

## Overview of Academic Rules and Regulations for the 2007 Calendar Year

### ■ Objective

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2007 calendar year. We provide the following detailed information so that students have no difficulty in successfully completing their academic programs.

### ■ MASTER'S PROGRAM

Master's degree program consists of four programs: **MPP** (Master of Public Policy) , **MBA** (Master of Business Administration), **MFDI**(Master's in Foreign Direct Investment), and **MAM**(Master's in Asset Management).

MPP has 5 concentrations: **TI** (Trade and Industrial Policy), **PF** (Public Finance and Local Administration), **HR** (Human Resources and Social Policy), **IR** (International Relations and Political Economy), and **TD** (Transition and Development Studies). MBA has 2 concentrations: **SM** (Strategy and Global Management), **FB** (Finance and Banking). **MFDI** has 1 concentration: **FDI**(Foreign Direct Investment). **MAM** has 1 concentration: **AM**(Asset Management).

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

### I. Courses and Thesis

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 that 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. SRC and Thesis        |   |
| 2. Foundation Skills Courses       |                            | English, other languages & Information and Technology |
| 3. Field Research and Study Course |                            | Field Research and Study (Int'l, Korean)              |

**1. Core Courses**

These are courses that have to be taken by students in each program. A total of two core courses are provided for MPP students, both of which are offered in the Spring Term. One core course is provided for MBA students during an academic year in the Spring Term. A total of five core courses are provided for MFDI students in the first year. Ten core courses are provided for MAM students during an academic year. 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 Academic Affairs.

**2. Concentration Courses**

Concentration courses consist of concentration courses in one's own concentration and 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, if you are a student with a concentration in TD, you must complete the required number of courses that are acknowledged as TD concentration courses in the MPP program. Courses categorized under a different concentration, such as IR or HR, will be counted as electives toward your degree. If you look at the "Concentration" column in the course description booklet, you can identify what concentration each course has been classified under.

**3. Supervised Research Course [SRC] and Thesis**

**Supervised Research Course [SRC]:** If a student has a specific interest in any field in which courses are not offered, he or she may opt to take a supervised research course. The maximum amount of credits that can be obtained for this purpose is **6 credits** for Master's students. Whether or not the SRC is acknowledged as the student's concentration course depends on his/her area of research. Those students who want to take a SRC course(s) must submit an application form, with the course supervisor's signature, along with your proposal for supervised research to the Office of Academic and Student Affairs.

**Thesis:** Students may, but are not required to, submit a thesis (6 credits) during their second year. At least 6 credits must be completed in the second year during the fourth term either by submitting a thesis, taking Supervised Research

Courses (SRC) or lecture course(s). If you choose to write a thesis, the thesis must be submitted, evaluated and passed within five years of the date in which you enrolled in the KDI School program. When taking lecture courses to fulfill the 6 credits requirement in place of a thesis or SRCs, students must write a research paper in addition to completing all course requirements for the courses they are enrolled in. Since the research paper replaces a thesis, it will be evaluated by the Program Chair and subsequently the School Executive Committee.

#### 4. Foundation Skills Courses

Foundation Skills Courses consist of English courses, Information Technology courses, and other language courses. Grades from these courses except Information Technology courses are recorded on your official transcripts as A, A-, B+, B, B-, C+, C, C- etc. and are used to calculate your overall GPA. Credits for these courses do not, however, count toward the credits requirement for graduation. Information Technology courses are recorded as P or NP.

- ① **English for Global Studies and Practice Courses:** English courses are divided into three levels—Level I, Level II, and Level III. Those students who did not get a waiver must begin in the level to which they were assigned and complete up to Level III.

※ Students failing to complete any one of the Levels are required to repeat the same Level unless other provisions are made.

<Recommended English Courses Sequence>

| Your level | Spring Term | Summer Term | Fall Term |
|------------|-------------|-------------|-----------|
| Level I    | Level I     | Level II    | Level III |
| Level II   | Level II    | Level III   | --        |
| Level III  | Level III   | Level III   | --        |
| Waived     | Waived      | --          | --        |

- ② **Information Technology for Global Studies and Practice:** This course is usually offered in the Spring Term, and students may register for this course. There will be one or two sections of this course in the Spring Term according to the course registration.

