MOOC Expense Reimbursement (Student)
- spring semester 2017 -

□ **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 citied 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 8th ~ July 21th, 2017
- You should apply through the portal system. (https://edu.ust.ac.kr)
- **Reimbursement:** Rolling application, open until August 18th, 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 7th to July 21th, 2017
(Through UST portal system)
◦ Approval: less than 1 weeks after the application is received

□ **How to use**

MOOC		Youtube link
edX		https://www.youtube.com/watch?v=3wGRNow9ul4
Coursera		https://www.youtube.com/watch?v=mujTS9Mt8WI
Future Learn		https://www.youtube.com/watch?v=EQII5G3E8zQ
Udacity	Introduction	https://www.youtube.com/watch?v=JTTpkEqCico
	Nano degree	https://www.youtube.com/watch?v=7i4FNk_h-pE

□ **Contact: e-learning coordinator (042-865-2403 / ctl@ust.ac.kr)**

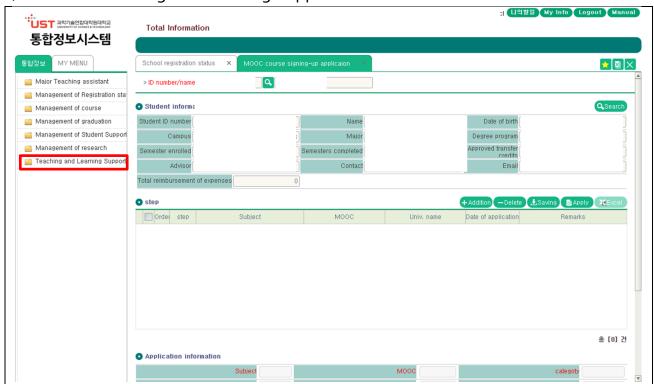| Attachment 1	How to global MOOC apply and reimbursement

□ 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.
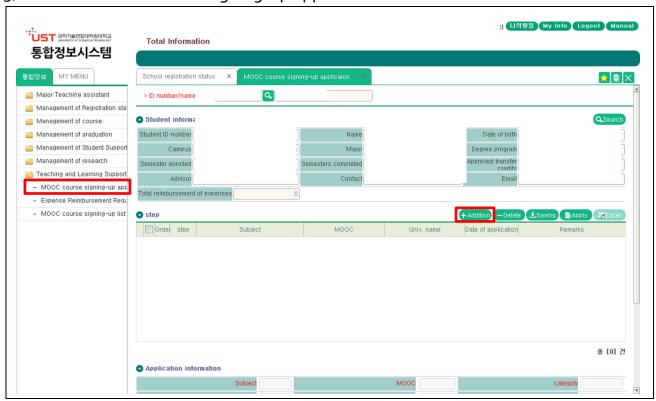
□ Application process

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

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

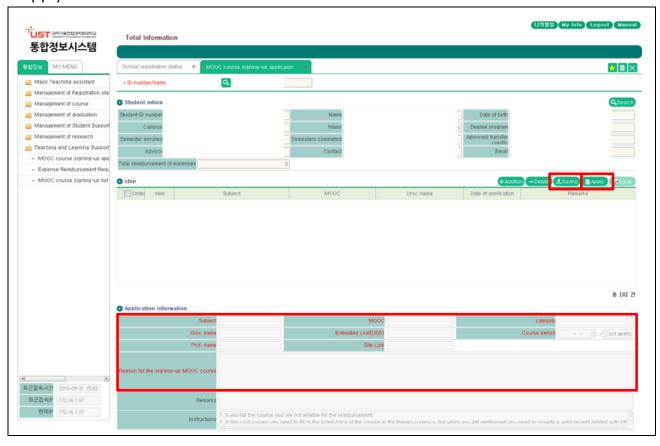| http://portal.ust.ac.kr	https://edu.ust.ac.kr

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

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

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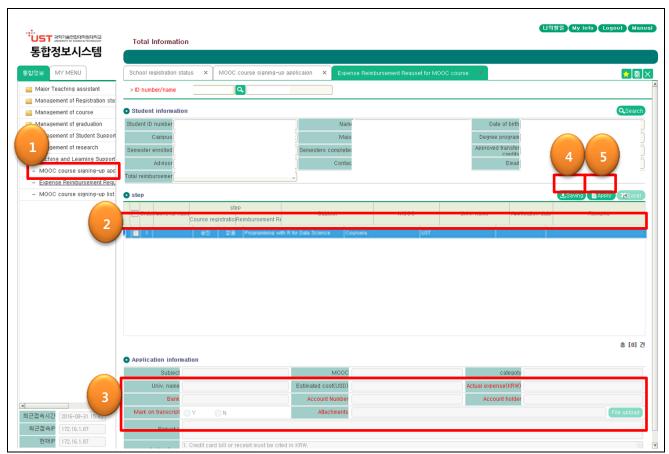

※ Approval: Less than 1 weeks after the application is received

□ **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

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.

□ MOOC course signing-up list

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