

2020 KOICA Scholarship Program

Application Guideline

For Master's Degree Program in Public Management and Public Sector Reforms

1. Purpose

The KOICA Scholarship Program (SP) for master's degrees is designed to nurture key leaders in developing countries who can contribute to the socio-economic development of their home countries.

2. Target Countries

- Countries selected by KOICA among the DAC List of ODA Recipients
- The list of target countries is subject to change annually to the policies of the Korean government or KOICA

Region	Asia	Africa	Latin America	Middle East	CIS
Countries	16 countries	24 countries	11 countries	3 countries	9 countries
Name of countries	Bangladesh Cambodia Fiji Indonesia Lao PDR Mongolia Myanmar Nepal Pakistan Afghanistan Papua New Guinea Solomon Islands Sri Lanka The Philippines Timor-Leste Vietnam*	Algeria Angola Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Burundi Senegal Sudan Tanzania Tunisia Uganda Zambia Zimbabwe	Colombia Ecuador El Salvador Guatemala Haiti Honduras Jamaica Dominican Republic Paraguay Peru Venezuela	Iraq Jordan Palestine	Azerbaijan Ukraine Belarus Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan Georgia

3. Program overview

(1) **Program Title:** Master's Degree Program in Public Management and Public Sector Reforms

(2) **University:** Seoul National University (SNU), Graduate School of Public Administration (GSPA),

(3) **Number of Participants:** 20 Government Officials

* **For more details on the available** courses, refer to the Program Information of each course that is available to access in the KOICA website (<http://www.koica.go.kr/ciat/index.do>) English webpage → Menu ("Stay connected" → "Notice")

4. Qualifications

Prospective applicants must meet all of the following conditions.

(1) **Citizenship:** Be a citizen of the Scholarship Program target country.

(2) **Government Nomination:** Be officially nominated by their governments.

- Be a government employee. With a minimum of 2 years of experience in the field of study

* Exception - Applicants with an 'international development NGO' background may apply for the program with two letter of recommendations:

- Your government office; and

- Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Organization within your region.

(3) **AGE:** (Preferably) Be under age 40 as of February 1, 2020.

(4) **Health:** Be in good health, both physically and mentally.

- Those with disabilities, but in good mental and physical health, are eligible to apply.

- Those with severe illness are NOT ELIGIBLE to apply.

(5) **Level of Education:** Have a completed Bachelor Degree or an equivalent to college / university level Educational background.

* Some program have specific qualifications in terms of level of education, and refer to Program Information of each program.

(6) **English Proficiency:** Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.

(7) 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.

(8) Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before.

(9) and other qualifications from university you are going to apply (refer to the Program Information)

***(10) Preference:** Descendants of Korean War Veterans will be given preference.

- Proof of descendants of Korean War document must be presented in application package.

5. Support Service (Scholarship Benefits)

Supports	Amounts	Note
Air Fare	Actual amount paid	<ul style="list-style-type: none"> - Cannot be borne by KOICA in special circumstances like when a participant violates academic regulations - Not borne by KOICA when a participant Temporarily leave to his/her home country during the training period - Except for above, borne by KOICA
Tuition Fees	Full amount required by a university	<ul style="list-style-type: none"> - Borne by a training institute
Extracurricular Activities	Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	<ul style="list-style-type: none"> - Amount borne by a school varies - Part of the expenses can be borne by participants, and the amount varies among training institutes
Monthly Allowance	KRW 999,000 per month	<ul style="list-style-type: none"> - It includes expenses for meals, books and study supplies if needed - Same amount will be provided per month - If a participant cannot participate in the course for specific reasons like temporary leave to his/her home country, the allowance for that month shall be prorated for the corresponding number of days studies in Korea (KRW 33,300/day). * The amount deducted (33,300/day) is the same regardless of how many days are in the month. ** During the period of Online lecture in applicants' home country, monthly allowance will not be supplied.
Accommodation	Actual amount paid	<ul style="list-style-type: none"> - Electricity and other utility fees shall not be covered. - Cost for cleaning, laundry or exchange of bedding shall not be covered. - Except for above, borne by a training institute
Settlement Allowance	KRW 600,000	<ul style="list-style-type: none"> - Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by a training institute
Scholarship Completion Grants	KRW 300,000	<ul style="list-style-type: none"> - EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by a training institutes before departure
Insurance	Actual cost paid	<ul style="list-style-type: none"> - Refer to separate documents for detailed insurance coverage - Borne by KOICA

* Notes

-KOICA only provides the expenses above.

- Visa expenses, stopover expenses, local transportation and other sundry expenses will not be covered.
- KOICA arranges and pays for the participant to travel to and from Korea. 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.

6. Selection Procedures

Period	Procedures	Details
June - Aug, 2020	Application	<p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to KOICA regional offices and Korean Embassy) : Please check with KOICA regional office or Korean embassy in Applicants' country - Prepare all required documents for your admission package and fill out the 'Document Checklist'. - Submit the application package (including both university and KOICA application forms and other required documents) to KOICA regional office or Korean Embassy by the submission date. - Original copies should be sent to university before the phone interviews.
Aug 2020	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.
Aug 13 - Aug 19	Document Screening	<p>[1st round : Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening,
Aug 21	Result of Document Screening	<ul style="list-style-type: none"> -The result for the 1st round selection will be announced to the applicants. <p>[Preparation for the 2nd round]</p> <ul style="list-style-type: none"> - Details of the interview including the interviewee list will be sent to the KOICA regional offices and interview arrangements will be made respectively.
Aug 21 -Sept 4	Interview	<p>[2nd round : Phone Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for phone interview will be notified individually by the KOICA regional offices or Korean embassy with 2-3 day notice in advance. - KOICA HQs announces the result of interview to the KOICA regional office or Korean Embassy : Sept 8

Sept 10 - Sept 24	Medical Checkup (Local)	[3rd round : Medical Check-up] - Applicants who successfully pass the 2 nd round must take the Medical Check-up at the designated institution. -The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully. - Examination cost, Transportation and accommodation fees will NOT be reimbursed. - KOICA will not pay for the treatment necessary after the examination. - KOICA announces the result of Medical Checkup.
Sept 28	Admission Notification	- Admissions results will be notified to the regional KOICA offices or Korean embassy. - KOICA informs the participants of their scheduled entry to Korea.
Dec 2020	Online Lecture	- Preparatory session will be implemented in online.
Feb, 2021	Entry to Korea	

7. Required Documents

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

- ① KOICA Application Form
- ② Recommendation letter from applicants' governments
- ③ Document Checklist
- ④ University Application form with required documents for the university

* Refer to Program Information attached

* Important Notes for All Applicants:

- 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.
- Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

8. Contacts

1) Application & Document Submission

- KOICA regional Office or Korean Embassy

2) Major and University Admissions

- Universities (Refer to the Program Information)

3) Other inquiries

- KOICA HQs (Email : koica.sp@koica.go.kr)

- KOICA Website (<http://www.koica.go.kr/ciat/index.do>)