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| 2017 the 1st Overseas Exchange Program Guide | |
|  |  |

November 2016

Student Support Team



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**Ⅰ. Purpose**

* To evaluate and select students with outstanding research achievements within and outside the university, and to support them in becoming better aware of the latest science and technology trends through funding for research exchange including international academic conferences and seminars

**Ⅱ. Provision Details**

**□ Eligibility : Students selected through evaluations**

**□ Period : Up to 15 days**

**□ Scholarship(Funding) Items**

- **Choose all items or only items that apply**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Method** | **Details** |
| **1** | **Living Expenses** | Amount calculated by UST and deposited to student account | - Based on UST’s criteria for living expenses  ․(Provision period) Provision period shall be equivalent to two days added to the conference/seminar period  ․(Exchange rate) Funds to be provided in KRW based on USD exchange rate on the date of announcement of evaluation results |
| **2** | **Airfare** | E-ticket purchased by UST shall be sent to student via e-mail | - For direct flights or flights with minimal layovers  ․(Provision criteria) Departure/arrival to fall on the start/end date of the provision period |
| **3** | **Travel Insurance** | 1. Purchased by UST 2. Registered by student and paid for by UST | - International travel insurance  ․(Provision criteria) Date of departure from Korea to date of arrival in Korea  - Choose one of the methods in the left column |
| **4** | **Conference Registration Fee** | Paid for by student and reimbursed by UST | - To be paid for by student and receipt (with amount specified in KRW) to be attached in the final report  \* May be paid in cash if payment by card is not available  ․(Provision criteria) Amount specified (KRW) in card statement  - Amount to be deposited to student account based on result report |

※ Any item already funded by the campus or other sources shall be excluded.

**Ⅲ. Application Method**

**□ Eligibility (All of the following must be satisfied)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Eligibility** | **Note** |
| 1 | Ph.D. Students who have completed at least two semesters  or  Integrated program students who have passed the Ph.D. entrance exam | Master’s students shall not be considered |
| 2 | Students capable of fluent communication in English or the primary language of the destination |  |
| 3 | Students presenting at international conferences as first authors in January to March 2017 | Including Oral/Poster |

**▷ Those falling under the falling shall not be eligible to apply**

a. Those falling under Article 33 of the State Public Officials Act or not qualified to stay overseas

b. Those participating in similar programs during the provision period specified in the application form

c. International students applying to their country of origin

**□ Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notice of Program** | → | **Application※ and submission** | → | **Collection** |
| UST→Student | Student→UST | UST |
| Announced on website and sent via e-mail | Online input of research achievements and submission of documents | 1. Collection of application forms and research records  2. Review of qualifications and research performance |
|  |  |  |  | ↓ |
| **Submission of documents by successful candidates** | ← | **Announcement of results** | ← | **Evaluation and selection** |
| Student→UST | UST→Student | Student Guidance Committee |
| Application of expenses, etc | Announced on website and sent via individual e-mail | Evaluation of academic performance, linguistic ability, and research achievements |
| ↓ |  |  |  |  |
| **Scholarship** | ⇨ | **Submission of final report** |  |  |
| UST→Student | Student→UST |  |
| Provision of scholarship for applicable items such as airfare, living expenses | Submission of result report (in person or by mail) |  |

※ For details on application and required documents, please refer to ‘[Guideline] Submission of Documents and Registration of Research Achievements for UST overseas exchange program.pdf’

**□ Submission of Documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **No.** | **Document** | **Details** | **Submission** |
| **Required** | 1 | **Application for overseas exchange program** | To be filled online | Online  (Total Information System/**Academic Exchange Application**) |
| 2 | **Plans of overseas exchange program [form 1]** | Complete and upload [form 1] |
| 3-1 | **Statement of applicants academic grades and research achievements [form 2]** | Complete and upload [form 2] |
| 3-2 | **Proof of research achievements** | -Attach supporting documents for research achievements listed in [form 2]  - UST must be specified as the institute of affiliation in supporting documents | Online  (Total Information System/**Registration of research performances**) |
| 4 | **Letter of Recommendation [form 3]** | [form3] To be sealed and submitted by advisor | UST Student Support Team  (by mail or in person) |
| 5 | **Confirmation of participation by organizing institute** | Upload acceptance letter, etc. | Online  (Total Information System/**Academic Exchange Application**) |
| 6 | **Abstract of paper accepted in conference** | Upload abstract |
| Optional | 7 | Copy of certificate of proficiency in English | Scores must have been obtained within two years of the last date of the application period |

