



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. T 14/2.ROK/12/801: AP055/25 (TC)

17 April 2025

Subject: 2025 Republic of Korea Scholarship Programme
– Master of Science in Aviation Policy
(Goyang, Republic of Korea, 1 August 2025 – 18 December 2026)

Action required: Nominate participants and register by Friday, 23 May 2025

Sir/Madam,

I have the honour to inform you that the Republic of Korea (ROK) has launched the 2025 Scholarship Programme on Global Aviation Policy, which is a 3-semester Master's degree course scheduled to start in August 2025 until December 2026 for 25 qualified aviation professionals. The Programme is fully funded by the Office of Civil Aviation at the Ministry of Land, Infrastructure and Transport (MOLIT), Republic of Korea.

In support for the safe, efficient, resilient and sustainable growth of global aviation transport, the Programme will be delivered by the Graduate School of Korea Aerospace University (KAU), offering theoretical and practical knowledge and skills in the fields of aviation policy and management.

In order to facilitate the necessary administrative arrangements, you are kindly invited to consult the Programme Information (Attachment A) and requested to nominate participants who should submit an application form with other required documents to msap@kau.ac.kr no later than 23 May 2025.

Additional information is available at http://eng-grad.kau.ac.kr/sub6_4_a.php with an important note that applicants should be nominated by their respective civil aviation authority.

Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

for Tao Ma
Regional Director

Enclosure:

A - Programme Information (PI)

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
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ROK-KAU 2025 Korea's Fellowship Programme on Global Aviation Policy

August 1, 2025 – December 18, 2026

Goyang, Republic of Korea



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

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I . PROGRAMME OVERVIEW

■ **Programme Title:** ROK-KAU 2025 Korea's Fellowship Programme on Global Aviation Policy

■ **Duration :** August 1, 2025 ~ December 18, 2026 (17 months)

■ **Degree:** Master of Science in Aviation Policy

** The diploma will be issued prior to the return, contingent upon the successful completion of the thesis.*

■ **Objectives**

- 1) To provide high-quality education for the aviation practitioners and professionals from developing countries, offering theoretical and practical knowledge and skills in the fields of (a) aviation policy and management and (b) aviation and airport operation;
- 2) To cultivate a pool of future international experts who can actively engage in and play meaningful roles in the international aviation sector;
- 3) To conduct academic research to improve understanding of the mechanisms in the international aviation sector and policy dynamics in each participating country;
- 4) To share Korea's development experience, which can be practically applied to endeavors aimed at achieving economic development and improving conditions in airports and the aviation sector in the participant's country;
- 5) To establish cooperative relationships between Korea and partner countries through the global network of international aviation, and to nurture pro-Korean leaders in the global arena.

■ **Training Institute:** Korea Aerospace University

■ **Number of Participants:** 25

■ **Eligibility :** Government or public sector employees (recommend by their government) in the field of aviation from partner developing countries

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

■ **Benefits:** Round-trip ticket, Tuition, Dormitory, Living Expenses, Health insurance

II. PROGRAMME DETAILS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD.)	Contents / Remarks
Preparatory Session	2025.08.01. – 2025.08.10.	Arrival, Orientation
Pre – Course	2025.08.11. – 2025.08.29.	3 weeks
Fall Semester (1st semester)	2025.09.01. – 2025.12.12.	15 weeks
Winter Session (KAC Field Placement I)	2026.01.05. – 2026.01.23.	3 weeks
Spring Semester (2nd semester)	2026.03.02. – 2026.06.12.	15 weeks
Summer Session (KAC Field Placement II)	2026.07.06. – 2026.07.24.	3 weeks
Fall Semester (3rd semester)	2026.08.17. – 2026.11.27.	15 weeks
Colloquiums (Academic Seminars)	Week of 2026.5.18. – 2026.5.22.	
	Week of 2026.11.16. – 2026.11.20.	
Wrap-up Session	2026.10.	Thesis Submission
	2026.12.11.	Graduation Ceremony
	2026.12.18.	Departure

*The above schedule is subject to change.

