

Program Information

2018

2018 KFB-AJOU Banking and Finance Scholarship Program

October 2018 – March 2019

Suwon, the Republic of Korea



Korea Federation of Banks



Ajou University

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

CONTENTS

PART I. KFB and AJOU University	03
1. Introduction of Korea Federation of Banks	03
2. Ajou University and GSIS	04
PART II. PROGRAM OVERVIEW	05
PART III. HOW TO APPLY	07
1. APPLICATION ELIGIBILITY	07
2. ADMISSION PROCESS	07
3. REQUIRED DOCUMENTS	10
PART IV. PROGRAM CONTENTS	12
1. ACADEMIC SCHEDULE	12
2. ORIENTATION	13
3. CURRICULUM	13
4. EXTRACURRICULAR ACTIVITIES	14
PART V. TRAINING INSTITUTE	15
1. GENERAL INFORMATION	15
2. ACCOMMODATION	16
3. OTHER INFORMATION	18
4. HEALTH CARE	22
PART VI. SUPPORT SERVICE	24
1. TRAVEL TO KOREA	24
2. EXPENSES FOR STUDY AND LIVING	24
PART VII. CONTACTS	25

Introduction of Korea Federation of Banks

Since its foundation in 1928, the Korea Federation of Banks (KFB) has represented financial institutions conducting banking and related business in Korea, serving as the voice of Korea's banking industry. KFB's main role is to improve competitiveness and value of the banking industry.

In order to support its members' efforts to strengthen their global presence and contribute to the development of the Korean banking industry, the KFB has committed to strengthen international cooperation with its counterparts and related organizations throughout the world.

In the recent years, the KFB has established close relationship with financial authorities and regulators of other countries. As a part of such effort, the KFB have entered into MOUs with foreign banking associations and implemented various activities through the MOUs, such as personal visits, seminars, training programs, and information change. Also, KFB is assisting Korean banks to expand their overseas business and strengthen global presence.

Especially, on November 11th, 2016, the KFB held "Banking Conference" in Phnom Penh, the capital of Cambodia. In the conference, KFB has signed a MOU with the President Pung Kheav Se of the Association of Banks in Cambodia to establish a closer relationship. The MOU will be a stepping-stone for building a joint venture channel for cooperation between two countries.

The KFB plans to strengthen global cooperation with Cambodia to assist domestic banks in overseas markets. Korea Federation of Banks is now planning to begin the second batch of KFB-AJOU Program.

Ajou University and Graduate School of International Studies, Ajou University

Ajou University is established in 1973 under the motto of “Asia’s best university of the 21st century” and is now considered one of a leading research university in Korea with approximately 15,000 students (10,000 undergraduate, 3,500 graduate and 1,500 in other courses). The university is located in Suwon, about 30km south from Seoul.

The strength in Ajou University’s academic programs and research lies in Engineering, IT, BT, NT, Medical Science, Business and International Studies. Ajou University is widely recognized for its innovative international programs and strong support for international students and has collaborative partnership with over 200 universities in 58 countries. As a globalized university, there is a wide range of international programs at Ajou University including student and faculty exchanges, international summer school, Korean language program and more. Today, Ajou University is welcoming about 750 international students every semester.

The Graduate School of International Studies (GSIS) of Ajou University (AJOU GSIS) was the first independent school to lead internationalized campus in early 1990s and is a host for the KOICA program conducted in Ajou University. AJOU GSIS has educated more than 615 graduate students from more than 69 different countries for the last decade and is one of the best graduate programs in Korea. AJOU GSIS also has experience of holding the specialized scholarship programs funded by “Argentine Government” called “BEC.AR Program 2013”, “BEC.AR Program 2014” and “BEC.AR Program 2015”.

GSIS has successfully completed 2017 KFB-AJOU Banking and Finance Scholarship Program and is now starting the second year of the project.

