

# **KOICA-SKKU**

## **Master's Degree Program in Public Administration (Local Government)**

August 1, 2020 – December 31, 2021

Seoul & Seongnam, Korea



Korea International Cooperation Agency



Graduate School of Governance  
SungKyunKwan 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-SKKU Master's Degree Program in Public Administration (Local Government)

■ **Duration**

1) Stay duration: August 1, 2020 – December 31, 2021

(17 months of study in Korea)

During 17 months in SKKU, students are strongly recommended to complete their thesis.

2) Academic duration: September 2020 – August 2022 (24 months)

**※ NOTE: IN ACCORDANCE WITH THE UNIVERSITY REGULATION, THE DIPLOMA WILL BE ISSUED UPON COMPLETION OF THE GRADUATION REQUIREMENTS IN AUGUST 2022.**

■ **Degree:** Master of Public Administration (Local Government)

■ **Objectives**

The MPA program in Local Public Administration aims to strengthen the capacity of local government officials and civil servants by providing participants with an integrative educational program with a balanced curriculum. It will help to enhance their managerial skills and analytical policy expertise. Specific objectives of the program are as follows:

- 1) To develop skills, expertise, and flexibility required to be capable local government leaders and professionals;
- 2) To secure analytical skills to devise concrete solutions to unique and complex problems facing cities, rural areas, and others;
- 3) To apply theoretical learning to practice;
- 4) To share Korea's successful experience and expertise in strengthening local governance with many developing countries around the world, in the hope that this can enhance their ability to further their expertise in the areas of economic development and better quality of life at the local level; and
- 5) To conduct academic research in order to raise understanding of local government administration/management as well as to improve public administration and public policies

■ **Training Institute:** Graduate School of Governance (GSG), SungKyunKwan University (SKKU)

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

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

■ **Qualification:**

- 1) Should be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government; and
- 2) Should have at least 5 years of full-time professional working experience in the public sector (acquired after a university degree)

■ **Accommodations:**

- 1) KOICA International Cooperation Center (ICC) during KOICA Orientation
- 2) SungKyunKwan University Dormitory (E-House) during stay at school
  - Two (2) students will be randomly assigned to each room.
  - Each room is furnished with two beds, two desks, two chairs, two wardrobes, an air conditioner, a toilet, a shower booth, and a waste basket.
  - **There is no kitchen, so that cooking is not allowed in the room and in the E-House.**

## II. HOW TO APPLY

### 1. APPLICATION ELIGIBILITY

To be admitted to the MPA in Local Government, applicants must display that they are academically, mentally and physically prepared to face the challenges of a highly demanding MPA curriculum. Specifically, applicants must meet all the following requirements:

- Be a mid-level public official in the local government agencies, city, municipal, provincial, central agencies who engages with local government units; or regional government organizations nominated by his/her government;
- Have at least 5 years of full-time professional working experience in the public sector (acquired after university degree);
- Hold a Bachelor's degree from any undergraduate program;
- Have sufficient command of both spoken and written English to take classes conducted in English.

### 2. ADMISSION PROCESS

All documents including application form, self-introduction, study plan, official transcript (undergraduate and graduate work), diploma or certificate of graduation, recommendation letters, employment verification, etc. will be evaluated.

#### ■ *Selection Process*

The selection for the MPA applicants will go through the following process:

- 1) Applicants must apply for the Sungkyunkwan University MPA program via the Korea International Cooperation Agency (KOICA) office in their country. Application documents can be downloaded from KOICA and/or the SKKU website (<http://gsg.skku.edu/>). For the 1st Selection stage, applicants will be screened by KOICA Selection Committee based on its selection standards, who will recommend the selected applicants for the 2nd Selection stage. The documents of the selected applicants will be forwarded to Sungkyunkwan University.
- 2) Documents of the applicants who passed the 1st Selection process will be screened and evaluated by the SKKU Selection Committee. The Committee will assess written application base on the following factors: (1) academic excellence, (2) applicant-program fit, (3) leadership, (4) motivation and commitment, (5) ability to contribute to improve his/her country's local government management and/or administration capacity, and (6) completeness and timeliness.
- 3) Applicants who successfully passed the 2nd Selection stage will be notified by KOICA for skype/phone interview – the 3rd Selection stage. The place and time for the interview will be determined by KOICA and SKKU.

#### ■ *Selection Criteria*

Applicants will be evaluated in their written applications and their performance at the Skype interview based on the following criteria.

- A. Written Application (scale from 1-10 (10 represents perfect score))

1. Academic excellence. This criterion relates to the applicant's average ratings in tertiary and/or undergraduate academic achievements. (1 point)
2. Applicant-program fit. This criterion relates to the eligibility and fitness of the applicant in the scholarship program. The evaluation will determine the applicant-program fit based on education, work experience, and other relevant demographic years and/or necessary experiences and qualifications for the program. (2 points)
3. Leadership. This criterion relates to the applicant's displayed leadership in his/her organization as well as the potential for a favorable career development. (2 points)
4. Motivation and commitment. This criterion relates to the applicant's demonstrated motivation to learn, adaptability and resilience to a new environment, and his/her commitment to abide with the policies of the program. (1 point)
5. Ability to contribute to improve his/her country's local government management and/or administration capacity. This criterion relates to the applicant's study plan in relation to the development of local development strategies and policies in their country or specific organization. (2 points)
6. Completeness and timeliness. This criterion relates to the completeness of application documents (based on the guidelines) and the timely submission of the same. (2 points)

B. Skype/phone interview (scale from 1-5 (5 represents highly qualified))

Following the written application, the interview will further evaluate the applicants for their English language proficiency, especially listening and speaking skills. The interview will also assess and determine the applicant-program fit, leadership, motivation and commitment, the potential contribution to improve the applicant's local government organization or agency. Further, the interview will determine consistency of the applicant's motivation, study plan, and expectation from the scholarship program in relation with his/her submitted documents. The applicant will be rated in a scale of 5 (highly-qualified), 4 (well-qualified), 3 (qualified), 2 (less qualified), and 1 (much less qualified).

