

KOICA-KNUE Master's Degree Program in Global Education Leadership

August, 2026 – December, 2027

Cheongju, Republic of Korea



Korea International Cooperation Agency



Korea National University of Education

****We strongly recommend that applicants carefully review and adhere to the instructions
provided in the Program Information.***

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★ IMPORTANT NOTICE from KOICA

The 2026 KOICA Master's Degree Program application process consists of two main rounds: **(1) KOICA Round** and **(2) Institute (University) Round**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter **KOICA Guidelines**).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the KOICA country office/Korean Embassy.

This Program Information (hereinafter PI) serves as a guide for the second round, the Institute (University) Round.

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institute circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **VIII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA country Office (Korean Embassy)	
February 2026	Submission of Application (Via Email/ to KOICA country Office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
March to June 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA country office or Korean Embassy)

NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the medical check-up in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-round selection process will be provided exclusively to successful candidates.

I . PROGRAM OVERVIEW

■ **Program Title:** KOICA-KNUE Master's Degree Program in Global Education Leadership

■ **Duration Details**

- **Academic Duration:** September 1, 2026 ~ February 22, 2028
 - Pre-Course: (Offline): August 18, 2026 ~ August 31, 2026
 - Regular-Course: (Offline) September 1, 2026 ~ December 10, 2027
- **Stay Duration:** August 18, 2026 ~ December 20, 2027

During 17 months in KNUE students are strongly recommended to complete their thesis.

The schedule is subject to change in accordance with internal circumstance or KOICA's Instruction.

■ **Degree:** Master of Education (M.Ed.)

■ **Objectives**

- The KOICA-KNUE Master's Degree Program in Global Education Leadership aims to empower educational leaders from developing countries with a robust understanding of educational policy development and its impact on practice. Through a global network and capacity-building program, participants can develop effective policies for their home countries, ultimately contributing to educational leadership. The program covers curricula on Educational Policy for the Future and Teacher Competency Development.

■ **Training Institute:** Korea National University of Education

■ **Number of Participants:** 15 Government Officials

■ **University Admission Qualification**

- Nationals of collaborating partner countries
- Individuals officially recommended by the collaborating partner country's government
- Education sector public servants or employees in the collaborating partner country
- Individuals who have not previously returned prematurely due to false documentation, academic deficiencies, or violations of regulations during recruitment or participation in the KOICA degree programs
- Holders of bachelor's degrees officially recognized by the collaborating partner country's government
- Individuals without prior experience in receiving support for the South Korean government's master's degree programs
- Individuals aged 40 or below with sound mental and physical health

■ **Language**

- The training is exclusively conducted in English, necessitating a high level of English proficiency. This encompasses advanced in reading, writing, speaking, and listening, commensurate with the proficiency standards required for university-level studies.

■ **Accommodations:** On-campus Eoulim Dormitory (어울림관)

- Address: Eoulim dormitory, Korea National University of Education, 250, Taeseongtabyeon-ro, Gangnae-myeon, Heungdeok-gu, Cheongju-si, Chungcheongbuk-do, Republic of Korea
- **Eoulim Dormitory is a residence hall on campus, and participants are required to bring their bedding.**

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date	Contents / Remarks
Preparatory Session	August 18, 2026 ~ August 31, 2026	- Arrival, - KOICA Orientation - Medical Check-up - Dormitory Check-in - Alien Registration - Opening a Bank Account & KNUE Student Card - KNUE Orientation - Campus Tour
Pre - Course		- Extracurricular Activity (Korean Culture Experience) - Disaster & Safety Experience - Understanding Korean Law - Violence Prevention Education - Global Knowledge Exchange & Development Center
Fall Semester (1st semester)	September 1, 2026 ~ December 11, 2026	<Academic> - Three Courses (9 credits) - Mid-term Exam (7th week) and Final Exam (15th week) - Basic Korean (non-credit) - Special Lecture & Forum, Seminar
		<Extracurricular> - International Coffee Hour - Buddy Program with Korean Students - A Study Visit to Education-related Institution (KEDI) - Extracurricular Activity (Korean Culture Experience)
Winter Semester (2nd semester)	December 14, 2026 ~ January 1, 2027	<Academic> - One Course (3 credits) - Mid-term Exam (2nd week) and Final Exam (3rd week) - Completion of Research Ethics
		<Extracurricular> - UNESCO UNITWIN International Conference
Winter Break	January 4, 2027 ~ February 28, 2027	<Academic> - Advisor Assignment
		<Extracurricular> - Education-related Fair & Forum (EDUCON) - Study Visit to Education-related Institution (KICE)
Spring Semester (3rd semester)	March 1, 2027 ~ June 11, 2027	<Academic> - Three Courses (10 credits) - Mid-term Exam (7th week) and Final Exam (15th week) - Basic Korean (non-credits) - Special Lecture <Academic English Writing> - Thesis Proposal Presentation in April
		<Extracurricular> - International Coffee Hour - A Study Visit to Education-related Institution (KERIS) - A Study Visit to Education-related Institution (KRIVET) - A Study Visit to Education-related Institution (KOHI)
Summer Break	June 14, 2027 ~ August 29, 2027	<Extracurricular> - A Study Visit to Korean Secondary School - Extracurricular Activity (Korean Culture Experience) - Understanding Korean Law - Violence Prevention Education

