FAQ (Frequently Asked Questions)

1. Eligibility and team composition

- Does “the same university” include branch campuses and other campuses?
  - ➔ **Yes. Branch campuses and other campuses of the same university are treated as the same university.**
- Can students on leave of absence, expected graduates or doctoral students take part?
  - ➔ **Eligibility is assessed at the time of team registration. Students who were enrolled in, or on leave from, an undergraduate or master’s programme, or who were expected to graduate, at the time of registration remain eligible even if they graduate before the Final Round or the study visit. Students in an integrated master’s–doctoral programme should check their eligibility with the organisers in advance (info@eudiplomacykorea.eu).**
- Are dual nationals and overseas Koreans counted as Korean nationals? Can exchange students take part as international students?
  - ➔ **Dual nationals holding Korean nationality are treated as Korean nationals. Overseas Koreans who have not legally acquired Korean nationality are treated as international students. Exchange students may take part as international students. In other words, nationality is determined solely by whether a student holds Korean nationality. Exchange students must be registered (on exchange) at the Korean university concerned at the time of team registration.**
- Can we change team members after registration? What happens if a member drops out?
  - ➔ **To replace a team member, email the reason for the change and the new member’s details to info@eudiplomacykorea.eu before the essay submission deadline. The new member must meet all eligibility requirements, including enrolment at the same university. If a member drops out, the team may continue provided a replacement who meets the requirements is approved before the deadline.**
- Are students of cyber universities or the Academic Credit Bank System eligible?
  - ➔ **Students enrolled at a cyber university are eligible. Participants in the Academic Credit Bank System are not eligible.**

2. Academic advisers

- Who counts as an external EU expert?
  - ➔ **If the expert has not been endorsed by your university, you may contact the organisers to request approval. If you have difficulty finding an adviser (expert), please contact the organisers (info@eudiplomacykorea.eu).**
- What documents are needed to prove approval?
  - ➔ **If the expert has not been endorsed by your university, you may contact the organisers to request approval. If you have difficulty finding an adviser (expert), please contact the organisers (info@eudiplomacykorea.eu). No specific form is required. Where a professor from your university is the adviser, it is sufficient to give the adviser’s name, affiliation, position and email address in the registration form.**

- Can part-time lecturers or adjunct professors act as advisers?
  - ➔ **Yes. Part-time lecturers, adjunct professors and visiting professors teaching at the university in the current semester may all act as advisers. Please state the adviser's position accurately in the registration form.**
- How far can the adviser help with the essay?
  - ➔ **The adviser's role is limited to giving advice. Advisers must not take part in writing the essay.**

3. Registration and submission

- What do we need to enter in the registration form (Google Forms)? Do we need a certificate of enrolment or proof of nationality?
  - ➔ **At registration, enter the team name; for each of the three members, their name, university (campus), department, programme (undergraduate/master's), status (enrolled/on leave/expected to graduate), nationality, email address and phone number; and the adviser's name, affiliation, position and email address. Please designate one team member as the main contact. Certificates of enrolment and proof of nationality will be requested only from finalist teams. If a team is found not to meet the eligibility requirements, its award may be cancelled.**
- The English Information Note says "pre-register". Is there a separate main registration?
  - ➔ **No. Each team only needs to register once. Only teams that complete registration by the registration deadline may submit an essay, and each student may register with only one team.**
- Where and in what file format do we submit the essay?
  - ➔ **Essays are submitted by email to info@eudiplomacykorea.eu. One team representative submits once. Please follow the email subject and file-name format provided at team registration. Deadlines are in Korea Standard Time, and emails arriving after the deadline will not be accepted. We recommend submitting a PDF so that the formatting is preserved.**
- Essays are reviewed anonymously. May we put our names and university in the file?
  - ➔ **Guidelines on file names are given in the Google Forms registration form. Do not include any identifying information, such as team members' or the adviser's names or the name of your university, in the essay text or the file name. Give your names and affiliation only in the body of the submission email. Before submitting, please also check that your name does not appear in the "Author" property of the PDF file.**
- Are there formatting requirements such as font, line spacing or page count? The Information Note only asks for citations to be consistent.
  - ➔ **There are no specific rules on font, line spacing or page count; any standard, readable format is acceptable. You must keep to the word limit. Any citation style may be used, provided the same style is applied consistently throughout.**
- May we use AI tools? What counts as plagiarism?
  - ➔ **AI tools may be used for supporting purposes such as spelling and grammar checks, translation support and literature searches. However, the essay's argument, analysis and policy proposals must be written by the team members themselves, and AI-generated text must not be submitted as it is. When submitting the essay, please briefly state whether and for what**

purpose AI tools were used. All sources cited must be acknowledged, and confirmed plagiarism will lead to disqualification.

4. Final Round and prizes

- Will the Final Round be held in person or online? Where? Are travel costs covered for students from outside Seoul?
  - ➔ **The Final Round will be held in person. The venue will be announced to finalist teams only. Travel costs will be reimbursed at actual cost, up to the standard-class return fare, on submission of receipts or other proof. Details of the reimbursement procedure will be provided to finalist teams separately.**
- 26 February is marked as provisional. When will the date be confirmed?
  - ➔ **The Final Round date will be confirmed and announced when the finalist teams are published. We intend to avoid major changes, so teams hoping to reach the final should keep the days around 26 February free.**
- When will the Brussels study visit take place, and for how long? What if it clashes with the semester?
  - ➔ **The Brussels study visit is planned for the Korean university summer vacation. The exact dates and duration will be communicated to the winning team once confirmed, and will be set within the vacation period so as not to clash with classes. Please check the validity of your passport in advance so that there are no problems with travel.**
- Are visa costs, travel insurance and airport transfers covered?
  - ➔ **Visa fees, travel insurance and local transport in Brussels are covered.**
- When and how will the second-place tablets be given? Is the prize taxable?
  - ➔ **The second-place tablets are scheduled to be presented on the day of the Final Round. Any tax that arises must be paid by the recipient.**