- Highly-Qualified (5). Candidate understands fully and provides a well-thought and outstanding response to the question. Candidate's response requires no probing and conveys exceptional qualification to be in the program.
- Well Qualified (4). Candidate understands fully and provides acceptable, appropriate, and sufficient answers to the questions. The response is well presented and conveys high level of readiness required in this program.
- Qualified (3). Candidate seems to understand and respond appropriately. Candidate's response is complete and requires only minimal probing.
- Less Qualified (2). Candidate seems to understand but the response is vague or incomplete. Candidate's response does not show level of readiness required in this program.
- Much Less Qualified (1). Candidate seems not to understand the question. S/he fails to respond properly and does not convey readiness required in this program.

### 3. REQUIRED DOCUMENTS

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

- ① **KOICA Application Form** (*Type in English and print out, hand writing is not acceptable*)
- ② **SKKU Application Form** (*Type in English and print out, hand writing is not acceptable*)
- ③ **Self-introduction Form** (*Type in English and print out, hand writing is not acceptable*)
- ④ **Curriculum Vitae or Resume** (*Type in English and print out, hand writing is not acceptable*)
- ⑤ **Study Plan** (*Type in English and print out, hand writing is not acceptable*)
- ⑥ **Two Recommendation Letters**
- ⑦ **Original copy of official transcripts** (undergraduate work; include official transcript of previously attended graduate institution, if available)
- ⑧ **Original copy of diploma or certificate of graduation from undergraduate institution** (include certificate of diploma of graduation from graduate institution, if available)
- ⑨ **Letter of consent for Degree verification** (*Please write down 'accurate date of admission and graduation of your undergraduate school'*)
- ⑩ **Letter of request for Degree verification**
- ⑪ **Certified copy of TOEFL, TOEIC, or IELTS** (if available)
- ⑫ **Employment verification**
- ⑬ **Copy of passport and two photos (3cm x 4cm)** (*please check the expiry date.*)

#### **NOTE:**

- Your application is considered complete only when you have submitted all required documents. Applicants who have not properly prepared the required documents will not be selected.
- All documents should be original; however, you may submit documents only if they are attested.
- All documents in a foreign language other than English must be accompanied by a notarized English translation.
- None of the submitted records and documents will be returned.

### III. PROGRAM CONTENTS

#### 1. ACADEMIC SCHEDULE

##### 2020, Preparatory Session (August 1 – August 31)

Academic Events / Extra-Curricular Activities	Date (Day)
Arrival in Korea	August 1 (Sat.)
KOICA Orientation	August 2 (Sun.)–August 4 (Tue.)
Arrival in SKKU, SKKU Orientation	August 5 (Wen.)
Pre-semester	August 6 (Thu.)–August 31 (Mon.)
Course Enrollment Period for 2019 fall semester	August 24 (Mon.)–August 31 (Mon.)

##### 2020, Fall Semester (August 31 – December 18)

Academic Events / Extra-Curricular Activities	Date (Day)
Start of 2020 Fall Semester	August 31 (Mon.)
Management by Objective I	September 14 (Mon.)–September 18 (Fri.)
Confucius's Birthday (Holiday in SKKU)	September 28 (Mon.)
Korean Thanksgiving Day(National Holiday)	October 1(Thu.)-October 3(Sat.)
National Foundation Day (National Holiday)	October 3 (Sat.)
Hangeul Proclamation Day (National Holiday)	October 9 (Fri.)
Midterm Examination	October 23 (Fri.)–October 25 (Fri.)
Midterm Course Evaluation for Fall Semester	October 19 (Mon.)–October 30 (Fri.)
<del>Educational Trip</del>	<del>November 7 (Thu.)</del>
Final Course Evaluation for Fall Semester	November 30 (Mon.)–December 11 (Fri.)
Final Examination	December 14 (Mon.)–December 18 (Fri.)
End of Fall Semester	December 18 (Fri.)
Winter Vacation Begins	December 19 (Sat.)
Student Track Selection (Specialist, Management Track)	December 21 (Mon.)–January 1, 2021 (Fri.)
Grade Notification Period	December 28 (Mon.) – December 31(Thu.)
<del>Internship</del> Educational Trip	January 4, 2021(Mon.)–January 6,2021(Wed.)

##### 2021, Spring Semester (February 22 – June 4)

Academic Events/ Extra-Curricular Activities	Date (Day)
Course Enrollment Period	February 15 (Mon.)–February 18 (Thu.)
Start of 2020 Spring Semester	February 22 (Mon.)
Management by Objective II (MBO)	March 8 (Mon.)–March 19 (Fri.)
Midterm Program Self-Evaluation	March 30 (Tue.)
Educational Trip	April 13 (Tue.)
Midterm Examination	April 20 (Tue.)–April 26 (Mon.)
Midterm Course Evaluation	April 12 (Mon.)–April 23 (Fri.)
Final Course Evaluation for Spring Semester	May 17 (Mon.)–May 28 (Fri.)

Final Examination	May 31 (Mon.)–June 4 (Fri.)
End of Spring Semester	June 4 (Fri.)
Grade Notification Period	June 11 (Fri.)–June 16 (Wen.)
Management by Objective III (MBO)	June 22 (Tue.)–June 16 (Wen.)
Summer Vacation Begins	June 5 (Sat.)–August 29 (Sun.)
<u>Internship</u>	<u>July 5(Mon.)-July 16(Fri.)</u>

### 2021, Fall Semester (August 30– December 10)

Academic Events / Extra-Curricular Activities	Date (Day)
Course Enrollment Period	August 20 (Fri.)–August 26 (Thu.)
Start of 2019 Fall Semester	August 30 (Mon.)
Management by Objective IV (MBO)	September 13 (Mon.)– September 17 (Fri.)
SKKU Foundation Day (Holiday in SKKU)	September 25 (Sat.)
Korean Thanksgiving Day(National Holiday)	September 20 (Mon.)–September 22 (Wen.)
Confucius’s Birthday (Holiday in SKKU)	September 28 (Tue.)
National Foundation Day (National Holiday)	October 3 (Sun.)
Hangeul Proclamation Day (National Holiday)	October 9 (Sat.)
Midterm Examination	October 18 (Mon.)–October 22 (Fri.)
Midterm Course Evaluation for Fall Semester	October 18 (Mon.)–October 29 (Fri.)
Educational Trip (Cultural Exposure/ Activity)	October 29 (Fri.)
Final Program Self-Evaluation	December 3 (Fri.)
Academic Events / Extra-Curricular Activities	Date (Day)
Final Course Evaluation for Fall Semester	November 22 (Mon.)–December 3 (Fri.)
Final Thesis Defense	December 7 (Mon.)
Final Examination	December 6 (Mon.)–December 10 (Fri.)
End of Fall Semester	December 10 (Fri.)
Closing Ceremony	December 20 (Mon.)
Departure	December 23 (Wed)
Comprehensive Evaluation and Follow-up Management	December 24(Fri.) 2022–December 31(Fri.) 2022

