

# Student Exchange Program Fact Sheet 2021 - 2022



## KAIST College of Business



## Introduction to KAIST College of Business



KAIST College of Business (KCB) is the 1st business school to be established in Korea, housing four graduate schools: Graduate School of Management, Graduate School of Finance, Graduate School of Information & Media Management, and Graduate School of Green Growth.

KCB is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korean base. In addition, our location in the heart of Korea's business and political capital fosters close relationship with a large number of companies and government organizations. KCB shares numerous opportunities to meet and interact with prominent business leaders in the city.





## Contact Information

**Program Coordinator(In/Out)**  
 Sujee Bae  
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 Website: <http://business.kaist.edu>

**Address**  
 KAIST College of Business  
 External Affairs Center  
 SUPEX 450  
 85 Hoegiro, Dongdaemun-gu  
 Seoul, Republic of Korea 02455

## Nomination & Application

Nomination Deadline	Nomination Requirements
Fall: Mar. 31 Spring: Oct. 31	<ul style="list-style-type: none"> <li>- Official Nomination Form (Excel File) from Home University</li> <li>- Must be in Graduate Level to follow MBA Courses</li> <li>- Minimum Grade Point Average(GPA) of 3.0 in a Scale of 4.3 (69% out of 100%)</li> <li>- English Proficiency</li> </ul>
Application Deadline	Application Documents
Fall: Apr. 30 Spring: Nov. 30	<ul style="list-style-type: none"> <li>- Application Form &amp; Study Plan</li> <li>- Letter of Recommendation (Only 1 Required)</li> <li>- Curriculum Vitae</li> <li>- Transcript of Previous Semesters (Master's Program Only)</li> <li>- Proof of English proficiency (Either 1 from below)               <ol style="list-style-type: none"> <li>1) Official English Score (TOEIC IBT Over 720 / TOEFL IBT Over 83 / IELTS Over 6.5 or else)</li> <li>2) Confirmation Letter by Program Coordinator</li> </ol> </li> <li>- Passport Scan</li> </ul>

## Academic Calendar (Tentative)

Fall Semester: Aug. 30 - Dec. 17  
 Dormitory Check-in: Aug. 23 - 26  
 Orientation Day: Aug. 27

Spring Semester: Mar. 2 - Jun. 25  
 Dormitory Check-in: Feb. 22 - 25  
 Orientation Day: Feb. 26



## Academic Information

### Courses

Courses at KAIST are either 3 credit courses or 1.5 credit courses (1 credit = 16 contact hours). 3 credit courses run for 16 weeks (Week 1 to 16), and 1.5 courses run for 8 weeks (Week 1 to 8, Week 9 to 16).

Course offerings are available 1.5 month prior to the beginning of the semester. Lectures are mainly taught in Korean or English. Exchange students are guided to register for English-taught courses.



### Grades

Exams are given on a class-by-class basis. Grades are based on participation, quizzes, individual and group projects/reports, homework, test, and presentation.

Official transcript will be sent to your home school 1.5 month after the end of semester.

### KAIST Grade Scale

A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0
A	4.0	B	3.0	C	2.0	D	1.0	W	Withdraw
A-	3.7	B-	2.7	C-	1.7	D-	0.7		



## Student Housing

Exchange students are automatically assigned to campus housing unless requested otherwise. If you wish to stay off campus, students will have to contact individually to local housing office on their own. Please also note that off campus housings are way more expensive than in campus housing.

### In-campus Dormitory

- Double occupancy (personal bed/desk/closet provided)
- Shared restroom & shared shower room available on each floor
- Room Fee: KRW 160,000(≒USD 150) per month

Must pay 4-month payment (KRW 640,000) in total upon arrival

## Expenses

Approximate Total	US \$4,600
Dormitory Fees	US \$ 600 (US \$150 X 4 months)
Meals and Food	US \$2,000 (US \$500 X 4 months)
Personal Allowance	US \$2,000 (US \$500 X 4 months)

