

# KOICA-CAU Master's Degree Program in Urban Development Policy

August 8, 2019 - January 7, 2021

Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



Chung-Ang University

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

# Contents

<b>PART I. PROGRAM OVERVIEW .....</b>	<b>3</b>
<b>PART II. PROGRAM CONTENTS .....</b>	<b>5</b>
<b>PART III. TRAINING INSTITUTE .....</b>	<b>14</b>
<b>PART IV. ACADEMIC REGULATIONS.....</b>	<b>23</b>
<b>PART V. REQUIRED DOCUMENTS .....</b>	<b>25</b>
<b>PART VI. CONTACTS .....</b>	<b>26</b>

# I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-CAU Master’s Degree Program in Urban Development Policy

■ **Duration**

- Stay duration: August 8, 2019—January 7, 2021 (17months)

During 17 months in Chung-Ang University, students are strongly recommended to complete their thesis.

- Academic duration: September 2, 2019—February 28, 2021 (18 months)

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

■ **Degree**

- 1) Master of Urban Planning
- 2) Master of Engineering (Urban Engineering Major)

Chung-Ang University provides two different degrees, and it is required to choose only one of them. You can indicate your choice on your application form.

■ **Objectives**

- 1) To educate governmental officials of developing countries in the areas of urban planning and development in order to enhance their comprehensive competency for urban related tasks
- 2) To share technologies relating to urban planning and development
- 3) To help enhance capabilities for coping with various urban problems especially in developing countries
- 4) To share Korea’s experience in urban planning and development as well as its application to and implementation in the developing countries, and to foster pro-Korean leaders

- **Training Institute: Chung-Ang University**
- **Number of Participants: 20 Government Officials**
- **Language: English fluency that requires no translation**
- **Accommodations: Chung-Ang University, Blue-Mir Hall**

#### **Blue-Mir Hall**

Students of the program are to live in the Blue-Mir Hall, which is located inside of the Chung-Ang University campus and very close to the lecture hall.

#### **\* Living Conditions**

Dormitory room with 2 beds, double occupancy

(Single occupancy available with students' own extra payment)

The room includes (Private): A bed, a desk, a bookshelf, and a closet (per person)

Communal Area (Sharing): A restaurant, microwave ovens, study rooms, a computer lab, a TV, a laundry room, and a fitness center

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date	Contents / Remarks
<b>Preparatory Session</b>	2019. 8. 8 2019. 8. 9–2019. 8. 11	Arrival, KOICA Orientation Medical Check-up
	2019. 8. 12	University Orientation
<b>Pre - Course</b>	2019. 8. 12–2019. 8. 31	3 weeks
<b>Fall Semester (1st semester)</b>	2019. 9. 2–2019. 12. 20	16 weeks
<b>Winter Break</b>	2019. 12. 21–2020. 2. 29	10 weeks
<b>Spring Semester (2nd semester)</b>	2020. 3. 2–2020. 6. 19	16 weeks
<b>Summer Break</b>	2020. 6. 20–2020. 8. 31	10 weeks
<b>Fall Semester (3rd semester)</b>	2020. 9. 1–2020. 12. 21	16 weeks
<b>Wrap-up Session</b>	2020. 12. 4	Final Oral Defense Presentation
	2021. 1. 6	Commencement Ceremony
	2021. 1. 7	Departure

\*The above schedule is subject to change.

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

## 2. CURRICULUM

### 1) TITLE OF DEGREE

These master's degree programs are designed to foster experts in the area of Urban Development and Policy. Upon completion of the required 30 credit hours and master's thesis, the degree will be granted. Two master's degrees are offered: Master of Urban Planning and Master of Engineering (Urban Engineering Major).

#### A. Master of Urban Planning (MUP)

The curriculum on this major provides an understanding of urban problems and solutions in terms of establishing urban policies. The aim of this degree is to train urban planners equipped with sufficient knowledge on the future trend of urban development. Special emphasis is placed on the application of IT technology and urban infrastructure.

#### B. Master of Engineering (Urban Engineering Major) (M.Eng)

The curriculum on this major provides an understanding of urban infrastructure and transportation technologies. The aim of this degree is to train urban engineers equipped with full knowledge on latest technologies such as smart city, big data and BIM.