**※ NOTE: THE ABOVE SCHEDULE MAY BE SUBJECT TO CHANGE. A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.**

## 2. CURRICULUM

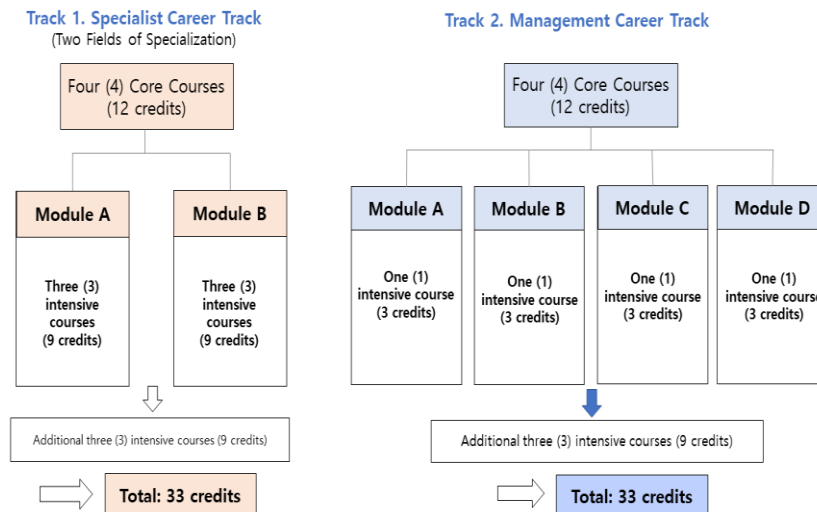
The MPA in Local Government will require a total of **33 credits** of graduate courses taken over 17 months during three semesters (i.e., fall 2018, spring 2019, and fall 2019). To better accommodate student’s individual academic interests and professional aspirations, students must select into one of two concentration tracks, ***Specialist Career Track and Management Career Track***, during their first semester (see Figure 1). In both tracks, MPA students will be required to take four core courses (12 credits).



Among the four modules, students in the *Specialist Career Track* are required to choose one field of specialization in addition to the Regional Development & Local Public Finance (Module 4) field of specialization. Student must take at least three courses in each module to qualify as a specialist in that field. Since the students will specialize in two fields, this amounts to at least 18 credits. Students may also choose one additional course (3 credits) from any of the modules to complete the required credits for graduation.

Students in the Management Career Track must enroll in at least one course in each of four modules (12 credits). To satisfy the required credits for graduation, students will also choose three additional elective courses (9 credits) from any of the four modules.

**Figure 1. Specialist and Management Career Track**



MPA in Local Government program students will engage in experiential learning through internship (3 credits). Possible internship sites include LX (Korea Land and Geospatial InformatiX Corporation). Though the internship program will be provided in January and February, 2021, its credits will be given as Pass(P) or Fail(F) during the 2020 fall semester.

In the MPA in Local Government program, students are required to submit Master's thesis related with local government. MPA students will be assigned a Graduate School of Governance professor who will advise them how to write and complete the thesis. Through the Management by Objective (MBO) session, students will be able to meet with their major professor at least once a month to discuss the progress of the thesis (applicable theory, methods, and others).

**Table 2. Curriculum**

Specialization	Classification	Subject (Professor)	Education Competency	Credit
	Core Course (Required)	Local Government and Public Administration (Bae, Suho)	Transparency, Responsibility, Expertise	3
	Core Course (Required)	Research Methods (David Oliver Kasdan)	Expertise, Strateginess	3
	Core Course (Required)	Local Government Internship (Cho, Minhyo)	Expertise, Innovativeness, Strateginess	3
	Core Course (Required)	Academic Writing and Research Ethics (Park, Sung Min)	Transparency, Responsibility, Strateginess	3

Module 1: Local Administration and Governance				
Local Administration	Intensive Course	Urban Planning (Jun, Hee Jung)	Responsibility, Expertise, Strategicness	3
Local Administration	Intensive Course	Theory of Innovative Development (Jeong, Moon-Gi)	Expertise, Innovativeness, Inclusiveness	3
Local Administration	Intensive Course	Understanding of Local Finance (Bae, Suho)	Transparency, Responsibility, Strategicness	3
Local Administration	Intensive Course	City and Mobility (Shin, Eun Jin)	Transparency, Inclusiveness	3
Local Administration	Intensive Course	Financial Management and Governance (Chung, IL Hwan)	Transparency, Responsibility, Strategicness	3
Module 2: Public Administration and Organization				
Public Administration	Intensive Course	Understanding of Korean Administration Management Platform (Park, Sung Min)	Expertise, Innovativeness, Strategicness	3
Public Administration	Intensive Course	Seminar in Human Resource Management (Park, Sung Min)	Responsibility, Inclusiveness, Strategicness	3
Public Administration	Intensive Course	Behavioral Public Administration for Government Innovation (David Oliver Kasdan)	Expertise, Innovativeness, Strategicness	3
Public Administration	Intensive Course	Disaster Management for the Future (David Oliver Kasdan)	Responsiveness, Inclusiveness, Strategicness	3
Module 3: Policy and Social Problem Solving				
Public Policy	Intensive Course	Program Evaluation (Cho, Minhyo)	Transparency, Expertise, Innovativeness	3
Public Policy	Intensive Course	Understanding of Social Welfare Policies (Cho, Minhyo)	Transparency, Responsibility, Inclusiveness	3
Public Policy	Intensive Course	Social Innovation Platform and Policy Design (Park, Hyungjun)	Transparency, Responsibility, Innovativeness, Strategicness	3
Public Policy	Intensive Course	Government Regulation and System Design (Park, Hyungjun)	Transparency, Inclusiveness, Strategicness	3
Public Policy	Intensive Course	Management Science and Statistical Method (Moon, Sangho)	Expertise, Strategicness	3
Module 4: e-Government and Innovation				
e-Government and Innovation	Intensive Course	e-Government and Innovation Strategy (Kwon, Gi-Heon)	Transparency, Innovativeness, Strategicness	3
e-Government and Innovation	Intensive Course	Information Policy and Smart Innovation Strategy (Kwon, Gi-Heon)	Responsibility, Innovativeness, Strategicness	3
e-Government and Innovation	Intensive Course	Information Communication Technology and Public Management (Taewoo, Nam)	Transparency, Responsibility, Innovativeness	3
e-Government and Innovation	Intensive Course	Government Innovation and Governance Colloquium (Park, Hyungjun)	Expertise, Innovativeness, Inclusiveness	3

**※ NOTE: THE ABOVE CURRICULUM MAY BE SUBJECT TO CHANGE ACCORDING TO ACADEMIC AFFAIRS.**

UPON COMPLETION OF THE REQUIRED COURSES OF **33 CREDITS** AND ACCEPTANCE OF MASTER'S THESIS, THE MPA STUDENTS WILL BE ELIGIBLE FOR GRADUATION.