Fall Semester (4th semester)	August 31, 2027 ~ December 10, 2027	<Academic> - Two Courses (8 credits) - Mid-term Exam (7 th week) and Final Exam (15 th week) - Comprehensive Exam - Special Lecture <Statistics for Thesis Writing> - Thesis Public Presentation in October - Special Lecture & Forum, Seminar - Final Thesis Defense in November
		<Extracurricular> - International Coffee Hour - Extracurricular Activity (Korean Culture Experience)
Wrap-up Session	December 15, 2027	Graduation Ceremony
	December 17, 2027 ~ December 20, 2027	Departure
	~ December 31, 2027	Thesis Final Submission
	February 22, 2028	Degree Conferral Day

*THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.

**A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.

***ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS **tentative**.

2. CURRICULUM

1) Curriculum & Credits

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

Semester	Type	Course Title	Hours	Credits
1 st Semester (9)	Basic	Basic Korean	60	-
	Major	Study of International Education Development	45	3
	Major	Seminar in Development of Teacher Competency	45	3
	Major	Quantitative Research Methodology	45	3
2 nd Semester (3)	Major	Introduction to Educational Research	45	3
3 rd Semester (10)	Basic	Basic Korean	60	-
	Major	World Citizenship Studies	45	3
	Major	Seminar for Comparative Educational Policies	45	3
	Major	Policy for ICT in Education	45	3
	Research	Seminar for Thesis Research I	15	1
4 th Semester (8)	Major	Seminar for School Curriculum	45	3
	Major	Education for Sustainable Development	45	3
	Research	Seminar for Thesis Research II	15	1
	Research	Independent Study	15	1

2) Graduation Requirements

To be eligible for graduation and receive the Master's degree, students are required to fulfill the following criteria.

1. Completion of Required Credits
2. Completion of Research Ethics Education
3. Passing a Foreign Language Examination
 - To waive the Foreign Language Examination, students must complete more than 100 hours of Basic Korean language courses or attain a Level 4 or higher on the TOPIK.
4. Passing a Comprehensive Examination
 - Students must successfully complete and pass two subjects from those taken in the previous semesters.
5. Passing an Evaluation of the Master's thesis
 - Following the completion of Research Ethics course and passing both the Foreign Language Examination and the Comprehensive Examination, students must successfully defend their thesis in the final defense.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

During semesters and breaks, this program offers opportunities for field experience and cultural immersion. Please note that all activities are subject to change based on the university's internal or external circumstances.

1) Korean Culture Experience

The following activities may be provided to enable a comprehensive study of Korea's developmental experiences and foster a deeper understanding of Korean culture.

- Danyang Dodamsambong Peaks, Jeonju Traditional house (Han-ok), Donamseowon Confucian Academy, Cheongnamdae Presidential Villa, Korean Folk Village, Baekje Cultural Land, DMZ, and others.

2) Study Visit

To facilitate the integration of learning and enhance research capabilities, activities closely relevant to the field of education may be offered to support the participants.

- Education-related Fair & Conference: Education Korea and EDUCON, ICER
- Institutions: Ministry of Education (MoE), the Korean Educational Development Institute (KEDI), the Korea Institute for Curriculum and Evaluation (KICE), the Korea Research Institute for Vocational Education & Training (KRIVET), the Korea Education and Research Information Service (KERIS)
- Visiting Korean Elementary and Secondary Schools

3) Special Lectures

Special lectures may be offered to enrich learning in the fields that demands advanced study to enhance the caliber of the final deliverable of the degree program, the thesis. If the visits to pertinent institutions are canceled due to internal or external factors, they may be transformed into special lectures and carried out accordingly.

- Academic English Writing
- Statistics for Thesis Writing
- Expert lecture in Education

4) Fellowship Event

Activities may be offered to create opportunities for networking and socializing, fostering interaction between international students and members of the campus community.

- Buddy Program with Korean students, Mentor-Mentee Program with Korean staff, International Coffee Hour, Campus Festival Booth Operation

5) Other Activities

To ensure the safety of participants during their stay in Korea, supplementary educational programs may be offered.

