



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

# Student Handbook

## 2025



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

This Student Handbook is designed to help new students in the Fall 2025 semester successfully complete their degree programs. Please note that the information in this handbook may be updated during your time at the school. Be sure to stay informed by checking with the relevant office and reviewing updates regularly.

※ All official announcements are posted on the "Notices" section of the school website or the "Academic Notices" board on e-Education (eKDIS). It is the student's responsibility to check these platforms and stay up to date.

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# I . Academic Information

- 2025 Academic Calendar
- CODE OF HONOR AND CONDUCT OF KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT
- Overview of Academic Rules and Regulations for the 2025 Academic Year
- Courses and Research Projects
- Graduation Requirements for Each Program
- Course Plan for Master's Degree Program

# 2025 Academic Calendar

## □ 2025 Academic Calendar □

Term		Schedule	Remarks
Spring Preliminary Session (3 weeks) (Jan. 02 ~ Jan. 21)	January 02(Thu.) ~ Jan. 21(Tue.) Jan. 13(Mon.) ~ Jan. 24(Fri.) Jan. 14(Tue.) ~ Jan. 17(Fri.) Jan. 20(Mon.) ~ Jan. 24(Fri.) Feb. 01(Sat.) Feb. 03(Mon.) Feb. 03(Mon.) ~ Feb. 05(Wed.) Feb. 04(Tue.) ~ Feb. 07(Fri.)	<b>Spring Preliminary Session</b> Application for Leave of absence & Reinstatement of Spring Semester Course Evaluation for Spring Preliminary Session Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation (Part-time) New Student Orientation (Full-time) Spring Semester Course Registration (New & Continuing Students) New International Student Orientation (Full-time)	<b>Jan. 10(Fri.)</b> No Class  <b>[Spring Orientation]</b> Feb. 01(Sat.) (Part-time) Feb. 03(Mon.) (Full-time)  <b>Jan. 28(Tue.) ~ Jan. 30(Thu.)</b> Lunar New Year Holiday
	Feb. 01(Sat.) <b>Feb. 10(Mon.)</b> Feb. 10(Mon.) ~ Feb. 15(Sat.) Feb. 17(Mon.) ~ Feb. 21(Fri.) Mar. 04(Tue.) ~ Mar. 14(Fri.) Mar. 24(Mon.) ~ Mar. 28(Fri.) Mar. 31(Mon.) ~ Apr. 04(Fri.) Apr. 11(Fri.) Apr. 17(Thu.) ~ Apr. 23(Wed.) Apr. 21(Mon.) ~ Apr. 26(Sat.) Apr. 28(Mon.) ~ May. 03(Sat.) Apr. 28(Mon.) ~ May. 09(Fri.)	Spring Semester <b>Start of Spring Semester</b> Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Research Plan Submission Sports Day Course Evaluation Reading Period Final Examinations Application for Leave of absence & Reinstatement of Summer Semester	<b>Mar. 1(Sat.)</b> Independence Movement Day* <b>Mar. 3(Mon.)</b> Substitute Holiday
Spring Break (2 weeks) (May 05 ~ May 17)	<b>May 05(Mon.) ~ May 17(Sat.)</b> May 07(Wed.) ~ May 13(Tue.) May. 12(Mon.) ~ May 14(Wed.) May. 14(Wed.) ~ May 16(Fri.)	<b>Spring Break</b> Summer Semester Tuition Payment Due Summer Semester Course Registration Korea Field Research & Study (KFRS)	<b>May 31(Sat.)</b> Graduation Date
Summer Semester (12 weeks) (May 19 ~ August 09)	<b>1st Session</b> (May 19 ~ June 28) May 19(Mon.) ~ May 20(Tue.) May 19(Mon.) ~ May 24(Sat.) May 26(Mon.) ~ May 30(Fri.) June 09(Mon.) ~ June 20(Fri.) June 18(Wed.) ~ June 24(Tue.) June 23(Mon.) ~ June 24(Tue.) June 25(Wed.) ~ June 28(Sat.)	<b>Start of 1st Summer Session</b> Course Add & Drop Period (1st session) Course Add & Drop Period (12-Week) /Application for Declaring Concentration POS Committee Composition Research Project Submission Course Evaluation (1st session) Reading Period (1st session) Final Examinations (1st session)	<b>June 06(Fri.)*</b> Korean Memorial Day
	<b>2nd Session</b> (June 30 ~ August 09) June 30(Mon.) ~ Jul. 01(Tue.) Jun. 30(Mon.) ~ Jul. 04(Fri.) Jul. 07(Mon.) ~ Jul. 11(Fri.) Jul. 24(Thu.) ~ Jul. 30(Wed.) Jul. 28(Mon.) ~ Aug. 02(Sat.) Aug. 04(Mon.) ~ Aug. 05(Tue.) Aug. 04(Mon.) ~ Aug. 09(Sat.) Aug. 06(Wed.) ~ Aug. 09(Sat.) Aug. 11(Mon.)	<b>Start of 2nd Summer Session</b> Course Add & Drop Period(2nd session only) Application for Graduation Research Plan Submission Period Course Evaluation (12-Week, 2nd session) Reading Period (12-Week) Reading Period (2nd session) Final Examinations (12-Week) Final Examinations (2nd session) Completion Ceremony	
Summer Break (4 weeks) (Aug. 11 ~ Sep. 06)	<b>Aug. 11(Mon.) ~ Sep. 06(Sat.)</b> Aug. 18(Mon.) ~ Aug. 29(Fri.) Aug. 25(Mon.) ~ Aug. 27(Wed.) Aug. 25(Mon.) ~ Aug. 29(Fri.) Aug. 31(Sun.) Aug. 30(Sat.) Sep. 01(Mon.) Sep. 02(Tue.) ~ Sep. 04(Thu.) Sep. 02(Tue.) ~ Sep. 05(Fri.)	<b>Summer Break</b> Application for Leave of absence & Reinstatement of Fall Semester Fall Semester Course Registration(Continuing Students) Fall Semester Tuition Payment Due (Continuing Students) End of Summer Semester New Student Orientation (Part-time) New Student Orientation (Full-time) Fall Semester Course Registration (New Students) New International Student Orientation	<b>August 31(Sun.)</b> Graduation Date  <b>[Fall Orientation]</b> Aug. 30(Sat.) (Part-time) Sep. 01(Mon.) (Full-time)
Fall Semester (13 weeks) (Sep. 08 ~ Dec. 06)	Sep. 01(Mon.) <b>Sep. 08(Mon.)</b> Sep. 08(Mon.) ~ Sep. 13(Sat.) Sep. 15(Mon.) ~ Sep. 19(Fri.) Sep. 29(Mon.) ~ Oct. 17(Fri.) Oct. 27(Mon.) ~ Oct. 31(Fri.) Nov. 03(Mon.) ~ Nov. 07(Fri.) Nov. 20(Thu.) ~ Nov. 26(Wed.) Nov. 24(Mon.) ~ Nov. 29(Sat.) Dec. 01(Mon.) ~ Dec. 06(Sat.)	Fall Semester <b>Start of Fall Semester</b> Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Research Plan Submission Period Course Evaluation Reading Period Final Examinations	<b>Oct. 03(Fri.) ~ Oct. 09(Thu.)</b> National Foundation Day, Korean Thanksgiving day, Hangeul Proclamation Day (No Class for the whole week: No make-up needed)
Winter Break	<b>Dec. 12(Fri.)</b> 2026 Jan. 31(Fri.)	Graduation and Completion Ceremony End of the Fall Semester	<b>Dec. 05(Fri.)</b> KDI School Foundation Day

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

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

# 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 2025 Academic Year

## ▪ Objective

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2025 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 (<https://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 (<https://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 2025 may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.

# Courses and Research Projects

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. Core Courses	Mandatory courses for each program
2. Concentration Courses	Courses in each concentration
3. Research Projects	Thesis, Capstone, SRP, ELP
4. Foundation Skill Courses	English, Korean language courses

KDI School offers four master's programs in English: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy), **MPM** (Master of Public Management), and **MDS** (Master of Data Science for Public Policy and Management), as well as 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)
  - **PS** (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)
- MDS
  - **DS** (Data Science for Public Policy and Management)

\* IP concentration is only for the students who are admitted through MIPD admission process and will be awarded the MIPD degree.

※ Certain scholarship groups, such as KOICA, NIIED GKS Global Network Scholarship, and Part-time GMP, must/can choose specific concentration as their 1st concentration. Please refer to page 160 for further details.

※ **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, MDP, and MPM students, and 4 core courses for MDS students. MIPD, K-water, KOICA and NIIED GKS Global Network Scholarship students have their own core courses. These courses are scheduled to be offered at least once annually, and it is mandatory for all students to enroll in them during a specified term, unless specific arrangements have been established with the Academic Affairs Division. The timing of course offerings is informed at the beginning of each year, and it is essential for students to ascertain when their respective core courses are scheduled. However, please be aware that these timings may be subject to changes based on the academic term and unforeseen circumstances. Additionally, certain core courses may provide students with the option of an online waiver test to obtain a waiver.(Please refer to page 12 for further details).

## 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 PS, 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]

### **Types of Research Projects**

There are four types of research projects: Thesis (3 credits), Capstone Project (3 credits), Supervised Research Project (SRP) (3 credits), and Experiential Learning Project (ELP). Within the Experiential Learning Project (ELP), there are three types: Advanced ELP (3 credits), Academic ELP (1 credit), and Essay ELP (1 credit). Students should choose one type

by referring to its characteristics based on the research project guidelines ([Click to see](#)). However, certain students' research project types are already determined:

- MIPD (including MIPD GMP): Supervised Research Project(SRP) only
- K-water: Capstone Project only
- MDS GMP: Thesis, Capstone Project or Supervised Research Project(SRP)
- NIIED GKS Global Network Scholarship: Capstone Project
- MPP/MDP/MPM GMP only: 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 member) 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 member). The recommended timeline is to form your POS Committee one semester before submitting your POS Committee information (which includes the type of the research project, title, abstract, and names of your committee members) to the MIS, as the submission period is during the 2nd week of each semester.

### **Submission of the Research Plan (Except Essay ELP)**

Soon after you have formed your POS committee, you will submit a short, practical research plan to your POS Committee. The submission period for your research plan is the 8th week of the semester that you have formed your POS Committee.

### **Advanced Research Seminar (ARS)**

Students who wish to write a thesis or capstone project must take the Advanced Research Seminar (ARS) course (3 credits) and give an oral presentation to the POS Committee during the 10th week of the semester.

### **Final Research Project Submission**

The final research project submission period is during the 4th to 5th week of each semester. (Starting in 2026, it will be the 3rd to 4th week of each semester.) When a student submits the final thesis or a capstone project, it will be evaluated by three professors, including the Committee members, and will be graded on a pass/no pass basis (P/NP). When a student submits the final SRP and ELP, it will be evaluated by their major supervisor and will be graded on a pass/no pass basis (P/NP).

### **Note**

- Please download and review the research project guidelines: ([Click to see](#))
- Please join the research project information session, which is conducted every Spring and Fall semester for new students. The exact schedule will be announced via email, and students can view the recorded video after the session.
- Please check the announcements on e-Education for information regarding the POS Committee application, research plan submission, and final research project submission each semester for more detailed procedures.

### **Note (Thesis and Capstone Project only)**

- ※ Students who wish to write a Thesis/Capstone Project are required to register their master's degree research project (RP) with a total of three libraries in accordance with the Korean Libraries Act: the National Library of Korea, National Assembly Library of the Republic of Korea, and KDI School Library. In addition, a student's 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 a student to refuse disclosure of his or her Thesis without KDI school's express permission. Meanwhile, a Capstone Project can be registered as private or limited disclosure, considering the need for security, as Capstone Projects involve information from certain institutions.
- ※ If students do not register their Thesis/Capstone Project, all certificates, including graduation certificates, can not be issued.

**<Recommended Research Project Time Frame>**

Time	Project		POS Committee Composition (2nd week)	Advanced Research Seminar (ARS) course	Final Research Project Submission (4th to 5th week)
			Research Plan Submission (8th week)		(Starting in 2026, 3rd to 4th week)
<b>All Students except GMP* students from the MPP, MDP, and MPM programs</b>	<b>Full time</b> (except MIPD, K-water, NIIED KGSP Scholarship)	Thesis/ Capstone	2nd Semester	3rd Semester	4th Semester
		SRP	3rd Semester	N/A	4th Semester
	<b>MIPD</b>	SRP	2nd Semester	N/A	3rd Semester
	<b>K-water</b>	Capstone	3rd Semester	N/A	4th Semester
	<b>Part time, NIIED KGSP Scholarship</b>	Thesis/ Capstone	4th Semester	5th Semester	6th Semester
		SRP	5th Semester	N/A	6th Semester
<b>GMP* students from the MPP, MDP, MPM programs</b> (Not applicable to GMP students from the MIPD and MDS programs)	<b>Students on a 2+3+1 Schedule</b>	Advanced ELP	1st Semester	N/A	2nd Semester
		Academic /Essay ELP	3rd Semester	N/A	6th Semester
	<b>Students on a 1+1 Schedule</b>	Advanced ELP	2nd Semester	N/A	3rd Semester
		Academic /Essay ELP	3rd Semester	N/A	6th Semester

\* GMP (Global Master's Program): Korean students who study one year at KDI School and one year at overseas universities

## 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 (Advanced)	Korean Language and Culture II	3	A~F	All	No
	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.

### ① English language courses:

The English language courses focus on reading, comprehension, public speaking, and academic writing. Students must complete at least 3 credits from the English language courses, except for MIPD international students, for whom it is optional. Up to 6 credits earned for the English language course can count toward a student's graduation requirements.

The following English language courses are available:

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

This course is required for all students in Master's programs unless they have received a waiver. All students must take an online waiver test. If students receive a waiver, they are not allowed to take the course and must instead enroll in at least one advanced English language course.

\* If a student does not take the online waiver test by the given deadline, the registration for LPM will be cancelled by the Academic Affairs Division.

## **B. Advanced courses**

Credits earned for the English language courses can count toward the graduation requirement for up to 6 credits (LPM + one advanced English language course; and, if a student receives a waiver, two advanced English language courses).

- **Academic Writing**

The 'Academic Writing' course is offered every term and counts toward students' graduation requirement credits. The course is intended to help students improve their skills in academic writing. It is strongly recommended that students take this course when writing their research project.

- **Public Speech and Debate**

The 'Public Speech and Debate' course is offered in the spring and the fall term and counts toward students' graduation requirement credits. The main objective of the course is to help students become effective and persuasive public policy presenters in a variety of public settings.

### ② *Korean language courses (for international students):*

Full-time international students must complete at least 3 credits from the Korean language courses. Up to 3 credits earned for the Korean language courses can count toward a student's graduation requirements.

The following Korean language courses are available:

#### **A. Basic course: Korean Language and Culture I (KLC I)**

With the exception of the students who receive a waiver for KLC I, all full-time international students are required to take this course. The waiver is determined on the basis of an interview with a professor of the Korean language courses. If students receive a waiver, they are not allowed to take this course and must instead enroll in one of the advanced Korean language courses recommended by the professor that conducted their interview.

Students from the NIIED GKS scholarship group will automatically receive a waiver for KLC I.

- They are required to submit the application form for the waiver and all relevant documents to the Academic Affairs Division. They are also required to enroll in one of the two following courses: ‘Advanced Oral Communication and Composition in Korean’ or ‘Korean Proficiency through TV Drama and Movie’.

## **B. Advanced courses**

Advanced Korean language courses generally do not count toward graduation requirement credits. However, students who receive a waiver for KLC I are required to take one advanced Korean language course, which will count toward their graduation requirement credits for up to 3 credits. Courses are subject to change depending on the circumstances of school or instructors.

- ***Korean Language and Culture II:*** This course is offered every term.
- ***Korean Language and Culture III:*** This course is offered in the summer and the fall term.
- ***Advanced Oral Communication and Composition in Korean:*** This course is offered in the fall term.
- ***Korean Proficiency through TV Drama and Movie:*** This course is offered in the spring term.

## 5. Waiver Test

If students receive a waiver, they are not allowed to take that course. However, receiving a waiver does not mean that the students will receive 3 credits for the course. They are still required to take other course(s) to earn 3 regular credits.

### ① **Core course waiver test (Optional)**

Students can take a waiver test for their core course(s), which is conducted online. If students receive a waiver, they are required to take other courses to fulfill their graduation requirements and are not allowed to enroll in the waived course.

- A. Analysis of Market and Public Policy (MPP Core)
- B. Quantitative Methods (MPP & MDP & MPM Core) except for those with certain scholarships such as G20 Scholarship students.
- C. Programming Fundamentals using Python, R Fundamentals for Public Policy and Statistical Foundations for Data Science (MDS Core)
- D. Programming Fundamentals using Python and R Fundamentals for Public Policy (For students from non-MDS programs who wish to apply for DS (Data Science) as their 2<sup>nd</sup> concentration)

② **English language course (Language in Public Policy and Management) waiver test**

The English language course waiver test consists of three components: reading, listening and writing, and it is conducted online. Students who receive a waiver are instead required to take one advanced English language course. If you do not take the LPM Waiver Test, you cannot enroll in the LPM course. Unlike other optional waivers, the LPM Waiver is a mandatory requirement for graduation, except in certain cases (e.g., MIPD International students, NIIED GKS Global Network).

③ **Korean language course (Korean Language and Culture I) waiver test**

International students who have studied Korean previously must apply for an interview with a professor of the Korean language courses to receive a waiver. Students who receive a waiver must submit the application form for the waiver and all relevant documents to the Academic Affairs Division. Even if they receive a waiver, they are still required to take one of the advanced Korean language courses recommended by the professor who conducted their interview.

# Graduation Requirements for Each Program

The graduation requirements stated in this handbook apply to students entering in Fall 2025. Students who entered in earlier semesters should refer to the student handbook provided at the time of their admission

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.

- ※ Certain groups, such as MIPD, K-water, KOICA, and the NIIED GKS Global Network Scholarship, must follow their own graduation requirements.
  - MIPD, K-water: Spring admission only (as this handbook is intended for Fall 2025 entrants)
  - KOICA: Please refer to the PI materials.
  - NIIED GKS Global Network Scholarship: Please refer to page 22.

## 1. Full-time

### <First Three Terms> 36 credits

- ① Students must take their core courses unless waived.

Category	MPP	MDP	MPM	MDS
	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 12 credits (4 courses)
Core 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>• Introduction to Development Policy</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Public Organizations and Management</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Programming Fundamentals using Python</li> <li>• R Fundamentals for Public Policy</li> <li>• Statistical Foundations for Data Science</li> <li>• Introduction to Computational Social Science</li> </ul>

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

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

Category	MPP	MDP	MPM	MDS
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>• <b>FM</b> (Finance and Macroeconomic Policy)</li> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>PS</b> (Public Finance and Social Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SD</b> (Sustainable Development)</li> <li>• <b>ID</b> (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PA</b> (Public Administration and Leadership)</li> <li>• <b>SM</b> (Strategic Management)</li> <li>• <b>GP</b> (Global Governance and Political Economy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DS</b> (Data Science for Public Policy and Management)</li> </ul>

※ KOICA students must declare the designated first concentration based on their scholarship category and complete courses according to their own curriculum.

- KOICA TI: Trade and Industrial policy (TI)
- KOICA RD: Sustainable and Inclusive Growth (SI)

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, but it is mandatory for NIIED GKS Global Network Scholarship students.

※ To declare ‘DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course.

※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits); however, this does not apply to the Data Science (DS) concentration.

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 give an oral presentation during the seminar in the 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 during the 4<sup>th</sup> to 5<sup>th</sup> week: a final thesis, capstone project, or one SRP (3 credits each).

※ In the semester in which they expect to complete 39 or more graduation requirement credits, including the research project, students must apply online for graduation eligibility review through KDI School MIS at the indicated period of each term.

The following table summarizes majoring students' completion requirements.

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

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

MDS	Core Courses	Concentration (DS)	Language Courses	- ARS + Thesis or Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	12	9	3	6	9	39
Credits (Int'l)	12	9	6	6	6	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: 6 credits (2 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>• 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 1 <sup>st</sup> concentration (Mandatory)		
	<ul style="list-style-type: none"> <li>• <b>FM</b> (Finance and Macroeconomic Policy)</li> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>PS</b> (Public Finance and Social Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SD</b> (Sustainable Development)</li> <li>• <b>ID</b> (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PA</b> (Public Administration and Leadership)</li> <li>• <b>SM</b> (Strategic Management)</li> <li>• <b>GP</b> (Global Governance and Political Economy)</li> </ul>

※ Part-time GMP students can declare RP(Real Estate and Public Policy) as their first concentration regardless of their major.

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.

※ DS(Data Science for Public Policy and Management) concentration is available to be declared only as the 2nd concentration. To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course.

