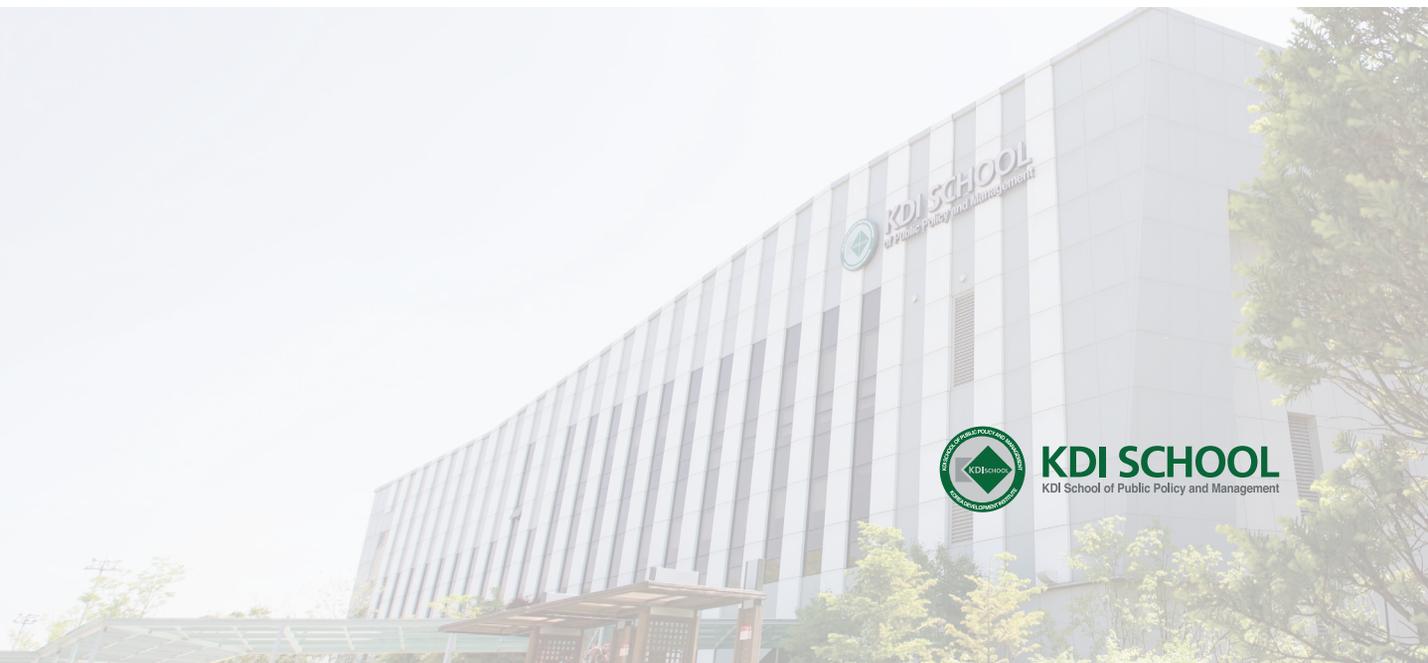




KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

# Student Handbook

2021



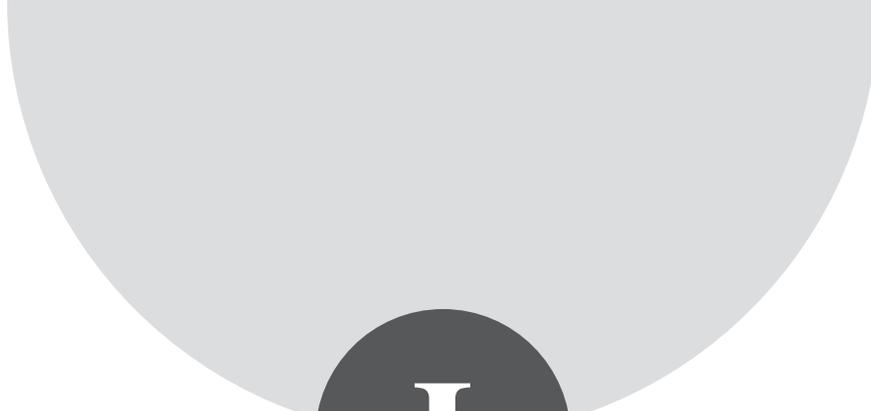
**KDI SCHOOL**  
KDI School of Public Policy and Management



# Contents

<b>I. Academic Information</b>	2021 Academic Calendar .....7
	Code of Honor and Conduct .....8
	Courses and Research Projects .....10
	Graduation Requirements for Each Program .....17
<b>II. Academic Guides</b>	Course Registration & Manual .....31
	Grading .....51
	Academic Status .....53
	Tuition Fee .....56
	Scholarships .....57
	Certificate Issuance .....59
	e-Education .....64
	Writing Center .....66
	Career Support & Internship .....67
<b>III. Study Abroad Program</b>	Exchange Program .....73
	Global Master's Program (GMP) .....77
	Field Research and Study Program .....82
<b>IV. Student Life</b>	Student Activities & Others .....87
	Alumni Network .....96
	Life at KDI School .....100
	IT Service .....125
	Around KDI School .....129
	Visa & Immigration .....130
	Staying in Korea .....136
<b>V. Appendix</b>	KDI School Regulations on Student Conduct .....153
	Academic Dishonesty .....155
	Sexual Violence Prevention Guide .....158
	Guidelines for International Students' Temporary Leave .....163
	Guidelines for International Students' External Activities .....165
	Foreign Embassies in Korea .....169
	Useful Websites .....173
	KDI School Telephone Directory .....174
	Course Description .....175
	Bus Route Maps Near KDI School .....215





# I

## **Academic Information**



2021 Academic Calendar

Code of Honor and Conduct

Courses and Research Projects

Graduation Requirements for Each Program



## □ 2021 Academic Calendar □

Term		Schedule	Remarks	
Spring Preliminary Session (3 weeks) (Jan. 4 ~ Jan. 21)		<b>Jan. 4(Mon.) ~ Jan. 21(Thu.)</b> Jan. 4(Mon.) Jan. 4(Mon.) ~ Jan. 15(Fri.) Jan. 15(Fri.) ~ Jan. 16(Sat.) Jan. 19(Tue.) ~ Jan. 21(Thu.) Jan. 25(Mon.) ~ Jan. 29(Fri.) Jan. 23(Sat.) Jan. 25(Mon.) ~ Jan. 26(Tue.) Jan. 26(Tue.) ~ Jan. 28(Thu.) Jan. 26(Tue.) ~ Jan. 29(Fri.)	<b>Spring Preliminary Session</b> Spring Preliminary Session Orientation Application for Academic Status Change of Spring New Students Membership Training (Domestic Students) Course Evaluation for Spring Preliminary Session Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation/Course Presentation Session - (Part-time) New Student Orientation/Course Presentation Session - (Full-time) Spring Semester Course Registration (New+Continuing Student) New International Student Orientation (Full-time)	<b>Jan. 15(Fri.)</b> No class  <b>[Spring Orientation]</b> Jan. 23 (For Part-time) Jan. 25 (For Full-time)
	Spring Semester (13 weeks) (Feb. 1 ~ May 1)	<b>Feb. 1(Mon.)</b> Feb. 1(Mon.) ~ Feb. 6(Sat.) Feb. 15(Mon.) ~ Feb. 19(Fri.) Mar. 01(Mon.) ~ Mar. 12(Fri.) Mar. 22(Mon.) ~ Apr. 02(Fri.) Mar. 29(Mon.) ~ Apr. 02(Fri.) Apr. 2(Fri.) Apr. 15(Thu.) ~ Apr. 21(Wed.) Apr. 19(Mon.) ~ Apr. 21(Wed.) Apr. 19(Mon.) ~ Apr. 24(Sat.) Apr. 26(Mon.) ~ May 1(Sat.)	<b>Start of Spring Semester</b> Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation / Application for Academic Status Change of Summer Research Plan Submission Period Hiking Course Evaluation Summer Semester Course Registration Reading Period Final Examinations	<b>Feb. 8(Mon.) ~ Feb. 13(Sat.)</b> Lunar New Year (No Class for the whole week No make-up class needed)  <b>Mar. 1(Mon.)</b> Independence Movement Day*
Spring Break (3 weeks) (May. 3 ~ May. 22)	<b>May 3(Mon.) ~ May 22(Sat.)</b> May 12(Wed.) ~ May 14(Fri.) May 17(Mon.) ~ May 22(Sat.)	<b>Spring Break</b> Korea Field Research & Study (KFRS) Summer Semester Tuition Payment Due	<b>May 5 (Wed.)</b> Children's Day* <b>May 19(Wed.)</b> Buddha's Birthday* <b>May 28(Fri.)</b> Graduation Date	
Summer Semester (12 weeks) (May. 24 ~ Aug. 14)	1st Session (May. 24 ~ July. 3)	<b>May 24(Mon.)</b> May 24(Mon.) ~ May 29(Sat.) May 24(Mon.) ~ May 29(Sat.) May 31(Mon.) ~ June 4(Fri.) June 14(Mon.) ~ June 25(Fri.) June 21(Mon.) ~ June 25(Fri.) June 28(Mon.) ~ June 29(Tue.) June 30(Wed.) ~ July 1(Thu.)	<b>Start of 1st Summer Session</b> Course Add & Drop Period(for all sessions' courses) Application for Declaring Concentration POS Committee Composition Research Project Submission Course Evaluation Reading Period Final Examinations	
	2nd Session (July. 5 ~ Aug. 14)	<b>July 5(Mon.)</b> July 5(Mon.) ~ July 6(Tue.) July 5(Mon.) ~ July 16(Fri.) July 12(Mon.) ~ July 16(Fri.) July 19(Mon.) ~ July 21(Wed.) July 26(Mon.) ~ July 30(Fri.) Aug. 2(Mon.) ~ Aug. 4(Wed.) Aug. 9(Mon.) ~ Aug. 10(Tue.) Aug. 11(Wed.) ~ Aug. 14(Sat.) Aug. 16(Mon.)	<b>Start of 2nd Summer Session</b> Course Add & Drop Period(for 2nd courses only) Application for Graduation / Application for Academic Status Change of Fall Research Plan Submission Period Pre-Fall Semester Course Registration Course Evaluation Fall Semester Course Registration (Continuing Student) Reading Period Final Examinations Completion Ceremony	
Summer Break (4 weeks) (Aug. 16 ~ Sep. 11)	<b>Aug. 16(Mon.) ~ Sep. 11(Sat.)</b> Aug. 18(Wed.) ~ Aug. 28(Sat.) Aug. 30(Mon.) ~ Sep. 3(Fri.) Aug. 31(Tue.)	<b>Summer Break</b> International Field Research & Study (IFRS) Fall Semester Tuition Payment Due (Continuing Students) End of the Summer Session	<b>Aug. 27(Fri.)</b> Graduation Date	
Fall Preliminary Session (3 weeks) (Aug. 17 ~ Sep. 3)	<b>Aug. 17(Tue.) ~ Sep. 3(Fri.)</b> Aug. 17(Tue.) Aug. 23(Mon.) ~ Sep. 3(Fri.) Aug. 30(Mon.) ~ Sep. 3(Fri.) Sep. 4(Sat.) Sep. 6(Mon.) ~ Sep. 7(Tue.) Sep. 7(Tue.) ~ Sep. 10(Fri.) Sep. 7(Tue.) ~ Sep. 9(Thu.)	<b>Fall Preliminary Session</b> Fall Preliminary Session Orientation OECD (Policies for Development) 2 weeks Course Evaluation New Student Orientation / Course Presentation Session - (Part-time / MPPM) New Student Orientation/Course Presentation Session - (Full-time) New International Student Orientation Fall Semester Course Registration (New student)	<b>[Fall Orientation]</b> Sep. 4 (Part-time MPPM) Sep. 6 (Full-time)	
Fall Semester (13 weeks) (Sep. 13 ~ Dec. 11)	<b>Sep. 13(Mon.)</b> Sep. 13(Mon.) ~ Sep. 18(Sat.) Sep. 27(Mon.) ~ Oct. 1(Fri.) Oct. 15(Fri.) Oct. 11(Mon.) ~ Oct. 22(Fri.) Nov. 1(Mon.) ~ Nov. 12(Fri.) Nov. 8(Mon.) ~ Nov. 12(Fri.) Nov. 25(Thu.) ~ Dec. 1(Wed.) Nov. 29(Mon.) ~ Dec. 4(Sat.) Dec. 6(Mon.) ~ Dec. 11(Sat.)	<b>Start of Fall Semester</b> Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Sports Day Research Project Submission Application for Graduation Research Plan Submission Period Course Evaluation Reading Period Final Examinations	<b>Sep. 20(Mon.) ~ 25(Sat.)</b> Korean Thanks giving day (No Class for the whole week No make-up needed)  <b>Oct. 9(Sat)*</b> Hangul Proclamation Day  <b>Dec. 5(Sun.)</b> KDI School Foundation Day	
Winter Break	<b>Dec. 17(Fri.)</b>	<b>Commencement</b>		

\* National Holiday (No class, Make-up class has to be arranged)

※ The schedule is subject to change according to the school circumstances.

KDI School



# CODE OF HONOR AND CONDUCT OF KDI School OF PUBLIC POLICY AND MANAGEMENT

*I commit to live by these principles*

## Develop Integrity

- Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- Respect the personal liberties of fellow students, professors, and other people.

## Exercise Respect

- Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

## Lead by Example

- Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office

# Overview of Academic Rules and Regulations for the 2021 Academic Year

## ■ Objective

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2021 calendar year. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will receive advice on general school life by the Program Chair and their academic advisor. Each administrative division will also help students adjust to life on campus.
2. (Personal Information) Students should update their personal information through [mis.kdischool.ac.kr](http://mis.kdischool.ac.kr) to ensure they receive pertinent information from the school. If you want to change your name or your date of birth on the system, you should submit an application form to the registrar along with your passport.
3. (Notice) All academic information and forms can be downloaded from the official school website ([www.kdischool.ac.kr](http://www.kdischool.ac.kr)). As the School is not responsible for informing each student of every notice, it is the students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.
4. (Regulation Change) When occasion demands, the rules and regulations for the 2021 may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.



## Courses and Research Projects

All courses are classified into three categories. Please refer to the following description for further categorization of courses. These names will be used throughout the year, and it is important for you remember these names to avoid any confusion.

Course Category		Remarks
1. Regular Courses	1-A. Core Courses	Mandatory courses for each program
	1-B. Concentration Courses	Other regular courses in each concentration
	1-C. Research Projects	Thesis, Capstone, SRP, ELP
2. Foundation Skill Courses		English, Korean language courses
3. Field Research and Study Course		Field Research and Study

KDI School offers three master's programs in English: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy) and **MPM** (Master of Public Management), and one master's Program in Korean: **MPPM** (Master of Public Policy and Management)

### Concentration of Master's Program (English)

- MPP**
- **FM** (Finance and Macroeconomic Policy)
  - **TI** (Trade and Industrial Policy)
  - **PF** (Public Finance and Social Policy)
  - **RE** (Regional Development and Environment Policy)
- MDP**
- **SD** (Sustainable Development)
  - **ID** (International Development)
  - **IP** (Intellectual Property and Innovation Policy)\*
- MPM**
- **PA** (Public Administration and Leadership)
  - **SM** (Strategic Management)
  - **GP** (Global Governance and Political Economy)

\* IP concentration is only for the students who are admitted through MIPD admission process and will be awarded the MIPD degree. For more details, please refer to page 24.

**Once admitted into one of KDI School Master's programs, a student is not permitted to transfer to a different Master's program.**

## 1. Core Courses

The number of core courses in each program is as follows: 2 core courses for MPP & MPM students, and 3 core courses for MDP students. These courses are provided only once a year and all students must take them in a given term unless special provisions have been made between the individual student and the Academic Affairs Division. A core course waiver test will be conducted online (Please refer to page 16).

## 2. Concentration Courses

Concentration courses consist of courses in one's own concentration as well as outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in FM must complete the required number of FM concentration courses for the MPP program. Courses categorized under a different concentration, such as TI or PF, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration. Please note that only one concentration will be recognized from one course.

## 3. Research Projects: Thesis, Capstone Project, Supervised Research Project[SRP], and Experiential Learning Project[ELP]

### Formation of POS Committee

Students are required to form a Program of Study Committee (hereinafter referred to as "POS Committee") to guide them through their research project. The POS Committee members must be KDI School faculty. For students who write a thesis or a capstone project, the POS Committee must consist of two faculty members: one should be designated as the Major Professor (must be a tenure-track faculty) and the other the Second Professor. For students who work on SRP or ELP, the POS Committee can be formed with one Major Professor (must be a tenure-track faculty).

**Thesis:** Students who wish to write a thesis must take the Advanced Research Seminar[ARS](3 credits), submit the first draft of their thesis in the seminar, and give an oral presentation to the POS committee. When a student submits the final thesis, it will be evaluated by 3 professors including the Committee members and will be graded on a pass/ no pass basis [P/NP] with 3 credits.



**Capstone Project:** Students who wish to do a capstone project individually or in a group must take the Advanced Research Seminar[ARS](3 credits), submit the first draft of the report in the seminar, and give an oral presentation to the POS committee. When a student submits the final report, it will be evaluated by 3 professors including the Committee members and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

※ Students who wish to write Thesis/Capstone Project are required to register their master's degree research project(RP) to a total of three libraries in accordance with the Korean Libraries Act: National Library of Korea, National Assembly Library of the Republic of Korea and KDI school Library. In addition, the Thesis/Capstone Project must be submitted in the form of a final version that has been thoroughly reviewed by the respective RP supervisor. Students may also submit three hard copies of the paper if desired. Please note that it is not possible for students to refuse disclosure of their Thesis/Capstone Project without KDI school's express permission.

※ If students do not register their Thesis/Capstone Project, all certificates, including graduation certificates, can not be issued.

**Supervised Research Project [SRP]:** Students who wish to do a Supervised Research Project need to submit a project plan to his/her supervisor. When a student completes the final report of the project, it will be evaluated by his/her supervisor, and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

**Experiential Learning Project [ELP](GMP students only):** GMP students may elect to write an Academic or Essay Experiential Learning Project (1 credit) or Advanced Experiential Learning Project (3 credits).

**<Research Project Procedure>**

- Recommended Research Project Time Frame by term (Full-time Student)**

Time	Project	Thesis Project	Capstone Project	SRP	ELP
2 <sup>nd</sup> term	2 <sup>nd</sup> week	Formation of the POS Committee Submission of POS Committee Application			
	8 <sup>th</sup> week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
3 <sup>rd</sup> term	1 <sup>st</sup> week ~ 12 <sup>th</sup> week	<b>ARS</b> (Advanced Research Seminar) - 10 <sup>th</sup> week : Oral Presentation of your draft - 12 <sup>th</sup> week : Submission of the 1st Full Draft		Formation of the POS Committee (2 <sup>nd</sup> week)	
				Submission of the Research Plan (8 <sup>th</sup> week)	
4 <sup>th</sup> term ~ 4 <sup>th</sup> Year	4 <sup>th</sup> ~ 5 <sup>th</sup> week	Submission of the Final Report & Checking the Final Report and Registration (Thesis/Capstone Project only)			

- Recommended Research Project Time Frame by term (Part-time Student)**

Time	Project	Thesis Project	Capstone Project	SRP	ELP
4 <sup>th</sup> term	2 <sup>nd</sup> week	Formation of the POS Committee Submission of POS Committee Application			
	8 <sup>th</sup> week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
5 <sup>th</sup> term	1 <sup>st</sup> week ~ 12 <sup>th</sup> week	<b>ARS</b> (Advanced Research Seminar) - 10 <sup>th</sup> week : Oral Presentation of your draft - 12 <sup>th</sup> week : Submission of the 1st Full Draft		Formation of the POS Committee (2 <sup>nd</sup> week)	
				Submission of the Research Plan (8 <sup>th</sup> week)	
6 <sup>th</sup> term ~ 4 <sup>th</sup> Year	4 <sup>th</sup> ~ 5 <sup>th</sup> week	Submission of the Final Report & Checking the Final Report and Registration (Thesis/Capstone Project only)			



## 4. Foundation Skill Courses

	Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
English (Basic)	Language in Public Policy and Management	3	A~F	All	Yes (Mandatory)
English (Advanced)	Academic Writing	3	A~F	All	Yes (Optional)
	Public Speech and Debate	3	A~F	Spring Fall	Yes (Optional)
Korean (Basic)	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)
	Korean Language and Culture II	3	A~F	All	No
Korean (Advanced)	Korean Language and Culture III	3	A~F	Summer Fall	No
	Advanced Oral Communication and Composition in Korean	3	A~F	Fall	No
	Korean Proficiency through TV Drama and Movie	3	A~F	Spring	No

※ Courses are subject to change depending on the circumstances of the school or instructors.

### ① **English courses:**

English courses focus on reading, comprehension, public speaking, and academic writing. **Students should complete at least 3 credits from English courses.** Up to 6 credits that a student earned in English courses will be recognized toward their graduation requirements. Students are strongly recommended to make their selection among the following courses:

#### A. Basic Course: **Language in Public Policy and Management (LPM)**

This course is required to be taken by all students in the Master's programs unless it has been waived. The waiver is determined by the online waiver test. If a student receives a waiver, the student is not allowed to take the course and must take at least one advanced English course.

\* If students do not take the waiver test by the given deadline in each term, the registered course will be cancelled by the Academic Affairs Division.

#### B. Advanced Courses

The English courses will count towards the graduation requirement credits for **up to 6 credits** (LPM + one English Advanced Course; and if waived: one or two Advanced English Courses).

- Academic Writing

This course will be offered in each term and will count towards graduation requirement credits. This course is intended to help students improve skills in academic writing. Students are strongly recommended to take this course when they are writing their research project.

- Public Speech and Debate

This course will be offered in spring and fall term, and will count towards graduation requirement credits. The main objective of this course is to strengthen the capacity of students to be effective and persuasive public policy presenters in various public settings.

## ② *Korean Courses (for International Students):*

### A. Basic Course: *Korean Language and Culture I*

This course will be offered each term and will count towards the graduation requirement credits. The international students who wish for a waiver from this course must be interviewed by a professor of the Korean language course and submit an application form to the Academic Affairs Division. The students are instead required to take an advanced Korean course. Once the students receive a waiver and take the advanced course, the course counts toward the graduation requirement credits.

### B. Advanced Courses

- *Korean Language and Culture II:* This course will be offered in each term. However, it will NOT count towards the graduation requirement credits.
- *Korean Language and Culture III:* This course will be offered in the summer and fall terms. However, it will NOT count towards graduation requirement credits.
- *Advanced Oral Communication and Composition in Korean:* This course will be offered in the summer and fall terms. However, it will NOT count towards the graduation requirement credits.
- *Korean Proficiency through TV Drama and Movie:* These courses will be offered in the spring term. However, it will NOT count towards the graduation requirement credits.



In principle, the advanced Korean courses will NOT count towards the graduation requirement credits. However, those who received a waiver from the ‘Korean Language and Culture I’ course are required to take an advanced Korean course that will count towards graduation requirement credits for up to **3 credits**. (Only an advanced course designated by the Korean chair will be counted towards the graduation requirement credits)

## 5. Waiver Test

Once students receive a waiver, they are not allowed to take the waived course. However, receiving a waiver does not mean that the students will receive 3 credits for the waived course. The students are still required to take other courses to fulfill the graduation requirements.

① **Waiver Test for Core Courses:** The test will be conducted online.

If waived, students are strongly recommended to take concentration courses instead to fulfill their graduation requirement.

A. Analysis of Market and Public Policy (MPP & MDP & MIPD Core)

B. Quantitative Methods (All master program core)

② **English Course (Language in Public Policy and Management) Waiver Test**

The English test consists of three components: reading, listening and writing, and it will be conducted online. Based on their scores for the waiver test, students can be waived from the basic level course.

③ **Basic Course: Basic Mathematics Test**

The purpose of the basic math test is to evaluate basic knowledge of mathematics and statistics. The test consists of multiple choices and it will last for forty minutes. Those who receive insufficient score from the test should take the “Basic Mathematics and Statistics” course. You can register for the related course during the designated period through E-education.

# Graduation Requirements for Each Program

In order to graduate from KDI School with a Master's degree, all master's students must complete a minimum of 39 credits from graduation requirement courses.

## 1. Full-time

### <First Three Terms> 36 credits

① Students must take their core courses unless waived.

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> <li>• Introduction to Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Public Organizations and Management</li> <li>• Quantitative Methods</li> </ul>

※ Seoul G20 Global Leader's Program students must take 'Korean Economic Development' course in Spring instead of 'Quantitative Methods' as core courses. They are also required to take an exclusive 'G20 and Global Governance' course in Fall.

② students must take at least 3 courses (9 credits) for the program concentration.

Category	MPP	MDP	MPM
1 <sup>st</sup> Concentration	Requirement: at least 9 credits (3 courses) from 1 <sup>st</sup> concentration (Mandatory)		
	<ul style="list-style-type: none"> <li>• FM (Finance and Macroeconomic Policy)</li> <li>• TI (Trade and Industrial Policy)</li> <li>• PF (Public Finance and Social Policy)</li> <li>• RE (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• SD (Sustainable Development)</li> <li>• ID (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• PA (Public Administration and Leadership)</li> <li>• SM (Strategic Management)</li> <li>• GP (Global Governance and Political Economy)</li> </ul>

③ Students may choose a 2<sup>nd</sup> concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2<sup>nd</sup> concentration is optional.

※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).

④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).



- ⑤ International students must take ‘Korean Language and Culture I’. This course will count towards graduation requirement credits. However, those who were waived from ‘Korean Language and Culture I’ must take an advanced level of Korean language course that will count towards graduation requirement credits. Advanced level of Korean language course will count towards graduation requirement credits for up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.
- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3<sup>rd</sup> term and submit the first draft paper in the seminar(10<sup>th</sup> week). Students who plan to do a SRP must take one elective course instead of the seminar course.

**<Fourth Term> 3 Credits**

- ① In the 1<sup>st</sup> term of the second year, at least 3 credits must be completed by submitting one of the following by the 5<sup>th</sup> week: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

※ After completing 39 graduation requirement credits or more including the research project, students must apply online for graduation eligibility review through KDI School MIS system at the indicated period of each term.

The following table summarizes majoring students’ completion requirements.

MPP	Core Courses	Concentration (FM, TI, PF, RE)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	15	39
Credits (Int'l)	6	9	6	6	12	39

MDP	Core Courses	Concentration (ID, SD)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	9	3	6	12	39
Credits (Int'l)	9	9	6	6	9	39

MPM	Core Courses	Concentration (SM, GP, PA)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	15	39
Credits (Int'l)	6	9	6	6	12	39

## 2. Part-time

### <First Year: 1<sup>st</sup> to 3<sup>rd</sup> Term>

① Students must take their core courses unless waived.

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> <li>• Introduction to Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Public Organizations and Management</li> <li>• Quantitative Methods</li> </ul>

② Students must take at least 3 courses (9 credits) for the program concentration.

Category	MPP	MDP	MPM
1 <sup>st</sup> Concentration	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory)		
	<ul style="list-style-type: none"> <li>• FM (Finance and Macroeconomic Policy)</li> <li>• TI (Trade and Industrial Policy)</li> <li>• PF (Public Finance and Social Policy)</li> <li>• RE (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• SD (Sustainable Development)</li> <li>• ID (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• PA (Public Administration and Leadership)</li> <li>• SM (Strategic Management)</li> <li>• GP (Global Governance and Political Economy)</li> </ul>

③ Students may choose a 2<sup>nd</sup> concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2<sup>nd</sup> concentration is optional.

※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).

④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course). ※ If students get waived basic level English course, students are required to take one of advanced courses at least.

### <2<sup>nd</sup> Year: 4<sup>th</sup> to 6<sup>th</sup> Term>

① In the last semester during the second year, at least 3 credits must be completed by submitting one of the following by the 5<sup>th</sup> week of each term: a final thesis, a final report for the capstone project, or one SRP (3 credits each).



② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th term and submit the first draft paper in the seminar(10<sup>th</sup> week). Students who plan to do a SRP must take one elective course instead of the seminar course.

※ After completing 39 graduation requirement credits or more including the research project, students must apply online for graduation eligibility review through KDI School MIS system at the indicated period of each term.

The following table summarizes majoring students' completion requirements.

MPP	Core Courses	Concentration (FM, TI, PF, RE)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39

MDP	Core Courses	Concentration (ID, SD)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	9	9	3	6	12	39

MPM	Core Courses	Concentration (SM, GP, PA)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39

### 3. Others

① (**Concentration Application**): All students must apply in KDI School website to declare their concentrations during the indicated period. Concentration can be declared when the combined total of the graduation requirement credits previously completed and currently being taken is above 27. Students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

② (**Graduation Application**): After completing 39 graduation requirement credits or more including the research project, all students must apply for graduation eligibility review through KDI School MIS system at the indicated period.

### ③ Ceremony

#### 1. *Completion ceremony*

- Requirements: Enrolled students in a Master's degree, meet minimum credits requirements inclusive of the courses being taken currently.
- Date: August, December (Refer to the academic calendar of each year)
  - \* Certificate of Coursework Completion is different from Certificate of Completion (Certificate of Completion is issued when you enroll for at least 4 semesters (Full-time) or 6 semesters (Part-time) but have not yet graduated)
  - \* Students will be invited to the completion ceremony only once

#### 2. *Commencement*

- Requirements: Enrolled and Completed students in Ph.D. and Master's degree having met all graduation requirements
- Date: December (Refer to the academic calendar of each year)
  - \* Diploma: Diploma will be awarded only once at the Commencement



<Graduation Requirements for Master's programs>

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy</li> <li>• Quantitative Methods</li> <li>• Introduction to Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Public Organizations and Management</li> <li>• Quantitative Methods</li> </ul>
1 <sup>st</sup> Concentration	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory)		
	<ul style="list-style-type: none"> <li>• FM (Finance and Macroeconomic Policy)</li> <li>• TI (Trade and Industrial Policy)</li> <li>• PF (Public Finance and Social Policy)</li> <li>• RE (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• SD (Sustainable Development)</li> <li>• ID (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• PA (Public Administration and Leadership)</li> <li>• SM (Strategic Management)</li> <li>• GP (Global Governance and Political Economy)</li> </ul>
2 <sup>nd</sup> Concentration	Elective: up to 9 credits (3 courses) from 1 concentration (Optional) <ul style="list-style-type: none"> <li>• FM (Finance and Macroeconomic Policy)</li> <li>• TI (Trade and Industrial Policy)</li> <li>• PF (Public Finance and Social Policy)</li> <li>• RE (Regional Development and Environment Policy)</li> <li>• SD (Sustainable Development)</li> <li>• ID (International Development)</li> <li>• PA (Public Administration and Leadership)</li> <li>• SM (Strategic Management)</li> <li>• GP (Global Governance and Political Economy)</li> </ul>		
Research Project	Requirement		
	<ul style="list-style-type: none"> <li>• ARS (3 credits) + Thesis (3 credits)</li> <li>• ARS (3 credits) + Capstone (3 credits)</li> <li>• 1 course (3 credits) + SRP (3 credits)</li> <li>• SRP (3 credits) + SRP (3 credits)</li> </ul>		
Language	Requirement		
	<ul style="list-style-type: none"> <li>• Language in Public Policy and Management (3 credits)</li> <li>• Korean Language and Culture I (3 credits) (only for full-time international students)</li> </ul>		
Duration	Full-time: 4 terms, Part-time: 6 terms (If you fulfill early graduation requirements, this duration may be reduced by a maximum of 1 term)		
Total	Minimum 39 credits		

**<Graduation checklist for MPP, MDP, MPM students>**

Category	MPP	MDP	MPM
Core Courses	6 credits (2 courses)	9 credits (3 courses)	6 credits (2 courses)
	<input type="checkbox"/> AMPP <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> AMPP <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> IDP <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> POM <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)
1 <sup>st</sup> Concentration	9 credits (3 courses) from each field (ej) 3 courses from FM)		
	<input type="checkbox"/> FM <input type="checkbox"/> TI <input type="checkbox"/> PF <input type="checkbox"/> RE <input type="checkbox"/> RP(PT* GMP Only)	<input type="checkbox"/> SD <input type="checkbox"/> ID <input type="checkbox"/> RP(PT* GMP Only)	<input type="checkbox"/> PA <input type="checkbox"/> SM <input type="checkbox"/> GP <input type="checkbox"/> RM(KOICA Only) <input type="checkbox"/> RP(PT* GMP Only)
Research Project	Choose one option		
	<input type="checkbox"/> (Option 1) ARS (3 credits) + Thesis or Capstone (3 credits) <input type="checkbox"/> (Option 2) 1 elective course (3 credits) + SRP (3 credits) <input type="checkbox"/> (Option 3) SRP (3 credits) + SRP (3 credits)		
<GMP Only> Credit Transfer	<GMP Only>		
	<input type="checkbox"/> (Option 1) Advanced ELP (3 credits) <input type="checkbox"/> (Option 2) Academic or Essay ELP (1 credit)		
English	<input type="checkbox"/> Full-time (FT): Maximum 6 credits <input type="checkbox"/> Part-time (PT): Maximum 12 credits		
	<input type="checkbox"/> LPM (3 credits) - if waived, should instead take another advanced course		
Korean	<input type="checkbox"/> Korean I (3 credits) (only for full-time international students) - if waived, should instead take an advanced course		
	<input type="checkbox"/> Full-time (FT): 4 terms <input type="checkbox"/> Part-time (PT): 6 terms (The study duration may be reduced by a maximum of one term if C.G.P.A including current GPA is 3.9 or above)		
Duration and tuition	<input type="checkbox"/> Full-time (FT): 4 terms <input type="checkbox"/> Part-time (PT): 6 terms (The study duration may be reduced by a maximum of one term if C.G.P.A including current GPA is 3.9 or above)		
Graduation Credits	<input type="checkbox"/> Minimum 39 credits		
Graduation date (2021)	<input type="checkbox"/> Spring: May 28 <input type="checkbox"/> Summer: Aug 27 <input type="checkbox"/> Fall: Dec 17 (Jan 31 2022 for students taking courses in Fall term) * Commencement ceremony is held once a year in December for all students who graduate in 2021.		



**<Graduation Requirements and checklist for MIPD>**

- Degree: Master in Intellectual Property and Development Policy (MIPD)
- Concentration: Intellectual Property and Innovation Policy) (IP)
  - 2<sup>nd</sup> concentration is optional

Distance Learning: DL-101 by WIPO

Core Courses: 12 courses(36 Credits)

No.	Course Title	Checklist
1	Introduction to Development Policy	<input type="checkbox"/>
2	Analysis of Market and Public Policy	<input type="checkbox"/>
3	International Intellectual Property Law and Development	<input type="checkbox"/>
4	Copyright and Related Rights	<input type="checkbox"/>
5	Quantitative Methods	<input type="checkbox"/>
6	Trademarks, Designs and Geographical Indications	<input type="checkbox"/>
7	Patents and Innovation	<input type="checkbox"/>
8	IP, Emerging Issues and Sustainable Development	<input type="checkbox"/>
9	Korean Economic Development	<input type="checkbox"/>
10*	- Korean Language and Culture I (International Students) - Language in Public Policy and Management(Domestic Students)	<input type="checkbox"/>
11	Trade and Development	<input type="checkbox"/>
12	IP Management and Practice	<input type="checkbox"/>

\* if waived, should instead take another advanced course.

Research Project: Supervised Research Project(3 credits)

Duration: 3 terms

Tuition

1 <sup>st</sup> Spring	2 <sup>nd</sup> Summer	3 <sup>rd</sup> Fall	Total
9,500,000	9,500,000	9,000,000	28,000,000

## [Course Plan for Master's Degree Program]

### 1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at KDI School. However, it is up to each student to plan their course of study.

※ Note: In order for a Master's Degree student to continue receiving financial aid, he/she must be enrolled in a minimum of 9 credits of regular courses each term for full-time students or 6 credits for part-time students. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each term.



<Recommended Course Plan for Master's Degree Program>

Period of Residency	Term	First Year				Second Year		
		Preliminary Session	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term
1.5 Years (Int'l Student)	Track 1		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone, SRP		
	Track 2	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Thesis, Capstone, SRP		
2 Years	Track 1		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)			
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + 6credits transferring from a partner school) or Advanced Experiential Learning Project(3credits) + 3credits transferring from a partner school)		
		1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)			
	GMP (2+3+1)		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + 6credits transferring from a partner school) or Advanced Experiential Learning Project(3credits) + 3credits transferring from a partner school)			3 courses (9 credits)
		1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)				3 courses (9 credits)
Part-time			3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) Thesis, Capstone or SRP
			2 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) Thesis, Capstone or SRP

Enrolled international students must fulfill an one-year residency requirement. The course plan outlined above marked “1.5 Year” is the required plan for all international students who plan to spend only one year of residency at KDI School.

