KOREA

2016 Handbook

National Science Foundation
East Asia & Pacific Summer Institutes
For U.S. Graduate Students Pursuing Science & Engineering

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I. INTRODUCTION

The Summer Institute in Korea for 2016 will be held from June 6 (Arrival) to Aug 6 (Departure), 2016. The Summer Institute in Korea provides US graduate students (U.S. citizens or permanent residents) in science and engineering with first-hand research experience in Korea, an introduction to the science and the science policy infrastructure of Korea, and an orientation to the Korean culture and language. The primary goals of the program are to introduce students to Korean science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future. The program is administered in the United States by the National Science Foundation (NSF) (http://www.nsf.gov/eapsi) with co-sponsorship in Korea by the National Research Foundation (NRF) (http://www.nrf.re.kr/html/en/). Korea-US Science Cooperation Center (KUSCO) (http://www.kusco.org) coordinates the orientation and Korean language courses in the U.S. The NRF office is a contact point for questions regarding various issues such as visas, host institutions, travel in Korea, and emergencies occurring in Korea. Most NRF office staff can speak both English and Korean. For more information on EAPSI Korea, please see http://eapsi.kusco.org/

NSF EAPSI Program
Anne Emig, EAPSI Program Officer
Elena Hillenburg, EAPSI Program Specialist
National Science Foundation (NSF)
Office of International Science and Engineering (OISE)
East Asia and Pacific Summer Institutes (EAPSI) Program
4201 Wilson Blvd., II-1155
Arlington, VA 22230 USA
Tel: 1-703-292-2993
Email: eapsi@nsf.gov

NRF Office
Dr. Ki Hyoung Kim, Director, Office of Global Cooperation Programs
Dr. Tae Hee Kim, Head, Global Cooperation Programs Team, Email: thkim@nrf.re.kr
Primary Contact: Ms. Leehyen Cho, Global Cooperation Programs Team, leehyencho@nrf.re.kr

National Research Foundation of Korea
25, Heolleungno, Seocho-gu, Seoul, Korea 137-748
Tel: 02-3460-5723 (within Korea); 82-2-3460-5723 (from U.S.)
Fax: 02-3460-5630 (within Korea); 82-2-3460-5630 (from U.S.)

KUSCO Office
Mr. KiHo Moon, Director
Korea-US Science Cooperation Center
Email: khmoon@nrf.go.kr
Tel: 1-703-893-9772 Fax: 1-703-847-8592

II. PREPARATION

A. Host Institutions and Researchers in Korea

You should remember that host researchers or institutions will not be paid for hosting you. Therefore, your technical contributions to their program will be most appreciated. Many former Summer Institute participants have become highly recognized professionals after graduation and have continued their relationships with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

Eight weeks pass very quickly, and every year participants say they wish they had more time to finish their research projects. Without advance planning, you may "waste" the first part of your stay discussing potential projects instead of working on the actual project itself. You are encouraged to make efforts to both create a research plan and discuss its viability with your host scientist before your departure to Korea.

Research Plan

With your host researcher's agreement, you may choose to continue your on-going research work, to become involved in their on-going research work, or to start a new research project. If you choose to work on a new research topic, you may not have tangible results at the end of an eight-week period. To make your research visit to Korea productive, you may want to do the following:

- Join one of the on-going projects in your host researcher's laboratory.
- Team up with a graduate student in their research group.
- Read their publications and understand their methods and approaches.
- Consult your host researcher before you arrive in Korea and decide on the scope and weekly schedule of your work.

Facilities

While discussing your research plan, you should check with the host researcher to see if equipment, facilities, and/or materials required for your research will be available to you during your visit. Because the months of July and August are usually summer vacation in Korea, many students and faculty members will be out of their offices and some laboratories may close down equipment and facilities for renovation or cleaning. You should also check to see if you can get an email address and the access to the library, fitness center, and other facilities at the host institution.

Other information

Possibly the most useful information about how to survive at your host institution is from US students, research staff, or visiting faculty who have been or are currently in Korea. You might ask your host researcher to send you contact information for current or previous U.S. researchers from the host institution. You should also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

B. How to set up other professional visits.

NSF and NRF encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the Korean scientific community in their fields and to create contacts for future research collaboration. You should be aware that cultural differences between the United States and Korea become extremely salient when it comes to setting up visits to other laboratories. In Korea, introductions are helpful prior to visits, and a mutually known third party typically makes these. Resources for developing contacts in Korea are:

• *Your advisor, professors, and colleagues in the United States*

Make sure you consult your department advisor and other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in Korea. Letters of introduction provided by primary advisors to the Korean researchers are extremely useful in setting up research visits as this further solidifies potential research relationships.

