KOICA-YONSEI
Master's Degree Program in
e-Government and
Public Management for ASEAN

August 16, 2021– December 21,2022

Seoul & Seongnam, Republic of Korea

KOICA

Korea International Cooperation Agency

YONSEI UNIVERSITY

Yonsei University

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

Contents

I. PROGRAM OVERVIEW

◙ **Program Title: KOICA-YONSEI Master's Degree Program in e-Government and Public Management for ASEAN**

◙ **Duration**

- **Stay duration: August 16, 2021 – December 21, 2022 (17 months including 10 days of program orientation)**
  During the 17 months at Yonsei University, students are strongly advised to complete their thesis.

- **Academic duration: September 1, 2021 – February31, 2023 (18months)**
  The 4th semester is available if the advisor decides the student need to register for an extra semester.
  In accordance with university regulations, the diploma will be issued in February 2023.

◙ **Degree Completion Requirements:**

This program requires students to take 30 mandatory credits and write a thesis paper to accomplish the degree. For graduation, students have to submit the thesis paper in the final semester.

This program is composed of two tracks; the Thesis Paper track and Professional Report track. Students will take 30 credits for Thesis Paper Track, and 36 credits for Professional Report Track. For graduation, students have to submit a Thesis Paper or Professional Report.

  * Students may choose Professional Report track to complete their degree after consulting their advisors during the semester.

◙ **Degree: Global Master of e-Government and Public Management(GMeGM)**

  - Applicants should have a Bachelor's Degree.

◙ **Objectives**

This program aims to strengthen administrative and policy capacities of public sector employees who are interested in e-Government:

  1) To cultivate core experts who contribute to economic and social development in Asian countries.

2) To educate future leaders who can contribute to the development of Asian regions as well as foster bilateral relationships between Asian countries and Korea.

◉ **Training Institute:** Department of Public Administration

(https://yupa.yonsei.ac.kr/yupa_en/index.do)

Yonsei University

(https://www.yonsei.ac.kr/sc/)

◉ **Number of Participants: 15 public sector employees from Asia**

◉ **Qualification: Applicants who meet the qualifications of KOICA**

Applicants with more than 1 year of experience as public officials in the public sector of Asian countries.

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

(TOEFL score or English Proficiency Test is strongly encouraged)

◉ **Accommodations:**

1) KOICA International Cooperation Center (ICC) during the KOICA Orientation

2) Yonsei University Dormitories while studying at Yonsei University

■ Room type: 2 persons per room (116 rooms)

■ Communal kitchen available

■ 24-hours front desk and security system operation

■ Each house holds English-fluent full-time staff.

■ Each house holds prayer rooms for students with various religious backgrounds (have to check again)

■ ARS system connecting each room

■ Each room is furnished with an air-conditioner, a bed, a desk, a bookshelf, a lamp, a closet (per person), an interphone and a refrigerator; Korean-style Ondol heating system

■ Personal items including blankets and pillows are provided.

■ Possessing or using any electric heating appliances is banned.

■ Dormitory facilities: a cafeteria, laundry area, study and seminar rooms, computer lab

II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

Session	Period (YY/MM/DD)	Contents/Remarks
Before Admission	2021/08/16~ 2021/08/31	☐ Graduate community and language training • Orientation for YUPA GMeGM Program • Research Plan submission: draw a blueprint for academic plan during GMeGM • Basic Korean: 2 hour classes everyday (excluding weekends) to help with living and understanding Korean culture • Buddy Program: connect a Korean graduate student with a GMeGM student for one on one language exchange
1st semester (16 Weeks)	2021/09/01~ 2021/12/20	☐ Foundation Courses taken ☐ Public Affairs: public management, public finance and budgets, public organization • Research Methods and Quantitative Methods for social science • Mentor and Advisor assignment • Peer mentor: study with a mentor for specific courses and language exchange • Professional mentor: meet and connect with experts from e-Government seminars, campus colloquiums, international academic seminars • Academic advisor: run "Meet the Faculty" program and voluntarily choose one or get assigned to one before the end of semester
1st Break (Winter Vacation)	2021/12/21~ 2022/02/28	☐ Personal consultation with the e-Government Committee in GMeGM ☐ 1:1 general consultation on academic and daily life: once a month after 1st semester to check and help research plan progress • 1st Speaker Series with e-government experts: open a special seminar inviting experts in the week before the 2nd semester begins • Support to take special methodology sessions or language courses held by various institutes ☐ Field trip: Visit a public or private e-Government organization known for its best practice