Students who fulfill all graduation requirements will graduate on the dates designated below: (Page 28)

## <Recommended Graduation Plan for Master's Degree Program>

### 1. Research Project

Day	First Year			Second Year		
	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	4 <sup>th</sup> Term	5 <sup>th</sup> Term	6 <sup>th</sup> Term
Full-time		POS application (2 <sup>nd</sup> week) + Research Plan (8 <sup>th</sup> Week)	Take ARS Course or 1 elective Course (3 Credits)	Submit your final paper within given submission period * Int'l Student: Your draft of final paper should be submitted to the Academic Affairs before you leave Korea		
Part-time				POS application (2 <sup>nd</sup> week) + Research Plan (8 <sup>th</sup> Week)	Take ARS Course or 1 elective Course (3 Credits)	Submit your final paper within given submission period

### 2. Graduation

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	7 <sup>th</sup> ~ 8 <sup>th</sup> week	May 28	Students who registered a course cannot graduate
Summer	7 <sup>th</sup> ~ 8 <sup>th</sup> week	August 27	
Fall	7 <sup>th</sup> ~ 8 <sup>th</sup> week	Commencement Day January 31 <sup>st</sup>	Students who registered a course can graduate on January 31 <sup>st</sup>

- 1) (Graduation Application): Students who have completed all graduation requirements are required to apply for Graduation Eligibility Review. This is a core requirement for graduation. Please access KDI School MIS System ([mis.kdischool.ac.kr](http://mis.kdischool.ac.kr)) to make the request within the application period.
- 2) (Graduation period): The minimum conditions for graduation and to receive a master's degree at KDI School according to the school rules and regulations that student should be enrolled for 4 terms for full-time master's program and 6 terms for part-time master's program.



# Academic Guides



Course Registration & Manual

Grading

Academic Status

Tuition Fee

Scholarships

Certificate Issuance

e-Education

Writing Center

Career Support & Internship



# Course Registration

## 1. Course Registration

- ① **Minimum/Maximum Credit Application:** Full time students can apply for a maximum of 15 credits of regular courses including one day-time course in each term. Part time students can apply for a maximum of 9 credits each term.
- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

<Program Chair>

Program	Office	Program Chair
Ph.D.	S432	Tabakis Chrysostomos
MPP	S347	KIM, Dong-Young
MDP	S327	Choi, Seulki
MPM	S337	CHO, Yooncheong

- ③ **Registration Period:** Students should register for courses during the designated period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.
- ⑤ **Class Size:** KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full, students will not be able to register online. If a course has less than 6 students, it will not be offered in that term.

\* **Note:** Due to the limit on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away opportunities from those who are serious about taking the course and causes inconvenience not only to the students, but also the administration. We would like to ask students, therefore, to choose their courses carefully and make sure that they register for the appropriate number of credits for a given term.



- ⑥ **Registration Confirmation:** Once a student finishes the course registration, he/she needs to make sure that the registration has been completed, and confirm the courses before attending classes by checking the course confirmation menu in MIS.
- ⑦ **Add/Drop Period:** Registration changes are only allowed during the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes. Attendance will count during the add/drop period.
- ⑧ **Course Drop (online):** Should a student decide to drop a course within the first three weeks after classes begin, he/she may fill out the course drop form, and submit it through MIS. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (online):** Should a student decide to withdraw from a class after the first four weeks but within the first six weeks after classes begin, he/she may fill out the withdrawal form and submit it through MIS. In this case, a “W” will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Attendance:** Students have to attend a minimum of 5/6 of each course they are enrolled in to receive credits and grades for the courses. Students have to tag their ID card or QR code (mobile application) on the kiosk\* in front of class room when entering their classroom.
- \* The kiosk will be activated 30 minutes before beginning the class

► Two ways to check in for class on the Kiosk\*

Tag STUDENT ID CARD or Tag QR CODE from mobile application

1) How to Install QR CODE

Step 1. Search the application from the app store.

(Android - “KDI” / Apple - “KDI CL”)

Step 2. Login with your ID and Password which are same as MIS.

2) How to Use QR code

Click “e-ID & e-Pay” at the top of the screen and tag the QR code on the Kiosk.

## 3) Login Check

: You will hear ‘beep’ sound once you tag ID successfully and see the “Logout” button at top right of the kiosk screen.

## 4) Select a seat

Step 1. Select a seat among ‘white chairs’ on the screen. (Yellow ones are occupied seats.)

Step 2. Press “SET” button after selecting your seat and click “OK” button after confirming your name and photo.

- ▶ To see your attendance status: Mobile application or go to  
[http://mlib.kdischool.ac.kr/KDI\\_ATTENDANCE/login.do](http://mlib.kdischool.ac.kr/KDI_ATTENDANCE/login.do)

## 2. Course Presentation Session (CPS)

### ① What is a Course Presentation Session?

- The Course Presentation Session aims to assist students in course registration for the 2021 Spring term.
- CPS is an information session for the courses that will be offered in the upcoming term.
- Professors and students who intend to register in the courses presented during the CPS are asked to attend at the designated time and venue.
- CPS consists of a course introduction and a Q&A session.

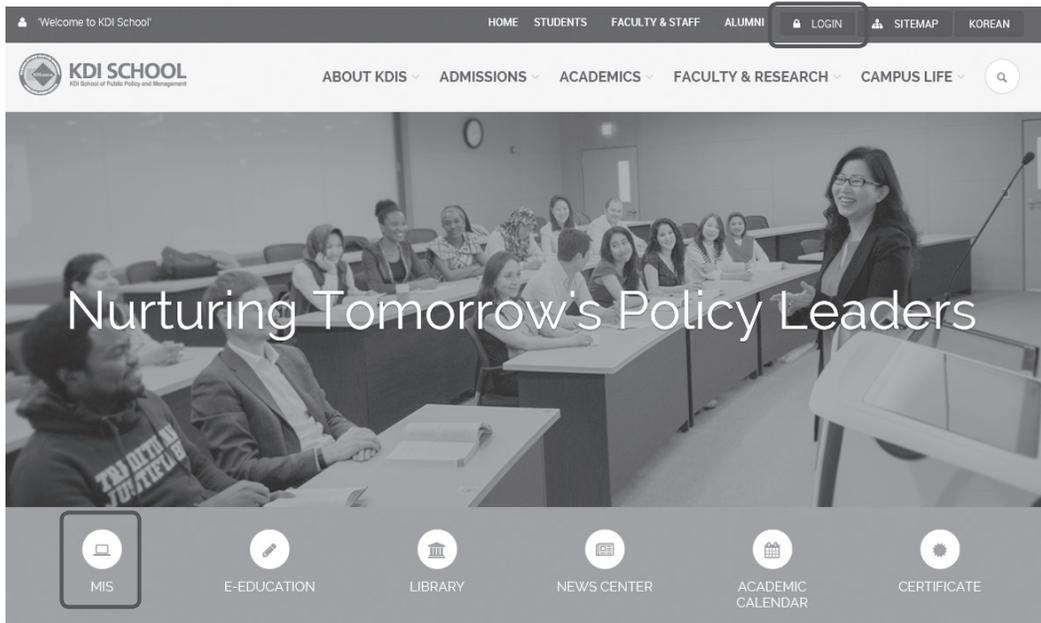
### ② Schedule for Course Presentation Session

Course Presentation Session	Jan. 23 <sup>st</sup> (Sat.), Jan. 25 <sup>st</sup> (Mon.)
Course Registration	Jan. 26 <sup>st</sup> (Tue.) ~ Jan. 28 <sup>th</sup> (Thu.)



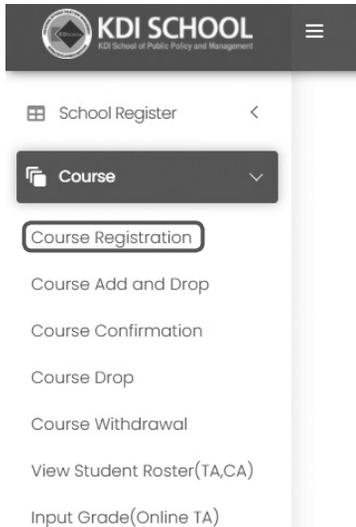
## Course Registration Manual for MIS

1. Click the “Login” button on the top of KDI School website and provide your student ID and password.
2. Click the “MIS”(http://mis.kdischool.ac.kr) in the middle of KDI School Service menu.



3. Access MIS (<http://mis.kdischool.ac.kr>) and provide your student ID and password.

4. Find “Course Registration” in the left side menu and click “Course Registration”. You may access the menu during the course registration period.



5. You will see course titles in alphabetical order. Register button will be inactivated for courses you've already taken.

**Course Registration**

Course > Course Registration

Academic Year: 2020  
Term: Fall

No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room	Register
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307	Register
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0			Register
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0			Register
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204	Register
5	MCA006	Korean Economic Development	1	Day	Shih, Jaeeun	3	30	1	0		S203	Register

- Click “Register” on the courses that you want to register.

No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room	Register
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307	Register
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0			Register
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0			Register
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204	Register
5	MCA006	Korean Economic Development	1	Day	Shin, Jaeun	3	30	1	0		S203	Register

- Registered courses will appear in the course registration list and timetable. Once you register for a course, “Register” button for the said course will be inactive. You may drop the course by clicking the “CANCEL” button.

No.	Cancel	Course
1	Cancel	MCC007
2	Cancel	MCB003
3	Cancel	MCA006
4	Cancel	MCA001

- If you choose a course which conflicts with a course you registered for, a pop-up message will be shown.

211.233.42.200:8080 네방:  
Time Conflict

확인

9. If you choose a course which is full, the course will be shown as “waiting” in the registration status. This does not mean that you’ve registered for the course. If one drops out of the course, first person on the waiting list will be automatically registered and the status will be changed from “waiting” to “enrolled”. Please note that you can register for up to 5 regular courses (15 credits) including courses on waiting.

Registration Status			
	Sec.	Credit	Status
	1	3	Waiting(2)
	3	3	Enrolled
	1	3	Enrolled

10. You may check your courses in the “Course Confirmation” menu once you select appropriate “Academic Year/Term” and click “Query”.

School Register <

**Course** >

Course Registration

Course Add and Drop

**Course Confirmation**

Course Drop

Course Withdrawal

View Student Roster(TA,CA)

Input Grade(Online TA)

Input Course Report(Online TA)

Evaluation <

Grade <

### Course Confirmation

Course > Course Confirmation

Query
Insert
Delete
Save

Academic Year Term

2020 Fall

**List**

No.	Code	Title	Sec.	Period	Time	Professor
1	MCA001	Policy Analysis in the Global Economy	1	N/A	Day	
2	MCA003	Quantitative Methods	1	N/A	Day	Lee, Seung-Jo

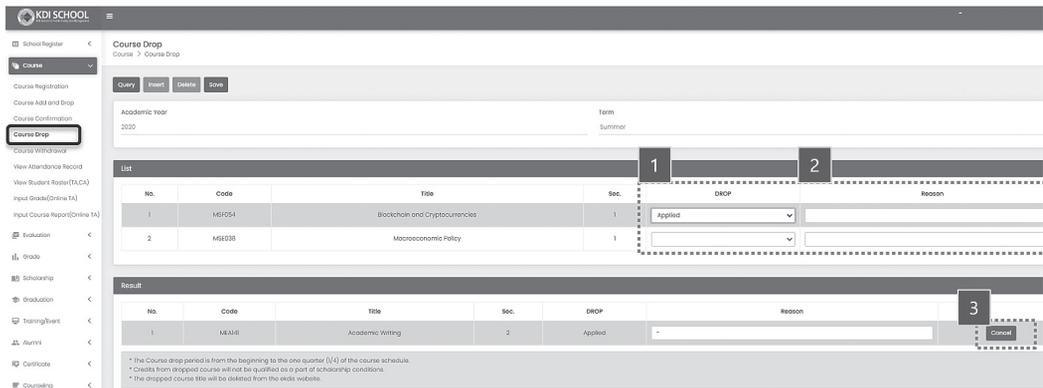
# Course Drop Manual for MIS

Available Period: From the beginning of the semester to 1/4 weeks. (Application is available only during the indicated period)

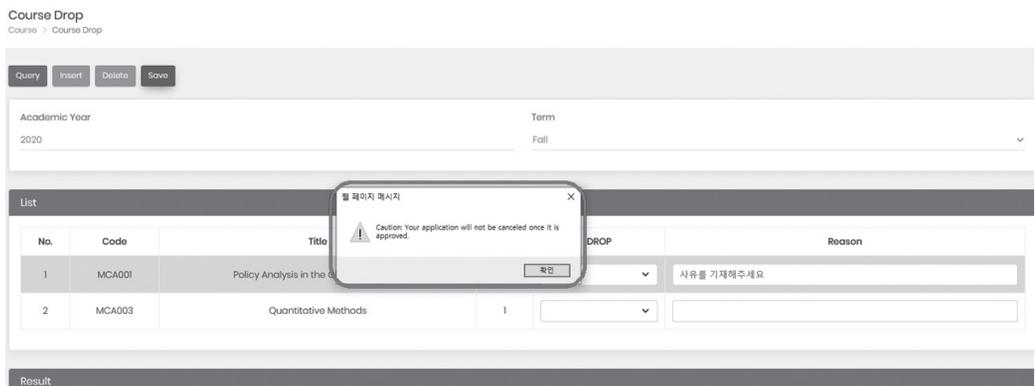
- Access to MIS(mis.kdischool.ac.kr): Course → Course Drop

- Course List will be deleted from MIS and e-kdis.

1. Course → Course Drop (Check your registered course list of this semester)
2. Click ‘Applied’ on a course want to drop, specify a detailed reason, and click ‘Save’. For approval from the school, you must write specify a detailed reason in the right column.



3. A pop-up page could show up. Please be aware that when you drop a course, it’s not going to be canceled. You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.



## 4. Check your status

- 1) “Applied” : Your application is successfully applied.
- 2) “Approved” : Your application is successfully approved.(if professor approve your course drop then status will be changed)

**Course Drop**  
Course > Course Drop

Query Insert Delete Save

Academic Year: 2020 Term: Fall

List

No.	Code	Title	Sec.	DROP	Reason
1	MCA003	Quantitative Methods	1		

Result

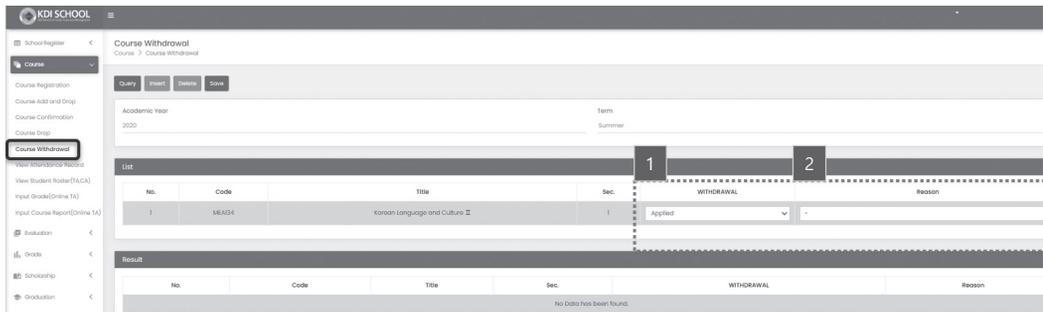
No.	Code	Title	Sec.	DROP	Reason
1	MCA001	Policy Analysis in the Global Economy	1	Applied	사유를 기재해 주세요

Cancel

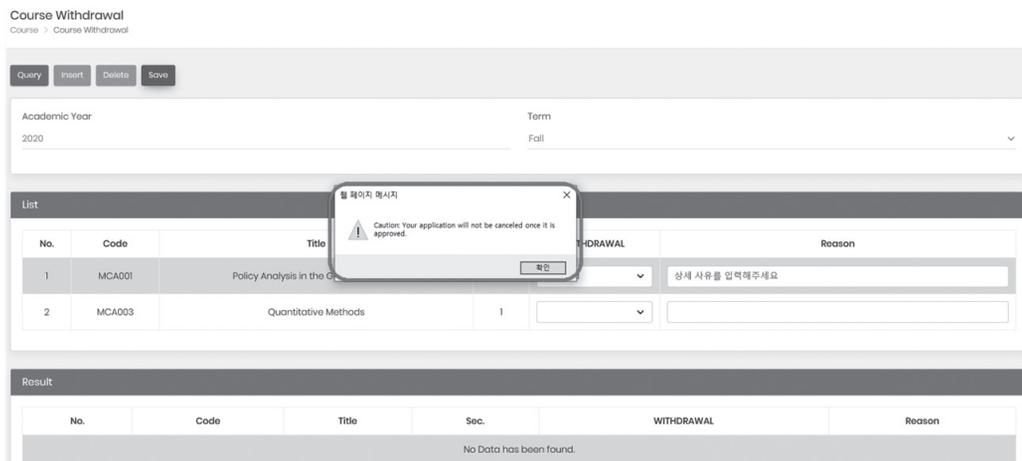
# Course Withdrawal Manual for MIS

- Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)
- Access to MIS(mis.kdischool.ac.kr): Course → Course Withdrawal
- Course List will not be deleted from MIS and e-kdis and a “W” will appear on the official transcript. However, it will not affect the GPA

1. Course → Course Withdrawal (Check your registered course list of this semester)
2. Click ‘Applied’ on a course want to withdraw, specify a detailed reason, and click ‘Save’. For approval from the school, you must write specify a detailed reason in the right column.



3. A pop-up page will show up and click “confirm” or “확인”. (wording is based on your language setting.) You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.



## 4. Check your status

- 1) “Applied” : Your application is successfully applied.
- 2) “Approved” : Your application is successfully approved.(if professor approve your course drop then status will be changed)

Course Withdrawal  
Course > Course Withdrawal

Query

Academic Year: 2020 Term: Fall

List

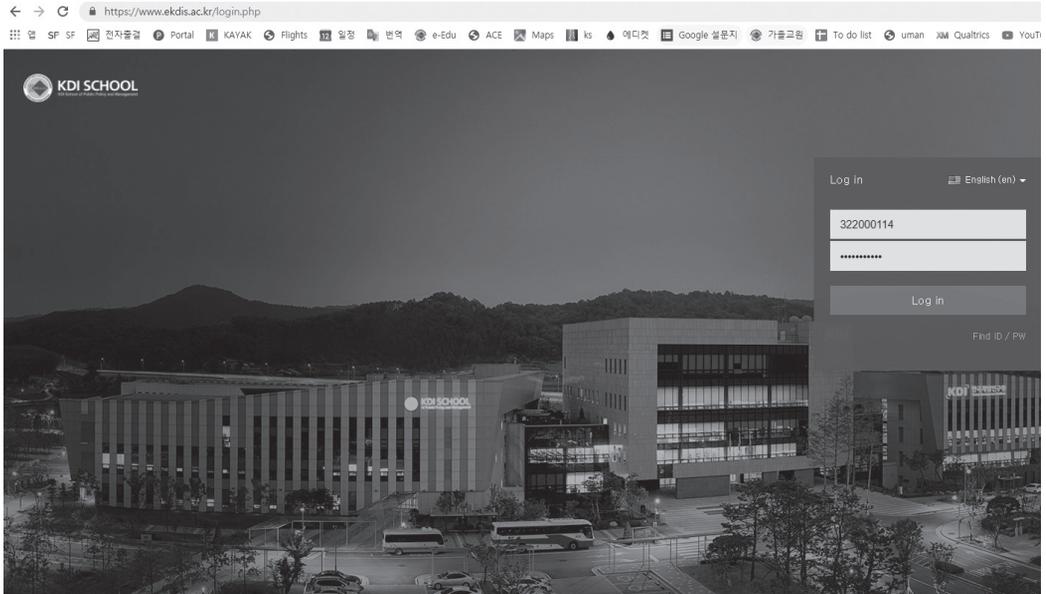
No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MCA003	Quantitative Methods	1	<input type="text"/>	<input type="text"/>

Result

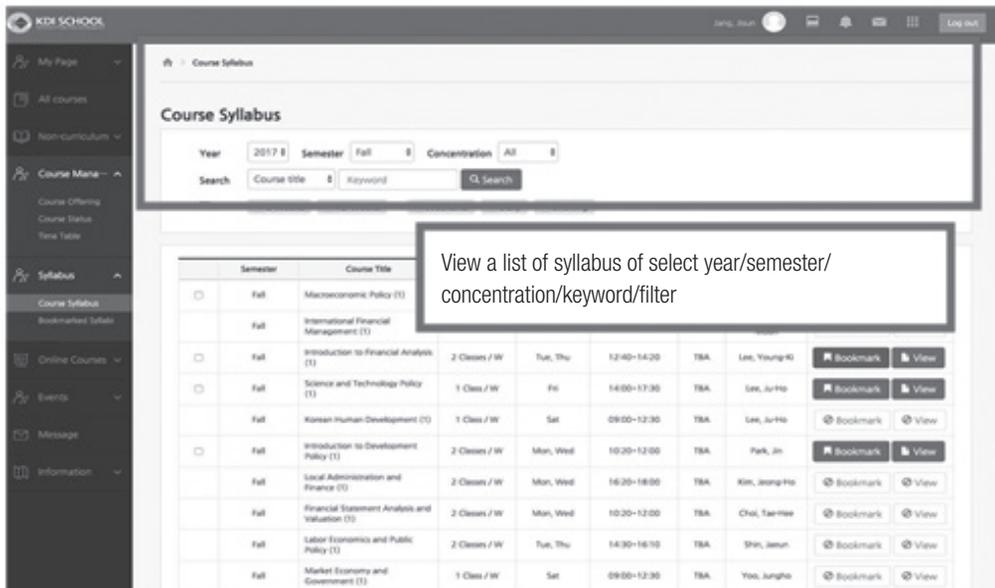
No.	Code	Title	Sec.	WITHDRAWAL	Reason	
1	MCA001	Policy Analysis in the Global Economy	1	Applied	상세 사유를 입력해주세요	<input type="button" value="Cancel"/>

# Syllabus Manual for e-education

## 1. Access and Log in <http://www.ekdis.ac.kr>



## 2. View and search syllabus



### 3. Select Your Syllabi

The screenshot shows the 'Course Syllabus' page on the KDI School website. The interface includes a sidebar with navigation options like 'My Page', 'All courses', 'Course Mana', and 'Syllabus'. The main content area displays a table of courses with columns for Semester, Course Title, Type, Day, Time, Room, Professor, and ETC. A callout box highlights the 'Bookmark' and 'View' buttons for each course row. Another callout box explains the functions: '- Bookmark: You may chose syllabus by your own interest' and '- View: You may click and view a single syllabus'.

Semester	Course Title	Type	Day	Time	Room	Professor	ETC
<input type="checkbox"/>	Fall Macroeconomic Policy (1)	2 Classes / W	Mon, Wed	14:30-16:10	TBA	Hahn, Sang Moon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall International Financial Management (1)	2 Classes / W	Mon, Wed	12:40-14:20	TBA	Hahn, Sang Moon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Introduction to Financial Analysis (1)	2 Classes / W	Tue, Thu	12:40-14:20	TBA	Lee, Young Ki	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Science and Technology Policy (1)	1 Class / W	Fri	14:00-17:30	TBA	Lee, Jun Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Korean Human Development (1)	1 Class / W	Sat	09:00-12:30	TBA	Lee, Jun Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Introduction to Development Policy (1)	2 Classes / W	Mon, Wed	10:20-12:00	TBA	Park, Jin	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Local Administration and Finance (1)	2 Classes / W	Mon, Wed	16:20-18:00	TBA	Kim, Jeong Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Financial Statement Analysis and Valuation (1)	2 Classes / W	Mon, Wed	10:20-12:00	TBA	Choi, Tae Hee	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Labor Economics and Public Policy (1)	2 Classes / W	Tue, Thu	14:30-16:10	TBA	Shin, Jaewon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Market Economy and Government (1)	1 Class / W	Sat	09:00-12:30	TBA	Yoo, Jung Hoon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>

### 4. Compare Syllabi and Download PDF

The screenshot shows the 'Course Syllabus' page with additional filters like 'Concentration' and 'Weekend' options. A callout box highlights the 'Compare' and 'PDF Download' buttons at the bottom of the table. Another callout box explains the functions: '- Compare: Compare the chosen syllabi' and '- PDF download: Download chosen syllabi'.

Semester	Course Title	Type	Day	Time	Room	Professor	ETC
<input type="checkbox"/>	Fall Macroeconomic Policy (1)	2 Classes / W	Mon, Wed	14:30-16:10	TBA	Hahn, Sang Moon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall International Financial Management (1)	2 Classes / W	Mon, Wed	12:40-14:20	TBA	Hahn, Sang Moon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Introduction to Financial Analysis (1)	2 Classes / W	Tue, Thu	12:40-14:20	TBA	Lee, Young Ki	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Science and Technology Policy (1)	1 Class / W	Fri	14:00-17:30	TBA	Lee, Jun Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Korean Human Development (1)	1 Class / W	Sat	09:00-12:30	TBA	Lee, Jun Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Introduction to Development Policy (1)	2 Classes / W	Mon, Wed	10:20-12:00	TBA	Park, Jin	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Local Administration and Finance (1)	2 Classes / W	Mon, Wed	16:20-18:00	TBA	Kim, Jeong Ho	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Financial Statement Analysis and Valuation (1)	2 Classes / W	Mon, Wed	10:20-12:00	TBA	Choi, Tae Hee	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Labor Economics and Public Policy (1)	2 Classes / W	Tue, Thu	14:30-16:10	TBA	Shin, Jaewon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>
<input type="checkbox"/>	Fall Market Economy and Government (1)	1 Class / W	Sat	09:00-12:30	TBA	Yoo, Jung Hoon	<input type="button" value="Bookmark"/> <input type="button" value="View"/>



---

# Course Reserves Service

How to find course materials in the library

KDI Central Library

---

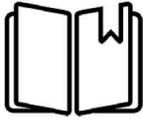


## Introduction

We provide a Course Reserves Service to support the KDI School students with every course. Course Reserves is created in accordance with the syllabus of each course. In the case of textbooks, there is a copyright policy to use: when usage exceeds 10%, it is not covered under the copyright policy. This is why uploading scanned files from the entire book, to the library website, is not allowed. We support the course materials in a copied format instead of scanned files (soft copy). The items marked in the syllabi are prepared in the following format by the type of materials.



Books



Chapters



e-books



Articles

Types & Availability of Course Materials

	Borrow	Copy / Scan	Access to online
Books	○	○	
Book chapters		○	
e-books			○ (URL)
Articles			○ (URL or PDF)

## At a glance

View a list of syllabus of selected year/semester/  
concentration/keyword/filter

\* Check the type of material referring to a syllabus

TYPE	PROCESS	Use
<b>Books</b>	Find the BOOK No. > Find it at Course Reserves shelves using CR No. posted on the board	> Borrow / Copy / Scan
<b>Chapters</b>		> Copy/Scan
<b>e-books &amp; Articles</b>	Visit the library website >	Access to online resources > Download



## 1. Books

Print reserves refer to our collection of books which can be loaned for three hour period within the library premises or can be checked out for one night. The collection is housed at in-library course reserves shelves.

### Print Reserves Policy

Day time Check-out	Available up to 3 hours
Night time Check-out	Available after 7 p.m. Return by 10 a.m. the next morning (Mon.-Sun.)
* Late fee	KRW 100 per hour
* Renewals	Not available continuously

#### 1) Book marked in a syllabus

Check the syllabus and confirm the type of course materials. There are some item marked in a syllabus; books, book chapters, articles.

#### REQUIRED TEXTBOOK

The required textbook is

- John L. Mikesell 2013. *Fiscal Administration*. 9<sup>th</sup> edition (8<sup>th</sup> edition can be used with awareness on some updates). Wadsworth Publishing (hereafter, JLM). ISBN-10: 1133594808 | ISBN-13: 9781133594802

#### 2) Find out the "BOOK No." for check-out a book

Library posted a Course Reserves List on the board of the library website. Also you can find it directly in the library.

Course Reserves List for 2017 FALL					
					updated Aug.31
The reading materials, which are not marked on this list, are available on the library's homepage.					
[PDF] : Some scanned chapters are available and download the PDF files on the library's homepage.					
[BOX] : It is prepared as printed material so that you may copy it in the library.					
[Book & e-book] : There are available as printed book and e-book.					
Course	Sec.	Instructor	Book Title	Available type of sources	BOOK No.
Academic Writing	2	Lisa Lim	Conducting research literature reviews : from the internet to paper 4th ed	Book	1
Academic Writing	2	Lisa Lim	How to write a master's thesis	Book	2
Academic Writing	2	Lisa Lim	The Literature review : a step-by-step guide for students 2nd ed	Book	3

### 3) Borrow a book

Visit the library and pick the book up in Course Reserves shelves. Find the book using BOOK No. Also these shelves are organized by course title from A to Z so that you may find it while you browse the shelves.



## 2. Chapters

The library is equipped to copied chapters of the book in Course Reserves Section. Please find some chapters on a syllabus first, and you can copy or scan it in the library.

### 1) Chapters marked in a syllabus



**REQUIRED TEXTBOOK**

The required textbook is

- John L. Mikesell 2013. *Fiscal Administration*. 9<sup>th</sup> edition (8<sup>th</sup> edition can be used with awareness on some updates). Wadsworth Publishing (hereafter, JLM). ISBN-10: 1133594808 | ISBN-13: 9781133594802

**Week 2.**

Topics

- Fundamentals of Budgets and Budgeting
- Budget process and procedures

Required readings

- JLM. Chapter 2, The Logic of the Budget Process

**2) Find out the “CR No.”**

Library posted a Course Reserves List on the board of the library website. Also you can find it directly in the library.

Course Reserves List for 2017 FALL					
				updated Aug 31	
The reading materials, which are not marked on this list, are available on the library's homepage.					
[PDF] : Some scanned chapters are available and download the PDF files on the library's homepage.					
[BOX] : It is prepared as printed material so that you may copy it in the library.					
[Book & e-book] : There are available as printed book and e-book.					
Course	Sec.	Instructor	Book Title	Available type of sources	BOOK No.
Academic Writing	2	Lisa Lim	Conducting research literature reviews : from the internet to paper 4th ed	Book	1
Academic Writing	2	Lisa Lim	How to write a master's thesis	Book	2
Academic Writing	2	Lisa Lim	The Literature review : a step-by-step guide for students 2nd ed	Book	3



Introduction to banking 2nd ed	BOX	45
Fiscal administration : analysis and applications for the public sector 9th ed	BOX	46

Here's the example; Course Reserves List, Course Reserves menu in library website.

Course Reserves							
No.	Title	Author	Publisher	Publication Year	Call No.	New Resources of Reference	Original Text
1	An Empirical analysis on the geography of Korea's high-tech jobs and start-ups Q	Lee, Ju-Ho	KDI School Working Paper Series ; 16-11	2016	PDF		Original Text
2	City fiscal conditions in 2014 Q	CSAR		2014	PDF		Original Text
3	Financial management in the public sector : tools, applications, and cases 3rd ed Q	Wang, Xiaohu	M.E. Sharpe	2014	No.47 (PDF) / HJ 141 .W18 2014		Original Text
4	Fiscal administration : analysis and applications for the public sector 9th ed Q	Mikesell, John L.	Wadsworth, Cengage Learning	2014	No.46 (BOX) / HJ 141 .M58 2014		

### 3) Copy or scan chapters

Visit the library and pick the book up in Course Reserves shelves. Find the book & boxes using CR No. You can copy a printed material in the library. In case of copy outside please fill out on the Course Reserves Loan form at the Library Reference Desk.



NOTE: Don't take printed documents without an allowance for all students.

NOTE: Some chapters might be missing from the Course Reserves shelves and the library printout again. However, please check the syllabus yourself to see if there are any missing chapters.

### 3. e-books & Articles

Academic articles and working papers are prepared in library website. The e-book is also available if the library subscribes or holds it.

Visit the library website; <http://library.kdischool.ac.kr>

You can access to Course Reserves service under the Search menu. It is required to log-in.

#### 1) Article marked in a syllabus

Find journal article or working paper in a syllabus, please visit the library website

**Week 4, February 27<sup>th</sup> (Monday) & March 1<sup>st</sup> (Wednesday)**

Topics

- Budget classification
- Budget reforms and performance budgeting

Required readings

- JLM, Chapter 6, Budget Classifications, Systems, and Reform: Trying to Make Better Choices
- **Mikesell, John L. and Daniel R. Mullins. 2011. Reforms for Improved Efficiency in Public Budgeting and Finance: Improvements, Disappointments, and Work-in-Process. Public Budgeting & Finance 31(4): 1-30**

March 1<sup>st</sup>

- Independence Movement Day (No class, A make-up class will be held in the 11<sup>th</sup> week.)

#### 2) Access to online resources

Under the Search menu bar, you can Access to original source by clicking the UR. If you see the "Original Text", you can download PDF files.

No.	Title	Author	Publisher	Publication Year	Call No.	New Resources of Reference	Original Text
1	City fiscal conditions in 2014 Q	CSAR		2014		PDF available	Original Text
2	Financial management in the public sector : tools, applications, and cases 3rd ed Q	Wang, Xiaohu	M.E. Sharpe	2014	BOX / HJ 141 W18 2014		Original Text
3	Fiscal administration : analysis and applications for the public sector 9th ed Q	Mikesell, John L.	Wadsworth, Cengage Learning	2014	BOX/HJ 141 M58 2014		
4	Reforms for Improved Efficiency in Public Budgeting and Finance: Improvements, Disappointments, and Work-in-Progress	Mikesell, John L.	Public Budgeting & Finance : 31(4)	2011		URL	URL

# Grading

## 1. Acknowledgement of Credits

- ① **Registration:** Credits are only given from courses for which students have officially registered through the standard registration procedure. Students will not earn credits for audited courses.
- ② **Attendance:** All students must attend at least 5/6 of all classes in a given term to receive credits for that course.

## 2. Grading System & GPA

Students are graded according to the following system. “W” and “IW” are recorded on the transcript but are not counted towards the GPA.

Grade	A	A-	B+	B	B-	C+	C	C-	T	I	W	IW	F
Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	-	-	-	-	0.00

- ① **“T”:** An “T” stands for “Incomplete” and is given to students who have not completed their course requirements by failing to submit assignments, reports, papers, and/or missed tests. It is up to the instructor to give an “I” to students who did not meet the requirements; however, students who received an “I” must be graded no later than four weeks after all grades are submitted to the Academic Affairs Division. The maximum grade that can be achieved is an A-. If grades are not received by the Academic Affairs Division on time, an “IW” will appear on the student’s transcript permanently. Students who receive “I” grade will not be awarded scholarship for Academic Excellence.
- ② **“W”:** A “W” stands for “Withdrawal” and is given to students who withdraw from a class(es) within the indicated period after the classes begin.
- ③ **“IW”:** An “IW” stands for “Incomplete Withdrawal”, and is given to students who failed to receive a grade within the four weeks after receiving an “I” grade.
- ④ **“T”:** A “T” stands for “Transfer” and indicates a course in which a student has successfully received KDI School credit for coursework completed through an exchange or GMP Program.



### 3. Transcripts

- ① **Transcripts:** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division through “Certificate in KDI School Website. Refer to the “Certificate Issuance” on page 59.
- ② **Consultation:** Should students have any doubts about their grades, they may have a consultation with course professor within a given period of each term. If no appeal is made at this time, the grades will not be changed.

### 4. Academic Probation

- ① **Academic Probation:** Those students whose GPA falls below B- (2.67) shall be placed on academic probation. Once they are placed on an academic probation, all financial aids in the form of scholarships, living allowances, and tuition waivers, etc., will be terminated. Also, such students will no longer be eligible to apply for CA (Class Assistant) and AA (Administrative Assistant) positions.
- ② **Academic Expulsion:** If a student is placed on an academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

# Academic Status

## 1. Enrollment

- ① ***Failure to Enroll:*** Students who fail to enroll during the enrollment period are considered as not returning to the School. These students are strongly advised to report to the Academic Affairs Division and file for the Leave of Absence, or give notification that they are planning to withdraw. Receiving an approval from the Academic Affairs Division will prevent difficulties with future enrollment.

Students with a full tuition exemption scholarship shall be considered enrolled when they have registered for their courses.

