

# **2017 KOICA - KAIST Master's Degree Program in Finance**

August 20, 2017 – February 28, 2019

Seongnam & Seoul, Korea

Korea International Cooperation Agency (KOICA)

Finance MBA | KAIST College of Business

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

# CONTENTS

<b>PART I. KOICA &amp; SCHOLARSHIP PROGRAM</b>	<b>03</b>
<b>PART II. PROGRAM OVERVIEW</b>	<b>08</b>
<b>PART III. HOW TO APPLY</b>	<b>10</b>
1. APPLICATION ELIGIBILITY	10
2. ADMISSION PROCESS	12
3. REQUIRED DOCUMENTS	16
<b>PART IV. PROGRAM CONTENTS</b>	<b>19</b>
1. ACADEMIC SCHEDULE	19
2. ORIENTATION	20
3. CURRICULUM	20
4. EXTRACURRICULAR ACTIVITIES	22
<b>PART V. IMPLEMENTING AGENCY</b>	<b>26</b>
1. GENERAL INFORMATION	26
2. ACCOMMODATION	29
3. OTHER INFORMATION	31
<b>PART VI. SUPPORT SERVICE</b>	<b>38</b>
1. TRAVEL TO KOREA	38
2. EXPENSES FOR STUDY AND LIVING	38
3. INSURANCE	39
<b>PART VII. REGULATIONS</b>	<b>42</b>
1. ACADEMIC REGULATION	42
2. PARTICIPANT'S RESPONSIBILITIES	45
3. WITHDRAWALS	46
4. TEMPORAL LEAVE	46
5. ACCOMPANYING OR INVITING FAMILY	47
6. OTHERS	47
<b>PART VIII. CONTACTS</b>	<b>48</b>
<b>APPENDIX. Brand Name of the KOICA Fellowship Program</b>	<b>49</b>
<b>APPENDIX. Fellows' Facebook &amp; Twitter</b>	<b>50</b>

**Part I**

**KOICA & SCHOLARSHIP PROGRAM**

The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

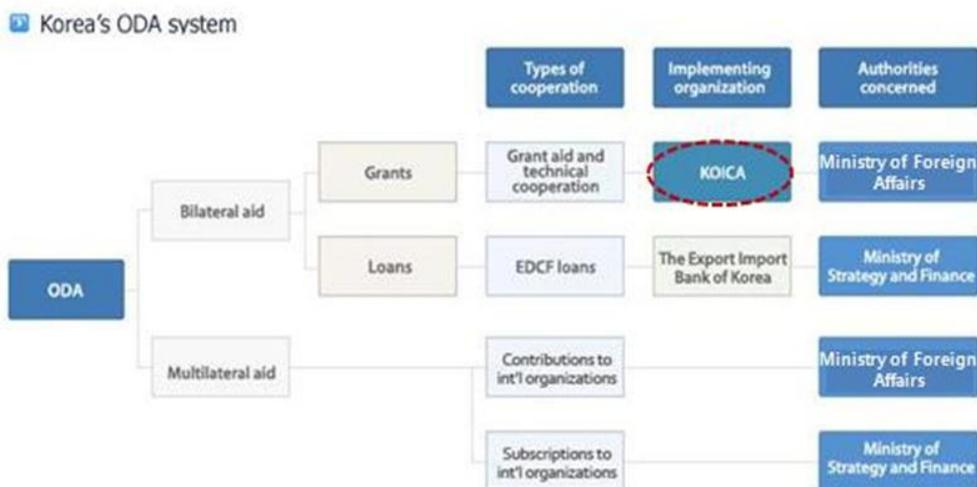
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

**Korea’s ODA & Framework**

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea’s ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.



## **Korea's Experience and KOICA's Program for Human Resources Development**

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regard to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has offered 3,410 courses to 53,810 participants from 173 countries. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.

### **Types of KOICA Training Programs**

KOICA offers five major types of training programs:

1. Country Training Program  
Tailored programs that are specifically designed for an individual partner country
2. Regular Training Program  
Programs that are open to any interested partner countries
3. Special Training Program  
Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments
4. Joint Training Program  
Programs conducted in partnership with international organizations and other agencies
5. Scholarship Program  
Master's degree programs offered to individuals from partner countries

## **KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2013, the program has assisted a total of 1,854 students through 92 courses. In addition, as of 2014, 290 participants will participate in 16 master's degree programs at 16 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

<b>Part II</b>	<b>PROGRAM OVERVIEW</b>
----------------	-------------------------

1. Program Title: KAIST Finance MBA Program for Government Officials of Emerging Economies

2. Duration

- Stay duration: August 20, 2017 ~ February 28, 2019  
(18 months study in Korea)

*During 18 months in KAIST, students are strongly recommended to complete all required academics and graduation requirements.*

- Academic duration: August 2017 – August 2019 (24 months)

*In accordance to the university regulations, the diploma will be issued in August 2019.*

3. Degree: Master of Business Administration in Finance

4. Objectives

- 1) To train finance professionals to implant financial policies for the growth of developing countries' financial and capital markets
- 2) To build partnership with developing countries for future overseas expansions of Korean finance institutions
- 3) To share Korea's experience in financial and capital market growth and spread Korean culture to developing countries

5. Training Institute: KAIST College of Business

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

6. Number of Participants: 20 Government Officials

\*Government officials from finance sectors such as Ministry of Finance, Central / National Bank with quantitative and statistics background preferred.