- ③ **Korean Language and Culture**: Korean Language and Culture I, II, III are offered in the Spring, Summer and Fall Terms for 3 credits per course. All international students must take Korean Language and Culture I in the Spring Term. Students who want to be waived from Korean Language and Culture are requested to apply to the Office of Academic and Student Affairs. A certification will be awarded to international students upon successful completion of Korean Language and Culture I, II, III, and Korean Field Research and Study courses.
- ④ **Other Language Courses**: There will be Chinese language classes offered this year. In order to register for these courses, you must follow the same procedures you would for other regular courses.

## **5. Field Research and Study Courses**

An International Field Research and Study course (2 credits) and a Korean Field Research and Study courses (1 credit) are provided during the summer. Students who complete these courses will receive a P (Pass) or an NP (Non Pass) that will be recorded on their official transcripts. Please note that these credits however are NOT counted towards your degree. Please refer to “Field Research and Study Program” for more details.

## **II. Graduation Requirements of Each Program**

In order to graduate from the KDI School with a Master’s degree, all master’s students must complete a minimum of 36 credits of regular courses.

### **1. Requirements for Completing the MPP Program**

- ① MPP students must take 2 core courses (6 credits).
- ② MPP students must take at least 3 courses from his/her concentration (9 credits).
- ③ MPP students must take at least one MBA course (3 credits).
- ④ In the 4<sup>th</sup> term during the second year, at least 6 credits must be completed by either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses.
- ⑤ MPP students must also complete English and Korean Language and Culture I courses (International Students only) or be granted a waiver for these courses.

e.g.) A MPP student must complete the following requirements to complete the TD concentration.

| Program | Concentration | Credits      |                          |             |  |                                       | Total Credits |
|---------|---------------|--------------|--------------------------|-------------|--|---------------------------------------|---------------|
|         |               | Requirements |                          |             |  | Elective                              |               |
|         |               | Core Courses | TD Concentration Courses | MBA Courses | Thesis/ 2SRCs/ 2 Courses (during 4 <sup>th</sup> term) | Other Concentration Courses (MPP,MBA) |               |
| MPP     | TD            | 6            | 9                        | 3           | 6  | 12                                    | 36            |

## 2. Requirements for Completing the MBA Program

- ① MBA students must take 1 core course (3 credits).
- ② MBA students must take at least 3 courses from his/her concentration (9 credits).
- ③ MBA students must take at least one MPP course. (3 credits)
- ④ In the 4<sup>th</sup> term during the second year, at least 6 credits must be completed by either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses.
- ⑤ MBA students must also complete English and Korean Language and Culture I courses (International Students only) or be granted a waiver for these courses.

e.g.) A MBA student must complete the following requirements to complete the SM concentration.

| Program | Concentration | Credits      |                          |             |  |  | Total Credits |
|---------|---------------|--------------|--------------------------|-------------|--|--|---------------|
|         |               | Requirement  |                          |             |  | Elective                               |               |
|         |               | Core Courses | SM Concentration Courses | MPP Courses | Thesis/ 2SRCs/ 2 Courses (during 4 <sup>th</sup> term) | Other Concentration Courses (MPP, MBA) |               |
| MBA     | SM            | 3            | 9                        | 3           | 6  | 15                                     | 36            |

## 3. Requirements for Completing the Evening MBA Program

- ① MBA students must take 1 core course (3 credits).
- ② MBA students must take at least 3 courses from his/her concentration (9 credits).
- ③ MBA students must take at least one MPP course. (3 credits)
- ④ In the last term during the second year, at least 6 credits must be completed by either: submitting a thesis; taking two SRCs; taking one lecture course

and one SRC; or taking 2 lecture courses.

- ⑤ MBA students must also complete English courses or be granted a waiver for these courses.

e.g.) A MBA student must complete the following requirements to complete the SM concentration.

| Program | Concentration | Credits      |                          |             |                                      |  | Total Credits |
|---------|---------------|--------------|--------------------------|-------------|--------------------------------------|--|---------------|
|         |               | Requirement  |                          |             |                                      | Elective                               |               |
|         |               | Core Courses | SM Concentration Courses | MPP Courses | Thesis/ 2SRCs/ 2 Courses (last term) | Other Concentration Courses (MPP, MBA) |               |
| MBA     | SM            | 3            | 9                        | 3           | 6                                    | 15                                     | 36            |

#### 4. Requirements for Completing the MFDI Program

- ① MFDI students must take 4 core courses (12 credits).
- ② MFDI students must take at least 3 courses from FDI concentration(9 credits).
- ③ In the last term during the second year, at least 6 credits must be completed by either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses.
- ④ MFDI students must also complete English courses or be granted a waiver for these courses.