※ One Advanced Analytic (AA) course will be counted as a concentration course (maximum 3 credits); however, this does not apply to the Data Science (DS) concentration.

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.

**<2nd 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 during the 4<sup>th</sup> to 5<sup>th</sup> week of each term: a final thesis, 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 5<sup>th</sup> term and give an oral presentation during the seminar in the 10<sup>th</sup> week. Students who plan to do a SRP must take one elective course instead of the seminar course.
- ※ In the semester in which they expect to complete 39 or more graduation requirement credits, including the research project, students must apply online for graduation eligibility review through KDI School [MIS](#) at the indicated period of each term.

The following table summarizes majoring students' completion requirements.

MPP	Core Courses	Concentration (FM,TL,PS,RE)	Language Courses	- ARS + Thesis or Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39
MDP	Core Courses	Concentration (ID,SD)	Language Courses	- ARS + Thesis or Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39
MPM	Core Courses	Concentration (SM, GP, PA)	Language Courses	- ARS + Thesis or 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 MIS website (<https://mis.kdischool.ac.kr>) 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, and only after completing all Core courses and Language courses. 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):** In the semester in which they expect to complete 39 or more graduation requirement credits, including the research project, all students must apply for graduation eligibility review through KDI School MIS at the indicated period of each term.

#### 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 will be awarded at the Completion ceremony
  - \* Certificate of Coursework Completion is different from the Certificate of Completion
    - Certificate of Coursework Completion is issued when you acquire minimum of 33 graduation credits regardless of study period.
    - 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, regardless of their attendance.

##### 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	MDS
	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 12 credits (4 courses)
Core 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>• Introduction to Development Policy</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Public Organizations and Management</li> <li>• Quantitative Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Programming Fundamentals using Python</li> <li>• R Fundamentals for Public Policy</li> <li>• Statistical Foundations for Data Science</li> <li>• Introduction to Computational Social Science</li> </ul>
	Requirement: at least 9 credits (3 courses) from 1 <sup>st</sup> concentration (Mandatory)			
1 <sup>st</sup> Concentration	<ul style="list-style-type: none"> <li>• <b>FM</b> (Finance and Macroeconomic Policy)</li> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>PS</b> (Public Finance and Social Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SD</b> (Sustainable Development)</li> <li>• <b>ID</b> (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PA</b> (Public Administration and Leadership)</li> <li>• <b>SM</b> (Strategic Management)</li> <li>• <b>GP</b> (Global Governance and Political Economy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DS</b> (Data Science for Public Policy and Management)</li> </ul>
2 <sup>nd</sup> Concentration	<b>Elective:</b> up to 9 credits (3 courses) from 1 concentration (Optional) <ul style="list-style-type: none"> <li>• <b>FM</b> (Finance and Macroeconomic Policy)</li> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>PS</b> (Public Finance and Social Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> <li>• <b>SD</b> (Sustainable Development)</li> <li>• <b>ID</b> (International Development)</li> <li>• <b>PA</b> (Public Administration and Leadership)</li> <li>• <b>SM</b> (Strategic Management)</li> <li>• <b>GP</b> (Global Governance and Political Economy)</li> <li>• <b>DS</b> (Data Science for the Public Policy and Management)*</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> <li>• (GMP students from the MPP, MDP, and MPM programs) Advanced ELP (3 credits), Academic ELP (1 credit) or Essay ELP (1 credit)</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	<input type="checkbox"/> <b>MIPD(non-GMP):</b> 3 terms <input type="checkbox"/> <b>Full-time:</b> 4 terms <input type="checkbox"/> <b>Part-time/NIED KGSP Scholarship/GMP:</b> 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)			
Total	Minimum 39 credits			

\* To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course (Programming Fundamentals using Python, R Fundamentals for Public Policy and Statistical Foundations for Data Science).

### <Graduation Checklist for Master's Programs>

Category	MPP	MDP	MPM	MDS
Core Courses	6 credits (2 courses)	6 credits (2 courses)	6 credits (2 courses)	12 credits (4 courses)
	<input type="checkbox"/> AMPP <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> IDP <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> POM <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> Programming Fundamentals using Python <input type="checkbox"/> R Fundamentals for Public Policy <input type="checkbox"/> Statistical Foundations for Data Science <input type="checkbox"/> Introduction to Computational Social Science
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"/> PS <input type="checkbox"/> RE <input type="checkbox"/> TI(KOICA TI) <input type="checkbox"/> RP(Part-Time GMP Only)	<input type="checkbox"/> SD <input type="checkbox"/> ID <input type="checkbox"/> SI(KOICA ED/RD Only) <input type="checkbox"/> RP(Part-Time GMP Only)	<input type="checkbox"/> PA <input type="checkbox"/> SM <input type="checkbox"/> GP <input type="checkbox"/> RP(Part-Time GMP Only)	<input type="checkbox"/> DS
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 students from the MPP, MDP, and MPM programs>			
	<input type="checkbox"/> (Option 1) Advanced ELP (3 credits) <input type="checkbox"/> (Option 2) Academic or Essay ELP (1 credit)			
English	<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			
Duration and tuition	<input type="checkbox"/> MIPD (non-GMP): 3 terms <input type="checkbox"/> Full-time: 4 terms <input type="checkbox"/> Part-time/NIIED KGSP Scholarship/GMP: 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)			
Graduation Credits	<input type="checkbox"/> Minimum 39 credits			
Graduation date	<input type="checkbox"/> Spring: End of May <input type="checkbox"/> Summer: End of August <input type="checkbox"/> Fall: Commencement Day (Jan 31 for students taking courses in the Fall term) * The commencement ceremony is held once a year in December for all students graduating in the current year and expected to be <u>graduating</u> the following January.			

## <Graduation Requirements and Checklist for NIIED GKS Global Network Scholarship>

### ● Core Courses: 3 courses (9 Credits)

No.	Course Title	Checklist
1	Korean Language and Culture I*	<input type="checkbox"/>
2	Korean Economic Development	<input type="checkbox"/>
3	One Course from the list that will be provided each semester**	<input type="checkbox"/>

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

\*\* This course cannot be counted as a concentration course.

### ● Concentration: 6 courses (18 Credits)

Category	MPP	MDP	MPM
1 <sup>st</sup> Concentration (Mandatory) <input type="checkbox"/>	Requirement: at least 9 credits (3 courses) from 1 <sup>st</sup> concentration (Mandatory)		
	<ul style="list-style-type: none"> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>ID</b> (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>GP</b> (Global Governance and Political Economy)</li> </ul>
2 <sup>nd</sup> Concentration: DS (Data Science for Public Policy and Management) (Mandatory) <input type="checkbox"/>	Requirement: at least 3 credits (1 course) (Mandatory)		
	※ To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course.		
	<ul style="list-style-type: none"> <li>• Programming Fundamentals using Python</li> <li>• Programming Fundamentals using R</li> </ul>		
Requirement: at least 6 credits (2 courses) from DS Concentration courses (Mandatory)			

### ● Research Project: 6 credits

- Advanced Research Seminar (ARS) Course (3 credits, 3rd semester)
- Capstone Project (3 credits / 4th semester)

### ● Total Graduation Credits: 39 credits (including research project credits)

### ● Duration: 4 terms

### ● Important Notice

- NIIED GKS Global Network Scholarship students should complete all courses within 3 semesters. They are not allowed to take any courses in their 4th semester (Fall 2026).

# 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.

\* Regular course is a course counted towards graduation requirements(graduation credits).

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

Term Period of Residency		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 Year	Track 1		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Research Project (3 credits)		
	Track 2	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Research Project (3 credits)		
1.5 Years	Track 1		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits) Research Project (3 credits)		
	Track 2	1 course (3 credits)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits) Research Project (3 credits)		
2 Years	Track 1		2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 course (6 credits) Research Project (3 credits)
	Track 2	1 course (3 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) Research Project (3 credits)

Enrolled international students must fulfill an one-year residency requirement. The course plan outlined above marked "1 Year" is the required plan for all international students who plan to spend only one year of residency at KDI School.

GMP students from MPP, MDP, and MPM program should follow their own course plan by referring to page 75. (This does not apply to GMP students from MIPD and MDS programs) Students who fulfill all graduation requirements will graduate on the dates designated below.

## 2. Graduation

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	7 <sup>th</sup> week	End of May	Students who registered a course can graduate on January 31 <sup>st</sup>
Summer	7 <sup>th</sup> week	End of August	
Fall	7 <sup>th</sup> week	- Commencement Day - January 31 <sup>st</sup>	

- 1) (Graduation Application): Students who are expected to complete all graduation requirements, including the research project, are required to apply for Graduation Eligibility Review during that semester. This is a core requirement for graduation. Please access KDI School MIS (<https://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 3 terms for MIPD program, 4 terms for full-time master's program and 6 terms for part-time/NIIED KGSP Scholarship/GMP master's program. The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 terms regardless of their C.G.P.A.



## II . Academic Guides

- Course Registration
- Guidelines for Course Modalities
- Course Registration Manual for MIS
- Course Drop Manual for MIS
- Course Withdrawal Manual for MIS
- Syllabus Manual for e-Education
- Course Reserves Service
- Grading
- Academic Status
- Tuition Fee
- Scholarships
- Attendance
- Certificate Issuance
- e-Education
- Writing Center
- Data Analysis Support(DAS) 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.

*\*A regular course is a course counted towards graduation requirements (graduation credits).*

*\*\*Students may take one additional course beyond the maximum credits per semester (15 for full-time, 9 for part-time), but this is not recommended. Consultation with your academic advisor and an approved application form are required. For questions, contact the Academic Affairs Division.*

- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

### <Program Chair>

Program	Office	Program Chair
Ph.D.	S341	Back, Ji Sun
MPP	S433	Kim, Taejong
MDP	S419	Park, Sungho
MPM	S335	Park, Angela Y.S.
MIPD	S345	Lee, Jongyeon
MDS	S431	Park, Jaehyuk

- 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 fewer than 6 students, it may not be offered that term.

\* **Note:** Students are advised to register only for the courses and credits they intend to complete. Unnecessary cancellations limit opportunities for other students and create administrative difficulties.

- 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 (online):** 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 **Course Retake (online):** Should a student who has previously earned an F grade decide to retake the course, he/she can register for the same subject during the registration period. Only one opportunity is allowed per course, and the retaken course grade can be at most an A-.
- ⑪ **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) at the kiosk\* in front of the class room when entering their classroom.  
\* The kiosk will be activated 30 minutes before the beginning of 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” 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 new students in course registration.
- CPS is an information session for the courses that will be offered in the upcoming term.
- CPS consists of a brief course introduction

② Schedule for Course Presentation Session: During the orientation week for new students

- CPS videos will be shared on e-Education: <https://www.ekdis.ac.kr/course/view.php?id=4983>

# Guidelines for Course Modalities

**In terms of a single “class” during a semester, three types of class modalities are available.**

- 1) Offline class: Both faculty and students go to the classroom in person.
- 2) Hybrid class: Faculty and some students are present in the classroom in person, while the rest of the students participate online.
- 3) Online class: Both faculty and students participate online.

**A semester-length course may be offered with one of four course modalities: offline, hybrid, online, or blended.**

- 1) “Offline” course: All classes during a semester are conducted as offline classes.
- 2) “Hybrid” course: All classes during a semester are conducted as hybrid classes.
- 3) “Online” course: All classes during a semester are conducted as online classes.
- 4) “Blended” course: 70-80% of the semester's classes are online or hybrid, and 20-30% are offline classes.

**For courses offered during day-time on weekdays:**

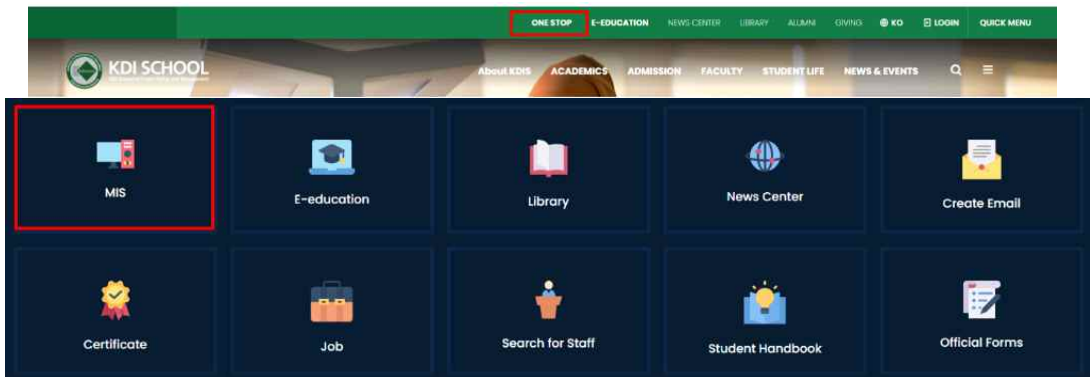
- Principal course modality is “Offline” course.
  - In special cases, such as illness or business trips of faculty and students, faculty may conduct online or hybrid classes.
  - Depending on specific topics for classes and the necessity of specific teaching/learning methods, faculty can choose to conduct online or hybrid classes at their discretion.
- For a core course with more than 40 students registered, its course modality can be “online” course.
- For elective courses, the maximum number of students is 30, but up to 40 can be allowed at the faculty's discretion.

□ **For courses offered on weekday evenings and weekends:**

- Principal course modality is “Blended” course.
    - Midterm or final exams can be conducted offline.
    - The scheduling of offline classes during the semester can be determined at the faculty's discretion, but it is recommended to have them at the beginning, middle, or end of the semester.
    - Depending on specific topics for classes and the necessity of specific teaching/learning methods, faculty can choose to conduct offline classes at their discretion.
  - For a core course with more than 40 students registered, its course modality can be “online” course.
  - For elective courses, the maximum number of students is 30, but up to 40 can be allowed at the faculty's discretion.
- ▶ [Link for the course modalities guidelines \(Click\)](#)

# 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 ONE STOP > MIS (<https://mis.kdischool.ac.kr>) of KDI School Service menu.



3. Access MIS (<https://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.

- \* Direct URL access: [register.kdischool.ac.kr](https://register.kdischool.ac.kr) (link click)
- \* Via MIS: Click the 'Course Registration' button on the MIS homepage, which will redirect you to the new page. Please note that re-login is required on the new page, even if you are already logged into MIS.



- You will see course titles in alphabetical order. You can sort the list in alphabetical order or reverse order by double-clicking on the desired column header. Register button will be inactivated for courses you've already taken or which time schedules are same with others you have registered. Courses which will open later on priority (such as degree, major, day, etc) will be shown as 'Unavailable'.

The screenshot shows the 'Course Registration' page. On the left is a navigation menu with options like 'Course Registration', 'Course Add & Drop', 'Course Confirmation', 'Course Drop', 'Course Withdrawal', and 'View Student Roster'. The main content area displays a table of available courses. The table has the following columns: Register, Code, Title, Sec, Time, Schedule, Professor, Credit, Max, Current, Waiting, and Seats. Each row represents a course with a green 'Register' button in the first column. The courses listed include Academic Writing (ME043, ME044, ME041, ME011), Analysis of Market and Public Policy (ME002), Central Banking/Monetary Policy Strategy (ME007), Computation, Innovation and Firm Dynamics (ME025), Copyright and Related Rights (ME100), Customer Relationship Management (ME002), Data-Driven Foreign Aid (ME002), Geopolitics of the Indo-Pacific Region (ME002), Global Development Finance Cooperation (ME004), Global Energy Policy (ME007), and IT Emerging Issues and Sustainable Development (ME014).

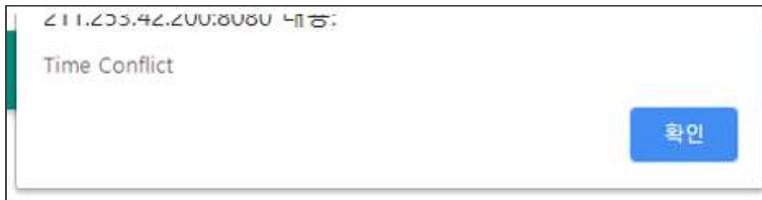
- Click "Register" on the courses that you want to register.

- 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.

The screenshot shows the 'Registration Status' table. It has two main columns: 'No.' and 'Course'. There are four rows of registered courses, each with a blue 'Cancel' button. The courses are MCC007, MCB003, MCA006, and MCA001.

No.	Course
1	MCC007
2	MCB003
3	MCA006
4	MCA001

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

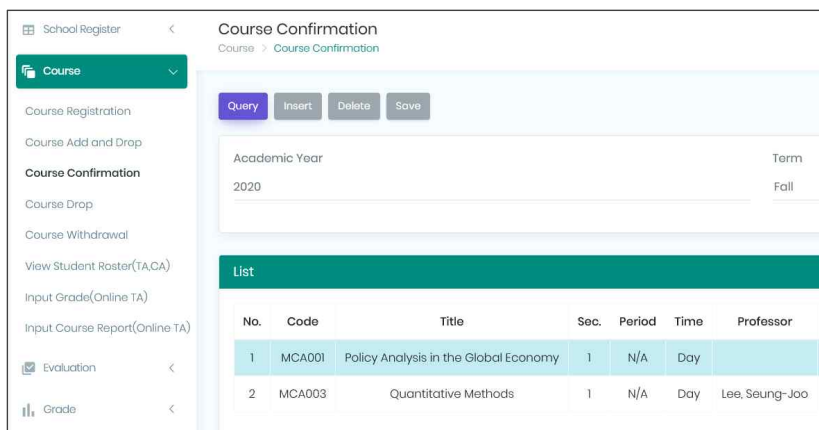


9. If you choose a course which is full, the course will be shown as “waiting” in the registration status. This does not mean that you’ve registered for the course. If one drops out of the course, first person on the waiting list will be automatically registered and the status will be changed from “waiting”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

*\*Regular course is a course counted towards graduation requirements(graduation credits).*

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”.

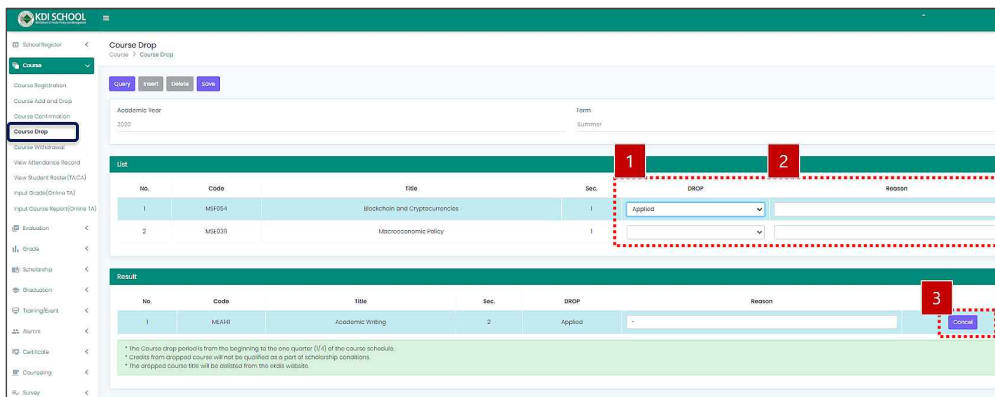


# Course Drop Manual for MIS

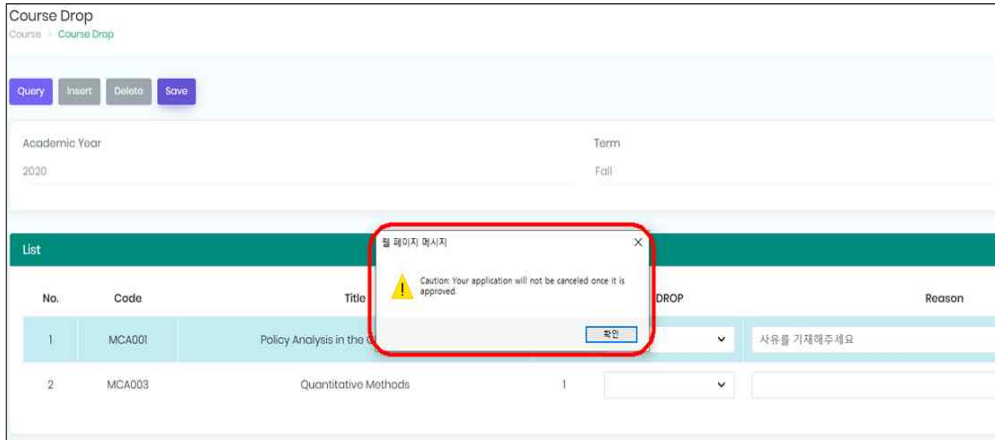
**Available Period:** From the beginning of the semester to 1/4 weeks. (Application is available only during the indicated period)

- Access to MIS (<https://mis.kdischool.ac.kr>): Course → Course Drop
- Course List will be deleted from MIS and e-Education.

