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# MOOC Expense Reimbursement (Student)

- spring semester 2017 -

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## □ Background

- Emergence of MOOC service which allows us to take courses provided by prestige universities with no charge or small amount
- Emergence of “Flipped Learning” to break through the limit of traditional education

## □ Goal

- To meet the students demand for various courses beyond what UST offers now
- To accelerate convergence research by allowing students to learn what they need to know

## □ Details

- Purpose category
  - Taking easier or deepened courses related to your major, convergence research, Start-up, or academic need
- Eligibility: Enrolment for spring 2017
- Financial support: reimbursement of expenses on taking MOOC course(s) and issuing certificate(s)
- MOOC designated
  - Coursera (<https://www.coursera.org>): Signature Track
  - edX (<https://www.edx.org>): Verified Course
  - Udacity (<https://www.udacity.com>): Nano Degree
  - Future Learn (<https://www.futurelearn.com>): Courses for Statement of Attainment

## □ Apply and reimbursement

- Reimburse exact amount cited in KRW on the valid receipt within the amount of the individual quota until finish one's coursework.
  - Master's or Ph. D. Course Students: KRW 300,000
  - Integrative Students: KRW 600,000
- Progress schedule ( <https://edu.ust.ac.kr> )
  - **Apply for global MOOC courses:** March 8<sup>th</sup> ~ July 21<sup>th</sup>, 2017
  - **You should apply through the portal system.** ( <https://edu.ust.ac.kr> )
  - **Reimbursement:** Rolling application, open until August 18<sup>th</sup>, 2017

- Required document (Reimbursement): Certificate, receipt (KRW) or a copy of bankbook with transaction information etc.
- The reimbursement process is processed once a month. (At the end of month)
- Miscellaneous
- You need to get the permission first before you apply for the course. Or else you are NOT eligible for the reimbursement. (Documentation first → Approval → Application for the MOOC course → Take the course → Submit receipt)
- Students who applied for this program related to in class use have priority
- Students are able to apply multiple courses within the individual quota but the accumulated amount cannot exceed the quota
- Students who finish the course with valid certificate and present receipt are eligible for the reimbursement
- If a student cannot finish the course or fail to get a certificate cannot be reimbursed.
- If students fail a course the person may have disadvantage for the next application when there is a competition.

#### □ How to apply

- Application Process: see the [attachment 1]
- Application Period: From March 7<sup>th</sup> to July 21<sup>th</sup>, 2017  
(Through UST portal system)
- Approval: less than 1 weeks after the application is received

#### □ How to use

MOOC		Youtube link
edX		<a href="https://www.youtube.com/watch?v=3wGRNow9uI4">https://www.youtube.com/watch?v=3wGRNow9uI4</a>
Coursera		<a href="https://www.youtube.com/watch?v=mujTSgMt8WI">https://www.youtube.com/watch?v=mujTSgMt8WI</a>
Future Learn		<a href="https://www.youtube.com/watch?v=EQIl5G3E8zQ">https://www.youtube.com/watch?v=EQIl5G3E8zQ</a>
Udacity	Introduction	<a href="https://www.youtube.com/watch?v=JTTpkEqCico">https://www.youtube.com/watch?v=JTTpkEqCico</a>
	Nano degree	<a href="https://www.youtube.com/watch?v=7i4FNk_h-pE">https://www.youtube.com/watch?v=7i4FNk_h-pE</a>

- Contact: e-learning coordinator (042-865-2403 / [ctl@ust.ac.kr](mailto:ctl@ust.ac.kr))

## Attachment 1

## How to global MOOC apply and reimbursement

### □ How to apply

- Sign in to the UST portal system (<https://portal.ust.ac.kr>), and click the 'Academic affairs' menu
- Or you can directly type in <https://edu.ust.ac.kr>, and click the "Teaching and Learning Support" menu.

### □ Application process

1) Log in UST portal or the integrated information system.

- Need to your UST portal account information (ID / PW)



<http://portal.ust.ac.kr>



<https://edu.ust.ac.kr>

2) Click the 'Teaching and Learning Support' menu.