e.g.) A MFDI student must complete the following requirements to complete the FDI concentration.

| Program | Concentration | Credits      |                           |  |                         | Total Credits |
|---------|---------------|--------------|---------------------------|--|-------------------------|---------------|
|         |               | Requirement  |                           |  | Elective                |               |
|         |               | Core Courses | FDI Concentration Courses | Thesis/ 2SRCs/ 2 Courses (during 4 <sup>th</sup> term) | Other s (MFDI,MPP, MBA) |               |
| MFDI    | FDI           | 12           | 9                         | 6  | 9                       | 36            |

#### 5. Requirements for Completing the MAM Program

- ① MAM students must take 10 core courses (30 credits).
- ② In the last term during the second year, at least 6 credits must be completed by either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses.
- ③ MAM students must also complete English courses or be granted a waiver

for these courses.

e.g.) A MAM student must complete the following requirements.

| Program | Concentration | Credits      |                                      | Total Credits |
|---------|---------------|--------------|--------------------------------------|---------------|
|         |               | Requirement  |                                      |               |
|         |               | Core Courses | Thesis/ 2SRCs/ 2 Courses (last term) |               |
| MFDI    | AM            | 30           | 6                                    | 36            |

### III. Course Plan for Master's Degree Program

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

Please refer to the following table for a recommended timetable for your studies at the KDI School. However, it is up to each student how he/she would like to plan his/her course of study.

- ※ Note: In order for a Master's Degree student to continue to receive financial aid, he/she must be enrolled in a minimum of 6 credits of regular courses each term. 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 >

| Term<br>Period of Residency    |         | First year               |                          |                           | Second year                    |        |      |
|--------------------------------|---------|--------------------------|--------------------------|---------------------------|--------------------------------|--------|------|
|                                |         | Spring                   | Summer                   | Fall                      | Spring                         | Summer | Fall |
| 1 Year<br>(For Int'l Students) |         | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits) | Thesis or<br>2 SRCs            | --     | --   |
| 1.5<br>Year<br>s               | Track 1 | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits) | Thesis or<br>2 SRCs            | --     | --   |
|                                | Track 2 | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits) | 1 SRC &<br>1 course            | --     | --   |
|                                | Track 3 | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 3 courses<br>(9 credits)  | 3 courses<br>(9 credits)       | --     | --   |
|                                | Track 4 | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits) | Student<br>Exchange<br>Program | --     | --   |
|                                | MFDI    | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 3 courses<br>(9 credits)  | 3 courses<br>(9 credits)       | --     | --   |

|                |                |                          |                          |                            |   |                             |                           |
|----------------|----------------|--------------------------|--------------------------|----------------------------|---|-----------------------------|---------------------------|
| 2<br>Year<br>s | Track 1        | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 3 courses<br>(9 credits)   | 3 courses<br>(9 credits)                    | Student Exchange<br>Program |                           |
|                | Track 2        | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits)  | Student Exchange Program<br>(Thesis or SRC) |                             |                           |
|                | GMP<br>(1+1)   | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | 4 courses<br>(12 credits)  | Study Abroad Program (SAP)                  |                             |                           |
|                | GMP<br>(2+3+1) | 3 courses<br>(9 credits) | 3 courses<br>(9 credits) | Study Abroad Program (SAP) |   |                             | 4 courses<br>(12 credits) |
|                | Evening<br>MBA | 2 courses<br>(6 credits) | 2 courses<br>(6 credits) | 2 courses<br>(6 credits)   | 2 courses<br>(6 credits)                    | 2 courses<br>(6credits)     | 2 courses<br>(6 credits)  |
|                | MAM            | 2 courses<br>(6 credits) | 2 courses<br>(6 credits) | 2 courses<br>(6 credits)   | 2 courses<br>(6 credits)                    | 2 courses<br>(6credits)     | 2 courses<br>(6 credits)  |

- ※ Foundation Skills Courses and Field Study and Research Courses are not included in the above table.
- ※ Enrolled international students must fulfill a one-year residency requirement. The course plan outlined above marked “1 Year” is the required plan for all international students that plan on spending only one year of residency at the KDI School. (Please prepare a research topic during your 3<sup>rd</sup> term, which you are going to write a thesis or two SRCs in your 4<sup>th</sup> term before you return to your home country.)

