



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

# Ph.D. Program Handbook

2020



**KDI SCHOOL**  
KDI School of Public Policy and Management



# KDI School of Public Policy and Management 2020 Ph.D. Program Handbook

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# Program Features

KDI School offers three fields of study in the program:

- Public Policy
- Development Policy
- Public Management

## Curriculum Tailored to Your Research Topic

KDI School encourages Ph.D. students to take the initiative in shaping their own course of study once they complete the required courses during the first 1~2 years.

## Faculty Involvement

KDI School also encourages Ph.D. students to collaborate with the faculty on research projects. Along with an emphasis on supervised research courses, KDI School provides an environment where students work closely with professors.

## Target Students

KDI School selects individuals with demonstrated potential for research. Applicants are also expected to have a research topic firmly in hand.

## Program Goals and Objectives

**A. Upon completion of his or her training, a KDI School Ph.D. graduate is expected to be capable of:**

- Providing lectures in English in his/her field of specialization so as to be able to pursue a teaching career; and
- Conducting quality policy research using scientific methods that meet the highest international standards.

**B. To develop teaching and research capacity, a Ph.D. student is recommended to:**

- Serve as a Teaching Assistant for at least one semester; and
- Present research papers at the KDI School Research Seminar at least twice and publish them as part of the KDI School Working Paper Series.

**C. To demonstrate research capacity, a Ph.D. student is required to submit a dissertation that meets the following criteria:**

- It must be relevant to or have implications for public policy, development policy, and public management;
- It must make a meaningful contribution to the relevant fields;
- It must demonstrate the candidate's expertise in using cutting-edge social science research methods.



# Courses

All courses are classified into three categories—Ph.D. Courses, Master Plus Courses, and Supervised Research Courses—as presented in the table below.

Course Category	
Ph.D. Courses	Mathematical Economics
	Advanced Macroeconomic Policy
	Foundations of Public Policy
	Econometrics I
	Econometrics II
	Microeconomics
	Game Theory in Public Policy
	Policy Design and Evaluation
	Governance and Institutions
	Development Economics I
	Development Economics II
	Advanced Research Methodology
	Budgeting and Public Financial Management
	Government Reform: Case Writing Practicum
Master Plus Courses (MPC)	Master's Courses (Concentration Courses)
Supervised Research Courses (SRC)	If a student is interested in an area which is not covered by the course(s) offered, he/she may choose to take a Supervised Research Course (SRC).

## A. Ph.D. Courses

Following courses are offered to Ph.D. students. According to their major fields, students must complete course requirements as follows:

Field	Course	Program
Optional	Mathematical Economics	PP, DP, PM
	Advanced Macroeconomic Policy	PP, DP, PM
Common Required	Foundations of Public Policy	PP, DP, PM
Field Required	Econometrics I	PP, DP
	Econometrics II	PP, DP
	Microeconomics	PP, DP
	Game Theory in Public Policy	PP, DP
	Policy Design and Evaluation	PP, PM
	Governance and Institutions	PP, PM
	Development Economics I	DP
	Development Economics II	DP
	Advanced Research Methodology	PM
	Budgeting and Public Financial Management	PM
	Government Reform: Case Writing Practicum	PM

- **Optional Courses:** *Mathematical Economics* aims to acquaint students with the fundamental mathematical concepts and equip them with the essential mathematical tools for understanding the literature and conducting research in Economics. It is a foundation course for other advanced Ph.D. courses. Although it is not a mandatory course for Ph.D. students, it is strongly recommended that all Ph.D. students take the course during the first semester. Students are also encouraged to take *Advanced Macroeconomic Policy*, which covers the major theories concerning the central questions of Macroeconomics.
- **Common Required Courses:** All Ph.D. students have to take *Foundations of Public Policy* which is a common required course.
- **Field Required Courses:** For the Ph.D. program in Development Policy, there are six field required courses: *Econometrics I*, *Econometrics II*, *Microeconomics*, *Game Theory in Public Policy*, *Development Economics I*, and *Development Economics II*. For the Ph.D. program in Public Policy, there are six field required courses as well: *Econometrics I*, *Econometrics II*, *Microeconomics*, *Game Theory in Public Policy*, *Policy Design and Evaluation*, and *Governance and Institutions*. For the

Ph.D. program in Public Management, there are five field required courses: *Policy Design and Evaluation, Governance and Institutions, Advanced Research Methodology, Budgeting and Public Financial Management, and Government Reform: Case writing Practicum.*

### **B. Master Plus Courses**

A Master Plus Course (MPC) refers to a concentration course in the Master’s program that Ph.D. students can take as part of their graduation requirements. Ph.D. students may take any Master’s program concentration courses in which they are interested. Master’s program courses are classified into three categories: 1) regular courses; 2) foundation skill courses and; 3) field research and study courses. Regular courses consist of core courses and concentration courses. **It is important to note that only concentration courses will qualify as Master Plus Courses.**

Once a student decides to take one of the concentration courses (please refer to the course list to confirm its classification as a concentration course), the student needs to submit an application form [Appendix 1] to the Academic Affairs Division with the approval of the course’s professor in order to take the course as an MPC.