• *Your Korean host scientist*

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Korea and ask them if they have suggestions as to which researchers would be beneficial for you to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you. A junior scientist may not always be able to introduce you to a scientist who is senior to him/her. You should be sensitive to these limitations and the signals your host sends in this regard. Do not push too hard for an introduction, as this may not be possible and/or impolite due to Korean customs.

• *Summer Program alumni and U.S. researchers currently in Korea*

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Korean researchers in your area of interest.

• *Publication search*

A publication search can help identify Korean researchers within your field. In this case, you might fax or e-mail a polite note that introduces yourself, explains your research, and requests a visit while you are in Korea. Note, however, that this is not the normal way of doing business in Korea and you should be prepared for no response from some of your contacts.

C. Passport and Visa

You will need a valid passport for travel to the Republic of Korea. For U.S. passports, application instructions and forms are available at the State Department Web site: http://travel.state.gov/. You can request expedited processing with an additional fee.

Visitors to Korea staying longer than 90 days are required to obtain a visa. For guidelines and forms, see http://www.dynamic-korea.com/consulate_service/visa.php. You should check

with the Korean Consulate nearest you to make sure all your documentation is in order. The Korean Consulates are located in Washington, D.C., New York, Boston, Atlanta, Houston, Chicago, Seattle, San Francisco, Los Angeles, and Honolulu.

The visa application form may request multiple references in Korea. Participants may list the following individuals:

Your host researcher
Dr. Ki Hyoung Kim, Director, Office of Global Cooperation Programs
Dr. Tae Hee Kim, Head, Global Cooperation Programs Team, Email: thkim@nrf.re.kr
Primary Contact: Ms. Leehyen Cho, Global Cooperation Programs Team, leehyencho@nrf.re.kr

NSF will provide you a letter to Consul General that you can use for your visa application.

D. International Air Travel

The NSF-contracted travel agency, SATO Travel, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. address and the Incheon International Airport in Korea.

You must return to your final destination in the United States no later than September 30, 2016 (end of US government fiscal year).

Participants will be advised by e-mail when to contact SATO Travel to make travel reservations. **DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.**

There are important Federal Government and NSF travel guidelines and restrictions:

Travel is limited to U.S. flag carriers only.

Tickets will be issued by SATO Travel at the lowest fare, federal government or commercially available, whichever is less expensive. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to Seoul, Korea. Please discuss your travel arrangements with your host, National Research Foundation of Korea and NSF prior to booking your reservation. Any subsequent changes can only be made with NSF's approval and at the fellow's expense – any additional fare collection and change fee will be charged to your credit card. Baggage fees are fellow's responsibility. Call the airline directly to confirm your reservation, obtain your ticket number, seat assignment, add your frequent flyer number, email and phone number, verify baggage fees and any additional fees.

Participants may extend their stay in Korea before or after the Summer Institute within the limits of their visas. Due to time restrictions involved in group flight arrangements, the NSF strongly encourages all participants to schedule non-NSF related travel after the completion of the Summer Institute. Although it is our goal to complete these arrangements far in advance of the start of the program, administrative delays may occur. Accordingly, it is best for participants to avoid "front-loading" their program plans.

Tickets will be issued electronically (e-tickets) within 24 hours of booking.

There are designated contract carriers for the U.S. government for specific cities and routes, and Sato Travel is required to issue tickets through the designated airlines, if possible.

E. Stipend

• NSF's $5,000 Stipend

The Division of Grants and Agreements will issue an official NSF award. The award notification will include instructions about how to request electronic transfer of the $5,000 stipend. Additionally, students must attend the Pre-Departure Orientation in Washington, DC in March-April (airplane or train ticket and lodging will be provided by NSF).

As a recipient of the $5,000, you must make sure you will not be "double-funded" from NSF or other federal sources. This restriction applies to funding from ANY Federal source. Consult with your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of a NSF-sponsored Graduate Research Fellowship Program (GRFP) award, you should consult with your university's GRFP Coordinating Official and your advisor about whether or not to accept the GRFP stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF Summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will receive the airline ticket from NSF and in-country living allowance from NRF through the Summer Institute program.

Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service.

• Living Allowance in Korea

NRF will provide you a living allowance of 2,200,000 South Korea won (your host institute will provide this allowance to you individually when you arrive to your host institute). You will be responsible for all of your expenses, such as lodging and meals at your host institution, transportation, and incidental expenses including purchase of your traveler's insurance, using the allowance provided by NRF. NRF will not offer any safety boxes, and you will be responsible for handling this large amount of cash by yourself. However, during the orientation session, accommodations and meals will be provided by NRF.

