



2021 Landmark Scholarship Program

Guidelines

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2021 Landmark Scholarship Program Guidelines

1. OBJECTIVE

The Landmark Scholarship Program (hereinafter referred to as the **Scholarship Program**) is designed to provide higher education in the field of forestry in the Republic of Korea (ROK) for ten (10) ASEAN Member Countries participating in the Landmark Scholarship Program: Brunei Darussalam, Cambodia, Lao PDR, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam, with the aim of promoting capacity building in the forestry sector.

2. ADMISSION QUOTA FOR 2021

The Secretariat will offer the 2021 Landmark Scholarship to five (5) Recipients – two (2) Doctoral degree Recipient (PhD) and three (3) Master's degree Recipients (MSc). The number of scholarship recipients selected for each degree course may change within the abovementioned total admission quota of the 2021 Landmark Scholarship Program depending on the application status. The Scholarship Recipients will commence their studies from March 2021.

3. ELIGIBLE UNIVERSITIES AND FIELDS OF STUDY IN 2021

- ▷ For the 2021 intake, Applicants can choose two (2) desired universities and supervising professors from the list of nine (9) universities (Table 1). Considering the Applicant's desired major or area of specialization, the Secretariat may offer the Applicant a place in any of the nine (9) universities who have signed a Memorandum of Understanding (MOU) with the Secretariat in the previous years. *** Interested applicants are highly recommended to contact the desired professors for prior consultation on admission.**
- ▷ Applicants should consider the prospective departments and majors available in Annex-1 or via the official university webpage.

Table 1. List of degrees offered and eligible universities

UNIVERSITY	DEGREE OFFERED	SCHOOL/ COLLEGE	DEPARTMENT/DIVISION	MAJORS, FACULTY MEMBERS
1) Chungbuk National University	Ph.D, M.Sc	College of Agriculture, Life and Environment Sciences	Department of Forest Science	Refer to Annex-1a
2) Chungnam National University	Ph.D, M.Sc	College of Agriculture and Life Sciences	Department of Environment and Forest Resources	Refer to Annex-1b
3) Dongguk University	Ph.D, M.Sc	College of Life Science and Biotechnology	Department of Biological and Environmental Science	Refer to Annex-1c
4) Kangwon National University	Ph.D, M.Sc	College of Forest and Environmental Sciences	Division of Forest Management Division of Forest Material Science & Engineering	Refer to Annex-1d
5) Kongju National University	Ph.D, M.Sc	College of Natural Sciences	Department of Forest Resources	Refer to Annex-1e
6) Kookmin University	Ph.D, M.Sc	College of Science and Technology	Department of Forestry, Environment, and Systems	Refer to Annex-1f
7) Seoul National University	Ph.D, M.Sc	College of Agriculture and Life Sciences	Department of Forest Environmental Science	Refer to Annex-1g
8) University of Seoul	Ph.D, M.Sc	College of Natural Science	Department of Environmental Horticulture	Refer to Annex-1h
9) Yeungnam University	Ph.D, M.Sc	Park Chung Hee School of Policy and Saemaul	Department of Sustainable Development	Refer to Annex-1i

4. APPLICATION REQUIREMENTS

4.1 General Requirements

- ▷ Applicants must be citizens of any of the ten (10) ASEAN Member Countries participating in the Landmark Scholarship Program: Brunei Darussalam, Cambodia, Lao PDR, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.
 - ▷ Applicants should be in good health, both mentally and physically, to stay in the ROK for an extended period of time. Handicapped or disabled Applicants who satisfy the requirements are eligible for the Scholarship Program.
- * Applicants must submit the Personal Medical Assessment (Attachment #5). A serious illness (for example: HIV, drug-related diseases, etc.) can result in a disqualification from scholarship consideration.**

4.2 Academic Requirements

- ▷ Master's degree Applicants must hold a Bachelor's degree or a degree that is equivalent to or higher than a Bachelor's degree as of 15 July 2020.
 - ▷ Doctoral degree Applicants must hold a Master's degree or a degree that is equivalent to or higher than a Master's degree as of 15 July 2020.
 - ▷ Minimum Grade Point Average (G.P.A.) of the Bachelor's/Master's degree that an Applicant must have achieved in order to apply for the Master's/Doctoral degree program is 80 of the 100 points scales. (Refer to G.P.A. conversion table in Attachment #6).
 - ▷ Common language proficiency admission requirements of the nine (9) universities
- * Applicants must meet one of the following criteria for language proficiency. For exemptions to providing an official language test score, refer to the latest admission guide available on university's official website.**

Table 2. Language proficiency requirements

UNIVERSITY	KOREAN	ENGLISH				
	TOPIK	TOEFL	TEPS/new	IELTS	TOEIC	CEFR
Chungbuk National University	Level 3	PBT 530 CBT 197 iBT 71	600/326	5.5	-	B2
Chungnam National University	Level 4	PBT 530 CBT 197 iBT 71	600/327	5.5	700	B2
Dongguk University	Level 3	PBT 530 CBT 197 iBT 71	600	5.5	700	B2
Kangwon National University	Level 3	PBT 530 CBT 197 iBT 71	600/327	5.5	700	-
Kongju National University	Level 4	PBT 530 CBT 197 iBT 71	600	5.5	700	B2
Kookmin University	Language proficiency test scores are not required for admission.					
Seoul National University	Level 3	iBT 80	551/298	6.0	-	-
University of Seoul	Level 3	PBT 530 CBT 197 iBT 71	600/327	5.5	-	-

Yeungnam University	-	PBT 530 CBT 197 iBT 71	600	5.5	750	B2
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* The language proficiency criteria and policies for admission are subject to change at the discretion of university

4.3 Priority Scholarship Consideration

- ▷ Applicants with the following qualifications/traits may receive priority consideration for the Scholarship Program:
 - ① Experienced applicants who are well-equipped with forestry knowledge of his/her country
 - ② Active governmental official staff in the forestry sector
 - ③ Previous major is in a field of forestry
 - ④ Submit a study plan with a well-organized research plan
 - ⑤ English or Korean proficiency
 - ⑥ Higher Grade Point Average (G.P.A.); and
 - ⑦ Supplementary materials (published academic papers, awards etc.)

5. SCHOLARSHIP INFORMATION

5.1 Scholarship Period

- ▷ Master's degree: Four (4) Semesters (2 years), starting from March 2021.
- ▷ Doctoral degree: Six (6) Semesters (3 years), starting from March 2021.
- ▷ The Secretariat, if deemed necessary, may consider one-year additional scholarship support for the Doctoral degree recipient in case where his/her supervising professor submits an official request letter with justification for the extension of study period.
- ▷ The provision of scholarship benefits and allowances listed in Table 3 is only applicable during the aforementioned scholarship periods.

5.2 Total Annual Scholarship Support

- ▷ The maximum amount of financial support for scholarship period is KRW 45,400,000 (KRW 22,700,000/year in average for 2 years) for MSc Recipients and KRW 66,500,000 (KRW 22,167,000/year in average for 3 years) for PhD Recipient (for details, refer to Article 5 in Annex 4).
- ▷ The list of benefits and allowances provided to each Recipient is as follows:

Table 3. List of benefits and allowances provided

BENEFIT/ALLOWANCE		Max. AMOUNT/Unit (in thousand won)	UNIT	Max. Total Amount (in thousand won)	Remark
Living & Settlement Allowance	Airfare and Transportation for AFoCO Meeting	1,000	one-way	2,000	actual expense for roundtrip
	Settlement Allowance	400	once	400	fixed amount
	Monthly Allowance*	1,000	month	24,000 for MSc 36,000 for PhD	fixed amount
	Medical Insurance*	350	semester	1,400 for MSc 2,100 for PhD	actual expense

Study Allowance	Tuition and Language Training Fee	4,000	semester	16,000 for MSc 24,000 for PhD	actual expense
	Textbook Fee	200	semester	800 for MSc 1,200 for PhD	actual expense
	Graduation Examination Fee and Dissertation Printing	800	once	1000	actual expense

* For the 4th year of the PhD Recipients, only support * marked items

5.3 Other Information

For any other information, the Recipient is expected to refer to the Landmark Scholarship Program Rules and Regulations (Annex-4).