- ※ Enrollment: In principle, enrollment requires tuition payment and credit acquisition. However, a student who has acquired the necessary credits for completion during the immediately preceding semester may be waived from the credit acquisition requirement.
- ② ***Failure to be Reinstated:*** Students who fail to return to the School after 3 terms of leave of absence or an unauthorized leave of absence will not be allowed to enroll.
- ※ Students must take lecture courses within 2 years of admission without leave of absence, otherwise they are required to pay additional tuition based on credits.

## 2. Leave of Absence

- ① ***Leave of Absence:*** Students who wish to take a leave of absence must submit an “Application for Leave of Absence” through “School Register” on the KDI School MIS System.

**Application Period:** Students are not allowed to take a leave of absence in their first term. Students may apply for a leave of absence starting in their second term. Students must apply during the given period, which will be announced every term.

**Duration:** Students may not take a leave of absence for more than 3 terms while they are enrolled in the School.



- ② ***Extension of Leave of Absence:*** Students may apply for an extension of leave of absence if they have not applied for the maximum 3 terms of leave of absence. Students can extend their leave of absence by 1 term each. Students must apply online through “School Register” in KDI School MIS System.

### 3. Reinstatement

Students wishing to re-enroll after completing their leave of absence period must apply for reinstatement. Students may apply online for reinstatement through “School Register” on KDI School MIS System within the given period of time.

### 4. Completed

Full-time students who have been enrolled at KDI School for at least 4 terms and part-time students who have been enrolled for at least 6 terms will be eligible to be considered as having completed their coursework. Those students who do not complete the graduation requirements within 4 years from their date of admission will be permanently designated the status of “completed.”

\* Coursework completion reveals that students acquired only credit requirements(33 credits) regardless of their study period. They can receive a coursework completion certificate only once at the completion ceremony.

### 5. Graduated

Full-time students who have met the graduation requirements by completing one of the Research Projects(a thesis, a capstone, a SRP or an ELP) after 4 terms without a leave of absence, and within 4 years of their admission date will be granted the status of “graduated.”

Part-time students who have met the graduation requirements by completing one of the Research Projects(a thesis, a capstone, a SRP or an ELP) after 6 terms without a leave of absence, and within 4 years of their admission date will be granted the status of “graduated.”

Students may be eligible to graduate up to one term early should they meet the following requirement, which must be verified by the graduation eligibility review committee.

Students who have achieved an overall GPA at least 3.9 for 3 terms (full-time students) or 5 terms (part-time students).

## 6. Withdrawal

- ① **Voluntary Withdrawal:** Students desiring to withdraw may do so by obtaining permission from the Dean of KDI School after submitting their application online through “School Register” on KDI School MIS System.
- ② **Expulsion:** Students who fails to pay tuition fee on time or fails to register a course before coursework completion are subject to expulsion.



# Tuition Fee

## Master’s Program

Students may choose to pay by term or by credits. Regardless of the payment method, students will pay the same amount of 28,000,000 won to complete a Master’s degree program. Once this is paid in full, there will be no additional fees for the first two years. However, if a student has been enrolled in the school for more than two years and has not yet completed the requirements, he/she must register for the courses he/she wishes to take and must pay additional tuition by credits.

Tuition payment notices will be posted on KDI School Website. The payment slip will be issued on request by a student.

Payment by term:

Day	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			Total
	Spring	Summer	Fall	Spring	Summer	Fall	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

# Scholarships

## 1. Maintaining Admission Scholarship

To continue receiving the scholarship award is necessary to meet the respective GPA criteria spelled out in your scholarship certificate. Stated below are the course requirements that are common to every admission scholarship recipient:

- Full-time students must take a minimum of 9 credits of regular courses per term except for the last (4<sup>th</sup>) term. These 9 credits should include at least 3 credits from daytime courses.

## 2. Scholarship for Academic Excellence

- ① Within the allocated amount of budget, students, who have taken at least 9 credits or more of regular courses in a term and achieved excellent academic performance, are considered for this scholarship.
- ② Regardless of the financial aid package received in the first term, non-sponsored students who have a GPA of 3.9 or above will be reviewed as they are eligible to receive a full scholarship the following term.
- ③ Candidates are selected for this scholarship based on their academic performance, existing financial aid, conduct as a member of the School community, and the School budget.

## 3. Work Study Scholarship

Students who want the Work Study Scholarship can apply for either a Class Assistant (CA) position or an Administrative Assistant (AA) position during the designated application period. The scholarship payments are made every 6<sup>th</sup> and 12<sup>th</sup> week of their working period. The students must submit their work confirmation sheet signed by their professor to the Academic Affairs Division. If they fail to submit their work confirmation sheet on time, they will not receive the scholarship for the given week. Please keep in mind that such students may be excluded from becoming CA/AA candidates in the next term if they do not fulfill their duties.



### <Selection Process>

- ① There will be a notice for recruiting students to the work-study positions.
- ② The work study students are selected from among the interested applicants. CA/AA will be assigned based on applicants' admission scholarship, experiences, and willingness to serve in each area. If there are many applicants, some students may not get the opportunity to be a CA or AA.

### <CA Job Description>

- ① Prepare for the class (set up the teaching materials: electronic lecture desk, microphone, pointer, etc.)
- ② Check and manage the class attendance (e-attendance and MIS)
- ③ If required to do, send out e-mail notices, collect the assignments, and upload lecture notes
- ④ Organize a class gathering
- ⑤ Notify the Academic Affairs Division about class cancellations or make-up classes
- ⑥ Act as an emergency contact point
- ⑦ Conduct miscellaneous duties upon the professor's request
- ⑧ Submit a copy of the Student Roster and work confirmation sheet

### <AA Job Description>

The AA duties may vary according to the teams and divisions to which applicants are assigned.

# Certificate Issuance

## 1. Certificate Issuance

KDI School graduates, current KDI School students, and students on leave can receive academic certificates from the school Website for on-line delivery or on the school's MIS system for postal / pick-up service.

### ① Type of Certificates Available

Type	Language	
	English	Korean
Certificate of Enrollment (재학증명서)	○	○
Certificate of Leave of Absence (휴학증명서)	○	○
Certificate of Completion (수료증명서)	○	○
Certificate of Graduation (학위증명서)	○	○
*Certificate of Expected Graduation (학위수여 예정 증명서)	○	○
Certificate of Tuition Payment (수업료납입증명서)	×	○
Academic Transcript (성적증명서)	○	×
Certificate of English Proficiency (영어능력증명서)	○	×

\* Certificate of Expected Graduation: Only for students who are approved by school executive committee.

### ② General Certificate Service (Download files, Print documents)

#### i. Request Method

- Log-in at <http://www.kdischool.ac.kr>
- Click “Certificate“ icon
- Scroll down, and click “View More” below “Certificate Application System“
- Click “Certificate application System”
- The page will move to internet certificate system.



ii. Fee & Payment Method

- Free of charge

③ Email request

i. Applicants may submit a request for certificate(s) by filling in all applicable blanks and sending it as below in an email to the office at registrar@kdischool.ac.kr .

**KDI School of Public Policy and Management**  
 263, Namsseong-ro, Sejong-si  
 Republic of Korea  
 Phone: 82-44-550-1294,1020 Fax: 82-44-550-1200

## Certificate Request Form

**I. PERSONAL INFORMATION**

▶ Name \_\_\_\_\_ ▶ Student ID \_\_\_\_\_  
 ▶ Program \_\_\_\_\_ ▶ Date of Birth \_\_\_\_\_

**II. CERTIFICATE REQUEST**

ENGLISH	Seal	Quantity	KOREAN ONLY	Seal	Quantity
<input type="checkbox"/> Transcript	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Completion (Not available to graduates)	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Completion (Not available to graduates)	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Expected Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Expected Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of English Proficiency	<input type="checkbox"/>	_____			
<input type="checkbox"/> Other letters	<input type="checkbox"/>	_____			

(To issue a letter, please fill out exactly what should be stated below)  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. PURPOSE OF CERTIFICATE REQUEST**

Graduate School (M.A. or Ph.D.)       Transfer Reason \_\_\_\_\_  
 Professional Certification       Other (Specify) \_\_\_\_\_

**IV. METHOD OF RECEIPT**

DOMESTIC	Cost	INTERNATIONAL	Cost
<input type="checkbox"/> Regular Post	Free of Charge	<input type="checkbox"/> Regular International Post	Free of Charge
<input type="checkbox"/> Express Registered Post	KRW 3,000	<input type="checkbox"/> EMS	Depends on the Destination
<input type="checkbox"/> Pick-up	-		

\* Please contact person in charge first before deposit to check the exact amount of charge  
 \* It must be delivered to some countries via EMS Premium (it could charge extra pay)

**OFFICE USE ONLY:**      Total copies \_\_\_\_\_      Amount received \_\_\_\_\_      Date of receipt (mm/dd/yy) \_\_\_\_\_

**V. MAILING & CONTACT INFORMATION (either in Korean or English)**

Address \_\_\_\_\_ City and Country \_\_\_\_\_  
 Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Phone Number (country code + area code + phone number) \_\_\_\_\_  
 Mobile Phone (country code + area code + mobile phone number) \_\_\_\_\_  
 Receiver (It can be omitted if same as the applicant) \_\_\_\_\_  
 Total amount of fee wire transferred \_\_\_\_\_  
 Notes \_\_\_\_\_

▶ Please wire the exact mailing fee in the applicant's name right after applying for certificates.  
 If the wire transfer is made in another person's name, it will be difficult to match with the submitted application and delay responding to applicant's request.

▶ Please make the wire transfer in Korean Won.  
 Applicant must exchange the home country's currency into Korean Won and make the wire transfer.  
 If not, it will be difficult to receive the applicant's wire transfer properly or fast.

◆ **Wire Transfer Information**  
 Bank Name: Wooribank KDI Subbranch  
 Bank Account Number: 1005-500-959249  
 SWIFT Code: HVBKIKRSEXXX  
 Bank Address: 263, Namsseong-ro, Sejong-si, Republic of Korea  
 Bank Tel: 82-44-862-6741

ii. The form can be downloaded online (<http://www.kdischool.ac.kr>) from the certificate section.

④ Sealed enveloped certificates and letters only

i. Request Method : by MIS or Email request

- Log-in at <http://mis.kdischool.ac.kr>

- Scroll down and click “Certificate“ icon → Click “Sealed Enveloped”

- Click “Insert” → fill out the form → Click “Save”

ii. Delivery

- Pick-up : Visit the Academic Affairs Division & Registrar’s office

- Monday to Friday : 09:00-12:00 & 13:00-17:00 & 19:00-21:00

- Saturday : 09:00-12:00 & 13:00-17:00

(evening of weekdays and Saturdays are only available during semesters)

- Postal : Upon place of destination and mailing service type (Regular or EMS)

iii. Fee & Payment Method (Mailing Fee)

- Regular (Domestic, International): Free of charge

- Express (Domestic) : KRW 3,000

- Express (International) : It depends on the destination you requested

## 2. Degrees

The following degrees are given to students who successfully complete their course requirements.

① Master’s Degree

i. Public Policy: Master of Public Policy

ii. Development Policy: Master of Development Policy

iii. Public Management: Master of Public Management

iv. Intellectual Property and Innovation Policy: Master in Intellectual Property and Development Policy



- ② Ph.D. Degree
  - i. Public Policy: Doctor of Philosophy in Public Policy
  - ii. Development Policy: Doctor of Philosophy in Development Policy
  - iii. Public Management : Doctor of Philosophy in Public Management

### 3. Diploma

Diploma can be awarded only once per degree.

- ① Spring semester, summer semester and fall semester graduates can all receive diplomas from the commencement ceremony in December.
- ② Students who are unable to attend the commencement ceremony can receive diploma by mail or pick up directly from the Academic Affairs Division or Registrar's office after January 31<sup>st</sup>.

### 4. Apostille

\* KDI SCHOOL does not have any authority related to apostille. It should be worked by students themselves.

Apostille is a certificate that authenticates the origin of public document. The document issued in a signatory country of the Apostille Convention can be certified for legal purposes in all the other signatory states.

- ① International students usually request this service to submit their diplomas to their governments. It is also used by those considering another degree program abroad
- ① Visit the following websites for more information.
  - i. KDI SCHOOL Website : Student - Certificate
    - <https://www.kdischool.ac.kr/#/students/cp/academics/registration/certificate#top>
  - ii. Wikipedia "Apostille Convention" (Eng)
    - Link: [https://en.wikipedia.org/wiki/Apostille\\_Convention](https://en.wikipedia.org/wiki/Apostille_Convention)
  - iii. ROK e-Apostille Service (Eng)
    - Link: <https://www.apostille.go.kr/index.do?language=en>
    - Link: <https://www.apostille.go.kr/gb/app/appIndex.do?language=en>

iv. List of apostille convention members

- Link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

iv. Apostille Consular Service (Kor)

- Link: [http://www.0404.go.kr/consulate/consul\\_apo.jsp](http://www.0404.go.kr/consulate/consul_apo.jsp)



# e-Education

## 1. What is e-Education?

The e-Education is a virtual classroom intended to help students in their studies. Every course offered at KDI School has a virtual classroom of its own on e-Education, where important materials such as lecture notes, handouts, assignments, and other relevant activities are uploaded regularly throughout the semester.



## 2. Accessing e-Education

You can simply use the web address [www.ekdis.ac.kr](http://www.ekdis.ac.kr) on your favorite web browser to access e-Education or use the e-Education link from KDI School Website located in the green band in the middle of the screen:



## 3. How to use e-Education

A detailed manual and brief video introduction of the core functions of the system is available once you log in to e-Education. For additional help in using e-Education, you should contact the Teaching & Learning Division.



# Writing Center

## 1. Introduction of the Writing Center

KDIS Writing Center is a place for all students enrolled in the KDI School of Public Policy and Management to receive assistance in any type of written documents ranging from resumes and cover letters to term papers, supervised research projects, capstone projects, and theses. The Writing Center is staffed by trained editor consultants who have broad work experience in writing, consulting, proofreading, and editing. Editor consultants provide one-on-one sessions to students at all stages of the writing process.

## 2. Service Information

- Available sessions per semester : 3 sessions per semester
- Service Time: 30-minute editing service
- Service Method: Online or Offline(Face to Face) service
- Place: 4<sup>th</sup> floor of the KDIS building (S405)
- Booking Website: [http://www.supersaas.com/schedule/kdiswritingcenter/KDIS\\_Writing\\_Center](http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center)

For more information on the Writing Center, please visit the Writing Center page on e-Education.

The screenshot displays the KDIS Writing Center website interface. At the top, there are tabs for 'Announcements' and 'Current Class Announcements'. Below this is a list of five announcements with their respective dates. A 'More' button is located to the right of the announcements. Below the announcements is a section for 'Online courses (Non-credit)' featuring four course cards: 'Research Ethics', 'STATA Online Workshop', 'e-Course: Basic Economics', and 'e-Course: Basic Maths and Statistics'. On the right side, there is a sidebar with a 'Notifications' section (showing 'No new notifications'), a 'STATA 16' banner, the 'KDIS Writing Center' logo, and a 'Main menu' section with links to 'Administration', 'Announcement', 'STATA 16/SE KDI School License', 'Writing Center', 'Syllabus', and 'Teaching & Learning Resources'.

# Career Support & Internship

## 1. Introduction

KDI School offers an extensive range of career services to help students fulfill their professional aspirations. As part of its career services, the School extends customized career-development support which includes introducing employment/internship opportunities, offering special lectures on career development, and organizing mentoring programs. Additionally, students are invited to a career advising session at the beginning of each semester and they can find daily updates on our career service Website.

Internship opportunities are also offered based on MOU agreements with various public organizations.

For more information, please refer to the career center website via [career.kdischool.ac.kr](http://career.kdischool.ac.kr).

## 2. Career Counseling for New Students

KDI School features an exclusive career counseling service for new pre-service students. The initiative helps students prepare for their professional careers. The program will take place at the first semester and cover a variety of topics such as career services, internship programs. Additionally, a survey is conducted to understand the students' career demand to better support them with a tailored career service.

## 3. Job/Internship Search Support and Career News

Job postings are uploaded on online bulletin boards to help students search for jobs and internships. KDI School provides a link to career services on the School's website. Students are able to find information on employment opportunities and internship placements updated on a daily basis. Also, Students are able to read the latest career news articles on the School's website. Career news is updated periodically to provide useful tips for students who are seeking jobs and to inform students with current trends in the job market.

## 4. Internship

KDI School actively provides information on internship opportunities to students. A large number of research institutes and public/international organizations contact KDI School to offer opportunities to our students which reflects the excellent quality of our academic programs as well as its outstanding student pool. Internship opportunities are also offered based on MOU agreements with various public organizations.

<Internship programs (as of January, 2021)>

No.	Institution	A volume of recruitment	Working Period	Remark
1	 Sejong City Hall	5~10	August (1-month)	For International Students
2	 K water	4~5	August (1-month)	
3	 The Korea Transport Institute	1~2	Throughout the year	
4	 The Korea Research Institute for Human Settlements	1~2	Throughout the year	
5	 AfDB	3~5	September~ December (3-month)	For Domestic Students
6	 UN	3~5	Throughout the year (6-month)	
7	 UNDP	1~2	TBD (4-month)	
8	 UNESCO United Nations Educational, Scientific and Cultural Organization	1~2	TBD (4-month)	

## 5. Special Lecture on Career Development

KDI School gives students a chance to attend special lectures on career development. Most of Guest speakers are Korean alumni or professionals employed in various fields. Students are offered the opportunity to obtain detailed information of the field they are preparing for and join in a network with the alumni.

## 6. Mentoring

The mentoring program is intended to give students some off-the-record advice from alumni whose career fits with the student's area of interest. The School's alumni network is a repository of professional experience and the School plays an important role, enabling students to access alumni members and draw from their know-how. This 1-on-1 mentoring service is beneficial in several ways. Students can ask questions directly and get immediate feedback from a person already in the field they're interested in. For our alumni, they can show their commitment to the School and help new and capable students find the workplace and career that fits them the best.

[Inquiry]

Career support: (Ms.) Jinjoo Park, Student Affairs Division (S214),  
044-550-1076, job@kdischool.ac.kr

Internship program: (Ms.) YeonJi Kim, Academic Affairs Division (S247),  
044-550-1259 yeonji@kdischool.ac.kr





# Study Abroad Program



Exchange Program

Global Master's Program (GMP)

Field Research and Study Program



# Exchange Program

Exchange students are selected in their 3<sup>rd</sup> term, and their exchange term begins in the following term – from their 4<sup>th</sup> term. (For fall students are selected in their 2<sup>nd</sup> term, and their exchange term may begin in their 4<sup>th</sup> term.) For the part-time students, they are selected in their 4<sup>th</sup> term, and their exchange term begins from their 6<sup>th</sup> term. They will be able to enroll in the partner school starting in the Spring or Fall term, and may stay on the program for one term or a year depending on the program they choose.

All master's students can participate in any of the existing exchange programs after completing three or five terms depending on their program. However, priority will be given to Korean students. Those who are interested in an exchange program must consult with their academic advisors when selecting the courses. Some credits earned during the exchange program can be transferred to KDI School for credits by submitting an original copy of the official transcript from the exchange partner school and an application for acknowledgement of credits to the Academic Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits for a year.

## 1. Exchange Partner Schools

[Europe]

- Freie Universitaet Berlin (Germany)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Institut Supérieur de Commerce International de Dunkerque (France)
- HHL-Leipzig Graduate School of Management (Germany)
- ESSEC Business School (France)
- University of Leuven (Belgium)
- Aarhus University (Denmark)



[Others]

- University of Malaya (Malaysia)
- Pontifical Catholic University of Chile (Chile)
- Fudan University (China)
- Universidad de las Americas Puebla (Mexico)
- Nazarbayev University (Kazakhstan)

\* The school list is subject to change without prior notice.

## 2. Qualifications

- Academic status
  - At the time of application: 'Enrolled' or 'Leave of Absence'
  - During exchange period: 'Enrolled' or 'Completed'
- Completion of three terms for full-time program students and five terms for part-time program students (by the time of departure)
- At least 18 credits completed including core courses.
  - Fall Students: by the time of departure
  - Spring Students: by the time of application
- CGPA of at least 3.5 or above
- TOEFL: iBT 79~80 / CBT 213 / IELTS 6.0 or above

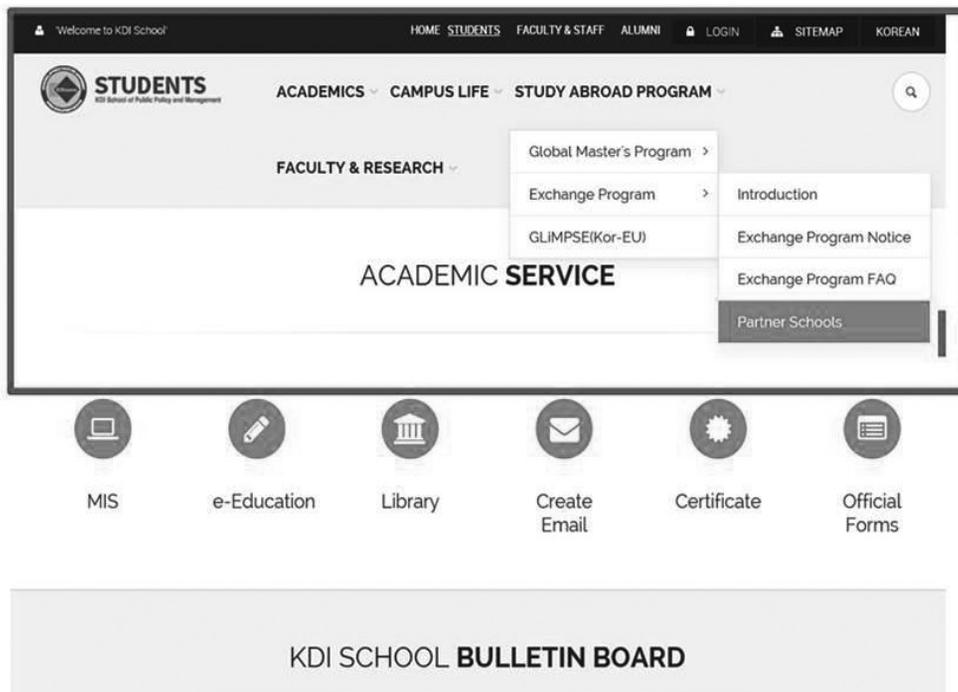
## 3. Duration of Exchange Program: One term or one full academic year

## 4. Application Period

- Spring Term: 4<sup>th</sup> & 5<sup>th</sup> week
- Fall Term: 1<sup>st</sup> & 2<sup>nd</sup> week

## 5. Application Requirements

- ① Application Form
- ② Curriculum Vitae
- ③ Statement of Purpose
- ④ Transcript of Academic Records of KDI School
- ⑤ TOEFL/ IELTS Score (Native English Speakers and Students who are taking their degree program in English are exempted)
- ⑥ ID Picture (3cm × 4cm)
- ⑦ GMAT/GRE depending on the program



\* For more information about partner schools, click "STUDENTS" on the top side → LOG IN → Exchange Program → Partner School



## 6. Application Procedure

- ① Document Review
- ② Interview (If needed)

## 7. Benefits of Exchange Program

- ① Credits earned from the partner university can be transferred if the program chair recognizes the equivalency of the courses.
- ② No extra tuition will be charged.
- ③ Students who are chosen during KDI School's internal selection will be eligible to apply to the exchange partner school. Once students receive admission from the exchange partner school, they will be considered as exchange students for the upcoming term.

\*\* The number of exchange students is subject to change without prior notice.

Should there be any inquiries, please contact the Student Affairs Division for further information.

# Global Master's Program (GMP)

The Global Master's Program (GMP) is a special program for Korean central / local government officials and private sector mid-level managers, in which they spend one academic year at KDI School and one year abroad at a partner institution, enabling them to acquire two degrees during their period of study.

GMP students can choose from the following:

- ① Master's Degree
- ② Non-Degree Certificate Program

## 1. Type of GMP Program

### 1) 1+1 GMP Program

#### ① Special Features

- A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school from January/September of his/her second year of study.

#### ② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of three terms (by the time of departure)
- For Part-time Students, at least 27 credits completed including core courses (by the time of departure)

### 2) 2+3+1 GMP Program

#### ① Special Features

- A student who applies for the 2+3+1 GMP Program is able to enroll in an overseas partner school from September of his/her first year of study.



② Qualifications

- Students enrolled and registered in the Global Master’s Program (GMP)
- Completion of two terms (by the time of departure)
- At least 21 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

Period of Residency \ Term	First Year				Second Year		
	Winter Session	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term
GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + (6credits transferring from a partner school) or Experiential Learning Project(3credits) + (3credits transferring from a partner school)		
	1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)			
GMP (2+3+1)		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) ELP(1credit or 3 credits) + (6credits transferring from a partner school) or Experiential Learning Project(3credits) + (3credits transferring from a partner school)		3 courses (9 credits)	
	1 course (3 credits)	4 courses (12 credits)	3 courses (9credits)			3 courses (9 credits)	

\* GMP students must take for the first two terms more than nine credits of regular courses including at least one day-time course (Regular course is a course that counts for graduation requirement) and must take at least six credits of regular course for the first third term.

**2. GMP Partner Institutions**

A student may apply to any university, institution, state government or business organization willing to host GMP students for any of the above mentioned types of programs. The Student Affairs Division will help in facilitating the process if needed. However, students may apply to only one partner institution during the application period to prevent disadvantage among GMP students in being accepted to the school of their choice.

<USA>

- Brandeis University, The Heller School for Social Policy and Management
- Duke University, Program in International Development Policy
- Georgetown University, McCourt School of Public Policy
- Hult International Business School

- Michigan State University, Eli Broad Graduate School of Management
- Michigan State University, Visiting International Professional Program
- New York University, Robert F. Wagner Graduate School of Public Service
- Rutgers University, Edward J. Bloustein School of Planning and Public Policy
- Rutgers University, School of Public Affairs and Administration
- Syracuse University, The Maxwell School
- The George Washington University, School of Business
- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy
- University of California, San Diego, School of Global Policy and Strategy
- University of California, Berkeley International Study Program
- University of Chicago, Harris School of Public Policy
- University of Colorado Denver, Graduate School of Public Affairs
- University of Illinois at Urbana-Champaign, Department of Economics
- University of Illinois at Urbana-Champaign, Department of Urban and Regional Planning
- University of Kentucky, Martin School of Public Policy and Administration
- University of Missouri, Harry S Truman School of Public Affairs
- University of Southern California, School of Policy, Planning and Development
- University of Washington, Evans School of Public Policy

<UK>

- Lancaster University Management School
- University of Birmingham, Schools of Social Policy and Government and Society
- University of Leeds, School of Politics and International Studies
- University of Nottingham, School of Sociology and Social Policy
- University of Reading, School of Politics, Economics, and International Relations

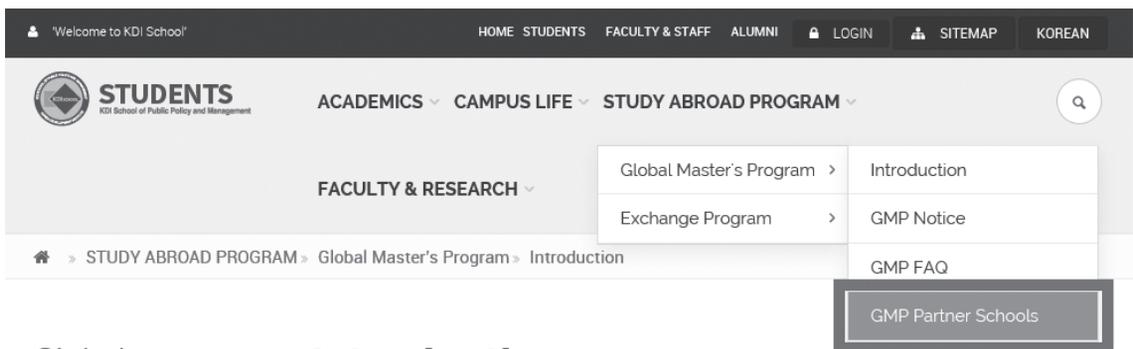


<Others>

- Australian National University, Crawford School of Economics and Government (Australia)
- The University of Queensland, Humanities and Social Sciences (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- National Graduate Institute for Policy Studies (Japan)
- SDA Bocconi School of Management (Italy)
- University of Sydney (Australia)

### 3. Application Requirements (varies depending on the institution)

- ① Application Form (from the desired partner institution)
- ② TOEFL: CBT 213 250 / iBT 80~100 or above
- ③ GRE·GMAT (depending on the institution or program)
- ④ Sealed Transcript and Certificate of Graduation of Undergraduate School
- ⑤ Statement of Purpose, Recommendation Letters, etc.
- ⑥ Affidavit of Support



\* For more information about partner schools, click "STUDENTS" on the top side → LOG IN → Global Master's Program → GMP Partner School

## 4. Benefits of the GMP Program

- ① Credits earned from the partner university can be transferred if the Program Chair recognizes the equivalency of the courses.
- ② Depending on the partner institution or program of choice, students can earn a dual degree.
- ③ Many partner universities have a staff member who is designated to help students adjust to the new school.

## 5. GMP Application for non-GMP students

Non-GMP students may apply for the GMP program.

### Qualifications

- ① CGPA of at least 3.5 or above
- ② TOEFL: CBT 213 / iBT 79~80 / IELTS 6.0 or above  
(Native English Speakers and Students who is taking their degree program in English are exempted)
- ③ Completion of three or five term depending on the enrolled program at KDI School (by the time of departure)
  - At least 33 credits (by the time of application)

**Selection of Partner School:** Please note that the priority in choosing partner schools will be given to the GMP students in the case of limitations to the vacancy at the partner school for KDI School students.



## Field Research and Study Program

※ The following programs are subject to change due to the COVID-19 and Korean government's social distancing levels.

### 1. International Field Research and Study (IFRS)

The purpose of International Field Research and Study course is to provide students with a unique opportunity to experience first-hand international organizations, public and private institutions. While learning about some international best practices through observation and direct interactions with representative leaders in those institutions of excellence, the students are expected to critically think about some of the key issues, problems or challenges that those institutions are confronted with.

- ① **Applicable to:** Korean students
- ② **Cost:** Students and their institution will share the cost  
(Detailed figures will be available at a later date)
- ③ **Places visited:** International organizations, global corporations and graduate schools
- ④ **Duration:** Approximately 1-2 weeks during the summer break
- ⑤ **Visa and Passport:** Students are responsible for their own visa and passport application/issuance. Those students who would like to participate in the International Field Study and Research are advised to have your passport valid more than 6 months.
- ⑥ **Sample Schedule**

## &lt;Brief Itinerary of the IFRS&gt;

Date	Countries & Cities	Activity
Aug. 18	Incheon	Departure: Incheon, Korea Arrival: Paris, France
Aug. 19	Paris	Visit to OECD · UNESCO
Aug. 20		City Tour
Aug. 21		Transit to Geneva
Aug. 22	Geneva	Visit to UN · WTO
Aug. 23		Transit to Berlin Visit to Bundeszentrale für politische Bildung
Aug. 24	Berlin	Visit to Friedrich Ebert Stiftung · Embassy of the Republic of Korea in Germany
Aug. 25	Leipzig	Visit to Leipzig Graduate School of Management · Volkswagen Glaserner Manufaktur
Aug. 26	Praha	Departure: Praha, Czech
Aug. 28	Incheon	Arrival: Incheon, Korea



## 2. Korea Field Research and Study (KFRS)

Korea Field Research and Study aims to help educate the international students with various aspects of Korea in the social, cultural and industrial sectors which they cannot learn in class. To complete this goal, KFRS offers students an opportunity to visit historic places and cultural sites, as well as industrial leading companies in Korea. It will be a great time for participants not only to deepen their understanding of Korea, but also to enjoy respite from busy life in Sejong. They will observe the nature, and strengthen the companionship with their classmates and faculty members.

① **Applicable to:** International students

*\* Also available to domestic students when seats are left.*

② **Cost:** Students and the School will share the cost

(Detailed figures will be available at a later date)

③ **Places to visit:** Korean industrial complexes, and cultural and historical sites

④ **Duration:** 2 nights and 3 days during the spring break

⑤ **Sample schedule**

### <Brief Itinerary of the KFRS>

Date	Activity
May. 06 (Wed.)	· Samsung Smart City · Gyeongju Cultural Heritage I
May. 07 (Thur.)	· POSCO · Gyeongju Cultural Heritage II
May. 08 (Fri.)	· Hyundai Motors · Hyundai Heavy Industries

\* The schedule is subject to change without prior notice.

The International Field Research and Study (2 credits) and Korea Field Research and Study (1 credit) are offered during spring or summer. Students who complete these courses will receive a P (Pass) or an NP (Non-Pass) that will be recorded on their official transcript(s). Please note that these credits do NOT count towards the degree



# Student Life



Student Activities & Others

Alumni Network

Life at KDI School

IT Service

Around KDI School

Visa & Immigration

Staying in Korea



# Student Activities & Others

※ The following student activities are subject to change due to the COVID-19 and Korean government's social distancing levels

## 1. Student Activities

### 1-1. Student Council

The Student Council will be formed at the beginning of Spring and Fall term every year. The Student Council functions as a medium for students to voice their opinions and actively participate in the school activities. Program representatives are encouraged to assume major roles in the Student Council. Any student may join in and contribute to the Council.

### 1-2. Conversation with Academic Advisor

A small meeting for students will be organized by each academic advisor. This is to enhance the relationship and communication between the advisor and advisees. It also provides an opportunity for students to get to know each other, sharing their academic and social interests.

### 1-3. Student Club

KDI School student clubs aim to provide students with ample opportunities to mingle and get to know other students through various social, academic and athletic activities. Students are highly encouraged to get involved a student club that holds their interest. This will provide them with opportunities to meet and interact with like-minded students.

The requirements for forming a Student Club are:

- 1) A club should hold more than 10 members and 1 faculty advisor.
- 2) It is highly recommended to have members from various backgrounds and countries.
- 3) A club must submit a club activity report.
- 4) Clubs are recommended to have at least three activities per semester.

- Registration Period: The first two weeks of the Spring, Summer and Fall term



### 1-4. Buddy Program

KDI School offers a Buddy Program to promote and encourage interaction and friendship between both international students and Korean students. This program aims to match international students and Korean students on a one-to-one basis. Through this program, we aim to provide international students with the opportunity to not only receive guidance and support in adjusting to the Korean community but also to make Korean friends. We believe it can bring mutual benefits for Korean students as well in acquiring a more diverse outlook in life and enhancing their communication skills.

- Registration Period: The first two weeks of the Spring and Fall term.

### 1-5. Happy Hour

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate the student networks at KDI School. The school aims to support Happy Hour with activities that can involve as many students as possible and all are welcomed to join. Students may propose and organize Happy Hour activities. All students currently enrolled in school can make a proposal to the Student Affairs Division for their review. Any kind of beneficial and interactive activities that can involve a large number of students are always more than welcome.

### 1-6. Home Visiting Program

Home Visiting Program is created to provide an opportunity for international students to understand Korean culture and develop friendship and networking; KDI School matches the families of Korean students, faculty, and staff with international students. A host family may choose to either invite international students to their home, or to arrange a family outing.

- Registration Period: May, August, December (during Vacations)

### 1-7. Cultural Events and Site Visit

Throughout the year, the school arranges various cultural events and site visits for students. Students can apply and participate. The event announcement and registration will be made through the school homepage.

e.g.) Korean Folk Village, Sports Day, Presidential Blue House Visits, DMZ & the 3rd Tunnel Tour, National Assembly Tour, Korean Field Research and Study, Mountain Hiking, International Food Festival (The list is subject to change.)

## 1-8. Student Forum

The KDI School Student Forum is a student-driven gathering for academic research.. Students team up to form a research group based on their region or policy area of interest. Each research group will discuss and choose a thematic issue, and perform various research activities: interview, seminar, conference, case study, literature review, data analysis, ect.

- Registration Period: The first two weeks of the Spring and Fall term

## 2. Student Counseling Program

KDI School provides Counseling Services for our esteemed students. While the new term can be an exciting challenge, some of our students may cope with a variety of issues, including personal and academic concerns. Therefore, this program is dedicated to supporting KDI School students through counseling services and the goal is to maximize the satisfaction of students so they can take full advantage of the opportunities and enjoy their stay at KDI School. If you are interested in using the program, please refer to the following information.

### What are some common concerns?

- Academic issues
- Cultural adjustment issues
- Homesickness
- Relationship problems
- Stress and anxiety
- Depression
- Grief and loss
- Job related concerns
- Sexual assault and abuse
- Health problems

It is also okay if you don't know exactly what you want to cope with or would simply like to have a friendly chat. Whether having a specific problem or not, this is a great opportunity to share those concerns.