Since the student's living allowance will be provided after the orientation, you are strongly advised to bring at least US$1,000 in cash to cover incidental expenses and other unexpected costs that you incur prior to receiving the NRF allowance.

F. Bank Account

NRF will pass your living allowance to your host institute and you will receive your stipend from host institute individually. You may need bank account in Korea to receive stipend. (In case your institute gives your stipend in cash, you do not need to open bank account.) To open your bank account in Korea, you must bring your passport to the bank, and ask for bank account. It is impossible to open normal bank account inclusive with a cash card, but it is possible to open only a bankbook. (You cannot use ATM with this bankbook so it is necessary to go through bank window if you want to get cash.)

G. Housing Arrangements

Even though NRF will help arrange your housing at the host institution, you should ask your host researcher, in advance, for detailed information regarding housing facilities and arrangements at the host institution, such as international lodging or dormitories. You must note that some institutions may not have enough housing facilities. You must make payments for lodging at your host institution, according to their rules and procedures. If you will make your own housing arrangements, other than those available at the host institution, you need to notify your host institution as soon as possible.

H. Insurance

For your stay in Korea, you will be responsible to buy your own traveler's insurance in the US, before your arrival to Korea. You should buy your traveler's insurance within budget of living allowance provided by NRF as cost for insurance is already included in the living allowance. NRF will not reimburse for your insurance separately. (See section II. E)

I. Intellectual Property Rights (IPR)

NSF and NRF do not anticipate that the Summer Institute in Korea, undertaken pursuant to the memorandum of understanding between NSF and NRF exchanged on September 21, 2000, will result in the creation of intellectual property. If you wish to negotiate IPR provisions, you should work out arrangements with your host researcher and responsible officials at your host institution BEFORE you go to Korea.

J. Business Cards (Myungham)

It is a customary and very important practice in Korea to offer your "Myungham", or business card when you meet someone for the first time. As a Summer Institute participant, it will be useful for you to have your own. Your business card should include your name, title, university address, phone/fax number, email address in the U.S. as well as contact information in Korea.

K. Mobile Phones

You may want to arrange for mobile phone service during your stay in Korea, particularly since the use of such phones has become ubiquitous. Mobile phones may be purchased and temporary, prepaid service arranged through companies such as 'SK Telecom', 'KT', and

'LG U Plus'. Your host scientist can direct you to the local office of one of these companies after your arrival at your research site.

L. Health and Safety

For your general health, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an old pair of glasses or a spare set of contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Don't count on finding your specific brands of eye care products overseas--take them with you.

If you take prescription medications regularly, and will be traveling with prescription drugs, bring a signed script or letter from your physician indicating your medical need(s) for the drug and identifying the drugs you will possess while in country. If you are diabetic (with insulin and syringes) or allergic (with epinephrine pens for anaphylaxis), you should look into the requirements for international travel with these items.

Advise your personal physician of your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure. The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's Web site with health information and travel advisories; the URL is http://www.cdc.gov/travel/eastasia.htm

Various travel safety information and guidelines can be accessed at: http://www.firstgov.gov/Topics/Usgresponse/Travel_Safely.shtml You are also encouraged to register with the U.S. Embassy in Seoul at http://seoul.usembassy.gov/

III. TRAVEL AND LOGISTICS

A. Arrival on June 6th, 2016

All participants in the Summer Institute are expected to arrive at the Incheon International Airport by June 6th, 2016. During the orientation, you will share a twin room - with 2 single beds - with one of the participants of the same gender. If for any reason you do not plan to stay at the designated accommodation on the specified date, please inform the NRF Office by June 1st. If you would like to stay at the designated accommodation before the specified dates, you may do so at your own expense. However, you are strongly encouraged to stay at the same hotel on the same schedule.

You should divide your luggage into two groups. The first luggage group should include items that you will need during the orientation period. The second luggage group should include items that you will use at your host institution so that they can be kept at the Hotel during the orientation period.

The detailed schedule will be provided in May 2016.

B. Early Arrival

For participants who will be traveling in Korea prior to the start of the Program, it may be convenient for you to have the bulk of your luggage delivered directly to your host institution from the Incheon International Airport (http://www.airport.or.kr/). Delivery services are available at the Incheon International Airport, and use is at your own expense.