2. CURRICULUM

1) Master of Science in Aviation Policy

This master's degree program is designed to establish a sustainable and stable development foundation for aviation in developing countries by nurturing talented government officials in the aviation sector. The degree is granted upon completion of the required 36 credit hours and the master's thesis.

A. Curriculum and credits

- The total number of credits required to complete the Master's program: **36 credits**

Classification		Type	Course Title	Credits
Pre-Courses		Required	Korean Language and Culture	
Courses	Core	Required (12)	Research Methodology	3
			KAC Field Placement I	3
			KAC Field Placement II	3
			Current issues in Aviation Policy I	1
			Current issues in Aviation Policy II	1
			Current issues in Aviation Policy III	1
		Electives (6)	Strategic Management	3
			Air Transportation and Airport Marketing	3
			Aviation Finance	3
			Fundamentals of the Air Transportation Systems (FATS)	3
			Introduction to Aviation Meteorology	3

Classification		Type	Course Title	Credits
	Research (6)		Research I	2
			Research II	2
			Research III	2
	Electives (12)	Aviation Policy and Management	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
		Aviation and Airport Operation	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 36 credits to graduate.

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

Session	Type	Course Title (Credits)
	Electives	<ul style="list-style-type: none"> · Aviation Finance (3) · Introduction to Aviation Meteorology (3) <p>[Aviation Policy and Management]</p> <ul style="list-style-type: none"> · Global Aviation Industry (3) · International Air Transport Law and Global Aviation Policy (3) <p>[Aviation and Airport Operation]</p> <ul style="list-style-type: none"> · Air Transport Forecasting (3) · Airport Operation (3) · Airspace Safety and Efficiency (3)
Summer Session	Required	<ul style="list-style-type: none"> · KAC Field Placement II (3)
Fall Semester (3 rd semester)	Required	<ul style="list-style-type: none"> · Research III (2) · Current issues in Aviation Policy III (1)
	Electives	<ul style="list-style-type: none"> · Air Transportation and Airport Marketing (3) <p>[Aviation Policy and Management]</p> <ul style="list-style-type: none"> · Planning and Design of Airports (3) · Airport & Airline Management (3) · Supply Chain Management in Aviation (3) <p>[Aviation and Airport Operation]</p> <ul style="list-style-type: none"> · Airport Design with Simulation (3) · Aviation Security and Safety (3)

*The above curriculum is subject to change.

C. Course Description

[Research Methodology / Core -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 / Core - 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 their business skills through a practical curriculum.

[KAC Field Placement II / Core - 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 their business skills through on-site sessions, airport tours and case studies.

[Current Issues in Aviation Policy I, II, III / Core - Required / 1 Credit]

This course provides an in-depth exploration of the dynamic and evolving landscape of aviation policy, focusing on contemporary issues that impact the global aviation industry. The course will examine the challenges and opportunities faced by industry stakeholders, including government agencies, airlines, airports, and international organizations. Students will engage with critical topics such as aviation safety and security, environmental sustainability, air traffic management, regulatory frameworks, and the economic implications of airline operations. Participants will also explore the effects of emerging technologies, such as unmanned aerial systems (UAS), advanced air mobility (AAM), and the implications of climate change policies on aviation.

[Strategic Management / Core - Electives / 3 Credits]

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

[Air Transportation and Airport Marketing / Core - 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.

[Aviation Finance / Core - Electives / 3 Credits]

The course is designed to cover airline finance, aircraft finance, and airport finance. Students will learn to analyze airline's financial performance with introduction to airline capital structure and cost classification, hedging, cash management and financial planning. Students will also learn the key leasing and financing schemes for the purchase and operation of aircraft including straight purchases, secure loans, and

government/manufacturer assistance. Airport financing will focus on how to finance expansion and diversification to keep up with the increasing demand for air travel.

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

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

[Introduction to Aviation Meteorology / Core - Electives / 3 Credits]

This course aims to provide an overview of basic knowledge and theory of meteorology applied to aviation. It also gives an understanding of the adverse weather and meteorological service for international air navigation. Students will improve their knowledge of aviation meteorology and practice of aviation weather service.