#### **[Enrollment Procedure for Master’s Courses]**

- ① Register for courses during the course registration period.
- ② Acquire the course professor’s approval and receive the professor’s signature on the application form.
- ③ Submit the application form to the Academic Affairs Division during the first week of the semester.
- ④ Submit the MPC reports to the Academic Affairs Division by the end of 12th week of the semester.

\* Students who take an MPC are required to attend the KDI School Research Seminar at least three times and submit a one-page report for each seminar.

### **C. Supervised Research Courses**

A Supervised Research Course (SRC) is an independent study course that allows a student to select a particular research topic that the School’s regular courses do not cover and to conduct independent research under the guidance of a professor whose expertise includes the student’s topic of interest.

An SRC is a three-credit course. Students can take up to three SRCs during their whole Ph.D. studies.

**[Procedures for taking SRC]**

- ① Identify a research topic related to student's research fields of interest.
- ② Fill out the SRC application form [Appendix 2-1] & write a Proposal for Supervised Research [Appendix 2-2].
- ③ Select a course supervisor for your SRC and receive approval from the course supervisor and Ph.D. program chair.  
*※ The course supervisor must be a tenure-track faculty member or a visiting faculty member. Exceptionally, an external expert may act as a course supervisor upon approval of the Associate Dean of Academic Affairs.*
- ④ Submit the application form and proposal to the Academic Affairs Division during the first week of each semester.
- ⑤ Submit the final SRC report to the course supervisor and to the Academic Affairs Division by the end of the 11th week of each semester.
- ⑥ After running an anti-plagiarism test, the Academic Affairs Division sends the SRC grading paper to the course supervisor.
- ⑦ Receive a grade and credits by the end of the semester.  
*※ The SRC report is evaluated based on the Performance Assessment Criteria [Appendix 2- 3] and is graded accordingly.*

# Credit Transfer

If a Ph.D. student has previously completed similar courses to those offered in the Ph.D. program of the KDI School, the student may apply for Credit Transfer and receive a waiver for up to three courses (9 credits) subject to approval.

## [Requirements for Credit Transfer Application]

- ① The language of the course must be English.
- ② The contents and the level of the course must correspond to core courses (common or field required courses) offered in our Ph.D. program.
- ③ The course must have been taken within five years prior to submission of the application form for Credit Transfer.
- ④ Final grade of the course should be at least A-.

## [Application Procedure]

- ① Students must submit all of the following documents by the end of the third week of their first semester.
- ※ *A student who wants to apply for Credit Transfer for a course offered in the first semester must submit the following documents before the semester begins. The decision will be announced in the first week of the semester during the course add-drop period.*

### [Required Documents]

- Application form for Credit Transfer [Appendix 3]
- Original copy of transcript
- Syllabus for the relevant course

- ② Submitted documents will be reviewed by the corresponding course's professor and the chair of the Ph.D. program by the fifth week of their first semester.
- ③ The approved credit transfer will be indicated on the transcript as "T (Transfer)" grade.

# Graduation Requirements

In order to graduate from the KDI School with a Ph.D. degree, all Ph.D. students must fulfill the following graduation requirements:

- A. Course requirements: Complete a minimum of **36 credits** of graduation requirement courses.
- B. After earning 27 credits, students must pass the **Qualifying Examinations** (Common subject QE and Field subject QE)
- C. Students are required to acquire additionally 9 credits to be eligible for the **Oral Examination**.
- D. Students will be receiving their doctoral degree after completing the dissertation writing process below:
  - Passing the Oral Examination
  - Passing the **Final Oral Dissertation Defense**

# Curriculum

## A. Confirmation of Consultation with the Dissertation Advisor

- Students must confirm their dissertation advisor during the period from the day of orientation to the third week of the first semester.
- Once students have confirmed their dissertation advisor, students should submit the ‘*Dissertation Advisor Confirmation Form* [Appendix 4]’ to the Academic Affairs Division.
- Students should regularly consult with their advisor on academic plans including coursework and writing their dissertation.

## B. Ph.D. Program Course Map 2020

Year	2020		
	Spring	Summer	Fall
Optional	Mathematical Economics		Advanced Macroeconomic Policy
Common	Foundations of Public Policy		
Development Policy (Field Required)	Econometrics I	Microeconomics	Game Theory in Public Policy
	-	Econometrics II	Development Economics I
		Development Economics II	-
Public Policy (Field Required)	Econometrics I	Microeconomics	Game Theory in Public Policy
	-	Econometrics II	
		Governance and Institutions	Policy Design and Evaluation
Public Management (Field Required)	Advanced Research Methodology	Governance and Institutions	Policy Design and Evaluation
		Public Management Practicum	Budgeting and Public Financial Management

\* The Course Map is subject to change without prior notice.

\* As the Course Map is only a suggestion, students should adapt their course work according to their individual needs and circumstances.

# Qualifying Examination

## A. Requirements

Complete a minimum of 27 credits (9 Ph.D. level courses): Students can fulfill the graduation requirements from Common required Ph.D. courses, Field required Ph.D. courses, optional Ph.D. courses, Ph.D. level supervised research courses (SRC), and Master's level courses with additional Ph.D. level requirements (MPC).

## B. QE Subjects for Ph.D. program in Development Policy and in Public Policy

Common Subject	Econometrics I
	Econometrics II
	Microeconomics ※ May be waived for students who have earned an A or A- grade in the Microeconomics course.
Field Subject	The subjects are determined by each dissertation advisor.