C. Daily Schedule

The Opening Ceremony will be held at the NRF Seoul Office. The orientation session is scheduled for 4 days. It will take place in Seoul, Gyeongju, Ulsan, and Pohang. After the orientation, you will move to your host institutions from Seoul.

The Summer Institute schedule is summarized as below:

June 6, 2016	Arrival in Korea
June 7~10, 2016	KSI Opening Ceremony & Orientation session
June 10, 2016	Travel to Host Research Organization
June 13~ August 4, 2016	Research experience
August 5, 2016	KSI Closing Ceremony
August 6, 2016	Departure from Korea

IV. REPORTS

NRF Report

All participants are requested to submit a report on research work carried out during the program. The forms will be given during the orientation in Seoul. The report should be written on A4 sized paper and submitted electronically by e-mail to leehyencho@nrf.re.kr before August 2nd, 2016.

NSF Final Report

Participants are required to submit Final Report to the NSF no later than **March 15, 2017**. Reports must be submitted electronically via www.research.gov.

Project Outcomes Report

Participants are required to submit a Project Outcomes Report for the general public via www.research.gov no later than **March 15, 2017**. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

V. OTHER INFORMATION

Other useful information can be obtained from the following web sites:

- NRF homepage: http://www.nrf.re.kr/html/en/
- NSF EAPSI information: http://www.nsf.gov/eapsi
- NSF Tokyo homepage: http://www.nsftokyo.org
- Basic Information about Korea: http://english.tour2korea.com/
  http://www.nfm.go.kr/
  http://www.koreabrand.net/
- Korea Weather Information: http://web.kma.go.kr/eng/index.jsp
- Map of Seoul: http://gis.seoul.go.kr/

VI. POTENTIAL EAPSI HOST INSTITUTIONS

No	University	Homepage
1	Ajou University	http://www.ajou.ac.kr/english/intro/main.jsp
2	Andong National University	http://eng.andong.ac.kr/
3	Anyang University	http://www.anyang.ac.kr/eng/
4	Changwon National University	http://eng.changwon.ac.kr/html/00_main/index_o.php
5	Cheongju University	http://www.cju.ac.kr/
6	Chodang University	http://www.chodang.ac.kr/english/
7	Chosun University	http://eng.chosun.ac.kr/
8	Chungang University	http://neweng.cau.ac.kr/
9	Chungbuk National University	http://www.chungbuk.ac.kr/eng/
10	Chungnam National University	http://plus.cnu.ac.kr/english/index.jsp
11	Daejeon University	http://www.dju.ac.kr/foreign/english/
12	Dankook University	http://www.dankook.ac.kr/web/eng/home
13	Dong-A University	http://english.donga.ac.kr/
14	Dongduk Women's University	http://www.dongduk.ac.kr/eng/html/index.html
15	Dong-Eui University	http://eng.deu.ac.kr/main.do
16	Dongguk University	http://www.dongguk.edu/mbs/en/index.jsp
17	Duksung Women's University	http://www.duksung.ac.kr/eng/
18	Eulji University	http://www.eulji.ac.kr/
19	Ewha Womans University	http://www.ewha.ac.kr/english/
20	Gachon University	http://www.gachon.ac.kr/
21	Gangneung- Wonju National University	https://www.gwnu.ac.kr/mbs/us/index.jsp
22	Gwangju Institute of Science and Technology	http://ewww.gist.ac.kr/
23	Gwangju University	http://www.gwangju.ac.kr/y2000/english/index.html
24	Gyeongju University	http://www.gju.ac.kr/english/index.jsp
25	Gyeongnam National University of Science and Technology	http://cms.gntech.ac.kr/user/gntech/index.action
26	Gyeongsang National University	http://eng.gnu.ac.kr/main/
27	Hallym University	http://english.hallym.ac.kr/
28	Hanbat National University	http://www.hanbat.ac.kr/index_intro_0816.html
29	Handong Global University	http://www.handong.edu/
30	Hankuk University of Foreign Studies	http://www.hufs.ac.kr/user/hufsenglish/
31	Hannam University	http://www.hannam.ac.kr/eng/html/main/main.html
32	Hansung University	http://www.hansung.ac.kr/eng/
33	Hanyang University	http://www.hanyang.ac.kr/english/
34	Honam University	http://www.honam.ac.kr/
35	Hongik University	http://www.hongik.ac.kr/english_neo/
36	Hoseo University	http://eng.hoseo.ac.kr/
37	Inha University	http://eng.inha.ac.kr/
38	Inje University	http://www.inje.ac.kr/english/
39	Jeonju University	http://www.jj.ac.kr/eng/