Part II	PROGRAM OVERVIEW
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■ **Program Title:** KFB-AJOU Banking and Finance Program

■ **Duration:** October, 2018 ~ March, 2019 (7 months)

■ **Objectives**

The objectives of this course and the program aims are:

- 1) To secure a pool of future international experts needed by Cambodian banks, with a view of encouraging their active participation and providing them with a meaningful role in banking and finance.
- 2) To enhance the competency for ultimately promoting banking and finance industry
- 3) To educate students on banking and finance along with information technology hereto employed by Korean banks at Cambodia

■ **Training Institute:** Graduate School of International Studies (GSIS),
Ajou University

■ **Number of Participants:** 15 people

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

■ **Summary of the Program**

Oct. 2018 ~ Dec. 2018 12 weeks (Ajou University, Korea)	Dec. 2018 ~ Mar. 2019 12 weeks (Cambodia)
<ul style="list-style-type: none"> - Banking and Finance Courses - Information Technology Session - Korean Language Classes 	<ul style="list-style-type: none"> - Internship at a local bank in Cambodia

▣ Budget

Estimated Budget for 12 weeks in Korea

Item	Budget	Remarks
Tuition	6,198 USD	100% Scholarship
Accommodation	600 USD	100% Scholarship
Living Expenses	600 USD	Student

Part III**HOW TO APPLY****1. APPLICATION ELIGIBILITY****Candidates should:**

- Be a citizen of Cambodia.
- Have completed Bachelor's Degree.
- Be a prospective graduate from university.
- Complete the whole program (12 weeks of studies and 12 weeks of internship).
- 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 in English.
- Be in good health, both physically and mentally. Pregnancy, HIV / AIDS, tuberculosis or any kinds of contagious diseases are regarded as a disqualifying condition for the program.

2. ADMISSION PROCESS

Procedure	Dates
Step 1. Closing Date for Application Package Submission	July 31st, 2018
Step 2. On-site Interview (Phnom Penh)	August 16-27, 2018
Step 3. Document Screening	August 15th, 2018
Step 4. Pre Admission Notification	August 24th, 2018
Step 5. Final Admissions Notification	August 31st, 2018

* The timeline in this table is based on the local time in South Korea and is subject to change.

Post Admission

Arrival in Korea	October 7th, 2018
AJOU GSIS Orientation	October 8th, 2018

* The schedule is based on the local time in South Korea and is subject to change.

1) Application Package Submission

- Prepare all required documents for your admission package.
- Submit the application package to AJOU GSIS office by the submission date (July 7th).

2) On-site Interview (Phnom Penh)

- Participate in an on-site interview by AJOU University (places to be decided). During the interview, applicants must have the copy of their application documents to be shown to the interviewers.

3) Document Screening

- Document screening will be processed by AJOU GSIS. Application package as well as the on-site interview result will be thoroughly reviewed by Admission committee of Graduate School of International Studies, Ajou University.
- Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.
- Transcripts, SOP (Study of Purpose) and 1 recommendation letter will be evaluated equally as above documents. Applicants who fails to submit the required documents will fail from the round: Document Screening.
- All of the submitted documents must be translated in English.
- Transcripts must include grading system explanation of the university attended

4) Phone Interview (University)

- An opportunity for a phone interview will be given only to those who has not gotten a chance for on-site interview.
- An opportunity for a phone interview will be given only to those who passed the document screening successfully.
- Details of the interview including interview time and interviewer will be sent out to the applicants through emails.
- The result for the phone interview will be announced to the applicants individually by AJOU GSIS.

5) Medical Check-up (Local)

- **(Summary)** The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.

Please read carefully before you apply

Changes in other natural and living environments may affect your health as leaving your home country. Among the trainees who have ever entered the country; their physical condition has fallen sharply, resulting in cases where they are hospitalized or had to return home earlier without being able to complete the program. In order to prevent such situation, we apply and judge the standard that does not interfere with the study through the health screening when selecting trainees; we comprehensively judge the applicant's health eligibility based on the result of the medical examination.

Therefore, if you suffered from an illness in the past, or still have it (previous illness); you must state it in the Medical Questionnaire because there are some diseases that are exacerbated by the environment even if it is currently cured. If you do not report the exact details, you may not be able to claim your insurance or receive medical assistance. Besides, you might be sent back to your home country or end up returning your living expenses, travel expenses, etc. to us.

Korea may have higher medical costs than your home country. According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which often is covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations,

and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the program after they are completely cured.

6) Admissions Notification

- Admissions results will be notified to the individual participants via emails. Registration instructions, dormitory fees, course registration and other necessary steps will be guided to individuals.