- Passing Mark: minimum of 60% mark in every QE subject.
- Exams are graded as either “Satisfactory” or “Fail”.

## C. QE Subjects for Ph.D. program in Public Management

Common Subject	Advanced Research Methodology
	Policy Design and Evaluation
Field Subject	The subjects are determined by each dissertation advisor.

- Passing Mark: minimum of 60% mark in every QE subject.
- Exams are graded as either “Satisfactory” or “Fail”.

## D. Field Subject Qualifying Exam

Four months prior to taking the Field Subject QE, the dissertation advisor will designate two courses that are most relevant to the student's dissertation work among field courses, Supervised Research Courses, and Master Plus Courses. Field Subject QE will be based on these two courses. A written examination prepared by the advisor will be administered at a given date.

**E. QE Operation: January, May, and September**

- Only students who pass the QE are eligible to take the Ph.D. Oral Examination (OE).
- Students who wish to take the QE must submit the QE application form [Appendix 5] prior to the exam.

**F. QE with scholarship restrictions**

			1 <sup>st</sup> year	2 <sup>nd</sup> year			3 <sup>rd</sup> year			4 <sup>th</sup> year
				Jan.	May	Sep.	Jan.	May	Sep.	Jan
QE Trial	100% Scholarship +Stipend Support	Common Subject		1 <sup>st</sup>	2 <sup>nd</sup>					
		Field Subject			1 <sup>st</sup>	2 <sup>nd</sup>				
	80% Scholarship	Common Subject				1 <sup>st</sup>	2 <sup>nd</sup>			
		Field Subject					1 <sup>st</sup>	2 <sup>nd</sup>		

\* Students must pass the Qualifying Exams by their second opportunity. Students are given two opportunities to pass their QE.

\* If a student fails the second attempt, the student is required to withdraw from the program.

\* If a student fails to pass the Common subject QE (CQE) in the first attempt and is required to retake the CQE, the first attempt for Field subject QE (FQE) may be postponed to the next semester to prevent taking CQE and FQE at the same time. Students are still given two opportunities to pass FQE.

## Research Plan Presentation

It is highly recommended that students present their research plan to the dissertation committee members. Contents of the presentation may include students' research ideas/topics, purpose of their research, research questions, theoretical framework based on literature review, and an empirical methodology and data to be used, among others. By conducting the research plan presentation in advance, students will be able to revise and improve their proposals through communication with the committee members and write their dissertation with confidence, thus allowing better preparation for their oral examination. The recommended schedule for the presentation is as follows:

- 100% scholarship recipients: July, 2<sup>nd</sup> year
- 80% scholarship recipients: March, 3<sup>rd</sup> year



# Oral Examination

All Ph.D. students must complete a minimum of 36 credits of graduation requirement courses and pass the Qualifying Exams in order to apply for the Ph.D. Oral Examination.

## A. Requirements of Oral Examination

- Complete a minimum of 36 credits (12 courses)
- Pass Qualifying Examinations

### [Procedure for Oral Examination]

- ① Within a year after passing QEs: The candidate must assemble a dissertation committee and is expected to submit and defend a dissertation prospectus in an oral examination.
- ② Oral Examination Application form [Appendix 6-1] and Recommendation of Evaluation Committee Members for Ph.D. Oral Examination form [Appendix 6-2] should be submitted to the Academic Affairs Division by the end of the 2<sup>nd</sup> week of the semester in which the OE will be held.
- ③ Students should pass the Oral Examination
  - Students of 100% tuition scholarship: within 3<sup>rd</sup> academic year
  - Other students: within 4<sup>th</sup> academic year

*\* Please refer to the following Timeline Overview (Page 20) for the specifics of the requirements that apply to each scholarship level.*

The Oral Examination involves answering questions pertaining to the candidate's research plan. The result will be made based on joint discussion among the dissertation committee members.

Even under exceptional circumstances, the oral defense of the dissertation prospectus must be completed no later than the end of the 3<sup>rd</sup> year (100% scholarship) or 4<sup>th</sup> year (80% scholarship).

## <GUIDELINE FOR ORAL EXAMINATION (OE)>

The purpose of the dissertation oral examination is to evaluate the quality of a dissertation before the final defense. Its requirements, application conditions, schedule, selection of committee, and other details such as evaluation are as follows:

### **I. Committee Selection**

- i) The Committee for oral examination consists of three members, including the student's dissertation advisor.
- ii) It is strongly recommended that all three members are selected from KDI School's full-time professors.
- iii) One committee member may be selected from outside of KDI School or among one of KDI School's part-time professors, contingent upon approval. The external committee member for the OE should be included in the Final Oral Dissertation Defense (FODD) Committee.
- iv) The chair of the Ph.D. program will consult on the selection of the committee members with the student's dissertation advisor.

### **II. Details of the Oral Examination**

- i) The OE will consist of a student's presentation and questions from the evaluation committee.
- ii) The OE may be opened to KDI School members, including faculty and Ph.D. students.