40	Joongbu University	http://eng.joongbu.ac.kr/
41	Keimyung University	http://www.kmu.ac.kr/english/page.jsp?mnu_uid=636
42	Kangwon National University	http://www.kangwon.ac.kr/english/main/main.php
43	Konkuk University	http://www.konkuk.ac.kr/eng/
44	Kookmin University	http://english.kookmin.ac.kr/
45	Korea Advanced Institute of Science &	http://www.kaist.edu/edu.html
46	Korea Aerospace University	http://www.kau.ac.kr/english/
47	Korea Astronomy and Space Sciences Institute (KASI)	http://www.kasi.re.kr/english/e_intro/greeting.aspx
48	Korea Institute for Advanced Study (KIAS)	http://www.kias.re.kr
49	Korea Institute of Civil Engineering and Building Technology (KICT)	http://www.kict.re.kr/eng/
50	Korea Institute of Science and Technology (KIST)	http://eng.kist.re.kr/kist_eng/main/
51	Korea Maritime University	http://english.hhu.ac.kr/english/main/
52	Korea National University of Transportation	http://cms.ut.ac.kr/user/genglish/index.action
53	Korea Polytechnic University (KPU)	http://www.kpu.ac.kr/mainEng/index.do
54	Kumoh National Institute of Technology	http://eng.kumoh.ac.kr/main.do
55	Kunsan National University	http://www.kunsan.ac.kr/eng/
56	Kwandong University	http://eng.kwandong.ac.kr/
57	Kwangwoon University	http://www-eng.kw.ac.kr/
58	Kyonggi University	http://www.kyonggi.ac.kr/KyonggiEng.kgu
59	Kyung Hee University	http://www.khu.ac.kr/eng/index.jsp
60	Kyungnam University	http://www.kyungnam.ac.kr/main/
61	Mokpo National University	http://eng.mokpo.ac.kr/english/englishMain.do
62	Myongji University	http://www.mju.ac.kr/mbs/mjuen/index.jsp
63	Pohang University of Science & Technology	http://www.postech.ac.kr/
64	Pukyong National University	http://www.pknu.ac.kr/usrEngIndex.do
65	Pusan National University	http://english.pusan.ac.kr/html/00_main/
66	Pyeongtaek University	http://english.ptu.ac.kr/
67	Sahmyook University	http://www.syu.ac.kr/web/eng/
68	Sangji University	http://www.sangji.ac.kr/sugang.html
69	Sangmyung University	http://www.smu.ac.kr/en/
70	Semyung University	http://www.semyung.ac.kr/insite/international/index.html
71	Seoul National University	http://www.useoul.edu/
72	Seoul National University of Science and Technology	http://english.seoultech.ac.kr/
73	Seoul Women's University	~~http://www.swu.ac.kr/english/~~
74	Sogang University	http://www.sogang.ac.kr/english/
75	Sookmyung Women's University	http://e.sookmyung.ac.kr/
76	Soonchunhyang University	http://home.sch.ac.kr/english/index.jsp
77	Sunchon National University	http://www.sunchon.ac.kr/web/eng/
78	Sungkonghoe University	http://www.skhu.ac.kr/main.aspx
79	SungKyunKwan University	http://www.skku.edu/eng/
80	SunMoon University	http://www.sunmoon.ac.kr/
81	Suwon Catholic University	http://www.suwoncatholic.ac.kr/
82	The Catholic University of Korea	http://www.catholic.ac.kr/
83	The University of Suwon	http://en.suwon.ac.kr/

84	Ulsan National Institute of Science and Technology (UNIST)	http://www.unist.ac.kr/index.sko
85	University of Science & Technology	http://www.ust.ac.kr/index.do?todo=indexEng
86	University of Seoul	http://english.uos.ac.kr/
87	University of Ulsan	http://www.ulsan.ac.kr/eng/index.aspx
88	Wonkwang University	http://www.wku.ac.kr/english/
89	Woosong University	http://english.wsu.ac.kr/
90	Woosuk University	http://www.woosuk.ac.kr/intro.html
91	Yeungnam University	http://cecar.unu.edu/groups/cecarnetwork/wiki/55949/Yeungnam_University_KOREA.html
92	Yong In University	http://int.yongin.ac.kr/eng/
93	Yonsei University	http://www.yonsei.ac.kr/eng/
94	Youngdong University	http://www.youngdong.ac.kr/intro_2013.htm
95	Youngsan University	http://www.ysu.ac.kr/eng/01_wel/index.asp