### 2) MASTER OF URBAN PLANNING (MUP)

The major study areas of the degree of Master of Urban Planning are composed of (1) Urban Policy & Planning, (2) Urban Infrastructure and Transportation, and (3) Smart City.

#### A. Curriculum & Credits

- The total number of credits required to complete the Master's program: 30 credits

	Type	Course Title
Pre-Course	Required (non-credit)	<ul style="list-style-type: none"><li>• Korean I (15 hours)</li><li>• Korean II (15 hours)</li><li>• Korean Economy and Society (15 hours)</li><li>• Korean Culture and Art (15 hours)</li></ul>

	Type	Course Title
Foundation Courses	Required (15)	<ul style="list-style-type: none"> <li>• Urban Management and Policy (3)</li> <li>• Advanced Urban Planning (3)</li> <li>• Transportation Planning (3)</li> <li>• Environmental Policy and Sustainable Development (3)</li> <li>• Internship Program (3)</li> </ul>
Urban Planning and Policy	Electives (9)	<ul style="list-style-type: none"> <li>• Housing Policy (3)</li> <li>• Advanced Urban Design (3)</li> <li>• New Town Planning and Development (3)</li> <li>• Urban and Residential Regeneration (3)</li> </ul>
Smart City	Electives (6)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> <li>• Geographic Information System (3)</li> <li>• BIM Based Design and Construction Management(3)</li> </ul>
Thesis	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take.

### B. Credits to be completed per semester

- As shown in the table below, students must complete 30 credit hours to graduate. Excluding the thesis course, the courses are evenly distributed among core, and functional concentrations.

Semester(credits)	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
1 <sup>st</sup> Semester 2019 Fall	Required (3)	<ul style="list-style-type: none"> <li>• Urban Management and Policy (3)</li> </ul>

Semester(credits)	Type	Course Title
(9)	Electives (6)	<ul style="list-style-type: none"> <li>• Advanced Urban Design (3)</li> <li>• BIM Based Design and Construction Management (3)</li> </ul>
2 <sup>nd</sup> Semester 2020 Spring (9)	Required (6)	<ul style="list-style-type: none"> <li>• Advanced Urban Planning (3)</li> <li>• Transportation Planning (3)</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Housing Policy (3)</li> <li>• Geographic Information System (3)</li> </ul>
2020 Summer (3)	Required (3)	<ul style="list-style-type: none"> <li>• Internship Program (3)</li> </ul>
3 <sup>rd</sup> Semester 2020 Fall (9)	Required (3)	<ul style="list-style-type: none"> <li>• Environmental Policy and Sustainable Development (3)</li> </ul>
	Required (non-credit)	<ul style="list-style-type: none"> <li>• Thesis Research</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Urban and Residential Regeneration (3)</li> <li>• New Town Planning and Development (3)</li> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> </ul>

\*This above curriculum is subject to change.

\*The specified number of credits from the elective section is the minimum number of credits that students must take.

### C. Graduation Requirements

-In order to graduate, students must complete 30 credits (including Internship program and thesis research), submit a thesis and pass a thesis presentation & an oral exam.

### 3) MASTER OF ENGINEERING (URBAN ENGINEERING MAJOR) (M.ENG)

#### A. Curriculum & Credits

- The total number of credits required to complete the Master's program: 30 credits

	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
Foundation Courses	Required (15)	<ul style="list-style-type: none"> <li>• Urban Management and Policy (3)</li> <li>• Advanced Urban Planning (3)</li> <li>• Transportation Planning (3)</li> <li>• Environmental Policy and Sustainable Development (3)</li> <li>• Internship Program (3)</li> </ul>
Urban Infrastructure and Transportation	Electives (9)	<ul style="list-style-type: none"> <li>• Infrastructure Management System (3)</li> <li>• Traffic Operation and Management (3)</li> <li>• Urban Drainage and Sewerage (3)</li> <li>• Urban Data Analysis (3)</li> </ul>
Smart City	Electives (6)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> <li>• Geographic Information System (3)</li> <li>• BIM Based Design and Construction Management (3)</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take

#### B. Credits to Be Completed per Semester

- As shown in the table below, students must complete 30 credit hours to graduate.  
(Excluding the thesis course)