**7. Language: English fluency that requires no translation**

**8. Study Areas: Investment Banking, Asset Management, Corporate Financing, Policy, Accounting, Risk Management, International Finance**

**\*Recommended Background Knowledge & Skills:**

- Mathematics: Linear Algebra, Calculus, Probability Theory
- Statistics: Probability Distributions, Hypothesis Testing, Regression
- Programming: Cost of Capital, Portfolio Model, Black-Scholes Model
- Database: Thomson Reuters EIKON, Capital IQ, and Bloomberg
- Software: Excel, JMP, SAS, SQL, VBA

**9. Language: English fluency that requires no translation**

**10. Accommodations: KOICA International Cooperation Center (ICC), KAIST College of Business Dormitory**

- The dorm rooms are designed [for double occupancy only](#).
- Each person is provided with a desk, a bed and a wardrobe.

**Part III**

**HOW TO APPLY**

**1. APPLICATION ELIGIBILITY**

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

**(1) Bachelor's degree by August 31, 2017**

- GPA 3.3 / 4.3 preferred
- Business, Natural Science and Computer Science majors (e.g. Economics, Mathematics, Statistics, Business, Engineering, etc.) with quantitative and statistics education / training is strongly recommended.

**(2) Not a Citizen of Korea**

**(3) Government Officials**

- Minimum of 3 years in Ministry of Finance and Central / State Bank experience preferred.
- Private sector employees are not eligible

**(4) English Proficiency**

- Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher.
- English proficiency tests should have been taken within two years from the deadline of the online application (valid test date: starting from April 18, 2015).
- Institutional Testing Program (ITP) is not valid.
- EPT report submission can be waived only for those who apply from a country where EPT is not available. **In this case, applicants are required to submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed.**

**(5) Others**

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

## 2. ADMISSION PROCESS

Process	Dates
<b>Step 1.</b> Application Package Submission	February 28 / 17:00 [Local time in Korea]
<b>Step 2.</b> On-site Interview (KOICA)	March 1 ~ 7
<b>Step 3.</b> 1 <sup>st</sup> Round Selection Process Document Screening	March 15 ~ March 31
<b>Step 4.</b> Online Application Process	April 5 ~ 14 / 23:59 [Local time in Korea]
<b>Step 5.</b> 2 <sup>nd</sup> Round Selection Process Interview (University)	April 14 ~ 28
<b>Step 6.</b> Medical Check-up (local)	May 10 ~ June 16
<b>Step 7.</b> Admissions Notification	June 23

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

### ► Post Admission

Arrival in Korea	Sunday, August 20
KOICA Orientation	Monday, August 21
KAIST Orientation	Wednesday, August 23
First Day of Class	Monday, August 28

#### (1) application package submission

- Prepare all required documents for your admission package and fill out the 'Document Checklist'. Check whether all information is correct.
- Submit the application package (including both KAIST and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (February 28)
- Scanned copies are acceptable but original copies should be sent to KAIST before the interviews.

\* **Applicants who submit the scanned copies should send the original copies to KAIST personally. KOICA and university do not pay postage costs for late submission of original copies.**(2) on-site interview (koica)

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

### **(3) 1<sup>st</sup> Round : Document screening**

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by KAIST. Application package as well as the on-site interview result will be thoroughly reviewed by Finance MBA Admission Committee of KAIST College of Business.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
- The result for the 1<sup>st</sup> round selection will be announced to the applicants and KOICA respectively.

### **(4) Online Application Process-Mandatory**

- Applicants who successfully pass the 1<sup>st</sup> round need to go through online application. This should not take more than one hour since you have already completed filling out the KAIST application. You can just copy the contents to the online application.
- The online application fee is waived for KOICA applicants.
- The details of online application process will be announced to the applicants individually by KAIST.

### **(5) 2<sup>nd</sup> round : Interview (university)**

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

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

### **(6) Medical Check-up (local)**

○ (Summary) The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.

○ (Coordinating Agency Contact Info)

- Inje University PAIK Hospital
- Person in charge: Ms. Leah OH
- E-mail: [inje\\_paik@daum.net](mailto:inje_paik@daum.net) / CC. [Leon@koica.go.kr](mailto:Leon@koica.go.kr)
- Tel: +82-2-2273-0980

○ (Date of examination) May 15<sup>th</sup>, 2017 – May 26<sup>th</sup>, 2017

- The date of the medical check-up will be notified individually from the coordinating agency after passing the interview successfully.

- The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until May 12<sup>th</sup>, 2017, they should contact via e-mail or telephone with the coordinating agency.

※ Since coordinating agency will provide guidance on medical check-up for those who passed the 2<sup>nd</sup> round interview by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.

○ (Recipient) Applicants who successfully pass the 2<sup>nd</sup> round interview (limited to about 130% of capacity)

- Applicants who successfully pass the 2<sup>nd</sup> round interview must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.

- Even though you are on the waiting list, you must receive the medical check-up.

○ (Medical institution) The medical check-up will be carried out in the medical institution "designated by KOICA" located in the applicant's capital city.