6. REQUIRED DOCUMENTS

- ▷ Applicants shall submit the application documents listed in Table 4.
- ▷ The recommendation letter by Focal Officials for AFoCO Related Matters (Annex-2) must be sent to the Secretariat directly via e-mail.
- ▷ Documents must be written in English or accompanied by a complete English translation authenticated by the issuing institution or notarized by a notary's office.

Table 4. List of application documents required for the Scholarship Program

DOCUMENTS	MSc	PhD
1) Personal Data (Attachment #1)	▲	▲
2) Personal Statement (Attachment #2)	▲	▲
3) Study & Career Plan (Attachment #3)	▲	▲
4) Pledge (Attachment #4)	▲	▲
5) Personal Medical Assessment (Attachment #5)	▲	▲
6) Copy of passport (possible to submit after selection)	▲	▲
7) Certificate of English proficiency test score (TOEFL, TOEIC, IELTS, TEPS, or CEFR) * You may also submit any international/domestic English score certificate	▲	▲
8) Certificate of Korean test score (TOPIK)	<i>where applicable</i>	
9) Published papers	<i>where applicable</i>	
10) Awards	<i>where applicable</i>	

▲ The submission of these documents are compulsory.

7. SELECTION PROCEDURE AND APPLICATION SCHEDULE

- ▷ The selection procedures for the Scholarship Program shall follow the schedule listed below (Table 5).
- ▷ Each Focal Official for AFoCO Related Matters shall recommend One (1) candidate and inform the Secretariat with the Recommendation Letter (Annex-2) directly via e-mail.
- ▷ Candidates shall submit the application documents (Table 4) to the Secretariat.
- ▷ The Secretariat will establish an evaluation committee for the Scholarship Program, consisting of less than seven (7) members, subject to change, who are professionals in the field of forestry.
- ▷ A total of five (5) Candidates – two (2) Doctoral degree Candidate and three (3) Master's degree Candidates will be selected by the evaluation committee according to the selection criteria (Annex-3). Candidates will be evaluated based on their application documents as well as their performance during the telephone interview.
 - * **The number of scholarship recipients selected for each degree course may change within the abovementioned total admission quota of the 2021 Landmark Scholarship Program depending on the application status.**
- ▷ The Candidates shall individually apply to their desired university. The Candidates who gain admission into the university shall become the Scholarship Recipients of the Scholarship Program.
- ▷ In the case where a selected Candidate becomes ineligible due to unforeseen reasons such as medical problems, the next highest ranked Candidate may be selected as a Scholarship Recipient. The Candidate should notify the Secretariat by 31 August 2020 if he/she is unable to accept the Scholarship.

Table 5. Application and selection schedule

PROCEDURES	DEADLINE/PERIOD
1) Submission of Recommendation Letter by each focal official for the Landmark Scholarship Program	By 30 June 2020
2) Submission of documents by nominated candidates to the Secretariat	
3) Selection of Candidates by the evaluation committee	July-August 2020
4) Matching of Candidates with suitable Universities/Departments and Supervising Professors	
5) Admission procedures for respective universities*	From September 2020
6) Confirmation of final scholarship recipients who gain admission into the university applied for	December 2020
7) Domestic and administrative procedures for entry into the ROK	January-February 2021
8) Start of the 1 st semester	From 2 March 2021

*Admission periods may differ depending on universities applied for

8. FOR MORE INFORMATION

Throughout the scholarship period, the Recipient shall be under the supervision and guidance of the university and his/her Supervising Professor. Should he/she have any requests/appeals/queries, he/she should contact:

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9. OTHER USEFUL WEBSITES

- ▷ AFoCO Secretariat <http://afocosec.org>
- ▷ Study in Korea <http://www.studyinkorea.go.kr>
- ▷ Ministry of Education <http://english.moe.go.kr>
- ▷ Learning Korean <http://www.sejonghakdang.org>
- ▷ Understanding of Korean culture <http://korea.net>
- ▷ Overseas Korean embassies <http://www.mofa.go.kr>

(Annex-1) Information of Eligible Universities

(Annex-1a) Chungbuk National University

University	Chungbuk National University
Degree offered	Ph.D. / M.Sc.
School/College	College of Agriculture, Life and Environment Sciences
Department	Forest Science
Webpage	University Webpage: http://www.chungbuk.ac.kr/site/english/main.do Department Webpage (Korean): http://forestsience.cbnu.ac.kr/

Educational Purposes

The agricultural and biological industry has served an important role in the history of mankind by providing essential food and is still considered as a future-oriented industry that holds the responsibility to hand down to future generations essential knowledge. A secure supply of food resources, preservation of biodiversity and the natural environment, the production of environment-friendly agricultural products, the supply of high value added agricultural products, the supply of leisure and welfare services that befit the nation's income level, a reinforcement of infrastructure and a nurturing of experts in the field of agriculture and biology are all essential to a stable growth of the agricultural economy and also take up a big part of our mission.

About the Department

The department of forestry at Chungbuk University aims to produce experts in forestry through a broad coverage of the field. The study of forestry, landscaping, forest economics and forest policies are included in the field. Recently, an associated major of forest healing that is gaining attention has also been established.

Faculty Member for Forestry

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“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1b) Chungnam National University

University	Chungnam National University
Degree offered	Ph.D. / M.Sc.
School/College	College of Agriculture and Life Sciences
Department	Environment and Forest Resources
Webpage	University Webpage: http://plus.cnu.ac.kr/html/en/ Department Webpage (Korean): http://forestry.cnu.ac.kr/

Educational Purposes

The department of environment & Forest Resources uses perspectives from multiple disciplines to train experts capable of solving complex and pervasive problems in forest. We promote rigorous study and analysis of natural environment. Our students are equipped to meet the environmental challenges of tomorrow with the experiences and knowledge they develop in our program.

About the Department

The department offers an interdisciplinary approach to understanding and responding to environmental and forest problems. From the natural sciences, students learn experimental techniques and methods of analysis needed to make accurate observations, to document changes, and to understand the dynamics of healthy forest landscapes and ecosystem function. From the social sciences, students gain insights into human behavior and the workings of our social, political, and governmental institutions. This major is grounded in dendrology, silviculture, and soil and combines with socio-environmental studies that focus on forest management and environmental conservations. Major subjects for education are as follows.

- Environmental Impact Assessment
- Environmental Planning
- Forest Ecosystem Management
- Forest Engineering
- Forest Environment & Health
- Forest Environment & Soil
- Silviculture

Faculty Member for Forestry

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“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1c) Dongguk University

University	Dongguk University
Degree offered	Ph.D. / M.Sc.
School/College	College of Life Science and Biotechnology
Department	Biological and Environmental Science
Webpage	University Webpage: http://www.dongguk.edu/mbs/en/index.jsp Department Webpage (Korean): https://bio.dongguk.edu/

Educational Purposes

The College of Life Sciences and Biotechnology continues an intense development of its research and education to provide the next generation engineers and scientists. We aim to properly cultivate the gifts and talents of individuals through the acquisition of knowledge following the university's foundational spirit. Especially through education in life sciences and biotechnology, we encourage bright young minds to be future leaders who devote themselves to realizing the ideal values of the nation and people in various fields including basic life sciences, medical biotechnology, bioresources and environmental sciences, and food biotechnology. We also aim to establish sustainable research programs that are specialized in life sciences and biotechnology through an effort in interdisciplinary convergence.