**□ Application Period : 17:00 on Nov.25(Fri) ~ 18:00 on Dec.6(Tue)**

**□ Announcement of Results : 17:00 on Dec.23(Fri)**

**/ via website and individual e-mail**

**Ⅳ. Guidelines and Restrictions**

1. **Guidelines**

**□ During application**

**A. Application**

▷ Scholarship may be withdrawn if inaccurate or false information is provided during application.

▷ **Students are able to be selected up to once a year, and up to two times before graduation.**

(duplicate selected on overseas training program not available)

|  |
| --- |
| \* (ex 1) Those selected for overseas training program in March 2017 shall not be able to be selected again in the same year. However, they may be selected for on overseas exchange program from 2018 up to graduation.  \* (ex 2) Those selected for overseas exchange program in March 2017 shall not be able to be selected again in the same year for overseas training and overseas exchange program. However, they may be selected for on additional program for either overseas training or overseas exchange program from 2018 up to graduation. |

▷ Visits to nearby research institutes or universities are permitted within the destination country, and additional airfare shall not be provided.

|  |
| --- |
| \*(ex) If attending a conference in New York (three days from April 1 to April 3, 2017) and wishing to visit a university in Maryland (two days from April 4 to April 5, 2017), living expenses shall be provided based on the grade assigned to the conference venue for seven days from March 31 to April 6, 2017, and airfare shall be provided only for Korea-New York. |

▷ All documents submitted for consideration shall not be returned.

**▷ International students prohibited from applying to country of origin.**

**B. Provision of basic information**

▷ **Provide commonly used e-mail address and contact number in the application.** All related announcements shall be made to the provided e-mail address or contact number.

▷ English name must match the spelling of the name in the passport.

**C. Research achievements**

▷ **Research achievements are acknowledged only if UST is listed as the institute of affiliation**, and **shall be rejected if unaccompanied by proof documents.** Conference-related achievements are recognized only if the applicant is the **first author** of a presentation and publication.

▷ Only research achievements dated after the first provision period shall be acknowledged in the case of applicants applying for the second time

**D. Departure**

▷ Check beforehand to prepare for departure

*※Visa issuance, passport expiry date, conference schedule, etc.*

**□ After selection**

**A. Submission of final report and other documents**

▷ **Submit result report within 10 days of arrival in Korea to the UST Student Support Team (by mail or in person)**

▷ **Payment** of conference registration fees **using personal card** (Funding not available if paid for using cards not in the applicant’s name)

- Conference registration fees and overseas insurance fees (if choose individual registration) shall be provided after students complete the submission of final reports

- Supporting documents must be attached if payments have been made in cash. (Funding to be provided in KRW based on USD exchange rate on the date of payment)

**B. Change of schedule**

▷ **Modification is not permitted for details specified at the time of application** (conference name, conference period)

*※ Changes may be permitted if deemed justifiable through an internal review*

▷ **Commission shall be paid for by students** in the event of cancellation/change in flight schedule

**C. Other**

▷ Selection may be cancelled if grounds for disqualification exist

▷ Full amount of funding must be returned if students fail to observe the date of departure due to personal circumstances

▷ Full amount of living expenses and travel insurance (excluding airfare) shall be returned if funding is withdrawn for justifiable reasons\*

*＊Natural disaster or physical/mental disability incurred after selection*

▷ Funding shall be returned in case of suspension, early return or temporary return

|  |  |  |
| --- | --- | --- |
| **No.** | **Classification** | **Details** |
| 1 | Suspension | Return living expenses for days remaining after the date of suspension if suspended due to circumstances of the individual or organizer |
| 2 | Early return | Return living expenses for days remaining after the date of arrival in Korea |
| Temporary return | Return living expenses for days spent in Korea during the funding period  (Airfare for re-entry shall be paid individually) |

▷ Results to be stored in the UST database

*※ Utilized as statistics on research status and research achievements*

1. **Restrictions**

**A. Reasons for full withdrawal of funding (conference fees, living expenses, travel insurance, etc.)**

▷ If execution of funds is inconsistent with the purpose of the funding program

▷ If students fail to submit the final report or are found to have committed plagiarism

