

2019 KOICA- Korea University Master's Degree Program in Finance and Tax Policy

August 19, 2019–January 17, 2021
Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



Korea University

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

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I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-Korea University Master's Degree Program in Finance and Tax Policy

■ **Duration**

- Stay duration: August 19, 2019–January 17, 2021 (17 months)

During 16 months in Korea University, students are strongly recommended to complete their thesis.

- Academic duration: September 2019–February 2021 (18 months)

In accordance to the university regulations, the diploma will be issued in February 2021.

■ **Degree:** Master's Degree in International Studies (International Development and Cooperation)

■ **Objectives**

- 1) Develop human resources that can contribute to the socio-economic advancement of developing countries
- 2) Train key government experts in the field of finance and tax policies needed for developing countries
- 3) Share Korea's economic development experience and train experts who can contribute to global economic development
- 4) Raise understanding of finance and tax policies in Korea

■ **Training Institute:** Graduate School of International Studies, Korea University (KUGSIS)

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

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

■ **Accommodations:**

- **KOICA International Cooperation Center (ICC)**

- **KU Global House Dormitory**

- The dormitory has single, double, and triple rooms, and the allocation is subject to availability.
- Each person is provided with a desk, a chair, a closet, a bookshelf and a bed.
- Two/three people share a bathroom.
- One kitchen is located on the first floor: 5 refrigerators, shelves, 6 electronic stoves, 6 sinks, and 1 water purifier are shared with others.
- One laundry room, 6 washing machines and 6 dryers

- **Anam 2**

- The dormitory has double, and triple rooms, and the room allocation is subject to availability.
- Each person is provided with a desk, a chair and a bed.
- Each floor has communal bathrooms and a kitchen.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

| Session | Date (YYYY.MM.DD) | Contents / Remarks |
|--------------------------------|-------------------------|--|
| Preparatory Session | 2019.08.19 ~ 08.21 | Arrival, KOICA Orientation |
| | 2019.08.22 | Arrival to KU, KUGSIS Orientation |
| Pre - Course | 2019.08.23 ~ 08.30 | Korean Language |
| Fall Semester (1st semester) | 2019.09.02 ~ 12.20 | |
| Winter Session | 2019.12.23 ~ 2020.01.03 | Practical Special Lecture Series |
| Winter Break | 2020.01.04 ~ 03.01 | |
| Spring Semester (2nd semester) | 2020.03.02 ~ 06.19 | |
| Field Trip | 2020.07.08 ~ 07.10 | |
| Summer Break | 2020.07.11 ~ 08.31 | |
| Fall Semester (3rd semester) | 2020.09.01 ~ 2020.12.21 | * Thesis Writing Guidance will be offered. |
| Wrap-up Session | 2020.11.27 | Final Oral Defense Presentation |
| | 2020.12.18 | Graduation Ceremony |
| | 2021.01.13~17 | Departure |

*The above schedule is subject to change.

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

2. CURRICULUM

1) Curriculum & Credits

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

| Category | Credits | Course Title |
|----------------------|---------|---|
| Fall Semester 2019 | | |
| Major Elective | 3 | International Finance/ Policy evaluation |
| Core Elective | 3 | International Economics |
| Major Elective | 3 | Special Topics in International Development and Cooperation |
| Major Elective | 3 | Tax Policy |
| Major Elective | 3 | Public Finance |
| Spring Semester 2020 | | |
| Core Compulsory | 3 | Research Methods |

| Category | Credits | Course Title |
|--------------------|---------|--|
| Regional Course | 3 | Elective |
| Core Elective | 3 | Introduction to International Development Cooperation |
| Major Elective | 6 | Finance and Budget Issues/ Korean Finance and Tax Policy/Macroeconomics/Special topic in International Commerce/Special Topic in International Development and Cooperation/ History of International Relations |
| Fall Semester 2020 | | |
| Core Compulsory | 3 | Thesis Research |
| Regional Course | 3 | Elective |
| Core Elective | 3 | International Business |

* The above curriculum is subject to change.

< Number of Credits Required in Each Category >

| Category | Credits |
|--|------------|
| Core Compulsory Courses (Research Methods, Thesis Research) | 6 Credits |
| Core Elective Courses (International Business, Introduction to International Development Cooperation, International Economics), Regional Courses | 15 Credits |
| Major Electives (6 courses related with Finance and Tax Policy) | 18 Credits |
| Total | 39 Credits |

2) Graduation Requirements.