※ Examinations received individually are invalid and non-refundable.

○ (Expenses) The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.

- Please remember that transportation and accommodation fees will NOT be reimbursed.
- KOICA will not pay for the treatment necessary after the examination.
  - (Result notice) The local medical institution does not inform the participant of the results of the examination, but if the participants request to the local medical check-up service agency, they will send it to them directly.
- You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
  - ※ In case of re-examination, it must be done during the re-examination period. (the coordinating agency will inform individually for those who need re-examination.)
- The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

**Read Carefully before you apply**

Changes in other natural and living environments may affect your health as leaving your home country. Among the trainees who have ever entered the country; their physical condition has fallen sharply, resulting in cases where they are hospitalized or had to return home earlier without being able to complete the program. In order to prevent such situation, we apply and judge the standard that does not interfere with the long-term study through the health screening when selecting trainees; we comprehensively judge the applicant's health eligibility based on the result of the medical examination.

Therefore, if you suffered from an illness in the past, or still have it (previous illness); you must state it in the Medical Questionnaire because there are some diseases that are exacerbated by the environment even if it is currently cured. If you do not report the exact details, you may not be able to claim your insurance or receive medical assistance. Besides, you might be sent back to your home country or end up returning your living expenses, travel expenses, etc. to us.

Korea may have higher medical costs than your home country. According to Korea's insurance system, 20% of medical expenses are mandatory deductibles by law; which often is covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

**(7) Admissions Notification**

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

**3. REQUIRED DOCUMENTS**

<b>0.Document Checklist</b>	Check all the documents you included in your admission package. (Form 0)	Original copy
<b>1.Application Forms</b>	Complete both KOICA and KAIST applications and print out. Should be clearly typed. (Form 1 and 2)	Original Copy
<b>2.Statement of Financial Resources</b>	Complete the form. (Form 3)	Original Copy
<b>3.Recommendation Letters (TWO letters)</b>	<ol style="list-style-type: none"> <li>1) Two recommendation letters from your supervisors from your workplace are required. (Form 4)</li> <li>2) Students recommended by a ministry or a central bank of developing countries should obtain both recommendation letters (signed and sealed) from his / her minister or the central bank governor endorsing the student and stating that the candidate will return to his / her workplace after finishing his / her degree at KAIST. The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal.</li> <li>3) Letters should be signed and sealed across the back of its envelope by a recommender.</li> <li>4) We do not accept recommendation letters via email.</li> </ol>	Original Copy
<b>4. Degree / Diploma</b>	<ol style="list-style-type: none"> <li>1) An original copy of bachelor's degree certificate from every institution attended or attending are required.</li> <li>2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.</li> </ol>	Certified original copy with official seal from the Ministry of Foreign Affairs

<b>5. Transcripts</b>	<ol style="list-style-type: none"> <li>1) An original copy of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending.</li> <li>2) The transcripts should include a statement of personal rank in department, if available.</li> <li>3) If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.</li> </ol>	<p style="text-align: center;">Certified original copy with official seal from the Ministry of Foreign Affairs</p>
<b>6. English Proficiency Test Reports (EPT)</b>  <b>OR</b>  <b>Official Letter from the Ministry</b>	<ol style="list-style-type: none"> <li>1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher.</li> <li>2) English proficiency tests should have been taken within two years from the deadline of the online application (valid test date: starting from April 18, 2015).</li> <li>3) Institutional Testing Program (ITP) is not valid.</li> <li>4) EPT report submission can be waived only for those who apply from a country where EPT is not available. <u>In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in 1.</u></li> </ol>	<p style="text-align: center;">Original Copy</p>
<b>7. Curriculum Vitae</b>	Free style personal résumé	<p style="text-align: center;">Copy</p>
<b>8. Copy of passport (Applicant's)</b>	A copy of passport (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	<p style="text-align: center;">Copy</p>
<b>9. Copy of identity documents II (Parent's)</b>	An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)	<p style="text-align: center;">Copy</p>

<p><b>10. Sworn Statement</b></p>	<p>An official sworn statement indicating one's determination on completion of study at KAIST and recognition of the financial support status from KOICA and KAIST stated in 'Financing for KOICA-KAIST Scholarship Program' in 'Program Contents' should be signed. (Form 5)</p>	<p>Original Copy</p>
<p><b>11. Employment Certificate</b></p>	<p>An official document proving your work experiences which should include the duration of employment, position, and job description should appear on the certificate or letter.</p>	<p>Original Copy</p>
<p><b>Optional 1. List of Honors and Awards</b></p>	<p>1) If there are any honors, awards, fellowships, or any 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</p>	<p>Original Copy</p>
<p><b>Optional 2. School Profile / Credit Rating System</b></p>	<p>School profile and description of the grading system would help us understand better for evaluation.</p>	<p>Original</p>

**\* Important Notes for All Applicants:**

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

<b>Part IV</b>	<b>PROGRAM CONTENTS</b>
----------------	-------------------------

## 1. ACADEMIC SCHEDULE

KOICA–KAIST Scholarship Program is run by half semester system. Each spring and winter semester consists of 16 weeks with 2 half semesters (8 weeks each). Summer and winter sessions are also run for 10 weeks from June to August and December to January.