※ **IMPORTANT NOTES**

1. Students under KOICA-SKKU scholarship program are not allowed to change their degree/major. The scholarship is limited to Master's Degree Program in Local Government (Degree Name: Master of Public Administration (Local Government));
2. To maintain the KOICA-SKKU scholarship, MPA students must have a grade not less than B (GPA = 3.0) in all courses they enrolled in every semester. In case the student failed to meet this requirement, the scholarship will be rescinded. The final grade is the result of final term paper, midterm exam, final exam, attendance and participation in the class (see the Grading Scale below).
3. Students under KOICA-SKKU scholarship will be billeted only in the school dormitory. They are not allowed to stay in dormitories other than the dormitory identified by the university.

**Table 3. Grading Scale**

<b>Grade</b>	<b>GPA</b>	<b>Grade</b>	<b>GPA</b>
A+	4.5	C+	2.5
A	4.0	C	2.0
B+	3.5	D+	1.5
B	3.0	D	1.0

*F (Fail), I (Incomplete)*

The 'I' (incomplete) is restricted to cases in which graduate students have satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade is received. When a final grade is received, all reference to the initial 'I' is removed and is changed to the final grade. Unless the result of the course evaluation is completed by the due date, the 'I' will be changed into 'F' (Fail).

### 3. KOREAN LANGUAGE CLASS

Support Korean language class as part of an education program that will help students adapt to Korea. Also, it is an educational program that helps students understand Korean traditions and modern culture. Students can build close relationships with Korea through this program.

- Participants: 20 students (KOICA-SKKU Master's Degree Program in Public Administration)
- Duration: 12 months (August, 2020~July, 2021)
- Objective: Korean language class allows students to adapt to Korea as well as communicate in a simple way by continuously learning Korean
- Institution: SKKU Koran Language Center
- After taking more than 200 hours of Korean language class, the institution will issue certificate for SKKU Korean Language Center.

**Table 4. The Schedule of Korean Language Class**

Semester	Content
2020, Preparatory Session	<ul style="list-style-type: none"><li>- Korean language class will held every day for two weeks.</li><li>- Objective: Basic pronunciation and basic stylistic exercises in Korean</li><li>- Grammar: Learn consonants and vowels, learn greetings, know family names, learn location and place expressions, learn formal sentences</li><li>- Conversation: Practice pronunciation of consonants and vowels, introduce oneself, speak location and place.</li></ul>
2020. Fall Semester	<ul style="list-style-type: none"><li>- Korean language class will held every Friday.</li><li>- Objective: Learning the use of verbs and adjectives in Korean</li><li>- Grammar: Learn adjectives, negative expressions, non-format sentences, numbers, time expressions, frauds, past tense</li><li>- Conversation: Talking about seasons and weather, weekend activities, informal sentences, numbers, time, and past events</li></ul>
Winter Vacation	<ul style="list-style-type: none"><li>- Korean language class will held every day for two weeks.</li><li>- Objective: Practice listening to simple everyday conversation and practical basic conversation</li><li>- Grammar: Learn phone expressions, honorific language, ordering food, and asking directions</li><li>- Conversation: Making a phone call to a friend, ordering food</li></ul>
2021, Spring Semester	<ul style="list-style-type: none"><li>- Korean language class will held every Friday</li><li>- Objective: Practice listening to simple everyday conversation and practical basic conversation</li><li>- Grammar: Learn appointment, guess, ask, ban, compare expression and learn tubular</li><li>- Conversation: Making an appointment</li></ul>
Summer Vacation	<ul style="list-style-type: none"><li>- Korean language class will held every day for two weeks.</li><li>- Objective: Practical basic conversation</li><li>- Grammar: Full Review</li><li>- Conversation: Full Review</li></ul>

## ※ Notes

- 1) During the vacation, there are schedules such as a temporary return of students and internships (scheduled for winter vacation), so the classes will be held every Friday for two weeks.
- 2) In addition to offline lectures, the Internet lectures will be provided through the K-MOOC (a free program to take excellent courses at major universities in Korea) for 17 months when students reside in Korea.
- 3) On the 3<sup>rd</sup> semester, considering the mental burden of the students who have to write a paper, the official Korean language class will be conducted until the summer vacation (July 2021).
- 4) However, the school is planning to provide Internet lectures to students who want to study more, and support the costs of applying for the TOPIK (Test of Proficiency in Korean) by selecting students who have shown excellent attitudes during the class.

## 4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

The Office of the International Affairs (OIA) provides various services and programs to all international students at the Sungkyunkwan University. The OIA offers several academic and social support services such as campus life staff, free medical check-up and counseling services. Along with this support from the university, the GSG provides extracurricular activities such as cultural and social activities for international students, for example, cultural events, and academic counseling, conferences, and among others.

Figure 2. GMPA Extracurricular Activities



## IV. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

#### 1) About University

##### ■ Graduate School of Governance, Sungkyunkwan University

Humanities and Social Sciences Campus: 25-2, Sungkyunkwan-Ro, Jongno-Gu, Seoul, Korea

##### ■ SUNGKYUNKWAN UNIVERSITY

Sungkyunkwan is synonymous with both tradition and innovation in education. The literal meaning of the University's name is 'an institution for building a harmonious society' of perfected human beings. The founding philosophy of Old Sungkyunkwan is needed as much as ever today, in an era of technological advancement that seems devoid of humanity. The University's faculties of more than 1,000 are committed to quality teaching and research, offering students a challenging environment for intellectual and personal growth.