[Planning and Design of Airport / Aviation Policy and Management / 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 / Aviation Policy and Management / 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 / Aviation Policy and Management / 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 provided. 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 / Aviation Policy and Management / 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 / Aviation Policy and Management / Electives / 3 Credits]

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

[Air Transport Forecasting / Aviation and Airport Operation / Electives / 3 Credits]

The course introduces theories and concepts that are useful in air transport planning. The course will review transportation modeling and forecasting in the context of transportation planning process. Topics to be covered include both theories and applications from fundamental economic concepts applied to transportation to four step travel demand modeling. The course will present a systematic approach for planning transportation systems, including the air traffic demand forecast, investment models, and programming.

[Airport Operation/ Aviation and Airport Operation / 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 / Aviation and Airport Operation / Electives / 3 Credits]

The 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 / Aviation and Airport Operation / 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 / Aviation and Airport Operation / 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 in 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 36 credits, earn a GPA higher than 3.0 (higher than B), and pass comprehensive exams for 3 subjects.

Completion of Graduation Credits (Total 36 Credits)					Comprehensive Exam
Pre-Courses	Core Required	Core Electives	Electives	Research	3 Subjects
	12	6	12	6	

B. Thesis

• Eligibility

Criteria	<ul style="list-style-type: none"> • 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 be expected to acquire 6 research credits. • Students should pass English and comprehensive exams. • Students should pass the thesis proposal defense.
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• General Thesis Schedule

	Date	Remarks
2 nd Semester	2026.5.11 - 5.15	Application for Preliminary Thesis Presentation
	2026.6.19	Submission Deadline for Preliminary Thesis Examination Report
3 rd Semester	2026.10.12 - 10.16	Application for Thesis Examination
	2026.10.23	Thesis Submission Deadline
	2026.11.27	Submission Deadline for Thesis Examination Report
	2026.12.4	Submission Deadline for the Final Thesis

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Seminar & Field Trip

[Korea Airports Corporation]

This course offers students the opportunity to gain practical work experience at the Korea Airports Corporation (KAC). Established in 1980, KAC is responsible for the construction, management, and operation of airports, as well as the efficient management of air transportation. Specializing in airport management, KAC oversees a total of 14 airports in Korea, including Gimpo, Gimhae, Jeju, Daegu, Muan, Cheongju, and Yangyang international airports. Additionally, KAC manages the Area Control Center, 10 VORTACs, and the Korea Civil Aviation Training Center. Through on-site sessions, airport tours, and case studies, students have the opportunity to develop valuable business skills.

[Korean Air]

Established in 1969, Korean Air is the largest airline and flag carrier of the Republic of Korea. It operates a diverse range of services, including air cargo, domestic, and international passenger flights. Additionally, Korean Air has an aerospace division that focuses on developing military and unmanned aircraft. As of 2018, the airline owned 166 aircrafts, servicing 124 passenger routes. Its fleet varies in size, from the Airbus A380 superjumbo to the midsize Boeing 737.



2) Special Lectures and Discussions

[Special Lecture & Colloquium]

Special lectures are offered as an extension of academic curriculum at KAU, providing students with opportunities to meet renowned figures from diverse fields and learn about current 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 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 the 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 designed to help you transition smoothly into life and study at Korea Aerospace University. It serves as an essential first step in starting your academic journey at KAU, making attendance highly recommended. The orientation will cover:

- An introduction to the program and university
- A guided campus tour

[Korean Speech Contest]

This is an annual competition for international students who study at KAU. The 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 granted to the winners of the speech contest.

[One-heart Sport Festival]

This program aims to establish a strong global network and promote mutual exchange among international students. Participants will have the opportunity to engage in various sport activities, 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 only university in Korea specializing in aerospace, was established in 1952 as a national university. Since then, it has nurtured highly skilled experts in the aerospace industry and has played a leading role in conducting valuable research for over sixty years. Our dedication to fostering professionals is evident in 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 enhance our position as a leader in aerospace technology by collaborating with the global aviation industry. Specifically, KAU's educational and research programs encompass 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, continuously improving their programs and producing world-class pilots.