Year	Semester	Schedule	
2017	Arrival in Korea	Aug. 20	
	Univ. Orientation & Check-in	Aug. 23	
	Fall	1 <sup>st</sup> Half	Aug. 28 ~ Oct. 20
		2 <sup>nd</sup> Half	Oct. 23 ~ Dec. 15
	Winter		Dec. 28 ~ Jan. 26 (2018)
2018	Spring	1 <sup>st</sup> Half	Feb. 01 ~ Mar. 28
		2 <sup>nd</sup> Half	Mar. 29 ~ May 23
	Summer		June 01 ~ Aug. 24
	Fall	1 <sup>st</sup> Half	Aug. 27 ~ Oct. 20
		2 <sup>nd</sup> Half	Oct. 23 ~ Dec. 15
	Winter		Dec. 18 ~ Jan. 31 (2018)
2019	Winter / Spring	1 <sup>st</sup> Half Dec. 18 ~ Feb. 28	

\* The above schedule is subject to change.

### Pre-Enrollment Session Schedule

Date	Time	Content
Aug. 23 (WED)	10:00~12:00	Check-in
	13:30~14:30	Welcoming Remark & Orientation
	14:30~18:00	Registration Process (IT, visa, opening bank account etc.)
Aug. 24 (THURS)	10:00~12:00	Mathematics I
	14:00~16:00	Mathematics II
Aug. 25 (FRI)	10:00~12:00	Statistics I
	14:00~16:00	Statistics II

## 2. ORIENTATION

When you first arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of three parts: KOICA's welcoming session and a Seoul City Tour. The order of each part is subject to change.

Session	Date	Contents
Arrival	August 20, 2017	Arrival in Korea
KOICA Orientation	August 21, 2017	KOICA's welcoming session
Seoul City Tour	August 22, 2017	Seoul City Tour

\* Before the dormitory check-in, you will stay at KOICA International Cooperation Center (ICC).

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture, as well as general information regarding daily life in Korea, will also be delivered in this session.

## 3. CURRICULUM

### a. Credit Requirement

Students should complete 54 credits in total with completing 'Policy' concentration, satisfying the following requirement for graduation and students can take 9~18 credits per 1 full semester.

General Requirement	Major Requirement	Major Elective (Policy)	Korean	Research	Total
3, 1AU	16.5	27 (12)	6	1.5	54, 1AU

## b. Course Offering

Semester	Course Type	Credits	Course
<b>Fall 2016</b> Total: 16.5 Credits	Mandatory	3	Financial Management
	Mandatory	3	Statistical Analysis for Finance
	Mandatory	1.5	Ethics and Social Responsibility of Finance
	Elective	1.5	Major Elective ①
	Elective	1.5	Major Elective ②
	Elective	1.5	Policy Concentration ①
	Elective	1.5	Policy Concentration ②
	Mandatory	3	Korean Language for Foreigners I
<b>Spring 2017</b> Total: 16.5 Credits	Mandatory	3	Financial Accounting
	Mandatory	1.5	Financial Programming
	Mandatory	1.5	Investment I
	Mandatory	1.5	Investment II
	Mandatory	1.5	Major Elective ③
	Mandatory	1.5	Major Elective ④
	Mandatory	1.5	Policy Concentration ③
	Elective	1.5	Policy Concentration ④
	English	0	BUS900 or FMB 900 series
	Mandatory	3	Korean Language for Foreigners II
<b>Summer 2017</b> Total: 3 Credits	Elective	1.5	Major Elective ⑤
	Elective	1.5	Major Elective ⑥
	English	0	BUS900 or FMB 900 series
<b>Fall 2017</b> Total: 16.5 credits	Mandatory	1.5	Corporate Finance I
	Mandatory	1.5	Corporate Finance II
	Mandatory	1.5	Financial Database
	Elective	1.5	Major Elective ⑦
	Elective	1.5	Major Elective ⑧
	Elective	1.5	Major Elective ⑨
	Elective	1.5	Major Elective ⑩
	Elective	1.5	Policy Concentration ⑤

	Elective	1.5	Policy Concentration ⑥
	Elective	1.5	Policy Concentration ⑦
	Elective	1.5	Policy Concentration ⑧
<b>Spring 2018</b> Total: 1.5 Credits	Research	1.5	Research Project

**c. Research Project Completion**

KOICA-KAIST scholarship program students are required to conduct a research project as their research requirement in their last winter / spring semester (2019) at KAIST and complete it under the guidance of the academic advisors assigned.

<b>Thesis Schedule</b>	
Nov. 2017	Submit a proposal
Mar. 2018~Aug. 2018	Discuss and confirm thesis topic under the guidance of academic advisor; Related research, database, references needs to be prepared in order to finalize the topic.
Sept. 2018~Dec. 2018	Conduct research and collect data by using Reuters Trading Center, KOSCOM Center, on and offline financial database in the library.
Jan.~Feb. 2019	Should be in the final stage of the project under the guidance of the academic advisor and a Ph.D. student.
Feb. 2019	Project presentation and submit final paper.

**4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)**

**a. KAIST Seminars**

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

KAIST also organizes special seminars for KOICA scholars to visit major finance institutions in Korea and participate in different seminar topics.