- In order to graduate, students must take 39 credits, and submit a thesis. The participants will receive a Master of Arts in International Studies degree upon successful completion and acceptance of a Master's thesis.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- 1) **Field trip** - Once during this program: Korea Development Institute (The places are subject to change)
- 2) **Industrial Visit** – Once during this program: Korea Institute of Public Finance, Busan Port Authority, and Busan-Jinhae Free Economic Zone Authority (The places are subject to change)
- 3) **Fellowship Event** – Buddy program: 1 Korean student and 3 or 4 KOICA students make a team. These teams will engage in various leisure activities such as going out for dinner, visiting Korean historical sites, amusement park, etc. at least once a month.
- 4) **Workshops** – Workshops to which experts in the field of tax and finance are invited will be organized.
- 5) **Other Extracurricular Activities**—Special practical lecture series: These lectures are specially designed to promote the knowledge and skills that can be applied to students' jobs when they return to their home countries.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

Korea University (hereafter, KU), originally founded as Bosung College, was founded in 1905 by the Treasurer of the Royal household, Young-Ik Yi, who believed that educating the young generation was the only way to secure Korea's independent status as a nation. Korea University is the country's first institution of higher learning funded and administered solely by Koreans. As such, KU has played a significant role in shaping Korea socially, culturally and academically.

While successive generations of faculty and students remain deeply committed to the University's proud national heritage, they have also been at the forefront of Korea's globalization. The increasing number of international students on campus is a testimony to the University's growing reputation abroad, as well as within Korea. The year of 2005 was the centennial of Korea University. Korea University is in the heart of Global Pride.

Korea University has two campuses covering over 182 acres: The Anam and Sejong campuses. The Anam campus is divided into three sections: The Main campus, the Science campus, and the Medical campus including Housing facilities. The Sejong campus is in Jo-Chi-Won, Chung-nam province.

The Tiger, the emblem of Korea University and a symbol of dignity and courage, represents truth and justice. The monument of the tiger-overacting the globe standing in the main campus of the University reflects not only the drive for excellence, but also the University's global mission.

GSIS was established in 1991 in response to the growing forces of globalization and internationalization. By 1996, the Korean government was calling for experts in international commerce, international relations, and area studies; and in late 1996, the Korean Ministry of Education designated KU GSIS as one of Korea's top five graduate schools of international studies qualified for a major five-year government grant.

The major goals of GSIS are to educate and train specialists in international commerce, international development, international security, area studies and Korean studies. It offers two master's degree programs under the departments of International Studies and Korean Studies. GSIS welcomes all nationalities. All courses are taught in English.

Apart from the regular program offering, KUGSIS is also operating a variety of extracurricular academic programs in order to provide students more chances to widen their scope of knowledge and global experience.

2) Homepage: <https://gsis.korea.ac.kr/>

2. ACCOMMODATION

1) Global House

Anam Global House is an air-conditioned, coded home for 154 men and women. Anam Global House offers single, doubles, or triple rooms and has semi-private baths. Bathroom facilities are installed in the room and are shared by the roommates. Students will be assigned to single, double, or triple rooms. The room allocation is subject to availability.

- Each person is provided with a desk, a chair, a bed, a closet and a bookshelf.
- Two/three people share a bathroom.
- One kitchen is located on every floor where refrigerators, shelves, electronic stoves, a sink are shared.

< Global House >



* Note: For further details, visit the website at: <http://dorm.korea.ac.kr>.

2) Dining Services

- Meal Coupon Service at Global House

Residents may purchase a meal coupon, which is valid for breakfast, lunch and dinner at the Global House Cafeteria. Coupons can be purchased at the cafeteria on the 1st floor of Global House

during the opening hours. You should purchase 120 coupons, 160 coupons or 200 coupons at once. As of October 2015, the price for 1 meal is approximately USD 3 (3,500 KRW).

3. OTHER INFORMATION

1) GSIS Lecture rooms

There are 15 lecture rooms in total from first floor to fourth floor in the International Studies Hall for GSIS students. The representative ones are as below;

▣ KOICA exclusive room

This room is exclusive use for KOICA students. This lecture room 219 is used whenever there are special practical lectures and regular meetings.