2nd Semester (16 Weeks)	2022/03/01~ 2022/06/21	☐ e-Government Core courses taken ☐ Study theories and practices of e-government to understand research trends on e-government and to develop research ideas by writing term papers or conducting term projects • Hold a working paper colloquium at the end of semester • A systematic preparation on a proposal for Thesis or Capstone project during the semester: submit at the end of semester • Survey on demands for on-site practices or experts interviews related with their thesis or capstone project • Regular meetings with an advisor once a month to get helps in progress on thesis or capstone project
2nd Break (Summer Vacation)	2022/06/22~ 2022/08/31	• Field research with interviewing experts fitting to each thesis or Capstone project • Matching a client for Capstone Project: meeting at least twice during the break to set up a specific plan on the capstone project ☐ 2nd Speaker Series with e-government experts: open a special seminar inviting experts in the week before the 2nd semester begins ☐ Support to take special methodology sessions or language courses held by various institutes
3rd Semester (16 Weeks)	2022/09/01~ 2022/12/20	☐ Writing a thesis: meeting with advisor once a week to develop the thesis and set up a thesis committee for assessing proposal, preliminary thesis, and final thesis • Writing a capstone project: meeting with client once a month to conduct the capstone project successfully and set up a capstone committee to develop the biweekly capstone project
After Graduation	2022/12/21~	• Research achievement proliferation • Present an award to a student who publishes his/her thesis or conducts an excellent capstone project ☐ Create and manage a GMeGM alumni organization ☐ Continue running communities with Korean students through various SNS ☐ Setup a permanent consultation system ☐ Provide Online consultations for GMeGM alumni returning to their own work • Send an experts group to Asian countries, if necessary, to provide useful and practical solutions on the problems a GMeGM alumnus meets • The graduation will be conducted in February according to the graduate school academic schedule

*The schedule above is subject to change.

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

2. CURRICULUM

Course	Type	Course	Semester	Credits
Courses	Required	Issues in Global Governance	1st	3
	Required	Public Administration and Democracy	1st	3
	Required	Government Performance	1st	3
	Required	Introduction to E-Government	1st	3
	Required	Field Study	Vacation (2nd)	3
	Required	E-Government and Technology	2nd	3
	Required	Productivity and Public Administration	2nd	3
	Elective	Transparency and Public Management	2nd	3
	Elective	Big Data and Machine Learning for Public Policy	2nd	3
	Required	E-Government Capstone Project	Vacation (3rd)	3
	Elective	E-Government and Public Services	3rd	3
	Elective	E-Government around the World: Cases	3rd	3

The courses above are subject to change

1) Curriculum & Credits

■ The total number of credits required to complete the GMeGM's program: 30 credits

■ **How to get 30 credits:**

- 8 required courses + 4 elective courses (3 credits per course)
- For graduation and degree, Thesis should be written in the 3rd semester
- Students who take the Thesis Track would take 30 credits

■ **Core courses** consist of 8 required courses (Issues in Global Governance, Introduction to E-Government, Government Performance, Public Administration and Democracy, Field Study, E-Government and Technology, Productivity and Public Administration, E-Government Capstone Project) and 4elective courses (Transparency and Public Management, Big Data and Machine Learning for Public Policy, E-Government and Public Services, E-Governments around the World: Cases)

■ **GMeGM** requires writing a **Thesis Paper** for graduation and conferral of the master's degree

2) Class Information

Issues in Global Governance

This course covers various theories and practices of global governance. We investigate how various actors influence different modes of global governance.

Public Administration and Democracy

Critical review of various issues related to e-government and citizen-participating public administration governance

Government Performance

This course is designed for graduate students who would like to critically examine a variety of issues related to public management and public organizations.

Introduction to E-Government

This course is designed for graduate students who would like to critically examine a variety of issues related to e-government and e-governance in public administration.

Field Study

This course will enable participants to experience e-Government policy field in Korea. Students will become familiar with the actual strategies and resources used in the policy field. Also, students will find cases for their thesis paper by the end of the Field Study.

E-Government and Technology

This course is designed for graduate students who are interested in meeting E-Government practitioners in Korea.

Productivity and Public Administration

This course is designed for graduate students who would like to critically examine a variety of issues related to performance management and public administration.

Transparency and Public Management

This course is designed for graduate students who want to enhance their understanding of transparency and public management.

Big Data and Machine Learning for Public Policy

This course is designed for graduate students who would like to enhance their understanding of big data and machine learning for public policy.