Old Sungkyunkwan was founded over 600 years ago, by royal decree to promote the scholarship in Confucianism. As a nation's highest educational institution, Old Sungkyunkwan went through vicissitudes with the country it served over the centuries. It would be misleading, however, to view the University merely in the context of its pre-modern history. What the University has achieved in the past fifty years meets and exceeds that of the five hundred years preceding our current century.

After World War II, with the emergence of the Republic of Korea, Old Sungkyunkwan underwent a renaissance as a private university. As Korea modernized and underwent social and economic reforms, the University grew rapidly to address the diverse demands of the advancing country. Though a long history alone cannot guarantee the excellence of an institution, the rich culture, which exudes from a long tradition, is surely a unique and asset of the University. In addition, we take pride in the University's innovative spirit; because of the long efforts to place natural sciences on an equal footing with our strong foundation in humanities, we now operate two campuses: The Humanities and Social Sciences Campus and the Natural Sciences Campus.

Based on a highly successful partnership with Samsung who has generously funded several core initiatives, the University has been rapidly developing and prospering since 1996.



**1398** Foundation of Sungkyunkwan

**1946** Reopening of Sungkyunkwan College

**1996** Samsung Group joins the University Foundation

**2011** VISION 2020, a ten-year plan for SKKU, was declared

**2013 - 2017** SKKU ranked top comprehensive university in Korea

## ■ GRADUATE SCHOOL OF GOVERNANCE

Graduate School of Governance (GSG) is specialty graduate program with a goal to train students as cooperative leaders, and integrated elite who can mediate among people, a scholar who can harmonize ideals with reality and persons of pragmatic minds. In addition, GSG will establish an “Academy of Governance Studies” which would constitute the governances’ “Think Tank”.



The GSG is one of the primary venues for training and research in Korea. The graduate school provides leading instructional programs that educate domestic and foreign public officials from all levels of government. GSG cultivates students of leaders and statesman in here with such schools as the J. F. Kennedy School of Government at Harvard University and ENA in France.

Internally, GSG provides students with scholarship and various work study programs such as research assistant, teaching assistant, research worker and Internships in citizens' groups. The classes are operated on a full-time basis and are conducted during the day and night. Teaching methodology constitutes team teaching, cooperative learning, Cyber lectures, and among others.

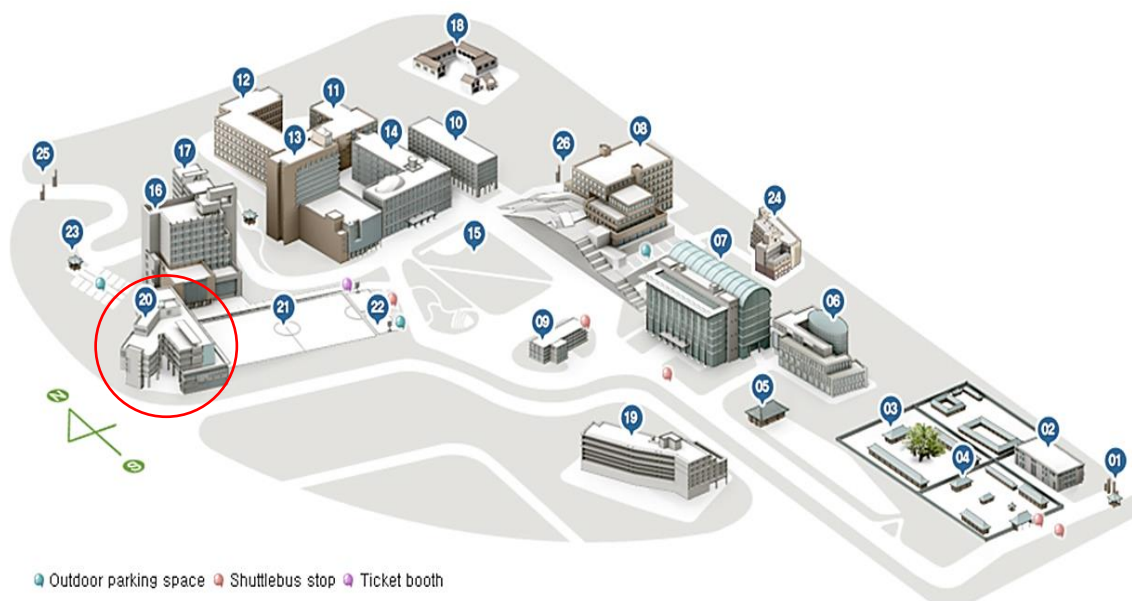
There are a total of 15 full-time faculty members and several adjunct professors in the GSG. The faculty of the GSG represents a strong group of experts and scholars that possess considerable expertise in the field of local government, public management, performance evaluation, governance, comparative administration, participatory administration, policy making, policy design and implementation, analysis, and program evaluation, public finance, regulatory policy, public sector leadership, governance, and urban planning.

The GSG faculty has an excellent and distinguished record of conducting research both nationally and internationally in areas of critical importance to local public management. The research is particularly important in the emerging environment of public sector organization and public sphere in general. Specifically, in the past five years, a large volume of peer-reviewed research articles and books were published by full-time faculty in both English and Korean.

The MPA program is committed to marrying theory and practice which is particularly important in a master's program designed to equip professionals and practitioners in local government management and/or administration. Thus, it is important that faculty possess practical experience and theoretical knowledge in the fields of management, public policy, public administration, and political science.

GSG gives preference to students who embrace greater self-development who are pioneers of change. If you want to see more details about GSG, please visit here: <http://gsg.skku.edu/eng/>

**Figure 3. Location of GSG (Building 20, Humanities and Social Science Campus)**



Building	Cafeteria	Facilities	Services	Offices
01 Main Gate	02 Yurimhoegwan	03 Myeongnyundang	04 Daeseongjeon	05 Bicheondang
06 International Hall(9)	07 600th Anniversary Hall(1)	08 Central Library(7)	09 Student Center(8)	10 Faculty Hall(4)
11 Dasan Hall of Economics(5)	12 Toegye Hall of Humanities(1)	13 Hoam Hall(50)	14 Business School(33)	15 Geumjandi Square
16 Suseon Hall(61)	17 Suseon Hall Annex(62)	18 Yanghyeongwan(17)	19 International House	20 Law School(2)