▣ Global meeting hall

This hall 214 is not only for big lectures but also for big events such as orientations of students, graduation ceremony and conferences.



2) GSIS Seminar room

■ Circular Seminar room

Located on the first floor of International Studies Hall, this is used as seminar room, conferences, and also some classes are done in this room.



3) Dining on Campus

There are several dining places and cafeterias all over the campus.

| Location | Contact |
|--|--------------|
| International Studies Hall cafeteria (KU Bakery) | 02-3290-1815 |
| Student Union Building Cafeteria (Basement) | 02-3290-1811 |
| Student Union Building Cafeteria (first floor) | |
| Living Plaza Cafeteria for Students | |
| Lining Plaza Snack bar for Students | |
| Alumni Hall Student Cafeteria | 02-921-7218 |
| Techno-complex Research Center Cafeteria | 02-3290-4348 |
| Meals and Saecham (Restaurant) | 02-3290-2653 |



There are also convenience stores and snack bars over the campus.

| Location | Contact |
|--|--------------|
| Communications Building | 02-925-5894 |
| Tiger Plaza | |
| College of Education | 02-925-5897 |
| Central Library (Basement, 1st floor) | 02-928-0876 |
| Central Square (Basement, 1st floor) | 02-3290-2654 |
| New building, College of Business Administration (Basement, 1st floor) | 02-3290-2564 |
| College of Law (New Building, 5th floor) | 02-3290-1817 |
| College of Life Science & Biotechnology (Basement, 1st floor) | 02-3290-4375 |
| University Dormitory (Basement, 1st floor) | 02-923-3897 |
| College of Medicine (1st floor) | 02-920-6179 |

4) Medical Facilities in the campus/ City

There is health care center and student medical mutual aid service in the central square where primary treatment can be done.

| Facility Name | Location | Contact | Offering Service |
|------------------------------------|-------------------|--------------|--|
| Health Care Center | KU Main Campus | 02-3290-1571 | Services include: emergency aid, health consultations, facilities for temporary rest and recovery, and information related to health centers, services, etc. |
| | KU Science Campus | 02-3290-1572 | |
| Student Medical Mutual Aid Service | KU Main Campus | 02-3290-1573 | A certain percentage of medical fee paid by the student, will be reimbursed to him/her under the plan. |
| | KU Science Campus | 02-3290-1570 | |

“Anam Hospital, Korea University Medical Center” is affiliated hospital of Korea University. Diagnostic and treatment equipment, from Magnetic Resonance Imaging (MRI) systems to radiation fluoroscopes, represent the latest technologies available for the detection and treatment of disease. The three hospitals in Anam, Guro and Ansan have a combined capacity of about 2,000 beds. This hospital is general hospital where most of the health problems can be treated.

H and B Clinic, this is smaller hospital of Anam Hospital but only the size of the hospital is different. This is also hospital where most of the health problems can be treated.

Both hospitals are 5~10 minutes away from the university.

| | Location | Business Hour | Contact. |
|----------------|--|-----------------|-------------|
| Anam Hospital | Inchon-ro 73, Anam-dong, Seongbuk-gu, Seoul. | 8:30~5:30 daily | 1577-0083 |
| H and B Clinic | 101-53 Anam-dong 5-ga, Seongbuk-gu, Seoul. | 8:30~6:00 daily | 02-923-5905 |

5) University Library

Korea University library contains more than 2.7 million books, making it the largest university library in Korea. There are four main university libraries; Main Library (Building #116), Graduate School Library (Building #102), Centennial Digital Library (Building #144) and Science Library (Building #216). There are also Law Library, Sudang Digital Library, ARI East Asian Library, Foreign Research Information Center, Academic information Center (Sejong), Medical Library and Health Science Library.

▣ Main Library

The Main Library opened in 1978 and renovated in June 2004. The Library is four-story granite building with 7 levels of stacks, having materials for Humanities & Social Sciences.

On the ground-floor, there are General Reading Rooms with 350 seats, Information Center providing the basic instruction for the library facilities and book return procedure, and E-Lounge where users can search and use scholarly information sources and take online classes. On the 2nd floor, users can browse Journals & Reference Materials for researcher's demands and on the 3rd, 4th floor; monographs are stocked in DDC order.

