KOICA-KAU
Master's Degree Program in
Aviation Management

August 8, 2022 – January 3, 2024

Goyang & Seongnam, Republic of Korea

KOICA

Korea International Cooperation Agency

Korea Aerospace University

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

Contents

Ⅰ. PROGRAM OVERVIEW

◉ **Program Title: KOICA-KAU Master's Degree in Aviation Management**

    * This program is conducted in collaboration with KAC (Korea Airports Corporation).

◉ **Duration**

  - Stay duration: August 8, 2022 ~ January 3, 2024 (17 months)

  During the 17 months at Korea Aerospace University, students are strongly recommended to complete their thesis.

  - Academic duration: August 29, 2022 ~ January 2, 2024 (17 months)

  The diploma will be issued before your return in the condition of successful submission of the thesis.

◉ **Degree:** Master of Aviation Management

◉ **Objectives**

1) To provide high-quality education for the aviation practitioners and professionals of developing countries with theoretical and practical knowledge and skills in the fields of (a) aviation policy and planning and (b) airport management and safety.

2) To secure a pool of future international experts so that they can actively engage in and play a meaningful role in the international aviation sector.

3) To conduct academic research to improve an understanding of the mechanism in the international aviation sector and policy dynamics in each participating country

4) To share Korea's development experience that can be practically applied to their endeavors to achieve economic development as well as to improve the condition of airports and the aviation sector in the participant's country

5) To build cooperative relationships between Korea and partner countries through the global network of international aviation and to foster pro-Korean leaders in the global arena

◉ **Training Institute: Korea Aerospace University**

◉ **Number of Participants: 25 Government Officials**

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

◉ **Accommodation:** Eun-Ik Residence Hall, on-campus dormitory
                            (double-occupancy)

Ⅱ. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (MM.DD.YYYY)	Contents / Remarks
Arrival	Aug. 8. 2022	Arrival in Korea *arrival date is subject to change upon flight schedule due to COVID-19
Preparatory Session	Aug. 8. 2022 – Aug. 10. 2022	KOICA Orientation (Online) / The schedule above is tentative due to the spread of COVID-19
Pre – Course	Aug. 16. – Aug. 26. 2022	2 weeks (40h)
Fall Semester (1st semester)	Aug. 29. 2022 – Dec. 17. 2022	15 weeks
KAC Field Placement I	Jan. 2. 2023 – Jan. 20. 2023	3 weeks (45h)
Spring Semester (2nd semester)	Mar. 2. 2023. Jun. 24. 2023	15 weeks
KAC Field Placement II	Jul. 3. 2023 – Jul. 21. 2023	3 weeks (45h)
Fall Semester (3rd semester)	Aug. 28. 2023 – Dec. 16. 2023	15 weeks
Colloquiums (Academic Seminars)	May. 26. 2023	
	Dec. 8. 2023	
Wrap-up Session	Dec. 1. 2023	Thesis Submission
	Dec. 21. 2023	Graduation Ceremony
	Jan. 3. 2024	Departure

*The above schedule is subject to change.

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

2. CURRICULUM

1) Master's Degree in Aviation Management

This master's degree program is designed to establish a sustainable and stable development foundation for aviation in developing countries by fostering talented

government officials in the aviation sector. The degree is granted upon completion of the required 33 credit hours and the master's thesis.

A. Curriculum & credits

 - The total number of credits required to complete the Master's program: **33 credits**

Classification		Type	Course Title	Credits
Pre-Courses		Required	Korean Language and Culture	
Courses	Concentration	Required (9)	Research Methodology	3
			KAC Field Placement I	3
			KAC Field Placement II	3
		Electives (6)	Strategic Management	3
			Air Transportation and Airport Marketing	3
			Global Financial Management	3
			Fundamentals of the Air Transportation Systems (FATS)	3

Classification		Type	Course Title	Credits
		Research (6)	Research I	2
			Research II	2
			Research III	2
	Track I Aviation Policy and Planning	Major Electives (12)	Planning and Design of Airports	3
			Global Aviation Industry	3
			International Air Transport Law and Global Aviation Policy	3
			Airport & Airline Management	3
			Supply Chain Management in Aviation	3
	Track II Airport Management and Safety	Major Electives (12)	Airport Ground Access Transportation and Intelligent Transport Systems	3
			Airport Operation	3
			Aviation Security and Safety	3
			Airport Design with Simulation	3
			Airspace Safety and Efficiency	3

B. Credits to be completed per semester

- As shown in the table below, students must complete a total of 33 credits to graduate.