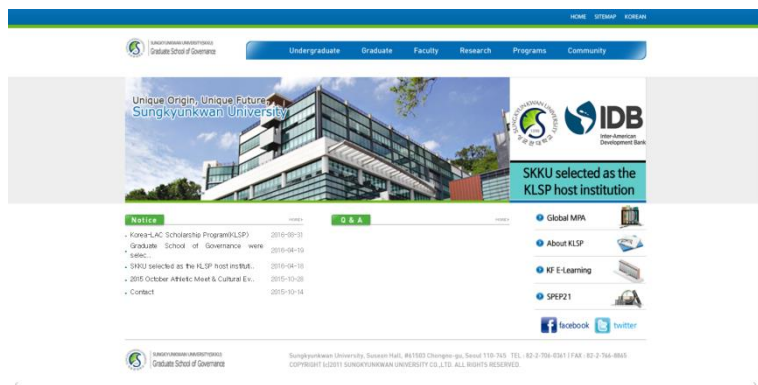
## 2) Homepage

- SungKyunKwan University (SKKU): <https://www.skku.edu/eng/>

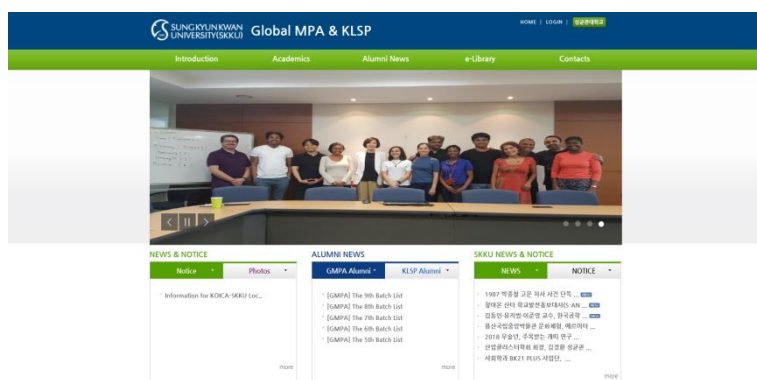




- Graduate School of Governance (GSG), SKKU: [https://gsg.skku.edu/eng\\_gsg/index.do](https://gsg.skku.edu/eng_gsg/index.do)



- Global MPA of GSG, SKKU: <https://shb.skku.edu/gmpa/>



## 2. ACCOMMODATION

### 1) E-House

Students of Graduate School of KOICA Course live in the E-House, one of the international dormitories of Sungkyunkwan University. Two (2) students will be randomly assigned in each room.


**Address:** Main Bild(Men).: Yulgok-ro 29-gil 5, Jongno-gu, Seoul  
Annex Bild(Women).: Yulgok-ro 257, Jongno-gu, Seoul

**Website:** [http://dorm.skku.edu/en\\_skku\\_seoul/lifeguide/e\\_house.jsp](http://dorm.skku.edu/en_skku_seoul/lifeguide/e_house.jsp)

**Figure 4. E-House, Sungkyunkwan University**



## ■ Accommodation Facilities

<b>Room Facilities</b>	bed(2)-Super single size, desk(2), chair(2), wardrobes(2), air conditioner, toilet, shower booth	
<b>Students are responsible for supplying their own</b>	Personal Belongings (Clothes, Towel and Toiletries etc.), Bedding (blanket and pillow), Hair Drier, PC, Lamp, Minibar (mini-refrigerator less than 50L) etc. ※To prepare laundry drying rack is recommended	
<b>Public Facilities</b>	Free	Gym, Lounge, Postal Service Room, Study Room, Seminar Room, Water Purifier, Microwave, Cafeteria, Free Shuttle Bus (SKKU↔E-house) during semester,
	Paid	Printer, Laundry and Drying Machine, Ironing, Vending Machine, Canteen
<b>Cooking Facilities</b>	Cooking is strongly prohibited in the room and E-House. For the convenience of students, we will rent cooking facilities around the campus once a week. Students can make a week's worth of food at the facility, and then heat up the food in the lounge inside the GMPA administration office. The lounge will be equipped with microwave ovens, instant noodle ports and coffee ports.	
		

## ■ Public Facilities

Facilities	Where	How to use
Parcel Receipt	B1F	For free
Regular Mail Receipt	1F	For free
Registered Mail Receipt	1F	Individually
Microwave	B1F	For free
Hot/Cool Water Purifier	Each floor	For free
Fitness Center	B1F	For free
Study Room	B1F	For free
Iron	B1F	For free
Shuttle Bus	1F	For free (08:00 ~10:00, Spring/Fall Semester Only)
Vending machine	B1F	Pay
Washer	B1F	Pay
Printer	B1F	Pay

■ **Management Facilities**

Facility	Operating Hours
Entry Gate 1F/2F	07:00 ~ 17:30 / 05:00 ~ next day 01:00
2F Security Office	24 hours
	Room emergency key / registered mail receipt
	Vacuum cleaner, cart rental (09:00~20:00)
	first-aid medicine (22:00~next day 09:00, elastic bandage, Band-Aid, pain relief spray) ※pain killer, digestive medicine, ointment, etc. are needed to be individually provided.
1F Operating Office	Weekdays 09:00 ~ 17:30

Figure 5. Map



※ **IMPORTANT NOTES**

1. E-house is about 2.5km away from the campus. Students use public transportation or SKKU free shuttle bus (but the shuttle bus is operated during only spring and fall semester in the morning).
2. Cooking is strongly prohibited in the room and E-House. Students can use E-Zipbob (cafeteria in E-House), cafeterias on SKKU campus or restaurants outside the dorm.
3. It is not allowed to use some of electric appliances, such as an electric rice cooker, a coffee machine, an electric heating pad or a radiator heater in the room, which can cause fire.
4. A mini-refrigerator can be furnished with the consent of the roommate.
5. It is impossible to change the accommodation.



### 3. OTHER INFORMATION

#### 1) Lecture/ Seminar Room (Law School Building, Dasan Economic Hall)

Figure 6. Lecture and Seminar Room



Multimedia devices (i.e. computer, camera, projector, screen, microphone and sound system etc.) are installed in the lecture rooms. The courses take place in e+ recording lecture halls installed with lecture filming (camera tracking) and all the lectures are saved on I-campus (SKKU e-learning system). Recorded video materials can be relearned and reviewed on I-campus.