### **What Service Does the Counseling Center Offer?**

#### 1. 1:1 Counseling for Individuals

Individual counseling sessions are designed to talk through your concerns in-depth and to then work out a way forward with advice and support from a member of our team of professional counselors. With your counselor, you can share all your worries, such as careers, relationships, college life and anything else that's on your mind.

#### 2. Group Therapy/Workshop

Group Therapy/Workshop is a process to improve your understanding of the issue and some potential next steps through a shared conversation between a group of people with similar interests/issues, ably facilitated by a professional counselor.

### **Is the Counseling Service Completely Confidential?**

#### Confidentiality

The Counseling Center/Human Rights Center is bound by a strict ethical and legal code of conduct to protect your rights to confidentiality. No information, either written or oral, is released to anyone without your prior written consent.

### **Who will help?**

#### **- Soli Choi (Art Therapist, KDI School human rights center counselor)**

She takes care of overall human rights grievances and psychological counselings. She will be happy to assist you with your various concerns. During each session, she will respond to you with much respect and comfort, so feel free to tell your concerns to her.

#### **- Gina Lee (Visiting Professor, KDI School)**

Although not a professional counselor, she will be a friend and advisor who is willing to help the students with various situations. During each session, she will work with the students to identify and to assess their needs that call for assistance. So please feel free to use this counseling program as she would be more than happy to assist you.

**How Can I Make An Appointment?**

VISIT: office S 311 the KDI school human rights center

EMAIL: counseling@kdis.ac.kr

PHONE: 044-550-1840

OFFICE HOUR: 9AM ~ 6PM (MON ~ FRI)

1. Individual 1:1 Counseling

Step 1. Phone, Visit, Email

(the KDI School Counseling Service)

Step 2. Request the Counseling Service Self-Referral Form

(email/phone : send your document and ensure that it's password protected)

Step 3. Set Up the Schedule with a Counselor

Step 4. Arrive On Time for Your Appointment

2. Group Therapy/Workshop

Step 1. Wait For the Group Therapy/Workshop to Be Announced

(this will come via email, homepage, bulletin board etc)

Step 2. Apply for the Therapy Session of Your Choice

(download the document and fill in the application form)

Step 3. Add the Session Date(s) to Your Schedule

Step 4. Come Along, Contribute to and Get the Most Out of Your Session

**How Can I Reschedule or Cancel An Appointment?**

Please ensure that you always arrive on time for your appointment. Your appointment is the time that your counselor has put aside just for you. In the event that you need to cancel and/or reschedule, please notify our office as soon as possible by phone or email.



### 3. Others

#### 3-1. Parking Space

KDI School students can use any parking space available on campus. But in order to use free parking, you need first to register in the academic affairs division, and get a KDI School sticker. When registering your car, bring your Student ID Card and provide the following information: Model, Owner, Vehicle Identification Number, Contact Information, and Program.

For inquiries: ☎ 044-550-1294

#### 3-2. Campus Emergency Bell

Emergency bells are newly installed on campus to prevent crime and emergency situations and enhance security on the perimeter of the KDI School building. Please read carefully the following information regarding emergency bell system.

## [Emergency Bell System]

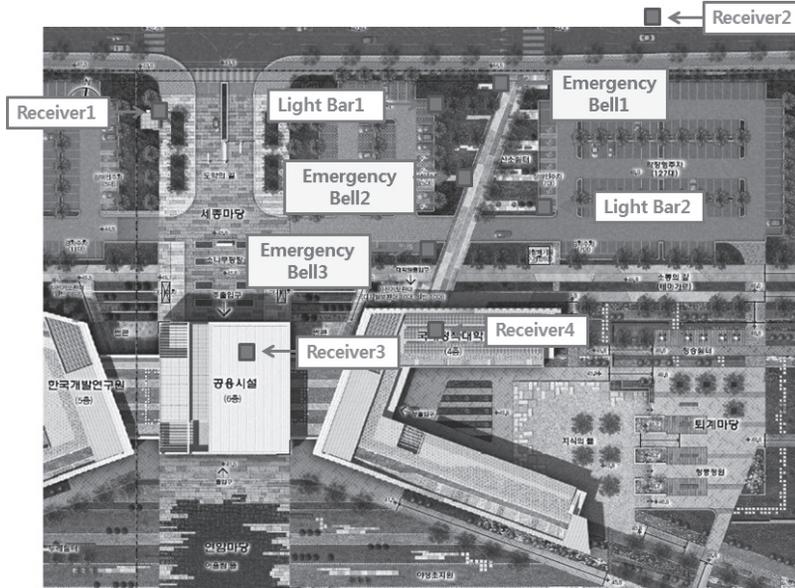


- When emergency situation occurs, push the emergency bell (left) then the wireless light bars (right) go off.

Wireless long-range emergency bell	Wireless light bar

□ Installation Location

- Main streets connecting the School and the Dormitory



□ Installation Photos

Emergency Bell #1	Emergency Bell #2	Emergency Bell #3
Light Bar #1	Light Bar #2	Receiver #1 (Main Entrance Checkpoint)
Receiver #2 (Dormitory Checkpoint)	Receiver #3 (Central Lobby)	Receiver #4 (KDIS Lobby)

### **3-4. Disability Awareness Guide**

As a higher-education institution, KDI School is taking further steps to raise disability awareness on campus and to promote an inclusive society. There are some videos on the e-education portal([www.ekdis.ac.kr](http://www.ekdis.ac.kr)) which are presented in this course and are some of the best informational YouTube videos on the topic of disability awareness. We hope that with the help of this course, all members of the KDI School community can work together to build a culture in which no one is harassed or discriminated against because of his or her disability, nationality, social identity, gender, sexual orientation, or any other personal factors, and in which consideration and respect are practiced in everyday life.

### **3-5. Sexual Violence Prevention Education**

KDI School is doing its utmost to educate our students regarding harassment, including sexual harassment and violence. To address this issue, a sexual violence prevention class is provided through online e-Education([www.ekdis.ac.kr](http://www.ekdis.ac.kr)) and offline lectures. This class is mandatory for all students. Along with the class, the school is also providing relevant information resources, dedicated counselors and an incident reporting system.

# Alumni Network

## 1. Student & Alumni Profile

KDI School is home to a vast student and alumni network that stretches across the world. There are over 3,600 Korean alumni members in government ministries, public organizations, private corporations, the finance sector, media corporations, and NGOs. The network is equally diverse with the international alumni made up of current and former students in key government ministries and departments in 137 countries. Such an extensive network creates synergy and helps KDI School and its students build a unique and diverse support structure that provides mutual support in various fields.

- Diverse Alumni Composition
  - Consists of about 2,400 international alumni from 137 countries, along with around 3,600 Korean alumni since the establishment of KDI School.
  - Forms an extensive network consisting of key human resources from the developing countries, including experienced government officers and experts in various fields.

As the foremost asset of KDI School, we have put great effort into managing our alumni network to keep it active and solid. With 47 official alumni associations, alumni from different countries can easily communicate with each other, and the shared news is spread across online channels such as KDI School website, News Center, and social network services such as Facebook, Instagram, WhatsApp, and Telegram. You can utilize these channels to reach KDI School alumni all over the world, and also share your recent updates with them.

## 2. Alumni Associations

No.	Region	Country	Representative	Organization Date
1	Africa	Algeria	Benseghir, Karim (2009 MPP)	Sep. 19, 2012
2		Cote D'Ivoire	Pythagore Legbre Charles Guigui (2010 MPP)	Jan. 23, 2015
3		Egypt	Gamal Eldin, Engi Mohammed Mostafa (2013 MDP)	Aug. 23, 2014
4		Ethiopia	Gebregziabher, Ermias Haile (2010 MPP)	Jul. 9, 2011
5		Ghana	Ogbey, Patrick (2015 MPM)	Aug. 23, 2013
6		Gambia	Jammeh Fabba (2013 MDP)	Dec. 16, 2017
7		Kenya	Kipkirui, Gilbert Cheruyot (2008 MPP)	May 27, 2011
8		Liberia	KAPEE, Emmanuel (2018 MDP)	Sept. 17, 2020
9		Malawi	Neba, Albert Chindikani (2011 MPP)	Jun. 25, 2015
10		Morocco	CHAOUNI, Nada(Representative) (2018 MDP) LAGHMARI, Safae(Manager) (2015 MDP)	May. 18, 2020
11		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
12		Rwanda	NKUNDIMANA, Vincent (2016 MPP)	Jan. 20, 2020
13		Somalia	TOHOW, Sayid Ali Hassan (2018 MPP)	Sep. 18, 2019
14		Sudan	ELRYAH ALI, Yagoub Ali (2017 MDP)	Aug. 10, 2019
15		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
16		Uganda	Kiwumulo, Lydia (2013 MDP)	Sep. 30, 2015
17	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
18		Chile	BIZAMA, Daniela(Representative) (2019 MPP) ROMERO, Melvin(Manager) (2014 MDP)	June. 2, 2020
19		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
20		Ecuador	CARVALLO, Rigoberto(Rep.) (2015 MPP) PAREDES, Daniela(Manager) (2019 MPM)	May. 2, 2020
21		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019
22		Guatemala	DELGADO, Marcelo (2009 MPP)	Jun. 16, 2013
23		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
24		Jamaica	Jonelle Murray(Rep.) (2017 MPM) Doranie Sergeant(Manager) (2014 MDP)	June. 10, 2020
25		Mexico	COVARRUBIAS OLGUIN, Sarai (2018 MPP) CAMACHO ORIHUELA, Omar Jesus (2016 MPP)	Mar. 7, 2020
26		Peru	CANCHARI HERMITANO, Beatriz (2019 MDP)	Jan. 15, 2020
27	Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)	Jan. 02, 2013
28		Bangladesh	UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
29		Bhutan	Chhoden (2008 MBA)	Jul. 15, 2013



## IV. Student Life

No.	Region	Country	Representative	Organization Date
30	Asia	Cambodia	Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
31		China	Chen Ping (1998 MPP)	Mar. 26, 2011
32		India	MRIDHA, Sujit Kumar (North)* (2013 MDP) RAY, Sudeshna (South) (2015 MDP)	Sep. 5, 2019
33		Indonesia	Darmansyah (2010 MPP/PM)	Dec. 12, 2011
34		Laos	Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
35		Malaysia	Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
36		Mongolia	LKHAGVASUREN, Khorolsuren (2013 PP)	Jun. 28, 2012
37		Myanmar	Swe, Htay Htaty (2009 MPP)	Nov. 14, 2012
38		Nepal	Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
39		Philippines	Campipi, Joel Jr (2015 MDP)	May 18, 2012
40		ROK	SHIM, Tong Wook (2001 MBA)	Oct. 1, 2002
41		Sri Lanka	Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012
42		Thailand	Khansiri Chalee (2001 MPP)	Jul. 16, 2013
43		Timor-Leste	Felizberto Araujo Duarte(2020 MPP)	Sep. 4, 2020
44		Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012
45		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
46		Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)
47	Czech Republic		ROUSOVA, Sabina (2011 MPP/PM)	Sep. 19, 2014

\*South East Europe Group: Serbia, Bosnia and Herzegovina, Croatia, and Bulgaria

### 3. Alumni Events

#### 3-1. Alumni Gathering

In order to create more opportunities along with our alumni distributed all over the world, KDI School holds alumni gathering events where our faculty and staff members go on business trips abroad. Alumni members also voluntarily hold gathering events on their own and share these meaningful moments through photos. You can enjoy these events by visiting our school website: [alumni.kdischool.ac.kr](http://alumni.kdischool.ac.kr).

#### 3-2. Alumni Essay Contest

KDI School annually holds the ‘International Alumni Essay Contest’ in order to share our alumni’s wealth of stories and invaluable experiences. Not only current students, but also KDI School alumni can gather profound and illuminating insight from our alumni’s stories, which plays an important role in establishing and improving the educational curriculum offered at KDI School.

Winners and candidates selected as excellent writers will be invited to the International Alumni Workshop, and will enjoy an fruitful opportunity to develop their careers and enhance their expertise.

### 4. Sharing News

#### 4-1. Sharing News

KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Alumni’s outstanding achievements are also included in our school newsletters, The Globe and e-Globe. On the news of an alum’s demise, KDI School Alumni Office sends an ‘Alumni Association Flag’ to the family of the deceased (for Korean alumni only). Please share any pertinent news with us by email at [alumni@kdischool.ac.kr](mailto:alumni@kdischool.ac.kr).

If you have any questions or comments, please contact Ms. Mary Jang, who belongs to KDI School’s Public Relations Team (044-550-1274 / [mr\\_jang@kdischool.ac.kr](mailto:mr_jang@kdischool.ac.kr)).



# Life at KDI School

## 1. First Days at KDI School

### 1-1. Student ID Card

KDI School student ID card is an essential item to get issued and carry at all times both on and off campus. In addition to being your main form of student identification, it also has a number of other useful functions.

□ Student ID card functions:

- Identification as a KDI School student
- Security Access for all KDI School buildings including on-campus dormitory
- Library Card (when borrowing books)
- Seat Reservation for Library and Student Chamber

※ In case of reissuance, KRW 7,000 will be charged.

For more inquiries: please call ☎ 044-550-1294 (Registrar Office)

### 1-2. Campus Tour

Campus tour will be arranged by dormitory assistants (DAs) during dormitory check-in periods. It is the chance for new students to get familiar with KDIS campus and its surroundings. The tour will cover the academic buildings and its facilities, as well as the neighborhood including cafeteria, convenient store and other places.

### 1-3. Opening a Bank Account

To save money safely, students are required to open bank accounts. Especially, for international students who receive monthly stipends, opening a bank account is essential. KDI School is affiliated with the Woori Bank and helps to issue check cards for bank transactions. International students must attend the orientation to open a bank account. If you have missed the orientation, please inform the Student Affairs Division to apply for one.

□ Required documents:

- Application for Check Card
- Initial Application for Banking Transactions
- Certificate of Client Transactions
- Copy of Passport (or Foreign Registration Card)

For more inquiries: Please call ☎ 044-550-1076 (Ms. Jinjoo Park)

#### 1-4. Public Phones

There are three types of payphones: coin-operated phones, card phones, and payphones. Telephone cards can be bought at convenience stores on and off campus and they are chargeable. The prices are depends on countries.

#### 1-5. Using the mobile phone

□ Mobile Services

- There are three mobile phone carriers in Korea: SK Telecom (SKT), KT (Olleh), and LG Uplus.

□ NOTE

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a USIM chip. You will need a passport and 10,000 KRW when you buy it.
- To sign up for subscription plans, be sure to take your Foreign Registration Card (ARC) and bank details.

□ Prepaid Service

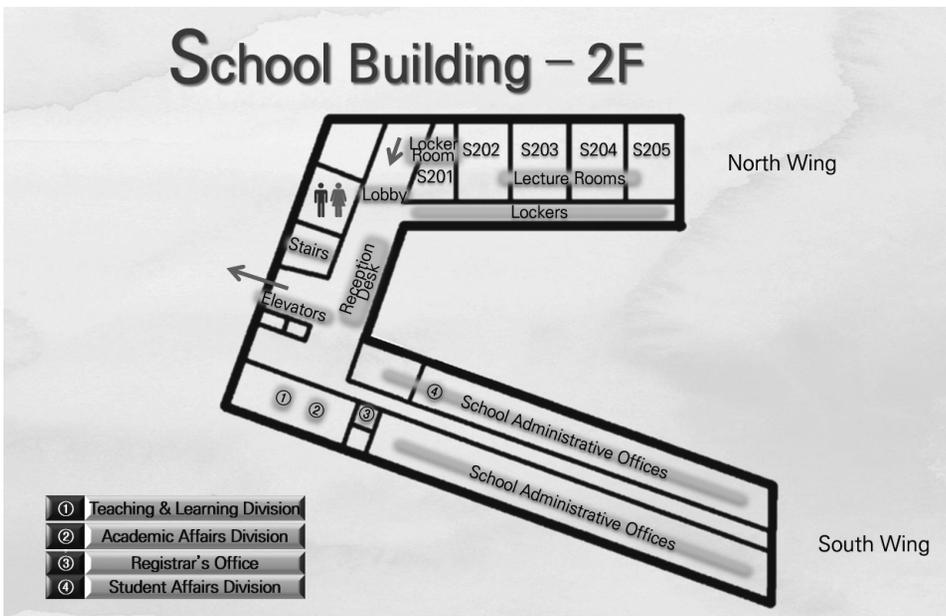
- This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with your prepaid service.

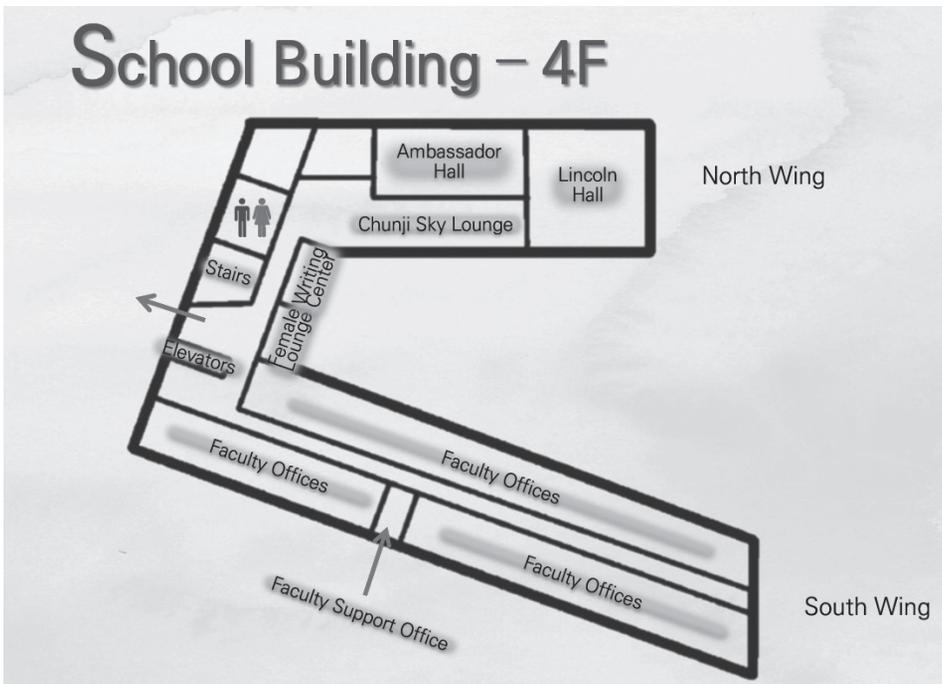
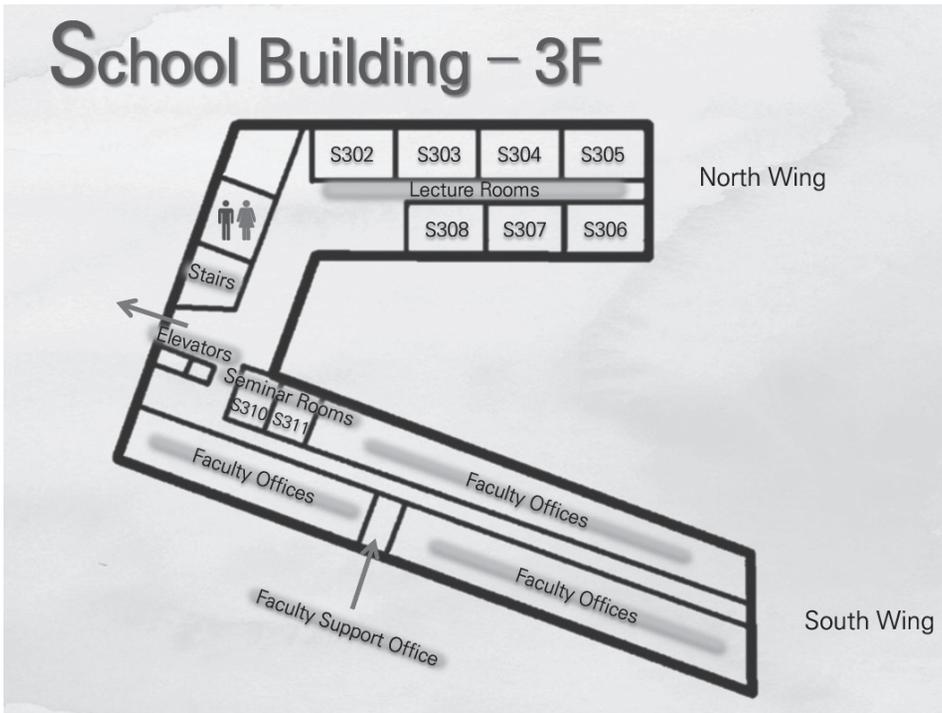


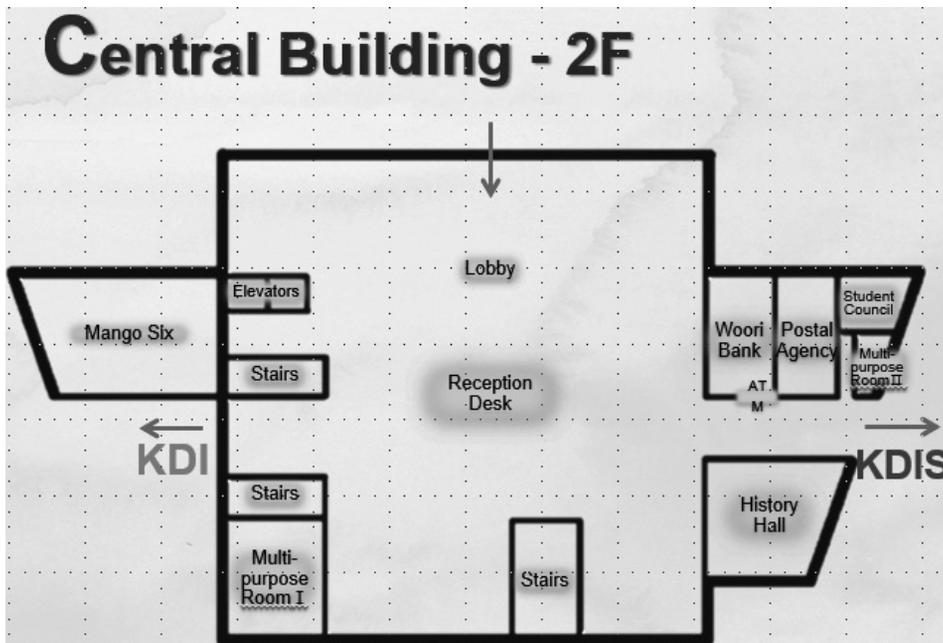
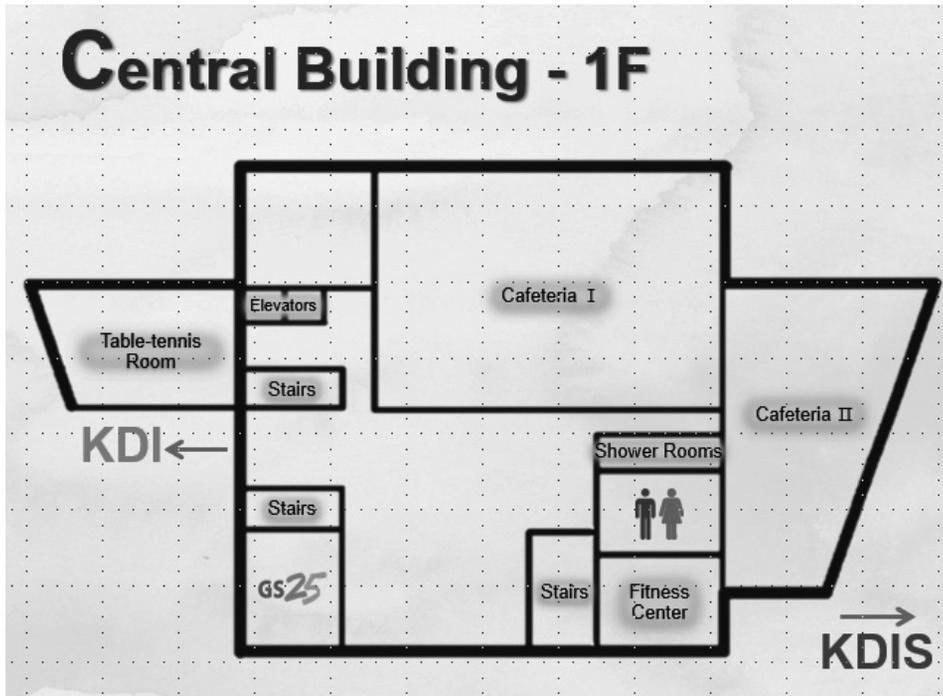
### □ Postpaid Subscription Plan

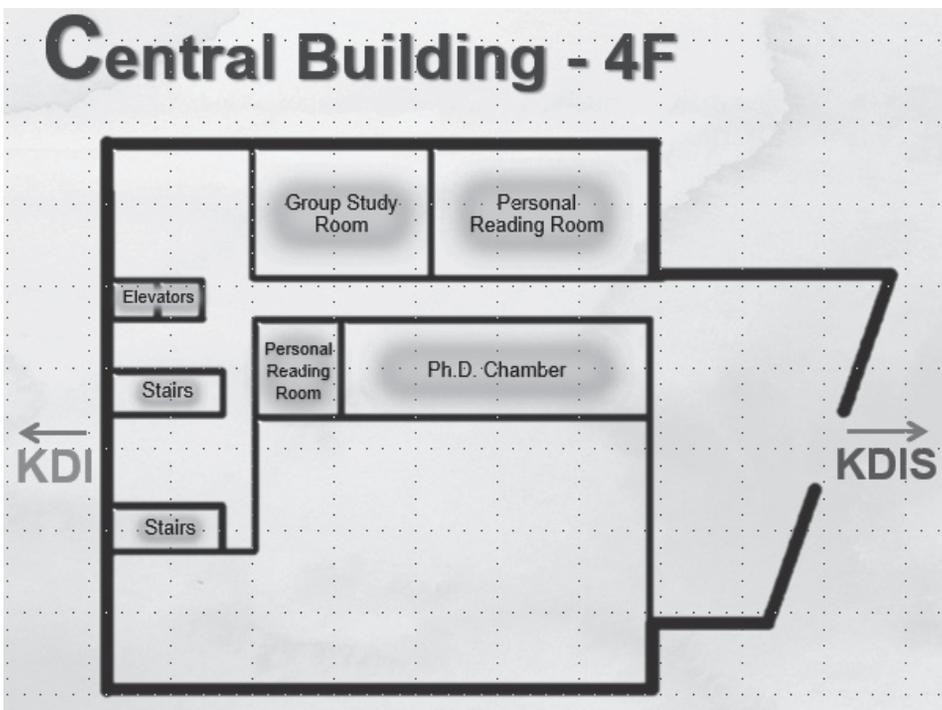
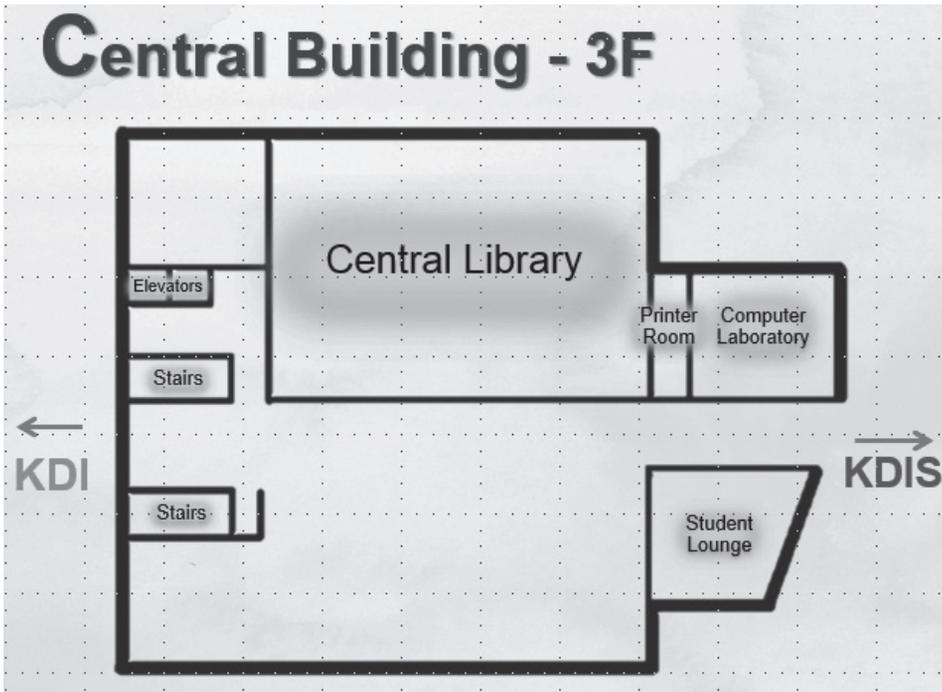
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but you will have to pay for the remaining months and a penalty. For the first few months, certain registration fees will be added onto your monthly payments.
- To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

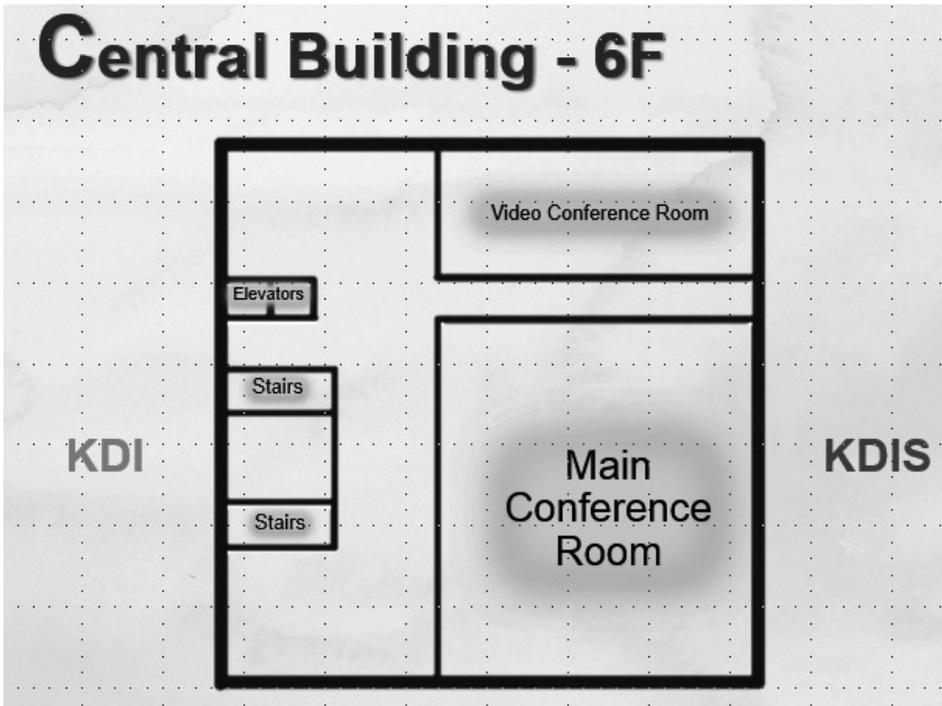
## 2. School Building Information













### 3. On-campus Restaurants & Stores

#### 3-1. Cafeteria

- Location: 1<sup>st</sup> floor, Central Building
- Open Hours: Breakfast 08:00-09:00 Lunch 11:40-13:00 Dinner 17:40-19:00
- \* Closed on weekends and public holidays.

The cafeteria mainly serves Korean dishes for a fairly low price.

- Breakfast: KRW 2,000 - Lunch: KRW 4,000 or 5,000 - Dinner: KRW 4,500

- Operating method
  - Cafeteria A : Plated Meals
  - Cafeteria B : Buffet Style

It is a good place to visit when students don't have much time to go outside due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. ☎044-550-4372

- Payment method
  - Please pay points after charging points at e-pay charging kiosk.
  - Please purchase a meal ticket at the ticket vending machine.

#### 3-2. Student Cafeteria (Food for Thought Lounge)

- Location: 1<sup>st</sup> floor, Central Building
- Open Hours: Lunch Mon-Sat 11:30-13:30 Dinner Mon-Fri 17:30-19:30
- \* Closed on public holidays.

The cafeteria serves international cuisine. Every meat item served at the Food for Thought Lounge has received Halal certification.

- Lunch: KRW 3,500 for students (KRW 5,500 for others)
- Dinner: KRW 3,500 for students (KRW 4,500 for others)

□ Payment method

- Please charge your student ID card at e-pay charging kiosk prior to purchasing meals. Students will not receive meal subsidy if he or she purchases meals with cash or credit card

### **3-3. E-Mart 24 (Automated Convenience Store)**

□ Location : 1<sup>st</sup> floor, Central Building

□ Opening Hours

- Manned service: Weekdays 09:00 to 18:00.
- Unmanned service: From 18:00 to 09:00 weekdays and at weekends 24 hours.
- To enter convenience store, you need to tag your credit card first for ID check. Snacks and beverages can be purchased here at the convenience store. They also sell international phonecard for calling abroad.

### **3-4. Coffee Shop (COFFEE LAB, CAFE VOBIS CUM)**

□ Location: Coffee Lab (Lobby)

□ Open Hours: Weekdays 08:30-18:30

□ Location: Cafe Vobis Cum (3rd floor, Library)

□ Open Hours (during regular semester): Weekdays 08:30-19:00 Saturday 08:30-16:00

□ Open Hours (during vacation): Weekdays 08:30-18:00

You can buy beverages like coffee, juice and a various kind of snacks and breads.

Cost ranges from KRW 1,000 to KRW 3,500 per beverage and snacks.

Inquiries: ☎ 044-550-1306

## 4. Banking Information

### WooriBank (On-Campus)

- Location: 2<sup>nd</sup> floor, KDIS Building
- Hours of Operation: 09:00-16:00 (A.T.Ms 7:30-23:30)

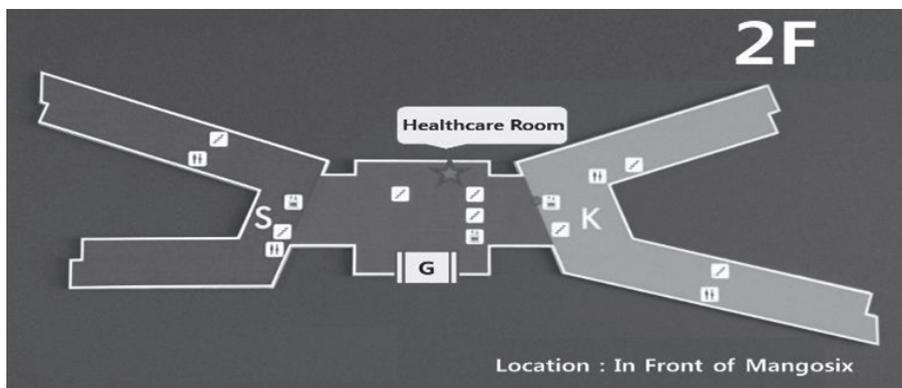
You may open your bank account, deposit money, transfer money overseas, and other bank services are available. For more inquiries: Please call ☎ 044-862-6741

## 5. School Health Services

### 5-1. On-Campus Healthcare Room

The Healthcare Room provides students with urgent care for common minor illnesses and injuries. Students with minor injuries and ailments can get a medical service at the Healthcare Room located on the 2<sup>nd</sup> floor of the Central Building. For serious or prolonged illnesses or injuries, students are referred to a local hospital or private physician, private medical provider or urgent care.

- Location: 2<sup>nd</sup> floor in the Central Building
- Office Hours: 09:00 – 18:00 during Weekdays (Mon – Fri)
  - \* Lunch Hours 12:00 – 13:00
- ※ Closed during Weekends and National Holidays.
- ※ The nurse might be away to support outpatient visit for students.



## 1) Online-Counseling

It is highly recommended for students to request for online-counseling for health concerns prior to visiting off-campus clinics or hospitals.

If you have any question regarding your health screening results, please contact the Healthcare Room nurse via [ts\\_kim@kdischool.ac.kr](mailto:ts_kim@kdischool.ac.kr).