- Understanding Korean Law, Violence Prevention Education, Disaster & Safety Experience

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

- Korea National University of Education (KNUE) is the only specialized comprehensive teacher education university in Korea that fulfills its three main objectives: learning education for future generations through comprehensive education of teachers in kindergarten, elementary schools, and secondary schools, and continually training in-service teachers, and researching about the theories and practices of education.
- The master's program in the graduate school not only emphasizes teacher training but also includes re-education initiatives for current educators. The doctoral program aims to cultivate competent professionals who will contribute to academic and research endeavors in universities and other educational institutions.
- KNUE runs a residential education program to let the students realize the true values of love, confidence, and patience. Through living closely by the residential education program, the future teacher will become an education leader of great compassion, service, consideration, elegance, morals, self-motivation, cooperation, understanding, and tolerance.



2) Homepage: <https://www.knue.ac.kr/eng/index.do>

2. ACCOMMODATION

1) Eoulim Dormitory (어울림관)

- The Residential Education Center stands as a distinctive hub fostering liberal education, educational leadership, self-development, and the essential teaching ethos in future educators. Offering a comprehensive student education program, the center employs a unique blend of direct and indirect educational methods tailored to the school's distinctive training approach. It endeavors to equip prospective teachers with diverse volunteering opportunities, personality development programs, experiential learning, and counseling.

As the sole Residential College in Korea dedicated to teacher education, the Residential Education Center encompasses ten dormitory buildings housing over a thousand rooms (with a capacity exceeding 2,000 individuals). Participants enrolled in the KOICA-KNUE program will be allocated individual bedrooms within a specially designated dormitory building. They are required to bring their own bedding for the duration of their stay.

2) Living Conditions

- Dormitory
- Single room: Bed, Wardrobe, Desk, Chair, Wired/Wireless Internet
- Separate floors for women and men: 3rd floor (Men-only floor), 4th (Women-only floor)
- Floor-shared bathrooms & showers, multiple refrigerators, laundry rooms
- Communal kitchen on the 1st floor, Dining room



Room



Laundry Room



Shower Booth



Kitchen facilities

3. OTHER INFORMATION

1) Graduate School

The graduate school of Korea National University of Education comprises the General Graduate School, the Graduate School of Education, and the Graduate School of Educational Policy and Administration. The General Graduate School offers master's and doctoral programs that award academic degrees. Its primary purpose is to conduct academic research in the field of education, producing researchers in this domain.

The Graduate School of Education focuses on retraining teachers. It is a special graduate school where current teachers attend classes during vacation periods after completing their semesters at their respective kindergartens, elementary schools, middle schools, or high schools. This school only offers a master's program.

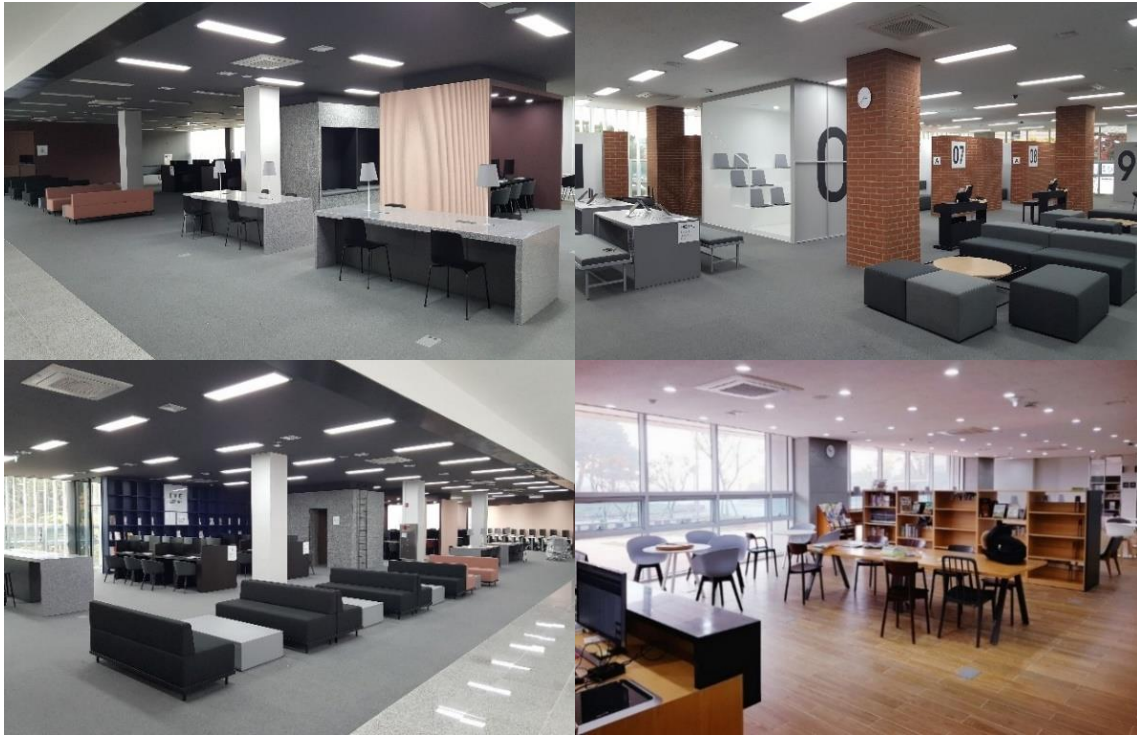
Lastly, the Graduate School of Educational Policy and Administration is exclusively for high-ranking officials or scholarship officers from the Ministry of Education. Students here learn about policy-making and evaluation related to education.