Semester(credits)	Type	Course Title
Pre-Course (non-credit)	Required (non-credit)	<ul style="list-style-type: none"> <li>• Korean I (15 hours)</li> <li>• Korean II (15 hours)</li> <li>• Korean Economy and Society (15 hours)</li> <li>• Korean Culture and Art (15 hours)</li> </ul>
1 <sup>st</sup> Semester 2019 Fall (9)	Required (3)	• Urban Management and Policy (3)
	Electives (6)	<ul style="list-style-type: none"> <li>• Traffic Operation and Management (3)</li> <li>• BIM Based Design and Construction (3)</li> </ul>
2 <sup>nd</sup> Semester 2020 Spring (9)	Required (6)	<ul style="list-style-type: none"> <li>• Advanced Urban Planning (3)</li> <li>• Transportation Planning (3)</li> </ul>
	Electives (3)	<ul style="list-style-type: none"> <li>• Infrastructure Management System (3)</li> <li>• Geographic Information System (3)</li> <li>• Urban Data Analysis (3)</li> </ul>
2020 Summer (3)	Required (3)	• Internship Program (3)
3 <sup>rd</sup> Semester 2020 Fall (9)	Required (3)	• Environmental Policy and Sustainable Development (3)
	Required (non-credit)	• Thesis Research
	Electives (6)	<ul style="list-style-type: none"> <li>• Smart City Development (3)</li> <li>• Big Data and Transportation Information (3)</li> <li>• Urban Drainage and Sewerage (3)</li> </ul>

\* The above curriculum is subject to change.

\* The specified number of credits from the elective section is the minimum number of credits the students must take.

### C. Graduation Requirements

-In order to graduate, students must complete 30 credits (including Internship program and thesis research), submit a thesis and pass a thesis presentation & an oral exam.

#### 4) TEACHING PLAN FOR THESIS RESEARCH

- Thesis supervisor will be appointed in the 2<sup>nd</sup> semester based on the topic of each student's interest.
- Lecture on research methodology will be offered at the beginning of the 2<sup>nd</sup> semester.
- Depending on the topic, a joint supervisor can be assigned. In this case, major and minor supervisors must be clarified.
- Research Project Process per Semester

Semester	Classes	Expected Effects	Research Schedule
Spring Semester, 2020	Research Methodology (Special Lectures)	Identifying research methodology to be applied	
	Thesis Research	Topic clarification Research design and development	Monthly meeting with supervisor
Fall Semester, 2020	Thesis Research	Carry out experiment and surveying Thesis writing	Weekly meeting with supervisor

### **3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)**

#### **1) Field trip & Industrial Visit**

- At the end of the first semester, a field trip and an industrial visit to a new town and a major construction site will be made. At the end of the second semester, a field trip and an industrial visit to urban regeneration site as well as cultural and industrial sites will take place. Places will be selected among the following list.
- New Town Sites: Sejong City, Incheon Songo New Town, Hwaseong Dongtan New Town, Paju Unjeong New Town, Seongnam Pangyo New Town.
- Construction Sites: Incheon Grand Bridge, Seoul Metropolitan Transportation Control Office, Seoul Metro 9 Headquarters Office, Bucheon Sewerage Treatment Plant
- Urban Regeneration Sites: Seoul Metropolitan Urban Regeneration Sites (Sinchon, Sangdo), DDP (Dongdaemun Design Plaza), Cheonggyecheon Restoration Project Site, Anyang Art Festival Site
- Cultural and Industrial Sites: Jeonju Hanok Village, Gyeongju Bulguksa Temple (UNESCO World Cultural Heritage Site), Suwon Samsung Electronics Company, Ulsan Hyundai Shipbuilding Company

#### **2) Academic Buddy**

- Korean graduate student of the relevant academic department (architecture, urban planning, transportation, civil engineering) will give assistance to solve any matters related to academic affairs.

#### **3) Other Extracurricular Activities**

- CAU Korea Exploration Program (CKEP): This program offers an opportunity for foreign students to experience Korean traditional culture, food and the latest living trend.
- CAU Global Fair: Each student will introduce culture and development of his/her country to promote international relationship.
- In addition to the above activities, diverse musical concerts and sport activities will take place for foreign students to participate.