Session	Type	Course Title (Credits)
Pre-Courses	Required	· Korean Language and Culture
Fall Semester (1st semester)	Required	· Research I (2) · Research Methodology (3)
	Electives	· Strategic Management (3) · Fundamentals of the Air Transportation systems (FATS) (3)
Winter Session	Required	· KAC Field Placement I (3)
Spring Semester	Required	· Research II (2)

Session	Type	Course Title (Credits)
(2nd semester)	Electives	**[Track I-Aviation Policy and Planning]** · Planning and Design of Airports (3) · Global Aviation Industry (3) · International Air Transport Law and Global Aviation Policy (3) **[Track II -Airport Management and Safety]** · Airport Ground Access Transportation and Intelligent Transport Systems (3) · Airport Operation (3) · Airspace Safety and Efficiency (3)
Summer Session	Required	· KAC Field Placement II (3)
Fall Semester (3rd semester)	Required	· Research III (2)
	Electives	· Global Financial Management (3) · Air Transportation and Airport Marketing (3) **[Track I-Aviation Policy and Planning]** · Airport & Airline Management (3) · Supply Chain Management in Aviation (3) **[Track II -Airport Management and Safety]** · Airport Design with Simulation (3) · Aviation Security and Safety (3)

*The above curriculum is subject to change.

C. Course Description

[Research Methodology / Concentration - Required / 3 Credits]

The purpose of this course is to assist graduate students in developing their own research proposals. The course consists of two stages. In the first stage, students focus on a textbook and selected academic literature regarding research methodology. In the second stage, students discuss their research proposals.

[KAC Field Placement I / Concentration - Required / 3 Credits]

This course assigns work experience in the Korea Airports Corporation (KAC), one of the leading airport management organizations in the world. The course is composed of three sub-courses, Airport Operation, Airport Planning and Aviation Safety & Security.

Each subject focuses on on-site sessions, airport tours and case studies so that students can develop business skills through a practical curriculum.

[KAC Field Placement II / Concentration - Required / 3 Credits]

This course continues the assigned work experience with the Korea Airports Corporation (KAC). The course is composed of two sub-courses – Smart Airports and ICAO Aviation Security Manager – as well as an internship. Students can develop business skills through on-site sessions, airport tours and case studies.

[Strategic Management / Concentration - Elective / 3 Credits]

This course is a study of strategic management practices, emphasizing the management functions of planning, decision-making, organizing, leading and controlling.

[Air Transportation and Airport Marketing / Concentration - Electives / 3 Credits]

This course is designed to provide students with a basic knowledge of the marketing and management aspects in the air transportation and airport industry. It also provides students opportunities to learn how to carry out marketing planning in the aviation industry with a focus on product, price, place and promotion.

[Global Financial Management / Concentration - Electives / 3 Credits]

This course is designed to address the key issues of international financial management. It first covers the crucial role that finance plays in the functioning of a business. Additionally, it studies the international financial environment as well as corporations' strategic alternatives and operational practices. The following topics are among those covered: financial markets, financial statements and cash flows, the cost of capital, capital budgeting in multinational corporations, cross-border lending by banks, trade finance and foreign direct investment.

[Fundamentals of the Air Transport System (FATS) / Concentration - Electives / 3 Credits]

An overall review of air transportation systems is provided. Topics include air law, aircraft, operations, navigation, airports, security and the environment.

[Planning and Design of Airport / Track I - Electives / 3 Credits]

Basic concepts and analysis methods for airport master planning will be taught. Subjects include aviation demand forecast, designing hourly volume, capacity analysis and feasibility studies. Special lectures on the design of airside facilities and passenger terminal buildings will be supplemented by guest speakers.

[Global Aviation Industry / Track I - Electives / 3 Credits]

The main object of this course is to enlarge the understanding of the global aviation market structure and its relevant changes. The course will provide a systematic approach for students on detailed subjects, including the aviation market structure, demand evolution in markets and the ecosystem of the aviation industry.

[International Air Transport Law and Global Aviation Policy / Track I - Electives / 3 Credits]

In this course, the concept of international aviation law and its regulations will be discussed, and various issues related to the effects of aviation policy will be presented. In particular, political issues in the global aviation market will be discussed with a focus on the American, European and Asian aviation markets.

[Airport & Airline Management / Track I - Electives / 3 Credits]

Airport management principles involving the changing nature and components of airports, airport economics and the organizational structure of airports are studied. Also, airline management principles involving aviation statistics, production, revenue, sales, costs and routes are studied.

[Supply Chain Management in Aviation / Track I - Electives / 3 Credits]

This course serves as an introduction to supply chain management in the aviation industry.

[Airport Ground Access Transportation and Intelligent Transport Systems / Track II - Electives / 3 Credits]

The course focuses on the fundamental principles of the landside and ground access transportation systems of airports. It introduces airport landside and ground transportation system components and also addresses how to estimate airport access demand and plan facilities accordingly. The tie between airport ground access transportation and intelligent transportation systems is emphasized. We discuss how smart transportation services with emerging information technologies can improve airport access systems.

[Airport Operation/ Track II - Electives / 3 Credits]

This course is designed to introduce overall airport operation, including airport operational system, peak capacity, noise control, ground handling, baggage handling, passenger terminal operations, airport security, cargo operations, emergency operation, technical service and airport access.

[Aviation Security and Safety / Track II - Electives / 3 Credits]

This course begins with an overall review of Aviation Safety. Aspects of security are discussed in more detail with consideration given to current events in the war against terror.