## 2) Available Health Services

- ① Treatment of minor or acute illnesses such as following symptoms:
  - Common Cold Symptoms (fever, runny nose, sore throat, coughs, etc.)
  - Headaches
  - Nausea & Vomiting
  - Indigestion
  - Constipation & Diarrhea
  - Minor Burns
  - Muscle Sprains
  - Stomach Ache and Abdominal Pains
  - Stomatitis
  - Minor Skin Problems such as Rashes or Itchy Skin
  - Skin Injuries including minor abrasions and cuts
- ② First-aid for minor injuries
- ③ A rest area for students who become ill and need a place to rest
- ④ First-aid kits for dormitories
- ⑤ Infection prevention and control of epidemic
- ⑥ Medical support for school events
- ⑦ Referrals to local medical specialists
- ⑧ Individual health and wellness counseling
- ⑨ Student and staff health care record management



### 3) Available Medical Equipment

- ① First-Aid Kits (rental)
- ② Hot & Cold Packs (rental)
- ③ Digital Column Scale for Height, Weight, Body Mass Index
- ④ Blood Pressure Monitor
- ⑤ Blood Glucose Monitor
- ⑥ Wheelchair & Crutches (rental)

### 5-2. Health Insurance & Hospital Information (for International Students)

All students studying at the KDI School must carry a health insurance recommended by the school. If you have your own health insurance, the coverage should be the same as or similar with the school health insurance.

If you need to visit a hospital, you may visit one of the following international healthcare centers. For more information, please visit the Healthcare Room.

#### Sejong Chungnam National University Hospital

The Sejong Chungnam National University Hospital International Healthcare Center provides services to foreign residents not only living in Korea but also foreign residents overseas with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. CNU Hospital will assist you with full medical services including making an appointment and medical interpreter services for foreign patients who cannot speak Korean

#### □ Information

English ☎ 042-280-8429

- Location: 20, Bodeum 7-ro, Sejong-si, Republic of Korea

- Website: <https://www.cnush.co.kr> or <https://www.cnuh.co.kr/eng/index.do>

※ **Appointment is required prior to your visit.**

※ Emergency Room operates 24 hours including weekends and holidays

## Sejong NK Hospital

NK Hospital provides international healthcare services. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

### □ Information

- Location: 161, Hannuri-daero, Sejong-si
- Distant: About 20 minutes from the school via taxi
- Working Hour: 09:00~18:00 (Lunchtime 12:00~13:00)

- ※ No need to make reservation for Ambulatory Care
- ※ Emergency Room operates 24 hours including weekends and holidays.

## 5-3. How to Make a Health Insurance Claim

\* Each insurance company may have different a claim process.

1. Visit the following website: <http://n.foreignerdb.com/kdis>

2. Log in using your **Student ID Number, Passport Number, or Alien Registration Number with password.**

3. Upload your documents to make your insurance claim:

- ① Download and print the Claim Report and fill out the information.
- ② Scan and upload the necessary documents in Upload Documents for Claim.



### ※ Necessary Documents for Insurance Claim:

- Insurance claim report\* (downloadable)
- Copy of alien registration card
- Copy of your bank account
- Documents from the clinic or hospital including Treatment Receipts, Detailed Statement of Medical Expenses and Prescriptions for Patient

\* For more information, please refer to the attached files in the school homepage.

(School main homepage → Students → Campus Life → New Student Orientation → Insurance Policy)

### 4. Health Insurance Inquiry

☎ Jungang INS (Insurance Company): 02-722-3200 / info@insclick.com

## 6. KDI School Dormitories & Mailing Services

### 6-1. Dormitory

#### Information Desk

The dormitory office is located on the 1st floor of 102 building and is staffed 24 hours a day. Students should visit this office to get your room facility checked when moving in to their assigned rooms. Residents are required to carry their student ID card at all times for security access to the dormitory building. Otherwise they are not permitted to enter. If you have an emergency situation, you can contact the house masters. The first aid Kit will be provided accordingly. (☎ 044-550-1800)



#### Check-in Procedure

- Step 1. Visit the dormitory information desk, or dormitory office (RM.2129)
- Step 2. Have your assigned room inspect with a Dormitory Assistant and housemasters
- Step 3. Fill out the Check-in Form
- Step 4. Carefully read “Dormitory Welcome Package”

**Check-out Procedure**

- Step 1. Apply for check-out online (<https://dormitory.kdischool.ac.kr>)
- Step 2. Clean your room, and reset the doorlock passcode to 1111\*
- Step 3. Fill out the Check-out Form
- Step 4. Have your room inspected by a Dormitory Assistant at least 3 days prior to check out.
- Step 5. Have your room inspected by the housemasters on the day of your check-out
- Step 6. Submit the Check-out Form to housemasters

※ Every member of the residential life community is expected to observe the following rules and regulations to maintain cleanliness and orderliness in the dormitory

**<Rules and Guidelines for Dormitory Residents>**

※ Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.

<b>Room</b>	<ul style="list-style-type: none"> <li>• Overnight sleeping in common areas of the building is strongly prohibited.</li> <li>• Members of the opposite gender should not enter each other's rooms and hallways.</li> <li>• Students must change the door lock combination upon check-in, and reset to 1111 when checking-out. If the door lock has low batteries, you may request the House Master for new sets of batteries.</li> <li>• Students are responsible for personal toiletries and bathroom repairs when damaged. Students will compensate for the toilet repair if they are responsible for the damage (Ex. Clogged toilets and faucets, broken tiles, sinks, and mirrors, and others).</li> <li>• Students are not allowed to move furniture or to use non-occupied beds in dorm rooms. In addition, students must maintain and clean their room prior to check out.</li> <li>• Turn off lights, heating, and air conditioners before leaving your room every day. Students are responsible for the payment of excessive energy usage.</li> <li>• Students should have separate indoor shoes. Do not wear outdoor shoes inside the room. If the flooring is damaged upon your check-out, you may be charged for the replacement.</li> <li>• Refrigerator: Do not put perishable food in the room refrigerator. Please keep the refrigerator clean and sanitary.</li> <li>• Cooking in the rooms is strictly prohibited.</li> <li>• <b>Use or possession of any unauthorized electric and/or heating appliances (including but not limited to electric blankets, electrical fan heaters, coffee port/makers, ramen ports, gas burners, electric cookers, etc.) that may cause a fire in the dormitory are prohibited.</b> Any infringement will be subject to disciplinary action from the dormitory including a maximum penalty of leaving the dormitory depending on the case determined by the committee. Exceptions to the above include small appliances such as computers, hair dryers, fans, radios, chargers and electric shavers.</li> </ul>
<b>Room Inspection</b>	<ul style="list-style-type: none"> <li>• The supervising staff may inspect student rooms without prior notice for emergency. The supervising staff reserves the right to enter any room in the dorms and investigate if there is reason to believe a rule infraction is taking place.</li> </ul>



## IV. Student Life

<b>Room Change</b>	<ul style="list-style-type: none"><li>• Room change is not allowed except during the official room change period (February/July/September but dates are subject to change).</li></ul>
<b>Communal Kitchen &amp; Dining Area</b>	<ul style="list-style-type: none"><li>• Kitchen use should end by 11 PM.</li><li>• Students must use a personal container box when using the public refrigerator. The container box must be labeled with the following information (Name, Room Number). Non-labeled goods can be removed without permission.</li><li>• Individuals are responsible for their personal appliances and belongings. In addition, they are expected to keep the kitchen clean and sanitary at all times.</li><li>• Student should turn off the lights and appliances after use.</li><li>• Students must dispose waste accordingly (Garbage; Recycle; Food Waste).</li><li>• Students are expected to use the kitchen in a timely manner.</li></ul>
<b>Laundry Rooms</b>	<ul style="list-style-type: none"><li>• Students should use the appropriate gender-designated rooms accordingly.</li><li>• Students should conserve water and energy by washing and drying when fully loaded.</li><li>• Detergent and fabric softeners are not provided by the school.</li><li>• Students should use liquefied detergents.</li><li>• Students must timely collect their laundry after use for other residents.</li><li>• Students should use the clothing rack provided in the dormitory rooms. Please limit the use of dryer machines due to high electricity fees.</li><li>• Students should leave the washing machines door open after use.</li><li>• Students should avoid using the laundry machines during the quiet hours (11:00 PM – 7:00 AM).</li></ul>
<b>Damage / Liability</b>	<ul style="list-style-type: none"><li>• Students agree to be fully responsible and liable for any damages that may occur to the KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Also, residents are fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged not to bring items of value.</li></ul>
<b>Pets</b>	<ul style="list-style-type: none"><li>• Pets are not allowed anywhere in dormitory.</li></ul>
<b>Alcohol / Drugs</b>	<ul style="list-style-type: none"><li>• The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.</li></ul>
<b>Smoking</b>	<ul style="list-style-type: none"><li>• Smoking is not allowed inside the room. There is smoking area on the top of the 102 building.</li></ul>
<b>Quiet Hours</b>	<ul style="list-style-type: none"><li>• Quiet Hours are between 11:00 P.M and 7:00 A.M. Please respect your neighbors during this time.</li></ul>
<b>Maintenance Service</b>	<ul style="list-style-type: none"><li>• For maintenance service, you may request to the House Master directly. If you need assistance for other dormitory issues, you may ask your Dormitory Assistant for guidance.</li></ul>
<b>Having Visitors</b>	<ul style="list-style-type: none"><li>• Visitors are not allowed to stay overnight in the dormitory.</li><li>• Visitors must present an identification card and complete the 'Visitor's Information Form' at the housemaster's desk before entering the building.</li></ul>

**Rate Information (Per Person)**

Accommodation	Type	Rate per 30days	Rate Per day	Maintenance Fee
Dormitory	Double	KRW 180,000	KRW 6,000	KRW 50,000 One time payment
	Single	KRW 360,000	KRW 12,000	

- Maintenance fee will be charged only once at check in.
- If we find any damage to the dormitory facilities when check-out, the corresponding amount should be paid in cash.
- Refund may vary according to the room condition & fee payment of check out.
- Overuse of Utility Fees & Payment: The residents will be responsible for the compensation and payment of the excess amount of utility fees. The overuse of utility such as **electricity, water, heating, air conditioning, and other sources of energy** will be charged Please save energy and be mindful of your energy use in your dormitory rooms and communal areas.

Type of Room	Max Utility Fee Coverage per Month	Remarks for Excess Utility Fee
Single Room	KRW 90,000	Over KRW 90,000: The single resident will be fully responsible for the compensation of the extra amount of utility usage.
Double Room	KRW 100,000	Over KRW 100,000: The two residents will be responsible for the compensation of the extra amount of utility usage and the extra amount will be divided in half. In the case where a single resident is residing in the double room, the sole resident will be fully responsible for the excess payment.

※ Dormitory rate and payment standard of the excess amount of utility fees can be changed with prior notice

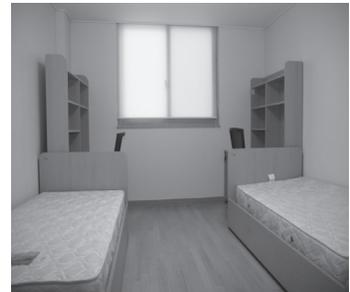
**Maintenance Fee includes:**

- Mattress and floor cleaning (Anti bacteria, minute dust): 2 times a year
- Disinfection for dormitory building and rooms: 5~6 times a year
- Annual building cleaning: end of the year

**Rooms**

□ Double Room

All double rooms are equipped with beds, wardrobes, desks, chairs, bookshelves, air conditioning and heating system and a Wifi system (electrical outlets: 220V). Each room has its own shower and toilet inside. Bedding set is not provided for students, but students can rent it with rental fee. While staying in the dormitory, it is the responsibility of the residents to keep their room clean.



□ Single Room



There are 40 single rooms in the dormitory. It has its own shower and toilet inside. Bedding set is not provided for students as well. The rooms are equipped with a bed, wardrobe, desk, chair, bookshelf, air conditioning and heating system and Wifi system (electrical outlets: 220V).

**Policy for Bedding Set:**

In principal, residents should use their own bedding set. However, rental for bedding set is available within 2 weeks following check in. The rental fee is based on its cleaning cost. When borrower does not return the bedding set, it will be regarded as loss and charged for purchasing costs.

**Rental Fee Information for Bedding Set**

Item	Rental Fee
Pillow	KRW 2,500
Blanket	KRW 6,000
Comforter	KRW 14,000

**Compensation Costs Information for Bedding Set**

Item	Rental Fee
Pillow	KRW 8,000
Blanket	KRW 12,500
Comforter	KRW 30,000

## **Communal Dormitory Lounges**

### □ Communal Lounges

The communal lounges are located on the every floors. A place where students can relax, watch TV, check their email, do homework, print, read, or just hang out. Communal lounges also offer comfortable surroundings for casual conversation. This place has a satellite TV, some couches, a desktop computer, a printer, and a water dispenser.

### □ Communal Gyms

The communal exercise rooms are located on the 2nd and 4th floors in 102 building and the 4 floor in 101 building. There are running machines and step machines with a weight scale.

## **Laundry Room**

The gender-designated laundry room is located on the first floor of each building. Residents should use liquid detergents for drum washing machine only.



## **Communal Kitchen**



The communal kitchen located on the top floor is where all residents can cook for themselves using cooking materials depending on their tastes. It includes dining tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV

### □ Kitchen Use Guidelines

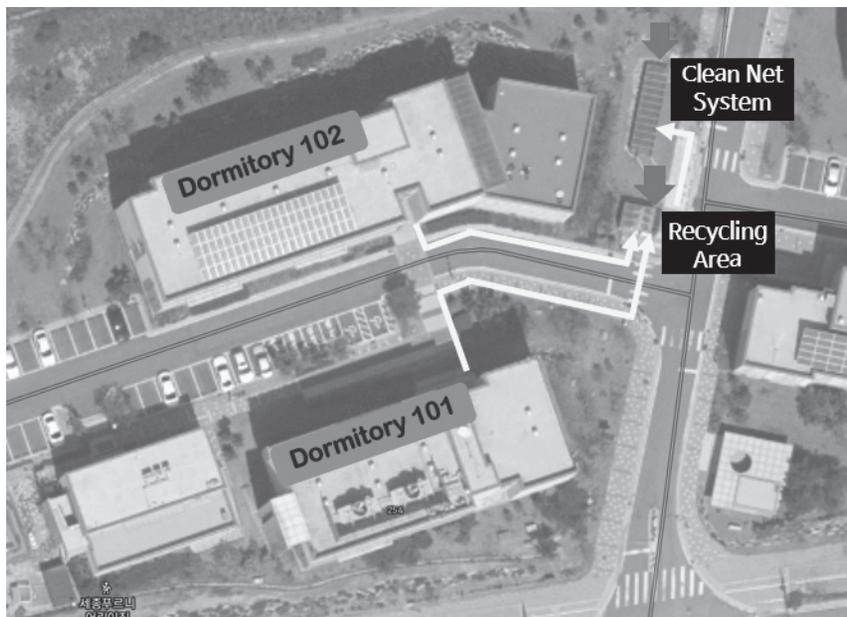
Communal kitchen users must have a higher sense of responsibility when using the space: please use this place clean and orderly. (In particular, cooking utensils should be washed and arranged back in the same place, and tables need to be cleaned after use.)

### □ Refrigerators

Residents are also required to keep an eye on their cooking materials in the refrigerators in the bar and in the other areas of the dormitory. Any food in the refrigerator should be stored in sealed and marked containers. Please check your cooking materials at least two times per week and dispose decayed or rotten food properly/immediately. Students should remove all items from refrigerators after notice for refrigerator cleaning.

### Clean Net System

The Clean Net System is a high tech system which uses automated pressure to suck garbage to the “Auto Clean Net Center” through an underground pipe. This system is designed as a garbage disposal policy implemented by Sejong City.



□ General Waste

Residents are required to dispose garbage to the Clean Net System Area, located next to the dormitory building 102 on the right side. Only 20L general waste inlets must be used along with garbage disposal bags, which can be purchased at convenience store, Homeplus, E-mart, etc.

<How to use the Clean Net System>

- 1) Check the lamp sign on the general waste inlet
- 2) Tag the card hanging on the inlet
- 3) The inlet will open after audio guidance
- 4) Place your garbage bag inside
- 5) Close the inlet by tagging the card



□ Food Waste

Residents are required to use food waste bin placed in the kitchen in order to dispose of food waste.



□ Recycling Items

Recycling items such as paper, cans, glass, plastics, etc. must be disposed of separately in the recycling area in front of the dormitory building 102.

- Paper: Books, newspapers, boxes, paper cups, paper bags, etc.
- Glass: Food and beverage glass, etc.
- Plastic: PET plastic (plastic cups, toothpaste, plastic containers, pens, etc.)
- Metal: Metals, metal cans, aluminum cans

**6-2. Dormitory Assistants**

KDI School assigns Dormitory Assistants to help international students' dormitory life and promote networking among residents. If you have any problem in the dormitory, you can contact them without hesitation. KDI School will send you the list of all dormitory assistants and their contact numbers.

Number of Assistants	Work List	Remark
1 (Head DA)	<ul style="list-style-type: none"> <li>- Dealing with residents' inconveniences</li> <li>- Guiding through check-in and check-out procedure</li> <li>- Managing dormitory facilities</li> <li>- Handling an emergency situation</li> <li>- Performing various jobs requested from the school</li> </ul>	8 Internationals
7 (Floor DA)		



### 6-3. Mailing Service Information

KDI School students can receive mails on campus using their dormitory address with the room number.

If necessary, you may also use KDI School address to receive your mail. In this case, the Academic Affairs Division will email you when your mail arrives.

#### Mailing Address:

- On-Campus Dormitory
  - Dormitory Building & Room No. / Student Name
  - Dormitory Address: KDI SCHOOL, 254 Namsejong-ro, Sejong-si 30149, Korea
  - Inquiries: ☎ 044-550-1800 (Dormitory Information Desk)
- Mail Delivery Service

KDI School supports mail service for students. Collections are made between 09:00 and 18:00. Thus, items must be ready before 17:00. The school mail service office is located on the 2nd floor of KDI School building next to Woori Bank. Service fees are subject to change depending on the type of mail.



Inquiries: ☎ 044-550-1820

## 7. Useful Information

### 7-1. Sejong City Hall(☎ 044-300-6223~4)

If you have any question about information of the Sejong city, Contact Us.

- How to use the service: 044-300-6224 for English 044-300-6223 for Chinese  
<https://www.sejong.go.kr/eng.do> (for English and Chinese)
- Hours 09:00~18:00, Mon - Fri
- Service areas : Public transportation, Public Service and other information on everyday life in Sejong



### 7-2. Smart Sejong Web-site (<https://www.smartsejong.kr/index.do>)

This Web-site provides useful information(Smart Map, Transportaion, Restaurant, etc)

### 7-3. Dasan Call Center(☎ 02-120+9)

The 120 Dasan Call Center provides foreigners, with a variety of information services about life in Seoul, transportation in the metropolitan area, and tourism services.

- How to use the service: 02- 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian
- Hours 09:00 22:00, all year round
- Service areas: interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul

### 7-4. Seoul Global Center(☎ 02-2075-4180)

The Seoul Global Center provides foreigners, with a variety of information services about life in Seoul, transportation in the metropolitan area, and tourism services.

- Directions: Korea Press Center 3rd Floor
  - ▷ From City Hall St. (Line 1 or Line 2) Exit 4 walk 50m to Gwanghwamun
  - ▷ From Gwanghwamun St.(Line 5) Exit 5 walk 300m straight
- Business Hours: Man- Fri. 09:00-18:00 (Lunch Period 12:00-13:00)
- Service areas: Multilingual Counseling Service, Counseling Service on Living in Seoul, Professional Counseling Service, On-site Counseling Service, Administrative Service, Education and Cultural Exchange Program, Business Support, Multicultural Service.

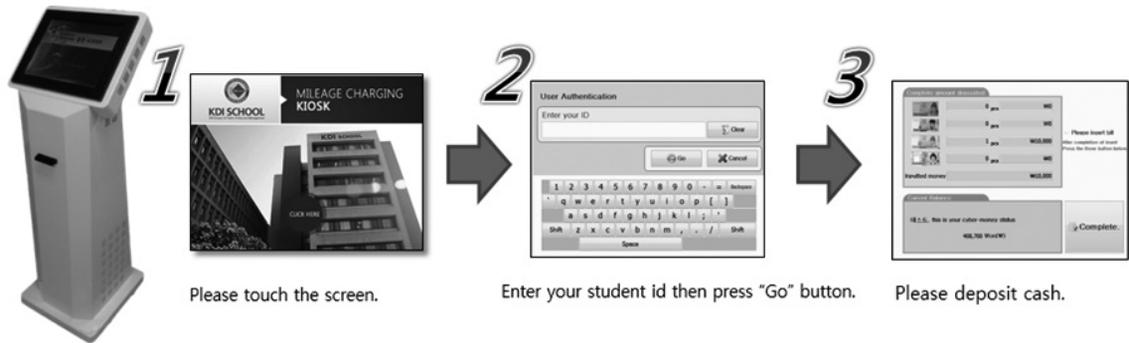
# IT Service

## 1-1. Available Service(it@kdischool.ac.kr)

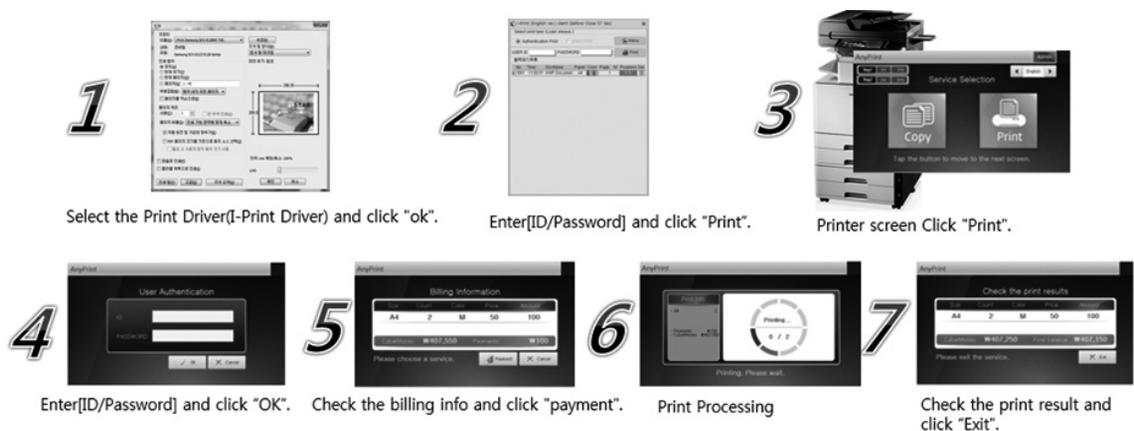
- Support Student e-mail and Google Apps
- Install Anti-virus program

## 1-2. Charge for using printing machine

- Touch the screen
- Write your student ID and press “Go” button
- Deposit Cash

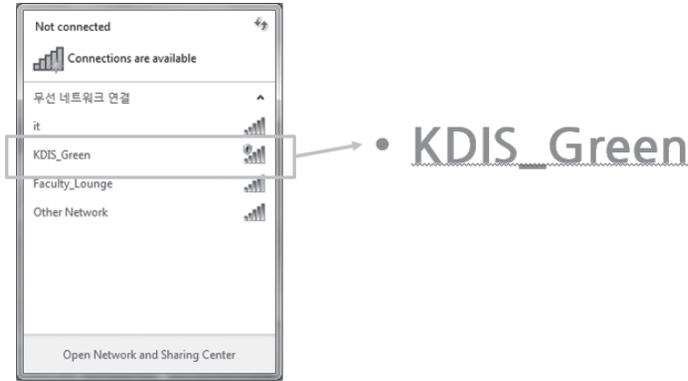


## 1-3. Printing



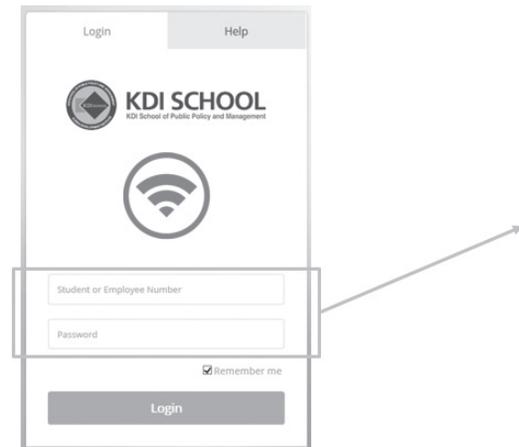
## 1-4. Wi-Fi Connection

- Find available wireless network within the range, and connect to [ KDIS Green ]

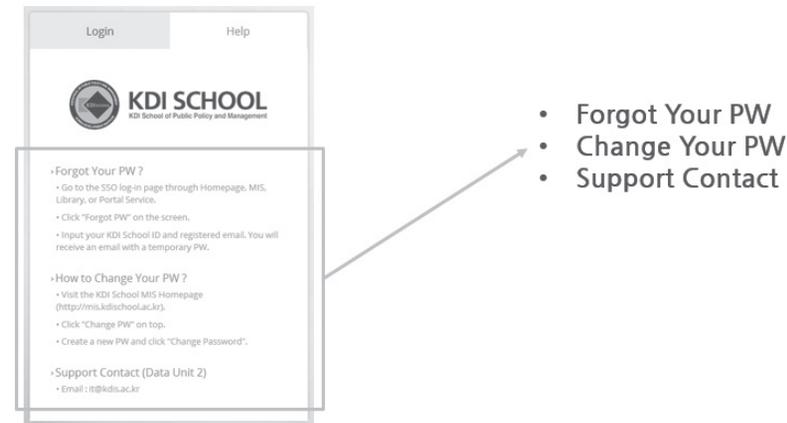


Open Internet Browser(Internet Explorer/Chrome etc.), and enter your ID(Student number) and password

If your password includes “@” or “%”, then it will occur error. please change your password through MIS.

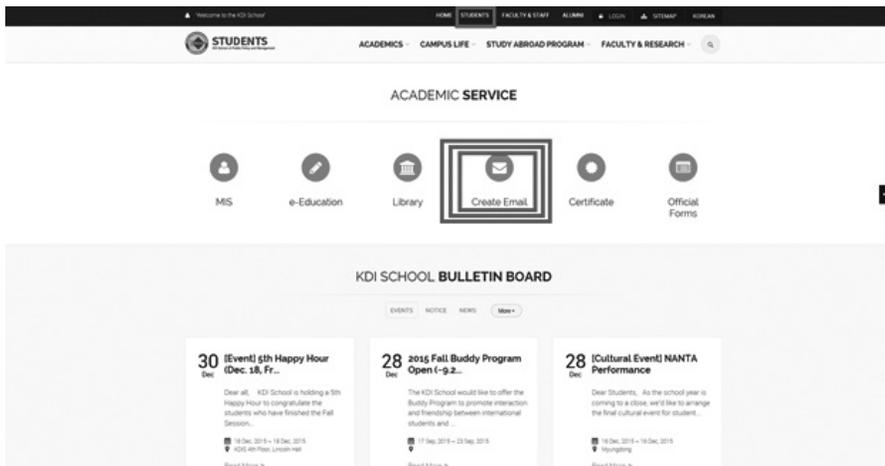


If you wish to reset or change password, please find 'Help' menu

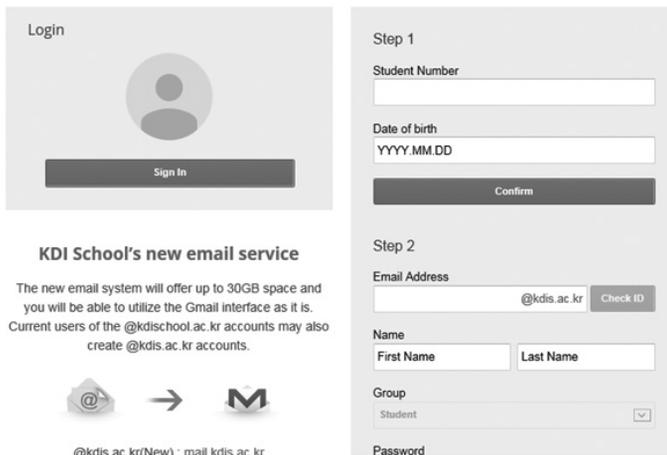


### 1-5. Create E-mail Account

- Visit [www.kdischool.ac.kr](http://www.kdischool.ac.kr)
- Click “STUDENTS” on the top of the website
- Click “Create Email” button on the KDI School student page.
- Click “Confirm” after filling out the relevant information

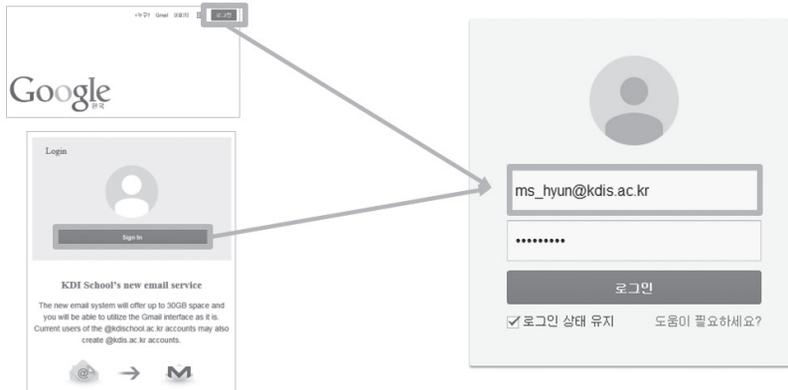


- Password should be a combination of 10 or more letters and numbers
- Enter Student No., D.O.B, and Verification code
- Click “confirm” to continue
- Click “ID Check” to confirm availability



### 1-6. Sign in E-mail Account

- Go to Google homepage
- Make sure to insert @kdis.ac.kr after your ID
- (You can utilize Google services with @kdis.ac.kr account)



### 1-7. Anti-Virus Install

- Go to KDI School Homepage.
- Click “Quick Menu” on the right of the website
- Click “Antivirus”
- Download ESER Antivirus



## Around KDI School

### Sejong City

KDI School is located in Sejong, Multifunctional Administrative City, located in the heart of the Republic of Korea near Daejeon, the fifth largest city. Sejong was conceived to relieve overcrowding in Seoul and promote balanced regional economic development. In addition to relocating the Republic of Korea's ministries and other executive offices from Seoul to Sejong, the Korean government designated Sejong as a center of research, education, and high-tech industry. Sejong is 74-minute away from Seoul and two hours away from other major cities.



For more information, please visit <http://www.happycity.go.kr/english.do>

The detailed information regarding transportation, shopping and attraction in Sejong will be announced during dormitory orientation by dormitory assistants and the presentation slides will be posted on the student notice page of the school homepage.



# Visa & Immigration

## 1. D-2 (Overseas Study) Visa

International students MUST have a STUDENT(D-2)VISA to attend the KDI School. Tourist visas and working visas cannot be used. However any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-3, F-4, A-1, E-1~7, etc.). Korea Law requires that you obtain the appropriate visa in your own country. It is each student's responsibility to obtain a student (D-2) visa. This can be done at the nearest Korean consulate and embassy in your country. Please make sure to show \*the Letter of Acceptance, the Certificate of Admission and the Certificate of Scholarship, issued by admission division of the KDI School, and you should not have difficulties in obtaining a student visa. Approval usually takes only a few days, but be aware that it may take up to a month in some cases.

Because of the possibility of delays, you are strongly encouraged to initiate the student (D-2) visa process promptly by starting the procedure as soon as you receive admission package. You do not need to be concerned if the student visa issued to you has a permitted period of stay that is shorter than your intended study period because a student visa can be extended in Korea. Please note, however, that if you withdraw from the program while you are in Korea, your student visa status would be immediately terminated, as it is contingent upon the KDI School's sponsorship. In addition, regardless of the expiration date on your visa, your student (D-2) visa will no longer be valid after 30 days from the date of academic completion or the expiration date wrote on the alien registration card back side. (please refer to your certificate of scholarship to check your academic completion date) and besides, KDI School does not provide a visa change process, support for you family visits and extend D-2 visa

\* If you have inquiries regarding the documents, please contact to admission office(kdischool@kdischool.ac.kr)

### **Immigration Contact Center Information (☎: 1345)**

The Immigration Contact Center is a multilingual information counter that offers civil affairs consultation to foreigners living in Korea. Information is provided through online and telephone without any language barriers under the Law on Treatment of Foreigners in Korea. The Immigration Contact Center consists of Hi Korea, which is a portal site for helping foreigners with electronic civil affairs service and online information guidance in 4 languages (Korean, English, Japanese and Chinese), and ☎ 1345 telephone counseling service in 18 languages.

- Immigration Contact Center Service
  - Visa related services.
  - Immigration services such as re-entry permission, etc.
  - Issuing identification card related services such as foreigner registration, etc.
  - Sojourn permission services such as extension of sojourn period, status change, etc.
  - Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.
  - Immigrant's social integration related services such as education, marriage immigrants' society, etc.
  - Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.
  - Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.
- Available time: 09:00~18:00 on weekday, except Saturday & Sunday
  - ※ Dial to ☎ 1345 anywhere, regardless of local or cellular phone.

## 2. Foreigner Registration

As foreigners intending to stay in Korea for more than 90 days after entry, you are required to register at the local immigration office having jurisdiction over your place of sojourn within 90 days from your arrival date. When you register as a foreigner, you are issued a Foreign Registration Card, which is needed in a variety of circumstances.

- ※ You will be fined at least KRW 200,000 if you don't register within 90 days of the date of your arrival in Korea.

### □ Required documents

To register, The Student Affairs Division will visit district immigration office to register instead of you. Therefore, please submit the required documents and the processing fee(1~6) to student Affairs Division. The below listed documents(7~8) will be prepared by the school.



1. Copy of Passport
2. Visa page in your passport
3. Application form for foreigner registration
4. 1 color photo (3cm x 4cm)
5. Proof of Residency
6. Processing Fee: 30,000KW (Government Revenue Stamp)
7. A Certificate of Enrollment
8. A Certificate of Scholarship

If your application is accepted, the Immigration officer in charge will issue you a Foreigner Registration Card. If any changes to your registration details, such as your place of sojourn, are made, the details must be reported to the local immigration office within 14 days of the date the change was made.

※ All international students must submit a copy of their Foreigner Registration Card to the Students Affairs Division office after obtaining it from the immigration office.

- Exceptions to foreigner registration
  - Those carrying out Diplomacy (A-1), Official business (A-2), or Conventions/Agreements (A-3) and their family members
  - Those undertaking diplomatic, industrial, or other important duties for the national security, their family members, and other foreigners found to be unnecessary to register as foreigners by the Minister of Justice
- Foreign Registration card carriage and/or present
  - All foreigners must carry a passport, visa, or a foreigner registration card while in Korea.
  - All foreigners must comply with requests to display passports or foreigner registration card by immigration officers or other such public officers (including public administrators of city, province, or town), if they are performing their official duties. (registration related duties)
  - Failure to comply to such requests will result in punishment as according to Immigration Act Article 27.

### □ Reasons for returning Foreign Registration Cards

The Foreign Registration Card must be returned to the Immigration Office upon following reasons-  
Final departure

- Final departure
- Applicable for Foreigner Registration exemption

### □ Immigration Office Daejeon Branch

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동 16-8).
- ☎: 1345 or 042-254-8811
- The office is open from Monday to Friday from 09:00am until 12:00pm, Closed for 1 hour between 12:00pm and 13:00pm for lunch.
- The office is also closed on Weekends and Holidays

### Location for Daejeon Immigration office

Address: 16-8 Jungchon-dong, Jung-gu Daejeon immigration Office

**By Bus**

- 1) Bus #BRT1001 → Take off at Sollangmaeul Apartment Station(솔랑마을아파트)
- 2) Walk 361m (6minutes) to Dongsan Underpass Station(동산지하차도)
- 3) Bus #106 or #602  
→ Take off at Jungang Middle and High School Station(중앙중고등학교)
- 4) Walk 558m (9minutes) to the Daejeon Immigration office (대전출입국관리사무소)

**By Taxi**

- 1) KDI School → Daejeon Immigration Office (Expected Taxi Fare 29,600 KRW)
- 2) Sollangmaeul Apartment Station(from KDISCHOOL to Sollangmaeul Apartment by bus #BRT 1001) → Daejeon Immigration Office(Expected Taxi Fare 2,800 won)



## 3. Reissuance of Alien Registration Card

- Reasons for re-issuance
  - Lost or stolen registration cards
  - Damaged registration cards
  - Lack of space for necessary items to be displayed





- Changes in details on the existing card (name, gender, date of birth and nationality)
- Application for re-issuance must be made within 14 days of the above reasons
- Required documents for re-issuance
  - Passport
  - Application form for re-issuance of Foreign Registration card: You will get it from immigration office
  - Document stating reason for re-issuance application (where lost): You will get it from immigration office
  - Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
  - Certificate of Enrollment (from school website([www.kdischool.ac.kr](http://www.kdischool.ac.kr)))
  - Certificate of Scholarship
  - Certificate of Residence
  - Processing Fee: KRW 30,000 (Government Revenue Stamp)

### 4. Reporting Changes of Alien Registration Card

If any changes to your registration details, such as your place of sojourn, the details must be reported to the local immigration office within 14 days of the date the change occurred.