## **III. TRAINING INSTITUTE**

### **1. GENERAL INFORMATION**

#### **1) About Chung-Ang University (<http://neweng.cau.ac.kr/>)**

- **Chung-Ang University** is a private institution with 30,000 students and 982 faculty members. It consists of 10 undergraduate colleges and 16 graduate schools. It operates two campuses, in Seoul and Anseong, Korea. Established in 1918, CAU has endured through the painful course of Korea's modern history, upholding its ideal of "Truth and Justice". Since then, CAU has taken a leading role in nurturing intellectuals of the nation. Respected as leading institution providing quality education, CAU has sped up the pace of innovation in local education.

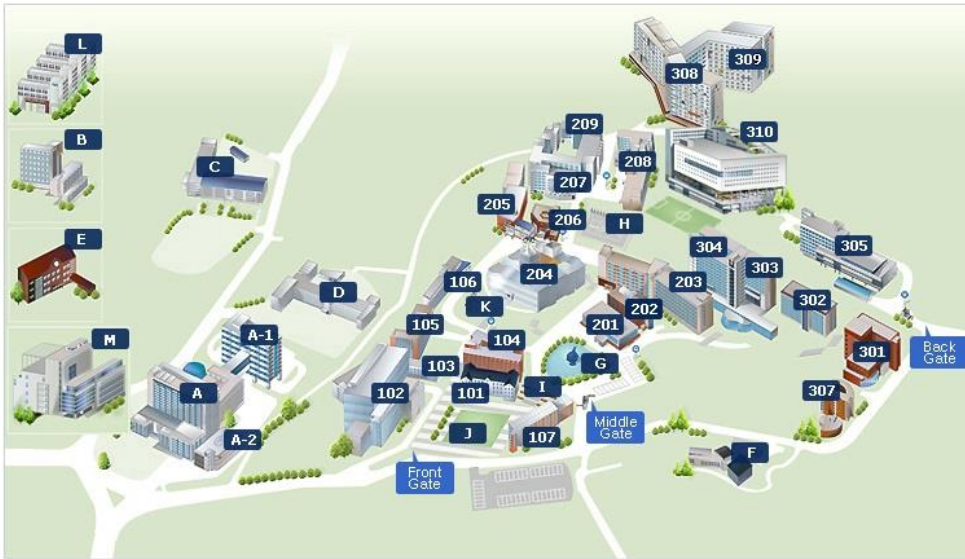
Fully accredited by the Ministry of Education of Korea, CAU offers a wide range of bachelor's, master's and doctoral programs including a law school, global MBA programs and a medical school. Thanks to these schools' vibrant activities, CAU gained top recognition in the nation from the MEST for the last eight years. Furthermore, CAU is recognized as the nation's best in the fields of pharmacy, culture and art education. With the help of its schools of art and culture, the university stands at the center of the Korean culture wave, currently sweeping Asia and beyond. As a major private institution, Chung-Ang University is fully committed to guiding its Korean and international students to envision their life goals and achieve their maximum potential in the increasingly competitive global society.

#### **2) Graduate School of Chung-Ang University**

- Chung-Ang University Graduate School was established in February 1953, currently operating graduate studies at 52 departments and at 15 interdisciplinary programs in 5 academic disciplines. The Graduate School concentrates all our capability to achieve the vision through the Substantiality of Education, Advancement of Research Capability, and Globalization in order to nurture world-class practical leaders and scholars of the future who will contribute to the country and the society needs.

As research-oriented Graduate School in the global era, Chung-Ang University Graduate School along with Doosan Group (which was ranked 4<sup>th</sup> among the “world’s Best 40 Companies 2009” list) provides outstanding faculty and excellent educational environment and facilities so that you could grow to be the specialized expert and scholar.

◆Campus Map (Dormitories Bldg. 308, 309)