About the Department

Biological and Environmental Science is a relatively young discipline which has grown out of increasing concerns for the environment and the need for a scientific approaches to the study of human impacts on natural resources. Recently, biological and environmental scientists have been challenged to find solutions to global issues such as climate change, desertification, air pollution, loss of biodiversity and shortage of food, energy and clean water. The Department of Biological and Environmental Science offers high-quality teaching and scientific research to investigate these complicated problems and discover effective solutions for society. The Department is designed to provide students with an understanding of the application of basic biological science to solve environmental problems. The applied areas are focused on natural conservation and sustainable use of biological resources with the skills of biotechnology, nano-science and bioenergy as high technologies in the 21st century. The Department provides undergraduate, Masters' and Ph.D. programs for advanced relevant education and research programs on development and conservation of biological resources as well as environmental rehabilitation from natural and human activities. We also aim to prepare students for professional careers in higher education. Current research topics include areas of biological resources, sustainable environmental system, environmental biotechnology, biomaterial, environmental ecology, plant biotechnology, biomass, bioenergy and bioremediation, etc.

Faculty Member for Forestry

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“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1d) Kangwon National University

University	Kangwon National University
Degree offered	Ph.D. / M.Sc.
School/College	College of Forest and Environmental Sciences
Department	Environment and Forest Resources
Webpage	University Webpage: http://www.kangwon.ac.kr/english/index.do Department Webpage: http://forest.kangwon.ac.kr/

Educational Purposes

The College, the only one of its kind in Korea, educates students to effectively produce, manage and utilize forest resources and to help foster ecological principles that are necessary in our industrial society in the student consists of the Division of Forest Resources and the Departments of Wood Science & Technology, and Department of Paper Science & Engineering.

About the Department

The Division of Forest Resources contains three Programs: "Forest Resources Development," "Forest Resources Production," and "Forest Resources Protection."

- Forest Resources Development
In Department of Forest Resources Development, professional knowledge and technology are acquired for the effective management and protection of a forest's natural resources that are based on the biological theory of forest ecology.
- Forest Resources Production
The Program of Forest Resources Production provides students with knowledge in the field in accordance with the newly growing recognition of the importance of forests.
- Forest Resources Protection
The Program of Forest Resources Protection offers courses to protect and foster forest trees, forest wildlife, and other secondary products from insects, disease, forest fire, pollution and climatic disasters.

Faculty Member for Forestry

<p>[Jung-kee Choi]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest measurements • E-mail : jungkee@kangwon.ac.kr <p>[Cheng Eun Ju]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Tree Physiology, Forest Ecology, Silviculture • Phone : (+82) 33-250-8312 • E-mail : ejcheong@kangwon.ac.kr 	<p>[Hyun-Kil Jo]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Ecological Landscape Planning and Design • Phone : (+82) 33-250-8345 • E-mail : jhk@kangwon.ac.kr <p>[Sung-ho Kil]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Landscape Architecture • Phone : (+82) 33-250-8342 • E-mail : sunghokil@kangwon.ac.kr
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"Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members."

(Annex-1e) Kongju National University

University	Kongju National University
Degree offered	Ph.D. / M.Sc.
School/College	College of Natural Sciences
Department	Forest Resources
Webpage	University Webpage: http://english.kongju.ac.kr/ Department Webpage (Korean): http://forest.kongju.ac.kr/

Educational Purposes

With the aim of inculcating a deeper understanding of our precious forest resources, the Department of Forest Resources provides chances to learn dendrology, forestry, forestry management, forest ecology, forest and environment, forest utilization and other topics (mushroom and fungi / mycology, tree pathology etc.).

Faculty Member for Forestry

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(Annex-1f) Kookmin University

University	Kookmin University
Degree offered	Ph.D. / M.Sc.
School/College	College of Science and Technology
Department	Forestry, Environment and Systems
Webpage	University Webpage: http://english.kookmin.ac.kr/ Department Webpage (Korean): https://cst.kookmin.ac.kr/forest/intro

Educational Purposes

The Program provides candidates of demonstrated academic and research abilities with opportunities to develop and strengthen their research capabilities and knowledge to advanced levels. Doctoral thesis involves intensive research resulting in an original and scholarly contribution to knowledge in the field of his/her study. The candidate is expected to initiate and conduct the research program under general direction of a supervisor.

About the Department

- Department of Forestry, Environment, and Systems
The objective of the Department of Forestry, Environment, and Systems is: to use a scientific system approach to forests and the environment ; to foster practical skills for multi-purpose management and sustainable use; to execute the preservation and maintenance of natural resources; to research methods for preserving the beauty of forests and improving our mental and physical health; and to produce new experts equipped with the expertise necessary to create the most appropriate communication between man and nature.
- Department of Forest Products and Biotechnology
The Department of Forest Products & Biotechnology provides undergraduate and graduate students with the knowledge and research tools to create the next generation of lignocellulosic resources, ranging from traditional forest products to renewable biobased products, for meeting the social needs of low-carbon, green growth in the 21st century.

Faculty Member for Forestry

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- Major : Forest Landscape and Ecology
- Phone : (+82) 2-910-5826
- E-mail : dwko@kookmin.ac.kr

[Chang-Bae Lee]

- Title : Professor
- Major : Forest Biodiversity, Conservation Biology
- Phone : (+82) 2-910-4812
- E-mail : kecolee@kookmin.ac.kr

“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1g) Seoul National University

University	Seoul National University
Degree offered	Ph.D. / M.Sc.
School/College	College of Agriculture and Life Sciences
Department	Forest Environmental Science Environmental Materials Science
Webpage	University Webpage: https://en.snu.ac.kr/ Department Webpage (Korean): http://forest.snu.ac.kr/

Educational Purposes

The Department of Forest Sciences specializes in nurturing forests and the sustainable use of forest resources which includes the direct and indirect use of forest products. Recognizing that forests are environmental resources, the Department of Forest Resources and the Department of Forest Products have been reorganized into the Department of Forest Sciences, offering two programs: forest environmental science and environmental materials science. The goal of the department is to identify and resolve important problems in biology, conservation, management, and utilization of forest resources and to disseminate research results to the scientific community, resource user-groups, and the general public.

About the Department

The major in forest environmental science major covers important issues and emphasizes the various virtues and functions of forests and environmental resources. The students in this major focus on how to maintain and enhance the functions of forest ecosystems, how to efficiently manage and use forest resources, and how to restore the destroyed environments or disturbed ecosystems. This course of study aims to produce well-trained people who are capable of keeping our forest resources (wildlife, forest materials, water, and recreation resources) sustainable, as well as researching methods for efficient conservation, use, and management of forest resources.

The environmental materials science program offers diverse basic and applied courses as well as laboratory and field practices in physics and chemistry to teach students how to utilize wood more effectively and efficiently both in industry and daily life. The major is designed to create and disseminate knowledge about wood, paper science and engineering, and forest products and their utilization, through lectures, labs, and practices.

