not allowed to re-apply for KOICA's scholarship program.
- 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.

TEMPORARY LEAVE

- Temporary leave (to the participants' home country or for a trip abroad) is only permitted between the dates of the official vacation notified by the university, and it must not affect the course works of the participants.
- The airfare and any other expenses incurred for the temporary leave is to be borne by the participants. Living allowance will be suspended from the day of departure to the day of return during temporary leave.
- Participants should notify their temporary leave to the university in advance. If the participant is found to have made an unreported temporary visit to his or her home country, traveled to other countries or made a trip despite the university's disapproval, he or she may be suspended from the KOICA scholarship program.

ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program which requires full commitment and concentrated effort for studying, participants CANNOT bring any family members. The duration of family members' visiting days cannot exceed one month.
- KOICA does not provide any financial or other administrative support for the dependents of the participants. The safety and security of their family is also the participant's responsibility
- If a participant invites family members within the duration of one month, the participant 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 Ajou GSIS Office.

4. 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

- All documents should be sent to the regional KOICA office or the relevant government office.
- You may refer to the “2020 KOICA Scholarship Program Application Guideline for Master’s Degree” to locate information about Application Eligibility and Application Processes.

1.Document Checklist	Check all the documents you included in your admission package. (Form 1)	Original Document
2.Application Forms	Complete both KOICA and Ajou applications and print out. Should be clearly typed. (Form 1 and 2)	Original Document
3.Recommendation Letters (TWO letters)	1) Two recommendation letters from your supervisors and from your workplace are required. (Form 3) 2) Please use Ajou recommendation form (Form 4)	Original Document
4.Degree/ Diploma	Original certificate or Korean Embassy Notarized bachelor’s degree certificate of every institution attended or attending are required	Original Document or Notarized copy of Bachelor’s Degree
5.Transcripts	1) An original copy of transcript must include a year-by-year record of courses from every institution applicant have attended or are attending. 2) The transcripts should include a statement of personal rank in department, if available. 3) If the CGPA/maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.	Original or Korean Embassy Notarized Document
6.Statement of Purpose	1) You should clearly type it in English on a separate paper (at least 2 pages). 2) Please also include the action plans how you can contribute to your own society and your country after completing the master’s degree program at Ajou.	
7.English Proficiency Test	If you have any kind of English Proficiency Test Score or certificate to prove your English proficiency, please	Original or Certified Copy

Reports (EPT) or Official Letter from Ministry	include it in your application materials for the reference. (If available)	
8. Curriculum Vitae	Please write your CV in detail by focusing on your work experiences	Copy
9. Copy of passport (applicant's)	1) A copy of passport (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.) 2) According to the Korean Law, admission certificate should include the passport number and the university cannot issue the Admission Certificate without the passport number. Please double check the valid date of your passport.	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 Document
Optional 1. List of Honors and Awards	1) If there are any honors, awards, fellowships, or academic certificates and test reports 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 6) 2) The list will be valid only when testimonials or evidences are submitted	Original Document
Optional 2. School Profile/Credit Rating System	School profile and description of the grading system would help us understand better for evaluation. i.g. 1) Grading system of Nepal: - Distinction (80-100%), I (65-79%), II (50-64%), III (40-49%) i.g. 2) Grading system of Korea : A+(100-95), A0(95-90), B+(85-90)....etc.	Original

Important Notes for All Applicants

1. All KOICA and Ajou GSIS forms should be **typed in English, not handwritten.** Moreover, all documents should be in English. If it's in any other language, you must submit a notarized / certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced.
2. If any of the submitted materials contain false information, admission will be rescinded.
3. **Original documents should be submitted.** If unavailable, applicants must submit Korean Embassy Notarized document.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Be sure to make and keep photocopies of all completed forms. Submitted documents become property of Ajou GSIS and will not be returned to the applicants.
6. Verification of Academic Record form will be a part of the application.
7. Detailed account of individual admissions decision for each applicant cannot be disclosed.
8. Please be sure that, in principle, any modification or cancellation will not be accepted after completing the application.
9. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.

VI. CONTACTS

1. CONTACT INFORMATION

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*The schedule in PI (Program Information) can be changeable according to the KOICA and Ajou University's schedule.