### **III. Evaluations of Examination**

- i) An evaluation committee member can give a student one of the following grades: Satisfactory, Unsatisfactory, or Fail.
- ii) A student cannot pass the examination if the student receives an 'unsatisfactory' grade from two evaluation committee members or if the student receives a 'fail' grade from one evaluation committee member.
- iii) In case of failure, one additional chance to retake the OE will be given to the student.
- iv) The student given a chance to retake the oral examination must do so within remaining semester(s).
- v) A student has to pass the oral examination within two years after passing the Qualifying Examination (not including leaves of absence).

#### **IV. Evaluation Criteria for Examination**

As the Ph.D. program evaluates dissertations based on one of two types (namely, an integrated format based on one topic or three separate parts based on different and/or relevant topics), the following criteria will be applied in order to determine the success of oral examination. However, the evaluation criteria will be set individually according to the opinion of the dissertation advisor.

##### **Dissertation in an integrated format:**

- i) Introduction, Literature Review, Research Questions, Hypotheses Development, and Methodology sections must be developed.
- ii) In particular, the methodology section must include a specific plan about data collection for hypotheses testing.
- iii) If possible, a data collection plan & preliminary results should be presented.

##### **Dissertation in multiple parts:**

- i) Introduction, Literature Review, Research Questions, Hypotheses Development, and Methodology sections must be developed for at least two of the three parts.
- ii) A proposal of a plan for the rest of the dissertation should be included.
- iii) If possible, a data collection plan & preliminary results should be presented.

#### **V. Other Information**

- i) Submission Format: Students are required to submit a full draft paper.
- ii) Electronic presentation is not mandatory and may be utilized at the student's own discretion.
- iii) Full draft paper should be distributed to OE evaluators at least one week prior to the Oral Examination.

## Progress Report

A student who passed the OE must submit a Progress Report for his/her dissertation each year before the Final Oral Dissertation Defense.

- Submission date: 1<sup>st</sup> week of January

## Final Oral Dissertation Defense (FODD)

A student who passes OE becomes a Ph.D. candidate. The candidate is expected to finish his/her work on the dissertation expeditiously. The candidate must complete the program within eight years to receive the degree but ideally completes the program within three to four years.

After submitting his/her dissertation to the dissertation committee, the candidate must schedule a Final Oral Dissertation Defense (FODD). Ph.D. degree is conferred after 1) the candidate passes FODD and 2) the submitted final revised dissertation is approved by the dissertation committee.

### A. Outline

- The Schedule of Evaluation is decided by the dissertation advisor.
- The Dissertation Evaluation consists of 1) Preliminary Evaluation and 2) Final Evaluation.
- Students can apply for the Dissertation Evaluation every semester.
- If students do not initially pass their evaluation, they can resubmit their dissertation only after at least one term has passed. However, they must retake the Ph.D. Oral Examination if they choose to change the topic of their dissertation.

### B. Dissertation Formatting Requirements and Conditions

- Dissertation Formats: Dissertation must adhere to one of the following formats:
- 1) **Dissertation in an integrated format:** Dissertation is developed based on a single research theme in an integrated format (i.e., chapters such as literature review, research hypotheses, methodology, data collection, and results are all based on the proposed research theme). This format is required to be single-authored.
  - 2) **Dissertation in multiple parts:** Dissertation consists of separate papers under a broad title (i.e., each chapter is a separate research paper, where each chapter includes literature review, research hypotheses, methodology, data collection, analysis and results concerning its own research theme). As long as each individual student has at least one single-authored chapter, the remaining chapters may be co-authored.

\* Co-authorship between Students

Ph.D. students are encouraged to write single-authored chapters for all their dissertation chapters. Furthermore, at most one chapter of a student's Ph.D. dissertation may be co-authored with other students. Any co-authorship must receive prior approval from the dissertation advisors involved.

\* Published papers may also be included in a student's thesis if the work was conducted during the student's Ph.D. study at KDI School. For a dissertation in multiple parts, a published paper may be included as a chapter pending approval from the dissertation advisor. It may also be co-authored provided at least one chapter is single-authored by the student.

### C. Requirements for Submitting Dissertations

- Candidates must pass the Ph.D. Qualifying Examinations.
  - 36 field credits must be completed.
  - Candidates must also pass the Ph.D. Oral Examination.
  - Candidates must submit a Dissertation Progress Report every year by the 1<sup>st</sup> week of January, starting in the following year after passing the Ph.D. Oral Examination.
- \* *Ph.D. Students must pass the Dissertation Evaluation within 8 years from their initial enrollment. (Note: Maximum Academic Residence limit for Ph.D. students: 8 years)*

### D. Application

- Applicants should submit the three forms to the Academic Affairs Office during the designated application period at the beginning of the term.

#### **[Required Documents]**

- Request for Ph.D. Dissertation Evaluation [Appendix 7-1]
- Recommendation for Ph.D. Dissertation Evaluation Committee Members [Appendix 7-2]
- Recommendation from the Advisor for Ph.D. Dissertation Evaluation [Appendix 7-3]

**E. Evaluation Committee Composition**

- The Evaluation Committee includes the student’s dissertation advisor and 4 other members.
- Two of the Committee members may be from outside KDI School.
- The applicant’s dissertation advisor and the Ph.D. chair will make their own independent recommendations to the Dean as to who would be the best to sit in the Dissertation Evaluation Committee.