**UST 통합정보시스템**

MY MENU

- Major Teaching assistant
- Management of Registration sta
- Management of course
- Management of graduation
- Management of Student Support
- Management of research
- Teaching and Learning Support**

**Total Information**

School registration status x MOOC course signing-up applicaion

> ID number/name

**Student info:**

Student ID number	Name	Date of birth
Campus	Major	Degree program
Semester enrolled	Semesters completed	Approved transfer credits
Advisor	Contact	Email

Total reimbursement of expenses 0

**step**

Order	step	Subject	MOOC	Univ. name	Date of application	Remarks
[Empty table body]						

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**Application information**

Subject	MOOC	category
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3) Click the 'MOOC course signing-up application' and click the 'Addition' button.

The screenshot shows the UST portal interface. On the left is a sidebar with a menu where 'MOOC course signing-up app' is highlighted. The main area is titled 'Total Information' and contains a search bar for 'ID number/name'. Below this is a 'Student information' section with fields for Student ID number, Name, Date of birth, Campus, Major, Degree program, Semester enrolled, Semesters completed, Approved transfer credits, Advisor, Contact, and Email. A 'Total reimbursement of expenses' field is set to 0. Below the student information is a table for 'step' with columns: Order, step, Subject, MOOC, Univ. name, Date of application, and Remarks. The '+ Addition' button is highlighted in the top right of this table. At the bottom, there is an 'Application information' section with fields for Subject, MOOC, and category.

4) Enter all application information, and click the 'Saving' button, and click the 'Apply' button.

This screenshot shows the same portal interface as the previous one, but with the 'Application information' section expanded. The 'Saving' and 'Apply' buttons in the top right of the application table are highlighted. The expanded 'Application information' section includes fields for Subject, MOOC, category, Univ. name, Estimated cost(USD), Prof. name, Site Link, Course period, and Reason for the signing-up MOOC course. At the bottom, there is a 'Remarks' field and an 'Instructions' section with two numbered points: '1. If you fail the course you are not eligible for the reimbursement.' and '2. In the cost column, you need to fill in the listed price of the course in the foreign currency, but when you get reimbursed you need to provide a valid receipt printed with VR'.

※ Approval: Less than 1 weeks after the application is received

If the provided information is not correct, your application will be regarded as void.

## □ Reimbursement process

- 1) ① Click the 'Expense Reimbursement Request for MOOC course' → ② select the course → ③ enter all application information → ④ click the 'Saving' button → ⑤ click the 'Apply' button

The screenshot displays the UST Integrated Information System (통합정보시스템) interface. The top navigation bar includes links for '나의할일' (My Info), 'Logout', and 'Manual'. The sidebar menu on the left lists various system functions, with 'Expense Reimbursement Request' highlighted under the 'MOOC course signing-up app' category. The main content area is titled 'Total Information' and shows the 'Expense Reimbursement Request for MOOC course' process. The 'Student information' section includes fields for Student ID number, Name, Date of birth, Campus, Major, Degree program, Semester enrolled, Semesters completed, Advisor, Approved transfer credits, and Contact. The 'step' section shows a table with columns for step, subject, MOOC, and application date. The 'Application information' section includes fields for Subject, MOOC, category, Univ. name, Estimated cost(USD), Actual expense(KRW), Bank, Account Number, Account holder, Mark on transcript (Y/N), Attachments, and File upload. Red boxes and numbered callouts (1-5) indicate the steps: 1. Selecting the 'Expense Reimbursement Request' menu item. 2. Selecting a course from the 'step' table. 3. Entering application information in the 'Application information' section. 4. Clicking the 'Saving' button. 5. Clicking the 'Apply' button.

- 2) If the application information is correct, the reimbursement process will proceed. And you can select the 'mark on transcript' (Optional, Does not affect your GPA)

※ Approval: Less than 1 weeks after the application is received

If the provided information is not correct, your application will be regarded as void.

- Click the 'MOOC course signing-up list', you can check the history about MOOC courses.