The Master's Degree Program in Global Education Leadership is part of the General Graduate School.

2) Library

Acting as an academic information center for the study and research of faculty, students and trainees, the four-story library accommodates around 1,200 reading seats and a collection of over 500,000 books. The library is brand new with state-of-the-art facilities, composed of three open reading rooms and three materials rooms. The 1st material room contains general books, and the 2nd contains bounded journals, magazines, and general theses. The educational collection room contains textbooks, teacher's guides, general education books, references, and periodicals. The Reference and Serial collection room contains various references, serials, and theses for a degree. The library established an internet-based computerized catalog where people can download materials related to education and course lectures, published dissertations and other university materials, and research materials unveiled domestically and overseas.





3) Center for In-service Education

The center for In-service Education focuses mainly on teacher training, one of the three main functions of the Korea National University of Education. It operates and develops creative training courses and methods, and acts as a national-level comprehensive education training center, presenting and spreading national educational policies to the education field, effectively unifying Education in the nation. It is also an advanced training center that incorporates both research and training functions by applying the research and development of unique and specialized training programs into the training courses and serves as the center of Korea's teacher training.

4) Education Research Institute

The Education Research Institute is in charge of educational research, one of the three main objectives of KNUE. It aims to contribute to the qualitative improvement of education in Korea through comprehensive and systematic research on primary education theory, school subject education, and teacher education. The Center for Teaching and Learning, established in the Education Research Institute in 2009, invites different academic luminaries to participate in forums and workshops for professors and students to improve teaching and learning skills. It also supports teaching and learning facilities, such as class action analysis rooms where classes can be recorded and analyzed, mock classrooms, and other educational media production facilities.

5) Education Center for Early Childhood

The Education Center for Early Childhood was established in 2012 to develop research on early childhood education and support high-quality practices out in the field, implementing early childhood education that is appropriate for the future. In 2015, it was selected as the college research institute of

humanities and social sciences for promoting various research projects. It provides an opportunity for the children to experience nature through the environmental education program centered around endangered animals, educates the parents on early childhood education and parent education, and trains the teachers with customized programs that support early childhood education research and education practice. The Education Center for Early Childhood provides a new paradigm for the future of early childhood education.



Education Research Institute



Educational Museum

6) Educational Museum

Founded in 1987, KNUE Museum was reborn as the Educational Museum in 2010. The Educational Museum has 7,400 m² of space in six exhibition halls and has a collection of about 30,000 items, including educational and historical materials. The Educational Museum has contributed to educational research by collecting, preserving, and displaying educational materials and by studying the materials about the school's history. The Educational Museum is currently developing and operating various programs on educational culture and Korean traditional culture. The Educational Museum will help KNUE become the center of Korean Education in the 21st century by helping KNUE fulfill three educational objectives: cultivating future teachers, in-service teacher training, and educational research. Also, the Educational Museum is to become a landmark of the history of Korean Education, the spot of educational research, and the space for experience and participation.

7) Eco-Research Institute of the Oriental Stork

The Eco-Research Institute of the Oriental Stork was established in 1996 to restore the oriental stork, which was last seen in 1994 in Korea. The institute researched the naturalization of the oriental stork and the effects of migrating oriental storks in Russia, China, and Japan, countries where the oriental stork naturally inhabits. In 1996, the institute received four oriental storks from Germany and Russia, and after years of successful breeding, the institute now has 97 oriental storks. In September 2015, it released eight oriental storks at Ye-san Stork Park, an unprecedented event in Korean history. Seven of those released are still living promotions to improve people's environmental awareness. It runs an oriental stork habitat education program where the visitors can freely observe and feed the oriental storks in the Cheongnam Oriental Stork Park located inside the university.

8) Student Center

- Monday ~ Friday (You have to buy a meal ticket at student stores.)
- Lunch: 11:00 ~ 13:30, 5,500 won, Korean food (no option)
- Dinner: 17:30 ~ 19:00, 5,500 won, Korean food (no option)

9) Other Facilities

- Coffee Shop (Gong-gam 1)

Location: Student Center on the 1st floor

Service hours: 09:00 ~ 20:00 (Monday to Friday)

Beverages, Muffins, Scones, Doughnuts, etc.