[Airport Design with Simulation / Track II - Electives / 3 Credits]

This course focuses in particular on the following three areas involved in airport operations: 1) airside, including the runway, as well as airfield capacity and delays, 2) landside, which encompasses the design of terminals and airport access, and 3) the efficient operation of the airport from both economic and environmental perspectives. The course also introduces the basic concepts and applications of simulation models for airport transportation studies. Various types of simulation model demonstrations collected from real-world studies will be presented and discussed. These demonstrations are designed to help students fill the gap between textbook information and the practical experience required in the field.

[Air Safety and Efficiency / Track II - Electives / 3 Credits]

In this course, students will study the basic principles of air traffic management and learn how various components of the system work together to achieve safety and efficiency in airspace. In each class, different topics on airspace safety and efficiency will be presented along with discussion.

2) Graduation Requirements

A. Required Grade Point Average (GPA)

In order to graduate, students must complete 33 credits, earn a GPA higher than 3.0 (higher than B), and pass comprehensive exams for 3 subjects.

Completion of Graduation Credits (Total 33 Credits)					Comprehensive Exam
Pre-Courses	Concentration Required	Concentration Elective	Major Elective	Research	3 Subjects
	9	6	12	6	

B. Thesis

• Eligibility

Criteria	· Students should have an overall GPA of 3.0 or higher. · Students should acquire or expect to acquire a minimum of 27 course credits by the thesis semester. · Students should acquire or expect to acquire 6 research credits. · Students should pass the English and comprehensive exams. · Students should pass the thesis proposal defense.

• General Thesis Schedule

	Date	Remarks
2nd Semester	2023.5.8 - 5.12	Preliminary Application for Thesis
	2023.6.23	Thesis Proposal Defense Report Deadline
3rd Semester	2023.10.23 - 10.27	Submission of Application for Thesis Defense
	2023.11.17	Submission of Thesis Draft (to your academic advisor)
	2023.11.24	Submission of Results of Thesis Defense
	2023.12.1	Submission of Printed Thesis

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

*The activities below are subject to change due to COVID-19.

1) Seminar & Field Trip

[Korea Airports Corporation]

This course provides work experience at the Korea Airports Corporation (KAC). KAC was established in 1980 to carry out construction, management and operation of airports, and to manage air transportation efficiently. As an organization specializing in airport management, KAC manages and operates a total of 14 airports in Korea including Gimpo, Gimhae, Jeju, Daegu, Muan, Cheongju, and Yangyang international airports. KAC also manages the Area Control Center, 10 VORTACs and Korea Civil Aviation Training Center. Students can develop business skills through on-site sessions, airport tours, and case studies.

[Korean Air]

Established in 1969, Korean Air is the largest airline and flag carrier of the Republic of Korea. It operates a wide range of services from air cargo to domestic and international passenger flights. Korean Air also operates an aerospace business that develops military and crewless aircraft. As of 2018, it owns 166 aircrafts with124 passenger routes. Its fleets range in size from the Airbus A380 superjumbo to the midsize Boeing 737.

2) Special Lectures and Discussions

[Special Lecture & Colloquium]

Special lectures are also provided as an extension of academic studies at KAU. Students have opportunities to meet famous figures in various fields and listen to policies and practices.

3) Culture and History

[Gyeongbokgung]

Built in 1395, Gyeongbokgung Palace is also commonly referred to as the Northern Palace because its location is to the furthest north when compared to the neighboring palaces of Changdeokgung (Eastern Palace) and Gyeonghuigung (Western Palace) Palace. Gyeongbokgung Palace is arguably the most beautiful and largest of all five palaces. The premises were once destroyed by fire during the Imjin War (Japanese Invasions, 1592-1598). However, all of the palace buildings were later restored under the leadership of Heungseondaewongun during the reign of King Gojong (1852-1919).

[Lotte World]

Lotte World is a major recreation complex in Seoul, South Korea. It consists of the world's largest indoor theme park, an outdoor amusement park called "Magic Island", an artificial island inside a lake linked by monorail, shopping malls, a luxury hotel, a Korean folk museum, sports facilities, and movie theaters.

4) Other Extracurricular Activities

[KAU Orientation & Welcoming Ceremony]

The orientation is conducted by KAU Office of International Affairs. It is designed to introduce you to life and study at Korea Aerospace University. The orientation is an important step of starting your academic life at KAU, so attendance is considered essential. The orientation will include:

- University Introduction and Course Registration
- Campus Tour

[Korean Speech Contest]

This is an annual competition for international students who study at KAU. This program encourages students to learn more about Korean culture and language. The event is open to non-native speakers of Korean of all ages. Scholarships will be awarded to the winners of the speech contest.

[One-heart Sport Festival]

This is a program aimed to establish a bondage, global network and to expand mutual exchange between international students. We will hold various sports games including soccer and running competitions as well as Korean traditional games.

Ⅲ. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Korea Aerospace University

Korea Aerospace University (KAU), the one and only university in Korea specializing in aerospace, was established in 1952 as a national university. Since then, it has fostered highly skilled experts in the aerospace industry and has played a leading role in conducting valuable research for more than sixty years. Our devotion to fostering professionals is seen from the fact that KAU alumni have served as key researchers and engineers in developing cutting-edge aerospace technology such as the NARO Rocket Launching Pad.