E-Government Capstone Project

This course is designed for graduate students who want to enhance their understanding of policy tools of e-Government for social innovation and problem-solving.

E-Government and Public Services

This course is designed for graduate students who want to enhance their understanding of online public services which is basically front-office applications of ICT.

E-Governments around the World: Cases

This course is designed for graduate students who would like to critically examine a variety of issues related to managing IT and e-government in Korea.

3. EXTRACURRICULAR ACTIVITIES

■ **Mentors Club:** Students can make friends and exchange cultures through various programs such as the Buddy Program or Cell Meeting

▪ Mentors Club contact information
- email address: mentorsofficial@hotmail.com
- website: http://www.yonseimentors.org/

■ **List of Clubs**

Club	Main Activity and Purpose
Traditional Music Society	- Korean traditional orchestra
NTIZ (Not Trick, It's Zeal)	- Yonsei University's one and only magic club
Jazz Feel	- Popularizes jazz dance
Orpheus	- Performs classical guitar music
Pungmulpae TTE	- Plays the Korean traditional instrument and learns Korean folk song
Piano In Yonsei	- A club for students with the love for piano to come to express themselves through music
Tongilhanmadang (Unification spot)	- Unification of North and South Korea
Cometogether	- LGBT community in Yonsei
IYC (International Yonsei Community)	- Engages with international students studying at Yonsei S 305
Yonsei Buddhist Association	- Provides studies of Buddhism gain self-cultivation through studies of Buddhism and has opportunities of temple stay
Manhwasarang	- In this club, we seek for creating original comics with three mottoes,

	'freedom', 'criticism', 'creation'. Although you can't draw comics well, There's no problem for join us. Not only drawing comics, we also seek for good friendship in this club. Here, you can make your college life more pleasant with people who have 'love for comics' in common
Club Seowoo	- Learns how to write calligraphical letters(Chinese characters as basic, and also Korean traditional alphabets) and holds exhibition
Mulsarang (Aquamour)	- An amateur swimming club
Hanasai	- Provides traditional taekkyon skills
YES (Yonsei English Society)	- Studies English and performs plays in English
Hangeulmulgyeol	- Corrects misusage of the Korean language; runs a free bulletin board

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About Yonsei University

History of Yonhee Severance(1885~1956) : The history of Yonsei University began on April 10th, 1885, as Korea's first modern hospital "Gwanghyewon." Two weeks after opening, King Kojong gave Gwanghyewon a new name - "Chejungwon." Gwanghyewon was established by a medical missionary, Horace N. Allen. Prior to opening, missionary Horace G. Underwood visited Korea, assisting in medical treatment at Chejungwon while starting his work in education and missionary activities. These two missionaries' work that is based in Chejungwon has become the foundation of Yonsei.

Since then, works related to medicine were institutionalized to become what was initially the Severance Medical College and later Severance Hospital and Severance Medical School. Meanwhile, in education, what was initially known as Underwood School, Gyeongsin School, and later Yonhi College became Yonhee University. Yonhee and Severance supported the independence and modernization of Korea during Japanese colonization and at times of crises. As a university, it also bore the responsibility to democratize and modernize the country after the Korean War.

History of YONSEI(1957~) : In 1957, Yonhee University and Severance Medical School merged to become Yonsei University. After the merging, Yonsei University grew to become one of the best universities in Korea. It became the driving force behind Korea's economic and political growth, and it also continues to spearhead university education and research.

This Yonsei spirit and academic tradition also took roots in Wonju. First opened as the Wonju Campus Medical School in 1978, it expanded to establish itself as a university, and it grew into one of Gangwon region's leading campuses since moving to Maeji-ri in 1984.

The opening of an international campus in Songdo, Incheon, in 2010 was the first step for Yonsei University to become a world-class education and research powerhouse. Through decentralization and collaboration among its campuses (Sinchon, Health System, Wonju, International), Yonsei is committed to contributing to the development of mankind and society by leading creative changes and to build a new history.

2) About the Department of Public Administration

Established in 1958, the **Department of Public Administration at Yonsei University** pioneered the Public Administration Program in South Korea and has since become a center for academic research and education in the field. The Department offers both undergraduate (BA) and graduate (MA and Ph.D.) programs in Public Administration and ranks as one of the top programs in the nation with 17 standing faculty members whose cutting-edge research is internationally recognized. Our alumni, a total of approximately 4,000 bachelors, 420 masters, and 110 Ph.Ds, play leading roles in government, finance, public and private corporations, academia, media, and NGOs. The Department takes pride in its tradition of more than sixty years for its contribution to Korean society and now aims for global excellence in research and education.