In terms of international education achievements, 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 with the mission to cultivate high-quality human capital for the aerospace industry. Since its inception, it has expanded 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) MOLIT-KAU Master's Degree Program Faculty

Name	Title	Education	Degree	Major
Jin Ki Kim	Professor	State Univ. of New York at Buffalo	Ph.D.	Management Information System
Keumjin Lee	Professor	Georgia Tech.	Ph.D.	Aerospace Engineering
Woon-Kyung Song	Associate Professor	The George Washington Univ.	Ph.D.	Finance and Investments
Byung Jong Kim	Professor	Virginia Tech	Ph.D.	Transportation Engineering
Jin Sang Lee	Professor Emeritus	Univ. of Sthraathclyde	Ph.D.	Development Economics
Hojong Baik	Professor	Virginia Tech	Ph.D.	Air Transportation, Civil Engineering
Sanghak Lee	Professor	Indiana Univ.-Bloomington	Ph.D.	Marketing
Hyun Cheol Lee	Professor	Texas A&M Univ.	Ph.D.	Production Management
Jin Woo Park	Professor	Univ. of New South Wales	Ph.D.	Aviation Management
Sang Hyun Kim	Assistant Professor	Georgia Tech.	Ph.D.	Aerospace Engineering
Hyeonmi Kim	Assistant Professor	Univ. of Maryland College Park	Ph.D.	Transportation Engineering
Hyunjee Kim	Assistant Professor	Seoul National Univ.	Ph.D.	Human Resource Management
In Kie Na	Assistant Professor	Korea Aerospace University	Ph.D.	Aviation Transport and Logistics
Eujin Park	Assistant Professor	Washington State Univ.	Ph.D.	Marketing
Wan-Sik Won	Assistant Professor	Nanyang Technological University	Ph.D.	Mechanical & Aerospace Engineering

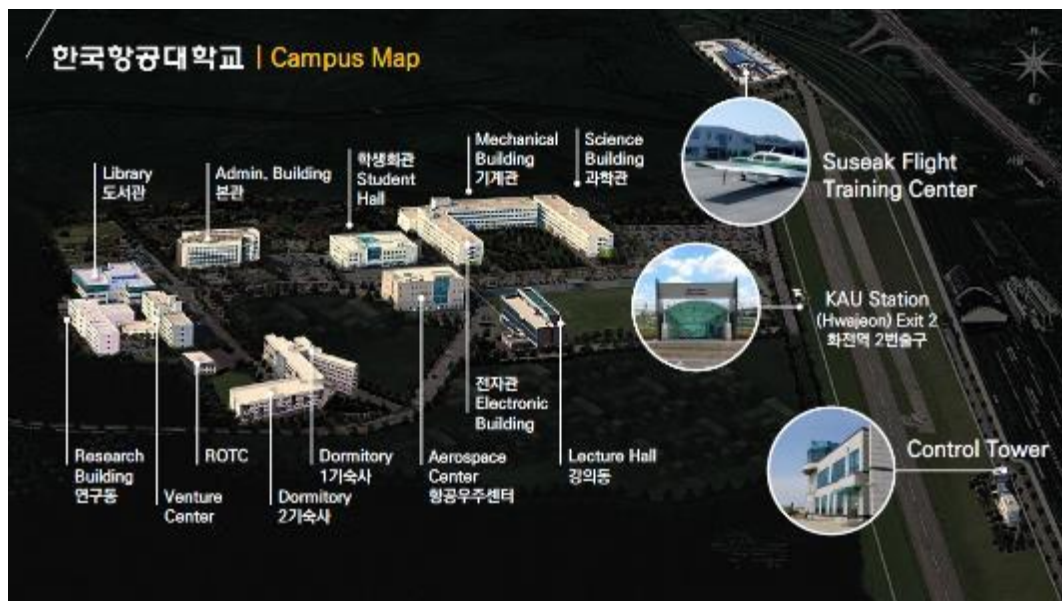
4) University Location

The campus is situated in close proximity to Gimpo International Airport and Incheon International Airport, the symbolic centers of Asia's aviation industry. Additionally, 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 walk.