If you live in dormitory or anywhere in Sejong City, you can visit Sejong City Hall with following documents and go to No.2 or No.3 gate of public service center located in the 1st floor. It's opened from 9am to 6pm during the weekdays.

- **List of documents**
  - Application form: You will get it from city hall and fill it out on the spot
  - Alien Registration Card
  - Related documents: discuss with the person in charge

## 5. Rules of Temporary Leave

Please note that Temporary Leave cannot be granted to students during class terms. Temporary Leave during vacations can be granted only if students obtain permission from KDI School.

‘Request for Temporary Leave’ should be submitted to the Student Affairs Division at least 2 weeks prior to the vacation period (spring, summer, winter)

You may take a temporary leave for a period of up to 30 days during your entire study period (this condition may differ depending on your scholarship regulation. e.g. NIIED, POSCO, and KOICA).

Prorated reductions will be made to the monthly allowance if your leave of absence with prior application exceeds 30 days.

If you plan to travel to a 3rd country (not Korea nor home country), a Certificate of Insurance should be submitted along with ‘Request for Temporary Leave Application’ in MIS system.

For more details, please refer to click “STUDENTS” on the top side → Campus Life → New Student Orientation → Vis&Immigration → Rules of Temporary Leave / How to Apply for Temporary Leave.

## 6. External Activities (Int’l Students) Policy

Please note that Off-campus employment of any kind is not allowed, unless it is arranged by the school. Even if the school organizes it, you are required to get permission for part-time work from the immigration office. If you violate this policy, your scholarship may not be maintained. For more information, please contact me at [studentaffairs@kdischool.ac.kr](mailto:studentaffairs@kdischool.ac.kr).

# Staying in Korea

## 1. Location<sup>1</sup>

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (rumen River) to the northeast which separates Korea from both China and Russia. The country itself is flanked by the Yellow Sea to its west and the East Sea to the east. There are several notable islands that surround the country including Jeju-do, Ulleung-do and Dok-do (Liancourt Rocks). The Korean peninsula is roughly 1,030 km (612 miles) long and 175 km (105 miles) wide at its narrowest point. The land area is 99,200 sq km (38,301 square miles), and it has a population of 51.7 million people (2017). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.

## 2. Seoul<sup>2</sup>

Seoul, the capital city of Korea, is both a modern metropolis and a repository of Korean culture. All that is required is a little curiosity and an adventurous spirit to discover and appreciate the many things to do and places to visit. Places of interest range from open markets to luxurious department stores, small student-run theatres to world class art centers, and century old palaces to modern high-rises. In addition, Seoul is becoming a more multicultural city and finding various international cuisines requires little effort. Unfortunately, most Koreans are not fluent in English, so if you get lost, or need help with directions, strangers may not always be accommodating. However, more often than not, a kind person will try to help you find your way. Take time to learn about the culture, the people, and make the most of your stay in Korea. You may visit the Websites <http://www.visitseoul.net/>

## 3. Climate<sup>3</sup>

Korea has four seasons, with a wet monsoon/summer in the middle of the year, and a cold winter from November to March. The island of Jeju off the southern coast is the warmest and wettest place in the

---

1 [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_1.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp)

2 <http://www.visitseoul.net/>

3 [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_2.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp)

country. The most ideal time to visit Korea is during the autumn months (September-November). During this time, the country experiences warm, sunny weather, skies that are cobalt blue and spectacular foliage that is perhaps the biggest draw. Winters are cold and dry and remain a good time if you are interested in winter sports as there are numerous ski resorts. Spring (April-May) is also beautiful with all the cherry blossoms in bloom. However, it is very busy and one needs to book in advance to ensure accommodation is available. The summer months are muggy and hot, and rather crowded. It is also when the monsoon begins so many activities are subject to the fluctuations of heavy rain.

#### 4. Food<sup>4</sup>

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various side dishes, mostly seasoned vegetables, soup, pot



stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while others are prepared without red chili peppers or are soaked in a tasty liquid. However, garlic is always used in kimchi to add to its flavor. In late November or early December, Korean families used to prepare enough kimchi to last the long winter. The kimchi was stored in large clay jars partially buried to maintain temperature and retain flavor. In modern Korea, housewives often don't have time to make kimchi or the outdoor space needed to store large amounts. But kimchi is still a vital part of the Korean lifestyle: companies making the fermented dish and others selling special kimchi refrigerators enjoy brisk sales. In addition to kimchi, doenjang (soybean paste), with its anti-cancer attributes, has attracted the attention of modern-day nutritionists. Koreans used to make doenjang at home by boiling yellow beans, drying them in the shade, soaking them in salty water, and fermenting them in sunlight. However, only a few families go through this process anymore; the majority buys factory-made doenjang. Among meat dishes, seasoned bulgogi (usually beef) and galbi (beef or pork ribs) are the most favored by both Koreans and foreigners.

<sup>4</sup> [http://www.korea.net/korea/kor\\_loca.asp?code=U03](http://www.korea.net/korea/kor_loca.asp?code=U03)

## 5. Currency

The unit of Korean currency is the won, usually written as a simple capital W preceding the amount, as W1,000. As coins, the won is minted in 10-, 50-, 100-, and 500-won denominations; as banknotes, it is issued in 1,000-, 5,000-, 10,000-, and 50,000won bills. Banks also issue checks in W100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Jan 2021) the rate is approximately 1,106 won to the one U.S. dollar.



## 6. Transportation of Seoul

### Subway

Seoul boasts a highly sophisticated public transportation system which covers most areas of the city and suburbs. The subway is probably the most reliable mode of transportation since signs are written in English, and the trains are usually on time. The subway fare varies according to your point of destination, so be sure to check before purchasing your ticket.

The fare for Zone 1 is KRW 1,250 in card and KRW 1,350 in cash, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to

other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

- Subway map: <http://www.inat.fr/metro/seoul/>

## **Bus**

There are four types of buses in the city, which are colorized according to the type of city buses: Blue, Green, Red and Yellow.

### □ Blue Bus

This type of buses will operate at higher speeds and access the median bus lane connecting suburban areas to downtown Seoul.

### □ Green Bus

Green buses will be flexibly operated by private bus companies, to connect major subway stations or bus terminals in downtown Seoul.

### □ Red Bus

- The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.
- This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

These buses usually come fairly often and stop frequently on the way. Buses start running about 05:00 and stop by midnight.

#### ※ Free transfer

As of July 2004, a transportation card can be used to get fare discounts when transferring from a subway to a bus, or vice versa. Free transfer within 30 minutes(subway ↔ bus, bus ↔ bus) available when the card is tapped on the ticket checkpoint both on way in and out of the station/bus. The free transfer privilege is not available between two same number buses.



### Taxi

Taxis are plentiful, clean, safe, and inexpensive in Korea. There are taxi stands in most busy city areas, and taxis can also be hailed on the streets.

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 3,000 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 5,000 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 04:00): Additional 20% of the base fare

### Express bus<sup>5</sup>

This is a specially designed bus that maintains a certain speed so that it can efficiently take you to a terminal in each region in Korea. As it used for a long distance of traveling, it provides much comfort for passengers. It should have such facilities as air-conditioning, a broadcasting system and broadcasting devices inside a car as well as reclining seats and seat belts. The fare varies according to your destination. You may also use a super express or ‘Udeung’ bus. The fare is a little more expensive but it offers a greater level of comfort.

Terminal	URL	Tel
Sejong Bus Terminal	-	070-4904-3262
Dong Seoul Terminal	<a href="http://www.ti21.co.kr">http://www.ti21.co.kr</a>	1688-5979
Nambu Terminal	<a href="http://www.nambuterminal.co.kr">http://www.nambuterminal.co.kr</a>	02-521-8550
Central City Terminal	<a href="http://www.centralcityseoul.co.kr">http://www.centralcityseoul.co.kr</a>	02-6282-0114
Seoul Express Terminal	<a href="http://www.exterminal.co.kr">http://www.exterminal.co.kr</a>	1688-4700
Sangbong Terminal	<a href="http://www.sbtr.co.kr">http://www.sbtr.co.kr</a>	02-323-5885
Suwon Terminal	<a href="http://www.suwonterminal.co.kr">http://www.suwonterminal.co.kr</a>	1688-5455
Hwajeong Terminal, Goyang, Gyeonggi-do	<a href="http://www.hwajungterminal.co.kr">http://www.hwajungterminal.co.kr</a>	1577-9884
Terminal, Ansan, Gyeonggi-do	<a href="http://www.ansan-busterminal.co.kr">http://www.ansan-busterminal.co.kr</a>	1666-1837
Gwangju Terminal	<a href="http://www.usquare.co.kr">http://www.usquare.co.kr</a>	062-360-8114
Daejeon Terminal	<a href="http://www.djbusterminal.co.kr">http://www.djbusterminal.co.kr</a>	1577-2259
Busan Terminal	<a href="http://www.bxt.co.kr">http://www.bxt.co.kr</a>	051-508-9200

※ Express Bus Lines Association: <http://www.kobus.co.kr> ☎ 1644-9030

※ Intercity Bus Lines Association: [www.bustago.or.kr](http://www.bustago.or.kr) ☎ 1644-2992

5 Excerpted from Ajou Univ. Guidebook.

## Train / KTX

Passenger trains, operated by the Korean National Railroad, are fast, reliable, and moderately priced. The trains run on a strict schedule and are not affected by traffic congestion during holiday seasons. An extensive railway network covers almost every part of the nation.

There are three classes of trains: KTX(Super express), Saemaul-ho(Express), and Mugunghwa-ho(Local).

The fastest and most comfortable service, and consequently the most expensive, is offered by the Saemaul ho and KTX. The coaches are well heated in winter and air-conditioned in summer, with comfortable seating and plenty of leg room.

These trains also have sleeping compartments. As the trains are full on weekends and holidays, purchasing tickets at least two weeks in advance is advisable. Tickets can be purchased at railroad stations or travel agencies.

- KoreaRailroad            <http://www.korail.com>      ☎ 1588-7788
- Korea Train Express    <http://ktx.korail.go.kr>      ☎ 1544-7788

### ※ Transportation card



while traveling in Seoul, you may have been intrigued by the beeping sounds as people touched a sensor with their wallets, bags or even mobile phone rings when getting on or off the bus or subway.

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 1,250 versus the KRW 1,350 cash fare. T-money users can also save more money by benefiting from a fare discount for transfers. Transportation card can be used for taxi fare as well.

## 7. Where to Shop

Seoul is generally considered the best place for shopping in Korea. You can easily find well-made goods at great prices everywhere you go. The following are some of the best, well-known places to look.

### Myeong-dong

A first-rate shopping and entertainment area, Myeong-dong, is noted for its food and entertainment establishments frequented by people of all ages. Located in downtown Seoul, there are four major department stores staffed by clerks who can speak either English or Japanese. Many of the city's top brand stores line the

narrow alleys of Myeong-dong. Major fashion designers also have boutiques here and foreign brand name products and shoe stores can be found in abundance. Financial institutions such as banks and investment companies are also located along Myeong-dong. To get there, all you need do is take the blue line, line number 4, and ride to Myeong-dong Station. You can enter the main street of Myeong-dong if you come out of exit 6,7.

### **Migliore**



Migliore is a large shopping complex, and most of the shops in this building deal with garments. The location is very convenient because it is directly connected to Myeong-dong subway station (the blue line). The products here always reflect the latest fashion trends while prices are often even lower than other shops in Seoul. Many stores in Migliore do not sell at fixed prices so you can bargain with store owners to lower prices. It will be an exciting and culturally eye-opening experience!

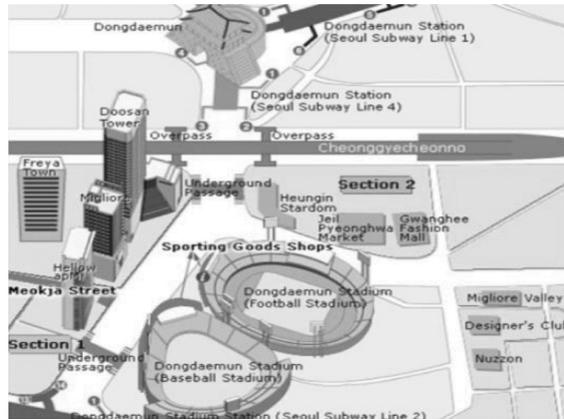
### **Dongdaemun Market**

This huge shopping area near Dongdaemun (Great East Gate) and Dongdaemun Stadium is roughly divided into two sections. The northern area has more traditional stores, specializing in clothes, vibrantly colored fabrics, and wedding gifts. Many newlyweds will come here to do all the shopping for their new homes.



The southern area has more modern buildings, targeting younger shoppers with trendy clothes and fashion accessories. Since most stores are open 24 hours, the area is bustling with shoppers at all hours of the night. You can get to Dongdaemun Market by taking the dark blue line and getting off at Dongdaemun Station, using exit 14. Dongdaemun Station is a complex structure with many exits, so it may take some time to locate the right one. In that case, feel free to ask locals passing by, who can point you in the right direction.

□ Map of Dongdaemun Market Area

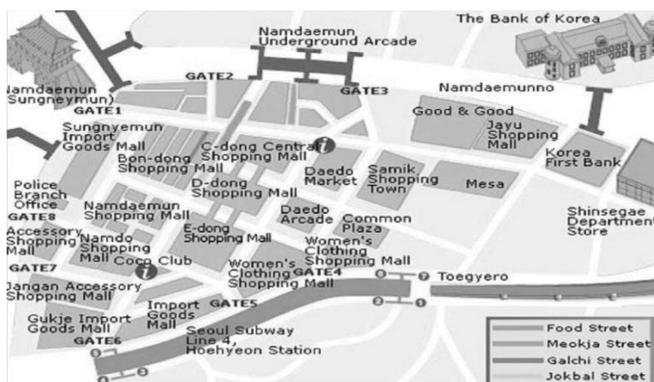


**Namdaemun Market**



Namdaemun Market, located in the upper-center of Seoul, is the oldest and largest traditional market in Korea, selling everything from children's, men's, and women's clothing, to daily miscellaneous goods, kitchenware and local and imported products. Most shops offer both wholesale and retail prices, which enables visitors to purchase various goods at a very inexpensive price.

□ Map of Namdaemun Market Area



**COEX**



COEX is a convention center with interesting exhibitions, and which also holds various performances and events. In addition, many of the shops, including designer brand clothing shops, convenience stores, and furniture stores, are lined in a row along the both sides of the street of COEX Mall. On weekends, streets in this building are filled with families and lively groups of young people. After shopping,

you can have a light meal at the food court or a restaurant in this building. Restaurants are scattered all throughout the complex, in addition to two food courts in the COEX Mall. For transportation, you need to take the green line and ride to Samsung Station, and use exit 6. COEX Mall will be right in front of you.

Transportation - Subway Line 2, Samseong Station Exit No. 5 and No. 6 (Connected to the COEX Mall from Subway station)

**Itaewon**

Itaewon is perhaps the most exotic place in Seoul, representing a fusion culture with a distinctive atmosphere. It has many antique and modern furniture shops, plus authentic multi-national restaurants of Indonesian, Afghanistan, Thai, Malaysian, American and Korean cuisine. This area is also famous for its night life, popular bars, and street vendors. Most signboards are written in English, and the area is frequented by many English speaking tourists.



Transportation - Subway Line 6, Itaewon Station Exit #1, 2, 3 or 4

- Map of Itaewon’s main street



## Insadong

Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yangban aristocratic class. The antique rut shops that were established here during the Japanese Colonial Period carried everyday items of the privileged class as these items became antiques in the face of modernity. Since then, Insadong has been home to dozens of rut galleries and antique shops. Insadong's narrow alleys branch out into



all directions from one main street. Korea's antique shops display and sell quality antiques such as old paintings, ceramics, woodenware, metalware, old furniture and many other items. Galleries in Insadong display and sell modern art pieces as well as antiques. Exhibitions are held frequently in these galleries and give good chances for Korean artists to gather. Insa Art Center and GyeonginArt Gallery are famous in Insadong.

- Transportation is, - Subway Line 1, Jonggak Station Exit # 3-1, 5 minute walk
- Subway Line 1, Jongno 3-ga Station Exit # 5, 5 minute walk
- Subway Line 3, Anguk Station Exit # 6, 5 minute walk

### ※ Seoul City Tour Shuttle Bus<sup>6</sup>

For students who want to go sightseeing in Seoul, Seoul City Tour bus can be an attractive option. Please refer to details below.

City Tour is a shuttle bus that circulates the courses, starting with Gwanghwamun. With a one-day pass, you can get on and off any City Tour Bus for a day.

City Tour courses include traditional palaces, such as Gyeongbokgung, Changdeokgung, Changgyeonggung, Deoksugung, Gyeonghigung, and Unhyeongung, as well as other tourist attractions like Seoul Tower, Cheongwadae, Namsangol Korean Village, Insa-dong, Daehakro, and popular shopping districts at Namdaemun, Dongdaemun, and Myeong-dong.

The international voice guidance system on individual seats provides information about every stop of the City Tour Bus. The history of Seoul and the directions of the traditional palaces and cultural heritage sites are provided in Korean, English, Japanese, and Chinese. For more information, please call ☎ 02-777-6090.

<sup>6</sup> <http://en.seoulcitybus.com/>



## 8. Other Information

### 8-1. Tourist Information Service

Information and assistance are readily available at the Tourist Information Center (TIC) of KTO (Korea Tourism Organization). The TIC provides you with up-to-date and accurate information on Korean tourism. Visitors can obtain helpful information on travel, accommodation, tourist attractions and much more.

#### Seoul KTO Tourist Information Center

- Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180
- Travel Information: ☎ 1330 (24 hours)
- Center Information: ☎ 02-729-9474
- Homepage: <http://english.visitkorea.or.kr/>

#### Korea Travel Phone 1330

When you need English assistance or travel information, just dial ☎ 1330, and a bilingual operator will offer you detailed information on tourist sites, transportation, restaurants, etc. If you want information about areas outside of Seoul, enter the area code of that region before pressing ☎ 1330.

### 8-2. How to Call

#### International Calls

- *How to call Korea from overseas*

When you make a phone call to Korea from abroad, first dial 82 (country code for Korea), then the area code (except for the first number 0), and then finally dial the phone number you desire to call. For example: calling Seoul (area code 02) with 3299-1114 as the phone number, dial ☎+82-2-3299-1114.

- *How to call overseas from Korea*

First dial any of the following international call company numbers and then the country code, area code and finally the number you are calling.

- Regular International Phone Call Carriers: 001, 002

- Mobile Phone Carriers: 00365, 00388, 00700, 00727
- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.
- ※ Students are not allowed to use the telephones in the administrative offices.

### **Public Phones**

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (KRW 2,000, KRW 3,000, KRW 5,000, and KRW 10,000) or coins (KRW 10, KRW 50, KRW 100). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

### **8-3. Electricity<sup>7</sup>**

Voltage level has been converted to 220V in most buildings. If you are using electrical equipment that is not 220V you will need either a converter or a transformer. Converters are the small devices that you attach directly to the plug. Converters can be used for devices with AC Adapters. To be certain, look closely at your plug and see what voltage ranges are supported. Transformers are larger devices that are used when converters falls short. Converters and transformers are can be bought at any hardware store. There are two types of transformers. The small transformer is cheaper and should sell for about KRW 10,000. The larger transformer is also heavier and more expensive. They range from KRW 25,000 to 30,000. For electronics that tun on higher wattage, you will need the larger transformer. Please note that using the wrong proper converter can damage your electronic equipment.

### **8-4. Main Worship Place by Religion<sup>8</sup>**

#### **□ Anglican church (Seoul)**

- The Anglican Church of Korea
- <http://www.skh.or.kr> ☎ 02-730-6611
- Seoul Cathedral of the Seoul Diocese

<sup>7</sup> Excerpted from Yonsei Univ. Guidebook.

<sup>8</sup> Excerpted from Ajou Univ. Guidebook.



- <http://www.seouldioocese.net>
- ☎ 02-738-6597, 3, Jung-dong, Jung-gu, Seoul

### □ **Buddhism**

- Daewoongjeon (Main building) of Temple Jogye
- <http://www.jogyesa.org> ☎ 02-768-8523 (English)
- 55, Ujeongguk-Ro, Jongro-gu, Seoul

### □ **Islam (Seoul)**

- Korea Muslim Federation
- <http://www.koreaislam.org> ☎ 02-793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul ☎ 02-793-6908

### □ **Islam (Daejeon)**

- Daejeon-Islamic Center
- <http://www.koreaislam.org> 193, Daehak-ro, Yuseong-gu, Daejeon, Korea  
☎ 010-5947-8304

### □ **Protestant church (Seoul)**

- Protestant church believes in Christ as a savior, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.
- ‘Bethel Chapel’ of Chungdong First Church
- <http://chungdong.org> ☎ 02-753-0001~3

### □ **Protestant Church (Daejeon)**

- Daejeon Presbyterian Church
- <http://ddpc.or.kr/xel/>
- 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejeon, Korea 304-340
- Contact Information: 042-861-3846 / ddc861@choi.com

□ **Roman catholic church (Seoul)**

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- <http://www.mdsd.or.kr> ☎ 02-774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop's Conference of Korea
- <http://www.cbck.or.kr> ☎ 02-460-7500

## 8-5. Public Holidays

□ **New Year's day: January 1**

□ **Lunar New Year's day: February 2-4**

- During this time Korean families come together to honor their ancestors with traditional rituals. Children bow to their elders "sebae", often in traditional clothing. Celebrations are held over three days.

□ **Independence Movement Day: March 1**

- The anniversary of the 1919 Independence movement against colonial Japanese rule.

□ **Children's day: May 5**

- This is a day for children to enjoy themselves.

□ **Buddha's Birthday: May 12**

- This holiday is held in honor of Buddha's birth, colorful ceremonies are held in Buddhist temples.

□ **Memorial day: June 6**

- This holiday is held to remember the war dead. Memorial services are held throughout the country, and many people visit the National Cemetery in Seoul, bringing flowers and special food.

□ **Liberation Day: August 15**

- This holiday celebrates liberation from Japan after 35 years of colonial rule.



### □ **Chusok : September 12-14**

- Similar to thanksgiving, this is one of the most important festivals in Korea. Families come together to celebrate, and hold memorial services at family grave sites.

### □ **National Foundation Day : October 3**

- This day marks the traditional founding of Korea, the day means that the sky was opened, by the god, Tan-gun, in 2333 B.C..

### □ **Hangeul Day : October 9**

- This day is a national Korean commemorative day marking the invention and the proclamation of Hangeul, the alphabet of the Korean language

### □ **Christmas : December 25**

## 8-6. Tips on Cultural Etiquette

Remember that in coming to Korea, you are entering a new culture, which may differ greatly from your own. Cultural blunders and mistakes will be inevitable for newcomers. Here are a few tips to help you get through the first few days.

- Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers.
- Koreans do not appreciate an overly outspoken style, and physical contact between acquaintances is limited to a handshake. However, physical contact among close friends is common. For example, it is not uncommon to see two men walking in the street with their arms around each other's shoulder and young women walking hand-in-hand. Public displays of affection between the sexes, however, are regarded as unseemly.
- Koreans traditionally sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. Bare feet are offensive to elderly people, so it is best to wear socks, even in summer, when visiting a family.
- "Going Dutch," though becoming more popular among young people, is not widely practiced in Korea. Be prepared to be either a guest.



# Appendix



KDI School Regulations on Student Conduct

Academic Dishonesty

Sexual Violence Prevention Guide

Guidelines for International Students' Temporary Leave

Guidelines for International Students' External Activities

Foreign Embassies in Korea

Useful Websites

KDI School Telephone Directory

Course Description

Bus Route Maps Near KDI School



# KDI School Regulations on Student Conduct

Given the importance of maintaining strict ethical standards at KDI School, the School has adopted rules and regulations that emphasize the responsibility of each member (student, staff, and faculty) of the School community is expected to uphold and abide by. These apply to all students, staff, and faculty members.

## CHAPTER II. Student Ethics

**Article 4. (Regulatory Compliance)** As a KDI School student, you shall act according to strict ethical standards stipulated by the School and not engage in behavior or activities that degrade or demean the School.

**Article 5. (Mutual Respect & Anti-Discrimination Policy)** All members of the KDI School community (students, staff, faculty) shall respect each other and not display any forms of discriminatory behavior based on a person's nationality, ethnicity, sex, socio-economic background, disability, religion, or ideology.

**Article 6. (Anti-Harassment)\*** All members of the KDI School community (students, faculty, staff) shall not engage in any form of harassment that may cause a fellow member of the community to feel uncomfortable, pressured, ashamed, or harassed

## CHAPTER III. Reward and Punishment

**Article 8. (Disciplinary Action)** Anyone found in violation of any of the Rules and Regulations set forth by KDI School is subject to disciplinary action by the President of KDI School following deliberation by the School Committee.

- ① Academic dishonesty (cheating, plagiarism etc.)
- ② Damaging school property (including residences)
- ③ Intentionally disrupting lectures
- ④ Engaging in any acts of violence
- ⑤ Discrimination or sexual harassment
- ⑥ Violation of any school regulations



**Article 9. (Types of Disciplinary Action)**

- ① Depending on the severity of the violation, disciplinary action shall be carried out incrementally from warning to probation, suspension, and expulsion.
- ② Probations shall range from one week to one month, and the student concerned will not be allowed to participate in any school activities during that period.
- ③ Suspensions shall be classified into finite and indefinite suspensions. The duration for a finite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
- ④ The President of KDI School may reduce and/or waive a disciplinary action measure for the student subject to disciplinary action.
- ⑤ The details of disciplinary actions shall be recorded in the student's register.

# Academic Dishonesty

## □ *Object of establishing disciplinary action for academic dishonesty*

To prevent academic dishonesty that might occur during mid-term examinations, final examinations, quizzes, and reports (including thesis).

## □ *Definition of academic dishonesty*

Academic dishonesty refers to cheating during examinations, and plagiarizing on reports and papers (or thesis).

## □ *Academic dishonesty on examination and report*

Conducting any of the following acts during an examination and/or when submitting reports is considered committing academic dishonesty.

- Academic dishonesty during examination
  - Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
  - Looking at other student's answer sheet or showing answers to another student.
  - Substituting other people's exam or asking for substitution.
  - Attempting to communicate with each other including speaking, laughing and any other actions.
  - Pulling out or using any wireless device (laptop, smart phones, tablets) or technical aids without the approval of the instructor.
  - Continuing to write after the examination timeout.
  - All students should adjust their cameras so that each student's upper body and face appears on the screen when you take an online exam.
  - In the case of similar/same IP exams of the same subject at the same time or with a time difference
  - leaving the screen during the test or use another program



- Disobeying instruction of a proctor, or intentionally interrupting during the examination.  
Academic dishonesty on reports and papers
- Partially or entirely copying other student's report.
- Allowing other people to copy one's report.
- Inserting ideas from existing research papers without using quotation marks or proper citations.

□ ***Plagiarism on report***

If a professor finds out that one has plagiarized on a report (or thesis), it is considered equivalent to cheating during an examination.

- **Plagiarism:** Plagiarism refers to 'taking other people's thought without referring to the source'. Word plagiarism originates from Greek 'plagios' meaning 'wicked, cunning' and Latin 'plagiarius' meaning 'stealing other's slave'. Plagiarism is also considered as literary theft and 'intellectual theft'.

□ ***Procedure of disciplinary action***

- When academic dishonesty during an examination is exposed, the proctor should submit evidence and document with his/her signature to the Academic Affairs Division without delay.
- Documents to be submitted
  - Report on academic dishonesty (prepared by the proctor)
  - Personal statement (this can be omitted)
- In case of report (or thesis), when the professor feels that submitted report (or thesis) has been plagiarized, he/she should submit document and evidence to the Academic Affairs Division.
- Documents to be submitted
  - Letter from professor (prepared by academic advisor or thesis Supervisor)
  - Personal statement (this can be omitted)
- The office in charge of academic dishonesty should submit the received case to the School Executive Committee.

□ ***Disciplinary Action imposed on student committing academic dishonesty***

When the Graduate School Committee receives notice on academic dishonesty, depending on the degree of academic dishonesty, the following punishments can be imposed.

- Students committing academic dishonesty on an examination or assignment will receive a “0” for that particular assignment (exam, paper, etc), or may receive an “F” for that particular course depending on the degree of academic dishonesty.

Students committing academic dishonesty, including plagiarism, on their SRC/Thesis will fail and not receive credit for the SRC/Thesis.

# Sexual Violence Prevention Guide

## □ *Types of Sexual Violence*

### - **Sexual Harassment**

Any unwelcome sexual behaviors that make a person feel sexually shamed or offended.

- **Verbal Sexual Harassment**

- Making offensive jokes of a sexual nature
- Making sexual comments about a person's body
- Asking personal questions or spreading rumors about a person's sex life
- Forcing a person to pour drinks or dance at group dinners
- Any verbal behavior that would cause a reasonable person to suffer sexual shame or offense

- **Visual Sexual Harassment**

- Public display or showing of sexually suggestive photographs, pictures, drawings, publications, etc.(including sending through media)
- Making sexual gestures such as exposing or touching of one's own body parts

### - **Sexual Molestation**

Initiating unwanted physical contact for one's own sexual pleasure that results in the other party feeling sexually shamed or offended

- Physical contact such as kissing, hugging, holding a person while standing behind him/her, etc.
- Touching of certain body parts such as chest and buttocks

### - **Sexual Violence**

Any kind of sexual contact against a person's will and without consent

- In law, this refers to rape, sexual assault, and sexual coercion. Recently, any unconsented sexual act has been recognized as rape and molestation, even in the absence of assault and threat.

- Recording video or audio without consent and/or distributing sound or image without consent of all parties involved

□ **Definition of Sexual Violence under Current Korean Law**

In law, sexual violence generally refers to cases of rape or indecent act by compulsion (sexual actions accompanied by physical violence or threats). Recently, there have been cases in which sexual actions committed while ignoring other party's wishes have also been judged to constitute rape or indecent act by compulsion, even when the action is not accompanied by physical violence.

- Article 2 of the Act on the Prevention of Sexual Assault and Protection, etc. of Victims Thereof
- Article 2 of the Act on Special Cases Concerning the Punishment, etc. of Sexual Crimes
- Articles 297, 298, 299, 300, 301, and 303 of the Criminal Act

Crimes	Scope	Punishment
Rape (Articles 297 and 300)	Individuals who have raped or attempted to rape by means of violence or intimidation	Imprisonment for a limited term of at least 3 years
Indecent Act by Compulsion (Articles 298 and 300)	Individuals who have committed or attempted to commit an indecent act by compulsion by means of violence or intimidation	Imprisonment by not more than 10 years or a fine not exceeding 15 million won
Quasi-Rape, Quasi- Indecent Act by Compulsion (Articles 299 and 300)	Includes individuals who have committed or attempted to commit sexual intercourse or molestation taking advantage of the other's condition of unconsciousness or inability to resist	Punished in accordance with the above articles on Rape and Indecent Act by Compulsion
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301)	When a person who has committed the crimes in Articles 297-300 has thereby inflicted or caused the injury of the victim	Imprisonment for life or for at least 5 years
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301-2)	When a person who has committed the crimes in Articles 297-300 has thereby killed or caused the death of the victim	Killing Another or Causing Death of Another by Rape: Punished by death or imprisoned for life Inflicting or Causing Another's Bodily Injury by Rape: Imprisoned for life or at least 10 years
Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than seven years, or a fine not exceeding 30 million won



□ ***Intimacy and Sexual Harassment***

- How do we distinguish the two?
  - To distinguish between sexual harassment and an expression of intimacy, you must first consider the feelings of the other party.
  - Sexual harassment is one-sided sexual speech or behavior that disregards an individual's sexual autonomy and should be seen as a violation of human rights.
  - When submission to, or rejection of, sexual conduct affects a person's employment, education, and participation in a school activity, the conduct is considered as sexual harassment.

□ ***How do you know when you have been given consent?***

- Sexual harassment is determined by the absence of consent.  
It is harmful to apply subjective interpretations to non-verbal acts or silence and construe them as consent. The only way to be sure is to ask: "No" means "No."
- Standards for Consent
  1. YES means YES only when it is OK to say NO.
    - Consent must come from an individual's choice.
    - Consent obtained through coercion is not consent.
  2. A 'yes' said under a state of physical/mental impairment and other situations of impaired judgment is not true consent.
    - Actions or speech made when the other party is intoxicated or not fully conscious is not consent.

□ ***How is sexual harassment determined?***

- Victim's Perspective
  - The perspective of the victim is the most important standard to determine sexual harassment. Regardless of the perpetrator's intent, if the victim felt sexually shamed or offended, the act is considered as sexual harassment.

- Reasonable Person Standard
  - Reasonable person standard is also critical in determining sexual harassment. Sexual harassment includes any conduct that would cause a reasonable person to suffer emotional distress.

□ ***Wait! What should I do?***

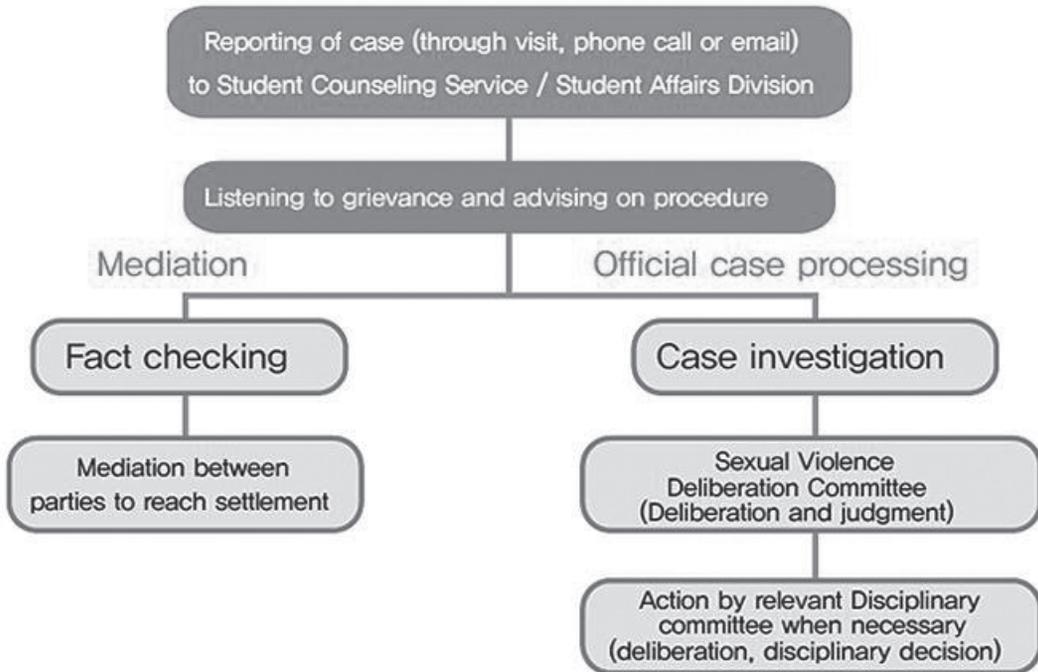
In situations that feel like sexual harassment

- Clearly express your objection.  
When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.
- The recipient of the objection must stop and apologize.  
The offender must take the objection seriously, immediately stop the act in question, and apologize for the offense caused.
- If it is hard to express your intention directly, make a pained expression or leave the place.
- Collect evidence of the victimization.
- Seek help from friends, colleagues, or supervisors

□ ***Case Reporting and Processing***

Sexual violence cases are resolved according to the following procedure within the school.

- Case Reporting and Processing



□ ***Case Report and Counseling Service***

The KDI School Human Rights Center

- Location: S311, The KDI School Human Rights Center
- Visit in person: Soli Choi
- Email: [counseling@kdis.ac.kr](mailto:counseling@kdis.ac.kr)
- Contact: 044-55-1840

“The Human Rights Center is in charge of human rights related to KDI school member, and we conduct education, counseling service, and grievance handling to strengthen and grow KDI school member’s human rights.”

# Guidelines for International Students’ Temporary Leave

## Chapter 1 (Subject Persons)

These Guidelines shall apply to international students of our school (Provided, That some of the students receiving scholarships from outside scholarship groups shall follow individual guidelines).

## Chapter 2 (Temporary Departure from Korea during Semester)

- Acceptance criteria: In principle, no temporary departure from Korea during a semester shall be allowed: Provided, That it shall be allowed only if approval is obtained for unavoidable causes\*, and monthly stipend(per day) shall be deducted for whole period of absence. The period of absence shall be counted from the allowance of days available to stay overseas.

\* If the departure is allowed as excused absence after returning to Korea by submitting documents substantiating reasons for the departure, monthly stipend shall not be deducted for the entire period of excused absence.