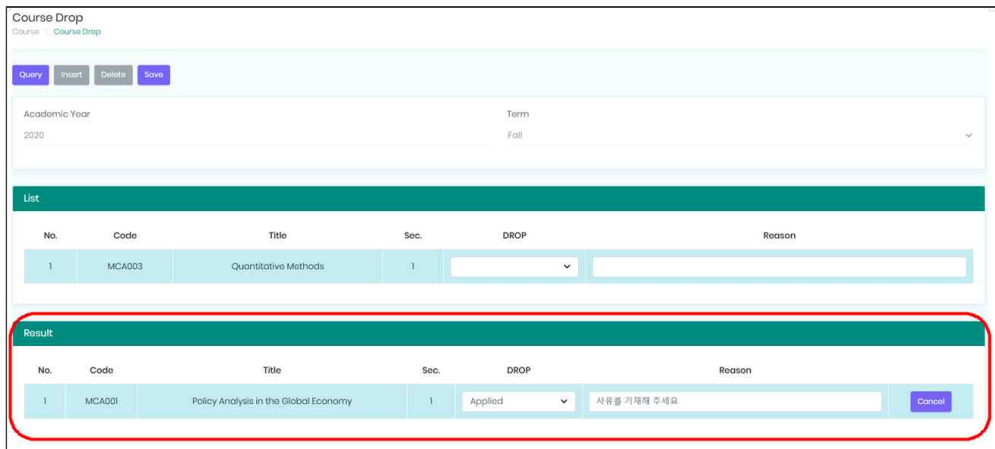
1. Course → Course Drop (Check your registered course list of this semester)
2. Click ‘Applied’ on a course want to drop, specify a detailed reason, and click ‘Save’. For approval from the school, you must write specify a detailed reason in the right column.



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.



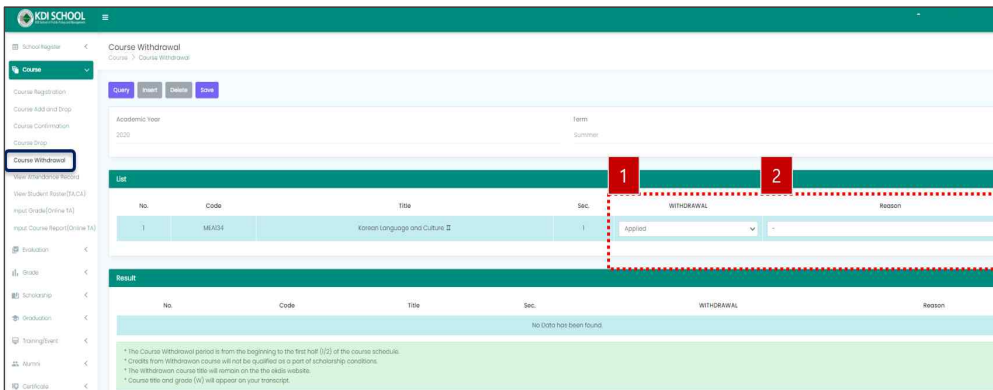
4. Contact the professor to inform your drop application to get an approval.
5. Check your status
  - 1) “Applied” : Your application is successfully applied.
  - 2) “Approved” : Your application is successfully approved.(if professor approves your course drop then status will be changed)



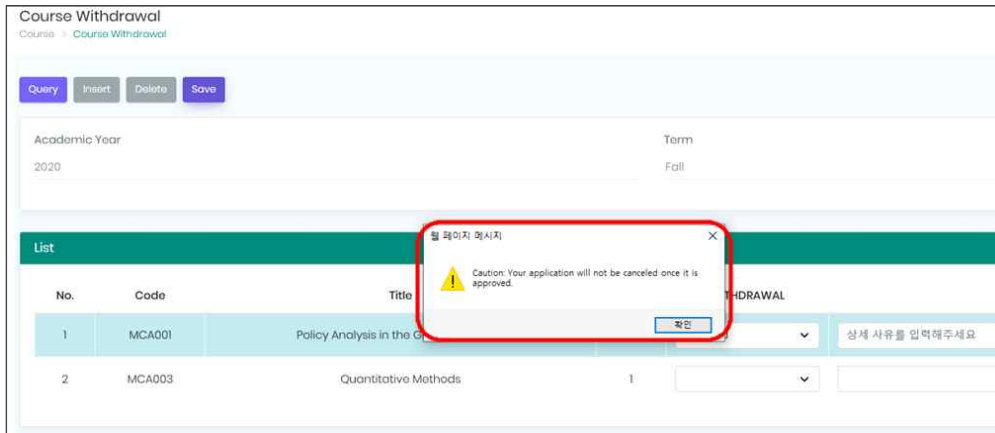
# Course Withdrawal Manual for MIS

- Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)
- Access to MIS (<https://mis.kdischool.ac.kr>): Course → Course Withdrawal
- Course List will not be deleted from MIS and e-Education 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.



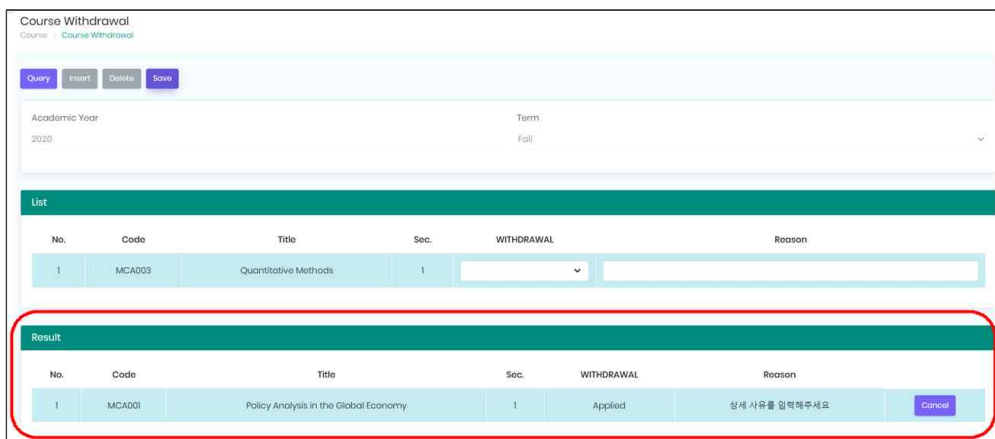
- A pop-up page will show up and click “confirm” or “확인”. (wording is based on your language setting). You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.



- Contact the professor to inform your drop application to get an approval.

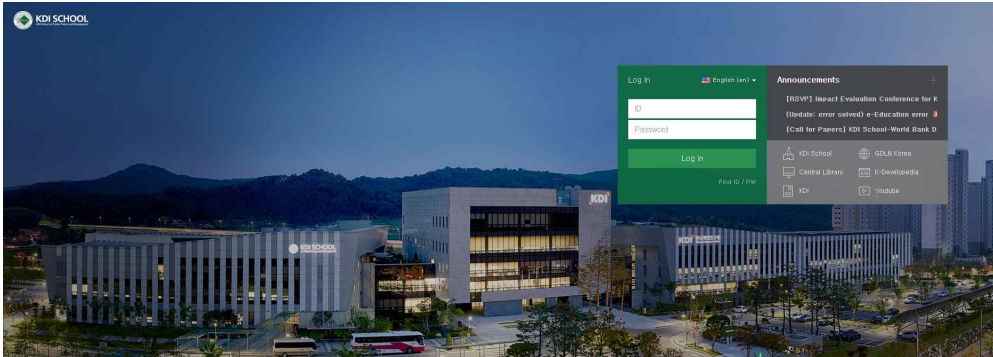
5. Check your status

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



# Syllabus Manual for e-Education

## 1. Access and Log in at e-Education (<http://www.ekdis.ac.kr>)



## 2. View and search syllabus

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

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (2)	5 Classes / Week			Mon-Fri	19:00-18:00	TBA	Lee, Hwanjung	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	19:00-18:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	

Select up to 3 items and ... [Compare](#) [PDF Download](#) 1

### 3. Select Your Syllabi

The screenshot shows the 'Course Syllabus' page on the KDI SCHOOL website. The page includes a sidebar with navigation options like 'My Page', 'Course', 'Regular Courses', 'Syllabus', 'Auditing Registration', 'Auditing Approval', 'Capacity Full', 'KOPUS', 'KDI Channel', 'Course Menu', and 'Information'. The main content area has filters for Year (2022), Semester (Pre Fall), Program (English Program), and Concentration (All). There is a search bar and filter options for 6 Weeks, 12 Weeks, Weekend, Day, and Evening. A table lists courses with columns for Semester, Course Title, Type, Con1, Con2, Day, Time, Room, Professor, ETC, and Intro Video. Annotations in red boxes highlight the 'Bookmark' and 'View' buttons for each course row, and the 'Compare' and 'PDF Download' buttons at the bottom of the table.

**-Bookmark:** you may choose syllabus by your own interest

**-View:** You may click and view a single syllabus

### 4. Compare Syllabi and Download PDF

This screenshot is similar to the one above, showing the 'Course Syllabus' page. The table of courses is visible, and the 'Compare' and 'PDF Download' buttons at the bottom are highlighted with a red box. Another red box highlights the 'Compare' and 'PDF Download' buttons in the table's footer area.

**-Compare:** Compare the chosen syllabi

**-PDF download:** Download chosen syllabi

# Course Reserves Service

## What is the Course Reserves?

The KDI Central Library provides a Course Reserves Service to support and help the KDI School students with access to course materials. Course Reserves is created in accordance with the syllabus of each course. There are physical items and electronic one. 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.



## 1. Search course readings (\*required to login-in with school account)

① Library Website: Click the “Course Reserves” menu and select the “My Course List” tab

▶ <https://library.kdischool.ac.kr>

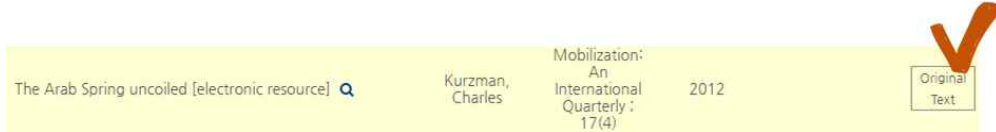





② e-Education? Website: Course Home → Click the “Reading Lists” ▶ <https://ekdis.ac.kr>



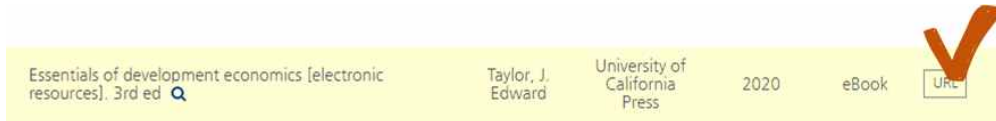
## 2. Guide to use by material type




- ① **【Original Text】** Download PDF files (book chapters or articles)



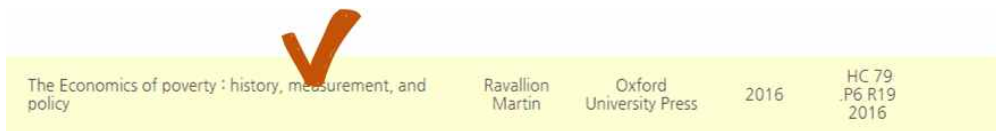
The Arab Spring uncoiled [electronic resource]  Kurzman, Charles Mobilization: An International Quarterly : 17(4) 2012  


- ② **【URL】** Direct jump to the website (eBook or articles)



Essentials of development economics [electronic resources]. 3rd ed  Taylor, J. Edward University of California Press 2020 eBook  

- ③ **【Book title】** Visit the library and borrow the course book from the Course Reserves shelves



The Economics of poverty : history, measurement, and policy  Ravallion Martin Oxford University Press 2016 HC 79 .P6 R19 2016

## 3. Library rules and regulations for the Course Reserves service

	Operation Hours	Available Hours
DayTime	9 a.m. - 6 p.m.	3 hours
Overnight	6 a.m. - 10 p.m.	6 a.m. - 10 p.m.

- ① Avoid fines by returning materials in time. In case of overnight check out, late fee will be charged from 10 o'clock.
- ② Renewals and continuously check-out is also not allowed. Once you borrow the course book, you can check it out again after 3 hours.
- ③ You can return library items around the clock through the 24/7 Library equipment (self-return & pick-up machines).
- ④ Library Website <https://library.kdischool.ac.kr/htmlmanager/service/17>

#### 4. All Guides for library users

- ① Library services: <http://kdischool.libguides.com/libraryatoz>
- ② Newcomers guide: <https://kdischool.libguides.com/newtokdiel>

#### 5. Library Service by Academic Status

Academic Status	Availability Library Service *
Enrolled	O
Completed**	O
Graduated	X
Permanent Completed	X
Withdrawal	X

\* Including access to the library website and facilities

\*\* International students whose academic status has changed to "completed" must submit an "application check form" if they wish to borrow library items. They can use library materials until they leave Korea, and access to the library website remains available after they return to their home country.

# 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-	I	W	IW	T	R	F
Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	-	-	-	-	-	0.00

- ① **"I":** An "I" 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.

- ⑤ “**R**”: stands for "Re-registered" and indicates that for courses previously taken where the grade was an F, the original grade has been replaced with an "R" upon successful re-registration and completion of the course.

### 3. Transcripts

- ① **Transcripts:** Students can see their grades through MIS(online) and download by oneself through the “Certificate Application System(<https://kdischool.ac.kr/menu.es?mid=a60401010000>)”. Students can also receive an sealed transcript issued by the Academic Affairs Division through “Certificate in KDI School Website. Refer to the "Certificate Issuance" on page 56.
- 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 MIS(<https://mis.kdischool.ac.kr>).

**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" on the MIS(<https://mis.kdischool.ac.kr>).

※ Students who receive the scholarships and monthly stipend may be deprived of the scholarships and monthly stipend if you take a leave of absence.

### 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 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 and acquire 33 graduation credits 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 "Permanent Completed" Students

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

\* MIPD students (non-GMP) who have met the graduation requirements by completing one Supervised Research Project after 3 terms without a leave of absence, and within 5 terms of their admission date will be granted the status of "graduated."

Part-time/NIIED KGSP Scholarship/GMP 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/NIIED KGSP Scholarship students).
- GMP students from all programs are not eligible for early graduation.

Once a student's academic status is changed to '**Graduated**':

- The student can no longer access certain services, such as the library and CL application. Therefore it is recommend to use up the remaining balance on your e-Pay before the graduation, as charged amount will no longer be available for use afterward.
- The storage capacity for "@kdis.ac.kr" email accounts will be reduced to 1GB. It exceeds 1GB, the account will be locked.

## 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 the MIS(<http://mis.kdischool.ac.kr>). Applications are only accepted during each semester.
- 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 Announcement of e-Education. 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
	Fall	Spring	Summer	Fall	Spring	Summer	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	-	-	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

### <Tuition Refund>

Prepaid tuition shall be refunded in the following cases.

1. In cases of over payment or erroneous payment, the total amount of the over payment or erroneous payment;
2. Where a student cannot continue his/her study due to illness, death or natural disaster, or due to a requirement under Acts and subordinate statutes;
3. Where a person who has been approved for admission to the KDI School submits a letter of relinquishing his/her admission;
4. Where a registered student submits an application for termination of studies from the KDI School;
5. Where a student cannot continue his/her studies due to other extenuating circumstances.

\* The amount of refund in cases 2 to 5 will be decided following the schedule

Amount to be Refunded	Amount to be Refunded
Before admission date or the semester starts	Full amount of paid tuition
Before 4weeks (28 days) of the semester starts	Five Sixths(5/6) of paid tuition
After 4weeks (28 days) but before 7weeks (49 days) of the semester	Two thirds(2/3) of tuition
After 7weeks (49 days) but before 10weeks (70 days) of the semester	half(1/2) of tuition
After 10weeks (70 days) of the semester has passed	No refund

**<Student Loan information>**

If you need to apply for a student loan, please visit <https://www.kosaf.go.kr/> (Korean Citizens only).

# 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.

\* *Regular course is a course counted towards graduation requirements(graduation credits).*

## 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(which credits are counted towards graduation requirements) 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 interested in the Work Study Scholarship can choose to apply for either a **Class Assistant (CA)** position or an **Administrative Assistant (AA)** position during the designated application period. The scholarship payments will be disbursed after the working period.

At the close of the semester, students are required to submit a work confirmation form, signed by their professor, to the Academic Affairs Division. Meeting the submission deadline is

crucial, as any delay will result in the forfeiture of the scholarship for the corresponding week.

It is important to keep in mind that students who do not fulfill their duties adequately risk being excluded from consideration as CA/AA candidates for the subsequent term. Make the most of this opportunity to contribute to your academic community while benefitting from the Work Study Scholarship.

#### **<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 positions 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 (e-attendance)
- ③ If required, send out e-mail notices, collect the assignments, and upload lecture notes
- ④ Notify the Academic Affairs Division about class cancellations or make-up classes
- ⑤ Act as an emergency contact point
- ⑥ Conduct miscellaneous duties upon the professor's request
- ⑦ 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.

# Attendance

## Attendance Policy

Attendance requires real-time participation. Students must attend at least  $\frac{5}{6}$  of the total classes for their grades to be recorded. If absences exceed  $\frac{1}{6}$  of the scheduled classes, an automatic 'F' will be given.

Absences within the  $\frac{1}{6}$  limit won't affect grade recording, but they may impact your final grade depending on your professor's policy. For more details, please reach out to your professor directly.

## Excused Absences Policy

Excused absences are allowed for up to  $\frac{1}{6}$  of the total classes. If excused absences go over this limit, they will count as regular absences.

To request an excused absence, submit the official form along with any required supporting documents. Approval criteria are strict, so make sure to review the guidelines carefully before applying.

### 1. How to check attendance

- ① Offline : Tap your card or scan the QR code using the KIOSK outside each classroom before class starts. If you forget or encounter technical issues, inform your CA to manually update your attendance.
- ② Online : Attendance is tracked by the CA using Zoom connection logs. Students must attend at least 90% of the class time (requirements may vary by professor). Only real-time participation counts as attendance; watching recorded lectures is not accepted unless explicitly approved by the professor.

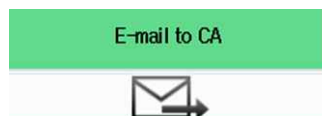
- ③ Common Campus : Since KIOSKs are not available on the Common Campus, CAs play a key role. They must download the attendance roster from MIS, take it to class, manually check attendance, and update the E-attendance system afterward.

## 2. Attendance management

- ① Students are responsible for managing their own attendance. Be sure to contact CAs responsible for recording attendance if your attendance status is incorrect.

(Use the "E-mail to CA" option in the E-attendance system.

[https://mlib.kdischool.ac.kr/KDI\\_ATTENDANCE/login.do](https://mlib.kdischool.ac.kr/KDI_ATTENDANCE/login.do)



- ② The absences during Add & Drop period will still be considered as absences once you get enrolled. Please *audit* the course that you are interested in enrolling in, or if you are on the waiting list to be recognized as attendance once enrolled.

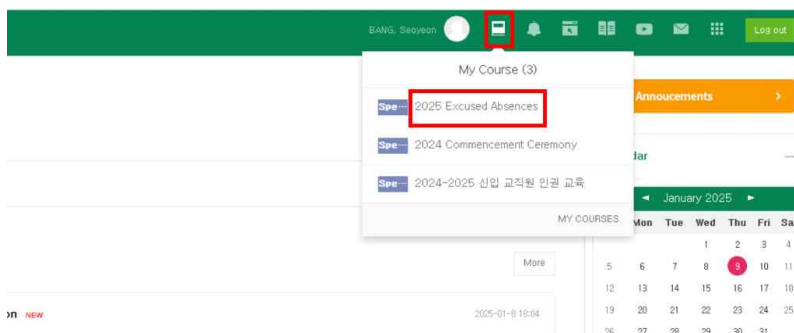
- ③ If you have unavoidable reasons and cannot attend the class, apply for **excused absences**.

## 3. How to apply Excused Absences

Excused absences can be submitted on e-Education([www.ekdis.ac.kr](http://www.ekdis.ac.kr)) via My Course > 2025 Excused Absent menu.

※ E-mail submission is not valid.

- Link: <https://www.ekdis.ac.kr/course/view.php?id=5610>



- ① Download and complete the application form: Download both files, ensure the information matches, and submit the form via the yellow "Application" button (e-mail submissions are not valid).
- ② Obtain approval from the professor: Inform the professor about your application before the submission date and get their approval.
- ③ Submit the forms and supporting documents: Upload the completed forms along with official documents that include the student's name, date of absence, reason, and issuing authority via the provided link. Make sure to upload only two files: one Excel form file and one combined PDF file that includes the PDF form and supporting documents.
- ④ Approval and record update: Once approved, the E-attendance record will be updated to reflect "Excused absence."
  - \* Please note that you cannot apply for events you have RSVP'd for, and you will not be excused from events that you voluntarily chose to attend.
  - \* If you substitute the professor's signature with an email confirmation, make sure to submit it as a screen-shot file.
  - \* If the reason is deemed invalid, the format is incorrect, the guidelines are not followed, or the attached files are inappropriate, the Academic Affairs Division will leave a comment requesting corrections. Please ensure to address the feedback and make the necessary corrections for the excused absence to be finalized.