6) Website

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)	<ul style="list-style-type: none"> · Desk, chair, closet, air conditioner and heating, wireless internet are available in a room. · Toilet and showers are shared per room. · Meals won't be provided. · KRW 30,000 for deposit (first time only) and KRW 7,000 (per semester) 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) Belongings for Dormitory

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

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
<ul style="list-style-type: none">● <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	<ol style="list-style-type: none">1. Entering the dormitory under someone else's name, or having a non-resident stay overnight2. 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 TVs4. Allowing a resident of the opposite gender stay overnight <p>✕ 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.</p>
5	<ol style="list-style-type: none">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 dormitory7. Arbitrarily changing rooms with other residents8. Entering the dormitory via an unauthorized entry point9. Staying overnight in the room of another resident, or entering a room or hallway in an area designated for the opposite gender10. Bringing in or raising a pet in the dormitory
3	<ol style="list-style-type: none">11. Visiting the room of another resident between midnight and 5am12. Intentionally damaging dormitory property

Penalties	Infractions
	13. Not following the directions/instructions of the manager or staff
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

3. OTHER INFORMATION

1) Academic Support Facilities

• KAU Library

KAU 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.

- Opening Hours: (weekday) 09:00 – 18:00 (weekend) not in operation
- Study Room Opening Hours: (weekday) 09:00 – 24:00 (weekend) 09:00 – 22:00
- 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 provides 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 located in the Lectural Hall to promote exchange activities with Korean students and to provide a rest area.

- Opening Hours: 9:00 – 18:00
- Location: Lectural Hall #212

- **Banking Service (Woori Bank) & ATMs**

Woori Bank is located at 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**

Student cafeteria is located in the student center, mainly serving Korean and Western foods.

- Opening Hours: Monday-Friday 08:00 – 19:00
- Location: Student Hall 1F

- **Café Bluepot)**

There is a cafe named "BLUEPOT" located in the student center, offering freshly ground coffee, tea, and pastry platters.

- 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 mail 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: Korea Aerospace University Station Exit 1

- **Wireless Internet**

Free Wi-Fi service is available throughout the 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.

- Opening Hours: Monday-Friday 09:00 - 18:00
- Location: Student Building Room 224

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	2 nd 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**

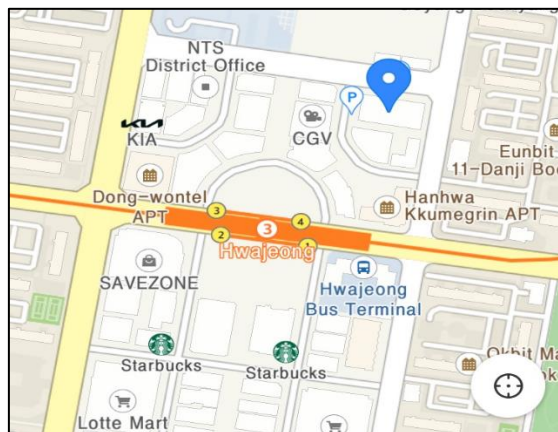
Clinic	Dasarang Otolaryngology Clinic	
Contact	Phone	031-979-0155
	Website	
Address	452, Jungang-ro, Deogyang-gu, Goyang-si, Gyeonggi-do	

• **Eye Treatment**

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

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

The first 1 to 2 months of living expenses upon arrival should be covered by the participants, as monthly stipends will be provided after opening a Korean bank account, which typically takes about 5 to 6 weeks. The minimum living expense in Korea is approximately KRW 500,000 per month.

Upon arrival, participants must complete the foreigner registration process. The cost for registration and issuance of necessary documents should be covered by participants.