Moreover, our library is equipped with Carrels supporting intensive research/study and special facilities for disabled people.

* Administrations Office: 82-2-3290-1501, 1509

* Homepage: <http://library.korea.ac.kr>

<Main Library and Lobby>



▣ Library Hours

- Weekdays 09:00–22:00
- Saturdays 09:00–15:00
- Closed on Sundays and Holidays
- Reading rooms open every day 06:00–23:00

| Libraries | Sections | Mon.-Fri. | Sat. |
|-------------------------|---|----------------------------|---------------|
| Main Library | Journal & References Inter Library Loan Foreign Research Information Center Information Center Books (000-599) Books (600-999) | 09:00-22:00 | 09:00 - 15:00 |
| | ARI East Asian Library | 09:00-17:30 | Closed |
| Graduate School Library | Loan Office Special Collections | 09:00-17:30 | Closed |
| CDL | Information Commons Multimedia Room UN Depository Library / European Documentation Centre Course Reserve Room | 09:00-22:00 | 09:00 - 15:00 |
| | MPL | 09:00-17:30 | Closed |
| Science Library | Circulation Room Serials Room Reference Room | 09:00-22:00 | 09:00 - 15:00 |
| | Multimedia Room Browsing Room | 09:00-17:30 | Closed |
| Medical Library | Serials Room Electronic Information Room Monographs Room | 08:30-17:30 08:30-19:30 | Closed |
| General Reading Rooms | 06:00-23:00 | | |
| 24-Hour Reading Rooms | 00:00-24:00 | | |

■ **GSIS Library**

It's located on the 1st Floor of the International Studies Hall Building. The GSIS library opens from 9:00AM to 5:30PM on weekdays during semester and from 9:00AM to 4:30PM during vacation. The GSIS reading room opens from 6:00AM to 11:00PM every day.

☎ 82-2-3290-1399 (Room 121)

| GSIS Library | Sections | Mon-Fri | Sat |
|-------------------|--|-------------|---------------|
| GSIS Library | Loan Office Thesis and Dissertations Room | 09:00-17:30 | Closed |
| GSIS Reading Room | Available only for GSIS Students | 06:00-23:00 | 06:00 - 23:00 |

6) Lounge/Fitness

| Facility | Location | Contact |
|--------------------------------|---|----------------|
| Student Lounge at Each College | Each college has a student lounge: each lounge is furnished with sofa, tables, a vending machine for soft drinks, and drinking water available. | |
| Female Student Lounge | Faculty and Women Student's Hall, Science Library (2nd floor), Cafeteria (3rd floor, Science Campus), and Communications Building Annex (3rd floor) | |
| KU Tiger Dome (Hwa Jeong Gym) | This gymnasium has a main stadium, sub arena, fitness center, squash court, aerobic studio, 250meter track and an indoor rock-climbing facility. | 02-3290-4096 |
| Hana Fitness Center | The club is located in Hana Square and equipped with different equipment and shower facilities for both men and women. Fees charged. | 02-3290-4027 |
| KU Fitness Club | The club is located in the 4.18 Memorial Hall (Basement, 2nd floor) and equipped with different kinds of health equipment and shower facilities for both men and women. Fees charged. | 02-3290-1762 |
| Table Tennis | There are five tables in the 4.18 Memorial Hall (Basement, 2nd floor). No fees charged. | |
| Ice Link | University Green Campus | 02-3290-4243~5 |

7) Other Facilities

| Facility | Location | Contact |
|-----------------------|--|----------------|
| KU Cinema Trap | Media Hall 4 Floor #412 | 02-924-6579 |
| Museum | Korea University Museum | 02-3290-1512~3 |
| Post Office | The annex to Communication Building (3rd floor) | 02-3290-1820 |
| Music Hall | Communication Hall, 1st floor | 02-922-5204 |
| Auditorium | Inchon Memorial Hall | 02-3290-1771 |
| | The 2nd Student Union Hall (Basement, 2nd floor) | 02-3290-1772 |
| | The Alumni Hall (Basement, 1st floor) | 02-3290-1771 |
| | College of Business Administration | |
| Help for the disabled | www.kujang.net | 02-3290-1221 |

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism

In the event a student is absent for any of the reasons below, the student must notify the appropriate KUGSIS department, faculty and KOICA, and get approval in advance and submit documents that they will request to do.