We plan to upgrade our status as a leader in aerospace technology by cooperating with the global aviation industry. Specifically, KAU's educational and research programs include the study of nano-satellites, unmanned aerial vehicles, avionics, aircraft and spacecraft design, flight operations, and air traffic management. Additionally, KAU manages flight training centers in Susaek, Jungseok (Jeju), and Uljin, constantly improving their programs and producing world-class pilots.

With respect to international education achievement, KAU has officially received IEQAS (International Education Quality Assurance System) certification from the Ministry of Education for three consecutive years since 2016.

2) Graduate School of Korea Aerospace University

The Graduate School of Korea Aerospace University was founded in 1979 to foster high-quality human capital for the aerospace industry. Since its establishment, it has grown in both scope and depth, currently offering 9 master's degree programs and 8 doctoral degree programs.

Master's Program- Aerospace & Mechanical Engineering | Electronics and Information Engineering | Computer Engineering | Materials Engineering | Aviation Management | Air Transport, Transportation and Logistics | Business Administration | English | Air & Space Law

3) KOICA-KAU Master's Degree Program Faculty

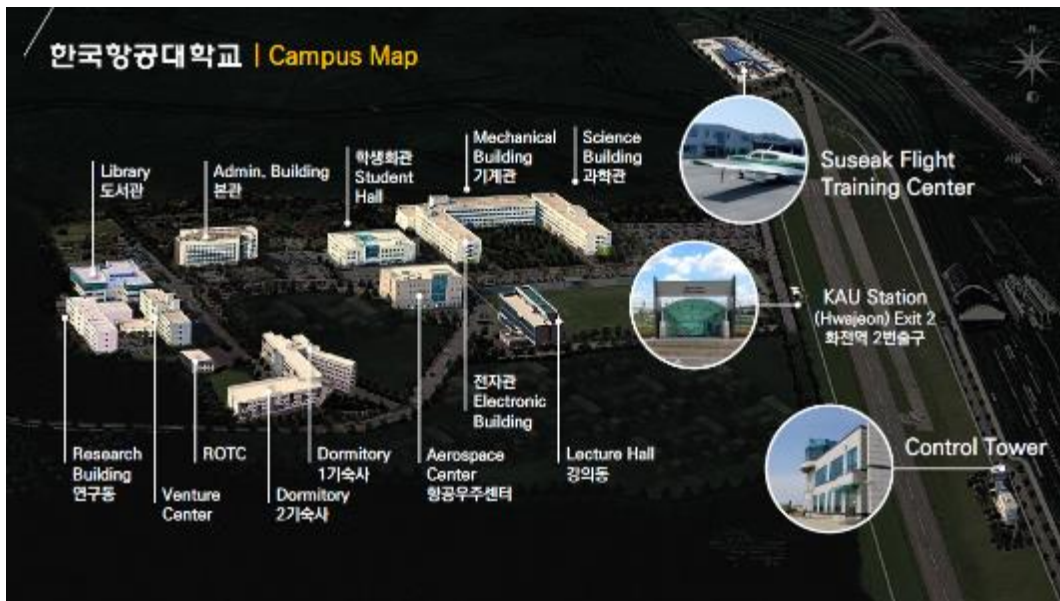| Name	Title	Education	Degree	Major
Byung Jong Kim	Professor	Virginia Tech	Ph.D.	Transportation Engineering
Jin Ki Kim	Professor	State Univ. of New York at Buffalo	Ph.D.	Management Information System
Dongmyong Lee	Professor	Seoul National Univ.	Ph.D.	Organization Behaviors
Keumjin Lee	Professor	Georgia Tech.	Ph.D.	Aerospace Engineering
Sang Hyun Kim	Assistant Professor	Georgia Tech	Ph.D.	Aerospace Engineering, Air Traffic Management
Kwang Eui Yoo	Professor	Loughborough Univ.	Ph.D.	Air Transport Planning and Management
Hee Young Hurr	Professor	Seoul National Univ.	Ph.D.	Aviation Policy, Airline Management
Moon-Gil Yoon	Professor	KAIST	Ph.D.	Management Science
Yun Cheol Lee	Professor	Seoul National Univ.	Ph.D.	Strategic Management
Wonkyu Kim	Professor	Virginia Tech	Ph.D.	Transportation Engineering
Hojong Baik	Professor	Virginia Tech	Ph.D.	Air Transportation, Civil Engineering
Jin Woo Park	Professor	Univ. of New South Wales	Ph.D.	Aviation Management
Sanghak Lee	Associate Professor	Indiana Univ.-Bloomington	Ph.D.	Marketing
Dong Hyun Choi	Associate Professor	Univ. of Nebraska-Lincoln	Ph.D.	Supply Chain Management
Woonkyung Song	Assistant Professor	George Washington Univ.	Ph.D.	Finance and Investments
Hui-Yang Kim	Assistant Professor	Korea Aerospace University	M.S.	Air Traffic Management

4) University Location

The campus is very close to Gimpo Int'l Airport and Incheon Int'l Airport, the symbolic centers of Asia's aviation industry. As KAU is located adjacent to Seoul, the capital of the Republic of Korea, students can access major tourist attractions within 30 minutes by subway.