101 Young-shin Hall	102 College of Pharmacy / R&D Center	103 Red Cross College of Nursing / Pfeiffer Hall	104 College of Natural Sciences
105 College of Medicine 1	106 College of Medicine 2	107 General Education Bldg	201 Main Administration Bldg
202 Computer & Information Center	203 College of Humanities / College of Education	204 Central Library	205 Student Union Hall
206 Student Culture Hall	207 College of Engineering 1 / Bobst Hall	208 College of Engineering 2	209 Business Incubator Center
301 Art Center	302 Graduate School Building	303 Law School Bldg	304 Performing Arts and Media Bldg
305 Faculty Office Building / Gymnasium	307 Global House (Dormitory)	308 Blue Mir Hall 1 (Dormitory)	309 Blue Mir Hall 2 (Dormitory)
310 Centennial Hall	A CAU Hospital : Chung-Ang Hall	A-1 CAU Hospital : Da-jeong Hall	A-2 CAU Hospital : Parking Tower
B Future House (Dormitory)	C Affiliated Middle School	D Affiliated Primary School	E Institute of Performing Arts
F Affiliated Kindergarten	G Blue Dragon Pond	H Giant Basketball Court	I Chung-Ang Stairway
J Chung-Ang Square	K Monument of Justice and Blood	L Affiliated High School	M Pyeongdong Campus

## 2. ACCOMMODATION

### 1) Blue-Mir Hall

- The students will stay at the Blue-Mir Hall on campus, which is the most advanced and among the best university dormitories in Korea. Blue-Mir Hall was built using Mondrian abstract art that balances symmetry and order, surrounded by a small natural forested environment. The building is equipped with the state of the art air conditioning and heating system, wireless high-speed internet access, a large dining area, fitness center, cafe and a lounge.



- Living Conditions

A dormitory room with 2 beds, double occupancy

(Single occupancy available with students' own extra payment)

The room includes (Private): A bed, a desk, a bookshelf, and a closet (per person)

Communal Area (Sharing): A restaurant, microwave ovens, study rooms, a computer lab, a TV, a laundry room and a fitness center

- 2-Bed-Room (double occupancy)



- 1-Bed-Room (single occupancy)



- Fitness center and laundry room



### 3. OTHER INFORMATION

#### 1) Lecture Room

##### CAU Lecture Room (Bldg. 310)

Most of the lectures are to be held in the lecture rooms of Bldg. 310, which is newly opened in 2016. All the lecture rooms are equipped with A/V lecture aid facilities and air conditioning systems.



#### 2) Dining on Campus

In addition to the two main restaurants in Blue-Mir Hall, mainly providing dining services for the dormitory residents, there more than 10 restaurants in the university. The prices of these restaurants are 2,800 ~ 10,000 KRW.



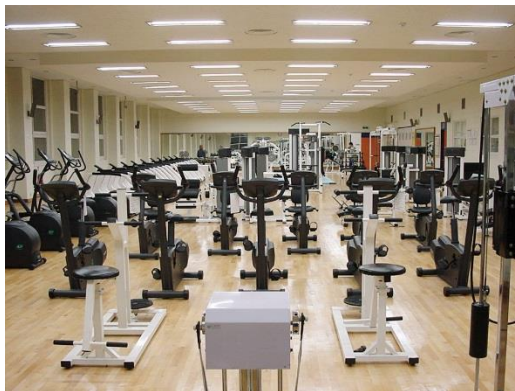
### 3) Library

The main library is located at the center of the university. It was renovated in 2009 and the size of the library reaches 14,258m<sup>2</sup> with a collection of 1 million volumes of books. The reading rooms of the library are opened 05:00~23:00.



### 4) Sport Facilities

Fitness Centers are located both in Bldg. 308 (for dormitory residents only) and Bldg. 305 (for general students). A soccer field and basketball courts are also in the university.



## 5) Other facilities

Other facilities in the university include a café, a book store, a postal office, a bakery, a stationary shop, a convenience store, a beauty shop, and a bank.



## 6) Health care service

Health care service is mainly provided by Chung-Ang University Hospital, which is only 5 minutes walking distance from the university. The hospital with over 870 sickbeds aims to attain One-Day & One-Stop Service with nation's best Thyroid Center, robotic surgery using the latest da Vinci Si, and latest RFID (radio-frequency identification) systems to increase efficiency. The students can have medical services from the hospital at a discounted rate.

The International Healthcare Service Center of Chung-Ang University Hospital provides the primary medical services for patients from overseas countries. It also provides such diverse services as medical counseling or protective inoculation for travelers. For patients who are in need of the specialized secondary medical service following the primary treatment, it provides the medical service by consulting the specialized clinical areas within the shortest time and thereby minimizing the waiting time.

The center provides the interpretation service for patients from overseas countries. It also provides the emergency interpretation service, via an Emergency Medical Information Center in Seoul (1339), for the convenient use of emergency medical center during night.