- Expense for foreigner registration

- Issuance of Certificate of Entry & Exit: KRW 2,000
- Foreigner Registration Fee: 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. 36 credits in total is required to graduate (30 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. ACADEMIC ADVISOR

Academic advisors will be assigned to each student based on their thesis topic. A thesis evaluation committee, consisting of three faculty members including the academic advisor, will be formed to assess your thesis.

3. DEGREE CONFERMENT

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

Completion of Graduation Credits						Comprehensive Exam
Pre Courses	Core Required	Core Electives	Electives	Research	Total	3 Subjects
Pass	12	6	12	6	36	

* 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 thesis examination. A report of the examination results, in the prescribed format, must be submitted.

- Three judges, including the academic advisor, will be appointed by the chief professor from faculty members of the relevant major. To pass the preliminary thesis examination, approval from at least two judges is required.

2) Final Thesis Defense

A. Eligibility

- Students who have earned at least 27 credits (including credits to be acquired in the current semester) and 6 credits of research guidance (including credits to be acquired the current semester) and have an average GPA of 3.0 or higher.
- Those who passed the English Exam and Comprehensive Exams.
- Students who have passed the preliminary thesis presentation.

B. Thesis Evaluation

- Students can apply for thesis evaluation by submitting a thesis evaluation approval form, signed by the Dean.
- Three copies of the master's thesis must be submitted to the academic advisor.
- The thesis evaluation will consist of document review and a thesis defense, attended by all thesis reviewers.
- Thesis evaluation will be graded A, B, C, D, and a grade of C or higher is required to pass.
- At least three judges, including the academic advisor, are required to review the master's thesis. To pass, at least two-thirds of the judges must assign a grade of C or higher.
- Submission of a report from the plagiarism prevention program is required.

V. APPLICATION

1. HOW TO APPLY

Submit the following documents to msap@kau.ac.kr via email in pdf format:

1) Application Form (Appendix 1)

2) Recommendation Letter (Appendix 2), written by both your supervisor from your organization, and a professor from the university where you graduated.

3) Release of Information Consent Form (Appendix 3)

4) Bachelor's and Master's (If applicable) Degree Diplomas

* Should be apostille certified or notarized by Korean consul, if apostille is not possible.

5) Official Transcripts for Bachelor's and Master's (If applicable) Degrees

* Transcripts must include a year-by-year record and the CGPA total.

6) Curriculum Vitae (CV)

7) Certificate of Employment

8) Copy of Passport: The expiry date should be later than the end date of the program.

9) Certificate of English proficiency (if applicable): Please submit a score report from a recognized English Proficiency Test (e.g., TOEFL, TEPS, IELTS) or any other supporting documents that demonstrate appropriate English language proficiency.

2. APPLICATION SCHEDULE

Date (YYYY.MM.DD.)	Details
~ 2025.05.23.(Fri)	Application submission * Only applications received by May 23, 2025, 24:00 (KST) will be accepted.
2025.05.30.(Fri)	Announcement of document screening results
2025.06.02.(Mon) ~ 2025.06.10.(Tue)	Online interview / Local medical check-up
2025.06.17.(Tue)	Announcement of final results
2025.06. ~ 2025.07.	Preparation of visas and entry documents
2025.08.01.(Fri) ~ 2025.08.10.(Sun)	Entry into Korea

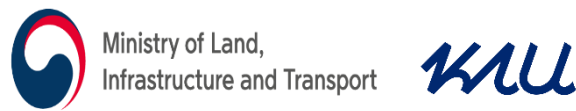
VI. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Korea Aerospace University

- **Program Coordinator : Ms. Yuri Jo**
- Tel: +82-2-300-0302
- Fax: +82-2-300-0305
- E-mail: msap@kau.ac.kr
- Website: <http://eng-grad.kau.ac.kr/>

[APPENDIX 1: APPLICATION FORM]



Application for Admission (지원서)
The Graduate School of Korea Aerospace University