Date	Activity	
October 2017	Korea Exchange - Topic: Stock Exchange and market	
January 2018	Korea Development Bank - Topic: SOE Operations and management	
March 2018	Financial Services Commission - Monetary Policy	
May 2018	Bank of Korea - Designing Finance Payment System for national / central banks in emerging countries	
August 2018	Korea Investment Corporation - National Fund Operations	

※ Above schedule is subject to change

### b. Company and Site visits

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

**c. Networking Events**

KAIST college of Business offers various networking events as below:

Date	Activity	
Aug. 2017	Orientation & Welcome Luncheon	
Sep. 2017	KGSF Workshop	
Dec. 2017	Cultural Activity 1 (Mask Making, trying on hanbok, etc.)	
Feb. 2018	KGSF Workshop	
April 2018	KAIST Sports Day	
June 2018	Cultural Activity 2 (Soccer, baseball, etc.)	
July 2018	Cultural Activity 3 (Craft making, etc.)	

Sept. 2018	KGSF Workshop	
Feb. 2019	KGSF Workshop	

#### d. Cultural Events

KAIST College of Business offers various kinds of cultural events as below;

##### 1) Art Exhibition

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

##### 2) Sports Day

Every spring semester, Sports Day is held where all KAIST College of Business members builds team work skills and social networks through sport games and other activities.

##### 3) Student Festival

Student Festival is held Every Fall semester which offers fun & exciting experience of Korean festival culture.

##### 4) Graduate School of Finance Workshop

GSF workshop is held every spring and fall semester to help students bond together outside of school and offer a chance to meet KAIST alumni who are taking a successful career path after graduation.

## **Part V    IMPLEMENTING AGENCY**

### **1. GENERAL INFORMATION**

KAIST College of Business is a highly respected graduate school with a stellar reputation in Korea and throughout the world for research and teaching in technology-based management. The school was founded in 1996 as the first full-time MBA program in Korea. KAIST College of Business formed three individual schools and 6 MBA programs with different focus of study under its umbrella;

#### **Schools**

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

#### **Programs**

KAIST MBA program have been globally recognized as one of the top MBA programs as it achieved AACSB (2003 & 2008) and EQUIS accreditation (2010). Based on this global recognition, KAIST MBA program became the 1<sup>st</sup> MBA program in Korea which entered into the top 100 Global FT Ranking.

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

- Finance MBA
- Techno MBA
- IMBA
- Executive MBA
- Information & Media MBA
- Green MBA

KOICA-KAIST Scholarship program falls under Finance MBA program, Graduate School of Finance.