5) Campus Map

The campus is connected to a subway station (on Gyeongui Line). Facilities such as the dormitory, lecture rooms, and restaurants are accessible within 10 minutes of walking.

6) Homepage

Korea Aerospace University : https://kau.ac.kr/web/english/index.do

The Graduate School of Korea Aerospace University
: http://eng-grad.kau.ac.kr/

2. ACCOMMODATION

1) On-Campus Dormitory

Type	Facility	Notes
Rooms	**Twin (Double Occupancy)**	· Desk, chair, closet, air conditioner and heating, wireless internet are available. · Toilet and showers are shared per room. · **Meals are not provided.** · **KRW 30,000 for deposit** and **KRW 7,000 for students' membership fee** should be paid by students.

Type	Facility	Location	Notes
Common Area	Housing Office	Each Building	International coordinator available
	Kitchen	Each Floor	Refrigerator, electronic range, sink
	Fitness Center	Basement 1F	Free of charge
	TV Lounge	Each Floor	Sofa, Satellite TV
	Restaurant	1st Dormitory 1F	
	Convenience Store	1st Dormitory 1F	
	Study Room	Each Building 1F	
	Laundry Machine	Each Building	Coin Laundry
	Security-CCTV	Every Public Point	

2) Dormitory Necessities

TO BRING	NOT TO BRING
[Bedroom] - Pillow - Beddings - Hangers [Bathroom] - Toothbrush - Toothpaste -Towel - Bath Products - Slippers - Hair Dryer - Toilet Paper [Kitchen] - Groceries - Utensils - Dishes - Dish Soap & Sponge [Laundry] - Coin Laundry Fee - Detergent [Miscellaneous Items] - Umbrella - Sewing Kit - Nail Clippers	[Heating Appliances] - Electric Blanket - Electrical Heaters [Electric Appliances] - Coffee Pot - Gas Burners - Electric Cooker

3) Dormitory Rules and Regulations

In order to provide a safe environment for everyone, all residents should abide by the rules and regulations of the KAU Dormitory. Any violations against the rules and regulations will result in penalties. The detailed housing guide and instructions will be presented during the orientation.

Dormitory Policy & Regulations
● <u>Grounds for Immediate Dismissal from the Dormitory</u>: Placed under arrest for criminal acts, Suspended from school for a specified period or submitted to a more severe disciplinary measure, Entering the dormitory under someone else's name or non-resident stay overnight, Engaging in any misconduct such as excessive drinking, violence, theft, gambling or arson, Harming public interest by unruly behavior, Making an illegal entrance into the dormitory, Letting a person of opposite gender stay overnight, etc.

Penalties	Infractions
10	1. Entering the dormitory under someone else's name, or having a non-resident stay overnight 2. Engaging in any misconduct related to arson, theft, violence, etc. 3. Bringing in or using inflammables or dangerous articles and electronic devices: such devices include all types of electric heaters, refrigerators, and TVs 4. Allowing a resident of the opposite gender stay overnight ※ For those who have accumulated 10 penalty points will be evicted permanently, and will be disqualified for Dormitory Application regardless of changes to their academic status.
5	5. Letting in a non-resident at one's own discretion or allowing non-residents to leave the designated visiting area (cafeteria) 6. Smoking, drinking, act of violence or gambling in the dormitory 7. Arbitrarily changing rooms with other residents 8. Entering the dormitory via an unauthorized entry point 9. Staying overnight in the room of another resident, or entering a room or hallway in an area designated for the opposite gender 10. Bringing in or raising a pet in the dormitory
3	11. Visiting the room of another resident between midnight and 5am 12. Intentionally damaging dormitory property 13. Not following the directions/instructions of the manager or staff

Penalties	Infractions
2	14. Taking a meal outside of the designated area 15. Making excessive noise or taking actions that disturb other residents such as singing, dancing, playing an instrument, playing a computer game or making a phone call after midnight 16. Duplicating a key and transferring it to a non-resident, or revealing a password to other residents 17. Reporting false information or seriously damaging another person's reputation 18. Illegally receiving and opening another resident's mail 19. The inappropriate use of an entrance card, such as transferring it to a non-resident
1	20. Visiting the room of another resident for more than 10 minutes. (Please use a lounge or the cafeteria when visiting for more than 10 minutes.) 21. Conspiring alone or with other residents/roommates to violate rules 22. Placing a person's belongings in a public area, indecency and physical contact, graffiti, or illegal attachments and unauthorized displays and/or distributions of advertisements 23. Relocating dormitory facilities at one's own discretion 24. Operating an illegal website for private use with a dormitory PC 25. Carrying out inappropriate online activities such as IP hijacking 26. Not cleaning a dorm room (1 penalty point for all roommates) and leaving a room in an untidy condition 27. Leaving garbage in non-designated areas 28. Smoking outside of the designated smoking area 29. Not cleaning facilities such as a shower room, a lounge, a kitchenette or the cafeteria after use 30. Not following the guidelines for the parcel room 31. Leaving a room with an air conditioner, a heater or a light on 32. Not using the provided mattress cover 33. Carrying out acts that are deemed harmful to the community 34. Failing to attend the orientation and/or compulsory lectures, or failing to submit the required documents