### \*Medical Information Center

-The services are for all residents living in Korea so the initial call pickup will be done in Korean. If you request for English translation, a translator will be provided

During the switchover time, prerecorded music and Korean will be relayed over the phone.

-Wait patiently until the switchover and then you will be able to receive a step-by-step instruction in English on the required medical condition.

Your emergency call will be translated by a 3rd translating party between you and the professional medical staff. This service is not like 119, but is a hotline for a step-by-step process of dealing with sudden ailments that may not require an ambulance (although you can request an ambulance).

**\*119 Fire & Emergency Services**

-The 119 Emergency & SOS Service is similar to the American 911 service. In case of fire or a medical emergency call this number. The service will immediately send a fire truck or an ambulance to the required location. The service is for all residents, Korean and foreign, so the pickup will be done in Korean. If you request for English translation, a translator will be provided (contact time needed). Wait patiently until the switchover and then you will be able to inform the medical staff of the patient's condition and request a fire truck or an ambulance.

# IV. ACADEMIC REGULATIONS

## 1. ACADEMIC REGULATIONS

### 1) Attendance and Absenteeism

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

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

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
- Other events as approved by the Graduate School Dean

B. 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.

### 2) Must reside in Chung-Ang University residence

- Students must reside in the dormitory of Chung-Ang University
- Single or double occupancy
- Living off-campus is not allowed

### 3) Must abide by residency regulations

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

### 4) Examinations and Grade Evaluations

#### - Minimum Grade Point Average Requirement

- Students must maintain at a minimum a B0 (80-84) grade point average. Anything below 80 points will not be acknowledged as a passing grade.

**- Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Final (last two weeks 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 Graduate School Dean's approval to sit for the exam at another time.

**- Qualifications to Sit for an Exam**

- Any student who, without good reason, has failed to attend class for at least three-fourths 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.

**-Scholastic Performance Evaluation Method**

- Scholastic performance will be based on a 100-point scale 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+: 30% of the students in the class
  - B+ to A: 40% of the students in the class
  - B and below: 30% of the students in the class

**-Evaluation Standard: Evaluation Ranking**

Grades	Score (%)	Grade Point	Grades	Score (%)	Grade Point
A+	95 - 100	4.5	P		Pass
A0	90 - 94	4.0	I		Incomplete
B+	85 - 89	3.5			
B0	80 – 84	3.0			
F	79 – 0	0			

## V. REQUIRED DOCUMENTS

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

- 1) Chung-Ang University Form 1: Document Check List
  - 2) KOICA Application Form
  - 3) Chung-Ang University Form 2: Application Form (Type in English and Print out, Hand writing is not acceptable)
  - 4) Chung-Ang University Form 3: Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)
  - 5) Curricular Vitae
  - 6) Chung-Ang University Form 4: Recommendation: from two different professors with a stamp or signature on a sealed envelope by the recommender (Print twice and to be completed by each of your two professors)
  - 7) A Copy of the Applicant's Passport (please check the expired date.)  
Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card)
  - 8) Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship
  - 9) Verification of Academic Record (Undergraduate transcript, sealed by president)
  - 10) Certificate of Employment (if applicable)
  - 11) Certificate proving English Proficiency (if applicable): Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.
  - 12) Doctor's opinion paper about health check-up review
- ★★ Form 1 ~ 4: Attached herewith

### **\*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. (If it is unavailable, the originating institution must authorize copies 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.

# VI. CONTACTS

## 1. CONTACT INFORMATION

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

- **Program Manager: Mr. David Seungbeom Kim** (ODA Education Center)
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### ▪ **Program Coordinator: Ms. Minkyung Kim**

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## 2) Graduate School of Chung-Ang University

### · **Program Manager: Prof. Joongseok Joseph Ryu**

Department of Urban Development & Policy, Graduate School,  
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### · **Academic Advisor: Prof. Taewan Kim**

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- Homepage: <http://www.cau.ac.kr>

### · **Staff: Ms. Sangmi Lee**

Office of Graduate School, Chung-Ang University

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· **Staff: Ms. Seungyoon Choi**

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- E-mail: choisraah@cau.ac.kr
- Homepage: <http://www.cau.ac.kr>

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