- Coffee Shop (Gong-gam 2)

Location: Library on the 2nd floor (next to the Graduate School Building)

Service hours: 08:30 ~ 21:00 (Monday to Friday)

Beverages, Sandwiches, Muffins, Scones, Doughnuts, etc.

- Convenient Store on Campus

Location: Student Center on the 1st floor (106)

Service hours: 08:30 ~ 18:30 (Monday to Friday)

- POST Office

Location: Student Center on the 1st floor (107)

Service hours: 09:00 ~ 18:00 (Monday to Friday)

- Campus Infirmary

Location: Student Center on the 2nd floor (213)

Service hours: 09:00 ~ 11:50, 13:00 ~ 17:50 (Monday to Friday)

Nurse and doctor's services are free, but medicine is charged at a reduced price.

A doctor is in the office only from 14:00 to 17:00 on Tuesdays.

10) Lecture Rooms



11) Seminar Rooms



12) Medical Facilities in City

Type	Medical Facility	Location	Business Hour	Contact
General	하나병원 (Hana Hospital)	1262, 2sunhwan-ro, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.09:00 – 18:00	043-230- 6114
Internal Medicine	더웰연합내과의원 (The Well Clinic)	202, Osongsaengmyeong- ro, Osong-eup, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.08:30 – 19:00 Sat. 08:30 – 13:00	043-237- 9175
Ophthalmolo gy	청주퍼스트안과의원 (First Eye Clinic)	47-2, Daenong-ro, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.09:00 – 21:00 Sat. 09:00 – 16:00	043-236- 3200
Orthopedic	성모정형외과의원 (St. Mary's Orthopedic Surgery)	208-8, Osongsaengmyeong-ro, Osong-eup, Heungdeok- gu, Cheongju-si, Chungcheongbuk-do	Mon.-Fri.09:00 – 19:00 Sat. 09:00 – 13:00	043-238- 3550
Otolaryngolo gy	휴이비인후과의원 (Hue ENT Clinic)	206, Osongsaengmyeong- ro, Osong-eup, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.09:00 – 19:00 Sat. 09:00 – 14:00	043-237- 0603
Dental	서울치과의원 (Seoul Dental Clinic)	186, Osongsaengmyeong- ro, Osong- eup, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.09:30 – 19:00	043-232- 8275
Dermatology	미하이의원 (Mihi Clinic)	122, Gangseo-ro, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.10:00 - 20:00	043-233- 1020
Urology	더조은비뇨기과의원 (Dr.Lee Urology Clinic)	116, Gangseo-ro, Heungdeok-gu, Cheongju- si, Chungcheongbuk-do	Mon.-Fri.09:00 – 18:30 Sat. 09:00 – 13:00	043-238- 1119
Gynecology	모태안여성병원 (Motaeon Woman Hospital)	57, Bokdae-ro 17beon-gil, Seowon-gu, Cheongju-si, Chungcheongbuk-do	Mon.-Fri.09:00 – 18:00 Sat. 09:00 – 14:30 Sun. 09:00 – 13:00	043-272- 0001

IV. ACADEMIC REGULATIONS

■ The following is a partial excerpt from the operational guidelines for the KNUE Global Education Leadership major, and the original document will be provided upon enrollment.

Article 20 (Classification of Examinations)

1. Examinations are classified as follows:

- Regular Examinations
 - Midterm Examinations: Assessing subjects taught during the middle of each semester
 - Final Examinations: Assessing subjects taught at the end of each semester
- Continuous Examinations: Assessing ongoing learning activities during the semester, excluding regular examinations
- Additional Examinations: Conducted for students unable to take regular examinations due to unavoidable reasons

Article 22 (Handling of Examination Misconduct)

To prevent various forms of examination misconduct and promote fair evaluation of academic performance and discussions, the following criteria are used to handle examination misconduct:

1. Poor exam conduct: Students who refuse to follow the supervisor's instructions or exhibit poor exam conduct may be expelled or have their grades for the relevant subject invalidated.
2. Simple examination misconduct: Simple examination misconduct without evidence of premeditated misconduct leads to the invalidation of the relevant grades.
3. Planned examination misconduct: Planned misconduct, including referring to materials on desks, walls, or electronic devices, results in the invalidation of the relevant subject grades and disciplinary action.
4. Proxy examinations: If a student other than the registered individual takes the exam or exchanges answer sheets during an exam, both the student and the proxy are subject to invalidation of the relevant subject grades and disciplinary action.

Article 23 (Actions against Misconduct)

1. If a misconduct is detected, the supervising faculty must immediately report it to the Graduate School Dean.
2. Upon receiving the report in Clause 1, the Graduate School Dean must take action in accordance with the standards specified in the Article 22.