3. REQUIRED DOCUMENTS

- All documents should be sent to AJOU GSIS office directly.
 - 1) Graduate School of International Studies, Ajou University Form 1: Application Form (Type in English and Print out, Hand writing is not acceptable)
 - 2) One recommendation letter from your professor or office (Form 2)
 - 3) Graduate School of International Studies, Ajou University Form 3: Curricular Vitae
 - 4) Personal Statement and Study Plan (Type in English and print out, hand writing is not acceptable)
Topic : Why are you interested in this program?
Write about your future career plans after completing this program.
 - 5) Diploma/graduation certificate and Transcript
 - * For prospective graduates, diploma or graduation certificate can be replaced by official letters issued by the university.
 - 6) A Copy of the Applicant's Passport (please check the expired date.)
 - 7) 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.
- ★★ Form 1 ~ 3: Attached herewith

PLEASE SEND THE ADMISSION DOCUMENTS TO :

gsis@ajou.ac.kr

206 Worldcup-ro, Yeongtong-gu, Suwon, 16499, Rep of Korea

***Important Notes for All Applicants:**

1. All forms should be **typed in English** and all the supporting documents should be **in English**. Documents in any other language should be accompanied by English translation.
2. Original documents should be submitted.
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.
6. Be sure to make and keep photocopies of all submitted documents and completed forms as AJOU GSIS will not return any submitted documents to the applicant.

Part IV	PROGRAM CONTENTS
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1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Arrival	2018.10.7	Arrival to Korea
	2018.10.8	Orientation
Specialized Course (12 weeks)	2018.10.8 – 2018.12.28	Banking and Finance Course Ajou University
Return to Cambodia	2018.12.29	
Internship (12 weeks)	2019.1.1 – 2019.03.22	Korean Banks in Phnom Penh
Course Completion Ceremony	2018.03.22	

*The above schedule is subject to change.

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

2. ORIENTATION

When you arrive, first there will be an orientation for new students. The orientation aims to provide the participants with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of two parts: lives at Ajou University, and curriculum of the program. The order of each part is subject to change.

Session	Date	Contents
Arrival	October 7, 2018	Arrival in Korea
Orientation	October 8, 2018	Lives at Ajou University Curriculum of the program

3. CURRICULUM

1) PROGRAM MODULE

This program will be divided into 3 modules.

Module	Education Fields	Training Institute	Duration
Part 1	Banking and Finance - Risk Management (6 credits) - Banking and Finance (3 credits)	Graduate School of International Studies Ajou University Korea Banking Institute	12 Weeks
	IT Session - Session related to Information Technology (6 credits)		
Part 2	Korean Language - Beginning Korean Language (3 credits)		
Part 3	Internship	Korean banks in Cambodia (Phnom Penh)	12 Weeks

1) COURSE NAME AND DETAILS

No.	Course Title	Credits	Hours per Week	Lecturer
1	Financial Industry and Regulations	2	2	Ajou Professor
2	Introduction to Risk Management	3	3	Guest Lecturer from Korea Banking Institute
3	Introduction to Information Technology	3	3	Ajou Professor
4	Financial Information Technology	3	5	Ajou Professor
5	Issues and Controversies	2	3	Ajou Professor
6	Beginning Korean Language	3	2	Ajou Professor
7	Special Lectures	2	2	Guest Lecturer
8	Principles of Accounting (Alternative)	3	3	-
9	Financial Accounting (Alternative)	3	3	-

* The above curriculum is subject to change.

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

4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Special lectures, forums, seminars: Special lectures are provided as an extension of academic studies at Ajou GSIS to provide opportunities to meet famous figures in various fields with our students and to listen to policies and practices in the real world. Special lecture topics include Korean Economic Development and finance issues in Korea.

2) Institution Visits and International Conference: Once ~ twice a semester (The schedule is subject to change)

3) International Day: every fall semester

Part V	TRAINING INSTITUTE
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1. GENERAL INFORMATION

1) About Ajou University and Graduate School of International Studies, Ajou University

Ajou University is established in 1973 under the motto of “Asia’s best university of the 21st century” and is now considered one of a leading research university in Korea with approximately 15,000 students (10,000 undergraduate, 3,500 graduate and 1,500 in other courses). The university is located in Suwon, about 30km south from Seoul.