- Extension of deadline (10 days from date of return) not permitted

- Students may face disadvantages if the deadline is not observed

*※Extension may be permitted in the event of natural disaster or illness, etc.*

▷ The full amount of funding shall be withdrawn and further applications shall be prohibited in case of the following.

|  |  |
| --- | --- |
| **No.** | **Details** |
| 1 | Funding based on false information provided in application |
| 2 | Misappropriation of funding |
| 3 | Participation in other local research projects or programs at the same time as the UST overseas exchange program period |

**B. Prohibition of duplicate funding**

▷ Applicants/Participants shall be prohibited from receiving duplicate funding from similar funding programs

▷ Applicants/Participants shall be prohibited from receiving business trip expenses from the campus

**C. Conference registration fees**

▷ Events such as banquets and tours shall not be covered in funding for conference registration

*※Receipt may be requested for confirmation*

**Ⅴ. Post-selection Procedures**

**□ Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Announcement of results | → | Specification of items | → | Confirmation of information |
| UST→Student | Student→UST | UST↔Student |
| Website/e-mail | E-mail/mail/in person | E-mail |
| Announced on website and sent via e-mail | 1. Application for expenses  2. Copy of passport  3. Copy of bank account  4. Flight information | Check flight information  Check and confirm travel insurance coverage |
|  |  |  |  | ↓ |
| Attendance in conference/seminar | ← | Payment of living expenses | ← | Airfare and insurance information |
| Student | UST→Student | UST→Student |
| - | - | E-mail |
| Attendance in conference/seminar selected for overseas exchange program | Living expenses deposited to student account before departure | 1.(Airfare) E-ticket information to be sent by e-mail  2.(Insurance) Insurance contract to be sent by e-mail |
| ↓ |  |  |  |  |
| Return | → | Submission of result report | → | Sharing of result report |
| Student | Student→UST | Student |
| - | Mail/in person | Upload on website |
| Return to Korea after attending conference/seminar | Submit result report within 10 days of date of return | Upload result report on career development website (under construction) |

※ Plan as above will be possible to change.

**□ Pre-departure checklist**

▷ Required documents

|  |  |  |
| --- | --- | --- |
| **No.** | **Required document** | **Note** |
| 1 | Application for expenses | Reter to [Form 4] |
| 2 | Copy of passport | Copy of page containing passport information |
| 3 | Copy of bank account in student’s name | Copy of page containing bank account information (name of bank, bank account number, account holder) |
| 4 | Flight information | Information on flight corresponding to the funding period |

▷ Application method of Scholarship(funding) Items

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Application method** | **Example** |
| 1 | Living expenses | Refer to Appendix and submit Application for expenses [form 4] | (E.g.) If the conference/seminar period is five days from Dec. 30, 2016 to Jan. 3, 2017, the provision period shall be seven days from Dec. 29, 2016 to Jan. 4, 2017, and living expenses shall be provided for seven days |
| 2 | Airfare | Submission of flight schedule and passport copy | (E.g.) If the provision period is seven days from Dec. 29, 2016 to Jan. 4, 2017, airfare shall be provided for flights departing from Korea on Dec. 29, and departing from the destination country on Jan. 4, 2017 |
| 3 | Travel insurance | Choose one registration method and specify in Application for expenses [form 4] | (E.g.) Travel insurance to apply until Jan. 5 if the date of departure from the destination country is Jan. 4 but the date of arrival in Korea falls on Jan. 5. |
| 4 | Conference registration fees | Attach conference receipt and card statement with result report [form 5] | -Amount must be specified in KRW in card statement  -Attach receipt containing payment date, amount, and signature in the case of cash payments. Funding shall be provided in KRW based on USD exchange rate on the date of payment. |

※ see 1p, 7p for details on method of submission and provision criteria

**[form 1] Plans of Overseas Exchange Program**

**▣ Applicant’s Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s Personal Information | Name |  | Name  (on passport) |  |
| Student ID |  | Degree Course |  |
| Institute |  | Major |  |
| Phone Number |  | Email |  |
| Admission into UST |  | Date of birth |  |