#### 4. Reasons of Excused Absences

- ① Medical Reasons: Only legal infectious diseases or serious illnesses are valid. Visits to the school healthcare room or company medical checks are not accepted.
- ② Military Commitments: Includes army reservist training.
- ③ Personal Events:
  - Marriage: Requires a wedding invitation card and flight e-ticket.
  - Childbirth: Requires a birth certificate and Family Relations Certificate.
  - Funeral: Requires a death certificate and Family Relations Certificate.

- Children's Official School Events: Requires public documents like an invitation card and Family Relations Certificate.

④ Company-Related Issues

⑤ Job Interviews: Requires evidence of the interview. Part-time or visa interviews are not accepted.

⑥ Business Trips/On-Call Duties: Requires official documents from the company / organization, including the name, student name, date, and reason.

⑦ Official Invitations: Only events/programs organized by international organizations or the Korean government are valid. Voluntary participation, including school events, is not accepted.

# Certificate Issuance

## 1. Certificate Issuance

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

### ① Type of Certificates Available

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

\* 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 ONE STOP (<https://kdischool.ac.kr/one-stop/>)
- 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](mailto:registrar@kdischool.ac.kr) .

Certificate Request Form		KDI School of Public Policy and Management 263, Namseong-ro, Sejong-si Republic of Korea Phone: 82-44-550-1294,1020 Fax: 82-44-550-1200	
<b>I. PERSONAL INFORMATION</b>			
▶ Name	_____	▶ Student ID	_____
▶ Program	_____	▶ Date of Birth	_____
<b>II. CERTIFICATE REQUEST</b>			
<b>ENGLISH</b>		<b>Seal</b>	<b>Quantity</b>
<input type="checkbox"/>	Transcript	<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 Completion (Not available to graduates)	<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 English Proficiency	<input type="checkbox"/>	_____
<input type="checkbox"/>	Other letters (To issue a letter, please fill out exactly what should be stated below)	<input type="checkbox"/>	_____
_____			
_____			
<b>III. PURPOSE OF CERTIFICATE REQUEST</b>			
<input type="checkbox"/>	Graduate School (M.A. or Ph.D.)	<input type="checkbox"/>	Transfer Reason
<input type="checkbox"/>	Professional Certification	<input type="checkbox"/>	Other (Specify) _____
<b>IV. METHOD OF RECEIPT</b>			
<b>DOMESTIC</b>		<b>Cost</b>	<b>INTERNATIONAL</b>
<input type="checkbox"/>	Regular Post	Free of Charge	<input type="checkbox"/>
<input type="checkbox"/>	Express Registered Post	KRW 3,000	<input type="checkbox"/>
<input type="checkbox"/>	Pick-up	-	Regular International Post
			EMS
			Free of Charge Depends on the Destination
			<small>*Please contact person in charge first before deposit to check the exact amount of charge *It must be delivered to some cities via EMS Premium (it could charge extra pay)</small>
<b>OFFICE USE ONLY:</b>		<b>Total copies</b>	<b>Amount received</b>
		_____	_____
			<b>Date of receipt (mm/dd/yy)</b>
			_____
<b>V. MAILING &amp; CONTACT INFORMATION (either in Korean or English)</b>			
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			
_____			
_____			
<p>▶ 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.</p> <p>▶ 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.</p> <p>◆ <b>Wire Transfer Information</b> Bank Name: Wooribank KDI Subbranch Bank Account Number: 1005-500-959249 SWIFT Code: HVBK33330000 Bank Address: 263, Namseong-ro, Sejong-si, Republic of Korea Bank Tel: 82-44-862-6741</p>			

- ii. The form can be downloaded online (<https://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 MIS (<https://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. Data Science for Public Policy and Management: Master of Data Science for Public Policy and Management
- v. 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 Graduates from the Spring semester, summer semester and fall semester can all receive diplomas at the commencement ceremony in December.
- ② Students unable to attend the commencement ceremony can receive their diploma by postal mail or pick up directly from the Academic Affairs Division or Registrar's office after the commencement ceremony. Those who will graduate on January 31 can receive after that date.

### 4. Apostille

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

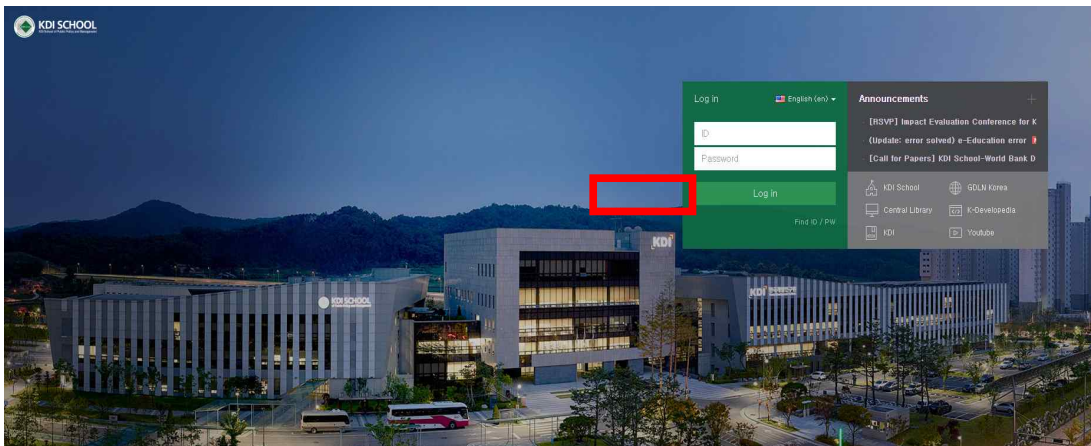
**Apostille is a certificate that authenticates the origin of public document. The document issued in a signatory country of the Apostille Convention can be certified for legal purposes in all the other signatory states.**

- 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
- ② Visit the following websites for more information.
  - i. **KDI SCHOOL Website : Student - Certificate**
    - Link: <https://kdischool.ac.kr/one-stop/>
  - 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>
  - iv. Validation of apostille
    - Link: <https://www.hcch.net/en/instruments/specialised-sections/apostille>

# 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 (<https://www.ekdis.ac.kr>) on your favorite web browser to access e-Education or use the e-Education link from KDI School Website (<https://www.kdischool.ac.kr/>) located in the green band on the top of the screen:



### 3. How to use e-Education

[A detailed e-Education manual](#) is available once you log in to e-Education.

For additional help in using e-Education, you should contact the Learning Innovation Division.

# Writing Center

## 1. Introduction of the Writing Center

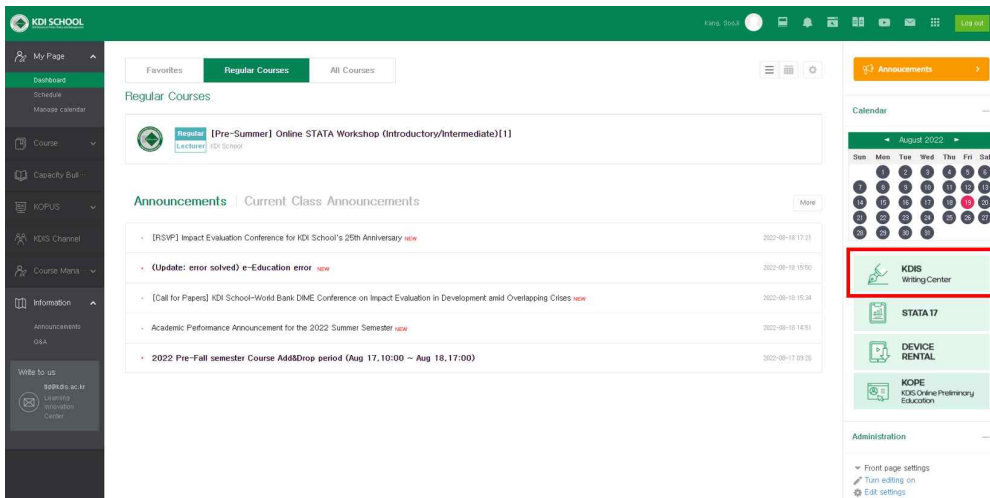
The KDI School Writing Center aims to help students develop as writers and is a resource that students can use to receive feedback on their writing at any stage in the writing process - from planning to completion. Our writing consultants have broad experience in professional writing, tutoring, and editing. Consultants are not editors for students, so they will not extensively proofread or edit the final copy of your work. Instead, they are available to help you work on the structure and organization of your paper, the development of your argument or focus on the assignment requirements, and use of academic language. They are also able to help you work on academic skills like citing, referencing, paraphrasing, and summarizing. In a 1:1 meeting, you will also be able to ask your consultant to draw your attention to a few grammar and punctuation problems, if you wish. In addition to term papers, thesis, capstone projects, and SRPs, consultants are also able to consult on resumes, statements of purpose, and cover letters.

Additionally, we open a new service - 1:1 Presentation Consultations. Whether you need assistance with structuring your presentation, decluttering your slides, refining your delivery, or overcoming public speaking anxiety, our consultants are here for you.

## 2. Consulting Service Information

- Available sessions per semester : 5 credits (sessions) per semester
  - 5 credits are allocated for Writing Center and DAS Center services.
  - 3 additional sessions are allowed for your SRP, thesis, ELP, or capstone.
- Service Time: 30-minute service (1:1 consultation)
- Service Method: Online (Zoom) or Offline service (Central Building, 4<sup>th</sup> Floor / Group Study Room 6)
- Booking Website:
  - Writing: [http://www.supersaas.com/schedule/kdiswritingcenter/KDIS\\_Writing\\_Center](http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center)
  - Presentation: [https://www.supersaas.com/schedule/kdiswritingcenter/Presentation\\_Consulting](https://www.supersaas.com/schedule/kdiswritingcenter/Presentation_Consulting)

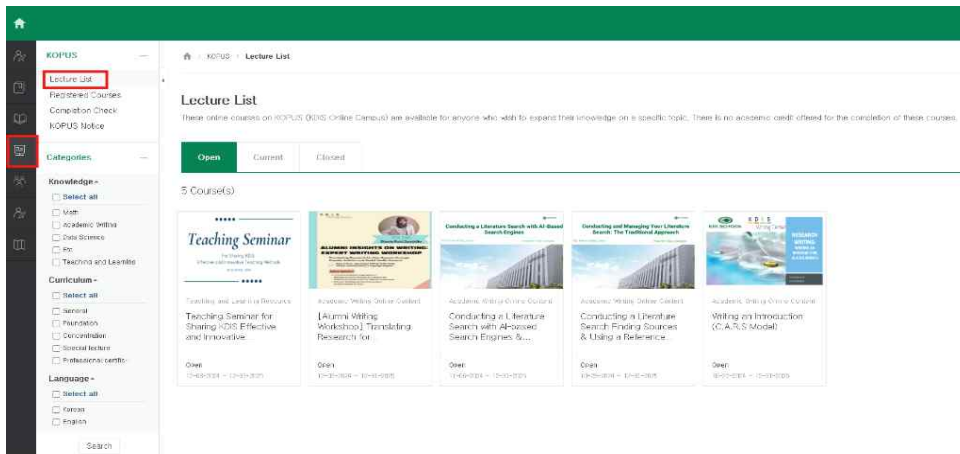
For more information on the Writing Center, please visit the Writing Center page on e-Education.



### 3. Workshop Service Information

- Service Type: Standard or Flipped Workshop
- Service Format: Online (Zoom), Offline or Hybrid
- The schedule will be announced on e-Education (Registration Required).
- Workshop Recordings: e-Education -> KOPUS -> Available Courses -> Enrol (Self-enrollment)

For more information on the workshop recordings and materials, please visit KOPUS on e-Education.



## 4. Walk-in Service Information

The walk-in service provides an in-person consultation (offline) for students seeking advice on their writing. The service is intended for brief feedback on short pieces of writing. The service is first-come, first-served.

- How to use: First-come, First-served(No appointment required)
- Service Time: Within 30 minutes
- Service Method: Offline (in-person)
- Venue: Writing Center (Central Building, 4<sup>th</sup> Floor / Group Study Room 6)
- The schedule will be announced in the beginning of each semester.
- This service is designed for students with short documents (e.g., resume/ 1-2 page essay) and students can use it without any remaining credits.

# Data Analysis Support(DAS) Center

## 1. Introduction of the DAS Center

The Data Analysis Support (DAS) Center aim to improve students' data analysis skills by offering statistical workshops and providing tutors feedback and advice on properly practicing statistical methods. The center can help students fully understand relevant contents in the classroom, and improve their statistical expertise.

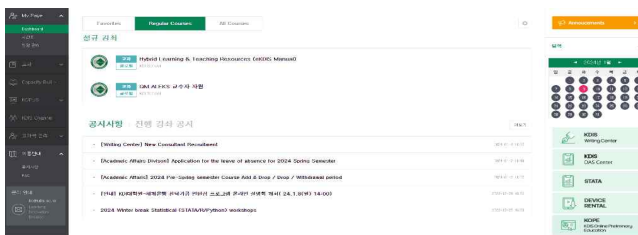
## 2. Stata 1:1 Tutoring Service Information

- Available sessions: 5 sessions(appointments) per semester
  - 5 credits are allocated for Writing Center and DAS Center services.
- Service Time: 30-minute editing service
- Service Method: Online(Zoom)
- Booking Website:

[https://www.supersaas.com/schedule/kdiswritingcenter/KDIS\\_DAS\\_Center\\_1:1\\_Tutoring](https://www.supersaas.com/schedule/kdiswritingcenter/KDIS_DAS_Center_1:1_Tutoring)

## 3. Statistical Workshop Information

- Period: Every Winter(January), Summer(August) Break
  - \* Spring (May) Break may open short workshops other than Stata, R, Python
- Subject: Stata, R, Python (introductory & intermediate level)
- Type: Offline or Hybrid / Booking Method: Register at [the DAS Center page](#)



For more information on the DAS Center, please visit [the DAS Center page](#) on e-Education.

# 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 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](#).

## 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 August, 2025)>

No.	Institution	A volume of recruitment	Working Period	Remark
1	 UNFPA	1~2	August~February (6-month)	For International & Domestic Students
2	 World Bank	1	March~August (6-month)	For Domestic Students
3	 Korea Development Institute	3	Each Semester	For International & Domestic Students

\* The institutions and the participating students may vary.

## 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: Student Affairs Division (S213),  
☎044-550-1078 / [job@kdis.ac.kr](mailto:job@kdis.ac.kr)

Internship program: Academic Affairs Division (S247),  
☎044-550-1050 / [academics@kdischool.ac.kr](mailto:academics@kdischool.ac.kr)



## III. Study Abroad Program

- Exchange Program
- Global Master's Program (GMP)
- Field Research and Study Program

# Exchange Program

Exchange students 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/semester or a year depending on the partner school/program they choose. And, international students who are the recipients of the designated scholarship program (which entails receiving a monthly stipend in Korea) are NOT ELIGIBLE to apply for the exchange program, as these students are already pursuing their studies abroad in Korea.

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. Only credits from courses offered for degree students will be acknowledged for transfer. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits.

## 1. Exchange Partner Schools

### [Europe]

- Freie Universitaet Berlin (Germany)
- HHL-Leipzig Graduate School of Management (Germany)
- Hertie School (Germany)
- Institut Supérieur de Commerce International de Dunkerque (France)
- ESSEC Business School (France)
- University of Leuven (Belgium)
- Aarhus University (Denmark)

**[Others]**

- University of Malaya (Malaysia)
  - 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 status
  - Full-time program students: completion of three terms by the time of departure
  - Part-time program students: completion of five terms by the time of application
- At least 18 credits completed including core courses.
  - Spring Students: by the time of application
  - Fall Students: by the time of departure
- CGPA of at least 3.5 or above (highly recommended)
- TOEFL: iBT 72 / CBT 212 / IELTS 6.0 or above (highly recommended)

## 3. Exchange Program Application/Departure Timeline

- Timeline for 'Spring Admission' Students

	Spring (1 term)	Summer (2 term)	Fall (3 term)	Spring (4 term)	Summer (5 term)	Fall (6 term)	Spring (7 term)
<b>Full-time</b>			Apply	Depart			
				Apply		Depart	
<b>Part-time</b>				Apply		Depart	
						Apply	Depart

- Timeline for 'Fall Admission' Students

	Fall (1 term)	Spring (2 term)	Summer (3 term)	Fall (4 term)	Spring (5 term)	Summer (6 term)	Fall (7 term)
<b>Full-time</b>		Apply		Depart			
				Apply	Depart		
<b>Part-time</b>				Apply	Depart		
					Apply		Depart

#### 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) or Proof of English Proficiency issued by KDI School
- ⑥ ID Picture (3cm x 4cm)
- ⑦ GMAT/GRE depending on the program (optional)

## 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.

\* For more information about Exchange Programs, please visit the KDI School One-Stop Page (<https://kdischool.ac.kr/one-stop/>) > Academics > Study Abroad Program > Exchange Programs

\*\* 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 which starts second year's Fall.

#### 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, completion of at least 27 credits 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 which starts from first year's Fall

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>

Term Period of Residency		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
GMP (1+1)	Full-time		4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits) Advanced ELP (3 credits)	Study Abroad Program (SAP) (6 credits transferring from a partner school)		
			4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) Academic/Essay ELP (1 credit) + (6 credits transferring from a partner school)		
	Part-time	1 course (3 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits) Advanced ELP (3 credits)	Study Abroad Program (SAP) (12 credits transferring from a partner school)		
		1 course (3 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	Study Abroad Program (SAP) Academic/Essay ELP (1 credit) + (12 credits transferring from a partner school)		
GMP (2+3+1)	Full-time		4 courses (12 credits)	3 courses (9 credits) Advanced ELP (3 credits)	Study Abroad Program (SAP) (6 credits transferring from a partner school)		3 courses (9 credits)	
			4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) Academic/Essay ELP (1 credit) + (6 credits transferring from a partner school)		3 courses (9 credits)	

- \* Full-time GMP students must take more than nine credits of regular courses for the first two terms, including at least one day-time course (a regular course that counts toward graduation requirement), and must take at least six credits of regular course for the third term.
- \* Part-time GMP students must take more than six credits each term.
- \* MIPD GMP students should choose Supervised Research Project.
- \* MDS GMP students should choose one of the following research project types: Thesis, Capstone Project, or Supervised Research Project.

## 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> (Total of 21 Universities)

- Duke University, Sandord School of Public Policy
- Georgetown University, McCourt School of Public Policy
- Johns Hopkins University, School of Advanced International Studies
- Hult International Business School
- Michigan State University, Eli Broad Graduate School of Management & Visiting International Professional Program
- Rutgers University, Edward J. Bloustein School of Planning and Public Policy
- Syracuse University, The Maxwell School of Citizenship and Public Affairs
- The George Washington University, School of Business
- Pennsylvania State University, School of Public Policy
- 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 Kentucky, Martin School of Public Policy and Administration
- University of Missouri, Truman School of Government and Public Affairs
- University of Southern California, School of Advanced International Studies
- Texas A&M University, Bush School of Government and Public Service (Only for MIPD students)
- New York University, Robert F. Wagner Graduate School of Public Service

- University of Georgia, School of Public and International Affairs, Global Leadership and Development Program

<UK> (Total of 9 Universities)

- 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 & School of Law
- King's College London, Department of European and International Studies
- University College London, Institute for Global Prosperity
- University of Sussex, Institute of Development Studies

<Others> (Total 5 Universities)

- Australian National University, Crawford School of Economics and Government (Australia)
- The University of Queensland, Humanities and Social Sciences (Australia)
- University of Sydney, Faculty of Arts and Sciences (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Prague University of Economics and Business, Department of Economics (Czech Republic)

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

- ① Application Form (of 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



# OVERVIEW

Overview	Notice	Partner Schools	FAQ
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\* For more information about partner schools, click “One stop” on the top side → Academics → Global Master’s Program -> click “Partner School“ tab

## 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 designated staff member to help students adjust to the new school.

# Field Research and Study Program

## 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 Supported by their institutions (GMP and Business & Corporate)

② **Cost:** Covered by students' institution

(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.

## 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
Day 1	· POSCO Steelworks in Pohang · Sabang Memorial Park
Day 2	· Korea Energy Economics Institute(KEEI) · Hyundai Motors Ulsan Plant · HD Hyundai Heavy Industries Shipyard · Korea Hydro & Nuclear HQ
Day 3	· Gyeongju Culture Tour · Gumi Saemaeul Movement Theme Park

\* 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.