**F. Dissertation Evaluation**

- Preliminary Evaluation
  - The Preliminary Evaluation will be conducted based on a series of recorded measures from each of the committee members, and the result will be reported to the Dean.
- Final Evaluation
  - School will decide whether to accept the dissertation based on the result of the Final Evaluation.
  - The Final Evaluation will be conducted only by the dissertation committee members. For the dissertation to be accepted, candidates must get approval from all five members of the dissertation committee.
  - There will be no presentation for the final evaluation.

**G. Bound Copy of Final Dissertation Submission**

A Ph.D. candidate who passes the final evaluation must submit three bound copies of his or her dissertation within 1 month from the passing date. It will be stored in the National Assembly Library and in KDI School library.

**H. Schedule for Dissertation Evaluation**

Process	Period	Note
Application	2 <sup>nd</sup> Week of Each Semester	
Anti-plagiarism Test	3 <sup>rd</sup> Week of Each Semester	
Preliminary Evaluation	5 <sup>th</sup> Week of Each Semester	Open to all students
Final Evaluation	10 <sup>th</sup> Week of Each Semester	
Bound Copy Submission	within 1 month from passing date	

## Timeline Overview

### 1) 100% Scholarship

		1 <sup>st</sup> year	2 <sup>nd</sup> year			3 <sup>rd</sup> year			4 <sup>th</sup> year ~
Requirements		27 Credits	9 Credits						
Qualifying Exam (QE) schedule	Common Subject	-	1 <sup>st</sup> (Jan)	2 <sup>nd</sup> (May)		-		-	-
	Field Subject	-	-	1 <sup>st</sup> (May)	2 <sup>nd</sup> (Sep.)				
Dissertation Evaluation Schedule	Research Paper		July of 2 <sup>nd</sup> year						
	Oral Exam (OE)	-	-			○			
	Final Oral Dissertation Defense (FODD)	-		-		○			○

- 1) Students are required to complete 27 credits by the end of the first academic year in order to take the QE.
- 2) Students have two attempts to pass the QE, held as depicted in the table above.
- 3) Students are required to commence work on writing their dissertation once they pass the QE in order to take the OE.
- 4) Students are required to apply for the OE within one (1) year of passing the QE.
- 5) Students have two attempts to pass the OE. Should a student fail to pass the first attempt, he/she is required to retake the exam within three (3) years of the first attempt.

### 2) 80% Scholarship

		1 <sup>st</sup> year	2 <sup>nd</sup> year			3 <sup>rd</sup> year			4 <sup>th</sup> year ~	5 <sup>th</sup> year ~
Requirements		18 Credits	9 Credits			9 Credits				
Qualifying Exam (QE) schedule	Common Subject	-			1 <sup>st</sup> (Sep.)	2 <sup>nd</sup> (Jan.)		-	-	
	Field Subject	-				1 <sup>st</sup> (Jan.)	2 <sup>nd</sup> (May)			
Dissertation Evaluation Schedule	Research Paper					March of 3 <sup>rd</sup> year				
	Oral Exam (OE)	-	-						○	
	Final Oral Dissertation Defense (FODD)	-		-					○	○

- 1) Students are required to complete 27 credits by the second semester of the second academic year in order to take the QE
- 2) Students have two attempts to pass the QE, held as depicted in the table above.
- 3) Students are required to commence work on writing their dissertation once they pass the QE in order to take the OE
- 4) Students are required to apply for the OE within one (1) year of passing the QE
- 5) Students have two attempts to pass the OE. Should a student fail to pass the first attempt, he/she is required to retake the exam within three (3) years of the first attempt.

# Academic Agenda for 2020

## Spring Semester: February 10 ~ May 2

Application Type	Deadline	Course Week	Applied to
SRC Application	~Feb. 15 (Sat.)	1 <sup>st</sup> week	All
MPC Application	~Feb. 15 (Sat.)	1 <sup>st</sup> week	All
OE Application	~Feb. 21 (Fri.)	2 <sup>nd</sup> week	OE Candidates
FODD Application & Submission of Dissertation	~Feb. 21 (Fri.)	2 <sup>nd</sup> week	FODD Candidates
Credit Transfer Application	~Feb. 28 (Fri.)	3 <sup>rd</sup> week	Applicable students
Dissertation Advisor Confirmation Form	~Feb. 29 (Sat.)	3 <sup>rd</sup> week	1 <sup>st</sup> year students
QE Application	~March 27 (Fri.)	7 <sup>th</sup> week	QE Candidates
SRC Paper Submission	~April 25 (Sat.)	11 <sup>th</sup> week	SRC students
MPC Report Submission	~May 2 (Sat.)	12 <sup>nd</sup> week	MPC students

**Summer Semester: May 11 ~ August 1**

Application Type	Deadline	Course Week	Applied to
SRC Application	~May. 16 (Sat.)	1 <sup>st</sup> week	All
MPC Application for Summer Session 1	~May. 16 (Sat.)	1 <sup>st</sup> week	All
OE Application	~May. 22 (Fri.)	2 <sup>nd</sup> week	OE Candidates
FODD Application & Submission of Dissertation	~May. 22 (Fri.)	2 <sup>nd</sup> week	FODD Candidates
MPC Report Submission for Summer Session 1	~June 20 (Sat.)	6 <sup>th</sup> week	MPC students
MPC Application for Summer Session 2	~June. 27 (Sat.)	7 <sup>th</sup> week	All
QE Application	~July. 25 (Fri.)	11 <sup>th</sup> week	QE Candidates
SRC Paper Submission	~July. 25 (Sat.)	11 <sup>th</sup> week	SRC students
MPC Report Submission for Summer Session 2	~August 1 (Sat.)	12 <sup>nd</sup> week	MPC students