**▣ Choose for scholarship (funding) items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All □ | Living expenses | Airfare | Travel insurance  (choose one) | Purchased by UST □ | Conference registration fee |
| Registered by student and paid for by UST □ |
| Optional  (check that want to be supported) | Living expenses □ | Airfare □ | Travel insurance  (choose one) | Purchased by UST □ | Conference registration fee □ |
| Registered by student and paid for by UST □ |

**▣ Information on Conference**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Country |  | | Region |  |
| Conference |  | | Field of Study |  |
| Period | Conference |  | | |
| Educational Trend Survey | *those who would like to want survey other overseas outstanding Institutes or Universities near Conference place* | | |
| Contact | Address |  | | |
| Phone No. |  | | |
| Fax No. |  | | |
| Introduction of Paper delivered at conference |  | | | |

▣ **Plan of Visit**

|  |
| --- |
| *1. Purpose and Necessity for visit*  *2. Information on conference and importance of participation*  *3. Expected effect and application plan after conference*  *4. Plans of Educational Trend Survey(those who would like to want survey other overseas outstanding Institutes or Universities near Conference place)*  *- Detailed plans of Educational Trend Survey*  *- Acceptance Letter or Letter of Invitation from designated institute of university*  *5. Etc.* |

**[form 2]** Statement of applicant's academic grades and research achievements

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Statement of applicant's academic grades and research achievements   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Applicant’s Personal Information | Name |  | Name  (on passport) |  | | Student ID |  | Degree Course |  | | Institute |  | Major |  | | Phone Number |  | Email |  | | Admission into UST |  | Date of birth |  |   (1)Language Abilities   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No | Foreign Language | Documentary evidence | Date | Etc | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  |   (2) Academic grades   |  |  | | --- | --- | | Completed semesters |  | | Credits earned |  | | Grade Point Average |  |   ***※ Only for the credits that applicant have taken***  (3) Research achievements summary   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | (Unit: case) | | | | | | | | | Papers published in a professional scientific journal | | | | Papers published for an academic conference | Patent | | Other intellectual property rights | | SCI | | Exclusive of SCI | | Application | Registered | | International | Domestic | International | Domestic | |  |  |  |  |  |  |  |  |   (3) Research achievements  A. Scientific journals   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Name of journal | Date of publication | Author order | Title of paper | Impact factor | | 1 |  |  | 1/n |  |  | | 2 |  |  | 1/n |  |  | | 3 |  |  | 1/n |  |  |   B. Conference   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | Conference | Period | Way of  announcement | Author order | Title of paper | Hosting institute | | 1 |  |  | Poster / Oral | 1/n |  |  | | 2 |  |  | Poster / Oral | 1/n |  |  |   **※ In Conference Achievement, only the achievements which is written as 1st author are recognized.**  C. Intellectual property rights   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No | Category | Application/Registration | Country | Name of intellectual property right | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  |   **※ In the "Category" section, write down one of the following: Patent, Utility model, Trademark, or Design**  (4) Research achievements from Joint Research among each other institute of UST  A. Basic information   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title of Research |  | | | | | Period | (MM/DD/YYYY) ~ (MM/DD/YYYY) | | | | | Researcher 1 | Name |  | Position |  | | Institute |  | Phone number |  | | Researcher 2 | Name |  | Position |  | | Institute |  | Phone number |  | | Researcher 3 | Name |  | Position |  | | Institute |  | Phone number |  |   **※Only research by UST students and professors would be recognized as Joint Resaserch**    B. Scientific journals   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Scientific journal | Date of publication | Author order | Title of paper | Impact factor | | 1 |  |  | 1/n |  |  | | 2 |  |  |  |  |  |   **※ please submit the research plan or report, if it was not published at journals or conferences.**  C. Conference   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Conference | Period | Way of  announcement | Title of paper | Hosting institute | | 1 |  |  | Poster / Oral |  |  |   D. Intellectual property rights   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No | Category | Application/Registration | Country | Name of intellectual property right | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  |   **※ Researchers' position shall be either UST student or Professor. (Researchers not belong to UST cannot apply this program)**  **※ In the "Category" section, write down one of the following: Patent, Utility model, Trademark, or Design**  **※ Attach documentation needed for proof (Abstract, cover of patent application, research**  **report, etc.)**  **- In case of proofing patent, you can attach a captured-image file of your current state which**  **is recorded on Patent Management System in your campus**  **- For proof, ‘Abstract’ can be accepted only. If you don’t submit abstract of each research**  **achievements, It will not be accepted.**  **※ Additional columns allowable, if necessary.**  **※ Attach Plan for Research, if research achievement has not come.**  **※ Achievements marked “UST” are acceptable.**  **※ In Conference Achievement, Only the achievements which is written as 1st author are**  **recognized.** |