#### 2) Library

##### ■ University Library

The modern library of Sungkyunkwan University opened in 1946 and it has grown along with the University over the years. Currently there are 6 libraries. The Central Library opened in 1959, and the Science Library, the predecessor of the current Samsung Library, opened in 1982. and the Samsung Library opened in 2009. It has a unique architecture - not only the library but also the landscape of the campus.

The MPA students can utilize the school libraries which include, Central Library and Law Library (B1, Law Building) in Sungkyunkwan University, Seoul Campus. Students may also utilize the Samsung Library located in Suwon Campus. How to Connect to the Library Website: Click 'Library' at the bottom of SKKU's website (<http://www.skku.edu>); Website URL: SKKU Library: <http://lib.skku.edu>.

### Central Library (Opening Hours)

Floor	Room	During Semester		During Break	
		Weekday	Saturday	Weekday	Saturday
1F	Reading Room 1	06:00~24:00 (Sundays and National Holidays Included)			
	Reading Room 2 (Overnight)	06:00~05:00 (1 hour of cleaning)			
	Reading Room 3 (Laptop)	06:00~24:00 (Sundays and National Holidays Included)			
	Stack 1, 3	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
2F	International Literature Library	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Stack 2	09:00~21:00	10:00~16:30	09:00~17:00	10:00~16:30
3F	Research Commons	09:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
	Kingo Zone	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
4F	Korean Literature Library	08:00~21:40	10:00~17:00	09:00~17:30	10:00~17:00
5F	Reading Room 4	06:00~24:00 (Sundays and National Holidays Included)			

### 3) Student Convenience & Welfare

#### ■ University Life and Academic Support Facilities

Facility Name	Services	Location
Self-Help Center	Free fax (incoming & outgoing), scanner and PC use available (Free umbrella and sports equipment rental service)	4F, Student Union Building
Lost and Found Center	Management of lost and found items	Student Support Team on 1F, 600th Anniversary Building

#### ■ Female Student Lounge

Facility Name	Services	Location
Dasan Hall of Economics Women's Lounge	Female student-only rest area (equipped with sleeping room)	1F, Dasan Hall of Economics
Law School Building Women's Lounge	Female student-only rest area (equipped with sleeping room)	B2, Law School Building

## ■ Financial Facilities

Facility Name	Services	Location
Post Office	Mail services	B1, 600th Anniversary Building
Woori Bank	Banking services	1F, 600th Anniversary Building 1F, Yurim Hall by the University entrance

## ■ Welfare Shops

Facility Name	Services	Location
Book Store	Sells textbooks, cultural books, language study books, etc	B3, Business Hall
Photo Studio	Offers various photo-related services	B3, Business Hall
Photocopy Office	Offers photocopy-related services	B2, Law School Building, B3, Business Hall
Optical Shop	Sells glasses and contact lenses	B3, Business Hall
Sarangbang	Sells coffee, drinks, etc.	B3, Business Hall
Hair Salon	Offers cuts, perms and other hair services	B3, Business Hall
Mobile Communications	Offers N-Zone and mobile communications related services	B3, Business Hall
Travel Agency	Offers domestic and international travel services	B3, Business Hall
Stationery Shop	Sells stationery items	B3, Business Hall
Music Shop	Sells music and relevant items	B3, Business Hall
Shoes Repair Shop	Shoe repair service	1F, Business Hall
Flower Shop	Sells flowers and flowerpots and offers flower delivery service	B3, Business Hall
Gift Shop	Sells various SKKU-themed souvenirs	B3, Business Hall
Shoe Repair Shop	Shoe repair service	1F, Business Hall
Fitness Center	On-campus fitness center	B4, Business Hall
Library Snack Bar	Snack Bar	1F, Library
Suseon Hall Snack Bar	Snack Bar	5F, Suseon Hall Annex
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Toegye Hall of Convenience Store	Convenience store	2F, Toegye Hall of Humanities
Take-Out Coffee Shop	Piloti Rest Area & Coffee Shop	Piloti Rest Area (between the Hall of Humanities and Dasan Hall of Economics)
Take-Out Coffee Shop	Outdoor coffee shop in Business Hall	Outside lounge on B2, Business Hall
Law School Snack Bar	Snack Bar	B2, Law School Building
Student Union Snack Bar	Snack Bar	3F, Student Union Bldg.
Business Hall Underground Convenience Store	Convenience store	B3, Business Hall
Coffee &	Sells coffee, drinks, etc.	1F, Faculty Hall, B1, 600 <sup>th</sup> Anniversary Building



#### 4) Dining on Campus

##### ■ Dining Halls

Facility Name	Services	Location
Onngnyucheon Restaurant	Korean meals services	1F, Faculty Hall
Faculty Dining Hall	Buffet-style meal services	6F, 600th Anniversary Building
Eunhaenggol Restaurant	Student dining hall (Korean and Chinese food)	B1, 600th Anniversary Building
SUBWAY Sandwich	Western Style Sandwich	B1, 600th Anniversary Building
Pop-up Deli	Korean Deli, Western Salad etc.	B1, 600th Anniversary Building
Domino Pizza	Pizza and Western Side-dish	B1, 600th Anniversary Building
Geumjandi Restaurant	Student dining hall (Korean, Japanese and Chinese food)	B2, Business Hall
Beopgoeul Restaurant	Student dining hall	B2, Law School Building

#### 5) Health Care

##### ■ Seoul National University Hospital



- 101, Daehak-Ro Jongno-Gu, Seoul 03080, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-2072-0505 / Mobile Tel. 82-10-8831-2890 (Emergency Only)
- Website: <https://www.snuh.org/english/>

## ■ Korea University Hospital



- 73, Inchon-ro, Seongbuk-gu, Seoul 02841, Rep. of KOREA  
International Healthcare Center
- ☎ 82-2-920-5373, 5374 (Emergency Only)
- Website: <http://anam.kumc.or.kr/language/ENG/main/index.do>