+ Dormitory Guidelines for COVID-19 (temporarily imposed due to COVID-19)

1. Wear a mask at all times in the dorm
   (except in one's own dorm room or in a shower room).

2. Use the front door of Dormitory 1 and 2.
   (Enter after passing a thermal imaging camera.)

   - Closed: Dormitory 1 – the basement door, and the door next to the convenience store
              Dormitory 2 – the doors on the left and right sides

3. Do not move between Dormitory 1 and 2, or between floors.

4. Use the allocated elevator for each floor.
   - For residents on the 2nd floor, the use of the elevator is restricted.

5. Do not gather in groups of more than five people either inside or outside of the dorm.
   (A 100,000 KRW fine will be imposed.)

6. Do not use public spaces such as the gym, the reading room or the multimedia room.

7. **Observe the curfew (01:00 ~ 06:00)** and **submit the required report prior to a day when staying off-campus overnight.**

8. Observe all other guidelines provided by the Dean or the Dormitory Office.

*   In the event that the aforementioned rules are violated, a warning will be given for the first offense. For a second offense, five penalty points will be imposed. For a third offense, the resident will be expelled from the dormitory.

** If you feel a fever or have respiratory symptoms such as cough or sore throat, stay in your room and contact the Dormitory Office.

3. OTHER INFORMATION

1) Academic Support Facilities

• KAU Central Library

KAU Central library possesses the largest collection of aerospace-related books and materials in Korea. With a KAU ID card, you will have access to books, electric sources, and periodicals.

   - Reference Hours: 09:00 – 17:00

- Study Room Hours: 24/7

  (* The operation hours is subject to change due to COVID-19)

- Floor Information

 · 1st Floor: Material rooms, Study room, Copy machine
 · 2nd Floor: Material rooms, Reference, Periodical Room, Copy machine
 · 3rd Floor: Study rooms, Seminar room, Copy shop

• Computer Labs

KAU has many computer labs that are available for students' needs. Students can use computers for word processing, web surfing or printing documents.

- Opening Hours: 09:00 – 18:00
- Location: Science Building 4F

2) Living Support Facilities

• KAU Global Lounge

KAU Global Lounge is under construction next to the International Affairs Office in order to promote exchange activities with Korean students and to provide a rest area.

- Opening Hours: 24/7

  (* The operation hours is subject to change due to COVID-19)

• Banking Service (Woori Bank) & ATMs

Woori Bank is located in the heart of the campus. Currency Exchange, Wire Transfer, Opening & Closing an account are available.

- Opening Hours: Monday-Friday 09:30~15:30
- Location: Student Hall 1F

• Cafeteria (Bluepot)

There is a coffee shop named "BLUEPOT" located in the student center. They make fresh daily grind coffee, tea, and pastry platter. Get your morning started with an assortment of their fresh-baked muffins and daily grind coffee

- Opening Hours: Monday-Friday 08:00~17:00 / Saturday 08:00~13:00
- Location: Student Hall 1F

• Convenience Stores (GS 25 and 7 Eleven)

- Opening Hours: Monday-Sunday 08:30~23:00

- Location: Dormitory 1F, Electronic Building 1F, Lecture Hall 4F, Student Hall 1F

• Post Office

There is a medium-sized post office within a 5-minute walk from the front gates of campus. Hwajeon Post office is easy to use and offers international and domestic regular letter and parcel service, international and domestic door-to-door delivery service, and global EMS (Express Mail Service) delivery.

- Opening Hours: Monday-Friday 09:00~18:00
- Location: Hwajeon Station Exit 1

• Wireless Internet

Free Wi-Fi service is available throughout campus.

3) University Medical Support Center

The University Medical Support Center is centrally located on the campus and provides daily basic medical services. In case of a medical emergency, medical support center staff and international program coordinator will help manage the emergency quickly and effectively. Call the Police Office at 112 or 119 if you have a life-threatening emergency. True medical emergencies are transported by ambulance to local hospital emergency departments.

- Location: Student Building Room 224

- Opening Hours: Monday-Friday 09:00~18:00

4) Hospitals Near Campus

  • General Hospital (Superior Size)

Hospital	NHIS Ilsan Hospital	
Contact	Phone	031-900-0119
	Website	https://www.nhimc.or.kr/eng/index.do
Address	100, Ilsan-ro, Ilsandong-gu, Goyang-si, Gyeonggi-do	

Hospital	Severance Hospital	
Contact	Phone	010-9948-0982~3
	Website	https://sev.severance.healthcare/sev-en/index.do
Address	50-1, Yonsei-ro, Seodaemun-gu, Seoul	

  • Internal Treatment

Clinic	Hwajeon Seongmo Clinic	
Contact	Phone	02-3158-0172
	Website	
Address	20-2, Hwarang-ro, Deogyang-gu, Goyang-si, Gyeonggi-do	