3) About the graduate program

The graduate program was founded in 1962 as one of the first graduate programs in the nation. It exposes graduate students to a broad range of subjects in their course work. Issues across narrowly-defined disciplines, and diverse research projects, all of which help them pursue professional careers in universities, central and local governments, and public and private enterprises.

It is truly a special place where graduate students, staff, and faculty members learn from each other and form great networks for their future careers. As of 2012, one hundred and twenty students are enrolled in the graduate program.

The master's program covers basic theories of policy making in public administration. Its curriculum is divided into three paths in order to provide a broad range of theories and practical knowledge in different fields of public administration and policy. Each year approximately 20 students are admitted to the MA program and currently 60 master's students are enrolled.

After master's degrees are granted, students pursue their professional careers in research institutes, public agencies, and the private sector or continue toward doctoral degrees at Yonsei or abroad.

■ Education Facilities of GMeGM-Yonsei

Whole view of Yeonhee Hall

Lecture Theater 4F, Yonhee Hall

Central Library

Central Library

Sports Center

Lecture Theater 7F, Central Library Bldg

4) Homepage

▪ **Yonsei University**

https://www.yonsei.ac.kr/sc/

▪ **Department of Public Administration**

https://yupa.yonsei.ac.kr/yupa/index.do

2. ACCOMMODATION

Yonsei University have the SK Global House and International House for foreign students. These houses provide its residents with living quarters not only to study and relax, but also to meet people from various backgrounds. For GMeGM students, the University will provide dormitories.

Name	Yonsei University Dormitories
Accommodation	Room Type: Double room for two persons
Facilities	Lounge, Laundry Room, Computer Lab, Seminar room, etc.

■ Living Convenience

We strive to help the residents enjoy the best of their residential life in Korea by ensuring security and living convenience. We boast top-of-the-line facilities and services with a24-hour-operating front desk and security system.

■ Global Environment

Yonsei University's International Dorms provide a home away from home to international students studying at Yonsei. Students from all over the world make the residence an ideal place to meet new people and make great memories. The main language of communication is English and the duty managers and residential assistants are capable of assisting the residents in multiple languages.

■ Learning Opportunity

International students in our residence also provide a unique learning opportunity. Year after year, the residents spend a great time with friends from all over the world and learn to understand different languages and cultures.

■ SK Global House & International House

SK Global House

Lobby Entrance

Shared Kitchen

Lounge

Computer Lab

Study Room

Single Room

Double Room

Laundry Room

international house | lobby | door

twin room | computer lab | kitchen

shower | laundry

1) Type of Dormitory Room: Double Occupancy(2 persons sharing a room)

2) Facilities in the Dormitory Room

- Each room is furnished with a bed, desk, chair, bookshelf, roll screen, phone, mini refrigerator, shoe rack, air conditioner, bathroom and shower room, and LAN port to provide internet and email on hand and 220 V power outlets.

- Individual heating system

- Personal items including bed sheet, blanket and pillow are provided.

- Possessing or using any electric heating appliances is prohibited.

3) Common area

- Cooking Room: Induction heaters and microwave (each floor)

- Laundry area: Located on 1st floor of Bldgs. 900~903, 1st and 7th floor of Bldgs.904~905

4) Resident Assistance Office

- RA Office is located at the lobby of each dormitory building

- Working hours: 19:00~23:00

- RA responsibilities include focusing on residents' quality of life in the residence halls, to foster community, and support residents.

3. OTHER INFORMATION

1) YUPA Administration Office

The YUPA Office is located on the 2nd floor, #213 Yonhee Hall.

2) KOICA Office

The KOICA Office is located on the 3rd floor, #315-2 Yonhee Hall.

3) Central Library

You need a student ID card to enter the library and to borrow books and other materials.

You can use your ID card to borrow and extend the due date of books.

4) On- Campus Cafeterias

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 4,500 ~ 25,000 KRW per meal.

5) Health Care

■ Sinchon Severance Hospital

Severance Hospital was the foundation of modern medical science in Korea with the establishment of Kwang Hye Won in 1885 by Dr. Horace N. Allen, missionary doctor, and has been serving the nation's health for the last 130 years as the leading organization among medical institutions in this country.