## Campus Facilities

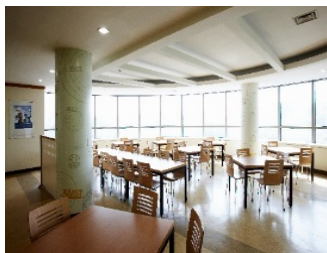


### Classroom

Amphitheater-type classrooms with modern audiovisual and multimedia equipment, laptop port for each seat available

### Sports Facilities

Indoor gym, indoor golf zone, tennis court, basketball court, and table-tennis room located

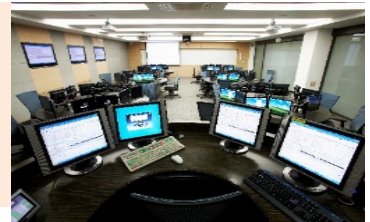


### Cafeteria

Student Cafeteria serves lunch and dinner every day while faculty restaurant offers lunch only. Students can pick up or dine-in their lunch, dinner, coffee and/or dessert at Atrium.

### Network Computing

Entire campus provides 24 hour WiFi & Eduroam services. Shared PCs, scanner, copying machine available throughout the campus.



### Student Laboratory Facility

All students are assigned to a study lab for academic performance and networking. Each lab accommodates approximately 10 students and laboratory runs for 24 hrs (digital door-lock entry)

### Banking

You may open up Korean bank account through Wooribank (located within campus building) free of charge. European credit cards, VISA, and Master work fine in Seoul area with little or no fee.

### Transportation

There is a bus stop located in front of the main gate of campus. You can take #273 or #201 to go out elsewhere in capital area. Within 10 minutes walk you may find subway station line number 1 (Hoegi Station) and number 6 (Korea University Station). KAIST College of Business is surrounded by university campus areas where neighboring more than 6 different colleges.



## To Do List Before Departure

### Apply for Visa

- Students will receive Certificate of Admission for visa application 1 to 2 months prior to semester starting date.
- Students must apply for exchange student visa (D2-6) in your home country at the local Korean Embassy.

### Prepare

- Inform the program coordinator your arrival date and time. Transportation information will be provided.
- Bring 1 passport-sized photo for Alien Registration Card.
- Pack appropriate clothing for your semester.  
Korea has four distinct seasons:
  - Spring : March ~ Mid-June (15C/59F)
  - Summer: Mid-July ~ Mid-September (25C/77F \*Aug. 30C/86F)
  - Autumn : Mid-September ~ November (13C/55F)
  - Winter : December ~ February (5C/41F)
- ★ Above states average afternoon temperature
- Students are recommended to bring their own laptop.
- Electricity: 220V/60A



## Upon Arrival

- Dormitory: Check-in at the dorm guard's office at the entrance on the 1<sup>st</sup> floor. Security guard will lead you to your room.
- Confirm your arrival to the program coordinator in Room 450 located at SUPEX Building 4th floor.
- Attending orientation is mandatory (specific date and time will be provided via email).
- Course registration is done online week before class starts.



## Attention! COVID-19 & Campus Responses

### When You Enter Korea

- You will be **quarantined for at least 2 weeks (14 days)** from your arrival date at the designated facilities. Proper fees will be imposed to the users.
- KCDC and school will be asking you to **check daily temperature and medical status** until the end of quarantine date.
- You will be **tested to examine COVID-19 infection** during the beginning and the last day of quarantine.

### Important Etiquettes

- You are required to wear a **facial mask** covering both nose and mouth at all times. Remember that mask is the only protection for you and others' health. Fine will be imposed when violating mask wearing regulation.
- Make sure to **wash your hands often and use sanitizers**.
- You will be asked to check your **body temperature** and **write down** your personal info when you are using indoor service areas including restaurants, coffee shops, gym facilities, government/city buildings and more.

### Campus Operation and Lecture Types

We are working closely with Korean Government CDC to deal with COVID-19. Proper measurements will be followed by KCDC guidelines in which **we may vary our class operation module in either hybrid, online, or offline format**. There is **high possibility that exchange semester may be deferred or cancelled** depending on the infected numbers with concerning student health and their international mobility.



# DOING BUSINESS IN KOREA

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