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2. ACCOMMODATION

1) Hwahong Hall – located inside campus

- Students will reside in on-campus dormitory for the first semester (August – January) in order to help fast adaption in to Korea

Type	Place	Equipment
Individual Space	Room (1 single room)	2 bunk beds, desks & chairs (with bookshelf), closets Air-conditioner and heating system Wifi available
Common Living Place	Kitchen	Placed in every other floor Refrigerator, electronic range, sink Tables and chairs
	Toilet and Shower	Shower booths Toilet
	Study Room	Tables and chairs, refrigerator
	Landry Machine	Coin laundry machine, coin dryer, sink
	Lounge	Sofa, LED TV
	Gymnasium	Running machine and other facilities

- For a more intense security, there are several CCTV near the residence and in the building (Entrance, elevator, hallway)
- Janitor’s Office is located on the 1st floor.
- Individual bedding (blanket, pillow) should be either brought from home or be purchased upon arrival to Korea.
- Elevator available

Housing Services

1. All residents should abide by the rules and regulations of the Ajou University Dormitory. Ajou University Housing Offices are maintained for students of all nations, races, and beliefs. These rules and regulations have been set for the purpose of promoting convenience,

security, and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. You are expected to be willing to follow the dormitory regulations and to be submissive to the school authorities (dorm staff members and inspectors) and their instructions to minimize disturbances and inappropriate behaviors.

2. Participants should not be accompanied by any member of their family
3. The detailed tenant regulations and instructions will be distributed upon move-in day.

	
<p><Global Dormitory Building></p>	<p><Main Gate></p>
	
<p><Room-Beds and Closets></p>	<p><Room-Desks and Chairs></p>
	
<p><Kitchen></p>	<p><Gym></p>

	
<p><Laundry Machine></p>	<p><Study Room></p>

3. OTHER INFORMATION

1) University Libraries

Central Library

The central library of Ajou University is located in the center of the university.

The general studying area is open 24 hours a day throughout the year, and the periodical room is open from 09:00 – 21:00 during weekdays and 09:00 – 17:00 during weekends.

At the periodical room, you can read books, journals, and newspapers. You can also browse the CD-Rom titles and use the Internet to search for the information you need.

More detailed information on Central Library, please visit

2) International Students Counseling Offices

Office of International Affairs (OIA)

Coordinates study abroad programs with sister universities in the world. Assists incoming and outgoing exchange students.

Provides service to international scholars and students

Room 101, Yulgok Hall

(tel. 219-2922~2926, fax. 219-2924, Email:)

Graduate School of International Studies (GSIS)

GSIS Office offers Academic information, simple immigration issue, internships and career services for our international students.

Room 155, Yulgok Hall

(Tel. 219-1551~1555, Fax. 219-1554, Email:)

Ajou Service Center (ASC) - Certificate Issuance Service

ASC offers services for issuing certificates and many miscellaneous matter.

Room 116, New Student Union Building

3) PC Labs on Campus

There are many PC labs on campus, where you can use computers for word processing, web surfing, and so on. Also, there is a PC LAB on the 1st floor of the dormitory where you will check-in. The PC labs are provided with printers and you are required to bring your paper.

Building Name	Location	Building Name	Location
Yulgok Hall	Rm153-1 (Only for GSIS students) Rm 157	Wonchun Hall	Rm 436, Rm 341
Dasan Hall	Rm 308, Rm 307	Library	Internet Center 1 st Floor
Sung Ho Hall	Rm 101	Hwahong Hall	PC Room 1 st Floor

4) Cafeteria

Cafeteria	Location	Hours	Food Served
Dormitory Dining Hall	Dorm. Dining Hall	8AM~7PM	Korean/Western meal
Sun In Jae	Basement, Songjae Hall	9AM~8PM	Korean home meal, bakery
Ahyang Cafeteria	Behind Wonchun Hall	9AM~6:30PM	Korean/Western meal
Sinsegye	1st Floor, Student Union BL	9AM~6:30PM	Korean/Western meal
Sungho Hall	1 st Floor, Sungho Hall	9AM~7PM	Snacks, Beverages
Dasan Hall	1 st Floor, Dasan Hall	9AM~8PM	Snacks, Beverages
Yulgok Hall	Basement, Yulkok Hall	9AM~6PM	Snacks, Beverages
Paldal Hall	1 st Floor, Paldal Hall	9AM~6PM	Snacks, Beverages

5) Lounge/Fitness

Facility	Location	Service
Global Lounge	Rm 153, Yulgok Hall	Use of Computer/Lounge
Ajou Student Service Center	1st Floor of New Student Union Building	Certificate Issuance Service
On Campus Gymnasium	1st Floor of Gymnasium	Sports Facilities