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Severe illness or emergency situations

2. Must reside in dormitory

- Students must reside in dormitory that you are randomly assigned
- Living off-campus is not allowed

3. Must abide by residency regulations

- A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately.

4. Light meals can be cooked in the shared kitchen

- Electronic 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.

5. Examinations and Grade Evaluations

1) Regular Exams and Make-up Exams

- Regular Exams: Mid-term (8th week of semester), Final (end of semester)

2) Qualification for General Exam

- Applicants for the General Exam must be enrolled in their third semester at the time of application with an average GPA of at least 3.0 or higher.

3) Exemption from the General Exam

- When an average GPA until the start of third semester is 3.3 or higher.

4) Scholastic Performance Evaluation Method

- Scholastic performance will be based on GPA 4.5 [a 100-point scale] for each course registered. Grades will be based on classroom performance (assignments, presentations, attendance) and test performance (mid-term and final exams).
- Grades will be marked on a curve scale as follows;

| | | | | | | | |
|--------------|--------|-------|-------|-------|-------|-------|------|
| GPA | 4.5 | 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 0.0 |
| Grade | A+ | A | B+ | B | C+ | C | F |
| Score | 100-95 | 94-90 | 89-85 | 84-80 | 79-75 | 74-70 | 69-0 |

V. REQUIRED DOCUMENTS

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

※ Please do not send the materials to Korea University.

1. Completed application form (KUGSIS Application Form and KOICA Application Form)
2. Statement of Purpose (SOP): SOP is an essential part for our evaluation to see whether you are qualified for this program or not. It should be 3 pages, 12 point, Times New Roman, 1.5 spaced, describing following factors:
 - Your objectives applying for this program
 - Your study plan at KUGSIS
 - How your education and work experience qualify for this program
 - Your contribution to the field of Finance and Tax Policy and how KUGSIS-KOICA scholarship program will help you achieve your goals
 - Future career path after completing this program
3. Two photos (portrait shots): 3.5 X 4.5 cm
4. Certificate of Degree (or Certificated Expected Graduation Form) of all colleges and graduate schools (should be **written in English**)
5. Official transcripts of all colleges and graduate schools
 - Must be **APOSTILLED or CONSUL VERIFIED**
 - Must be **written in English**.
6. A copy of passport
7. Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors
8. Certificate of Employment (Optional)
9. Oath of Undertaking for the Participant: Only successful applicants are required to submit this form.

Important Notes for All Applicants:

1. All KOICA and KUGSIS forms should be **typed in English NOT handwritten**. And all documents should be in English. If it's in any other language, you must submit a notarized / certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced.
2. If any of the submitted materials contain false information, admission will be rescinded.
3. **Original documents should be submitted**. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Be sure to make and keep photocopies of all completed forms. Submitted documents become property of KUGSIS and will not be returned to the applicants.
6. Verification of Academic Record form will be a part of the application.
7. Detailed account of individual admissions decision for each applicant cannot be disclosed.
8. Please be sure that, in principle, any modification or cancellation will not be accepted after completing the application.
9. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.
10. Applicants, who transferred during their prior course of studies, must submit their full complete academic records from all the applicable institution including Transcripts and Certificate of Graduation/Attendance.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

· **Program Specialist of ODA Education center: Ms. Minjung LEE**

- Phone: +82-31-740-0678
- Fax: +82-31-740-0595
- E-mail: nicemj@koica.go.kr

· **Program Coordinator: Ms. Minkyung KIM**

- Phone: +82-31-8017-2683
- Fax: +82-31-8017-2680
- E-mail: kmk1025@global-inepa.org

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

· **Program Advisor: Prof. Kyuwon KANG**

- Phone: +82-2-3290-2588 (Office)
- Fax: +82-2-929-0402
- E-mail: qkang1@korea.ac.kr

· **Program Coordinator: Ms. Hana JIN**

- Phone: +82-2-3290-1397 (Administration Office)
- Fax: +82-2-929-0402
- E-mail: hosini01@korea.ac.kr

* The schedule in PI (Program Information) is subject to change according to the KOICA and Korea University Schedule.