■ Application Program, Department and major

<input type="checkbox"/> Application No.	(FOR OFFICE USE ONLY)		
Degree	<input type="checkbox"/> Master	Department	<input type="checkbox"/> Graduate School
		Major	<input type="checkbox"/> Aviation Policy

☐ Please attach
a photo in this box

(4cm X 5cm)

I. Personal information

Name on Passport	<div>Surname</div> <div>Given Name</div> <div>Middle Name</div>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	<div>Month</div> / <div>Day</div> / <div>Year</div>
Passport No.		Country of Birth	
		Nationality	
		Institution/Position	
<div>(Postal Code)</div> <div>(street)</div> <div>(city)</div> <div>(state/province)</div> <div>(country)</div>			
Telephone No.	<div>(including country/area/city codes)</div>	E-mail	

II. Educational Background

1. Undergraduate Education

Institution	<div>(Name)</div> <div>(City)</div> <div>(Country)</div>		
Department (Major)		Date of Graduation	<div>MM</div> / <div>DD</div> / <div>YYYY</div>
Date of Attendance	<div>MM</div> / <div>DD</div> / <div>YYYY</div> ~ <div>MM</div> / <div>DD</div> / <div>YYYY</div>	Degree No.	

■ Provide details of notable academic achievements or other extra-curricular activities.

2. Master's Education (If applicable)

Institution	<div><div></div><div>(Name)</div><div></div><div>(City)</div><div></div><div>(Country)</div></div>		
Department (Major)		Date of Graduation	<div><div></div><div>/</div><div></div><div>/</div><div></div><div>/</div><div></div></div>
Date of Attendance	<div><div></div><div>/</div><div></div><div>/</div><div></div><div>/</div><div></div></div> ~ <div><div></div><div>/</div><div></div><div>/</div><div></div><div>/</div><div></div></div>	Degree No.	

■

Provide details of notable academic achievements or other extra-curricular activities.

III. Language Proficiency

<u>Languages</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
<u>Korean</u>	-	-	-	-
<u>English</u>	-	-	-	-
-	-	-	-	-
-	-	-	-	-

IV. Work Experience

■

Please list your most recent and relevant positions held, along with the corresponding employment periods. You may list additional experiences if applicable.

(Company / Position)

From

To

■

Please describe your position along with your duties and responsibilities.

V. Research Plan

- Please describe your research plan for your applied program.

I declare that the information provided above is accurate and true. I understand that if any of the submitted materials are found to be false, I will take full responsibility.

Applicant's Signature: _____ Date: _____

[APPENDIX 2: RECOMMENDATION LETTER]

Recommendation for Admission

- Note for Recommender : We would appreciate your frank and candid appraisal of the applicant as a potential student at Korea Aerospace University.
- a. How long have you known the applicant and in what capacity?
- b. What is your opinion of the applicant's plan for their studies at KAU?
- c. How would you assess the applicant's proficiency in English and Korean?
- d. Please comment on the applicant's academic potential and personal qualities that would be beneficial in considering their application for the proposed degree program.

Recommender's name : _____

Position or Title : _____

Institution : _____

Phone : _____

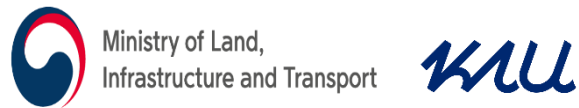
E-mail : _____

I wish to recommend the above applicant for the program provided by Korea Aerospace University.

Signature : _____

Date : _____

[APPENDIX 3: RELEASE OF INFORMATION CONSENT FORM]



The Graduate School of Korea Aerospace University

Release of Information Consent Form

By applying for admission to the Graduate School of Korea Aerospace University, I hereby authorize the administrator or any authorized person to contact relevant parties to obtain and verify my credentials and qualifications as a provider.

I release from all liability any organizations or individuals who, acting in good faith and without malice, provide the requested information.

I consent to the release of all information by any person to other institutions that may be relevant for the evaluation of my credentials and qualifications, and hereby release such person providing the information from any and all liability.

Date _____

Name _____

Signature _____