Article 24 (Academic Grades)

1. The grading scale, scores, and grade points for academic performance are as follows:

Grade	Score Range	Grade Point
A+	97 – 100	4.5
A	94 – 96	4.1
A-	90 – 93	3.8
B+	87 – 89	3.4
B	84 – 86	3.1
B-	80 – 83	2.8
C+	77 – 79	2.4
C	74 – 76	2.1
C-	70 – 73	1.8
F	Below 70	0.0

2. In case of being unable to take the exam due to illness or other unavoidable reasons, students must receive approval from the department professor and major head within 10 days after the reason ends, and the grade is recorded as 'Incomplete' until finalized.

Article 25 (Valid Grades)

Students who achieve a grade of C- or higher or pass the examination are credited with earned credits. In terms of completion requirements, the average grade for all subjects must be B0 or higher.

Article 26 (Treatment of Unattended Course Grades)

If a student fails to attend or take the exam for a registered course, the grade for that course is recorded as F.

Article 27 (Measures for Insufficient Class Attendance)

Student attendance is tallied at the end of each semester, and the grades for subjects where attendance falls below 3/4 of the required hours are recorded as F.

Article 28 (Credits for Program Completion)

A minimum of 30 credits is required for completion of the master's program, and 63 credits (including credits obtained in the master's program) are required for completion of the doctoral program.

Article 29 (Maximum Credits per Semester)

The maximum number of credits that can be obtained per semester is set at 10 credits.

Article 30 (Excused Absences)

1. If a student is absent for the following reasons, the absence is treated as excused, and the attendance is recognized:
 - 1.1. Participation in public events approved by the president
 - 1.2. Compliance with legal obligations
 - 1.3. Force majeure and other uncontrollable circumstances
 - 1.4. Absence due to illness, injury, legal infectious diseases, menstruation, and childbirth [Recognition within 1/4 of the total class days with a medical certificate or medical confirmation (omitted for menstruation, but cannot exceed the 1st day of the month)]
 - 1.5. Other reasons recognized by the Graduate School Dean
2. Students seeking excused absences must submit an application for excused absence with supporting documents confirming one of the items in Clause 1 to the department professor for confirmation and approval by the Graduate School Dean within 10 days after the end of the reason.
3. If excused, the Graduate School Dean must inform the faculty member in charge of the course.

Article 31 (Completion and Graduation)

1. The completion and graduation timing for the master's and doctoral programs are set at the end of each semester.

2. In Clause 1, "completion" refers to meeting the requirements set by the academic year and obtaining the specified credits, while "graduation" refers to completing the degree program, including obtaining a degree through thesis evaluation after completing the academic program.

Article 33 (Thesis Supervisor)

1. For each program, a designated supervisor responsible for thesis guidance and academic advising is assigned to individual students.
2. The supervisor must be selected from the university's full-time faculty within two semesters of admission.

Article 34 (Thesis Proposal and Public Presentation)

1. The thesis proposal must be submitted to the supervisor, and a presentation must be held under the supervision of the major head at least one semester before the semester of thesis submission. The results must be reported to the Graduate School Dean.
2. Individuals intending to undergo thesis evaluation must present their thesis publicly at least once during the designated period for presentations in their respective majors.

Article 35 (Qualifications for Thesis Evaluation)

1. Individuals seeking thesis evaluation must have completed the relevant degree program or be scheduled to complete it in the semester of thesis submission, satisfying the following conditions:
 - 1.1. Completion of research ethics education
 - 1.2. Passing a foreign language test
 - 1.3. Passing a comprehensive examination
 - 1.4. Recommendation from the thesis supervisor
2. For individuals seeking a doctoral thesis evaluation, their published papers in academic journals after admission must account for 100% of their research achievements. The recognition criteria for research achievements are specified as follows:
 - 1.1. Papers published as the first or corresponding author in journals eligible for inclusion in the Korean Research Foundation: 100%
 - 1.2. Papers published as co-authors in journals eligible for inclusion in the Korean Research Foundation
 - a. 2 co-authors: 60%
 - b. 3 co-authors: 50%
 - c. 4 or more co-authors: 40%

Article 36 (Thesis Writing)

1. Theses should be written in English and must receive prior approval from the Graduate School Dean.
2. The format of the thesis must adhere to the examples determined by the major.

Article 37 (Foreign Language and Comprehensive Examinations)

1. Individuals aspiring to receive a degree must pass the foreign language and comprehensive examinations before the thesis evaluation.
2. Eligibility for the foreign language exam requires enrollment for at least two semesters for master's

students and three semesters for doctoral students. Exemptions may apply to those who have completed 100 hours or more of Korean language instruction or achieved a TOPIK score of 4 or higher.