- Approval for departure from Korea and report of return:
  - Application shall be filed in advance, and approval shall be obtained beforehand. It is imperative to report to school after return (the passport and boarding passes shall be verified).
  - In cases of an unauthorized departure, monthly stipend(per day) shall be paid after making a deduction on a daily basis for the number of days of absence regardless of the length of such period.

## Chapter 3 (Temporary Departure from Korea during Vacation)

- Acceptance criteria: Departure from Korea shall be allowed only if approval is obtained in advance, and departure from Korea shall be allowed during vacation.
- The maximum period for which no deduction will be made: 30 days (within the entire period of attendance at school, including vacation but not including both the departure day and entry day)
- Standards for deduction of scholarships if the period of absence exceeds the allowed period:



- Monthly stipend shall be deducted on a daily basis as per the regular daily fee for all the excess days.
- Approval for departure from Korea and confirmation of return.
  - Application shall be filed in advance, and approval shall be obtained beforehand. It is imperative to report to school after return (the passport and boarding passes shall be confirmed).
  - In cases of an authorized departure, monthly stipend(per day) shall be paid after deduction on a daily basis for the number of days of absence regardless of the length of such period.
  - Even in cases of an unauthorized departure, if the emergency of or inevitable cause for such departure is recognized by submitting evidence thereof, no deduction shall be made if the period is within the maximum allowed period (30 days).

Chapter 4 (Guideline Table for Temporary Departure from Korea by Scholarship Group)

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (per Day)
NIIED	Both the departure day and entry day shall not be included.	50 days per semester * Monthly stipend shall be deducted on a daily basis for any period exceeding 50 days per semester.	Per diem basis
POSCO		No limitation if you receive prior approval from the school	33,000 won (per month)
FSS-KFB-KDIS		30 days during your entire study period	33,300 won
GAS (Master), Colombo Plan		30 days during your entire study period	33,300 won
GAS(Ph.D.)		30 days a year	33,300 won
GLF(G20)		30 days during your entire study period	40,000 won
IBK		30 days during your entire study period	33,300 won
KNOC		30 days during your entire study period	33,300 won
MIPD		30 days during your entire study period	33,300 won
Hyundai		30 days during your entire study period	33,300 won
KOICA	Both the departure day and entry day shall be included.	19 days a year	33,300 won
KOICA-MDI		19 days a year	33,300 won

## Guidelines for International Students' External Activities

**Article 1 (Purpose)** The guidelines for the external activities of the International Students, including part-time employment, have been established in line with the increased possibility of various external activities and the number of International Students.

**Article 2 (Fundamental principle)** The external activities for the International Students shall be examined and approved in accordance with the regulations set by the Ministry of Justice.

<Criteria for maximum hours allowed for part-time employment based on proficiency in Korean>

Type	Korean proficiency (TOPIK, KIIP)		Hours allowed (Per week)	
			Weekday	Weekend, Vacation
Master/PhD	Level 4	×	15 hours	
		○	35 hours	Unlimited

**Article 3 (Scope and terms of external activities)** ① International Students may be permitted to engage in external activities only if such activities 1) do not interfere with their academic activities, and 2) have a correlation with their academic studies or Research Projects.

② International Students must complete a minimum of 3 semesters and achieve a minimum of 33 credits to engage in external activities.

**Article 4 (Exceptions)** Notwithstanding the foregoing in Article 3, international Students may be permitted to engage in external activities within the 'Criteria for the maximum hours allowed for part-time employment' specified in Article 2 if the external activity is subject to one of the following conditions.

1. (Allowable areas) The external activities may be permitted if any of the following conditions are met:

- A. External activities which increases the reputation of the School
- B. Participation in a project or an internship executed by the School in cooperation with external organizations
- C. External activities requested by a scholarship sponsor
- D. External activities deemed as contributing to the larger public interest and good
- E. Other external activities which the dean of the School might regard as appropriate



2. (Allowable criteria) The external activities may be permitted in consideration of fulfillment of scholarship requirements and academic progress in each semester.

**Article 5 (Approval of external activities)** Students must obtain a recommendation letter from their academic advisor and approval from the Associate Dean of Academic and Student Affairs prior to engagement in any external activities.

### Ten Principles for Improving Clarity and Precision of Written Documents

- 1: Prefer the active voice.
- 2: Don't make nouns out of good, strong "working verbs."
- 3: Be concise. Cut out **all** excess baggage. Keep your average sentence length under 20 words.
- 4: Be specific. Use concrete terms instead of generalizations.
- 5: Keep related sentence elements together; keep unrelated elements apart.  
Place modifiers as close as possible to the words they are intended to modify.
- 6: Avoid unnecessary shifts of number, tense, subject, voice, or point of view.
- 7: Prefer the simple word to the farfetched, and the right word to the almost right.
- 8: Don't repeat words, phrases, or ideas needlessly.  
But don't hesitate to repeat when the repetition will increase clarity.
- 9: Use parallelism whenever it is appropriate—that is, when you are expressing similar thoughts, make sure you write your sentences so that the elements are in similar or parallel form.  
But do not use parallel structure when expressing thoughts that are not truly similar.
- 10: Arrange your material logically. Always begin with ideas the reader can readily understand.  
If you must present difficult material, go one step at a time. Do not skip any steps.  
Arrange your format to give the reader every possible "handle" on the material.

Bates, Jefferson D. *Writing with Precision*. Acropolis Books, 1986.

#### AXIOM



**WRITE  
REWRITE-  
REWRITE**

## eee Campaign

We use eee to achieve our mission – Education, Research, Public Service and Culture.

### Electronic



The information revolution is sweeping the world. Advances in technology are transforming many facets of our lives. It is imperative for contemporary organizations to take full advantage of the electronic revolution

But that is not enough.

### English



We must be able to communicate effectively and legitimately.

The language capacity is an important dimension for making a successful e-revolution. Therefore, our school endeavors to master English and become multi-lingual.

### Ethical

There is another issue: technological and communication competencies must be used for the good of society. Many people worry about the moral dimension of the e-revolution. There is indeed a need to guide our information revolution with ethical principles.

*LET'S DO eee TOGETHER!*

## Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P.O.Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. O. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSUng Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)7956535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. O. Box 4406	02)749-0381	02)797-1688
BOLIVIA	1401, Garden Tower Bldg., 98-78 Unni-dong, Jongnogu	02)742-6113	02)742-6114
BRAZIL	Ihn Gallery Building(4F & 5F) 141 Palpan-dong, Jongno-gu	02)738-4970 02)7204428	02)738-4974
BRUNEI	7F, Gwanghwamun Bldg., 98-78 Unni-dong, Jongnogu	02)399-3707~8	02)399-3709
BULGARIA	723-42 Hannam 2-dong, Yongsan-gu	02)794-8625~6	02)794-8627
CAMBODIA	657-162, Hannam-dong, Yongsan-gu	02)3785-1041	02)3785-1040
CANADA	10F & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. O. Box 6299	02)3455-6000	02)755-0686
CHILE	14F, Heungkuk Life Insurance Bldg., 226, Sinmunno 1-ga, Jongno-gu	02)2122-2600	02)2122-2601
CHINA	54, Hyoja-dong, Jongno-gu	02)738-1194~6	02)738-1174
COLOMBIA	13F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 1175	02)720-1369	02)725-6959
CONGO(DR)	#702, Daewoo Complex Bldg. 167, Naesu-dong, Jongno-gu	02)6272-7997	02)6272-7997
CZECH REPUBLIC	1-121, Sinmunno 2-ga, Jongno-gu	02)725-6765~6	02)734-6452
DENMARK	5F, Namsong Bldg., Itaewon-dong, Yongsan-gu	02)795-4187	02)796-0986
DOMINICA, REP	19F. Taepyongno 2 ga, Jung-gu	02)7563513	02)756-3514



## [E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. O. Box 1808	02)312-3272	02)393-6108
GABON	4F, Yuseong Bldg., 738-20 Hannamdong, Yongsan-gu	02)793-9375~6	02)793-9574
GHANA	54 Hannam-dong, Yongsan-gu, C.P. O. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo dong, Yongsan-gu	02)748 4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo dong, Yongsan gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052-3
IRELAND	15F, Daehan Fire&Marine Insurance Bldg., 51-1 Namchang-dong, Jung-gu	02)774-6455	02)774-6458
ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
JAPAN	18-11, Jinghak-dong, Jongno-gu	02)2170-5200	02)734-4528
KAZAKHSTAN	13-10 Seongbuk-dong, Seongbuk-gu	02)744-9714~5 02)744-9731	02)744-9760
KUWAIT	309-15 Dongbinggo-dong, Yongsan-gu	02)749-3688~9	02)749-3687
LEBANON	31049 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsangu, C.P. O. Box 8418	02)797-6001~5	02)797-6007

## [M-S]

Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U.N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2rd Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-2250
QATAR	144 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno2-ga, Jongnogu C.P.O Box 108	02)739-0631/5	02)723-3110
SINGAPORE	28F, Seoul Finance Bldg., 84 Taeyeongno 1-ga, Jung-gu	02)774-2464~7	02)773-2465
SLOVAKIA	389-1 Hannam-dong, Yongsan-gu	02)794-3981	02)794-3982
SOUTH AFRICA	1-37 Hannam-dong, Yongsan-gu	02)792-4855	02)792-4856



[S-V]

Nation	Address	Telephone	Fax
SPAIN	726-52, Hannam-dong, Yongsan-gu	02)793-5703 02)794-3581~2	02)796-8207
SRI LANKA	2002, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1871	02)753-2966~7	02)737-9577
SUDAN	653-24, Hannam-dong, Yongsan-gu	02)793-8692 02)749-1090	02)793-8693
SWEDEN	12F, Hanhyo Bldg., 136 Seorin-dong, Jongno-gu, K.P.O. Box 1154	02)738-0846	02)733-1317
SWITZERLAND	32-10, Songwol-dong, Jongno-gu, C.P.O. Box 2900	02)739-9511/4	02)737-9382
THAILAND	653-7, Hannam-dong, Yongsan-gu	02)795-3098 02)795-0095	02)798-3448
TUNISIA	1-17, Dongbinggo-dong, Yongsan-gu	02)790-4334~5	02)790-4333
TURKEY	4F, Vivien Corporation Bldg., 4-52 Seobinggo-dong, Yongsan-gu	02)794-0255 02)794-3778	02)797-8546
U.A.E	5-5, Hannam-dong, Yongsan-gu	02)790-3235/7	02)790-3238
UKRAINE	904-906, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)578-6910	02)578-5514
UNITED KINGDOM	4 Jeong-dong, Jung-gu	02)3210-5500	02)725-1738
USA	82, Sejongno, Jongno-gu	02)397-4114	02)738-8845
URUGUAY	Rm. 1025, Daewoo Center Building 541, 5-ga, Namdaemunno, Jung-gu	02)753-7893 02)754-0720	02)777-4129
UZBEKISTAN	Room 701, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)574-6554	02)578-0576
VENEZUELA	16Fl. Jaeil Enhang Build., 100 Gongpyeong-dong, Jongno-gu	02)732-1546~7	02)732-1548
VIETNAM	28-58 Samcheong-dong, Jongno-gu	02)738-2318-9	02)739-2064

## Useful Websites

Category	Domain
Transportation	<ul style="list-style-type: none"> <li>• Incheon International Airport: <a href="http://www.airport.kr/eng/airport/">http://www.airport.kr/eng/airport/</a></li> <li>• Gimpo Airport: <a href="http://gimpo.airport.co.kr/eng/index.jsp">http://gimpo.airport.co.kr/eng/index.jsp</a></li> <li>• Airport Limousine Bus: <a href="http://www.airportlimousine.co.kr">http://www.airportlimousine.co.kr</a></li> <li>• Korea Railroad: <a href="http://info.korail.com/2007/eng/eng_index.jsp">http://info.korail.com/2007/eng/eng_index.jsp</a></li> <li>• Express Bus Lines Association: <a href="http://www.kobus.co.kr/web/eng/index.jsp">http://www.kobus.co.kr/web/eng/index.jsp</a></li> <li>• Transportation Information in Seoul: <a href="http://english.seoul.go.kr/residents/transport/trans_01map.html">http://english.seoul.go.kr/residents/transport/trans_01map.html</a></li> <li>• Seoul Subway: <a href="http://www.seoulmetro.co.kr/">http://www.seoulmetro.co.kr/</a></li> </ul>
Tourist Information	<ul style="list-style-type: none"> <li>• Korea Tourism Organization: <a href="http://www.visitkorea.or.kr/">http://www.visitkorea.or.kr/</a></li> <li>• Seoul Metropolitan Government: <a href="http://english.seoul.go.kr">http://english.seoul.go.kr</a></li> <li>• Seoul Culture &amp; Tourism: <a href="http://english.visitseoul.net/visit2007en/">http://english.visitseoul.net/visit2007en/</a></li> <li>• Asiana Airlines: <a href="http://flyasiana.com/english/">http://flyasiana.com/english/</a></li> <li>• Korean Air: <a href="http://www.koreanair.com/">http://www.koreanair.com/</a></li> <li>• Hana Tour (Travel Agency): <a href="http://www.hanatour.com/eng/index.html">http://www.hanatour.com/eng/index.html</a></li> </ul>
News	<ul style="list-style-type: none"> <li>• Korean Overseas Information Service (KOIS): <a href="http://www.korea.net/">http://www.korea.net/</a></li> <li>• JoongAng Daily: <a href="http://joongangdaily.joins.com">http://joongangdaily.joins.com</a></li> <li>• The Korea Herald: <a href="http://www.koreaherald.co.kr">http://www.koreaherald.co.kr</a></li> <li>• The Korea Times: <a href="http://times.hankooki.com">http://times.hankooki.com</a></li> </ul>
Immigration Bureau	<ul style="list-style-type: none"> <li>• <a href="http://www.immigration.go.kr/HP/IMM80/index.do">http://www.immigration.go.kr/HP/IMM80/index.do</a></li> <li>• <a href="http://www.hikorea.go.kr">http://www.hikorea.go.kr</a></li> </ul>
Others	<ul style="list-style-type: none"> <li>• Seoul Global Center: <a href="http://global.seoul.go.kr">http://global.seoul.go.kr</a></li> <li>• Life in Korea: <a href="http://www.lifeinkorea.com">http://www.lifeinkorea.com</a></li> </ul>



KDI School Telephone Directory									
Direct Lines - 550 + Ext.									
Operator 044-550-1114									
2021-01-18									
President's Office			Dean's Office (S236)				Public Relations Division (S220)		
An Acting President CHOI, Seongpyo 4001-2 / 1205			Dean YUJ, Jong-il 1001-1002				Head HA, Ho Jeong 1219		
CHO, Mi Kyung 4004 KIM, Dong Young 4003			HA, Ho Jeong 1003-5 KIM, Myeong-Su -				JEONG, Hwanhee 1190 PARK, Sugil 1172		
							JANG, Mary 1274		
Fax: 550 - 4900			FAX: 550 - 1007				FAX: 550 - 1238		
Faculty Office			Office of Academic & Student Affairs						
KIM, Dong Seok(3) 1031			Associate Dean Jung, Kwon 1036 (S447)						
KIM, Dong Young(3) 1067			Managing Director of Academic Student Affairs KIM, Gi-Sang 1217 (S247)						
KIM, Soonhee(4) 1228			Academic Affairs Division (S243)				Student Affairs Division (S213)		
KIM, Joon Kyung (4) 1205			Head LEE, Hak Bae 1257				Head LEE, Byung Kwon 1105		
KIM, Taejong (4) 1085			Goh, Seo Yun 1074 KWON, Hye June 1258				LEE, Hayoung 1021 SUONG, Ba Eun 1080		
KIM, Hyeon-Wook(3) 1075			HAN, Yoo Rim 1020 YANG, Soo-Young 1258				PARK, Iljeo 1076 PARK, Misun 1253		
LIU, Cheol(5) 1126			KIM, Yeonji 1259 YOON, Haein 1294				Jeong, Yura 1224		
Merfeld Joshua(3) 1023			jh_song 1020						
PARK, Jin (4) 1027			FAX: 550 - 1200				FAX: 550 - 1232		
PARK, Hun Jo(4) 1028			Teaching & Learning Division (S247)				Admissions Division (S211)		
PAIK, Sung-Joon (3) 1017			Head LIM, Keun Hyuk 1108				Head SEO, Min Young 1220		
Bae Joonbum (4) 1183			SON, So Ra 1044 KIM, Boyoung 1140				PARK, Min Ah 1263 Kim, Sujeong 1175		
BAEK, Ji Sun(3) 1016			BYUN, Juyeon 1050				Lee, Dalin 1211 Lee, Joemin 1281		
SOHN, Wook (3) 1062			FAX: 550 - 1245				FAX: 550 - 1103		
SHIN, Jaun(4) 1037			Office of Planning & External Affairs						
SHADKHODJAEV, Sherzod (3) 1113			Associate Dean Kim, Hyeon-Wook 1075 (S332)						
SHUN, Wang(4) 1109			Managing Director of Planning & External Affairs CHOI, Sung-jin 1290 (S324)						
YOU, Jong-il (3) 1014			Planning Division (S215)				Human Resources Division (S238)		
Chungeun Yoon (4) 1011			Head PARK, BeomYoung 1268				Head YANG, Hye-Aung 1265		
LEE, Sull(3) 1032			YOON, Mirjung 1019 CHOE, Jonghee 1047				KIM, Hyun-Ju 1255 LEE, Jiyeon 1305		
LEE, Seung-Joo(4) 1015			LEE, Keon-yong 1229				KIM, Suah 1276 SHIN, Hyeon 1169		
LEE, Siwook (4) 1061									
LEE, Jongyeon(3) 1030							FAX: 550 - 1231		
LEE, Ju-Ho (3) 1043			Joint Campus Tf (S325)						
LEE, June Soe(4) 1124			Kho, Dong Seop 1133						
LEE, Jin Soo (3) 1060									
LEE, Taejun(3) 1119			Managing Director of Administrative Affairs Department CHUNG, Seong-Jae 1202 (S323)						
Lee, Changkeun (4) 1121			Budget Planning Division (S227)				Finance and Accounting Division (S228)		
LIM, Won Hyuk(4) 1125			Head Ji, Hong-Joo 1058				Head HAN, Mison 1039		
RHEE, Inbol(4) 1040			LEE, Gwanghui 1092 NOH, Dong-Suk 1271				KIM, Hyun Jung 1288 MOON, Ju Yeon 1213		
JUNG, Kwon (4) 1036									
CHO, Man(4) 1280			FAX: 550 - 1234						
CHO, Dongchul(4) 1018			Administrative Division (S228)				Facility Division (S228)		
CHO, Yoon Cheong(3) 1087			Head on, Youn Taek 1095				Head IM, Song-Hyun 1260		
JOO, Yu-Min (3) 1045			Kim, Tae sub 1054 KIM, Jeong Geun 1289				KWON, Seo-Yeon 1115 CHO, Gye Bong 1239		
CHOI, Seulji (3) 1272			CHEON, Mirjoo 1191				YEON, Hyeonuk 1801 JEON, Byoungdul 1802		
CHOI, Changyong(3) 1022							SEO, Jaeswan 1804 LIM, Wonjae 1803		
CHOI, Tae-Hee(4) 1221							KIM, Ji-yeon 1114		
TABAKIS, Chysostomos (4) 1024							YU, Jae Sub 1130/1131 HA, Sung-gap 1130		
HAN, Ba Ran(3) 1042							LEE, Hyun-tae 4116 WOO, Myung-ho 1800		
KIM, Byoung Jo(4) 1025			FAX: 550 - 1234						
RYU, Juhyun(3) 1033			Office of Development Research and International Cooperation						
YUN, Hal Young(3) 1118			Associate Dean SOHN, Wook 1062 (S329)						
Chungeun Yoon(4) 1011			Research Planning Division (S218)				Cooperative Research Division (S217)		
LIM, Usa(4) 1070			Head KIM, Heesun 1055				Head Jung, Young Joo 1214		
LEE, Gi Na(3) 1008			An, Seyeong 1214 JO, Yeeseok 1104				CHANG, You Na 1244 YOO, Jaewon 1049		
LEE, Hyunjung(4) 1122			CHOI, Hana 1071 Ryu, Eunjin 1072				HWANG, Jiyoung 1297 LEE, Hye-mi 1248		
PLUMB, Christopher(3) 1029			Chung, Kee Hoon 1073				PARK, Jihye 1137		
			FAX: 550 - 1235						
			Managing Director of International Cooperation & Capacity Building Department YUN, Hal Young 1118 (S315)						
Faculty Support Office			International Cooperation Division (S223)				Capacity Building Division (S221)		
JANG, Kiyoung (3) 1215 Fax: 550-1129			Head YOO, Young Dae 1236				Head Shin Mikyoung 1236		
Lee, Yourhwa (3) 1256 Fax: 550-1240			Kim, SoeEun 1252 LIM, Soyoung 1291				KIM, Solho 1278 KIM, Taeyoung 1314		
KANG, Yu Jin (4) 1254 Fax: 550-1240			KIM, Han-gyeol 1106				CHANG, Heesoo 1089		
Auditor's Office (S320, S322)			FAX: 550 - 1293				FAX: 550 - 1261		
Senior Auditor WON, Kil-Sang 1064			Central Library				Central Information & Data Office		
Senior Auditor Lee, Jae Soon 1212			Library Unit 2 (S301)				Data Unit 2 (C400)		
Kim Sokho 1278			Head N, Yoon-Jung 1302				Head KIM, Hyuna 1059		
Corruption report center 1100			RYOO, Sin Ae 1242 BAE, Eunju 1282				SONG, Chang Yong 1275 HYUN, Min Sung 1116		
FAX: 550-1063			LEE, Ji Hye 1283 Park, Jiyung 1242				KIM, Solomon 1241 LIM, Eul Young 1052		
Human Rights Center (S311)			KIM, Sang Hyeok 1286 YUK, Sohyun 1286						
CHOI, Soli 1840									
			FAX: 550 - 1210				FAX: 550 - 1218		

263, Namsejong-ro, Sejong-si, Korea (30149) www.kdischool.ac.kr

## 2021 Course Description

### Course List for Master's Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Analysis of Market and Public Policy	1	Merfeld, Joshua D.	Core	
2	Spring	Analysis of Market and Public Policy	2	Lee, Siwook	Core	
3	Spring	Analysis of Market and Public Policy	3	Baek, Ji Sun	Core	
4	Spring	Analysis of Market and Public Policy	4	Baek, Ji Sun	Core	
5	Spring	Analysis of Market and Public Policy	5	Merfeld, Joshua D.	Core	
6	Spring	Analysis of Market and Public Policy	6	Park, Jin	Core	
7	Spring	Introduction to Development Policy	1	Han, Baran	Core	
8	Spring	Introduction to Development Policy	2	Han, Baran	Core	
9	Spring	Introduction to Development Policy	3	Lee, Changkeun	Core	
10	Spring	Introduction to Development Policy	4	Park, Jin	Core	
11	Spring	Public Organizations and Management	1	Lee, Junesoo	Core	
12	Spring	Public Organizations and Management	2	Choi, Changyong	Core	
13	Spring	Public Organizations and Management	3	Kim, Soonhee	Core	
14	Spring	Quantitative Methods	1	Kim, Dongseok	Core	
15	Spring	Quantitative Methods	2	Yoon, Chungun	Core	
16	Spring	Quantitative Methods	3	Rhee, Inbok	Core	
17	Spring	Quantitative Methods	4	Cho, Yoon Cheong	Core	
18	Spring	Asian global cities	1	Joo, Yu Min	RE	SD
19	Spring	Budgeting and Public Financial Management	1	Liu, Cheol	PA	PF
20	Spring	Change Management	1	Michell, Anthony	PA	SM
21	Spring	Financial Accounting	1	Choi, Tae-Hee	FM	SM
22	Spring	Financial Accounting	2	Choi, Tae-Hee	FM	SM
23	Spring	FinTech and Financial Regulations	1	Cho, Man	FM	SD
24	Spring	Government Communication Service	1	Lee, Taejun	PA	-
25	Spring	Human Capital and Economic Development	1	Paik, Sung Joon	PF	SD
26	Spring	ICT for SDGs	1	Lee, Taejun	PA	SD
27	Spring	International Macroeconomic Theory and Policy	1	Kim, Hyeon-Wook	FM	ID
28	Spring	International Relations and Economic Globalization in 21st Century	1	Kim, Byoung-Joo	GP	



No.	Term	Course Title	Sec	Professor	Con1	Con2
29	Spring	International Security	1	Bae, Joonbum	GP	
30	Spring	Introduction to Data Science for Policymaking Using R	1	Rhee, Inbok	AA	
31	Spring	Introduction to Financial Analysis	1	Lee, Jinsoo	FM	SM
32	Spring	Introduction to Financial Analysis	2	Lee, Jinsoo	FM	SM
33	Spring	Introduction to Research Design and Methods	1	Jung, Kwon	AA	
34	Spring	Introduction to the International Trade and Investment Systems	1	Shadikhodjaev, Sherzod	TI	SD
35	Spring	Korean Economic Development	1	Lee, Changkeun	TI	ID
36	Spring	Macroeconomic Policy	1	Cho, Dongchul	FM	SD
37	Spring	Macroeconomic Policy	2	Cho, Dongchul	FM	SD
38	Spring	Monitoring and Evaluation for Public Policy	1	Paik, Sung Joon	PF	
39	Spring	Participatory Governance in Public Decision Making	1	Kim, Dong-Young	PA	SD
40	Spring	Policies on Climate Change	1	JUNG,Hong-Sang	RE	SD
41	Spring	Population and Development	1	Choi, Seulki	PF	SD
42	Spring	Science and Technology Policy	1	Lee, Ju-Ho	TI	SD
43	Spring	State Fragility and Development Policy	1	Lee, Dong-Ok	SD	GP
44	Spring	Strategic Management	1	Lee, Seung-Joo	SM	
45	Spring	The United Nations and Global Affairs	1	Oh, Joon	ID	GP
46	Spring	Topics in North Korean Economy	1	Chun, Hong Tack	GP	ID
47	Spring	Trade and Industrial Policy for the 21st Century	1	Lee, Siwook	TI	ID
48	Spring	Urban and regional development	1	Joo,Yu Min	RE	SD
49	Summer	Accounting for the Public Sector	1	JUNG,Hong-Sang	FM	PF
50	Summer	Agriculture and Development	1	Merfeld, Joshua D.	RE	SD
51	Summer	Analysis of Education Policy in Comparative Perspectives	1	Paik, Sung Joon	PF	SD
52	Summer	Analytic Methods for Trade and Industrial Policy	1	Lee, Siwook	TI	ID
53	Summer	Banking and Financial Regulation	1	HWANG,Sunjoo	FM	
54	Summer	Central Banking: Monetary Policy Strategy	1	Sohn, Wook	FM	SM
55	Summer	Comparative Politics: Global Perspectives on Political Institutions and Behavior	1	Rhee, Inbok	GP	PA
56	Summer	Competition, Innovation and Firm Dynamics	1	Ahn, Sanghoon	TI	ID
57	Summer	Cost-Benefit Analysis for Policy Decision Making	1	TBA	RE	PA
58	Summer	Customer Relationship Management: Adoption of Technology and Customer behavior	1	Cho, Yoon Cheong	SM	
59	Summer	Dispute Resolution and Negotiation	1	Kim, Dong-Young	PA	SD
60	Summer	Economic Development in Historical Perspective	1	Lee, Changkeun	ID	TI

No.	Term	Course Title	Sec	Professor	Con1	Con2
62	Summer	Economics of Innovation and New Technology	2	Lee, Changkeun / Yoon, Chungun	SD	TI
63	Summer	Entrepreneurship and Innovation	1	Lee, Seung-Joo	SM	SD
64	Summer	Gender and Development	1	Baek, Kyung-Heun	PF	SD
65	Summer	Human Resource Management in Government	1	Kim, Soonhee	PA	PF
66	Summer	ICT for SDGs	1	Lee, Taejun	PA	SD
67	Summer	Impact Evaluation Methods	1	Yoon, Chungun	RE	SD
68	Summer	Industrial Policy and International Trade Regulation	1	Shadikhodjaev, Sherzod	TI	ID
69	Summer	Institutional Reform in Developing Countries	1	Choi, Changyong	PA	ID
70	Summer	International Financial Management	1	Lee, Jinsoo	FM	ID
71	Summer	International Macroeconomic Theory and Policy	1	Cho, Dongchul	FM	ID
72	Summer	International Political Economy	1	Kim, Byoung-Joo	GP	
73	Summer	International Relations in East Asia	1	Park, Hun Joo	GP	
74	Summer	International Trade Theory	1	Tabakis, Chrysostomos	TI	
75	Summer	Introduction to International Relations	1	Bae Joonbum	TBA	TBA
76	Summer	Korean Economic Development	1	Kim, Joon-Kyung	Core	TI
77	Summer	Korean Economic Development	2	Park, Wonam	Core	TI/ID
78	Summer	Korean Human Development	1	Lee, Ju-Ho	PF	SD
79	Summer	Macroeconomic Policy	1	Cho, Dongchul	FM	SD
80	Summer	Performance Management and Measurement in the Public Sector	1	Liu, Cheol	PA	PF
81	Summer	Policy and Practice for Human Development in Developing Countries	1	Emmanuel Jimenez	ID	
82	Summer	Productivity and Economic Growth	1	Kim, Dongseok	SD	
83	Summer	Public Management Innovation and Reform	1	Park, Jin	PA	
84	Summer	Public-Private Partnerships in Infrastructure Development	1	TBA	RE	
85	Summer	Qualitative methods	1	Joo, Yu Min	AA	
86	Summer	Quantitative Methods	1	Kim, Taejong	Core	
87	Summer	Real Estate Finance and Public Policy	1	Cho, Man	RE	SD
88	Summer	Recent Issues on Trade Policy	1	Chung, Chul	TI	
89	Summer	Regulation Reforms and Practices	1	Kang, Young-Chul	TI	PA
90	Summer	Social Development and Policy	1	Choi, Seulki	PF	SD
91	Summer	Technological Innovations in Finance	1	Lee, Kun-Ho	FM	
92	Summer	Theory and Policy of International Trade	1	Tabakis, Chrysostomos	TI	ID
93	Summer	Theory and Practice of Political Economy	1	Park, Hun Joo	GP	



No.	Term	Course Title	Sec	Professor	Con1	Con2
94	Summer	Topics in Political Economy of Development	1	Han, Baran	SD	GP
95	Summer	Urban Transportation Policy	1	TBA	RE	SD
96	Summer	Welfare Service Implementation	1	Suh, Sang-Mok	PF	
97	Fall	Analysis of Market and Public Policy	1	Lee, Siwook	Core	
98	Fall	Budgeting and Public Financial Management	1	Liu, Cheol	PA	PF
99	Fall	Competition: Theory and Practice	1	TBA	TI	
100	Fall	Cost-Benefit Analysis for Policy Decision Making	1	TBA	RE	PA
101	Fall	Democracy, Political Mobilization and Economic Development: Korea's Experience	1	Kim, Byoung-Joo	GP	ID
102	Fall	Digital Government and Governance	1	Lee, Taejun	PA	
103	Fall	Dispute Resolution and Negotiation	1	Kim, Dong-Young	PA	SD
104	Fall	Economic Analysis of Urban Issues	1	Baek, Ji Sun	RE	
105	Fall	Entrepreneurship and Innovation	1	Lee, Seung-Joo	SM	SD
106	Fall	FinTech and Financial Regulations	1	Cho, Man	FM	SD
107	Fall	G20 and Global Governance	1	Kim, Byoung-Joo	ID	
108	Fall	Globalization and National Identity	1	Park, Hun Joo	GP	ID
109	Fall	Grand Strategy and Statecraft	1	Lee, Seung-Joo	SM	GP
110	Fall	Industrial Policy and International Trade Regulation	1	Shadikhodjaev, Sherzod	TI	ID
111	Fall	Input/Output Analysis	1	Kim, Dongseok	TI	SD
112	Fall	International Macroeconomic Theory and Policy	1	Cho, Dongchul	FM	ID
113	Fall	Introduction to Development Policy	1	Park, Jin	Core	
114	Fall	Introduction to Research Design and Methods	1	Choi, Seulki	AA	
115	Fall	Investment Management	1	Lee, Jinsoo	FM	
116	Fall	Issues and Analysis of Global Civil Society	1	Han, Baran	ID	
117	Fall	Korean Economic Development	1	Kim, Joon-Kyung	Core	TI
118	Fall	Korean Economic Development	2	Lee, Changkeun	Core	TI/ID
119	Fall	Korean Human Development	1	Lee, Ju-Ho	PF	SD
120	Fall	Managing and Implementing Sustainable Development	1	Kim, Dong-Young	PA	SD
121	Fall	Marketing in the Public Sector	1	Cho, Yoon Cheong	SM	
122	Fall	Mind, Behavior and Public Policy	1	Kim, Taejong	SD	
123	Fall	Monitoring and Evaluation for Public Policy	1	Paik, Sung Joon	PF	
124	Fall	Population and Development	1	Choi, Seulki	PF	SD
125	Fall	Productivity and Economic Growth	1	Kim, Dongseok	SD	
126	Fall	Public Finance and Public Policy	1	Kim, Taejong	PF	

No.	Term	Course Title	Sec	Professor	Con1	Con2
127	Fall	Public Management for International Development	1	Choi, Changyong	PA	ID
128	Fall	Quantitative Methods	1	Yoon, Chunggeun	Core	
129	Fall	Regional Development and Public Policy	1	Cho, Man	RE	SD
130	Fall	Regulation Reforms and Practices	1	Kang, Young-Chul	TI	PA
131	Fall	Science and Technology Policy	1	Lee, Ju-Ho	TI	SD
132	Fall	Smart Cities	1	Joo, Yu Min	RE	SD
133	Fall	Tax Policy and Administration	1	Liu, Cheol	PA	PF
134	Fall	The United Nations and Sustainable Development	1	Oh, Joon	GP	SD
135	Fall	Theory and Practice of Political Economy	1	Park, Hun Joo	GP	
136	Fall	Topics in North Korean Economy	1	Chun, Hong Tack	GP	ID
137	Fall	Topics in Political Economy of Development	1	Rhee, Inbok	SD	GP
138	Fall	Trade and Development	1	Tabakis, Chrysostomos	TI	ID
139	Fall	Trade Law and Policy in Practice	1	Shadikhodjaev, Sherzod	TI	ID

► Courses are subject to change depending on the circumstances of school or instructors

## Course List for Ph.D. Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Advanced Research Methodology	1	Cho, Yoon Cheong	Ph.D.	AA
2	Spring	Econometrics I	1	Kim, Taejong	Ph.D.	AA
3	Spring	Foundations of Public Policy	1	Choi, Changyong	Ph.D.	AA
4	Spring	Mathematical Economics	1	Hahm, Sang-Moon	Ph.D.	AA
5	Summer	Econometrics II	1	TBA	Ph.D.	AA
6	Summer	Governance and Institutions	1	Choi, Changyong	Ph.D.	AA
7	Summer	Government reform Case writing practicum	1	Kim, Taejong	Ph.D.	AA
8	Summer	Microeconomics	1	Baek, Ji Sun	Ph.D.	AA
9	Fall	Advanced Macroeconomic Policy	1	Hahm, Sang-Moon	Ph.D.	AA
10	Fall	Policy Design and Evaluation	1	Koh, Youngsun	Ph.D.	AA
11	Fall	Development Economics: Labor and Development	1	Merfeld, Joshua D.	Ph.D.	AA
12	Fall	Game Theory in Public Policy	1	Tabakis, Chrysostomos	Ph.D.	AA
13	Fall	Development Economics: Institutions and Development	1	Yoon, Chungun	Ph.D.	AA

► Courses are subject to change depending on the circumstances of school or instructors

## Course List for MIPD

MIPD students should take above all courses.