**[form 3] Letter of Recommendation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Letter of Recommendation** | | | | |
| Applicant | Name |  | Student ID |  |
| Major |  | Institute |  |
| Date of birth |  | Email |  |
| Phone  number |  | Admission into UST | Spring semester / Fall semester in the Year 20\_\_ |
| UST advisor | Name (Korean) |  | Name (English) |  |
| Major |  | Institute |  |
| Phone  number |  | Email |  |
| Recommendation |  | | | |

***※ It should be sealed by the advisor and be sent to UST by the deadline***

I hereby recommend the above applicant for The Overseas Exchange Programs

MM/DD/YYYY

Advisor : (Seal)

Chief Major Professor : (Seal)

**To the President of University of Science and Technology**

**[form 4] Application for Expenses**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Expenses**  **- Overseas Exchange Program** | | | | | | | | | |
| Personal Information | Name |  | | | Student ID | |  | | |
| Major |  | | | Institute | |  | | |
| Degree course |  | | | E-mail | |  | | |
| Phone  number |  | | | Admission into UST | | Spring semester / Fall semester  in the Year 20\_\_ | | |
| Date of birth | YYYY.MM.DD | | | | | | | |
| Bank account | Bank / Account Number / Possessor | | | | | | | |
| Conference Information | The Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | | |
| The Place to Visit  (Country/City/Conference) | / / | | | | | | | |
| Conference Title |  | | | | | | | |
| Educational Trend Survey Information  (if necessary) | Visited Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | | |
| The Place to Visit | / / | | | | | | | |
| Plans by days | YYYY.MM.DD.(1st day)  - Detailed Plans  YYYY.MM.DD.(2nd day)  - Detailed Plans  YYYY.MM.DD.(3rd day)  - Detailed Plans : | | | | | | | |
| Scholarships  (funding) | Airfare | VISA Issuance | YES/NO | | | | | | |
| Contents | Date | | | | | | Remark |
| Departure | | | Return | | |
| Primary |  | | |  | | |  |
| Secondary |  | | |  | | |  |
| Thirdly |  | | |  | | |  |
| Living Expenses | Period | YYYY.MM.DD`~ YYYY.MM.DD(\*days) | | | | | | |
| Living Expense per a day | | The period | | | | Total | |
| $ | | \*days | | | | $ | |
| Travel Insurance | From UST or reimbursement | | | | | | | |
| Conference Registration fees | $  (It is recommended to pay by one’s own credit card) | | | | | | | |

***※The English name should be the same as the name written in the passport.***

I hereby submit this Application for Expenses.

and I will use scholarships for the relevant purpose only for sure

MM/DD/YYYY

Applicant : (Seal)

Applicant's advisor : (Seal)

**[form 5] Result Report of Overseas Exchange Programs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result Report of Overseas Exchange Program** | | | | |
| Personal information | Name | John Doe | Name  (on passport) | John Doe |
| Degree Course | Doctoral Course | Student ID | 01500000 |
| Institute | KIST | Major | Bio Information |
| Date of birth | MM / DD / YYYY | Email | abc@abc.ac.kr |
| Phone Number | 010-0000-0000 | Admission into UST | Spring semester / Fall semester in the Year 20\_\_ |
| Visited institute | Name  (url) | 2017 1st OOO Conference  (http://000conf.org) | | |
| Period | MM/DD/YYYY~MM/DD/YYYY | | |
| Address | OOO, OOOO, USA | | |
| Phone number | 000-000-0000 | Fax | 000-000-0000 |
| I hereby submit this report of Overseas exchange program.  MM/DD/YYYY  Applicant : (Seal) | | | | |
| **Report of Overseas Exchange Program** | | | | |
| ***Information to submit***  *1. Schedule and overview of international conference*  *2. Extent of participation in international conference*    *1) Summary of presentation*  *2) Other activities*  *3) Awards received (overseas exchange program)*  *3. Suggestions for 2017 UST Overseas Exchange Program*  *4. Other attachments*  *1) Conference registration (including name of student)*  *2) Conference receipt and card statement specifying amount paid for by student (amount in KRW)*  *3) Certificate of entry and departure or a copy of passport stamps and flight tickets*  *4) Other supporting documents (photos, business trip report, etc.)*  *※ Use 12 pt font and 160% character spacing*  *※ Use separate sheet if necessary* | | | | |