## IV. Student Life

- Student Activities & Others
- Alumni Network
- Life at KDI School
- IT Service
- Around KDI School
- Visa & Immigration

# Student Activities & Others

## 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.

All students are assigned an academic advisor from the tenured faculty by the school based on their interests and/or programs when they enroll. Students may check their academic advisor assignment result in the MIS - School Register - Basic Info - Academic Advisor starting from designated date. Students may have their first meeting with their academic advisor during the orientation day or at a separate scheduled time, upon individual consultation with their advisor.

### 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 in a student club that holds their interest. This will provide them with opportunities to meet and interact with like-minded students.

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

#### **1-4. Home Visiting +**

Home Visiting + is a year-round networking program designed to provide international students with opportunities to experience Korean culture, build friendships, and expand their network. Through this program, KDI School matches the families of Korean students, faculty, and staff with international students. Hosts can choose to invite international students to their homes, or arrange outdoor activities.

- Registration Period: The first two weeks of every semester

#### **1-5. 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.) National Research Institutes Visits, K-Water Site Visit, Gyungbok Palace Field Trip, Korean Field Research and Study, Sports Day, International Culture Festival (The list is subject to change.)

#### **1-6. 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 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 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?**

The Counseling Service 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 in a case of emergency or without your prior consent.

### **Who will help?**

#### **- Hu deok, Shin(Psychological counselor, 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?**

#### 1. Individual 1:1 Counseling

Step 1. Contact the center via Phone, Visit, Email (the KDI School Counseling Service)

Step 2. Set up the Schedule with a Counselor

Step 3. 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

\* Group Therapy/ Workshop program is subjected to change depending on the circumstances of the center

### **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.

### **Inquiries?**

VISIT: office S311 the KDI school human rights center

EMAIL: [counseling@kdis.ac.kr](mailto:counseling@kdis.ac.kr)

PHONE: 044-550-1840

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

### 3. Others

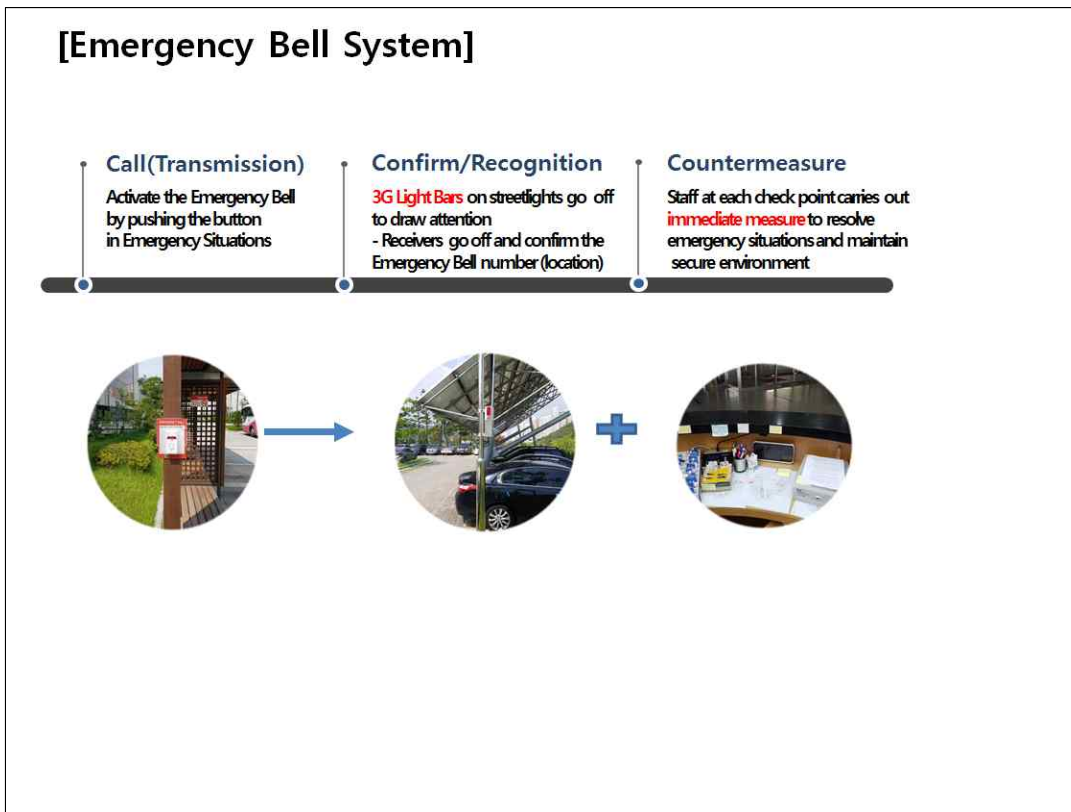
#### 3-1. Parking Space

KDI School students can use any parking space available on campus. For registration of vehicle, submit your official vehicle registration certificate as scanned PDF file on the designated bulletin board of e-Education. One vehicle can be registered per an enrolled student for 2 years.

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

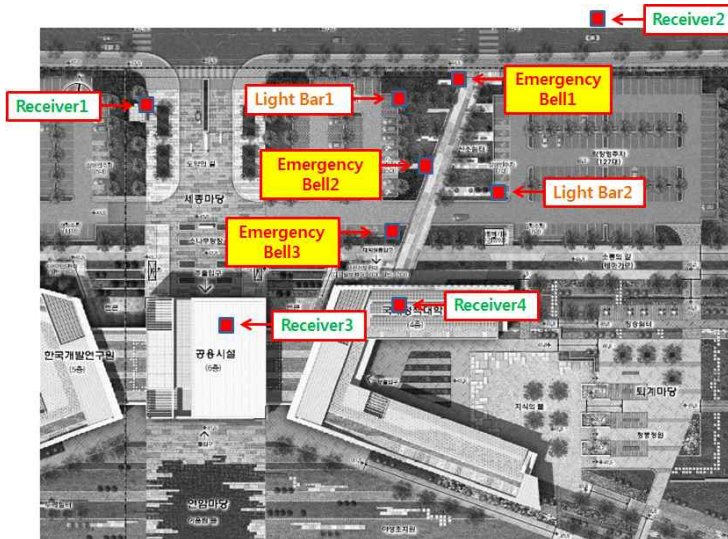


- When emergency situation occurs, push the emergency bell(left) then the wireless light bars(right) go off.



- Installation Location

- Main streets connecting the School and the Dormitory



- Installation Photos



### 3-3. 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 (<https://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.

### 3-4. 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 (<https://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

### 1-1. Alumni

KDI School is home to a vast student and alumni network that stretches across the world. There are over 4,200 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. The international alumni network is made up of over 3,100 people from 143 countries; those who are working in key government ministries and departments. 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.

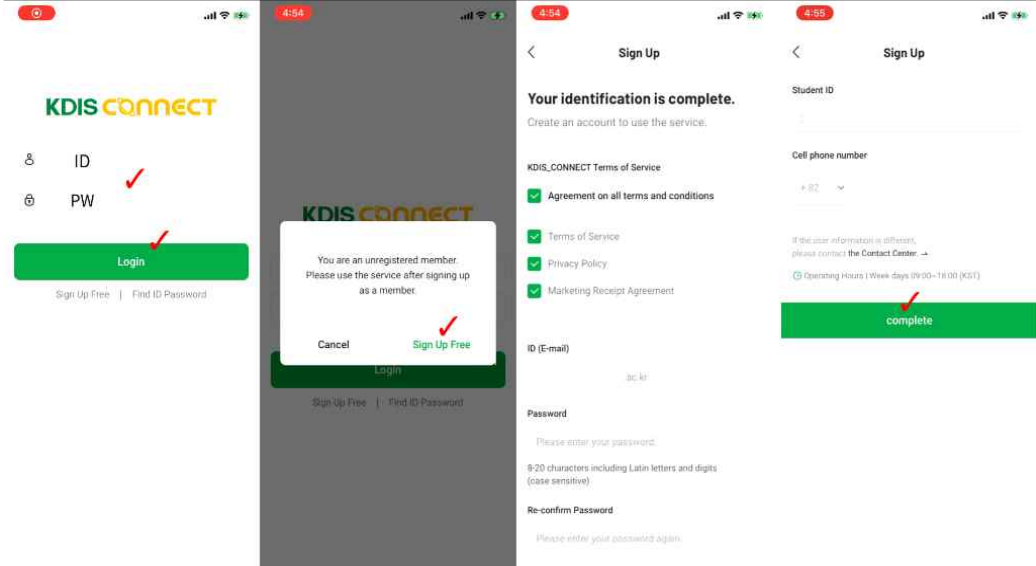
As the foremost asset of KDI School, we have put great effort into managing our alumni network to keep it active and solid. With 62 official alumni associations, alumni from different countries can easily communicate with each other, and the shared news is spread across online channels such as KDI School 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.

### 1-2. Alumni Communication App ‘KDIS connect’

KDIS CONNECT is a mobile messenger application designed for communication between KDI School students and alumni. Users who agree to share their information upon registration can view each other’s profiles and engage in chats. The app also includes a QR code feature (Digital Student ID), which allows access to campus facilities and supports payment functions. By subscribing to the [BOT] NEWS CENTER, users can receive the latest updates and announcements from the school through notifications.

## How to Sign Up for the 'KDIS Connect' App

1	Search and download 'KDIS CONNECT' from Play Store and App Store
2	<p>Enter your student number in the ID column and MIS password in the PW column and click login</p> <p style="text-align: center;">▼</p> <p>Click the Sign up Free</p> <p style="text-align: center;">▼</p> <p>Proceed with the registration process after agreeing to the consent for the use of personal information and other agreements.</p>



## How to use 'KDIS Connect' App

<p>Search for current students and alumni through the FIND menu, add friends, and communicate freely.</p>	<p>Add [BOT] NEWS CENTER as a friend to receive notifications about new posts from the KDIS News Center.</p>	<p>QR code available for use when entering the school or making payments.</p>

## 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		Mali	Ousmane Mahamane (2018 MPM)	Aug 15, 2024
11		Morocco	CHAOUNI, Nada(Representative) (2018 MDP) LAGHMARI, Safae(Manager) (2015 MDP)	May. 18, 2020
12		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
13		Rwanda	NKUNDIMANA, Vincent (2016 MPP)	Jan. 20, 2020
14		Somalia	TOHOW, Sayid Ali Hassan (2018 MPP)	Sep. 18, 2019
15		Sudan	ELRYAH ALLI, Yagoub Ali (2017 MDP)	Aug. 10, 2019
16		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
17		Uganda	Kiwumulo, Lydia (2013 MDP)	Sep. 30, 2015
18		Sierra Leone	Fofanah, Ibrahim (2020 MPP)	Jul. 13, 2021
19		Cameroon	Mbeinta, Lambert Chia (2017 MPP)	Aug. 27, 2021
20		Madagascar	MIALY, Nomenjanahary (2019 MDP) RATSIRIMPADY, Ines (2013 MDP)	Oct. 4, 2021
21		Botswana	(Chair) Letlhogonolo Moremi (2022 MIPD) (Vice Chair) MOSEKI LOWANI, Tendani (2017 MPP)	Jan. 19, 2022
22		Zambia	MWANSA, Maggie Chulu (2021 MPP)	Jul. 22, 2022
23		Zimbabwe	MADANHIRE, Brighton (2019 MDP)	Sep. 7, 2021
24	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
25		Chile	BIZAMA, Daniela(Representative) (2019 MPP) ROMERO, Melvin(Manager) (2014 MDP)	June. 2, 2020
26		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
27		Ecuador	CARVALLO, Rigoberto(Rep.) (2015 MPP) PAREDES, Daniela(Manager) (2019 MPM)	May. 2, 2020
28		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019

No.	Region	Country	Representative	Organization Date
29		Guatemala	DELGADO, Marcelo (2009 MPP)	Jun. 16, 2013
30		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
31		Jamaica	Jonelle Murray(Rep.) (2017 MPM) Doranie Sergeant(Manager) (2014 MDP)	June. 10, 2020
32		Mexico	COVARRUBIAS OLGUIN, Sarai (2018 MPP) CAMACHO ORIHUELA, Omar Jesus (2016 MPP)	Mar. 7, 2020
33		Peru	CANCHARI HERMITANO, Beatriz (2019 MDP)	Jan. 15, 2020
34		Saint Lucia	Stephie Anderson (2020 MDP)	Aug 4, 2024
35		Dominican Republic	Ranci Yanel Danis Veras (2022 MDP)	Jul. 05, 2024
36		Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)
37	Bangladesh		UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
38	Bhutan		Chhoden (2008 MBA)	Jul. 15, 2013
39	Cambodia		Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
40	China		Chen Ping (1998 MPP)	Mar. 26, 2011
41	India		MRIDHA, Sujit Kumar (North)* (2013 MDP) RAY, Sudeshna (South) (2015 MDP)	Sep. 5, 2019
42	Indonesia		Darmansyah (2010 MPP/PM)	Dec. 12, 2011
43	Iran		Niloufar Alimardarian (2015 MPM)	May. 24, 2024
44	Iraq		Redar Amjed Abdsalam (2013 MDP)	Jul. 1, 2024
45	Kazakhstan		Mukatayeva Aizhan (2011 MPP)	May. 20, 2021
46	Laos		Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
47	Malaysia		Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
48	Mongolia		LKHAGVASUREN, Khorolsuren (2013 PP)	Jun. 28, 2012
49	Myanmar		Swe, Htay Htay (2009 MPP)	Nov. 14, 2012
50	Nepal		Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
51	Pakistan		SARFARAZ, Hafiz Nadar (2020 MPM)	Apr. 4, 2020
52	Philippines		Campipi, Joel Jr (2015 MDP)	May 18, 2012
53	ROK		LEE, Eun-hyung (2012 MT)	Oct. 1, 2002
54	Sri Lanka		Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012
55	Thailand		Khansiri Chalee (2001 MPP)	Jul. 16, 2013
56	Timor-Leste		Felizberto Araujo Duarte(2020 MPP)	Sep. 4, 2020
57	Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012	

No.	Region	Country	Representative	Organization Date
58		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
59	Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)	Apr. 1, 2014
60		Czech Republic	ROUSOVA, Sabina (2011 MPP/PM)	Sep. 19, 2014
61		Russia	KONOVALOV, Sergey (2003 MBA)	Jun. 3, 2021
62	Oceania	Australia	MUSICKI, Luka (2014 MPP)	Sep. 15, 2021

\*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 alumni page in the school website.

#### 3-2. KDIS Alumni Working Partner Program

KDI School annually holds the *KDIS Alumni Working Partner Program* which aims to connect alumni as working partners and to enhance international cooperation by acting as a control center for global partnerships. In 2025, 69 projects were submitted and 68 successful partnerships were created. When the program is over and the joint projects are finished, we select the best teams and invite them to Korea to share their project outcomes with all the other alumni.

## 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 and the Globe. On the news of an alumnus's marriage or demise, KDI School Alumni Office sends an 'Alumni Association Flag' to show solidarity and support. (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 [alumni@kdischool.ac.kr](mailto:alumni@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
  - e-Pay
  - Attendance check

For more inquiries: please call ☎ 044-550-1294

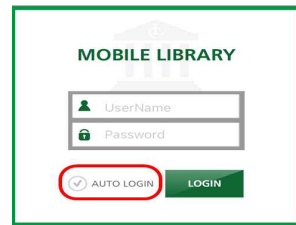


## 1-2. KDI CL Mobile Application

The KDI Central Library (CL) mobile application is designed to provide convenient access to library services for KDI School students.

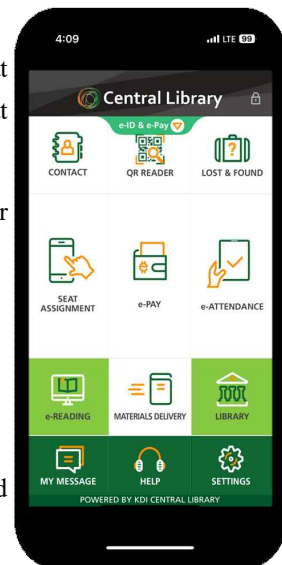
To get started

- Open the App Store (for iOS devices) or Google Play Store (for Android devices)
- In the search bar, type "KDI CL".
- Once installed, open the app and log in using MIS account.
- Note: By enabling the Auto Log-in option in the KDI CL app, you can quickly access it without entering your ID and password each time.
- Tip: Use Auto Log-in only on personal devices to maintain account security.



The KDI CL app offers several useful features, including:

- QR Code e-ID: A QR code-based electronic ID that regenerates every minute for security purposes. Reload at the time of use.
- Seat Assignment: Reserve seats in the 3rd and 4th-floor reading rooms of the library.
- Lost & Found: Check for lost items in the library.
- e-Pay: View transaction history for electronic payments.
- e-Attendance: Check attendance records electronically.
- My Message: View push notification history for e-Pay and e-Attendance.



### 1-3. e-Pay

e-Pay is a prepaid payment system exclusively available within KDI School. Users can recharge their e-Pay balance at designated kiosks using cash. Payments can then be made using the QR code in the KDI CL app or a student ID card.

Where can e-Pay be used?

- Cafeteria & Student Cafeteria (FTL) (1F)
- Cafe Coffee Lab (2F)
- Cafe Vobiscum (3F)
- Library (3F)
- Important Note: Student meal discounts at the FTL Cafeteria on 1F are available only to enrolled students when payments are made with e-Pay.

e-Pay Charge

- To use e-Pay, first charge your account at the e-Pay Charging Kiosk.
- e-Pay Charging Kiosk Locations: In front of the Cafeteria on 1F, Inside the Student Cafeteria(FTL) on 1F
- Important Note: Enter your student ID when recharging e-Pay and confirm your name on the screen. Incorrect verification may recharge another student's account.

e-Pay Refund

- The e-Pay system is available only for students with an "enrolled" status. Therefore, we strongly recommend using any remaining balance at the campus cafeteria or café before any changes to your enrollment status.
- Refunds for e-Pay points are available only in exceptional circumstances where commuting to campus is impossible, and the balance cannot be used. Refunds are handled by the General Affairs Division. Please refer the FAQ.
- Please note that once a refund is processed, you will need to use alternative payment methods (e.g., personal credit cards) for using FTL or café services, and student discounts will no longer apply. Consider your refund request date carefully.

For more inquiries: Mr. Sangjun Ban ([sj\\_ban@kdischool.ac.kr](mailto:sj_ban@kdischool.ac.kr), 044-550-1095)

#### **1-4. 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 dormitory, academic buildings as well as the neighborhood including cafeteria, convenient store and other places.

#### **1-5. 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 form for the Bank Account
- Certificate of Enrollment in Korean
- Certificate of Residence
- Copy of Passport and ID card of your home country

For more inquiries: Please contact Ms. Boyoung Kim ([by\\_kim@kdischool.ac.kr](mailto:by_kim@kdischool.ac.kr))

#### **1-6. Public Phones**

There are three types of payphones: 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.

### 1-7. Using the mobile phone

Mobile Services

- There are three mobile phone carriers in Korea: SK Telecom (SKT), KT, 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 SIM Card. 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.