## 2. Procedure for Completing MPP, MBA, MFDI, and MAM

- ① Students enrolled in the MPP program must complete the requirements of at least one concentration among the 5 concentrations offered in the MPP program. Students enrolled in the MBA program must complete at least one concentration among the 2 concentrations offered in the MBA program. Students are allowed to declare a maximum of 2 concentrations simultaneously within their Program, and to do so, he/she must apply online to declare a concentration(s) through the KDI School’s Website as of the 6<sup>th</sup> week of the student’s 3<sup>rd</sup> term (Oct. 22-26, 2007).
  - ※ MFDI students can apply for FDI concentration only and MAM students can apply for AM concentration only. MPP and MBA students can’t apply for FDI or AM concentration.
- ② Students who want to take a second concentration from a different program (e.g. An MPP student taking an MBA concentration or an MBA student taking an MPP concentration) must submit an *Application for Taking a Concentration from a Different Program*, with the Program Chair’s signature, to the Office of Academic and Student Affairs within the first two



weeks of their first term.

✖ **Requirements for Declaring Concentration(s)**

■ ***General Requirements***

- Only students in the Master's program can apply
- Only enrolled students can apply
- Only students who have registered for, or completed 30 credits can apply.

■ ***Course Requirements for Declaring Concentration(s)***

- Students must be registered for or have taken all core courses from his/her program.  
(MPP students must take 2 core courses. MBA students must take 1 core course. If a student wants to declare a concentration from each program, the MPP and MBA programs, the student must take the core courses in both programs. MFDI students must take 4 core courses.)
- Students must take at least 3 courses from his/her concentration.  
(Except MFDI & MAM Students, you can declare a double concentration if you take at least 3 courses from each concentration, for a total of 56 courses.)
- Students must take at least one course from a different program. (except MFDI, MAM students)  
(During the fourth term of the second year, you can be approved for concentrations, if you complete 36 credits by either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.)

**IV. Summaries of Graduation Requirements**

In order to graduate from the KDI School with a Master's degree, you must satisfy all of the following requirements.

1. **Credits:** All master's students must complete a minimum of 36 credits of regular courses.
  - ① **Requirements for the First Three Terms:** You should complete at least 30 credits of regular courses. You are not eligible to submit a thesis unless 30

credits have been obtained. Evening MBA students and MAM students should complete at least 18 credits of regular courses.

- ② **Requirement for the Fourth Term:** At least 6 credits must be completed in the 4<sup>th</sup> term during the second year by *either: submitting a thesis; taking two SRCs; taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper*. In case evening MBA students and MAM students are applicable to 6<sup>th</sup> term during the second year. When taking lecture courses to fulfill the remaining 6 credits requirement in place of a thesis or SRCs, students must write a research paper in addition to completing all course requirements for the courses they are enrolled in. The research paper must be relevant to one of your courses or program discipline. Since the research paper replaces a thesis, it will be evaluated by the Program Chair and subsequently the School Executive Committee. However, no matter how many credits you have earned during the first three terms, you must take two additional courses, or 2 SRCs or one of each during the 4<sup>th</sup> term of the second year of your study, unless you write a thesis.

2. **Core Courses:** MPP students must complete 6 credits of core courses in the Spring Term. MBA students must complete 3 credits of core courses in the Spring term. MFDI students must complete 15 credits of core courses in the Spring, Summer, and Fall Terms.
  3. **Program Courses:** All master's students must complete at least 9 credits of coursework within his/her Concentration. (Except MAM)
  4. **Foundation Skills Course:** All students must complete English Levels I,II,III or get a waiver. All international students are required to take Korean Language and Culture I. Those students who apply for and are granted a waiver from these courses are not required to take them.
  5. **GPA:** All students must maintain a minimum of a B- (2.67) GPA in order to graduate.
  6. **Duration:** All master's students must complete the required coursework within two years of being enrolled in the School. However, if choosing to submit a thesis or SRC(s) for graduation credits, all work must be submitted, evaluated and passed no later than 5 years after entering the KDI School program.
- ※ For more information on graduation requirements, please visit the following KDI School's website (<http://www.kdischool.ac.kr/academic/master.htm>).

## V. Course Registration

### 1. Course Registration

- ① **Minimum/Maximum credit application:** Master's program students must apply for a minimum of 6 credits and a maximum of 12 credits of regular courses in each term unless they submit a petition with a detailed study plan for approval.

Evening MBA & MAM students must apply for 6 credits each term to graduate in 6 terms.