In pursuit of the quality improvement of medical service through the specialization of medical examinations and treatments for the first time in Korea, Severance Hospital manages the Cancer Center, Rehabilitation Hospital, Cardiovascular Hospital, EYE Hospital, Children's Hospital, Emergency Care Center, International Health Care Center and Specialized Clinic. In addition, Severance Hospital has created a new medical culture focused on customers through the investigation of a customer satisfaction survey, Quality Improvement(QI) Division management and Service Manual manufacture, following the first Korean promulgation of the 'Patient's Bill of Rights' in 1993.

■Severance Hospital, the leading proponent of medical service in Korea for the last

century, practices the love of God that is the founding spirit of the hospital. The hospital continuously strives to secure international competitive power through a concentrated devotion to raising the level of medical examination and treatment, to lead the advancement of medical techniques through constant education and researches, and to make a practice of love for human beings through offers of advanced medical services and the realization of the patient satisfaction.

6) International Counseling & Coaching Services

Yonsei University provides counseling not only to Korean students but also to international students. International students can make a reservation with a professional counselor via e-mail.

★e-mail: globaldiasporamn@gmail.com/Phone: 02)2123-6244, 070-4040-3081(English)

IV. ACADEMIC REGULATIONS

1. ACADEMIC REGULATIONS

1) Attendance

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

2) Minimum Grade Point Average Requirement

- Students must achieve a minimum of a 3.0(B) grade point average to obtain the master's degree.

3) Academic Integrity and Plagiarism

- Academic integrity means honesty and responsibility in scholarship. All academic work should result from a student's own efforts. Academic work completed in any other way is fraudulent. Academic integrity infractions include cheating, plagiarism, fabrication, favors, and threats, and academic interference.
- Plagiarism is dishonest and prevents professors from being able to assess the student's authentic strengths and weakness and help them improve. No student shall represent others' words, work, or ideas as his or her own in any academic endeavors. A violation of this section includes but is not limited to copying, direct quotation, paraphrasing of borrowed facts or information.
- If academic integrity infractions are found in the examination, assignment, or thesis writing, students will be evicted from the school and asked to return to his/her country in the middle of the GMeGM program.

4) Comprehensive Examination and Foreign Language Requirement

- The comprehensive examination shall be based on questions that can determine the student's basic knowledge and ability in the major and research methods, entrusted to the professor in charge of each subject.
- 2 subjects for the comprehensive examination shall be selected from two areas: the first in administrative and policy theory and the second in e- government theory. However, with the recommendation of the advisor and approval of the principal of the

graduate school, it may be replaced by research tasks and oral tests considered equivalent to the comprehensive test.

• The foreign language requirement recognizes the institutional TOEFL conducted in this school and any foreign language test approved by the country.

• However, the acceptance of foreign language tests held by major institutions shall be determined through a meeting of professors.

• A graduate student of this school shall comply with the rules for conducting a foreign language test. For English tests, the lowest passing score of the school's institutional TOEFL is 540 points, and for TOEIC, the master's score should be a minimum of 750 points. For any other foreign language tests (TEPS, IELTS, FLEX, etc.), corresponding scores can be submitted. The criteria for this is determined by the GMeGM Steering Committee.

2. OTHERS: ACCOMMODATION REGULATIONS

1) **Student must reside in the YONSEI dormitory (International House). Living off-campus is not allowed in principle**

2) Students must abide by dormitory regulations

   • International House: 2 persons sharing a room

   • Communal kitchen available to both houses

   • 24-hour front desk and security system in operation

   • Each house holds English-fluent full time staff

   • Each house holds prayer rooms for students with various religious backgrounds

   • ARS system connecting all rooms

   • Each room is furnished with air-conditioner, a bed, desk, bookshelf, lamp, closet (per person), an interphone and a refrigerator; Korean-style Ondol heating system

   • Personal items including blankets and pillows are provided.

   • Possessing or using any electric heating appliances is banned.

   • Dormitory facilities: a cafeteria, laundry area, study and seminar rooms, computer lab.

V. REQUIRED DOCUMENTS

1. APPLICATION ELIGIBILITY

Public officials working in the public sector from Asian countries.

- Applicants who receive official recommendation from KOICA partner countries mentioned above, hold a bachelor's degree, is fluent in English enough to take courses taught in English, capable of writing a thesis or performing a capstone project, and be both physically and mentally healthy.

- Applicants should not have previously participated in or have a dropout record from a master's program supported by a Korean government entity.