**Fall Semester: September 7 ~ December 5**

Application Type	Deadline	Course Week	Applied to
SRC Application	~Sep. 12 (Sat.)	1 <sup>st</sup> week	All
MPC Application	~Sep. 12 (Sat.)	1 <sup>st</sup> week	All
OE Application	~Sep. 18 (Fri.)	2 <sup>nd</sup> week	OE Candidates
FODD Application & Submission of Dissertation	~Sep. 18 (Fri.)	2 <sup>nd</sup> week	FODD Candidates
Credit Transfer Application	~Sep. 25 (Fri.)	3 <sup>rd</sup> week	Applicable students
QE Application	~Nov. 27 (Fri.)	11 <sup>th</sup> week	QE Candidates
SRC Paper Submission	~Nov. 28 (Sat.)	11 <sup>th</sup> week	SRC students



## Tuition Fee

Tuition is a minimum of 25,000,000 Korean Won (KRW) to complete the Ph.D. degree program. For the first year of study, tuition is a total of 15,000,000 KRW (5,000,000 KRW per semester). For the 2<sup>nd</sup> and 3<sup>rd</sup> year, tuition is 5,000,000 KRW. If a student has yet to fulfill the graduation requirements by the end of the 3<sup>rd</sup> year, tuition is 1,000,000 KRW each year from the 4<sup>th</sup> year onwards.

# Scholarships

## A. 1<sup>st</sup> Year Students' Scholarship Eligibility

- There is no grade standard to maintain scholarship for the 1<sup>st</sup> academic year.

## B. 2<sup>nd</sup>/3<sup>rd</sup> Year Students' Scholarship Eligibility

- The scholarship for tuition and monthly stipend will be reinstated every three terms only if students meet all scholarship terms and conditions given below and also satisfy the general standards of academic and campus life according to KDI School rules and regulations.

### [Scholarship Terms and Conditions]

- Off-campus employment of any kind is prohibited unless arranged by the school.
- Students are required to pass both the Common Subject Qualifying Examination (QE) and the Field Subject QE within two attempts of each. In the event of failing either the Common Subject QE or Field Subject QE twice, students must withdraw from the program.

### [Condition for Tuition Support]

- Students are required to maintain an average cumulative GPA of 3.5 or higher for the previous three terms to receive the tuition scholarship for the following three terms.
- If the average CGPA is between 3.5 and 3.0 for the previous three terms, the tuition scholarship for the following three terms will be reduced by half.
- If the average CGPA for the previous three terms is lower than 3.0, the tuition scholarship for the following three terms will be withdrawn.

### [Condition for Stipend Support]

- Full-Time students are offered the Monthly Stipend.
- The students are required to maintain an average cumulative GPA of 3.5 or higher for the previous three terms to receive the Monthly Stipend for the following three terms.
- If the average CGPA for the previous three terms is lower than 3.5, the tuition scholarship for the following three terms will be withdrawn.

- The students must serve as a TA twice per year to be offered the Monthly Stipend. It may be replaced with RA work; TA work is equivalent to a minimum of 120 hours of RA work.

#### **C. 4-5<sup>th</sup> Year Students' Scholarship Eligibility**

[Condition for Tuition Support]

- In order to maintain the Tuition Scholarship, a student should submit a Progress Report and receive approval from the dissertation advisor.

[Condition for Stipend Support]

- Monthly Stipend is offered for nine semesters. However, it will still be granted after that period if a student participates in a KDI School research project as RA.

# International Conferences

The KDI School provides financial support for top-tier international conferences for the Ph.D. students.

## 1. Eligibility for Application

- Ph.D. students who have passed Qualifying Exam.
- Enrolled students whose current residency is in Korea.

## 2. Requirements for the Financial Support

- Expenses for presenting papers at an academic society which publishes one of the top-tier journals may be provided by the School on actual-expense basis. When applying for an international conference, students have to get approval from the dissertation advisor in advance.

## 3. Range of Financial Support

- Once a year, up to twice per student.
- Expenses will be provided by the School on actual-expense basis. Actual-expense refers to expenses incurred for travel and conference participation for a sum of up to 2,000,000KRW.
- Expenses cover air fare, hotel accommodation, and conference registration fee (including conference paper submission fee) only. Other expenses such as local transportation expenses will not be supported.

## 4. Application Procedure

- ① Obtain approval from the dissertation advisor [Appendix 9-1] before the submission of the paper.
- ② When accepted, submit the application form [Appendix 9-2] with the confirmation form [Appendix 9-1] to the Academic Affairs Division with the acceptance letter and the paper.
- ③ After getting an approval from the Ph.D. program committee members, students will be making payments under the school's guidance and help.

## 5. Conference Report

- A student who participated in an international conference must submit a conference report within two weeks from returning back to Korea.