- ② **Consultation for course selection:** All students must consult with their advisors before selecting courses. (Please see the last part of this book, you can find your academic advisor beside your name.)

Cf.)

<Program Chairs>

| Program | Office | Program Chair   |
|---------|--------|-----------------|
| MPP     | 9406   | KIM, Taejong    |
| MBA     | 9407   | JUNG, Kwon      |
| Ph.D.   | 9517   | HAHM, Sang Moon |

- ③ **Registration period:** You may register for your courses between Feb. 1 (Thu.) 15:00 and Feb. 3 (Sat.) 23:00. All students are advised to register for courses during this period.
- ④ **Methods of registration:** You may only register for courses online. Please refer to "How to Register for Courses" for further information.
- ⑤ **Course size:** The 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 you will not be able to register online. If a course has less than 6 students it will not be offered in that particular term.

※ **Note:** Given the limitations 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 space away from those students who are serious about taking a particular course and causes inconveniences not only to students but also the administration. We would like to urge you, therefore, to choose your courses carefully and make sure that you register for the right number of credits for a given term.

**Registration confirmation:** On the first day of each class students may print out their registration confirmation from the computer. Please print out the confirmation before you go to your class and make sure that your registration is correct. The classroom number for the course can be found on the registration form.

- ⑥ **Add/Drop period:** Registration changes are only allowed within 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 registrations. Please consult your Academic Advisor or instructor for information and advice before making any changes.
- ⑦ **Cancellation of registration:** Should you decide to cancel your registration within the first five weeks after classes begin, you may apply to the Office of Academic and Student Affairs to cancel your registration. In this case, the cancellation will not appear on your transcript.
- ⑧ **Withdrawal:** Should you decide to withdraw from a class after the first five weeks but within the first ten weeks after classes begin, you may apply to the Office of Academic and Student Affairs to withdraw from the class. In this case, a “W” will appear on your transcript; however, it will not affect your GPA.
- ⑨ **Attendance:** Students are required to attend at least five-sixths of their total number of classes per course in a given term. In the event of an emergency, students should submit an application for absence and obtain approval from the Dean. Students must attend a minimum of five-sixths of the total number of classes for a given course in order to receive credit for the course.

## 2. Course Presentation Session (CPS)

- ① Introduction to Course Presentation Session
  - The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2007 Spring Term.
  - CPS is an explanatory session for courses to be offered in the next term.
  - Course professors and students who intend to register in these courses are asked to attend CPS at the designated time and venue.
  - CPS consists of a 10 minute course introduction and a 5 minute Q&A session in a room designated by the Office of Academic and Student Affairs.

② Schedule for Course Presentation Session

e.g.) Spring Term Schedule

|  |              |
|--|--------------|
| Open Course Presentation Session (CPS) | Jan.31~Feb.2 |
| Advising Session                       | Feb.1~Feb.2  |
| Final Course Decision                  | From Feb.1   |
| Course Registration                    | Feb.1~Feb.3  |

## VI. Grading

### 1. Acknowledgement of Credits

- ① **Registration:** Credits are only given for courses for which students have officially registered through standard registration procedures. Students auditing courses will not receive credits.
- ② **Attendance:** All students must attend at least five sixths of all classes in a given term to receive credit 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 toward the GPA.

| Grade | A    | A-   | B+   | B    | B-   | C+   | C    | C-   | T | I | W | IW | F    |
|-------|------|------|------|------|------|------|------|------|---|---|---|----|------|
| Point | 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 “T” to students who did not meet the requirements; however, students who received an “T” must be graded no later than four weeks after all grades are submitted to the Office of Academic and Student Affairs. The maximum grade that can be achieved is A-. If grades are not received by the Office of Academic and Student Affairs by this time, “IW” will appear on the student’s transcript permanently.
- ② **“W”:** A “W” stands for “Withdrawal” and is given to students who withdraw

from a class(es) within the first four to six weeks 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 for 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. You can also have an official transcript issued by requesting it to the Office of Academic and Student Affairs.
- ② **Making an Appeal**: Should you have any doubts about your grades, you may appeal to the Office of Academic and Student Affairs within the first two weeks after first being notified of the period in which appeals will be accepted. If you do not make an appeal at this time, your grades will not be changed.