Faculty Member for Forestry

<p>[Yeo-Chang Youn]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Ecological Economics / Forest Policy and Culture • Phone : (+82) 2- 880-4754 • E-mail : youn@snu.ac.kr <p>[Hyun-Seok Kim]</p> <ul style="list-style-type: none"> • Title : Associate Professor • Major : Tree Physiology, Forest Ecology and Soil Science • Phone : (+82) 2-880-4752 • E-mail : cameroncrazies@snu.ac.kr <p>[Il-Kwon Park]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Protection • Phone : (+82) 2-880-4751 	<p>[Pil-Sun Park]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Ecology and Forest Soil Science • Phone : (+82) 2-880-4771 • E-mail : pspark@snu.ac.kr <p>[Kyu-Suk Kang]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Genetics and Breeding • Phone : (+82) 2-880-4753 • E-mail : kangks84@snu.ac.kr <p>[Woo-Shin Lee]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Zoology • Phone : (+82) 2-880-4757 • E-mail : krane@snu.ac.kr
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<ul style="list-style-type: none"> • E-mail : parkik1@snu.ac.kr <p>[Joo-Sang Chung]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Management, Forest Measurement • Phone : (+82) 2-880-4755 • E-mail : jschung@snu.ac.kr <p>[Chin-Sung Chang]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Plant Taxonomy/Dendrology & Conservation Biology • Phone : (+82) 2-880-4758 • E-mail : quercus@plaza.snu.ac.kr 	<p>[Seong-il Kim]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Recreation • Phone : (+82) 2-880-4756 • E-mail : seongil@snu.ac.kr <p>[Sang-Jun Im]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Forest Engineering, Forest Hydrology, Watershed Management, Ecological Engineering • Phone : (+82) 2-880-4759 • E-mail : junie@snu.ac.kr
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“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1h) University of Seoul

University	University of Seoul
Degree offered	Ph.D. / M.Sc.
School/College	College of Natural Science
Department	Environmental Horticulture
Webpage	University Webpage: http://www.uos.ac.kr/en/main.do Department Webpage (Korean): http://envhorti.uos.ac.kr/

About the Department

The department covers a diverse field of study which includes air pollution and plant science, environmental biochemistry, plant pathology, plant molecular biology, environmental soil science, environmental control of horticultural plant, plant genetics and breeding and environmental floriculture. Students can study alleviation of air pollution by plants, plant physiological ecology, plant protection, tissue culture and biotechnology, remediation of contaminated soil by plants, greenhouse and plant factory crop production, plant propagation and urban environmental floriculture and forestry.

Faculty Member for Forestry

[Su-Young Woo]

- Title : Professor
- Major : Plant ecology
- Phone : (+82) 2-6490-2691
- E-mail : wsy@uos.ac.kr

“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-1i) Yeungnam University

University	Yeungnam University
Degree offered	Ph.D. / M.Sc.
School/College	Park Chung Hee School of Policy and Saemaul (PSPS)
Department	Sustainable Development – Forest Resources and Environmental Policy Major
Webpage	University Webpage: http://www.yu.ac.kr/en/main/index.php Department Webpage: http://psps.yu.ac.kr/

Educational Purposes

The Park Chung Hee School of Policy and Saemaul (PSPS) was established to share Korea's experiences in the socio-economic development with the rest of the world and thus contribute to the development of poorer countries and the general progress of mankind. In order to achieve this goal, the PSPS invites promising young students and leaders from other countries--developing countries in particular--to educate them about the state philosophy and leadership of President Park Chung Hee, the public policies and programs that the Korean state initiated and implemented during the development era of the 1960s and 1970s, including forestation programs and the strategy and experience of Saemaul Undong. It also aims to produce competent experts in the field of 'international development cooperation.'

About the Department

The Forest Resources and Ecological Restoration major under the Department of Sustainable Development aims to grow leaders to inherit and further develop the ideas of the Saemaul spirit. Practicing the Saemaul spirit involves understanding and practicing a new concept of forest science which emphasizes the importance of forest resources and constructs a new paradigm for silviculture, forestry, preservation and utilization of forest resources. The objective of this program is to contribute to the restoration of the forest ecological system by sharing the accumulated knowledge of forestation with the world through the education and marketing of the new forms of forest rehabilitation technology.

Faculty Member for Forestry

<p>[Ju-Hyoung Lee]</p> <ul style="list-style-type: none"> • Title : Department Chairman & Assistant Professor • Major : Nature Conservation and Landscape Management • Phone : (+82) 53-810-2927 • E-mail : jhlee9@yu.ac.kr <p>[Jin-Young Jung]</p> <ul style="list-style-type: none"> • Title : Associate Dean of PSPS and Professor • Major : Civil Engineering • Phone : (+82) 53-810-2541 • E-mail : jinjung@ynu.ac.kr 	<p>[Yong-Sun Moon]</p> <ul style="list-style-type: none"> • Title : Professor • Major : Vegetable crop science • Phone : (+82) 53-810-2946 • E-mail : hangulmys@ynu.ac.kr <p>[Yong-Won Seo]</p> <ul style="list-style-type: none"> • Title : Associate Professor • Major : Civil Engineering • Phone : (+82) 53-810-2883 • E-mail : yseo@ynu.ac.kr <p>[Don-Koo Lee]</p> <ul style="list-style-type: none"> • Title : Chair Professor • Major : Silviculture/ Restoration Ecology • Phone : (+82) 53-6490-2690 • E-mail : donkoolee@yu.ac.kr
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<p>[Yo-Han Lee]</p> <ul style="list-style-type: none">• Title : Assistant Professor• Major : Forest Economics and Policy• Phone : (+82) 53-810-2922• E-mail : johnlee@yu.ac.kr <p>[Hui-Uk Yi]</p> <ul style="list-style-type: none">• Title : Professor• Major : Communication / Marketing• Phone : (+82) 53-810-2731• E-mail : hyi@yu.ac.kr	
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“Please visit the relevant website of the university for correct and up-to-date information on applicable graduate programs and faculty members.”

(Annex-2)

**Letter of Recommendation by Focal Officials for AFoCO Related Matters
(CONFIDENTIAL)**

To the applicant: Please fill in your name and the other required information below. In turn, email this form to the Focal Officials for AFoCO Related Matters, who will write this letter.

NOTE: Request your referee to send the letter to the Secretariat directly via email with an official letter.

Name of Applicant: (given name) _____ (family name) _____

Nationality: _____

Desired Degree Program: Master's Doctoral

Desired Major: _____

To the Focal Officials for AFoCO Related Matters: The person named above has applied for the '2020 Landmark Scholarship Program'. We ask for your assistance, and would appreciate your frank and candid appraisal of the applicant. ***Please type or print clearly using black ink.**

1. How long have you known the applicant and what are your views on the applicant's intellectual, academic and all-round abilities?

2. How would you describe the applicant's working style and interaction with supervisors, subordinates, peers and people outside the organization?

3. How effectively did the applicant lead/supervise/manage other people?
Was the applicant able to manage crisis, pressure or stress?

4. What do you consider to be the applicant's strengths and weaknesses?

5. How well do you think the applicant has thought out plans for graduate study?

6. Please comment on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

<Focal Official for AFoCO Related Matters>

Name: _____

Position or Title: _____

Institution: _____

Contact Details: (Tel) _____ (Fax) _____

Signature: _____ Date: _____

We greatly appreciate your timeliness regarding this letter of recommendation.