3. Eligibility for the comprehensive exam requires earning 18 credits or more for master's students and 51 credits or more for doctoral students. Pass criteria are set at 60 out of 100 for master's students and 70 out of 100 for doctoral students.

Article 39 (Submission of Master's Thesis Evaluation Documents)

Individuals seeking evaluation of their master's thesis must pay the specified evaluation fee and submit the following documents within the designated period. The thesis supervisor must recommend the candidate to the Graduate School Dean after confirming the eligibility with the major head.

1. Application form for the thesis evaluation
2. Thesis supervisor's recommendation
3. Research ethics compliance confirmation
4. Thesis for evaluation (3 copies)
5. Plagiarism detection result report
6. Other necessary documents

Article 40 (Master's Thesis Evaluation and Reporting)

1. Master's theses must undergo at least one evaluation separate from the public presentation.
2. The oral examination, conducted by the thesis evaluation committee at the final evaluation stage, must be conducted by the thesis evaluators and requires an average score of 70 out of 100 for passing.
3. Thesis approval requires the agreement of two-thirds or more of the thesis evaluators.
4. The chairperson of the thesis evaluation committee must submit the evaluation summary and results to the Graduate School Dean within the designated period.

Article 45 (Thesis Submission)

Thesis submitters must submit an electronic file of the thesis to the designated computer system and provide the Graduate School Dean with printed copies of the thesis (1 hardcover, 2 softcovers) stamped by the evaluators within the specified period after passing the final thesis evaluation.

Article 46 (Revocation of Degree Conferment)

1. The President may revoke a master's or doctoral degree if the recipient is found to have obtained the degree through fraudulent means. This decision is subject to the deliberation of the Graduate School Committee.
2. Individuals whose degrees are revoked according to Paragraph 1 are not allowed to resubmit their theses.

Article 53 (Disciplinary Measures)

1. The Graduate School Dean, after deliberation and resolution by the Graduate School Student Disciplinary Committee, may impose disciplinary measures on individuals falling under any of the following categories:
 - 1.1. Serious disruption of classes and other campus order.

- 1.2. Individuals subject to criminal penalties.
- 1.3. Those who have acted contrary to the fundamental duties of a student.
- 1.4. Individuals requested for disciplinary action under Article 21 and Article 22 of the "Korea National University of Education Human Rights Center Regulations."
- 1.5. Violators of other university regulations.
- 1.6. Those who violate the "Korea International Cooperation Agency Degree Training Program Academic Guidelines" and "Korea International Cooperation Agency Trainee Code of Conduct."
2. Disciplinary measures include reprimand, probation, suspension, and expulsion.

V. PRECAUTIONS

- 1. Possibility of Online Program:** According to arising circumstances due to the spread of any pandemic and public health regulations thereof, the academic program within this PI may be switched 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, including pre-sessions. 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).
- 2. Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may 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.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. Check-in to Dormitory:** Program participants are required to check in at the dormitory. Failure to do so will result in a disciplinary warning being issued to the participant.
- 7. Religious Meals & Personal Food Preferences:** Religious meals and personal food preferences are not provided during the scholarship program. For further information, check the university guidelines (if necessary, personal fees may be incurred).
- 8. Regulatory Compliance:** KOICA SP participants should observe the KOICA CIAT Fellows' Guidebook and University internal rules and regulations; otherwise, the participant would lose their status as an SP participant and university student. It is important to note that any actions contradicting the objectives of the program, including changes in visa status, serious breaches of Korean law, and unauthorized departure from the country, will be dealt with seriously.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

- This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office (Korean Embassy).

■ Application Method

- **ONLY those who meet the qualifications below can apply.**
 - 1) **Nationals** of collaborating partner countries
 - 2) Individuals **officially recommended** by the collaborating partner country's government
 - 3) **Education sector public servants or employees** in the collaborating partner country
 - 4) Individuals who have not previously returned prematurely due to false documentation, academic deficiencies, or violations of regulations during recruitment or participation in the Korea International Cooperation Agency's degree programs
 - 5) **Holders of bachelor's degrees** officially recognized by the collaborating partner country's government
 - 6) **Individuals without prior experience** in receiving support for the South Korean government's master's degree programs
 - 7) **Individuals aged 40 or below** with sound mental and physical health (qualified through local and domestic health examinations)
- **The university will offer guidance** on subsequent schedules related **only to those who have successfully completed the KOICA Round** conducted by KOICA overseas office (or Korean Embassy).
- Applicants should **send a scanned copy of their application documents** to the university via the **official university email**: 720115@knue.ac.kr
- It is **not necessary** for applicants to **submit the original copy** of their application documents at this stage.
- Successful candidates **who have passed the interview round are required to submit the application documents including authenticated official graduation certificates and transcripts**. These documents must be certified by the Korean Embassy or Consulate.