### 4. Academic Probation/Expulsion/Withdrawal

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

## VII. Academic Status

### 1. Enrollment

- ① **Failure to Enroll**: Students who fail to enroll within a given period of time are considered as not returning to School. They are, therefore, strongly advised to report to the Office of Academic and Student Affairs if they

wish to file for a Leave of Absence, or to notify the Office of Academic and Student Affairs if they are not planning on enrolling. Receiving approval from the Office of Academic and Student Affairs will prevent difficulties for future enrollments. Students with a full tuition exemption shall be considered enrolled when they have registered for courses. Tuition payment notices and payment slips are mailed out to each student's mailing address unless he/she requests otherwise. If a change of address is needed, a written request should be made to the Office of Academic and Student Affairs.

- ② **Failure to be Reinstated:** Students who fail to return to School after an unauthorized leave of absence will not be allowed to enroll in the School.

## 2. Leave of Absence

- ① **Leave of Absence:** Students who wish to take a leave of absence must notify the Office of Academic and Student Affairs of their intention.
- ② **Application Period:** Students may not be allowed to take a leave of absence in their first term. Students are eligible to apply for a leave of absence as of their second term. Students must apply to take a leave of absence within the first four weeks after a term begins.
- ③ **Period:** Students may not take a leave of absence for more than 3 terms while they are enrolled in the School.

## 3. Voluntary Withdrawal

Graduate students desiring to withdraw may do so by obtaining permission from the Dean of the School after submitting withdrawal papers signed by their advisor.

# VIII. Tuition Fee

Students may choose to pay by term or by credits. Regardless of the payment method, students will pay the same amount of 24,000,000 won to complete a Master's degree program. This is the total cost, and once this is paid in full, either by term or credits, 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 all requirements, he/she must register for the courses he/she wishes to take and must pay additional tuition by credits.

- ① **Payment by Term:** Three payments of the MPP and MBA students in the first year and an additional payment in the second year, totaling four payments of 6,000,000 won/term, are required to complete the Master's Degree program.
- ② **Payment by Credits:** In case a student has difficulty paying in full for a given term and is registered for less than six credits, he/she may choose to pay by credits according to the number of credits he/she takes. Please note, however, that if you take more than 9 credits, paying by credits might cost you more than paying by term. Tuition fee per credit for the Master's and Ph.D Program is 667,000 won. Please inquire with the Office of Academic and Student Affairs for more details.

## VIII. Financial Aid and Scholarships

### 1. Special financial aid to new students:

- ① KDI School provides a tuition waiver to qualified students on the condition that students achieve and maintain the required GPA or higher.
- ② However, if the students are placed on academic probation or are enrolled in less than six credits of regular courses, they may not be considered for further financial aid in such forms as tuition waivers, living allowances, TAships, etc., for the following term unless they submit a petition and a detailed study plan to the Office of Academic and Student Affairs for approval.
- ③ General students who are endowed with full scholarships for their first term will continue to receive the same amount on the condition that he/she achieves and maintains a 3.67 GPA or above in each term. If the GPA is between 3.5 and 3.67, his/her scholarship will be reduced by half, and if it is less than 3.5, he/she will receive no further scholarship.
- ④ General students who are endowed with half scholarships for the first term will continue to receive the same amount of scholarship on the condition that he/she achieves and maintains a 3.5 GPA or above. If less, he/she will receive no further scholarship.



**2. Scholarship for academic excellence:**

- ① 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 for the first term, a student in the top 10% will be reviewed and can be eligible to receive full scholarship for the following term.
- ③ Candidates are selected for this opportunity 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 to get the Work Study Scholarship can apply for positions as either a teaching assistant or administrative assistant during the designated application period. Payment are made every six weeks after students have completed their work, and students must submit to the Office of Academic and Student Affairs working hour sheets that have been approved by their supervisors. If they fail to submit this form each week, they will not receive the scholarship for the given week.

**4. Selection of Work Study Program Students**

- ① **There will be** a notice and a meeting before work study students are selected.
- ① **Selection of Work Study Students:** These students are selected among interested applicants. If there are too many applicants, some students may not have the opportunity to be on the Work Study Program. Their duties will include working as a teaching assistant, research assistant or in an administrative support role. Students are assigned to each position according to their admission scholarship, experience and willingness to serve in each area.

## **IX. 2007 Exchange Programs**

Exchange students are selected in their third term, and their exchange term begins in the following term—from their 4<sup>th</sup> term. They will be able to enroll in the partner school starting the Winter or Spring term and may stay on the program for one term or up to a year depending on the program they choose.