Clinic	Sangam Woori Internal Clinic	
Contact	Phone	02-375-7900
	Website	
Address	347, World Cup buk-ro, Mapo-gu, Seoul	

  • Dental Treatment

Clinic	Hue Dental Clinic	
Contact	Phone	031-978-2877
	Website	http://www.huedent.com/
Address	2nd Floor, 6, Muwon-ro, Deogyang-gu, Goyang-si, Gyeonggi-do	

  • Orthopedics Treatment

Clinic	Leadheal Orthopedics Clinic	
Contact	Phone	02-6393-0888
	Website	www.leadheal.co.kr
Address	361, World Cup buk-ro, Mapo-gu, Seoul	

Clinic	Eunpyeong Yonsei Orthopedic Surgery Clinic	
Contact	Phone	031-972-1155
	Website	
Address	450, Jungang-ro, Deogyang-gu, Goyang-si, Gyeonggi-do	

• Ear, Nose, and Throat Treatment

Clinic		**Dasarang Otolaryngology Clinic**
Contact	Phone	031-979-0155
	Website	
Address		452, Jungang-ro, Deogyang-gu, Goyang-si, Gyeonggi-do

• Eye Treatment

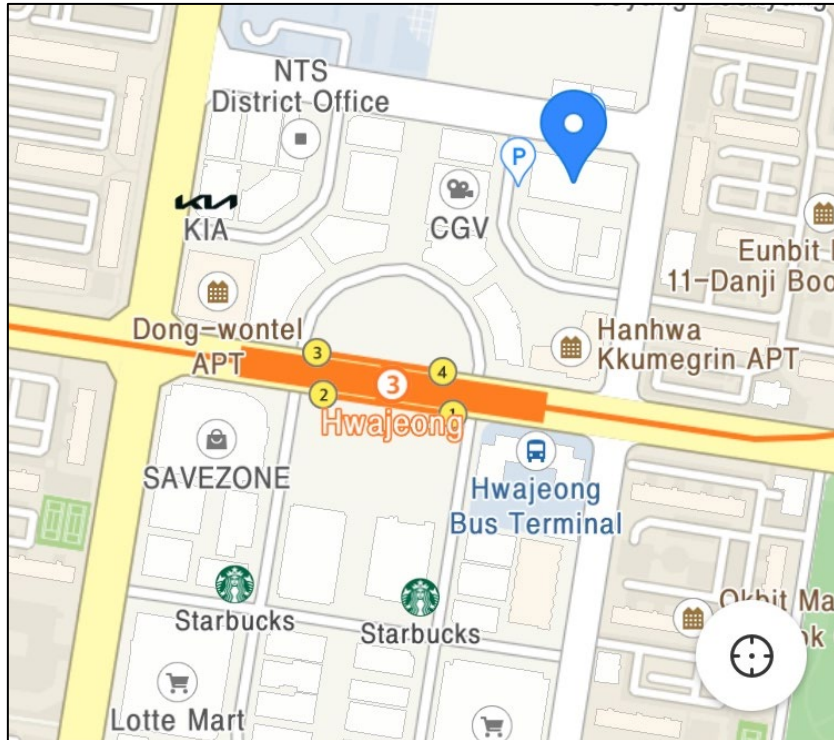| Clinic		**DMC Good Eye Clinic**
Contact	Phone	02-6393-5375
	Website	http://dmceyeclinic.com/main/index.php
Address		3rd Floor, KGIT Building, 402, World Cup buk-ro, Mapo-gu, Seoul

• COVID-19 Screening Center

Center		**Temporary COVID-19 Screening Center at Hwajeong Station**
Contact	Phone	031-8075-4059
	Website	
Address		963, Hwajeong-dong, Deogyang-gu, Goyang-si, Gyeonggi-do
Note		Operating time: Mon-Fri 10:00~17:00, Sat-Sun 10:00~13:00 Lunch break: 13:00~14:00

Center		**Temporary COVID-19 Screening Center at Jeongbalsan Station**
Contact	Phone	031-8075-4083
	Website	
Address		1487, Janghang-dong, Ilsandon-gu, Goyang-si, Gyeonggi-do
Note		Operating time: Mon-Fri 10:00~17:00, Sat-Sun 10:00~13:00 Lunch break: 13:00~14:00

Center		**COVID-19 Screening Center of Ilsandong-gu Community Health Center**
Contact	Phone	031-8075-4083
	Website	
Address		1228, Jungang-ro, Ilsandong-gu, Goyang-si, Gyeonggi-do
Note		Operating time: Mon-Sun 09:00~18:00 Lunch break: 12:00~13:00

5) Nearest Immigration Service Office

  - Branch: Goyang Immigration Office

  - Opening Hours: Monday-Friday 09:00~18:00

  - Address: 5F, 50, Hwajung-ro 104 beon-gil, Deogyang-gu, Goyang-si, Gyeonggi-do

  - Close to Hwajung Station (Line 3) Exit 4

6) Notice on Additional Expenses

Cash around at least KRW 500,000 are needed upon the arrival to live in Korea.