## ■ Medical Facilities near SKKU and E-House

Type	Medical Facility	Location	Business Hours	Phone Number
General	Hyehewa Hospital	Myeongnyun 1(il)ga, Jongno-gu, Seoul	AM 08:30 ~ PM 08:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-3832
	Seoul Family Clinic	126-2 Hyoje-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-744-0424
	Jongro Yonsei Medical Clinic	2F/3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Orthopedics	Korea Daon Orthopedics	562 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 09:00 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-3500
Internal Medicine	Tun Tun Internal Medicine	5F. 293 Jong-ro, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-3675-7582
Otolaryngology	Heungin Top ENT Clinic	3F. 693-3 Changsin 2(i)-dong, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-741-7587
Dental	Dongdaemun MISO Dental Clinic	3F. 562 Changsin dong, Jongno-gu, Seoul	AM 09:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-722-2875
Dermatology	Jongro Yonsei Medical Clinic	3F. 252 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 08:30 ~ PM 06:30 (Lunch Time: PM 01:00 ~ PM 02:00)	02-745-3388
Ophthalmology	Yonsei Best Ophthalmic Clinic	266-1 Changsin 1(il)-dong, Jongno-gu, Seoul	AM 09:30 ~ PM 07:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-743-0088
Pediatrics	Mirae-Clinic	215-16 Jongno 6(yuk)-ga, Jongno-gu, Seoul	AM 09:00 ~ PM 06:00 (Lunch Time: PM 01:00 ~ PM 02:00)	02-742-6662

## V. REGULATIONS

### 1. ACADEMIC REGULATIONS

#### 1) Attendance and Absenteeism

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

In the event a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-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

In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit a written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

#### 2) Academic Performance

As a scholarship student, you are expected to display high academic performance. It is required that you should maintain a grade not less than B (GPA = 3.0) in all courses enrolled in every semester. The program director and the academic supervisor will determine the fitness of the student to continue by giving him/her academic warning. Only one academic warning will be allowed. If the participant fails to attain certain grades required by the university, his/her status as a KOICA program participant may be suspended and, in some cases, participant will be required to return home. In that case, the participant will not be allowed to apply for the KOICA scholarship program again.

#### 3) Academic Misconduct

By choosing to join Graduate School of Governance, Sungkyunkwan University, students are expected to refrain from committing academic misconduct *such as cheating on exam, plagiarism--copying or using ideas of another from any source without properly attributing it to the owner.*

#### 4) Must Reside in Dormitory

Scholarship students must reside in the dormitory 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. Living off-campus is not allowed.

## 5) Not Allowed to Bring Someone without Permission

Scholarship students are not allowed to bring an outsider (such as family) without permission, and also not allowed to enter or stay in the dormitory with the outsider.

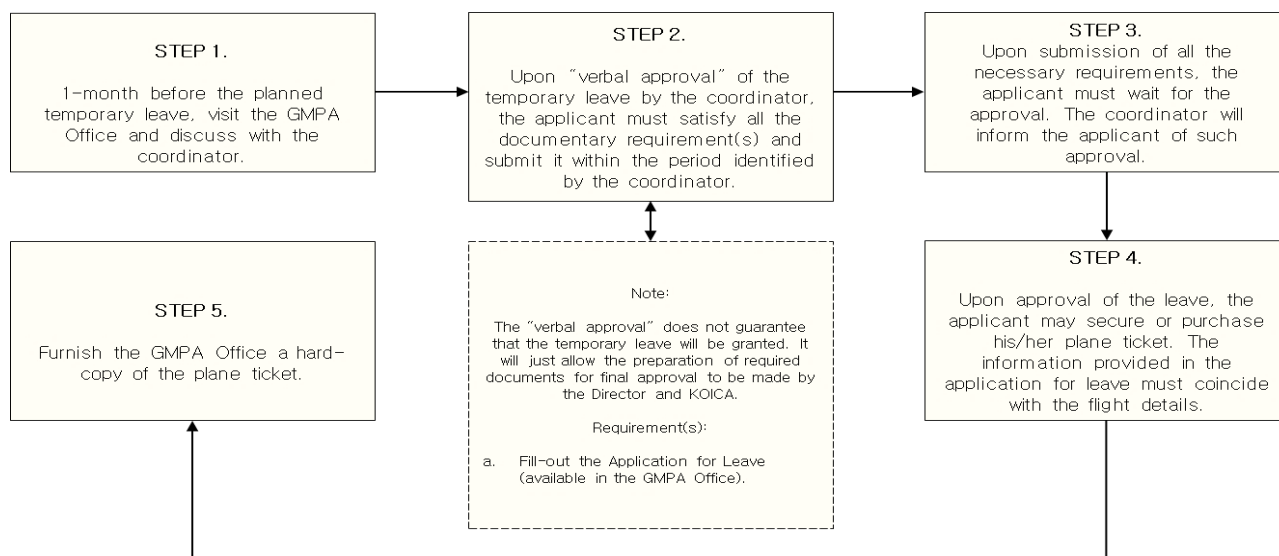
## 6) Must Abide by Residency Regulations

A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately. SungKyunKwan University has very strict dormitory regulations and all students must abide by them. SKKU's dormitory regulations will be provided upon arrival.

## 2. TEMPORARY LEAVE

- Participants can take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and if they notify the university in advance.
- 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.**
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or **made a trip despite the university's disapproval**, he/she may be suspended from the KOICA scholarship.

Figure 7. Application Process for Temporary Leave



## 3. OTHERS

- Students should follow the code of conduct as well as KOICA SP participants' guideline provided by KOICA and SKKU.
- 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.
- Before entering Korea, students should check if the Student Visa (D-2-3 for Master's Degree in Korea) will be valid by the end of scholarship program. Otherwise, they may pay additional charges to renew the visa in Korea.

## VI. OTHERS

### CONTACT INFORMATION

#### 1) Korea International Cooperation Agency (KOICA)

• **Program Manager: Ms. Minji Kim**

ODA Education Center

- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0679
- Fax: +82-31-740-0765
- E-mail: [kmj@koica.go.kr](mailto:kmj@koica.go.kr)
- Homepage: <http://www.koica.go.kr>

• **Program Coordinator: Ms. Sujin YIM**

- Tel: +82-31-8017-2684, Fax: +82-31-8017-2680
- E-mail: [sujin@koworks.org](mailto:sujin@koworks.org)

#### 2) Graduate School of Governance, SungKyunKwan University

• **Program Manager: Ms. Dasol LEE**

- Global Master of Public Administration Office, GSG, SKKU
- Tel: +82-2-740-1836,
- Fax: +82-2-740-1890
- Email: [leewws94@skku.edu](mailto:leewws94@skku.edu)
- Homepage: <http://shb.skku.edu/gmpa>

**\*THE SCHEDULE IN PI (PROGRAM INFORMATION) IS SUBJECT TO CHANGE ACCORDING TO THE KOICA AND SUNGKYUNKWAN UNIVERSITY SCHEDULE.**