All master's students can participate in any of the existing exchange programs after completing three terms. Those who are interested in an exchange program must consult their advisors when selecting courses. Some credits you earn during the exchange program can be transferred into KDI School credits through an official procedure after consultation with the Office of Academic and Student Affairs.

1. List of Institutions for Exchange  
Jonkoping Int'l Business School (Sweden), Institut Supérieur de Commerce Int'l De Dunkerque (France), Institut Supérieur du Commerce (France), Leipzig Graduate School of Management (Germany), University of California, San Diego (USA), St. Louis University (USA), Universidad de las Americas Puebla (Mexico), Escuela de Administracion de Empresas de Barcelona (Spain)
2. Qualifications:  
Completion of three terms (by time of departure)  
At least 18 credits completed (including core courses)  
GPA of (3.5) or above  
Major is irrelevant
3. Period of Exchange Program: Up to one academic year
4. Application Period: September (TBA)
5. Application Requirements
  - ① Application form (from Academic and Student Affairs Division)
  - ② TOEFL 213 (CBT) 80(IBT) or above
  - ③ GRE/GMAT (when applicable) – Note: Those applying for the dual degree program at Leipzig Graduate School of Management must have a GMAT of 600 or higher.
  - ④ Transcript
6. Application Procedure:
  - ① Documents Review
  - ② Interview

7. Benefits of Exchange Program:

- ① Credits earned from the host university will be transferred if the Program Chair recognizes the equivalence of courses.
- ② With the exception of most U.S. universities, no extra tuition will be charged.
- ③ Students who pass the KDI School internal selection can be considered as an exchange student after getting an acceptance letter from the exchange partner school.

8. International Workshop & Short-term Programs

- ① Look for frequent notices and announcements for opportunities to participate in international workshops or short-term programs abroad. Each program has different selection criteria and they will also be announced on the Student Bulletin Board.
- ② The KDI School students are eligible to apply to participate in these programs.

Should you have any inquiries, please contact the International Program Coordinator for further information.

## **X. 2007 Study Abroad Program for GMP Students**

1. Program: A student can choose from the following:

- ① Master's Degree
- ② Non-degree or Certificate Program with internship in the summer

2. Type of GMP Program

1) One + One GMP

① Special Feature

- A student who applies for the One+One GMP program is able to enroll in an overseas partner school from January 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 time of departure)
- At least 30 credits completed (including core courses)

- Major is irrelevant

## 2) Two + Three + One GMP

### ① Special Feature

- A student who applies for the Two + Three + One 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 time of departure)
- At least 18 credits completed (including core courses)
- GPA of (3.5) or above in the Spring Term
- Major is irrelevant

#### < Recommended Course Plan for GMP Programs >

| Year and Term<br>Type of GMP | First year           |                      |  | Second year                              |        |                                  | Third Year         |            |              |
|------------------------------|----------------------|----------------------|--|--|--------|----------------------------------|--------------------|------------|--------------|
|                              | Spring               | Summer               | Fall                                     | Spring                                   | Summer | Fall                             | Spring             | Summer     | Fall         |
| One+One                      | 3 courses (9credits) | 3 courses (9credits) | 4 courses (12credits)                    | Study Abroad Program (Minimum 6 Credits) |        |                                  | 6 Credits Transfer | Graduation | Commencement |
| Two + Three + One            | 3 courses (9credits) | 3 courses (9credits) | Study Abroad Program (Minimum 6 Credits) |  |        | 4 courses (12credits) KDI School | 6 Credits Transfer | Graduation | Commencement |

## 2. 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 programs. Academic Affairs will help in facilitating the process if needed.

#### <List of Institutions for GMP Programs>

Jonkoping Int'l Business School (Sweden), Leipzig Graduate School of Management (Germany), University of California, San Diego (USA), Michigan State University (USA), Cornell University (USA), St. Louis University (USA), Rutgers University (USA), Australian National University's Asia Pacific School of Economics (Australia), Maxwell School of Syracuse University (USA), University of Southern California (USA), Duke University (USA), Hawaii Pacific University (USA), University of Nottingham(UK), Lancaster University Management School(UK), University of Illinois at Urbana Champaign(USA),

City Univ. of Hong Kong(China), University of Colorado at Denver(USA), National University of Singapore (Singapore), University of Missouri-Columbia(USA).