The program participants will receive the settlement allowance and monthly stipend only after students open their Korean bank account. Around 5~6 weeks are needed after one's arrival – 2 weeks for quarantine and 3~4 weeks for foreigner registration – to open one's bank account.

<Expenses NOT covered by KOICA and KAU>

  - Issuance for Certificate of Entry & Exit : KRW 2,000

  - Foreigner Registration : KRW 30,000

  - Photo for Foreigner Registration : KRW 10,000

Ⅳ. ACADEMIC REGULATIONS

1. COURSE WORK

- Full-time registration for 3 semesters & 2 sessions is mandatory. A minimum of 33 credits in total is required to graduate (27 credits of coursework and 6 credits of research credits).

- Students must complete all the required courses to graduate.

- Students with a GPA below 3.0 for the three semesters will be disqualified from acquiring a diploma or a graduation certificate.

2. THESIS ADVISOR

Students are advised to choose their thesis advisor at the early stage of the master's program. The thesis evaluation committee (3 faculty members including the thesis advisor) is organized by the KOICA- KAU Academic Committee.

3. DEGREE CONFERMENT

Students who pass the final thesis evaluation and complete all the requirements for graduation will be conferred a Master's Degree.

Completion of Graduation Credits						Comprehensive Exam
Pre Courses	Concentration Required	Concentration Elective	Major Elective	Research	Total	3 Subjects
Pass	9	6	12	6	33	

* English Exam and Comprehensive Exam must be passed before the final presentation.

4. DISSERTATION PRESENTATION

1) Preliminary Thesis Presentation

- Preliminary Presentation must be conducted under the supervision of the head professor at least one semester before the final examination of a thesis, and the report of the examination result in the prescribed form must be submitted.

- 3 judges shall be appointed by the chief professor among the professors of the relevant major. If two or three-thirds of the judges give a pass, the candidate shall pass.

2) Evaluation of Thesis (Final Presentation)

A. Eligibility

- Students who have earned at least 27 credits (including plans to acquire in the current semester) and 6 credits of research guidance (including plans to acquire the current semester) and have an average GPA of 3.0 or higher.

- Those who passed the English Exam and Comprehensive Exam.

- Students who have passed the preliminary presentation for thesis.

B. Evaluation of Thesis

- Students can submit a thesis for evaluation after submitting the thesis evaluation approval form approved by the Dean.

- 3 copies of the master's thesis should be submitted to the advisor.

- The thesis evaluation shall be made by document review and public presentation by the attendance of all the thesis reviewers.

- Thesis evaluation shall be A, B, C, D, and pass C or higher.

- At least 3 judges are required to review the master's thesis, including advisory professors, and at least two-thirds of the judges' marks must be at least a C.

- Submission of result report of plagiarism prevention program is required.

Ⅴ. REQUIRED DOCUMENTS

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

1) KOICA Application Form

2) *KAU Form 1: Application Form* typed in English

3) *KAU Form 2: Recommendation Form* <u>**written by a professor from the university where you graduated**</u>, with a stamp or signature in a sealed envelope

4) *KAU Form 3: Verification of Academic Record* with the official stamp or seal of the university where you graduated.

5) *KAU Form 4: Agreement of Release of Information* with your signature

6) **Degree/Diploma** and **Transcript** (should be **apostille certified** or **notarized by Korean consul (if apostille is not possible)**)

* Transcript must include **a year-by-year record** and **the CGPA total**. If the <u>CGPA</u> with <u>GPA scale (e.g. 4.0, 4.3, 4.5, 100, etc.)</u> or <u>percentile</u> does not appear on the transcript, an applicant must submit a letter of proof certified by the university.

7) Curricular Vitae

8) Personal Statement

9) Certificate of Employment

10) A copy of the Applicant's Passport (Please check the expiry date).

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.

VI. PRECAUTIONS

- **Possibility of Online Program** : according to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be moved online; in accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, pre-sessions included

  ● In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea)

- **Early Departure :** due to various circumstances such as no operating flights or border closures, participants shall be required to depart Korea before the program end date

  ● In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online

- **Living Costs :** in principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure

  ● In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date

- **COVID-19 Test Fees :** costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants

- **Adherence to Entry/Departure Guidelines** : any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility

  ● Example) If the participant fails to provide a COVID-19 PCR test certificate on the date of arrival, or is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant

- **Vaccination requirements** : participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility

  ● Example) If the participant fails to provide proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees)

- **Check-in to Dormitory :** in principle, dormitory check-in is required of program participants

- **Religious meals & personal food preferences :** religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)

Ⅶ. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Korea Aerospace University

· **Training Coordinator : Ms. Jungmin AHN**

· Tel: +82-2-300-0302

· Fax: +82-2-300-0305

· E-mail: jungmin_ahn@kau.ac.kr

· Homepage: http://eng-grad.kau.ac.kr/

2) General requests regarding application process

· **E-mail : koica.sp@koworks.org**

· **Homepage : http://www.koica.go.kr/sites/ciat/index.do**

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