[Appendix]

(Unit: USD ($))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Classification** | **Grade** | **Daily living expenses** |  | | |
| **Daily expenses** | **Accommodation** | **Meals** |
| Student | A | 248 | 26 | 155 | 67 |
| B | 198 | 26 | 123 | 49 |
| C | 153 | 26 | 90 | 37 |
| D | 133 | 26 | 77 | 30 |

**1. Classification of countries and cities by grade**

**A. Grade A**

: Tokyo, New York, London, Los Angeles, Moscow, San Francisco, Washington D.C., Paris, Hong Kong, Geneva, Singapore

**B. Grade B (excluding cities classified as Grade A)**

⑴ Asia and Oceania

- Taiwan, Beijing, India, Japan, Kazakhstan, Papua New Guinea, Samoa, Cook Islands

⑵ North and South America

- Mexico, USA, Brazil, Saint Lucia, Saint Kitts and Nevis, Argentina, Haiti, Antigua and Barbuda, Jamaica, Canada

⑶ Europe

- Greece, Netherlands, Norway, Denmark, Germany, Russia, Luxembourg, Belgium, Sweden, Switzerland, Spain, Republic of Cyprus, Iceland, United Kingdom, Austria, Italy, Portugal, France, Finland, Hungary

⑷ Middle East and Africa

- Gabon, Republic of South Africa, Libya, Sudan, South Sudan, Bahrain, Saudi Arabia, Republic of South Africa, United Arab Emirates, Angola, Oman, Uganda, Israel, Egypt, Ethiopia, Equatorial Guinea, Qatar, Republic of Cote d’ivoire, Democratic Republic of the Congo, Kuwait

**C. Grade C (excluding cities classified as Grade A and B)**

⑴ Asia and Oceania

- New Zealand, Marshall Islands, Malaysia, Bangladesh, Brunei, Azerbaijan, Australia, Indonesia, Uzbekistan, China, Kyrgyz Republic, Thailand, Turkey, Tajikistan, Turkmenistan, Pakistan, Niue

⑵ North and South America

- Guyana, Dominican Republic, Barbados, Venezuela, Belize, Saint Vincent and the Grenadines, Uruguay, Chile, Costa Rica, Trinidad and Tobago, Panama

⑶ Europe

- Latvia, Romania, Lithuania, Bulgaria, Ireland, Serbia, Montenegro, Slovenia, Slovakia, Czechoslovakia, Poland

⑷ Middle East and Africa

- Ghana, Guinea, Nigeria, Niger, Liberia, Morocco, Mauritius, Mozambique, Botswana, Burkina Faso, Sao Tome and Principe, Senegal, Swaziland, Sierra Leone, Afghanistan, Algeria, Jordan, Iraq, Zambia, Central African Republic, Cameroon, Kenya, Tanzania

**D. Grade D (excluding cities classified as Grade A, B and C)**

⑴ Asia and Oceania

- Nepal, East Timor, Laos, Micronesia, Mongolia, Myanmar, Vietnam, Sri Lanka, Cambodia, Fiji, Philippines, Tonga

⑵ North and South America

- Guatemala, Nicaragua, Bolivia, Republic of Suriname, Ecuador, El Salvador, Honduras, Columbia, Paraguay, Peru

⑶ Europe

- Macedonia, Moldova, Bosnia and Herzegovina, Belarus, Albania, Estonia, Croatia

⑷ Middle East and Africa

- Gambia, Guinea Bissau, Namibia, Lebanon, Lesotho, Rwanda, Madagascar, Malawi, Mali, Mauritania, Somalia, Yemen, Iran, Zimbabwe, Tunisia

**2. Countries and cities not listed above shall have the same grade as the nearest capital of the aforementioned countries.**