2020 Ph.D. Program Handbook

# APPENDIX

KDI School of Public Policy and Management



[Appendix 1]

**Application for the Master Plus Course(MPC)**

<b>Name</b>				
<b>Student ID</b>				
<b>Field</b>		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
<b>Academic Year</b>	<b>Term</b>	2020		
<b>Course Title</b>				
<b>Topic</b>				

- Master Plus Courses(MPC) refers to Concentration Courses in Master's Program that PhD students can take as additional work
- Only **concentration courses** will qualify as Master Plus Course.
- Students are required to attend the research seminar at least three times and submit one page report for each seminar.

I hereby accept the above student's application for additional work.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ (Signature)

Course Professor : \_\_\_\_\_ (Signature)



[Appendix 2-1]

**Application for the Supervised Research Course (SRC)**

<b>Name</b>				
<b>Student ID</b>				
<b>Field</b>		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
<b>Academic Year</b>	<b>Term</b>	2020		
<b>SRC Number</b>		<input type="checkbox"/> SRC I	<input type="checkbox"/> SRC II	<input type="checkbox"/> SRC III
※ Student can take up to SRCs for a maximum of three times (9 credits)				
<b>Topic to be researched on the SRC</b>				
<b>Course Supervisor Name</b>				

- Document to submit at the end of semester

- ① SRC Report
- ② Plagiarism Test Report

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ (Signature)

Course Supervisor : \_\_\_\_\_ (Signature)



**[Appendix 2-2]**

**[Proposal for Supervised Research]**

<b>1</b>	<b>Purpose of your Research</b>
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<b>2</b>	<b>Research Area &amp; Contents</b>
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<b>3</b>	<b>Methods and Strategies of your Research</b>
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<b>4</b>	<b>Schedule of your Research</b>
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### [Appendix 3]

#### Application for the Credit Transfer

1. Academic Year: \_\_\_\_\_ Term:  Spring  Summer  Fall

2. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

3. Check your Field:  Public Policy  Development Policy  Public Management

4. Title of the course offered in KDI School

5. Previous Course Information

- Title:
- Grade:
- Period:

6. Approval of Course Professor and Ph.D. Program Chair

I hereby accept the above student's application for the credit transfer.

Date : \_\_\_\_\_

Student : \_\_\_\_\_ (Signature)

Course Professor : \_\_\_\_\_ (Signature)

Ph.D. Chair : \_\_\_\_\_ (Signature)

## [Appendix 4]

### Dissertation Advisor Confirmation Form

1. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

2. Indicate Field (Check ✓):   Public Policy   Development Policy   Public Management

3. Please write the topic of your paper that you will present:

Date : \_\_\_\_\_

Student : \_\_\_\_\_ (signature)

Dissertation Advisor : \_\_\_\_\_ (signature)

To the Dean of KDI School of Public Policy and Management

**[Appendix 5]****Application for Ph.D. Qualifying Examination**

1. Name : \_\_\_\_\_ Student ID : \_\_\_\_\_

2. Indicate your major

 Public Policy     Development Policy     Public Management

3. Please check the QE subjects you will be taking this time

**- Common Subject**

	Subjects	Check	
		1st Trial	2nd Trial
1	Econometrics I (PP,DP)		
2	Econometrics II (PP,DP)		
3	Microeconomics (PP,DP)		
4	Advanced Research Methodology (PM)		
5	Policy Design and Evaluation (PM)		

**- Field Subject**

	Subjects	Check	
		1st Trial	2nd Trial
1	Field Subject		
	1) Course Title / Supervisor		
	2) Course Title / Supervisor		

\* Please write down the **name of the field subjects and the supervisor of the each courses** in which you want to take an exam

I hereby apply for the Ph.D. Qualifying Examination.

Date \_\_\_\_\_

Student : \_\_\_\_\_ (Signature)

Dissertation Advisor: \_\_\_\_\_ (Signature)

## [Appendix 6-1]

## Application for the Ph.D Oral Examination (OE)

<b>Name</b>					
<b>Student ID</b>					
<b>Indicate Field</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management		
<b>Dissertation Topic</b>					
<b>Outline of your paper</b>	Please write a brief outline of your paper (The purpose of your Dissertation, the Methods and strategies of your research, tentative chapter headings, etc.):				
<b>Dissertation Type</b>	<input type="checkbox"/> Integrated	<input type="checkbox"/> Multiple (Mark in the chapter you are co-authoring and list the names of the co-authors)			
		<input type="checkbox"/> Chapter 1 <input type="checkbox"/> Chapter 2 <input type="checkbox"/> Chapter 3			
<b>Dissertation Advisor</b>					
<b>Dissertation Committee</b>					
<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>	<b>Signature</b>
1					
2					

※ The Dissertation Advisor is automatically a member of the committee.

※ The candidate is allowed to have a maximum of one external committee member outside KDI School

• Expected date of Oral Examination: \_\_\_\_\_

I hereby request for the Oral Examination

Student Name: \_\_\_\_\_ (Signature)

The above-mentioned student is eligible to take their assessments as an Oral Examination and I hereby recommend the stated committee members for the above-mentioned student's evaluation

Dissertation Advisor : \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

[Appendix 6-2]

**Recommendation of Evaluation Committee Members for Ph.D. Oral Examination**

1. Student's Name and ID: \_\_\_\_\_ (                    )

2. Student's Field :    Public Policy      Development Policy      Public Management

3. Student's Advisor: \_\_\_\_\_

4. Topic of Oral Examination: \_\_\_\_\_

5. Evaluation Committee of Oral Examination

Please write the names of the people you recommend

NAME	POSITION	CONTACT (Phone #)	Signature

\* The advisor is automatically a member of the committee

6. Expected Date/Time of Oral Examination: \_\_\_\_\_

I hereby recommend the above-mentioned people as Evaluation Committee members for the Oral Examination of the above-mentioned student.