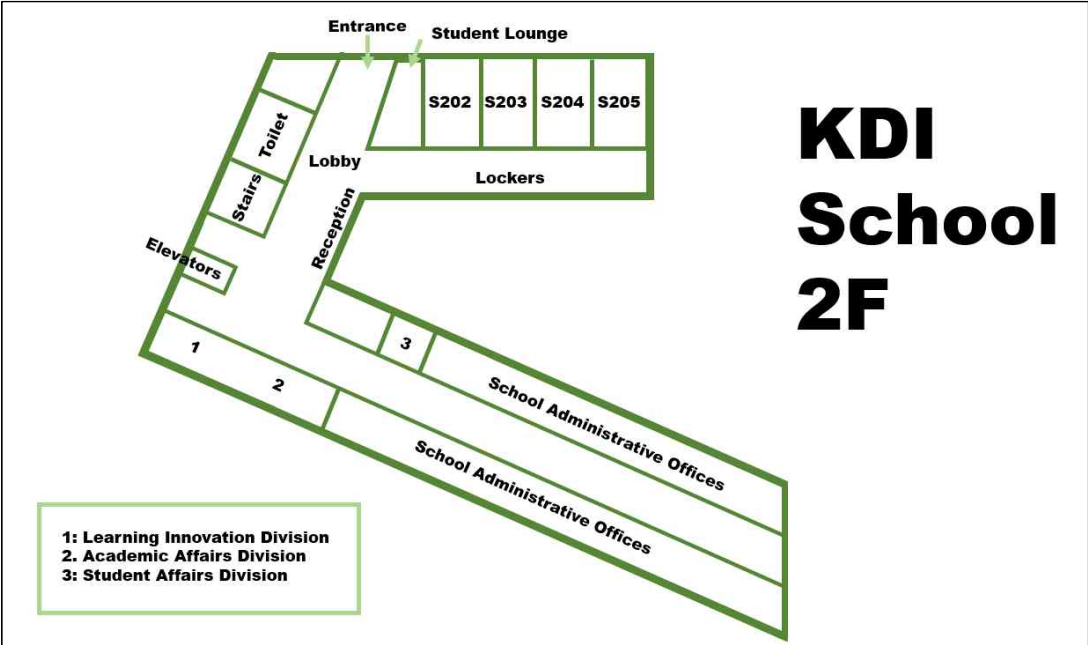
Postpaid Subscription Plan

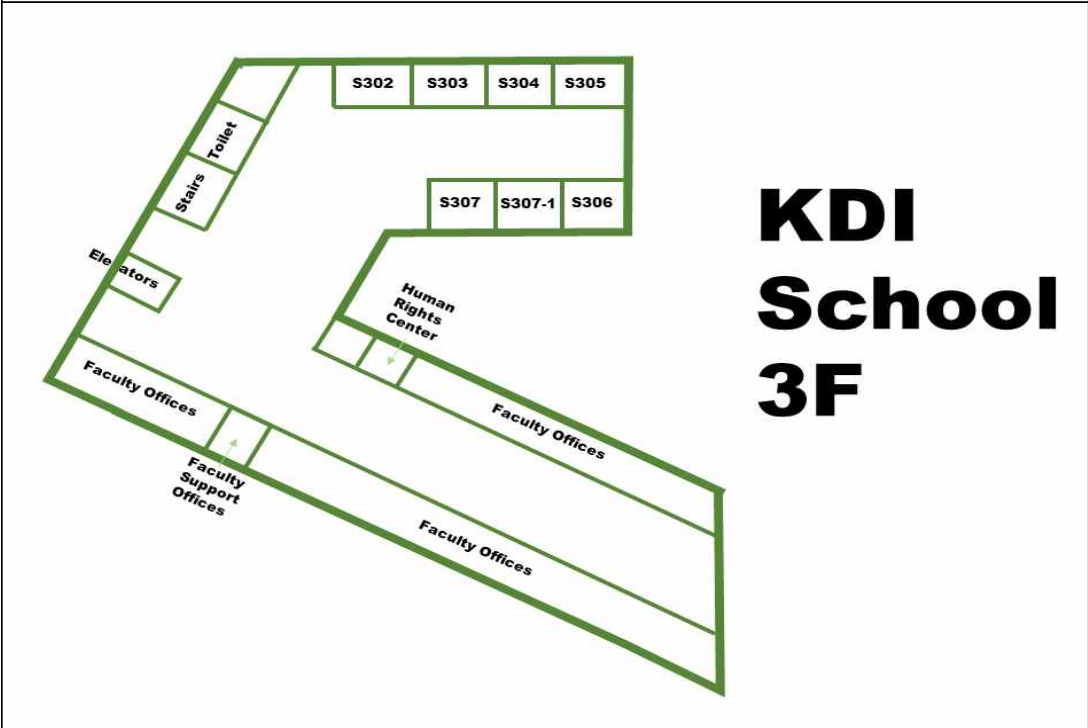
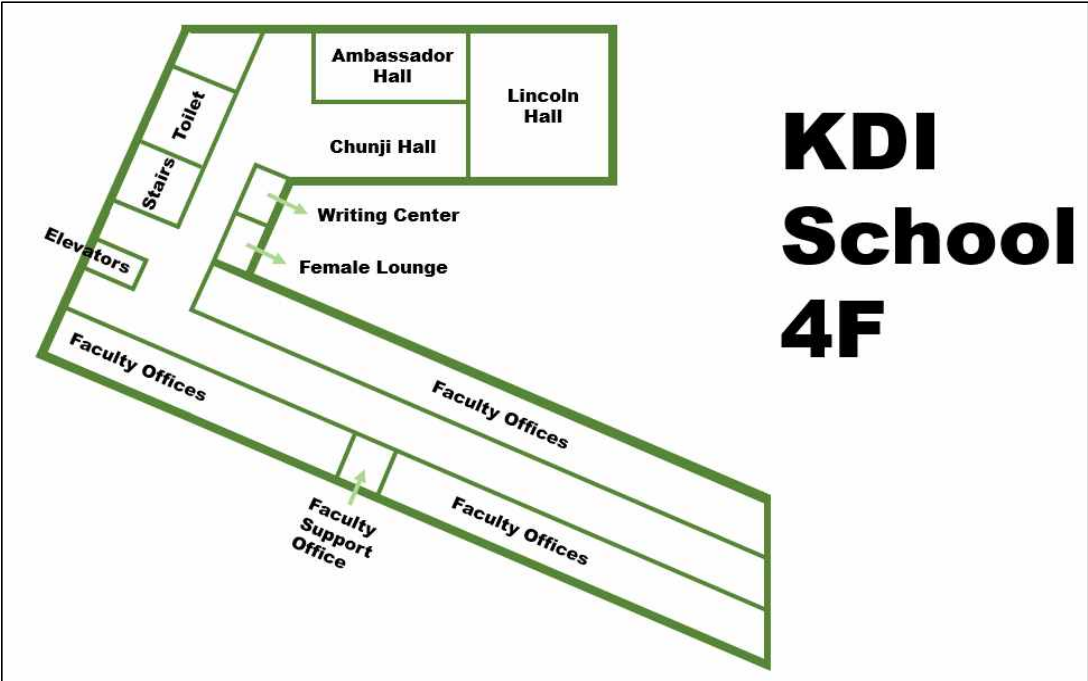
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but 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.

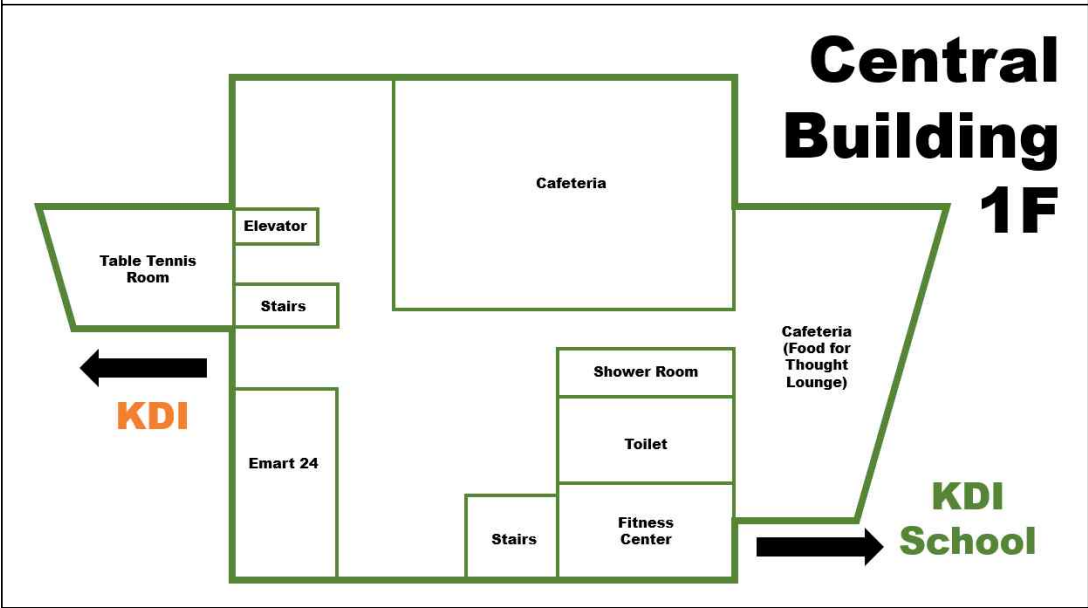
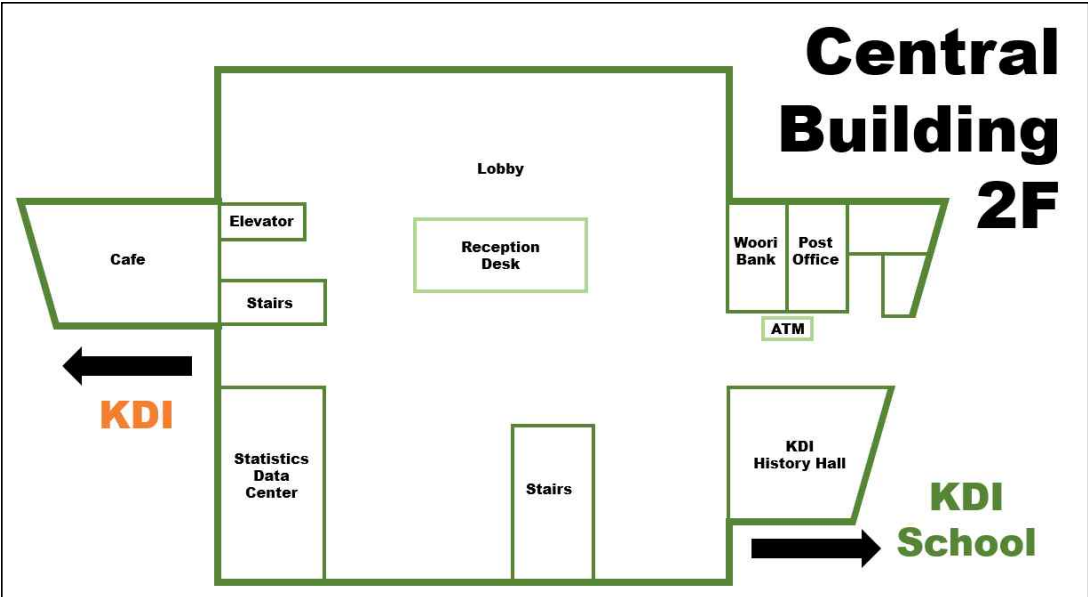
2. School Building Information

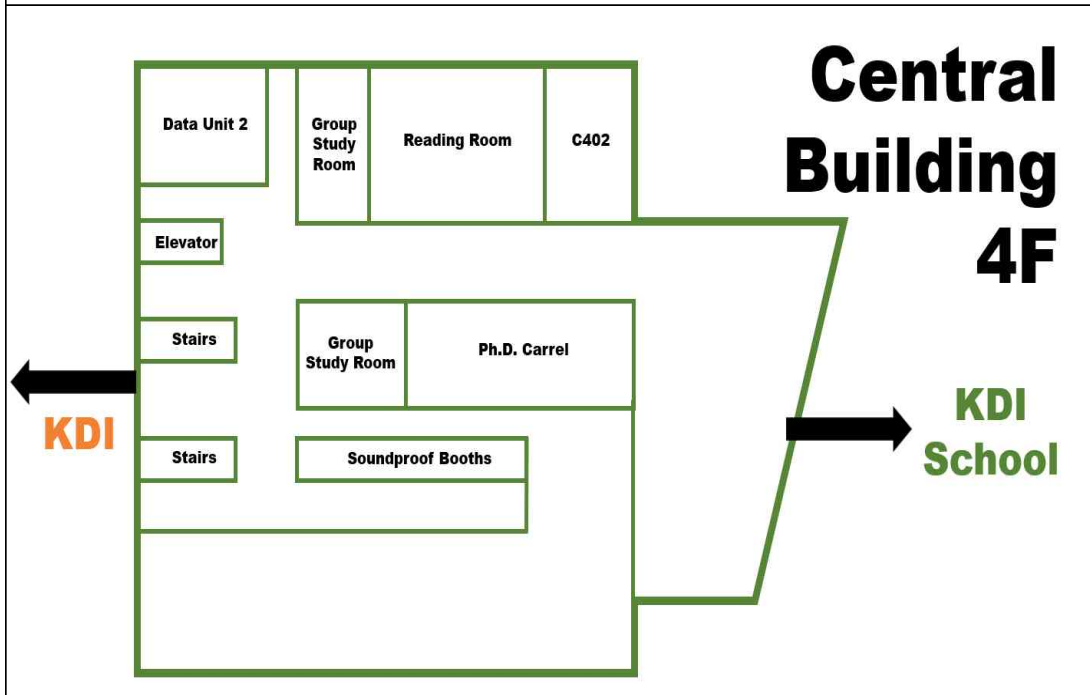
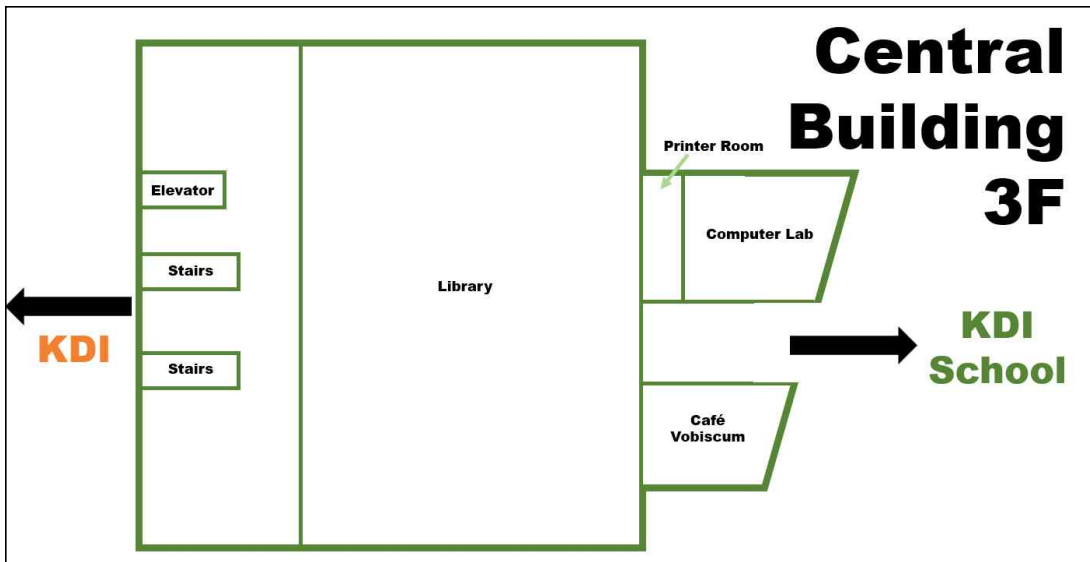
2-1. KDI School

- KDI School Virtual Tour: [Directly jump to the virtual tour.](#)

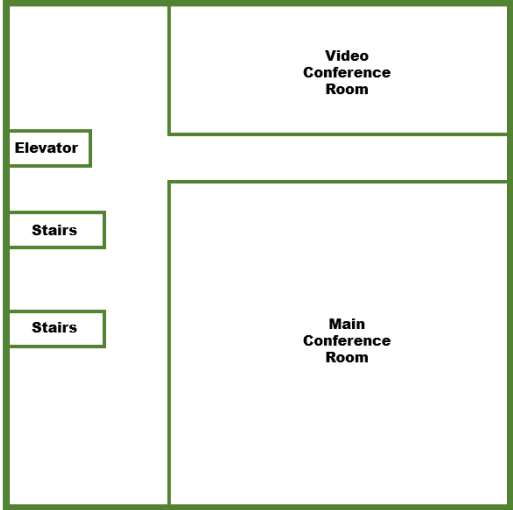








# Central Building 6F

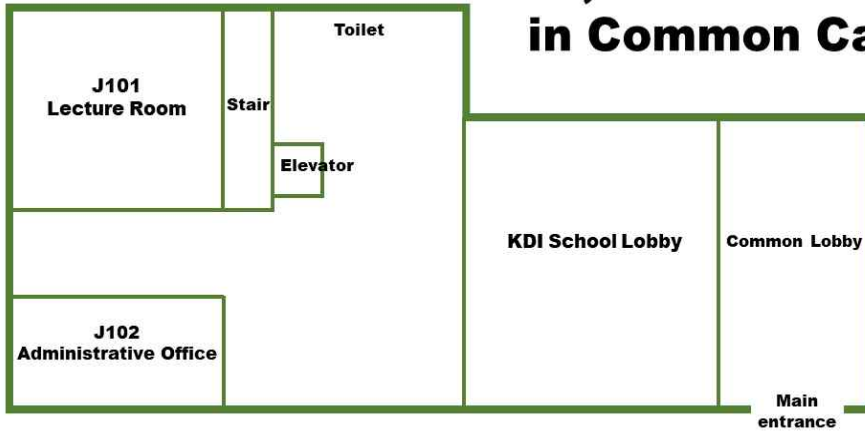


## 2-2. Common Campus

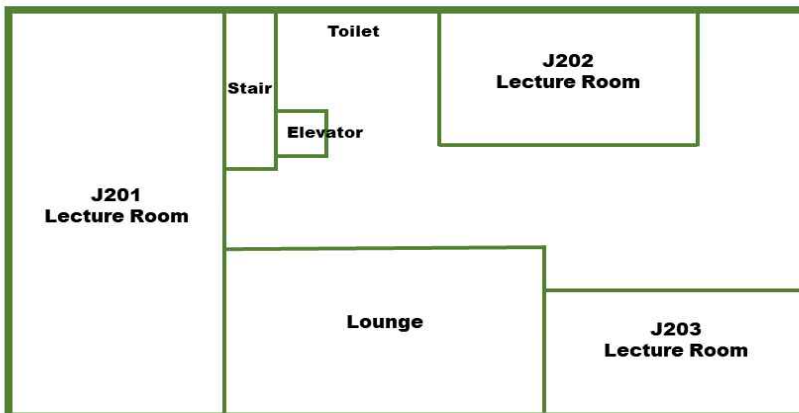


- ①: Academic and Cultural Support Center
- ②: Student Union Building
- ③: Gymnasium
- ④: Welcome Plaza and Underground Parking Lot
- ⑤: Dormitory
- ⑥: KDI School
- ⑦: Biotechnology Support Center

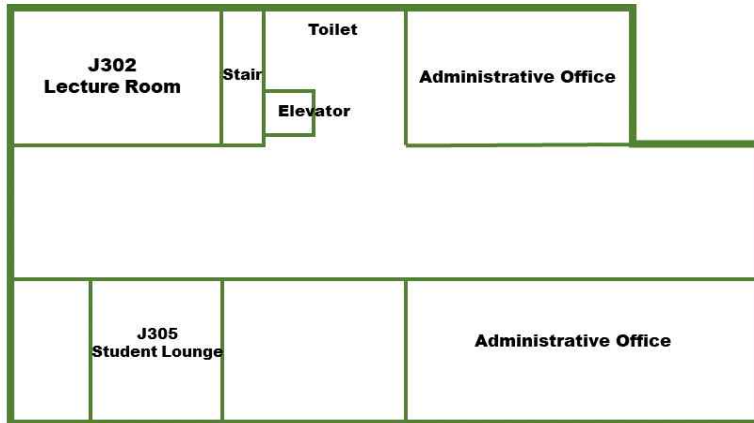
## 1F, KDI School Area in Common Campus



## 2F, KDI School Area in Common Campus



## 3F, KDI School Area in Common Campus



### 3. Main campus Restaurants & Stores

#### 3-1. Cafeteria

- Location: 1<sup>st</sup> floor, Central Building
- Open Hours: 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.

- Lunch: KRW 5,500 - Dinner: KRW 8,000

- Operating method : Plated Meals

It is a good place to visit when students don't have much time to go 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-Fri 11:30-13:30 Dinner Mon-Fri 17:30-19:00
- \* Closed on weekends and public holidays.

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

- Lunch: KRW 4,000 for 'Enrolled' students (KRW 6,000 for others)
- Dinner: KRW 3,500 for 'Enrolled' students (KRW 5,500 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
- If you need a refund for your meal ticket, please inform the chef directly.

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

- Location : 1st floor, Central Building
- Opening Hours
  - Manned service: Weekdays 09:00 to 17:00.
  - Unmanned service: From 17:00 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 VOBISCUM)**

- a. Location: Coffee Lab (Lobby)
- Open Hours: Weekdays 08:30-18:00

b. Location: Cafe Vobiscum (3<sup>rd</sup> floor, Library)

Open Hours (during regular semester): Weekdays 08:30-18:00

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

Cost ranges from KRW 1,500 to KRW 6,000 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. Student 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.