3. Application Requirements: (depends on institution)
  - ③ Application form (from the desired institution)
  - ④ CBT 213 or above
  - ⑤ GRE (may be waived depending on the institution)
  - ⑥ GMAT (depending on institution and program)
  - ⑦ Transcript, Statement of Purpose, Recommendation Letters, etc.
  
4. Benefits of GMP Program:
  - ① Credits earned from the host university can be transferred if the Program Chair recognizes the equivalence of courses.
  - ② As for the degree-seeking scholar, he/she can earn a dual degree.
  - ③ At specified partner schools, a staff member is designated to help with life at the host university for the convenience of the participants.
  
5. Estimated Expenses (Costs reflect the expenses for one student and do not include expenses incurred when family members accompany the student.)

|                                      |                   |
|--------------------------------------|-------------------|
| Tuition including administrative fee | *                 |
| Air fare                             | \$1,300           |
| Dormitory, Meals and other expenses  | \$21,853          |
| Insurance                            | \$1,320           |
| Moving Costs                         | \$600             |
| Miscellaneous                        | \$500             |
| <b>Total</b>                         | <b>\$25,573+*</b> |

\* This is an approximation of the cost incurred. These figures are subject to change depending on type of program, location, etc.

## **XI. Field Research and Study Program**

1. International Field Research and Study
  - ① **Applicable to:** MPP, MBA Student (Korean)
  - ② **Cost:** Approximately 4 million won (This is only an estimate. Detailed figures will be available at a later date.)
  - ③ **Places to visit:** Large corporations or graduate schools in the U.S.A.

- ④ **Duration:** approximately 2 weeks during the summer break
- ⑤ **Visa and Passport:** Students are responsible for their own visa and passport application/issuance. Those students who wish to participate in the International Field Study and Research are advised to apply for a U.S. Visitor's Visa before the end of the Spring Term.

## 2. Korean Field Research and Study

- ① **Applicable to:** All students
- ② **Cost:** Students and the School will share costs (Detailed figures will be available at a later date.)
- ③ **Places to visit:** Korean industrial complexes and cultural and historical sites.
- ④ **Duration:** one week during the summer break
- ⑤ **Sample** <Brief Itinerary of Korea Field Research>:

| Date    | Activity  |
|---------|---|
| Aug. 30 | Departure / Gumi Industrial Complex and LG Electronics            |
| Aug. 31 | Industrial Facilities (Hyundai Motors and Hyundai Heavy Industry) |
| Sept. 1 | Gyeongju Cultural Sites and POSCO                                 |
| Aug. 14 | Gyeongju Cultural Sites / Arrival                                 |

## XIII. General Information

### 1. Certificate Issuance & Making Suggestions

- ① **Applying for certificates:** You may fill out request forms for the issuances of a Certificate of Enrollment, Official Transcript, etc., and submit them to the Office of Academic and Student Affairs. You should be able to pick up the needed documentation within one day of submitting your Request Form. Students who cannot pick up the needed certificates or documentation must allow for mailing time.
- ② **Making suggestions and requests:** The KDI School welcomes any suggestions and opinions by students and tries to reflect them into the School's administration as much as possible. All students are encouraged to make suggestions and give ideas: these suggestions and ideas may apply to you personally or to the School as a whole. When submitting your

ideas and suggestions you must include your reasons for making such suggestions and ideas. The KDI School tries to help each student with his/her problems by maximizing access to his/her advisors. However, if a student feels it is necessary that he/she officially bring the problem(s) to the attention of the School he/she may do so by submitting an official Suggestions & Requests form to the Office of Academic and Student Affairs.

- ③ **Making a Petition:** If you feel that you have to deal with an issue by making a petition to the School, you may write a letter with all details pertaining to the issue and submit it to the Office of Academic and Student Affairs.
- ④ **Review of a Petition:** After thoroughly reviewing the petition, the School will decide on its official position.
- ⑤ **Response to a Petition:** The School will notify the petitioner of the School's position within one week of the submission of the petition. (However, if the issue is of a nature that requires more time and a thorough investigation, the School may notify the petitioner of the needed time and reasons for such delay.)

## **2. Degrees**

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

- ① Master's Degree
  - **MPP (Master of Public Policy): TI/PF/HR/IR/TD**
  - **MBA (Master of Business Administration): SM/FB**
  - **MFDI (Master's in Foreign Direct Investment): FDI**
  - **MAM (Master's in Asset Management): AM**
- ② Doctorate Degree
  - **Public Policy: Ph.D. in Public Policy**
  - **Management: Ph.D. in Management**