[List of Focal Officials for AFoCO Related Matters]	
<p>BRUNEI DARUSSALAM</p> <p>1. Ms. Noralinda Ibrahim Acting Director of Forestry Department Ministry of Primary Resources and Tourism</p> <p>CAMBODIA</p> <p>2. Mr. Hang Suntra Deputy Director General, Department of Forest Industry and International Cooperation Forestry Administration</p> <p>INDONESIA</p> <p>3. Dr. Kirsfianti L. Ginoga Director of Forestry Research and Development Centre Forestry and Environment Research Development and Innovation Agency Ministry of Environment and Forestry</p> <p>LAO PDR</p> <p>4. Mr. Sousath Sayakoummane Director General Department of Forestry Ministry of Agriculture and Forestry</p> <p>MALAYSIA</p> <p>5. Dato' Wan Mazlan bin Wan Mahmood Undersecretary, Biodiversity Management and Forestry Division Ministry of Water, Land and Natural Resources</p>	<p>MYANMAR</p> <p>6. Mr. Thaung Naing Oo Director of Forest Department Ministry of Natural Resources and Environmental Conservation</p> <p>PHILIPPINES</p> <p>7. Ms. Lourdes C. Wagan Director of Forest Management Bureau Department of Environment and Natural Resources</p> <p>SINGAPORE</p> <p>8. Mr. Hassan Ibrahim Deputy Director of the International Biodiversity Conservation National Parks Board of Ministry of National Development</p> <p>THAILAND</p> <p>9. Mr. Athapol Charoenshunsa Director General of the Royal Forest Department Ministry of Natural Resources and Environment</p> <p>VIET NAM</p> <p>10. Ms. Nguyen Tuong Van Deputy Director of Department of Science, Technology and International Cooperation Viet Nam Administration of Forestry, Ministry of Agriculture and Rural Development</p>

(Annex-3)

Application Evaluation

Each candidate shall be evaluated by the evaluation committee for the scholarship. The committee is composed of less than seven (7) members, subject to change, who are professionals in the field of forestry.

- Name of Applicant:
- Name of Examiner:

• Evaluation of Applicants

Evaluation Criteria	Scale Points	Scores
1. Self-introduction	10	
2. Work Experience	20	
3. Study Plan	20	
4. Career Plan	20	
5. Language Proficiency	20	
6. Awards/Academic papers/G.P.A	10	
Total	100	
Chosen as Scholarship Recipient	<input type="checkbox"/> YES / <input type="checkbox"/> NO	

(yyyy). (mm). (dd).

Comments:

Signature of Examiner:

(Attachment #1)

**2021 LANDMARK SCHOLARSHIP PROGRAM
Personal Data**

*The application form should be **typewritten** and all sections must be completed.*

*Please tick (√) a box that applies to you.

※ **Degree Program of Application** Master's Doctoral

PERSONAL INFORMATION

Full Name				<i>(Photo 3*4)</i>
Given Name		Family Name		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married	
Date of Birth	yyyy.mm.dd	Age		
Country		Citizenship		
Passport	<i>(Number)</i>			
	<i>(Date of Issue)</i>	yyyy.mm.dd	<i>(Date of Expiry)</i>	yyyy.mm.dd
Contact Information	<i>(Address)</i>			
	<i>(Tel)</i>		<i>(Email)</i>	

UNIVERSITY CHOICE

1st Choice	University:	Professor:
2nd Choice	University:	Professor:

** It is highly recommended to have a prior consultation with desired professors before indicating your choice.*

LANGUAGE PROFICIENCY

English	IELTS/TEPS/TOEFL/TOEIC	
	Score:	
	Date Taken:	yyyy.mm.dd
Korean	TOPIK Score:	Level 1/2/3/4/5/6
	Date Taken:	yyyy.mm.dd

ACADEMIC INFORMATION

Period	University (Country)	Major	Degree	G.P.A Conversion*
yyyy~yyyy				/100

WORK EXPERIENCE Please include both work and internship experiences (if any).

Period	Institution or Company	Position	Duties
yyyy.mm~yyyy.mm			

OTHER ACHIEVEMENTS

Published Papers	Title & Journal Name:
	Title & Journal Name:
Awards	(yyyy)
	(yyyy)
	(yyyy)
	(yyyy)

* GPA(Grade Point Average) must be converted on a maximum scale of 100 points (converted points) (**Attachment #6**)

All applications have to be accompanied by official transcripts or certified true copies.

I declare that:

- *To the best of my knowledge, the information on this application (Attachments #1 ,2, 3, 4 and 5) is accurate and complete. I understand that my application is valid only if all required information is provided and all required supporting documents (which will not be returned to me) are enclosed.*
- *I agree to inform the Asian Forest Cooperation Organization Secretariat (lsh@afocosec.org) immediately of any other scholarships, grants or awards I am offered or awarded by an external sponsor/institution subsequent to submitting this application, and to provide details and proof of their details if requested. I understand that any additional funding awarded from another source may be taken into account in the calculation of any scholarship I may receive.*
- *I agree to the Secretariat processing personal data contained on this form or other data which the Secretariat may obtain from me or other people or organisations while I am applying for funding. I agree to the processing and disclosure of such data for any purposes connected with my studies or my scholarship allowances while on the Secretariat's premises or for any other legitimate purpose.*

Applicant's Name	Applicant's Signature	Date of Submission

(Attachment #2)

Personal Statement

** Please type or print clearly within 1 page using black ink. (in English) (*10 points)*

Self-Introduction	<i>o Your course of life, your view of life, study background, achievements so far, etc. o Your motivations for applying and reasons for wanting to study in the Republic of Korea</i>
Work Experience	<i>o Your education and work experience in relation to the Landmark Scholarship Program</i>

(Attachment #3)

Study & Career Plan

** Please type or print clearly within 1 page using black ink. (*20 points)*

Goal of Study & Study Plan	<i>o Goal of study, title or subject of research, and detailed study plan</i>
Future Career Plans	<i>o Career plan after completing your studies and your aspirations for the future o How would you use the knowledge and experience that you gain?</i>

(Attachment #4)

“2020 Landmark Scholarship Program”

Pledge

As an applicant for the “2020 Landmark Scholarship Programs” (hereinafter referred to as **the Program**), I pledge to abide by the following rules:

- (1) To refrain from violation of university regulations.
- (2) To behave in a manner appropriate to Korean culture and society, and not to participate in any form of political activity (such as organizing a political party, joining a political party, attending political meetings, publishing political articles and declarations, organizing or participating in demonstrations of a political nature, and so on).
- (3) To accept responsibility for paying any debts incurred in the Republic of Korea.
- (4) To abide by the decision including regulations of the Secretariat concerning the Program.
- (5) To permit the Secretariat to use my personal information for the Program only.

If I am proved to have violated any of the above or to have made a false statement in my application documents, I shall accept any resolution or penalty made by the Secretariat, even when it may/might result in suspension, revocation or withdrawal of my scholarship.

I was informed and fully understand that scholars of the Program are not permitted to transfer schools and universities for the entire duration of scholarship after confirming the host university.

(yyyy). (mm). (dd).

Applicant’s Name :

(signature)

(Attachment #5)

Personal Medical Assessment

The personal medical assessment is for obtaining a candidate’s basic physical condition by self-assessment. Regardless of this, all candidates shall take a comprehensive medical exam in accordance with the requirements of the Korea Immigration Service and applying universities. If the result is different from the Personal Medical Assessment, as showing that the applicant is unfit to study and live overseas, he/she may be disqualified.