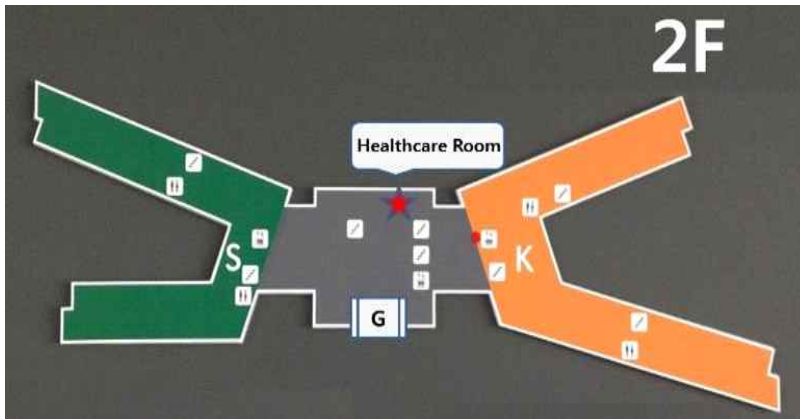
Location: 2<sup>nd</sup> floor in the Central Building

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. Medical Insurance & Hospital Information (for International Students)**

Every Student is required to have medical insurance while enrolled at KDI School. The medical insurance policy is to ensure that all students have access to medical services, procedures, and treatments required in the event of illness or medical emergencies.

### **1) Private Insurance**

International students are eligible for National Health Insurance, through it takes about 2 months before they are actually insured. To cover this gap in coverage, KDI School will

facilitate temporary private insurance enrollment and bear the insurance expenses for the students' benefit during the period of gap coverage.

※ Click [HERE](#) for more detailed information on private insurance.

※ Not applicable for Exchange students.

## **2) National Health Insurance**

The National Health Insurance (NHI) system in Korea provides medical insurance for all residents, including foreigners and international students. Students staying in Korea for over six months, particularly those with a D-2 visa, are required to enroll in the system. Enrollment begins automatically once your Registration Number is registered with the Ministry of Justice, typically about two months after your arrival.

The monthly National Health Insurance premium for students is usually between 70,000 and 80,000 KRW. With this insurance, you receive coverage for various medical services, such as hospital visits, pharmacy usage, hospitalization, surgeries, emergency treatments, health check-ups, and vaccinations, significantly reducing out-of-pocket costs.

Timely payment of the insurance premium is essential to maintain your benefits. If your stay in Korea is extended, you must ensure your coverage is also renewed. For more information, visit the National Health Insurance Service (NHIS) website or contact their foreigner help desk for assistance with language support. The NHI system is a vital program for international students, helping ensure their health and well-being during their time in Korea.

### **5-3. Off-Campus Medical Resources for Students**

You may visit one of the following international healthcare centers. For more information, please visit the Healthcare Room. It is strongly recommended that you see the school nurse prior to visiting any hospital unless it is an emergency situation.

#### **1) Sejong 365 Clinic (15-min walking distance from campus)**

Sejong 365 Clinic has established a good provider-KDIS student relationships since its foundation past several years offering highest quality medical services including:

- General Medical Care & Prescription Management
- Health check-up (National and Private)

- Vaccination (Hepatitis A & B, MMR and others)

Multiple English-speaking doctors are available ensuring that you receive the highest quality care in a comfortable, clinical setting. If you need an urgent care immediately when the school nurse is not available, you may visit the clinic without appointment.

Information

- Location: 4<sup>th</sup> Floor, 1958, Hannuri-daero, Sejong-si, Republic of Korea
- Working Hours: 8:00 am - 7:00 pm (Mon – Fri)  
8:00 am - 12:30 pm (Sat)
- \* Closed during Sundays and National Holidays.
- Contact: ☎ 1661-3561
- Website: <http://www.sejong365.co.kr/main>
- ※ **Appointment is NOT required prior to your visit.**



**2) 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

- Location: 2<sup>nd</sup> Floor, 20, Bodeum 7-ro, Sejong-si, Republic of Korea
- Working Hours: 8:30 am - 5:30 pm (Mon - Fri)
- \* Closed during Weekends and National Holidays.
- Contact: ☎ 044-995-3340 (English Service)
- Website: [https://www.cnush.co.kr/eng/sub04\\_01.do](https://www.cnush.co.kr/eng/sub04_01.do)
- ※ **Appointment is required prior to your visit.**
- ※ Emergency Room operates 24 hours including weekends and holidays.

## 6. KDI School Dormitories & Mailing Services

### 6-1. Dormitory

#### Information Desk

The dormitory office is located on the 1<sup>st</sup> floor of 102 building and is staffed from 8:30 a.m. to midnight everyday. 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;
- Step 2. Have your assigned room inspected by a Dormitory Assistant and housemasters
- Step 3. Fill out the Check-in Form and submit it to housemaster
- Step 4. Thoroughly review the dormitory rules and guidelines provided in the 'Dormitory Welcome Package.'

#### Check-out Procedure

- Step 1. Apply for check-out online (<https://dormitory.kdischool.ac.kr>)
- Step 2. Clean your room, and have it inspected by a Dormitory Assistant at least 1 day prior to check-out
- Step 3. Reset the door lock passcode with a Dormitory Assistant
- Step 4. Fill out the Check-out Form with a Dormitory Assistant
- Step 5. Have your room inspected by the housemasters on the day of your check-out, at least 2 hours prior to departure.
- Step 6. Submit the completed Check-out Form to the housemaster

## 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>	7 Internationals
6 (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: Rm. - , Bldg. - , KDIS Dormitory, 254, Namsejong-ro, Sejong-si, Korea, 30149

- Inquiries: ☎044-550-1800 (Dormitory Information Desk)

Mail Delivery Service

KDI School supports mail service for students. Collections are made between 09:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 2<sup>nd</sup> 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



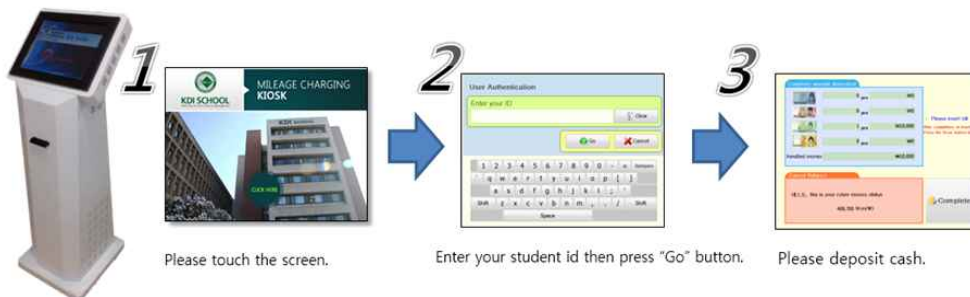
# IT Service

## 1-1. Available Service([it@kdischool.ac.kr](mailto:it@kdischool.ac.kr))

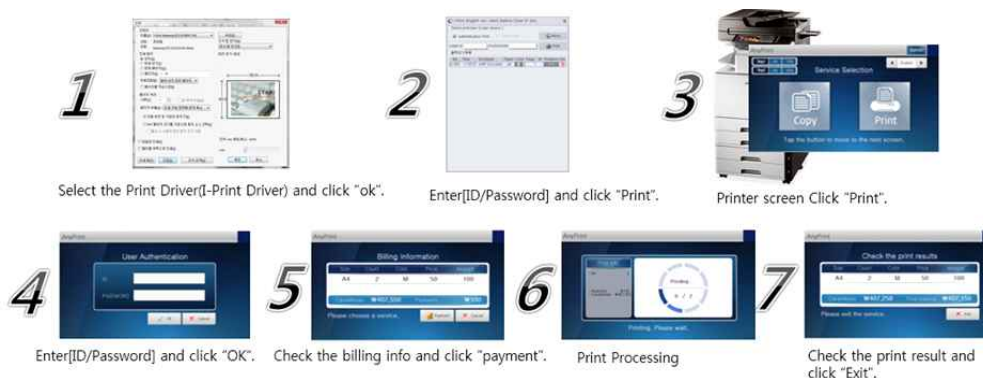
- Support Student e-mail(Google Workspace for Education) and Microsoft Office 365
- Install Anti-virus program

## 1-2. Charge for using printing machine

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



## 1-3. Printing



※ **Eligibility and Refund Policy for Printer Use**

**Eligibility:**

- Only students with the following statuses are eligible to use the printer: Currently enrolled, completion, graduation, or permanent completion.
- Students with expelled status are not allowed to use the printer.

**Refund Policy:**

- Refunds are available only for graduates, students with permanent completion status, and expelled students.
- Refunds are processed in increments of 1,000 KRW. (For example, if the remaining balance is 2,500 KRW, only 2,000 KRW will be refunded.)
- Refunds are not available for currently enrolled or completion-status students.
- Refund requests will be processed based on the enrollment status on the date of the request.

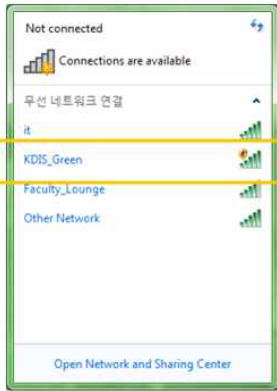
**Refund Application Process:**

- Refunds can be requested through one of the following methods:
  1. Visit IT Service Division 2 in person.
  2. Send an email to [it@kdischool.ac.kr](mailto:it@kdischool.ac.kr) with the following information: Student ID, Full Name, Academic Status, Requested Refund Amount

After submission, the refund eligibility and schedule will be confirmed and communicated.

### 1-4. Wi-Fi Connection

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

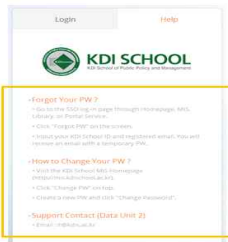


• KDIS\_Green



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.

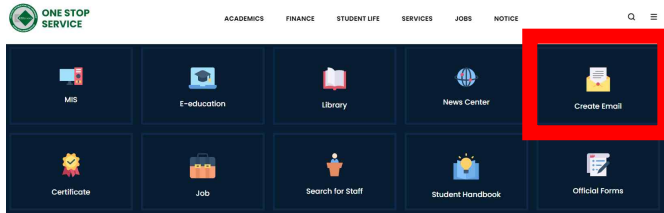


- Forgot Your PW
- Change Your PW
- Support Contact

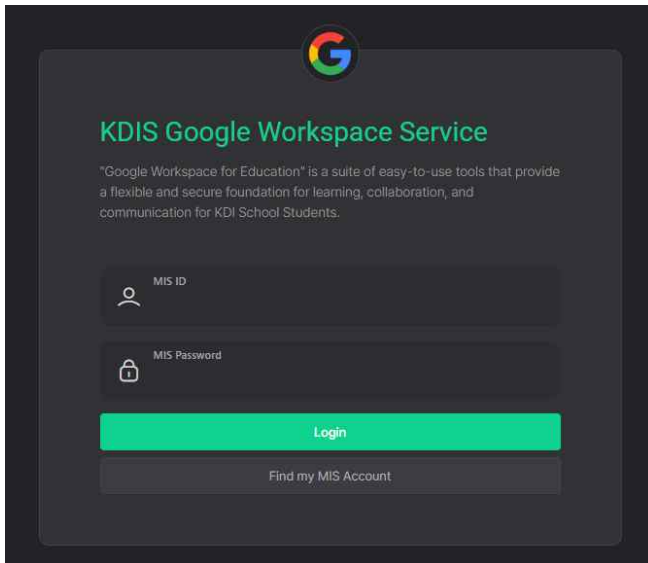
If you wish to reset or change password, please find 'Help' menu

## 1-5. Create E-mail Account

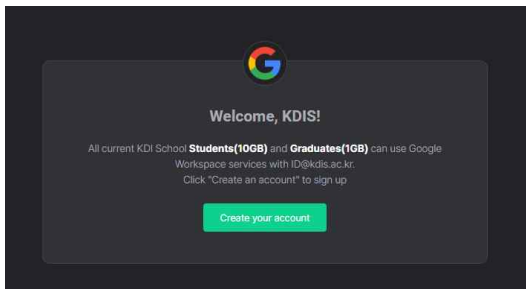
- Navigate to the KDIS Google Workspace Service website at <https://accounts.kdis.ac.kr/>. Alternatively, go to the KDIS One-Stop Service at <https://kdischool.ac.kr/one-stop/> and click on the "Create Email" button.



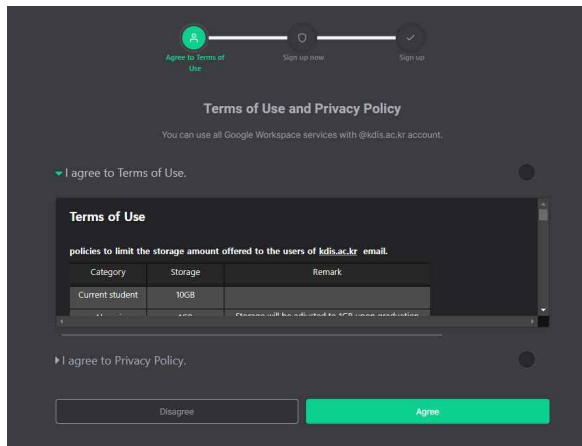
- Log in. (The login credentials are the same as those for MIS.)



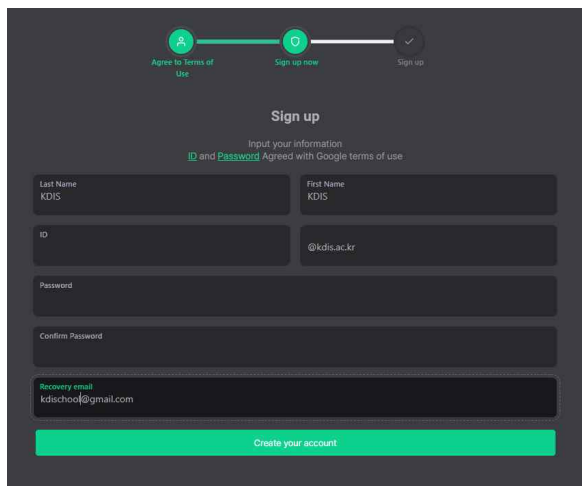
- After reading the instructions, proceed to "Create your account."



- Review the "Agree to Terms of Use" and then move to the next step.



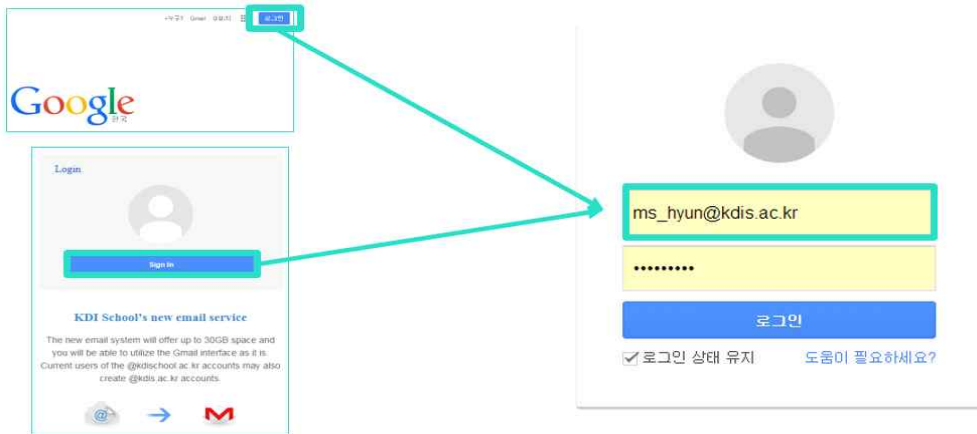
- Enter "User Information" and proceed to the next step.



- Your account creation is now complete.

## 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)



## 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.



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 notice board of the KDI School dormitory website.

# 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 card back side of the residence card (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.

The D-2 visa is a student visa, and as such, **part-time employment is not allowed**. Only work activities related to academic programs affiliated with the school are permitted. Any short-term part-time jobs unrelated to academic studies are strictly prohibited.

**All students must return to their home country within 30 days after the end date of their scholarship.** If they remain in Korea beyond this period, their residency status will be

considered "illegal." In such cases, they will be subject to legal action by the Ministry of Justice, which may include fines and travel restrictions.

### **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

1. Copy of Passport
2. Visa Grant Notice
3. Application form for foreigner registration
4. 1 color photo (3cm x 4cm)
5. Proof of Residency
6. Processing Fee: KRW 35,000
7. A Certificate of Enrollment in Korean
8. A Certificate of Scholarship
9. A Certificate of Admission

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
- 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. Re-issuance of Residence 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))
- Certificate of Scholarship
- Certificate of Residence
- Processing Fee: KRW 35,000 - 60,000 (Government Revenue Stamp)

#### 4. Reporting Changes of Residence 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 1<sup>st</sup> 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
- Residence 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 during designated application period prior to the vacation period (spring, summer, winter), along with a round-trip airfare ticket and a signed Temporary Leave Acknowledgement Form.

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 days exempted from deductions per scholarship group.

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.

For more details, please refer to click “ONE STOP” on the top side of our School homepage -> STUDENT LIFE -> Guidelines for International Students -> Visa&Immigration -> 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).



## V . Appendix

- KDI School Regulations on Student Conduct
- Academic Dishonesty and KDIS Guidelines on the Use of AI-based Tools
- Sexual Violence Prevention Guide
- Guidelines for International Students' Temporary Leave
- Guidelines for International Students' External Activities
- 2025 Course Description
- Information of Declaring Concentrations
- 2025 Course Map by Concentration
- BUS ROUTE MAPS NEAR KDI SCHOOL
- KDIS Sejong Campus - Common campus Shuttle Bus Service

# 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 and Guidelines on the Use of AI-based Tools

## 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 research projects).

***Definition of academic dishonesty***

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

***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, 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 research projects), when the professor feels that submitted report (or research projects) 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 research projects will fail and not receive credit for the research projects.

## KDIS Guidelines on the Use of AI-based Tools

The guidelines and Frequently Asked Questions for Generative AI Tools can be found in the FAQ section of the e-Education (<https://www.ekdis.ac.kr>) information bulletin board.

The emergence of AI-based tools, such as ChatGPT, presents new opportunities to enhance education and learning, as well as a significant challenge to academic integrity. As a forwardlooking institution, KDI School of Public Policy and Management (hereafter, KDIS) intends to leverage these tools effectively and carefully. Experience and expertise in using assistive AI-based tools productively and responsibly is likely to become a critical competency in the near future.

The decision to allow students to use AI-based tools for learning in courses will be left to the discretion of individual faculty members. Faculty are encouraged to be explicit about their policy for the use of AI-based tools in their syllabus and to communicate permitted or restricted use of these tools with students. Student assignments and in-class activities can be designed to require critical and creative thinking that cannot be easily achieved using AI-based tools.

The KDIS community values original work, the need to acknowledge the sources of ideas and information, and the learning process itself. Therefore, students should cite the sources of the information obtained through AI-based tools clearly in order to avoid plagiarism. Students may also be required to acknowledge the use of generative AI-based tools, such as ChatGPT, in their assignments and other assessed work.

The KDIS community is encouraged to test the limits of AI-based tools by verifying errors, checking references, and conducting critical reviews of output from AI-based tools since there are concerns about potential problems of those tools, such as biased, outdated, or wrong information, disclosure of personal information, and security breaches. Students are encouraged to engage critically and actively with these assistive tools and explore both their limitations and useful applications.

KDIS's guidelines for the use of AI-based tools will be regularly updated to reflect technological advancements, and these changes will be based on school-wide deliberation. As we expect to receive various inquiries related to the guidelines, supporting materials will be provided by the Office of Academic and Student Affairs.

We are here to provide answers to your questions related to the guidelines. If you have any questions or concerns, please do not hesitate to contact the Learning Innovation Division at [tld@kdis.ac.kr](mailto:tld@kdis.ac.kr).

# 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

- It includes not only rape or sexual molestation but also verbal sexual harassment, obscene messages, and hidden camera recordings, encompassing all forms of physical

and psychological violence inflicted against the will of the other person.