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

### **Growth to Globalization**

2013: Ranked 17th-Financial Markets, Eduniversal Best Masters 2013-2014

2011: Ranked 99th -Financial Times Global MBA Rankings 2011

2010: EQUIS Accredited

2010: Joined GMAC

2010: Continue on Partnership with World Economic Forum

2009: Ranked 45th-Financial Times Executive Education Rankings 2009

2009: Continue on Partnership with World Economic Forum

2008: AACSB Reaccredited

2008: Appointed as Korean Partner School by World Economic Forum

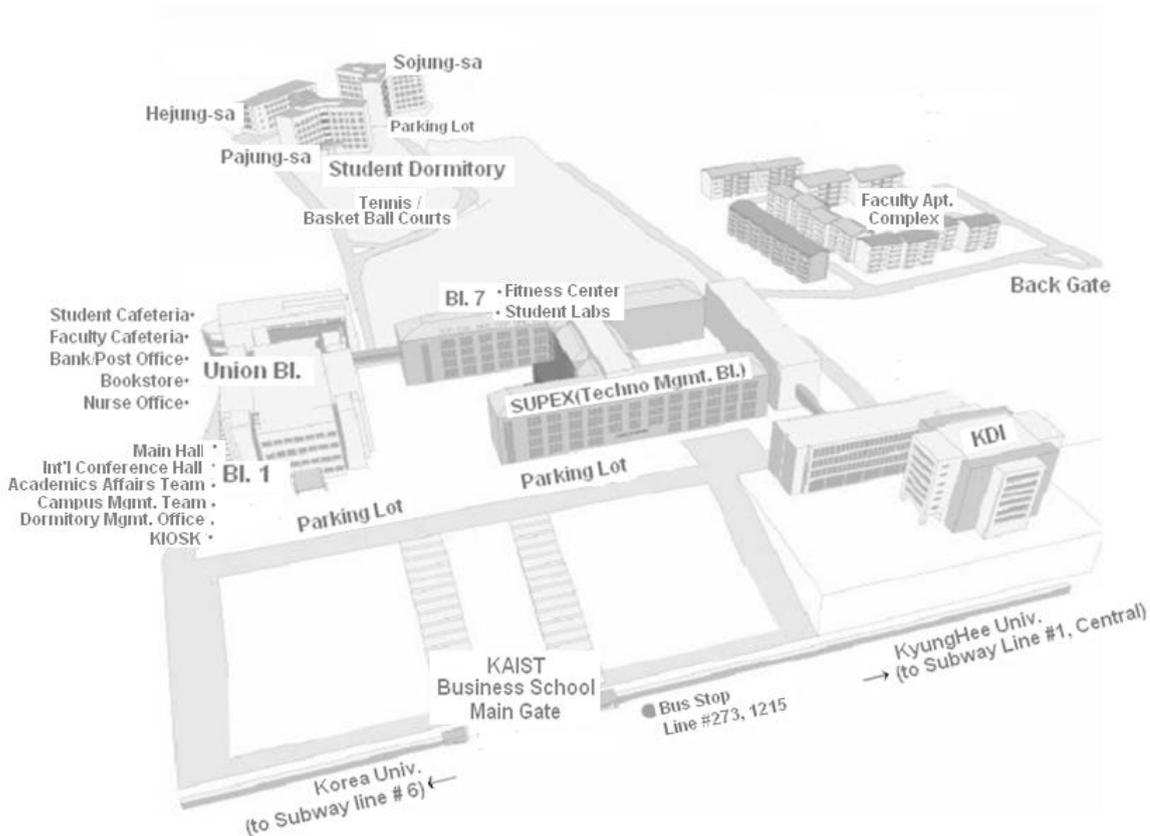
2008: Joined UN Global Compact

2006: Ranked 13th in Information System Research Industry

2004: Found AAPBS (Association of Asia- Pacific Business Schools)

2003: AACSB Accredited

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



◆ **School Administrations**

Dean  
 Chair Professor of Finance MBA  
 Finance MBA administration Staff

Prof. Dongsuk Kim  
 Prof. Jangkoo Kang  
 Ms. Sunhee Joo  
 Ms. Jihye Kim

◆ **Contact**

Ms. Jihye Kim

jaimekim@business.kaist.ac.kr ☎ +82-2-958-3123

Ms. Sunhee Joo

shjoo2006@business.kaist.ac.kr ☎ +82-2-958-3121

## 2. ACCOMMODATION

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



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

### **FACILITIES**

#### ➤ **Kitchen Room**

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

#### ➤ **Dormitory Lounge**

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

#### ➤ **Telephones**

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

➤ **Housekeeping**

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

➤ **Bed Linen**

Students are responsible for preparing bed linens.

➤ **Air Conditioning**

Residents have personal access to Air Conditioner in the room.

➤ **Laundry Facilities**

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

➤ **Electronic Devices**

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



### 3. OTHER INFORMATION

#### a. School Facilities

There are 3 main building that facilitates students' academic works as well as campus life, which are SUPEX Management Complex, Union Building and Building #7. Classrooms, labs and other major facilities are located in the SUPEX Management Complex, cafeteria and convenience stores in Union Building and gym and other sports facilities in Building #7.

#### SUPEX Building

Overview of SUPEX Management Complex	
5 F	Chey Jong Hyun Hall, Student Labs, Student Lounge, Student Mailroom
4 F	Career Development Center (450), Research Centers, Faculty Offices, Lecture Rooms, International Center (446), Students Labs
3 F	Trading Room, Executive Program Offices, Student Labs, Faculty Lounge, Faculty Offices, Lecture Rooms, Seminar Rooms
2 F	Atrium, Finance MBA Office (247), Techno MBA Office (244), Management Engineering Office (281), Information Media& Management MBA Office (225), Faculty Offices, Lecture Rooms
1F	Center for Information and Network Services, A/V Main Control, Lecture Rooms, Student Clubs, Digital Library (Cyber Hall)

#### ➤Library (1<sup>st</sup> floor, SUPEX Building)

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

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

➤ **Atrium (2<sup>nd</sup> floor, SUPEX Building)**

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



-Operating Hours: Monday ~ Saturday, 8:00 a.m. ~ 9:00 p.m. (Closed on holidays)

➤ **Trading Room (SUPEX 344)**

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



➤ **International Center (SUPEX 446)**

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

➤ **Career Development Center (S450)**

- (1) Company Presentations – A wide variety of companies hold presentations on campus ranging from industries to well-known consulting companies.
- (2) Career Fair – Every September, many domestic and multinational companies join this job fair event for recruiting. We strongly recommend that you participate in this event.
- (3) Self-Assessment – Our ‘Career Leader’ program focuses on discovering your interests, abilities, and values, and then suggests potential career pathways and career profiles.
- (4) E-Newsletter – You can get this letter from CDC every Thursday for information on job recruiting.
- (5) Posted Jobs – We update this information every day. Please visit the CDC website: <http://business.kaist.ac.kr/job>.
- (6) 1-1 Coaching Service: -  
Career Services offers individualized one-on-one coaching, depending on your individual needs. This coaching provides you with access to outstanding job search strategies so that you can develop a solid skill set to take you wherever you want to go – skills that you will utilize throughout your career.
- (7) Program Materials  
Career Services provides materials so that you can develop a solid set of skills that you will utilize throughout your career. These materials include resume preparation, Job searching, networking, interviewing, as well as other pertinent information.



**Union Building & Building #7**

➤ **Student Cafeteria (2<sup>nd</sup> floor, Union Building)**

Student cafeteria serves Korean traditional / international dishes 3 times a day (breakfast, lunch, dinner) as well as Korean snacks (Kimbab, Ramen, etc.) during the designated hours. Additionally, the Faculty Restaurant is on the 4<sup>th</sup> floor of the same building.