Gender	Male / Female	Height		cm	Weight		kg
① When and for what reason did you last consult a physician? (Please explain in the adjacent space.)							
QUESTIONS				<i>YES</i>	<i>NO</i>	<i>IF YES, PLEASE EXPLAIN</i>	
② Have you ever had an infectious disease that posed a risk to public health (such as, but not limited to, tuberculosis, HIV and other STDs)?							
③ 1. Allergies?							
2. High blood pressure?							
3. Diabetes?							
4. Any type of Hepatitis?							
④ Have you ever suffered from or been treated for depression, anxiety, or any other mental or mood disorder? (If you have received treatment, please explain and attach an official medical report.)							
⑤ Have you ever been addicted to alcohol?							
⑥ Have you ever abused any narcotic, stimulant, hallucinogen or other substance (whether legal or prohibited)?							
⑦ If necessary, are you prepared to undergo physical tests to verify the answers given in response to questions ⑤ and ⑥ above?							
⑧ Have you been hospitalized in the last two (2) years?							
⑨ Have you had any serious injury, ailment or sickness in the last five (5) years?							
⑩ Do you have any visual or hearing impairment?							
⑪ Do you have any physical disabilities?							
⑫ Do you have any cognitive/mental disabilities?							
⑬ Are you taking any prescribed medication?							
⑭ Are you on a special diet?							
⑮ On average, how many standard servings of alcohol do you consume each week?							

(Attachment #6)

GPA Conversion Table

4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100-Point Scale
3.97 ~ 4.0	4.26 ~ 4.3	4.46 ~ 4.5	4.95 ~ 5.00	100
3.92 ~ 3.96	4.22 ~ 4.25	4.41 ~ 4.45	4.90 ~ 4.94	99
3.88 ~ 3.91	4.17 ~ 4.21	4.36 ~ 4.40	4.84 ~ 4.89	98
3.84 ~ 3.87	4.12 ~ 4.16	4.31 ~ 4.35	4.79 ~ 4.83	97
3.80 ~ 3.83	4.08 ~ 4.11	4.26 ~ 4.30	4.73 ~ 4.78	96
3.75 ~ 3.79	4.03 ~ 4.07	4.21 ~ 4.25	4.68 ~ 4.72	95
3.71 ~ 3.74	3.98 ~ 4.02	4.16 ~ 4.20	4.62 ~ 4.67	94
3.67 ~ 3.70	3.93 ~ 3.97	4.11 ~ 4.15	4.57 ~ 4.61	93
3.62 ~ 3.66	3.89 ~ 3.92	4.06 ~ 4.10	4.51 ~ 4.56	92
3.58 ~ 3.61	3.84 ~ 3.88	4.01 ~ 4.05	4.45 ~ 4.50	91
3.49 ~ 3.57	3.75 ~ 3.83	3.91 ~ 4.00	4.34 ~ 4.44	90
3.41 ~ 3.48	3.65 ~ 3.74	3.81 ~ 3.90	4.23 ~ 4.33	89
3.32 ~ 3.40	3.56 ~ 3.64	3.71 ~ 3.80	4.12 ~ 4.22	88
3.24 ~ 3.31	3.46 ~ 3.55	3.61 ~ 3.70	4.01 ~ 4.11	87
3.15 ~ 3.23	3.37 ~ 3.45	3.51 ~ 3.60	3.90 ~ 4.00	86
3.07 ~ 3.14	3.27 ~ 3.36	3.41 ~ 3.50	3.79 ~ 3.89	85
2.98 ~ 3.06	3.18 ~ 3.26	3.31 ~ 3.40	3.68 ~ 3.78	84
2.90 ~ 2.97	3.09 ~ 3.17	3.21 ~ 3.30	3.57 ~ 3.67	83
2.81 ~ 2.89	2.99 ~ 3.08	3.11 ~ 3.20	3.45 ~ 3.56	82
2.72 ~ 2.80	2.90 ~ 2.98	3.01 ~ 3.10	3.34 ~ 3.44	81
2.64 ~ 2.71	2.80 ~ 2.89	2.91 ~ 3.00	3.23 ~ 3.33	80

(Annex-4)

Landmark Scholarship Program

Rules and Regulations

The Landmark Scholarship Program (hereinafter referred to as, “the Scholarship Program”) was founded on the basis of the provision of opportunities to students in the Member Countries participating in the Landmark Scholarship Program in order to build capacity in the forestry sector. This Scholarship Program is implemented in the forestry-related departments of universities in the Republic of Korea (ROK) that have been selected by the Secretariat each year.

A. GENERAL

Article 1 (Objectives)

- (a) This set of Rules and Regulations is established to address the issues necessary to maintain a sound academic atmosphere for the Scholarship Recipient (hereinafter referred to as “the Recipient”).
- (b) Throughout the scholarship period, each Recipient is under the direct supervision of the Supervising Professor. The Supervising Professor will guide and assist the Recipient so that he/she may carry out his/her research and present his/her results to the best of his/her ability. The Recipient is expected to take initiative to maintain close communication with his/her Supervising Professor and always seek approval before making major decisions.

Article 2 (Scholarship Committee)

- (a) The Landmark Scholarship Committee (hereinafter referred to as “the Scholarship Committee”) is responsible for the efficient operation of the Scholarship Program.
- (b) The Scholarship Committee consists of less than 7 members, subject to change, who are professionals in the field of forestry.
- (c) The Scholarship Committee will be formed in consultancy with the Secretariat.
- (d) The Scholarship Committee deliberates on the selection of the Recipients as well as other matters related to the Scholarship Program.

Article 3 (Period of Scholarship)

- (a) The Secretariat will support a Master’s degree Recipient for up to 2 years (4 semesters) and a Doctoral degree Recipient for up to 3 years (6 semesters). The list of benefits and allowances specified in Article 5 will not be provided beyond the scholarship period stated.
- (b) A one-year additional scholarship support may be given for the scholarship recipient for doctoral degree program in case where his/her supervising professor submits an official request letter with justification for the extension of study period and the Secretariat approves it after reviewing the reason and overall academic performance.

B. SCHOOL AFFAIRS

Article 4 (Pledge of Acceptance)

Once the Candidate has successfully been admitted to the Scholarship Program, he/she need

to sign the Pledge of Acceptance (**Form-1**) and send it back to the Secretariat before the scholarship benefits and allowances can be provided.

Article 5 (Allowances Provided)

▷ The maximum amount of financial support for scholarship period is KRW 45,400,000 (KRW 22,700,000/year in average for 2 years) for MSc Recipients and KRW 66,500,000 (KRW 22,167,000/year in average for 3 years) for PhD Recipient. The Secretariat will support the 4th year of the Doctoral degree Recipient within the budget of KRW 12,700,000 (support only monthly allowance and a medical insurance). Each annum begins from the start of the first semester. Reimbursements will be made directly to the Recipient's Korean bank account and the Recipient will need to submit his/her financial report (indicating their expenses with the corresponding receipts attached in **Form-2/Form-3**) whenever requested by the Secretariat. The following regulations regarding the allowances are subject to change without notice at the Secretariat's discretion.