Date : \_\_\_\_\_

Dissertation Advisor : \_\_\_\_\_(Signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 7-1]

-For Student-

**Request for Ph.D. Dissertation Evaluation**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Indicate Field (Check v)

Public Policy      Development Policy      Public Management

Email Address: \_\_\_\_\_ (Tel: \_\_\_\_\_ )

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Advisor	
Dissertation Topic	
Dissertation Type	<input type="checkbox"/> Integrated <input type="checkbox"/> Multiple

I hereby request for evaluation of the dissertation.

Date : \_\_\_\_\_

Student : \_\_\_\_\_ (Signature)

Dissertation Advisor : \_\_\_\_\_ (Signature)

To the Dean of KDI School of Public Policy and Management

-----

**Dissertation Submission Receipt**

Name: \_\_\_\_\_ Field: \_\_\_\_\_

Recipient: \_\_\_\_\_ (sign)

Date: . . . . . 20

KDI School of Public Policy and Management, Academic Affairs Division

[Appendix 7-2]

**Recommendation for Ph.D. Dissertation Evaluation Committee Members**

1. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

2. Student's Field (Check): Public Policy Development Policy Development Policy

3. Student's Advisor and Topic of Dissertation

Advisor	
Dissertation Topic	

4. Dissertation Committee of Final Oral Dissertation Defense

Please write the names of the people you recommend

NAME	POSITION	CONTACT (Phone #)	SIGNATURE

- ※ The supervisor is automatically a member of the committee.
- ※ Dissertation supervisors should fit the candidate's main field.
- ※ Up to four advisors corresponding to the candidate's minor fields.
- ※ The candidate is allowed to have a maximum of two external committee member outside KDI School

5. Expected date of Final Oral Dissertation Defense: \_\_\_\_\_

I hereby recommend the above-mentioned people as Dissertation Committee members for the Final Oral Dissertation Defense (FODD) of the above-mentioned student.

Date : \_\_\_\_\_

Dissertation Advisor : \_\_\_\_\_ (Signature)

To the Dean of KDI School of Public Policy and Management

### [Appendix 7-3]

-For Dissertation Advisor-

#### Recommendation from the Advisor for Ph.D. Dissertation Evaluation

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Indicate Field (Check v)

Public Policy

Development Policy

Development Policy

Dissertation Topic	
--------------------	--

The above-stated student is eligible to submit a dissertation for Ph.D. Degree and therefore I hereby recommend his/her dissertation

Comments on the Dissertation

--

Date : \_\_\_\_\_

Dissertation Advisor : \_\_\_\_\_ (Signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 8]

## Course Drop / Withdrawal Application Form

(  Drop    Withdrawal )

- 1. Academic Year:
- 2. Term:    Pre-Spring    Spring    Summer    Pre-Fall    Fall
- 3. Name:
- 4. Student ID:
- 5. Program:             MPP             MDP             MPM             Ph.D.
- 6. Time:                 Full-time     Part-time

**1. Course Title(Section) :**

**2. Name of Professor :**

I have been approved of my dropping the course from the above professor.

Date                    : \_\_\_\_\_

Student                : \_\_\_\_\_ (Signature)

Course Professor: \_\_\_\_\_ (Signature)

---

**Course Drop:** Should you decide to drop your course(s) within the first five weeks after classes begin, you may apply to the Academic Affairs Division to drop your course(s). In this case, the cancellation will not appear on your transcript.

**Withdrawal:** Should you decide to withdraw from a class after the first five weeks and within the first ten weeks after classes begin, you may apply to the Academic Affairs Division to withdraw from the class. In this case, a "W" will appear on your transcript; however, it will not affect your GPA.

## [Appendix 9-1]

### Approval for International Conference

■ **Student Information**

1. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

2. Program (Check )

Public Policy

Development Policy

Development Policy

■ **Conference Information**

3. Conference:

4. Conference Period:

5. Co-Authors:

6. Title of the Paper:

\*Please attach your paper

\*\* Please attach relevant documents (Approval for International Conference, Paper, Conference Invitation Letter, Conference Schedule) for participating in the conference.

Date

Submitted by \_\_\_\_\_ (signature)

Dissertation Advisor \_\_\_\_\_ (signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 9-2]

### Application for International Conference

■ Student Information

1. Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

2. Program (Check)

Public Policy

Development Policy

Public Management

■ Conference Information

3. Conference:

4. Conference Period:

5. Co-Authors:

6. Presentation Title:

\*\* Please attach relevant documents (Approval for International Conference, Paper, Conference Invitation Letter, Conference Schedule) for participating in the conference.

Date

Submitted by \_\_\_\_\_ (signature)

Dissertation Advisor \_\_\_\_\_ (signature)

To the Dean of KDI School of Public Policy and Management