6) Others

Facilities	Functions	Location
Housing Office	Assists students who reside in on-campus housing. International Coordinator is available	2nd Floor, Dormitory Dining Hall
Sexual Harassment Counseling Center	Ajou Sexual Harassment Counseling Center aims to minimize the damage caused by sexual harassment by promptly dealing with issues of sexual harassment that might occur on campus by providing counseling services. English speaking counselor is available	Room 338, Sungho Hall
Standard Chartered Bank	Open a bank account, deposit and cash withdrawal.	1st Floor, Student Union Building
Post Office	Send mail, postcards and parcels	
Travel Agency	Students can purchase train tickets and make a reservation for airline tickets to take a trip to major Korean cities and other countries	Located inside the cafeteria in Yulgok Hall
Photo Studio	Students can take a picture for student ID cards or other purposes.	Basement of Yulgok Hall
Photocopy Room	Students can make a copy of any paper material.	Basement of all lecture Halls
ATM	Students can withdraw money.	1st Floor of Library and Yulgok Hall, on-campus Bank, and other lecture halls

4. HEALTH CARE

1) Community Health Care Center (Infirmary)

For minor health problems such as cold or digestion, we strongly recommend students to visit the infirmary located on the second floor of the new student union building.

Location : Rm 227 New Student Union
 Tel: 219-1597
 Office Hours : 09:00a.m – 06:00p.m

2) Ajou University Hospital International Health Care Center

Ajou International Health Care Center(IHCC) provide total care of medical and communication service with multi languages including English.

For severe health problem or medical check-up, you can go to the Ajou University Hospital. We recommend you to visit the Office of International Affairs or the GSIS office before you go to the hospital. To go to the hospital, we will make a proper arrangement with the hospital for you.

Available Services	<ul style="list-style-type: none"> • Appointment • 1:1 Care for outpatients • Private Insurance Consultation • English Bill & Certificate Issue Service • Multi languages including English • Inpatient & ER patient coordinators • Medical Check-up
Contact Info	<ul style="list-style-type: none"> • Tel: (82-31) 219-4311 ~ 2, 2010, 5546 • Fax: (82-31) 219-5432 • E-mail: • Office Hours : 8 a.m. ~ 5 p.m.

3) Other Hospitals in Suwon

St. Vincent Hospital: 93, Ji-dong, Paldal-gu, Suwon 249-7114

Dongsuwon Hospital: 441, Uman-dong, Paldal-gu, Suwon 210-0114

www.dongsuwonhospital.co.kr

Oriental Hospital

Oriental hospitals are different from western hospitals. Doctors at oriental hospitals feel a patient's pulse for diagnosis, and prescribe treatments such as acupuncture, moxa cauterly, and herbal medicine. Oriental treatment is not about eliminating the disease, but rather

strengthening our body's immune system against disease. Each individual is treated according to his/her unique physical constitution. The main ingredients in herbal medicine are natural elements from plants and animals, which reduces the possibility of side effects.

※ **Korea's prescription law**

Korea's prescription law that separates dispensary from medical practice requires patients to receive a doctor's prescription and submit it to a pharmacist who prepares the medicine. Pharmacies are usually located near hospitals, so it is easy to spot them.

Part VI

SUPPORT SERVICE

1. TRAVEL TO KOREA

The participant is responsible for the issuance of an appropriate visa (which must be the Short-term stay Visa [C-3]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, Ajou is unable to provide any assistance. In this case, the participant will not be valid recipient for the scholarship.

2. EXPENSES FOR STUDY AND LIVING

1) The following expenses will be covered by Ajou and during the participant's stay in Korea.

- A. Tuition fee
- B. Accommodation (4-people shared room at Hwahong Hall)
- C. Field Trip and Institution Visits

2) The following expenses will be covered by each participant.

- A. Living Expenses (including Insurance)
- B. Flight Ticket (Both Ways)

Part VII**CONTACTS****1. CONTACT INFORMATION****Graduate School of International Studies (GSIS), Ajou University**

- **Training Coordinator: Ms. Young Hyeon Kwon**
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- Fax:+82-31-219-1554
- E-mail : yhkwon@ajou.ac.kr / gsis@ajou.ac.kr
- Home page : <http://www.ajou.ac.kr/en/>
- Address: #155 Yulgok Hall, Ajou University 206 Worldcup-ro Yeongtong-gu Suwon,16499, Republic of Korea

The Schedule in PI (Program Information) can be changeable according to Ajou University's schedule.