No.	Term	Course Title	Sec	Professor	Con1	Con2
<b>Development Policy</b>						
1	Spring	Introduction to Development Policy	3	Lee, Changkeun	MIPD	
2	Spring	Analysis of Market and Public Policy	1	Merfeld, Joshua D.	MIPD	
3	Summer	Quantitative Methods	1	Kim, Taejong	MIPD	
4	Fall	Korean Economic Development	1	Lee, Changkeun	MIPD	TI/ID
5	Fall	Trade and Development	1	Tabakis, Chrysostomos	MIPD	TI/ID
<b>Intellectual Property</b>						
1	Spring	Copyright and Related Rights	1	Choe, Kyong-Soo	MIPD	IP
2	Spring	International Intellectual Property Law and Development	1	Kamal Puri	MIPD	IP
3	Summer	IP, Emerging Issues and Sustainable Development	1	TBA	MIPD	IP
4	Summer	Patents and Innovation	1	Bryan MERCURIO	MIPD	IP
5	Summer	Trademarks, Designs and Geographical Indications	1	Irene Calboli	MIPD	IP
6	Fall	IP Management and Practice	1	TBA	MIPD	IP

► Courses are subject to change depending on the circumstances of school or instructors

## Course List for K-water

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Capstone Project Seminar	1	Lee, Junesoo	K-water	
2	Spring	Water Policy and Management	1	Lee, Seunggho Kim, Hyungtai	K-water	
3	Summer	Renewable Energy Development	1	Kim, Hyun-Goo	RE	SD
4	Summer	Land Policy	1	Jung, Hee-Nam	RE	SD
5	Summer	Policy Process Analysis	1	Lee, Junesoo	RE	
6	Summer	Smart Water Grid	1	Lee, Sangho Park, Young-Gyun	PA	SD
7	Summer	Water Engineering	1	Kang, Seoktae / Kang, Doosun	K-Water	
8	Fall	Sustainable Energy Policy	1	TBA	RE	SD
9	Fall	Water Resources Economics	1	Kim, Chongwon	RE	SD
10	Fall	System Engineering, Analysis and Modeling	1	Shin, Eunher	SD	
11	Fall	Smart Cities	1	Joo, Yu Min	RE	SD

▶ Courses are subject to change depending on the circumstances of school or instructors

## Foundation Skills Course List [English Courses]

No.	Term	Course Title	Sec	Professor
1	Spring	Academic Writing	1	Lisa Lim
2	Spring	Academic Writing	2	Lisa Lim
3	Spring	Academic Writing	3	Lee, Gina
4	Spring	Academic Writing	4	Lee, Gina
5	Spring	Academic Writing	5	Hwang, Saehee
6	Spring	Language in Public Policy and Management	1	Christopher Plumb
7	Spring	Language in Public Policy and Management	2	Lee, Giyoung
8	Spring	Language in Public Policy and Management	3	Lee, Giyoung
9	Spring	Language in Public Policy and Management	4	Lee, Giyoung
10	Spring	Language in Public Policy and Management	5	Christopher Plumb
11	Spring	Language in Public Policy and Management	6	Hwang, Saehee
12	Summer	Public Speech and Debate	1	Christopher Plumb
13	Summer	Academic Writing	1	Christopher Plumb
14	Summer	Academic Writing	2	LEE, Gina
15	Summer	Academic Writing	3	LEE, Gina
16	Summer	Academic Writing	4	Lee, Giyoung
17	Summer	Academic Writing	5	Lee, Giyoung
18	Summer	Academic Writing	6	Lee, Giyoung
19	Summer	Academic Writing	7	Christopher Plumb
20	Fall	Language in Public Policy and Management	1	Christopher Plumb
21	Fall	Language in Public Policy and Management	2	Lisa Lim
22	Fall	Academic Writing	1	Christopher Plumb
23	Fall	Academic Writing	2	Lee, Giyoung
24	Fall	Academic Writing	3	-
25	Fall	Academic Writing	4	Lee, Giyoung
26	Fall	Academic Writing	5	Lisa Lim
27	Fall	Language in Public Policy and Management	1	LEE, Gina
28	Fall	Language in Public Policy and Management	2	LEE, Gina
29	Fall	Language in Public Policy and Management	3	Lisa Lim
30	Fall	Language in Public Policy and Management	4	Christopher Plumb
31	Fall	Language in Public Policy and Management	5	Hwang, Saehee
32	Fall	Public Speech and Debate	1	LEE, Gina

\*Courses are subject to change depending on the circumstances of school or instructors



## Foundation Skills Course List [Korean Courses]

No.	Term	Course Title	Sec	Professor
1	Spring	Korean Language and Culture I	1	Ryu Juhyun
2	Spring	Korean Language and Culture I	2	Ryu Juhyun
3	Spring	Korean Language and Culture I	3	Lee, HyunJung
4	Spring	Korean Language and Culture I	4	Lee, HyunJung
5	Spring	Korean Language and Culture I	5	Choi, Sujeong
6	Spring	Korean Language and Culture II	1	Choi, Sujeong
7	Spring	Korean Proficiency through TV Drama and Movie	1	Lee, HyunJung
8	Summer	Korean Language and Culture I	1	Ryu Juhyun
9	Summer	Korean Language and Culture I	2	Lee, HyunJung
10	Summer	Korean Language and Culture II	1	Ryu Juhyun
11	Summer	Korean Language and Culture III	1	Lee, HyunJung
12	Fall	Korean Language and Culture I	1	Ryu Juhyun
13	Fall	Korean Language and Culture I	2	Choi, Sujeong
14	Fall	Korean Language and Culture I	3	Lee, HyunJung
15	Fall	Korean Language and Culture II	1	Lee, HyunJung
16	Fall	Korean Language and Culture III	1	Ryu Juhyun
17	Fall	Advanced Oral Communication and Composition in Korean	1	Choi, Sujeong

\* Courses are subject to change depending on the circumstances of school or instructors

## Information of Declaring Concentrations

### ► Requirements for Declaring Concentration

- 27 or more Credits
- Core courses from the program
- Mandatory language courses

### ► List of Concentrations

Program	Concentrations	
	1 <sup>st</sup> (Mandatory)	2 <sup>nd</sup> (Optional)
MPP	FM (Finance and Macroeconomic Policy) TI (Trade and Industrial Policy) PF (Public Finance and Social Policy) RE (Regional Development and Environment Policy)	FM TI PF RE SD ID PA SM GP
MDP	SD (Sustainable Development) ID (International Development)	
MPM	PA (Public Administration and Leadership) SM (Strategic Management) GP (Global Governance and Political Economy)	
MIPD	IP (Intellectual Property and Innovation Policy)	

### ► Concentration Options

- Students can declare up to two concentrations.
  - (Mandatory) 1<sup>st</sup> Concentration: You must decide your own concentration within your major and take at least 3 courses within the specific concentration
  - (Optional) 2<sup>nd</sup> Concentration: Minimum 3 courses from all concentrations except 1<sup>st</sup> concentration.
  - A course qualifies only one concentration. (No dual qualification)
- ※ For example, you can declare RE or SD concentration through “Regional Development and Public Policy” course.

Course Title	Con 1	CON 2
Regional Development and Public Policy	RE	SD



► **Notes**

- Up to one Advanced Analytic “AA” Course (Ph. D. courses, Advanced Research Methods) can qualify for any concentration requirements.
- Once the application deadline is over, you cannot change your concentration.
- The concentration will be approved once we review and confirm that you have satisfied the requirements.

## 2021 Course Map by Concentration

※ Please note that course offerings are subject to change depending on the circumstances of the school or instructors.

## Master of Public Policy (MPP)

### FM (Finance and Macroeconomic Policy)

#### Concentration Overview

#### Learning Goals:

The concentration on Finance and Macroeconomic Policy aims to help students understand the theory, the practice, and the policy issues in the areas of finance and macroeconomic policy.

#### Target Students:

- Professionals in the ministries of finance and economy Central bankers
- Financial supervisory authorities and financial regulatory agencies
- Others who aspire to work in such institutions.
- Finance courses can also meet the needs of students from the private sector in banking and finance.

## Flow Chart

### Foundation (Core) Courses

Analysis of Market and Public Policy  
Quantitative Methods



### Basic Courses

- Financial Accounting
- Introduction to Financial Analysis
- Macroeconomic Policy



### Advanced Topics & Courses

- **Financial Markets and Regulation**
  - Banking and Financial Regulation
  - FinTech and Financial Regulations
  - International Financial Management
  - Technological Innovations in Finance]
  - Investment Management
- **Macroeconomic Policy**
  - Central Banking: Monetary Policy Strategy
  - International Macroeconomic Theory and Policy
  - International Financial Policy
- **Corporate Finance and Regulation**
  - Managerial Accounting
  - Accounting for the Public Sector



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
- Analysis of Market and Public Policy - Quantitative Methods	- Quantitative Methods	- Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
- Financial Accounting - Introduction to Financial Analysis - Macroeconomic Policy	- Macroeconomic Policy	
↓	↓	↓
Advanced	Advanced	Advanced
- FinTech and Financial Regulations - International Macroeconomic Theory and Policy	- International Macroeconomic Theory and Policy - International Financial Management - Central Banking: Monetary Policy Strategy - Banking and Financial Regulation - Accounting for the Public Sector - Technological Innovations in Finance	- FinTech and Financial Regulations - International Macroeconomic Theory and Policy - Investment Management

## PF (Public Finance and Social Policy)

### Concentration Overview

#### Learning Goals:

The market is an indispensable mechanism for efficient resource allocation and long-term growth. The workings of the market, however, are often accompanied by extreme poverty, externalities, information asymmetry, and coordination failures, thereby entrapping vulnerable individuals and communities at a lower end of possible equilibria. To promote efficiency, equity and solidarity is a significant goal of public policy in this light.

#### Key Issues:

On the basis of economics and other social science disciplines, this concentration explores ways to tackle these challenges through taxes, government expenditures, and prudent regulations.

## Flow Chart

### Foundation (Core) Courses

Analysis of Market and Public Policy  
Quantitative Methods



### Basic Courses

- Public Finance and Public Policy
- Human Resource Management in Government



### Advanced Topics & Courses

- **HRD and Labor Market**
  - Gender and Development
  - Korean Human Development
  - Analysis of Education Policy in Comparative Perspectives
  - Human Capital and Economic Development
- **Social and Welfare Policy**
  - Income inequality and public policy
  - Welfare Service Implementation
  - Population and Development
- **Public Finance and Policy Evaluation**
  - Performance Management and Measurement in the Public Sector
  - Tax Policy and Administration
  - Budgeting and public financial management
  - Social Development and Policy
  - Monitoring and Evaluation for Public Policy
  - Accounting for the Public Sector

Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
- Analysis of Market and Public Policy - Quantitative Methods	- Quantitative Methods	- Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
	- Human Resource Management in Government	- Public Finance and Public Policy - Human Resource Management in Government
↓	↓	↓
Advanced	Advanced	Advanced
- Human Capital and Economic Development - Monitoring and Evaluation for Public Policy - Budgeting and public financial management - Population and Development	- Accounting for the Public Sector - Analysis of Education Policy in Comparative Perspectives - Gender and Development - Korean Human Development - Performance Management and Measurement in the Public Sector - Market Economy and Government Social Development and Policy - Welfare Service Implementation	- Budgeting and Public Financial Management - Korean Human Development - Monitoring and Evaluation for Public Policy - Population and Development - Tax Policy and Administration



## TI (Trade and Industrial Policy)

### Concentration Overview

#### Learning Goals:

Theoretical knowledge and practical skills in the field of international trade and industry policy.

Legal and institutional arrangements.

#### Key Issues:

In this era of globalization, no country can enjoy economic prosperity without engaging in international trade. While domestic industries struggle to adjust themselves in the global market, industrial policy can facilitate the process.

Analysis in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.

#### Target Students:

Mid-career professionals in trade-related ministries and business entities or international organizations, as well as those students who aspire to work in such institutions upon graduation.

## Flow Chart

### Foundation (Core) Courses

Analysis of Market and Public Policy  
Quantitative Methods



### Basic Courses

- Economic Development in Historical Perspective
- Introduction to the International Trade and Investment Systems
- Korean Economic Development
- Theory and Policy of International Trade
- Trade and Development
- Trade and Industrial Policy for the 21st Century



### Advanced Topics & Courses

- **Theory and Policy of International Trade**
  - International Trade Theory
  - Trade Law and Policy in Practice
  - Recent Issues on Trade Policy
- **Competition Policy and Regulation**
  - Competition, Innovation and Firm Dynamics
  - Regulation Reforms and Practices
  - Industrial Policy and International Trade Regulation
- **Industry Policy and Economic Development**
  - Input/Output Analysis
  - Market Economy and Government
  - Science and Technology Policy
  - Analytic Methods for Trade and Industrial Policy
  - Economics of Innovation and New Technology



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
- Analysis of Market and Public Policy - Quantitative Methods	- Quantitative Methods	- Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
- Introduction to the International Trade and Investment Systems - Trade and Industrial Policy for the 21st Century	- Economic Development in Historical Perspective - Korean Economic Development - Theory and Policy of International Trade	- Korean Economic Development - Trade and Development
↓	↓	↓
Advanced	Advanced	Advanced
- Science and Technology Policy	- International Trade Theory - Recent Issues on Trade Policy - Competition, Innovation and Firm Dynamics - Analytic Methods for Trade and Industrial Policy - Economics of Innovation and New Technology - Industrial Policy and International Trade Regulation - Regulation Reforms and Practices	- Input/Output Analysis - Science and Technology Policy - Game Theory and Strategy - Trade Law and Policy in Practice - Competition, Innovation and Firm Dynamics - Regulation Reforms and Practices

## RE (Regional Development and Environmental Policy)

### Concentration Overview

#### Learning Goals:

Sustainable Development and Green Growth are keywords in the 21st century development discourse. Leaders in the public sector need to understand the dynamic relations among economic development, environmental protection and societal development.

#### Key Issues:

With this concentration, students develop the knowledge and skills to 1) draft regional development projects and policies considering environmental consequences, 2) conduct environmental impact assessments, 3) facilitate stakeholder participation and orchestrate environmental dispute resolution, and 4) understand complex policymaking procedures in regional development and environmental management programs.

#### Target Students:

Graduates may find positions as local or regional development planners and decision makers, environmental analysts in state, national, and international agencies and NGOs, or infrastructure development in the private sector.

### Flow Chart

#### Foundation (Core) Courses

Analysis of Market and Public Policy  
Quantitative Methods



#### Basic Courses

- Real Estate Finance and Public Policy
- Regional Development and Public Policy
- Urban and regional development



#### Advanced Topics & Courses

- Agriculture and Development
- Asian global cities
- Cost-Benefit Analysis for Policy Decision Making
- Economic Analysis of Urban Issues
- Impact Evaluation Methods
- Land Policy
- Policies on Climate Change
- Public-Private Partnerships in Infrastructure Development
- Smart Cities
- Sustainable Energy Policy
- Urban Transportation Policy

Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
- Analysis of Market and Public Policy - Quantitative Methods	- Quantitative Methods	- Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
- Urban and regional development	- Real Estate Finance and Public Policy	- Regional Development and Public Policy
↓	↓	↓
Advanced	Advanced	Advanced
- Policies on Climate Change - Asian global cities	- Agriculture and Development - Cost-Benefit Analysis for Policy Decision Making - Land Policy - Public-Private Partnerships in Infrastructure Development - Urban Transportation Policy	- Smart Cities - Cost-Benefit Analysis for Policy Decision Making - Economic Analysis of Urban Issue - Smart Cities - Sustainable Energy Policy

# Master of Development Policy (MDP)

## SD (Sustainable Development)

### Concentration Overview

#### Learning Goals:

Sustainable Development is a keyword in the 21st century development paradigm. Leaders who want to make a difference in the world of sustainability need to understand the dynamic relations among the three pillars: economic development, environmental protection and social development.

#### Key Issues:

Economic development: economic growth, productivity, technology, macroeconomics, project evaluation, poverty, labor, Environmental protection: environmental policy, energy, environmental dispute resolution, climate change Social development: education, population, gender, social capital, healthcare, human settlement, human rights, social changes

#### Target Students:

Professionals and future leaders in public sector, private sector, NGOs, and international organization

## Flow Chart

### Foundation (Core) Courses

- Analysis of Market and Public Policy
- Quantitative Methods
- Introduction to Development Policy



### Basic Courses

- Asian global cities
- Dispute Resolution and Negotiation
- Introduction to the International Trade and Investment Systems
- Macroeconomic Policy
- Real Estate Finance and Public Policy
- Regional Development and Public Policy
- Social Development and Policy
- Urban and regional development



### Advanced Topics & Courses

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>○ <b>Economic Development Issues</b> <ul style="list-style-type: none"> <li>- FinTech and Financial Regulations</li> <li>- Policies on Climate Change</li> <li>- Science and Technology Policy</li> <li>- Land Policy</li> <li>- Productivity and Economic Growth</li> <li>- Topics in Political Economy of Development</li> <li>- Urban Transportation Policy</li> <li>- Input/Output Analysis</li> <li>- Sustainable Energy Policy</li> </ul> </li> <li>○ <b>Tools for Sustainability</b> <ul style="list-style-type: none"> <li>- Impact Evaluation Methods</li> <li>- ICT for SDGs</li> <li>- Smart Cities</li> <li>- Economics of Innovation and New Technology</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ <b>Social Development Issues</b> <ul style="list-style-type: none"> <li>- Analysis of Education Policy in Comparative Perspectives</li> <li>- Entrepreneurship and Innovation</li> <li>- Foundations of Sustainable Development</li> <li>- Gender and Development</li> <li>- Human Capital and Economic Development</li> <li>- Korean Human Development</li> <li>- Managing and Implementing Sustainable Development</li> <li>- Mind, Behavior and Public Policy</li> <li>- Population and Development</li> <li>- Participatory Governance in Public Decision Making</li> <li>- State Fragility and Development Policy</li> <li>- The United Nations and Sustainable Development</li> <li>- Agriculture and Development</li> </ul> </li> </ul> |
|--|---|



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> <li>- Analysis of Market and Public Policy</li> <li>- Quantitative Methods</li> <li>- Introduction to Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>- Analysis of Market and Public Policy</li> <li>- Quantitative Methods</li> <li>- Introduction to Development Policy</li> </ul>
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> <li>- Asian global cities</li> <li>- Introduction to the International Trade and Investment Systems</li> <li>- Macroeconomic Policy</li> <li>- Urban and regional development</li> </ul>	<ul style="list-style-type: none"> <li>- Macroeconomic Policy</li> <li>- Dispute Resolution and Negotiation</li> <li>- Real Estate Finance and Public Policy</li> <li>- Social Development and Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Dispute Resolution and Negotiation</li> <li>- Regional Development and Public Policy</li> </ul>
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> <li>- FinTech and Financial Regulations</li> <li>- Policies on Climate Change</li> <li>- Human Capital and Economic Development</li> <li>- ICT for SDGs</li> <li>- Science and Technology Policy</li> <li>- Participatory Governance in Public Decision Making</li> <li>- Population and Development</li> <li>- State Fragility and Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Agriculture and Development</li> <li>- Analysis of Education Policy in Comparative Perspectives</li> <li>- Entrepreneurship and Innovation</li> <li>- Economics of Innovation and New Technology</li> <li>- Gender and Development</li> <li>- ICT for SDGs</li> <li>- Impact Evaluation Methods</li> <li>- Korean Human Development</li> <li>- Land Policy</li> <li>- Productivity and Economic Growth</li> <li>- Topics in Political Economy of Development</li> <li>- Urban Transportation Policy</li> <li>- Renewable Energy Development</li> </ul>	<ul style="list-style-type: none"> <li>- Entrepreneurship and Innovation</li> <li>- Korean Human Development</li> <li>- Managing and Implementing Sustainable Development</li> <li>- Mind, Behavior and Public Policy</li> <li>- Population and Development</li> <li>- FinTech and Financial Regulations</li> <li>- Input/Output Analysis</li> <li>- Smart Cities</li> <li>- Productivity and Economic Growth</li> <li>- The United Nations and Sustainable Development</li> <li>- Science and Technology Policy</li> <li>- Sustainable Energy Policy</li> <li>- Topics in Political Economy of Development</li> </ul>

## ID (International Development)

### Concentration Overview

#### **Learning Goals:**

How can we align international economic policies and international cooperation with development?

This concentration offers theoretical knowledge and practical skills for global leaders in international stages.

#### **Key Issues:**

Global cooperation such as ODA, trade, FDI, international finance, international organizations,  
Regional development issues in country or area-specific studies

#### **Target Students:**

Professionals and future leaders in public sector, private sector, NGOs, and international organization

### Flow Chart

#### Foundation (Core) Courses

- Analysis of Market and Public Policy
- Quantitative Methods
- Introduction to Development Policy



#### Basic Courses

- Korean Economic Development
- Theory and Policy of International Trade
- Trade and Development
- Policy and Practice for Human Development in Developing Countries
- Economic Development in Historical Perspective



#### Advanced Topics & Courses

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>○ <b>Global Cooperation Issues</b> <ul style="list-style-type: none"> <li>- Competition, Innovation and Firm Dynamics</li> <li>- Globalization and National Identity</li> <li>- International Financial Management</li> <li>- Issues and Analysis of Global Civil Society</li> <li>- The United Nations and Global Affairs</li> <li>- Trade Law and Policy in Practice</li> <li>- G20 and Global Governance</li> <li>- Industrial Policy and International Trade Regulation</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ <b>Regional Development Issues</b> <ul style="list-style-type: none"> <li>- Democracy, Political Mobilization and Economic Development: Korea's Experience</li> <li>- Public Management for International Development</li> <li>- Topics in North Korean Economy</li> <li>- Institutional Reform in Developing Countries</li> <li>- International Macroeconomic Theory and Policy</li> <li>- Analytic Methods for Trade and Industrial Policy</li> </ul> </li> </ul> |
|---|--|

Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> <li>- Analysis of Market and Public Policy</li> <li>- Quantitative Methods</li> <li>- Introduction to Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>- Analysis of Market and Public Policy</li> <li>- Quantitative Methods</li> <li>- Introduction to Development Policy</li> </ul>
↓	↓	↓
Basic	Basic	Basic
	<ul style="list-style-type: none"> <li>- Korean Economic Development</li> <li>- Theory and Policy of International Trade</li> <li>- Policy and Practice for Human Development in Developing Countries</li> <li>- Economic Development in Historical Perspective</li> </ul>	<ul style="list-style-type: none"> <li>- Trade and Development</li> </ul>
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> <li>- The United Nations and Global Affairs</li> <li>- Topics in North Korean Economy</li> <li>- International Financial Management</li> <li>- The United Nations and Global Affairs</li> <li>- Trade and Industrial Policy for the 21st Century</li> </ul>	<ul style="list-style-type: none"> <li>- Analytic Methods for Trade and Industrial Policy</li> <li>- Competition, Innovation and Firm Dynamics</li> <li>- Industrial Policy and International Trade Regulation</li> <li>- Institutional Reform in Developing Countries</li> <li>- International Financial Management</li> <li>- International Macroeconomic Theory and Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Topics in North Korean Economy</li> <li>- Democracy, Political Mobilization and Economic Development: Korea's Experience</li> <li>- G20 and Global Governance</li> <li>- Globalization and National Identity</li> <li>- Industrial Policy and International Trade Regulation</li> <li>- International Macroeconomic Theory and Policy</li> <li>- Issues and Analysis of Global Civil Society</li> <li>- Public Management for International Development</li> <li>- Trade Law and Policy in Practice</li> </ul>



# Master of Public Management (MPM)

## PA (Public Administration and Leadership)

### Concentration Overview

#### Learning Goals:

Essential public management theories and analytical tools

#### Key Issues:

Develop a keen insight through case studies and build up practical skills to solve real-world problems, including conflicts resolution and public sector management.

#### Target Students:

Managing public sector organizations, which are characterized by binding mission and mandates, limited internal capacity, and resources constraints, and external political environment.

#### Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

## Flow Chart

### Foundation (Core) Courses

Public Organizations and Management  
Quantitative Methods



### Basic Courses

- Dispute Resolution and Negotiation
- Digital Government and Governance
- Comparative Politics: Global Perspectives on Political Institutions and Behavior
- Human Resource Management in Government



### Advanced Topics & Courses

- Budgeting and public financial management
- Change Management
- Cost-Benefit Analysis for Policy Decision Making
- Government Communication Service
- ICT for SDGs
- Institutional Reform in Developing Countries
- Leadership in Government
- Managing and Implementing Sustainable Development
- Participatory Governance in Public Decision Making
- Performance Management and Measurement in the Public Sector
- Policy Process Analysis
- Public Management for International Development
- Public Management Innovation and Reform
- Regulation Reforms and Practices
- Tax Policy and Administration



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> <li>- Public Organizations and Management</li> <li>- Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>- Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>- Public Organizations and Management</li> <li>- Quantitative Methods</li> </ul>
↓	↓	↓
Basic	Basic	Basic
	<ul style="list-style-type: none"> <li>- Dispute Resolution and Negotiation</li> <li>- Comparative Politics: Global Perspectives on Political Institutions and Behavior</li> <li>- Human Resource Management in Government</li> </ul>	<ul style="list-style-type: none"> <li>- Digital Government and Governance</li> <li>- Dispute Resolution and Negotiation</li> <li>- Human Resource Management in Government</li> </ul>
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> <li>- Budgeting and public financial management</li> <li>- Change Management</li> <li>- Participatory Governance in Public Decision Making</li> <li>- Government Communication Service</li> <li>- ICT for SDGs</li> </ul>	<ul style="list-style-type: none"> <li>- Cost-Benefit Analysis for Policy Decision Making</li> <li>- ICT for SDGs</li> <li>- Institutional Reform in Developing Countries</li> <li>- Public Management for International Development</li> <li>- Policy Process Analysis</li> <li>- Performance Management and Measurement in the Public Sector</li> <li>- Regulation Reforms and Practices</li> </ul>	<ul style="list-style-type: none"> <li>- Budgeting and Public Financial Management</li> <li>- Cost-Benefit Analysis for Policy Decision Making</li> <li>- Leadership in Government</li> <li>- Managing and Implementing Sustainable Development</li> <li>- Policy Process Analysis</li> <li>- Tax Policy and Administration</li> <li>- Public Management for International Development</li> <li>- Regulation Reforms and Practices</li> <li>- Digital Government and Governance</li> <li>- Dispute Resolution and Negotiation</li> <li>- Human Resource Management in Government</li> </ul>

## SM (Strategic Management)

### Concentration Overview

#### Learning Goals:

Strategic thinking and problem solving skills

Global perspectives and leadership skills

Practical knowledge and skills in the field of strategic management

#### Key Issues:

The role of strategy in public and private sector organizations

Government policies to promote growth and competitiveness Case studies of firm-level strategies for growth and innovation

International comparison of entrepreneurship policies and strategies

#### Target Students:

Government policy makers, Public and private sector managers, and Future entrepreneurs

#### Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

### Flow Chart

#### Foundation (Core) Courses

Public Organizations and Management  
Quantitative Methods



#### Basic Courses

- Financial Accounting
- Introduction to Financial Analysis
- Strategic Management



#### Advanced Topics & Courses

- **Strategies for Growth & Innovation**
  - Entrepreneurship and Innovation
  - Customer Relationship Management
  - Change Management
  - Grand Strategy and Statecraft
- **Global Business & Management**
  - Marketing in the Public Sector
- **Financial Management**
  - Central Banking: Monetary Policy Strategy

Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
- Public Organizations and Management - Quantitative Methods	- Quantitative Methods	- Public Organizations and Management - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
- Strategic Management - Financial Accounting - Introduction to Financial Analysis		
↓	↓	↓
Advanced	Advanced	Advanced
- Change Management	- Central Banking: Monetary Policy Strategy - Customer Relationship Management: Adoption of Technology and Customer behavior - Entrepreneurship and Innovation	- Entrepreneurship and Innovation - Grand Strategy and Statecraft - Marketing in the Public Sector



## GP (Global Governance and Political Economy)

### Concentration Overview

#### Learning Goals:

Analytical skills, intellectual depth and high public spiritedness, necessary to play a leading role in the increasingly global, interdependent field of policy making.

#### Key Issues:

As the challenges of development and public policy are inexorably connected with the forces of globalization, to study them requires an interdisciplinary approach.

This concentration focuses on the reciprocity between politics and economics, investigating how political factors influence economic processes and vice versa.

#### Target Students:

Mid-career professionals

Future public servants

#### Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

## Flow Chart

### Foundation (Core) Courses

Public Organizations and Management  
Quantitative Methods



### Basic Courses

- International Relations and Economic Globalization in 21st Century
- Comparative Politics: Global Perspectives on Political Institutions and Behavior



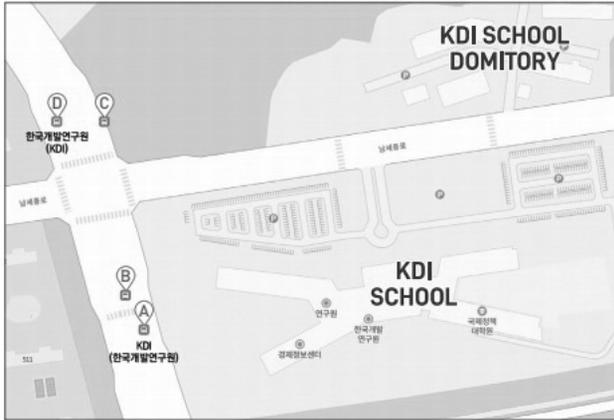
### Advanced Topics & Courses

- **International Relations Field**
  - The United Nations and Global Affairs
  - The United Nations and Sustainable Development
  - State Fragility and Development Policy
  - Grand Strategy and Statecraft
  - International Relations in East Asia
  - International Security
- **Political Economy Field**
  - International Political Economy
  - Democracy, Political Mobilization and Economic Development: Korea's Experience
  - Globalization and National Identity
  - Topics in North Korean Economy
  - Topics in Political Economy of Development



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> <li>- Public Organizations and Management</li> <li>- Quantitative Methods</li> </ul>		<ul style="list-style-type: none"> <li>- Public Organizations and Management</li> <li>- Quantitative Methods</li> </ul>
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> <li>- International Relations and Economic Globalization in 21st Century</li> </ul>	<ul style="list-style-type: none"> <li>- Comparative Politics: Global Perspectives on Political Institutions and Behavior</li> </ul>	
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> <li>- International Political Economy</li> <li>- Topics in North Korean Economy</li> <li>- State Fragility and Development Policy</li> <li>- The United Nations and Global Affairs</li> </ul>	<ul style="list-style-type: none"> <li>- International Political Economy</li> <li>- International Relations in East Asia</li> <li>- Topics in Political Economy of Development</li> <li>- Theory and Practice of Political Economy</li> </ul>	<ul style="list-style-type: none"> <li>- Topics in North Korean Economy</li> <li>- Democracy, Political Mobilization and Economic Development: Korea's Experience</li> <li>- The United Nations and Sustainable Development</li> <li>- Grand Strategy and Statecraft</li> <li>- Globalization and National Identity</li> <li>- Theory and Practice of Political Economy</li> <li>- Topics in Political Economy of Development</li> </ul>

## BUS ROUTE MAPS NEAR KDI SCHOOL



A: [B1] BUS STOP (Direction to sejong Express Intercity Bus Terminal)

B: [B1] BUS STOP (Direction to Daejeon Station)

C: [991] BUS STOP & [221] BUS STOP (Direction to Saesaem Maeul & Last station)

D: [991] BUS STOP & [221] BUS STOP (Direction to sejong City Hall)

Bus Number	First Bus	Last Bus	Interval
B1	5:30	23:40	15 minute
221	6:00	22:00	20 minute
991	5:55	22:00	20 minute

\*First/Last Bus time: Operation time at the point of departure not arrival time at the stop near by KDI

### KTX information of each train station

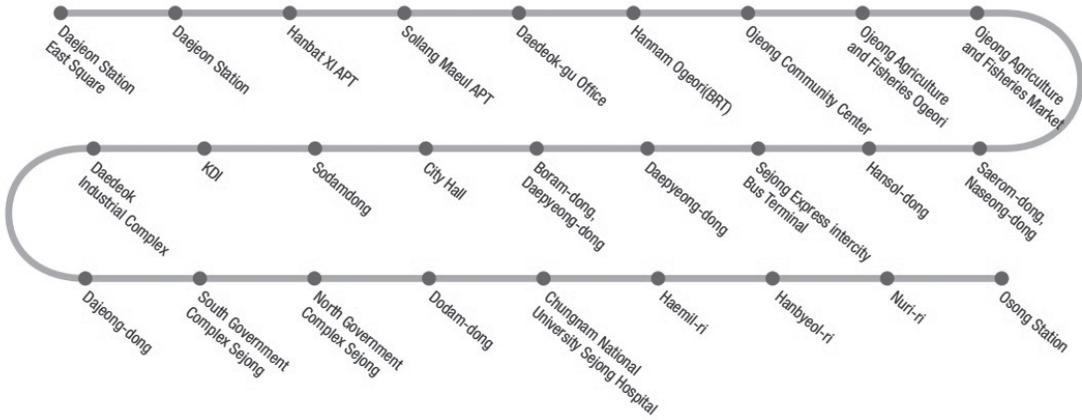
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:11	7:04	53min
Latest Train	23:58	0:40	42min

Price : 8500Won ~ 18500Won (including Mugunghwa Train)

Daejeon to Seoul	Departure time	Arrival time	Taking time
Earliest train	0:18	1:16	58min
Latest Train	23:40	0:38	58min

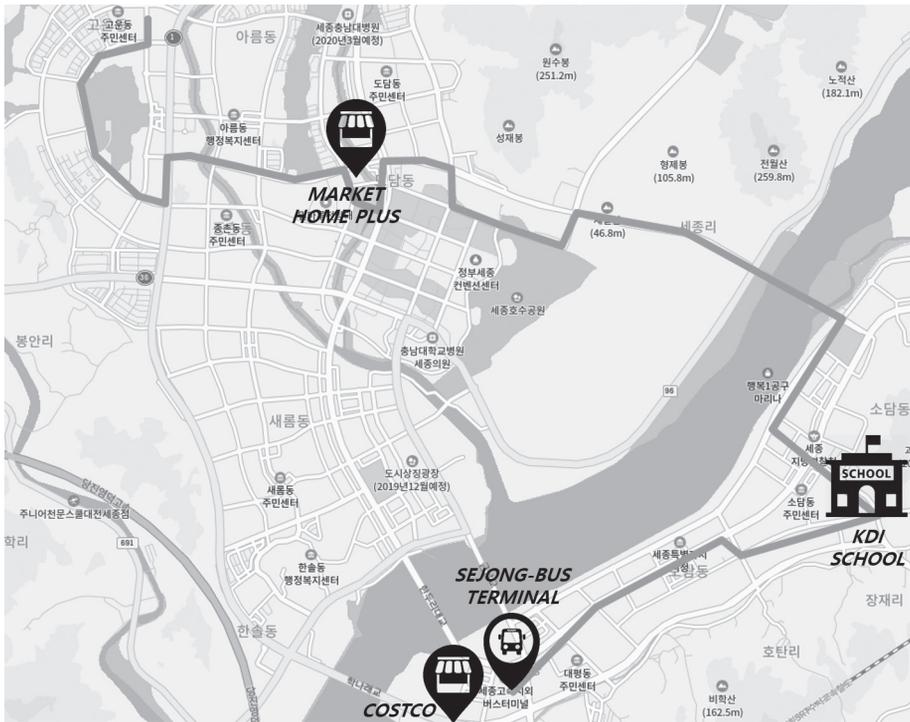
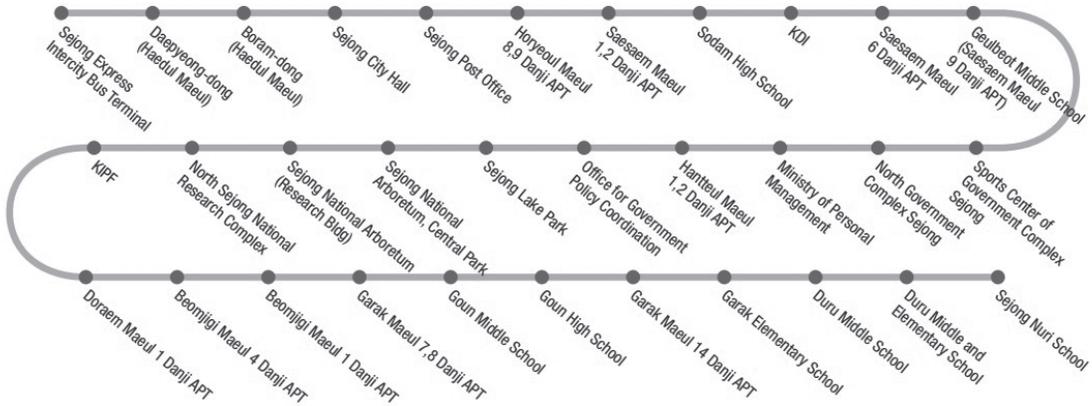
price : 10600Won ~ 23700Won (including Mugunghwa Train)

## [B1] BUS Route



Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 45min to go
Costco	Sejong Express Intercity Bus Terminal	About 35min to go

## [221] BUS Route



Destination	Bus Stop	min
Market Home plus	Doraem Maeul 1 Danji APT	About 30min to go
Costco	Sejong Express Intercity Bus Terminal	About 25min to go