- Operating Hours

	<b>Student Cafeteria</b>	<b>Faculty Restaurant</b>
<b>Breakfast</b>	07:45 a.m. ~ 09:30 a.m.	<b>Not in service</b>
<b>Lunch</b>	11:15 a.m. ~ 01:30 p.m.	12:00 p.m. ~ 01:30 p.m.
<b>Dinner</b>	05:30 p.m. ~ 07:30 p.m.	<b>Not in service</b>

Breakfast costs 2,000won, whereas lunch and dinner are 3,000won per meal. Meal tickets must be purchased for lunch and dinner as cash payments are not accepted except for breakfast. If you buy more than 10 tickets at once, then you can use credit cards.

➤ **Health Center (2<sup>nd</sup> floor, Union Building)**

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

Operating Hours: Monday – Friday, 10:00 a.m. - 05:00 p.m.

➤ **Bookstore (3<sup>rd</sup> floor, Union Building)**

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

- Operating Hours: Monday – Friday, 9:00 a.m. ~ 6:00 p.m.

➤ **Post Office (3<sup>rd</sup> floor, Union Building)**

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

- Operating Hours: Monday – Friday, 9:00 a.m. ~ 6:00 p.m.

➤ **Woori Bank (3<sup>rd</sup> floor, Union Building)**

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

English service ATM is also available.

-Customer Representative Hours: Monday – Friday, 9:30 a.m. – 10:20 a.m. & 2:30 p.m. - 3:20 p.m.

-Bank Customer Representatives (080-365-5000): Monday- Friday from 9:30 a.m. to 5:30 p.m.

➤ **Convenience Store (3<sup>rd</sup> floor, Union Building)**

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

- Operating hours: Monday – Friday, 8:00 a.m. - 11:00 p.m.

Saturday, 8:00 a.m. - 07:30 p.m.

➤ **Sport Facilities (Building #7)**

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



## **b. General Student Service**

### **➤ Student Lab**

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

### **➤ Mentor Program**

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

### **➤ ID / IC Card**

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

### **➤ Computer & Internet access**

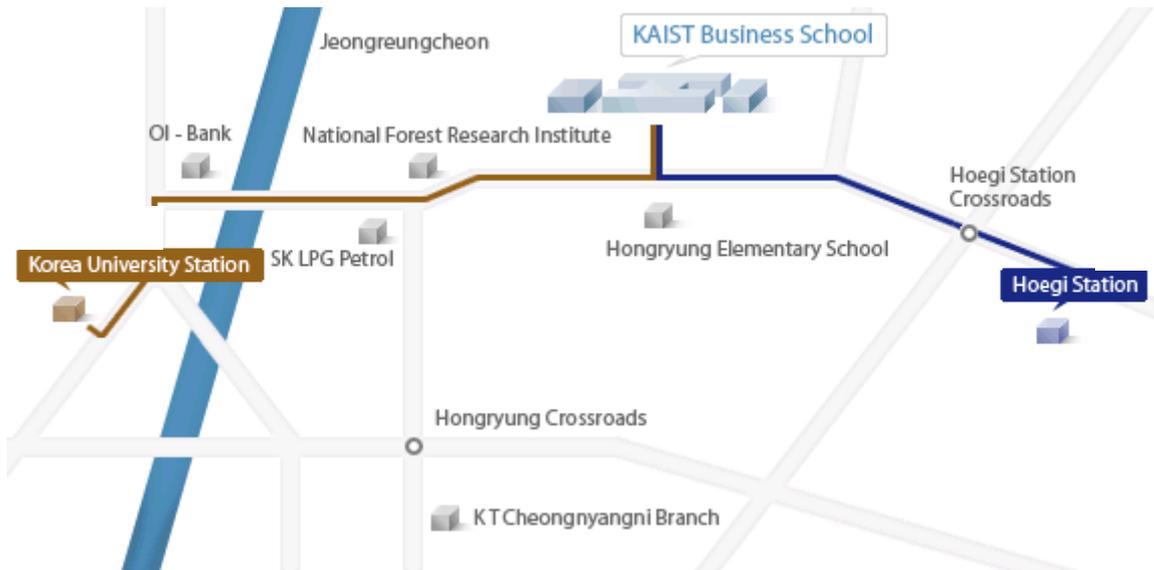
Services regarding computer installation and hardware problems are offered by on campus LG C&S branch and services regarding KAIST intra programs and internet networks are offered by Help Desk at the Computer & Information Network Service Center located on the 1<sup>st</sup> floor of SUPEX Management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

### **➤ Email (Outlook)**

Individual KAIST email account (Outlook) is open to every degree program students of KAIST College of Business. All announcements related to important dates are made via email in Eng. and student has an access to the KAIST public folder (which is shared by all KASIT members) through Outlook system.

### c. How to Get to KAIST College of Business

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



#### Close Subway Station

##### ➤Line 1 Heogi (15 min walk)

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

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

##### ➤Line 6 Anam Station

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

**Part VI**

**SUPPORT SERVICE**

**1. TRAVEL TO KOREA**

KOICA arranges and pays for the participant to travel to and from Korea. The participant is to travel by the most direct route between Incheon International Airport and a main international airport in the participant's home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, they should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

**2. EXPENSES FOR STUDY AND LIVING**

The following expenses will be covered by KOICA during the participant's stay in Korea.