- (a) **Airfare* – The airfare will only be reimbursed to the Recipient who enters the ROK from another country before the start of the scholarship period, and at the end of the scholarship period after graduation when the Recipient returns to his/her home country (only twice during his/her scholarship period).
 - i. Airfare will be reimbursed at a maximum of KRW 1,000,000 per one-way ticket, depending on the actual expense.
 - ii. The Recipient has to purchase the air ticket on his/her own and is expected to purchase only economy-class air tickets with the most direct route.
- (b) *Settlement Allowance of KRW 400,000* – given upon arrival (**Form-3**). The Settlement Allowance is given to support expenses such as transport from the airport, Visa fees, personal care products, meals and anything else that the Recipient may need to purchase upon arrival.
- (c) *Living Allowance of KRW 1,000,000* – paid on a monthly basis, during the fourth week of the month, to Recipients deemed eligible to receive the payment (**Form-3**). If the Recipient has not been residing in the ROK for more than 15 days per month, he/she will not be eligible to receive the Living Allowance for that month.
- (d) *Tuition and Korean Language Training Fee* – maximum of KRW 4,000,000 per semester (maximum of KRW 8,000,000 per year), depending on the actual expense. After the Recipient has been selected by the Scholarship Committee, the tuition fees are transferred from the Secretariat to the designated university bank account. The Recipient should only register for a Korean language course operated and instructed by the university's language institute.
- (e) **Textbook Fee* – maximum of KRW 250,000 per semester (maximum of KRW 500,000 per year), depending on the actual expense. Textbook fee will be reimbursed to the Recipient directly when the Recipient submits the completed receipt template with details of the textbooks purchased as described in **Annex 1**.
- (f) **Medical Insurance* – maximum of KRW 350,000 per semester (maximum of KRW 700,000 per year), depending on the actual expense. The Recipient should subscribe to foreign student insurance within 30 days after entry in the ROK from a foreign country, and submit the insurance document to the Secretariat.

- (g) **Graduation Examination Fee and Dissertation Printing Cost* – maximum of KRW 800,000, depending on the actual expense. The graduation examination fee will be provided upon application by the Recipient. The Recipient should submit a request for the Graduation Thesis Expense with a written letter of the confirmation by the Supervising Professor about the passing of the thesis examination.

** Note: The corresponding expenses incurred on occasions, (a), (e), (f) and (g) need to be declared with (Form-2) along with the submission of official receipts.*

Article 6 (Registration)

The Recipient should register at the university where he/she has been admitted within the designated registration period following the university's rules and regulations. The Recipient should report on the registration progress to the Secretariat until he/she gets officially accepted into the university.

Article 7 (Attendance)

The Recipient should attend classes and examinations dutifully according to the university's rules and regulations.

Article 8 (Leave of Absence)

A Leave of Absence (LOA) from school is not allowed during the scholarship period. Exceptions may be accepted in the case of: 1) a female Recipient delivering a child, 2) life-threatening disease, 3) family emergencies issues and 4) occurrence of unforeseen circumstances such as natural disasters, wars, etc. During the LOA, the provision of benefits and allowances is suspended. The Recipient is expected to submit an Application for Special Leave (**Form-5**) and obtain approval from his/her Supervising Professor.

Article 9 (Temporary Leave)

The Recipient should notify the Secretariat of his/her Temporary Leave from the ROK with an Application for Temporary Leave (**Form-4A**) and Letter of Permission by the Supervising Professor (**Form-4B**) at least 7 days before the departure date.

- (a) During the scholarship period, a Temporary Leave should not exceed 30 days at a time and a total of 90 days within a year. However, exceptions can be made in cases where the Recipient has to carry out field surveys, collect data as part of thesis preparation, participate in academic conferences, or confronts unavoidable circumstances as approved by the Supervising Professor.
- (b) Except in the case of any of the exceptions listed in Article 9 (a), Living Allowance may not be provided during the period of Temporary Leave. The Secretariat will consider the circumstances and advise the Recipient on the amount of Living Allowance that he/she is entitled to receive.

Article 10 (Notification of Re-entry)

After the period of the LOA/Temporary Leave from the ROK, the Recipient should submit the Notice of Re-entry into the ROK (**Form-5**) to the Secretariat within 7 days from the date of the

Re-entry and submit copies of the passport page(s) with the arrival and departure stamps as proof of the travel.

C. REPORTING AND SUBMISSION

Article 11 (Notification of Change in Contact Details)

The Recipient should inform the Secretariat of any change in his/her contact details including home address, telephone or mobile number, and email address without delay.

Article 12 (Submission of Periodic Documents)

- (a) The Recipient should deliver his/her End of Semester Student Report (**Form-6**) to the Supervising Professor and the Secretariat at the end of each semester, to report on his/her academic progress and living condition.
- (b) The Recipient should submit a copy of his/her academic record to the Secretariat at the end of each semester.
- (c) Should the Recipient need to leave the ROK, he/she is expected to notify his/her Supervising Professor and the Secretariat at least 7 days before the departure day with the Application for Special/Temporary Leave (**Form-4A**) and Letter of Permission by Supervising Professor (**Form-4B**). Upon return to the ROK, the Recipient is expected to completed the Notice of Re-entry (**Form-5**) and provide the required documents stated in the form.
- (d) Receipts of the expenses made during the semester should be submitted to the Secretariat. The Recipient is expected to submit a signed receipt to acknowledge that Living/Settlement Allowance (**Form-3**) has been received. Other expenses should be recorded in detail using the Receipt template (**Form-2**).
- (e) The Supervising Professor is required to submit to the Secretariat a written opinion on the Recipient's academic capacity and progress of research (**Form-7**), twice a year.
- (f) Whenever requested, the Recipient is expected to submit an Explanatory Statement (**Form-8**) to the Secretariat.

	1 st Semester		2 nd Semester	
	Before start of semester	At end of semester	Before start of semester	At end of semester
(a) End of Semester Student Report (Form-6)		▼		▼
(b) Academic Records/Transcript		▼		▼
(c) Application for Leave (Form-4A), Letter of Permission (Form-4B) and Re-entry (Form-5)	<i>Whenever necessary</i>			
(d) Receipts (Form-2 and 3)	<i>Whenever necessary</i>			
(e) Written Opinion by Supervising Professor (Form-7)		▼		▼
(f) Explanatory Statement (Form-8)	<i>Whenever necessary</i>			

D. WARNINGS AND TERMINATION OF SCHOLARSHIP

Article 13 (Warnings)

A warning letter will be issued by the Secretariat whenever the Recipient is found to be guilty of any of the following forms of misconduct:

- (a) When the Recipient has not abided by the Rules and Regulations set by the Secretariat, and/or
- (b) When the Recipient has been warned by the university continuously on his/her misbehavior or failure to perform and has failed to take action.

Article 14 (Termination of Scholarship)

The Secretariat reserves the right to terminate or suspend the Recipient's scholarship at any point in time in following (a) involuntary or (b) voluntary cases. The provision of benefits and allowances is suspended from the date of the termination or the suspension (subject to change). The Recipient may be required to reimburse the allowances of Article 5 that have already been provided.

(a) Involuntary Termination

The Secretariat may form a special Scholarship Committee to deliberate on the termination of the Recipient's scholarship without prior warning in any of the following cases:

- i. When the application materials or any statements supplied by the Recipient are proved to be fake,
- ii. When the Recipient has been punished by the university,
- iii. When the Recipient has received another scholarship at the same time without notifying the Secretariat,
- iv. When the Recipient has committed a crime according to the ROK laws, and/or
- v. When the Recipient has received more than two warning letters from the Secretariat, as explained in Article 13.

(b) Voluntary Termination

When the Recipient cannot continue his/her study in any of the following cases, he/she should notify the Secretariat within 30 days before the end of the scholarship period or the departure date and provide an application for a home-return permit and a written permission from the Supervising Professor.

- i. When the Recipient gives up his/her studies during the scholarship period, and/or
- ii. When the Recipient encounters any of the situations listed in Article 8.

Article 15 (Cheating and Plagiarism)

The Secretariat takes a strict view of cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. Any Recipient who is found to have engaged in such misconduct will be subject to disciplinary action by both the university and the Secretariat.

E. MISCELLANEOUS

Article 16 (Engagement in Other Activities)

If the Recipient engages in activities not covered by the status of sojourn, the Recipient has to notify the Secretariat of these activities and secure approval from the Secretariat.