2. ADMISSIONS PROCESS

- Application: submit application form (to a KOICA Overseas Office) → local

  interview by the application deadline announced by KOICA

- Document Review: review documents → announce results

- Phone/Face-To-Face Interview: arrange interview dates → conduct interviews → announce results

- Health Check-up: examine health checks locally → report the result

- Final Announcement: select final candidates → report it → abandonment or

  replacement

  ※ The selection process above may change depending on KOICA's annual plan.

3. REQUIRED DOCUMENTS

- ◉ All documents should be sent to the KOICA Overseas Office or relevant government office.

- ◉ You are required to submit ALL of the following documents:

1. KOICA Documents: * Refer to the attached Application Guideline.

2 Yonsei University, Department of Public Administration Forms (refer to https://yupa.yonsei.ac.kr/yupa_en/graduate/grad_master.do)

- **Application Form (Form 1)**

  Your name should match the name on your passport or official certificate of nationality

- **Personal Statement and Research Plan (Form 2)**

3. Official Bachelor's Certificate of Graduation and Transcript

- These documents, detailing your academic achievements, are required from every institution that you have attended (excluding records from primary and secondary schools).

- **Transcripts** must provide a record of the course(s) you have taken in each academic year along with final grade(s). If an institution cannot provide a year-by-year record, the school official must at least provide us with a list of the disciplines you have studied.

- **The Apostille or Authentication attachment** issued by the Korean Embassy or Consulate, or relevant ministry of the applicant's country **is NOT necessary during the application process but NECESSARY after applicant receives an offer of admission**

- If there is a record of transfer, the transcript of the previous institute must be submitted. Certificate of Graduation of the previous institute is not necessary

4. Copy of the applicant's passport (or other official document indicating your nationality)

5. Copies of both parents' passports (or other official document indicating parentser official d

6. Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship.

7. Curriculum Vitae

8. Certificate of Employment

9. **Proof of English Proficiency:** Applicants should submit a recognized score of English proficiency test such as TOEFL, TEPS, IELTS or other supporting document to demonstrate appropriate English proficiency.

10. **Recommendation Letters (from two recommenders) :** Applicants should submit two recommendation letters from a professor (on academic performance) or supervisor (on job performance). They provide an overall evaluation of the applicant and comment on whether to recommend the applicant or not with reason.

11. Consent to the Release of Information Form
    Important Notes for All Applicants:

※ **Applicants whose forms and supporting documents are incomplete or insufficient will be disqualified for the admissions process.**

1. All forms should be **typed in English** and all supporting documents should be **in English**. **All documents must be original copies and be written in English.** However, should they be unavailable, **photocopies or translated copies in English must be validated/attested/ notarized by the issuing institute or a notary office.**

2. You will be disqualified if **Required documents** are not submitted in full.

3. If any of the submitted materials contain false information, admission will be revoked.

4. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions in the application.

5. Make sure to keep photocopies of all completed forms, as all submitted documents will not be returned to the applicants.

6. Be aware that, in principle, any modifications or cancellation will not be accepted after an application is submitted.

7. **We do NOT provide unsuccessful applicants with feedback or reasons for our decisions.**

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. Aram Moon,** Capacity Enhancement Program Department

· Address:　825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do
　　　　　　Republic of Korea

· Tel: +82-31-740-0678

· Fax: +82-31-740-0765

· E-mail: withus911@koica.go.kr

· Website: http://www.koica.go.kr

· **Program Coordinator: Ms. Enkyol Kim**

· Tel: +82-2-6916-9678

· E-mail: kek0107@koworks.org

2) Yonsei University, Department of Public Administration

· Program Manager : **Ms. Si Kyeong Seo**

· Address:　Yonhee Hall315-2, 50 Yonsei-ro, Seodaemun-gu, Seoul, 03722,
　　　　　　Republic of Korea

· Phone: +82-2-2123-2954

· Fax: +82-2-2123-8118

· Email: yupa.gmegm@gmail.com

· **Program Intern : Ms. Monica Hyun Soo Kim**

· Address:　Yonhee Hall 315-2, 50 Yonsei-ro, Seodaemun-gu, Seoul, 03722,
　　　　　　Republic of Korea

· Phone: +82-2-2123-2954

· Email: mhsk95@yonsei.ac.kr

Homepage:

http://www.koica.go.kr/ciat/7815/subview.do?enc=Zm5jdDF8QEB8JTJGYmJzJTJGY2l
hdCUyRjE5NTIlMkYzNTY5NDglMkZhcnRjbFZpZXcuZG8lM0Y%3D

*The PI (Program Information) schedule is subject to any changes made to KOICA and
Yonsei University's schedule.*

"Please remember to read the SP Fellows' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."