- Tuition fee
- Accommodation sharing a room basis (mainly the dormitory of a training institute)
- Living & Meal allowance: KRW 999,000 per month
- Overseas travel insurance, etc.

KOICA supports the full tuition fee, full dorm residence fee and certain amount of living expenses (meals and other daily expenses) for the first 3 semesters (2017 Fall~2018 Fall) of KOICA-KAIST scholarship program. KAIST covers the full tuition fee, full dorm residence fee and living expenses for the last semester (2019 Winter / Spring).

(Unit: KRW)

Tuition Fee	Dorm Fee	Living Expenses
15,910,000/semester	150,000~170,000/month	999,000/month

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

### 3. INSURANCE

During the program, participants will be covered by the “New group accident insurance (2)”. The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

#### Limits of Coverage (subject to change)

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 50 million
- Medical Expenses by Disease: KRW 50 million
- Death by Disease: KRW 100 million
- Liability: KRW 10 million (deductible: KRW 200,000)

#### Main Scope of Coverage

- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical check-up at the participant’s option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

※ *The insurance coverage is limited to the treatment incurred within Korea.*

**Deductibles (Insured persons are responsible for deductibles, as described below.)**

- 1) Maximum Coverage Limit per Day
  - Outpatient services: KRW 250,000
  - Medicine: KRW 50,000
- 2) Deductible per day (outpatient): Higher amount of 20% of the costs or KRW 10,000~20,000
  - Clinic: KRW 10,000
  - Hospital: KRW 15,000
  - University hospital, level 3 hospital: KRW 20,000
- 3) Deductible per day (medicine): Higher amount of 20% of the costs or KRW 8,000
- 4) Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
- 5) Hospitalized treatment
  - The beneficiary is responsible for 20% of the costs.
- 6) Orthopedics
  - Equipment and consumables (e.g., wristbands and cast shoes)
- 7) Fees for issue of certificates
- 8) In the case of uninsured items and material costs, a detailed statement must be submitted.
- 9) Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

**Procedures, Services and Diseases Not Covered by the Insurance**

- 1) Medical check-up, vaccination, nutritional supplements, and tonic medicines
- 2) Mental disease and behavior disorder
- 3) Dental care
  - ※ *To receive dental care, prior consultation with the coordinator of KOICA is required.*
- 4) Congenital cerebropathy
- 5) Herbal remedies
- 6) Obesity
- 7) Urinary diseases: Hematuria and urinary incontinence
- 8) Diseases of the rectum and anus
- 9) Tiredness and fatigue
- 10) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
- 11) Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
- 12) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
- 13) Diseases that participants already had before arrival in Korea

**Part VII**

**REGULATIONS**

**1. ACADEMIC REGULATION**

**a. Attendance and Absenteeism**

1. Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without good reason, has failed to attend class for at least one-third of the total classes shall be prohibited from sitting for the exam.
2. In the event a student will be absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
  - Death of an immediate family member (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
3. In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, students must submit a written diagnosis by a physician.

**b. Must reside in a dormitory**

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

**c. Must reside abide by dormitory regulations**

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

**d. Light meals can be cooked in the shared kitchen**

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

**e. Examinations and Grade Evaluations****1. Minimum Grade Point Average Requirement**

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

**2. Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (8th week), Final (End of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the approval from academic advisor and chair professor of Finance MBA to sit for the exam at another time.

**3. Qualifications to Sit for an Exam**

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

**4. Scholastic Performance Evaluation Method**

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

**5. Evaluation Standard: Evaluation Ranking**

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

## **2. PARTICIPANT'S RESPONSIBILITIES**

Participants are required

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

### **3. WITHDRAWALS**

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.

In this case, he / she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.

- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal.

In this case, he / she is not allowed to re-apply for KOICA's scholarship program.

- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

### **4. TEMPORARY LEAVE**

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

## 5. ACCOMPANYING OR INVITING FAMILY

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

## 6. OTHERS

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

**Part VIII**

**CONTACTS**

**1. CONTACT INFORMATION**

**a. Korea International Cooperation Agency (KOICA)**

- **Program Manager: Ms. Songi HAN**  
Capacity Development Program Team  
Capacity Development Department
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0416
- Fax: +82-31-740-0684
- E-mail: [hsong2411@koica.go.kr](mailto:hsong2411@koica.go.kr)
- Homepage: <http://www.koica.go.kr>
  
- **Program Coordinator: Ms. Minha BAI**  
· Tel: +82-31-8017-2660  
· Fax: +82-31-8017-2680  
· E-mail: [minha0422@global-inepa.org](mailto:minha0422@global-inepa.org)

**b. Finance MBA Office, KAIST College of Business**

- Training Manager: **Ms. Jaime KIM**
- Tel: +82-2-958-3123
- Fax: +82-2-958-3160
- Email: [jaimekim@business.kaist.ac.kr](mailto:jaimekim@business.kaist.ac.kr)
- Homepage: <http://www.business.kaist.ac.kr>

**Appendix 1.**

## **Brand Name of the KOICA Fellowship Program**

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.



**Appendix 2.**

**[facebook.com/koica.icc](https://www.facebook.com/koica.icc)**

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community