Admission Steps	Contents		Period
Step 1	Online Application Submission (by email; 720115@knue.ac.kr)		February 2 ~ February 12
Step 2	Document Screening		February 13 ~ February 27
Step 3	Document Screening Result Announcement		March 20
Step 4	Only successful document reviewers	Local Health Check-up	March 20 ~ April 10
Step 5		Interview	April 6 ~ April 10
Step 6	Admission Notification		April 27
Step 7	Original Document Submission (to KOICA overseas office / Korean Embassy)		By May 12
Post-Admission	Visa Issuance		May ~ June

*The above schedule is subject to change.

■ Detailed Information

1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the institute via designated email address. Applicants are requested to email scanned copies of the university-required materials.
- Please follow the instructions below to email the university documents.
 - ① **File type:** Compiling all documents into a PDF (if total file size is too big to attach at once, please submit each document into a compressed file format such as zip)
 - ② **File name format:** KNUE GEL_Master_Nationality_Applicants Name
(e.g., KNUE GEL_Master_South Korea_Jinhun Park)
 - ③ **University official email:** 720115@knue.ac.kr
- Please check **page 22** for further details before preparing the university-required documents.
- **Apostille or consular authentication is NOT required for this step.**
- **Applicants must comply with the deadline and requirements in each step without exception.**
- Applicants will get each due date by email. Documents after the due date will not be accepted.

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the regional KOICA country office or Korean Embassy (if KOICA country office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also examine whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience will be carefully considered.
- The results of the first round of the selection process will be communicated to both the applicants and KOICA, respectively.

3) Step 3: Local Medical Check-up

- Those who have successfully passed the Step 2: Document Screening **must** submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4: Interview

- Applicants who have successfully passed the Step 2: Document Screening will be invited to participate the interview, which will be conducted by Korea National University of Education. During this phase, online interviews will be conducted between the evaluation committee and applicants. It is the responsibility of the applicants to ensure all necessary online procedures are arranged, as KNUE does not furnish any equipment separately.
- Please be aware that using pre-prepared materials during the interview will result in disqualification.
- Further guidance will be given by the university.

5) Step 5: Submission of Original University Documents

- Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated), and have them ready to be sent to the university as soon as the result of the 2nd round (Step 4: Interview) has been announced. Those who have been finally accepted at the university round are required to submit original documents to the KOICA country office/Korean Embassy. KOICA country office/Korean Embassy will send original documents to the University. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staffs before submit to KOICA country office/Korean Embassy.

- Recipient: Jinhun Park

- Submitting Entity: **KOICA country Office/** Korean Embassy

- Submitting Deadline: May 12, 2026

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense. And also domestic Postage costs are not covered (Home to KOICA country office/Korean Embassy). KOICA country office and Korean Embassy will send the original documents to university.

6) Admission Notification

- Admission result will be notified to the regional KOICA country office or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants. The final selection of candidates will be made after a thorough evaluation of the document screening results, local medical check-up, and interview performance. Therefore, all applicants must carefully follow the instructions and submit the required documents accordingly.

■ Required documents

- Please download KNUE Application Form attached and fill in every part of the form in English. **Handwriting is not acceptable.**
 - a) Filled in every item of University Applicant Form
 - b) Two Letters of Recommendation from professors familiar with the applicant's academic work or from professional supervisors
 - c) Undergraduate Diploma (should be written in English)
 - d) Official Undergraduate Transcript (should be written in English)
 - e) Graduate School Diploma (if applicable, should be written in English)
 - f) Official Graduate School Transcript (if applicable, should be written in English)
 - g) A Copy of a Valid Passport
 - h) Certificate of Employment
 - i) Certificate Proving English Proficiency (if applicable): Please submit a score reports of a recognized English Proficiency Test, such as TOEFL, TEPS, IELTS

▣ Important Notice

- 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 in the application.
- Enter your accurate home address, home phone number, mobile phone number, and email address that can be contacted at any time during the screening period.

VII. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Korea National University of Education

- Program Coordinator: Mr. Jinhun Park
- E-mail: 720115@knue.ac.kr
- Tel: +82-43-230-3809
- Fax: +82-43-830-4900
- Address: 215-1, Graduate School Building, 250, Taeseongtanyeon-ro, Gangnae-myeon, Heungdeok-gu, Cheongju-si, Chungcheongbuk-do, Republic of Korea

★ As part of streamlining communication networks during the admissions process, the personal information of the Program Manager will be provided exclusively to the successful candidates upon their arrival. Please note that inquiries about the admissions process received through the email or contact details of the Program Manager will not be entertained.

2) General requests regarding the application process

- E-mail : koica.sp@koworks.org
- Homepage: <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and the University's Schedule.