Article 17 (Employment)

The Recipient's academic progress should, at all times, take priority. Therefore, any employment activities will not be acceptable; the Recipient should not use them as an excuse for unsatisfactory academic performance or for absence from lectures, tutorials, seminars, practical, etc. The Recipient should keep in mind that this set of Rules and Regulations require all Recipients to be in full-time attendance.

Article 18 (Rules and Regulations to be followed)

As for other items not stipulated in this set of Rules and Regulations, the Recipient should abide by the university's rules and regulations or seek advice from the Secretariat.

Annex 1 – Textbook Fee

Requests for reimbursement of Textbook Fees shall meet the following requirements:

1. Official receipts shall be provided together with the syllabus with the textbook name clearly stated or a written note by the instructor, as well as a picture or scan of the textbook cover(s). Only the cost of the required textbook (essential for the course) in the list of suggested reference texts/materials can be reimbursed.
2. In the case where no official receipts are available, such as when the instructor photocopies textbooks/notes, the Recipient shall request for a written note from the instructor which states the required textbook/ notes for the course. The written note shall be submitted to the Secretariat together with a picture or scan of the photocopied textbook/notes purchased from the instructor

<Sample of written note by Instructor>

<p>I verify that the following textbooks are required for the course on <COURSE TITLE> in the SPRING/FALL semester of 201X:</p>	
BOOK TITLE	PRICE
<p>Instructor’s Name:</p> <p>Instructor’s Email:</p> <p>Instructor’s Signature:</p> <p>Date of Submission:</p>	

3. Expenses incurred from the purchase of other course materials such as clothes, shoes or training equipment (laptops, software, etc.) are not claimable.



Landmark Scholarship Program

(Form-1) PLEDGE OF ACCEPTANCE

Name of Student :		
Passport Number :		
Nationality :		
Permanent Address (in your home country) :		
Contact Number : (Home)		(Mobile)
<p>1. I confirm that I, _____ (name), accept the scholarship offer from the Secretariat, and I agree to be a Landmark Scholarship Recipient as of the date of signing of this Pledge.</p> <p>2. I declare that I am agreeable to abide by the Rules and Regulations provided and I accept the Terms and Conditions of the scholarship, especially those listed in Article 5.</p>		
Student's Name	Student's Signature	Date of Submission



Landmark Scholarship Program

(Form-2) RECEIPT

(Receipt No.:)

Name of Student :

University and Course :

Description	Received Date	Amount (USD)
TOTAL		

Total amount in words (USD):

I certify that I have received the aforementioned amount in cash from an official from the Secretariat.

Student's Name	Student's Signature	Date of Submission



Landmark Scholarship Program

(Form-3) LIVING/SETTLEMENT ALLOWANCE RECEIPT

(Receipt No.:)

Name of Student :

University and Course :

Description	Received Date	Amount (USD)
TOTAL		

Total amount in words (USD):

I certify that I have stayed in the Republic of Korea in the month of (Month / Year) and I have received the aforementioned amount in cash from an official from the Secretariat.

Student's Name	Student's Signature	Date of Submission



Landmark Scholarship Program

(Form-4A) APPLICATION FOR SPECIAL/TEMPORARY LEAVE

Application for Special/Temporary Leave should be submitted to the Secretariat not less than 7 days in advance.

Name of Student : _____
University and Course : _____
Address in Destination : _____
Country : _____
Contact Number : Tel (H): _____ Mobile: _____
Leave Applied for : From: _____ To: _____
Total Number of Days: _____

Reason for Application : _____

***Please attach supportive document(s)**

Student's Name	Student's Signature	Date of Submission
Supervising Professor's Name	Supervising Professor's Signature	Date of Approval
Secretariat Staff	Secretariat Staff's Signature	Date of Approval



Landmark Scholarship Program

(Form-4B) LETTER OF PERMISSION BY SUPERVISING PROFESSOR

Letter of Permission for the Scholarship Recipient should be completed by the Supervising Professor and the Scholarship Recipient should submit it to the Secretariat together with the Application for Special/Temporary Leave.

(Please indicate period: YEAR _____, SEMESTER _____)

Name of Student	:		
University and Course	:		
Supervising Professor	:		
Contact Number of Supervising Professor	:	Tel (O):	Mobile:

Please provide reasons for approving the student's leave request.

Supervising Professor's Name	Supervising Professor's Signature	Date of Submission



Landmark Scholarship Program

(Form-5) NOTICE OF RE-ENTRY INTO THE REPUBLIC OF KOREA

Notice of Re-entry into the Republic of Korea should be submitted to the Secretariat within 7 days from the date of Re-entry (after the period of the Temporary Leave from the Republic of Korea).

Name of Student : _____
University and Course : _____
Actual Leave Applied for : From: _____ To: _____
Total Number of Days: _____

***Please attach scanned page(s) passport (with the arrival and departure stamps displayed clearly)**

Student's Name	Student's Signature	Date of Submission
Supervising Professor's Name	Supervising Professor's Signature	Date of Approval
Secretariat Staff	Secretariat Staff's Signature	Date of Approval



Landmark Scholarship Program

(Form-6) END OF SEMESTER STUDENT REPORT

End of Semester Student Report must be submitted to the Secretariat by the last day of each semester.

(Please indicate date/period: YEAR _____, SEMESTER _____)

Supervising Professor :	_____	
Name of Student :	_____	
University and Course :	_____	
Year of Study :	_____	
Contact Number :	Tel (H): _____	Mobile: _____

A. OVERVIEW OF SEMESTER

	Course Title	Major Requirement / Elective?	Name of Instructor	Credits
1.				
2.				
3.				
4.				
5.				
6.				

B. RESEARCH PROGRESS

1. Thesis Title
2. Research Objectives

3. Methodology

Study site, data collection plan, procedure of research...

4. Research Progress

C. OTHER COMMENTS/DIFFICULTIES ENCOUNTERED DURING THE SEMESTER

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Student's Name	Student's Signature	Date of Submission



Landmark Scholarship Program

(Form-7) WRITTEN OPINION BY SUPERVISING PROFESSOR

Written Opinion on the Scholarship Recipient should be completed by the Supervising Professor and submitted to the Secretariat *twice a year*.

(Please indicate period: YEAR _____, SEMESTER _____)

Name of Student :		
University and Course :		
Supervising Professor :		
Contact Number of Supervising Professor :	Tel (O):	Mobile:

Please provide detailed comments on the following aspects of the Scholarship Recipient's performance:

(a) Academic Capacity:

- Exceeded expectations* *Met expectations* *Partially met expectations* *Did not meet expectations*

(b) Research Progress

- Exceeded expectations* *Met expectations* *Partially met expectations* *Did not meet expectations*

Supervising Professor's Name

Supervising Professor's Signature

Date of Submission



Landmark Scholarship Program

(Form-8) EXPLANATORY STATEMENT

Explanatory Statement should be completed by the Scholarship Recipient and submitted to the Secretariat *whenever necessary/requested*.

Explanatory Statement for _____

Name of Student	:		
University and Course	:		
Supervising Professor	:		
Contact Number of Supervising Professor	:	Tel (O):	Mobile:

Reason for Absence/Misconduct:

(Please attach relevant documents to support your statement, if there are any)

I hereby certify that the information given by me in this statement is true and correct to the best of my knowledge. I understand and agree that any false information, misrepresentation, or omission of facts in this statement may be justification for disciplinary action by the Secretariat.

Student's Name

Student's Signature

Date of Submission