□ *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

Crimes	Scope	Punishment
		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?***

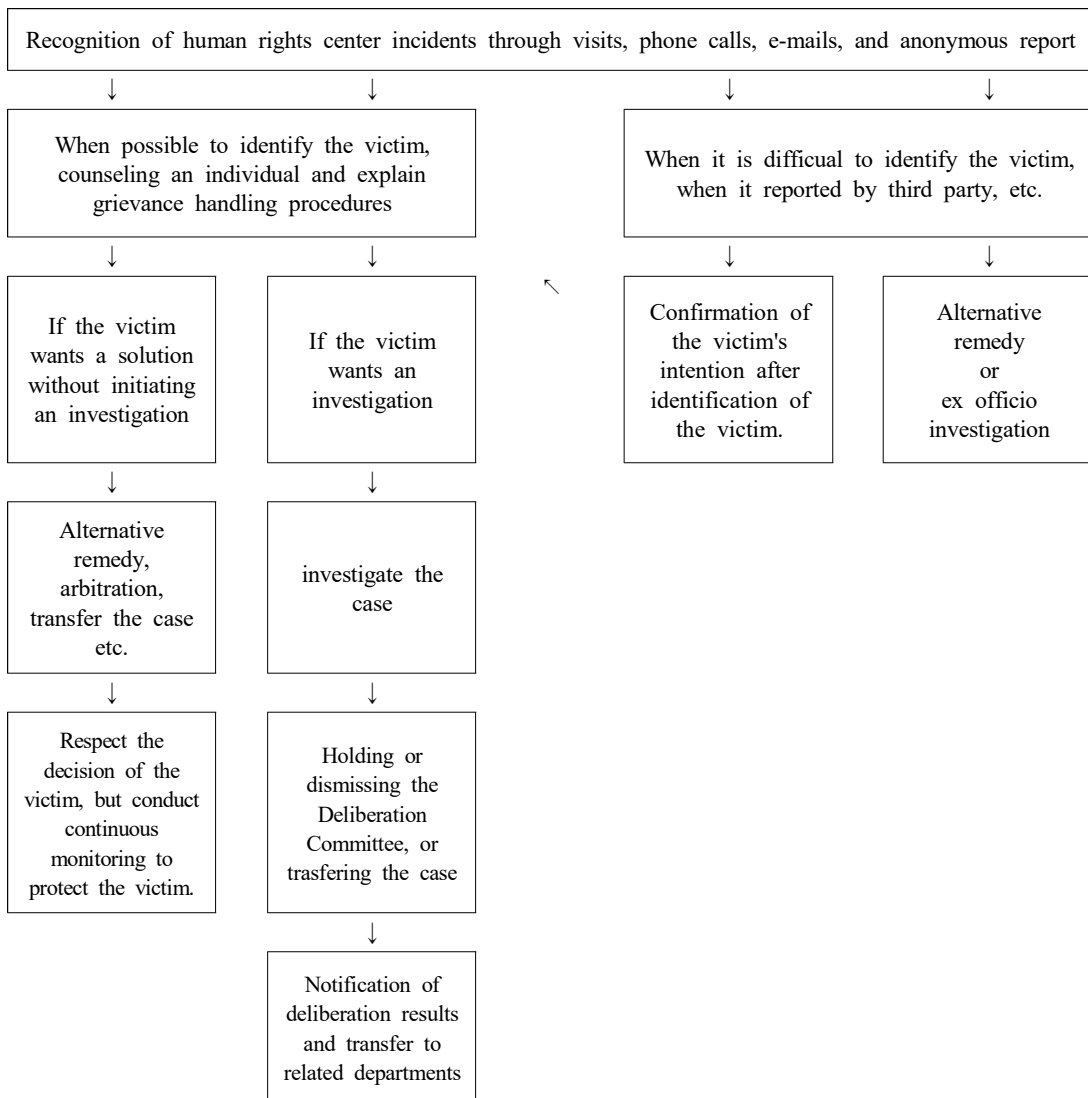
In situations that feel like sexual harassment

- 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.
- 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
- Email: [humanrights@kdis.ac.kr](mailto:humanrights@kdis.ac.kr)

“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

**Article 1 (Purpose)** The purpose of these guidelines is to prescribe matters related to temporary leave from Korea by international students enrolled at the KDI School of Public Policy and Management (hereinafter referred to as “the School”).

**Article 2 (Responsible Division)** Student Affairs Division shall be responsible for receiving and managing applications for temporary leave. Final approval authority shall reside with the Associate Dean of Academic and Student Affairs.

**Article 3 (Scope of Application)** These guidelines shall apply to enrolled international students currently residing in Korea who apply for temporary leave. All temporary leave shall require prior approval from the School.

**Article 4 (Definition of Terms)**

- a. *Temporary leave during the academic semester* refers to a case in which an international student residing in Korea departs from Korea during a regular semester with prior approval from the School. Applications are accepted year-round.
- b. *Temporary leave during breaks* refers to a case in which an international student departs from Korea during the designated vacation periods with prior approval from the School. Applications shall be submitted through the MIS beginning 3 to 4 weeks prior to the start of the break.

**Article 5 (Temporary Leave During the Semester)**

- a. As a general rule, temporary leave during the semester is not permitted. Exceptions shall be granted only under unavoidable circumstances, as specified below, and subject to the submission of valid supporting documentation:
  - Marriage, childbirth, and funeral for the student and student's immediate family, own children's official school events

- Work-related issues (e.g., job interviews or promotion exams)
  - Invited by and participating in an event organized by international organizations
- b. If temporary leave during the academic semester is approved, a deduction shall be applied to the monthly stipend for the entire duration of the leave, regardless of the reason.

**Article 6 (Temporary Leave During Breaks)**

- a. Temporary leave during breaks shall be allowed only with prior approval from the School. The number of days exempt from stipend deduction shall be determined based on the standards outlined in [Appendix 1] by scholarship group.
- b. If the total duration of temporary leave during breaks falls within the exemption limit, the monthly stipend shall not be deducted. However, if the leave exceeds the exempted number of days, a deduction shall be applied proportionally to the excess days in accordance with the applicable scholarship guidelines.
- c. Students who fail to submit their application for temporary leave within the designated application period shall have their stipend reduced for the entire duration of the leave. Exceptions may be granted only in cases of unavoidable circumstances, such as visa delays or family emergencies, supported by valid documentation.

**Article 7 (Application and Approval Process)**

- a. Students who wish to take temporary leave must submit the following documents to complete their application:
- A round-trip flight ticket
  - A signed Temporary Leave Guideline Acknowledgement [Appendix 2]
  - Travel insurance documents (for travel to a third country)
  - Supporting documents for the reason for leave (required for leave during the semester)
- b. The School may request additional supporting documents if deemed necessary.
- c. Applications with all required documents shall be approved upon authorization by the Associate Dean of Academic and Student Affairs.
- d. If there is any change or cancellation to the itinerary after approval, the student must immediately notify the Student Affairs Division and submit the relevant supporting documents to obtain re-approval.

**Article 8 (Re-entry Confirmation)**

Students must submit a Certificate of Entry and Exit covering the verification period designated by the School within seven (7) days of re-entering Korea. Failure to submit the certificate within the specified period may result in the suspension of the following month's stipend until the document is received.

**Article 9 (Monthly Stipend)**

- a. In cases where a student submits only a one-way flight ticket due to unavoidable circumstances, or where the School deems it necessary to ensure the student's re-entry, the payment of the monthly stipend may be temporarily suspended for the duration of the student's leave. In such cases, the stipend for the month of departure shall be calculated and paid on a prorated basis from the first day of the month up to the date of departure.
- b. the monthly stipend suspended during the temporary leave shall be settled and disbursed together with the stipend for the following month, upon confirmation of the student's return.
- c. The criteria for stipend deductions shall be determined in accordance with [Appendix 1] Scholarship Group Guidelines for Temporary Leave During Breaks.

**Article 10 (Unauthorized Leave)**

- a. *Unauthorized leave* refers to any departure from Korea without prior approval from the School, or any change to an approved leave without notifying the Student Affairs Division. If unauthorized leave is confirmed, the student may be required to reimburse the School for the amount of the monthly stipend corresponding to the number of unauthorized leave days.
- b. To verify entry and exit records, all international students enrolled in Master's and Doctoral programs must submit a Certificate of Entry and Exit covering the entire duration of their stay in Korea prior to their return.
- c. Students must submit a Certificate of Entry and Exit corresponding to the verification period designated by the School. Failure to do so may result in restrictions on future scholarship benefits and the issuance of official school documents.
- d. If unauthorized leave is confirmed through the submitted Certificate of Entry and Exit, the student shall immediately refund the monthly stipend corresponding to the number of unauthorized leave days. Failure to do so may result in administrative disadvantages, including restrictions on the issuance of official certificates.

**[Appendix 1] Scholarship Group Guidelines for Temporary Leave During Breaks**

<b>Group</b>	<b>Including of Entry &amp; Exit Dates</b>	<b>Number of Days Exempt from Stipend Deduction (exemption limit)</b>	<b>Deducted Amount per day</b>
Non-KOICA Ph.D Students	Not Included	30 days annually	40,000 KRW
NIIED(GKS)		<ul style="list-style-type: none"> <li>• 30 days during the Spring Semester and Summer Break</li> <li>• 30 days during the Fall Semester and Winter Break</li> </ul>	rorated based on the number of days in each respective month
FSS-KFB		30 days during the period of study	40,000 KRW
Hyundai			40,000 KRW
IBK			33,300 KRW
Sejong Global Leader			33,300 KRW
GAS			40,000 KRW
GAS for Cambodia			40,000 KRW
Colombo Plan			40,000 KRW
GLF(G20)			40,000 KRW
MIPD(WIPO)			40,000 KRW
KOICA (Ph.D Included)			Included

## Temporary Leave Guideline Acknowledgement

In accordance with the Temporary Leave Guideline for International Students enforced by KDI School, I hereby confirm that I have reviewed and understood the stipulations governing temporary leave during the course of my academic enrollment.

I solemnly acknowledge and agree to the following:

### 1. Prior Authorization Requirement

I shall not depart the Republic of Korea without obtaining prior written approval from the KDI School. I understand that any departure without such authorization, or failure to report itinerary changes post-approval, shall be regarded as unauthorized leave, subject to stipend deduction and/or refund in proportion to the duration of leave.

### 2. Submission of Certificate of Entry and Exit

I am obligated to submit the Certificate of Entry and Exit within seven (7) days of re-entry. I understand that failure to comply may result in withholding of stipend payments or restrictions on academic and administrative services.

### 3. Stipend Deduction Policy

I consent to stipend deductions or suspension during the leave period, as prescribed under Stipend Deduction Criteria by Scholarship Group. I further acknowledge that:

- (1) Leave taken during the academic semester shall be fully deducted regardless of reason.
- (2) Leave during academic breaks shall be deducted if exceeding the allowed duration.
- (3) Unreported or unapproved leave shall be treated as a breach of guideline compliance.

### 4. Acknowledgement of Personal Risk

I fully understand that the KDI School shall not be held liable for any incidents, injuries, or losses incurred during the period of my temporary leave. All travel-related risks and expenses shall be borne solely by me.

### 5. Duty to Report Changes

I shall promptly notify the Student Affairs Division of any deviation from the approved itinerary. I understand that failure to report changes may constitute a breach of the guideline and may affect future stipend eligibility.

By affixing my signature below, I affirm my understanding and agreement to comply fully with the Temporary Leave Guideline, and accept responsibility for any consequences resulting from non-compliance.

- Name:
- Student ID Number:
- Academic Program:
- Scholarship:
- Leave Period (From – To):
- Date of Submission:
- Signature:

# 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)		Hours allowed (Per week) IEQAS-certified universities <sup>1</sup>
			Weekday	Weekend, Vacation	Weekday
Master/ PhD	Level 4	×	15 hours		15 hours
		○	30 hours	Unlimited	35hours

**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

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1 Includes KDI School of Public Policy and Management

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.

# 2025 Course Description

## ● Course List for Master's Program

No.	Term	Course Title	Professor	Con.	
1	Spring	Analysis of Market and Public Policy		Core	-
2	Spring	Analysis of Market and Public Policy	Park, Jinseong	Core	-
3	Spring	Introduction to Development Policy	Park, Sungho	Core	-
4	Spring	Introduction to Development Policy	Park, Sungho	Core	-
5	Spring	Introduction to Development Policy	Trinh Pham	Core	-
6	Spring	Public Organizations and Management	Lee, Junesoo	Core	-
7	Spring	Public Organizations and Management	Park, Angela Y.S.	Core	-
8	Spring	Quantitative Methods	Baek, Ji Sun	Core	-
9	Spring	Quantitative Methods	Cho, Yoon Cheong	Core	-
10	Spring	Quantitative Methods	Yoon, Chungun	Core	-
11	Spring	Agriculture and Development		RE	SD
12	Spring	Behavioral / Experimental Economics for Policy research	Kim, Jeong Yeol	AA	-
13	Spring	Competition, Innovation and Firm Dynamics	Ahn, Sanghoon	TI	ID
14	Spring	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	RE	PA
15	Spring	Culture, Creativity and Local Development	Lee, Taejun	SD	PA
16	Spring	Digitalization and Public Policy Problems	Lee, Seohyun	FM	DS
17	Spring	Economic Development in Historical Perspective	Lee, Changkeun	ID	TI
18	Spring	Environmental Economics in Developing Countries	Trinh Pham	SD	RE
19	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM
20	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM
21	Spring	Financial Instruments and Markets	Sohn, Wook	FM	SD
22	Spring	Financial Policy and Crisis Management	Sohn, Wook	FM	PS
23	Spring	FinTech and Financial Regulations	Cho, Man	FM	SD
24	Spring	G20 and Global Governance	Lim, Wonhyuk	GP	ID
25	Spring	Human Capital and Economic Development	Paik, Sung Joon	PS	SD

No.	Term	Course Title	Professor	Con.	
26	Spring	Human Resource Management in Government	Kim, Soonhee	PA	PS
27	Spring	Human-Computer Interaction Seminar	Park, Sungkyu	DS	
28	Spring	ICT for SDGs	Lee, Taejun	PA	SD
29	Spring	Industrial Policy and International Trade Regulation	Shadikhodjaev, Sherzod	TI	ID
30	Spring	International Finance and the Global Economy	Kim, Jun Il	FM	-
31	Spring	International Relations in Contemporary Diplomacy	Kim, Byoung-Joo	GP	-
32	Spring	Introduction to Computational Social Science	Park, Jaehyuk	DS	AA
33	Spring	Introduction to Financial Analysis	Lee, Jinsoo	FM	SM
34	Spring	Introduction to Network Science	Yoon, Jisung	DS	
35	Spring	Introduction to the International Trade and Investment Systems	Shadikhodjaev, Sherzod	TI	SD
36	Spring	Korea's Microdata Analytics for Public Policy	Baek, Ji Sun	DS	PS
37	Spring	Korean Economic Development	Lee, Changkeun	TI	ID
38	Spring	K-Wave and Cultural Policy	Lee, Jongyearn	TI	-
39	Spring	Leadership in Government	Kim, Soonhee	PA	-
40	Spring	Macroeconomic Policy	Jung, Kyu-Chul	FM	SD
41	Spring	Policy Process Analysis	Park, Angela Y.S.	PA	-
42	Spring	Political Economy of Development	Lee, Dongil	GP	SD
43	Spring	Programming Fundamentals using Python	Park, Jaehyuk	DS	AA
44	Spring	R Fundamentals for Public Policy	Kim, ByungKoo	DS	AA
45	Spring	Regional Development and Public Policy	Cho, Man	RE	SD
46	Spring	Regulation: Theory and Practice	Kang, Young-Chul	TI	-
47	Spring	Social Protection and Work	Park, Jinseong	PS	SD
48	Spring	Statistical Foundations for Data Scientists	Kim, ByungKoo	DS	AA
49	Spring	Strategic Management	Lee, Seung-Joo	SM	-
50	Spring	Technological Change and the Environment	Kim, Yeong Jae	RE	SD
51	Spring	The United Nations and Global Affairs	Oh, Joon	ID	GP
52	Spring	Topics in North Korean Economy	Chun, Hong Tack	GP	ID
53	Spring	Trade and Industrial Policy for the 21st Century	Koo, Kyong Hyun	TI	ID
54	Spring	Understanding the World Economy	You, Jong-Il	GP	ID

No.	Term	Course Title	Professor	Con.	
55	Summer	Analysis of Market and Public Policy	Baek, Ji Sun	Core	-
56	Summer	Quantitative Methods	Kim, Taejong	Core	-
57	Summer	Advanced Development Economics	Park, Sungho	SD	ID
58	Summer	AI Ethics	Park, Sungkyu	DS	AA
59	Summer	Analysis of Education Policy in Comparative Perspectives	Paik, Sung Joon	PS	SD
60	Summer	Budgeting and Public financial management	Liu, Cheol	PA	PS
61	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
62	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
63	Summer	Customer Relationship Management	Cho, Yoon Cheong	SM	
64	Summer	Data Science Research in Practice	Park, Jaehyuk	DS	
65	Summer	Data-Driven Foreign Aid	Lee, Dongil	GP	DS
66	Summer	Democracy, Political Mobilization and Economic Development: Korea's Experience	Kim, Byoung-Joo	GP	ID
67	Summer	Development in Africa and the Middle East	Park, Jong-Dae	GP	ID
68	Summer	Digital Government and Governance	Lee, Taejun	PA	-
69	Summer	Dispute Resolution and Negotiation	Kim, Dong-Young	PA	SD
70	Summer	Economics of Education: Policy Design and Evaluation	Park, Jinseong	PS	SD
71	Summer	Entrepreneurship and Innovation	Lee, Seung-Joo	SM	SD
72	Summer	Financial Statement Analysis and Valuation	Choi, Tae-Hee	FM	SM
73	Summer	Gender and Development	Kim, Joeun	PS	SD
74	Summer	Geopolitics of the Indo-Pacific Region	Andrey Kovsh	GP	-
75	Summer	Global Energy Policy	Kim, Yeong Jae	RE	SD
76	Summer	Global Health and Development	Shin, Ja-Eun	SD	PS
77	Summer	Impact Evaluation Methods	Yoon, Chung Eun	ID	AA
78	Summer	Introduction to Competition Policy	Kim, Jeong Yeol	TI	-
79	Summer	Investment Project Valuation and Risk Analysis	Park, Soojin	RE	ID
80	Summer	Knowledge Sharing for International Development	Kim, Jungwook	ID	SD
81	Summer	Korean Economic Development	Lee, Changkeun	TI	ID
82	Summer	Korean Social Development: Understanding Korea's Transformation Beyond Economic Growth	Kim, Joon-Kyung	PS	SD
83	Summer	Machine Learning for Social Scientists	Kim, ByungKoo	DS	AA

No.	Term	Course Title	Professor	Con.	
84	Summer	Managerial Accounting	Choi, Tae-Hee	FM	SM
85	Summer	Microeconomics of Artificial Intelligence	Lee, Changkeun	DS	TI
86	Summer	Policy Process Analysis	Lee, Junesoo	PA	-
87	Summer	Political Economy of Development	Lee, Dongil	GP	SD
88	Summer	Politics of Global Economy	Kim, Seungjun	GP	TI
89	Summer	Population and Development	Choi, Seulki	PS	SD
90	Summer	Programming Fundamentals using Python	Park, Jaehyuk	DS	AA
91	Summer	Public Finance and Public Policy	Yoo, Ilho	PS	
92	Summer	Public Investment Management	Lee, Jongyeon	RE	PA
93	Summer	Qualitative methods	Joo, Yu Min	AA	-
94	Summer	Quantitative Analysis of Science and Innovation	Yoon, Jisung	DS	
95	Summer	Quantitative Analysis with Data	Baek, Ji Sun	DS	AA
96	Summer	Quantitative Research Methods in Gender Studies: From Question to Analysis	Kim, Joeun	PS	SD
97	Summer	Smart Water Grid	Lee, Sangho	RE	SD
98	Summer	Strategic Foundations for Public Administration	Park, Angela Y.S.	PA	SM
99	Summer	Technological Innovations in Finance	Lee, Kun-Ho	FM	-
100	Summer	Theories of International Relations	Kim, Seungjun	GP	-
101	Summer	Theory and Policy of International Trade	Chung, Sunghoon	TI	ID
102	Summer	Trade Law and Policy in Practice	Shadikhodjaev, Sherzod	TI	ID
103	Summer	Understanding the Everyday Economy Around Us: Retail, Franchises, and Self-Employment	Lee, Jinkook	TI	ID
104	Summer	Urban and Real Estate Economics	Kim, Sunwoong	RE	-
105	Summer	Water Engineering	-	RE	SD
106	Summer	Welfare Service Implementation	Suh, Sang-Mok	PS	-
107	Fall	Analysis of Market and Public Policy	Shin, Ja-Eun	Core	-
108	Fall	Introduction to Development Policy	Trinh Pham	Core	-
109	Fall	Public Organizations and Management	Kim, Soonhee	Core	-
110	Fall	Quantitative Methods	Kim, Dongseok	Core	-
111	Fall	Quantitative Methods	Kim, Taejong	Core	
111	Fall	Advanced Impact Evaluation Methods	Yoon, Chungun	ID	AA

No.	Term	Course Title	Professor	Con.	
112	Fall	AI Ethics	Park, Sungkyu	DS	AA
113	Fall	Banking and Financial Regulation	Hwang,Sunjoo	FM	-
114	Fall	Budgeting and Public financial management	Liu, Cheol	PA	PS
115	Fall	Climate Change Economics and Policy	Kim, Yeong Jae	RE	SD
116	Fall	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	RE	PA
117	Fall	Culture, Creativity and Local Development	Lee, Taejun	SD	PA
118	Fall	Data Visualization	Yoon, Jisung	DS	
119	Fall	Development and Challenges in East Asia	Randall Jones	TI	ID
120	Fall	Development and Political Reform: Comparative Cases	Kim, Byoung-Joo	GP	ID
121	Fall	Economic Security and Regional Trade Agreements	Choi, Kyonglim	TI	-
122	Fall	Entrepreneurial State: Public Management for the Innovation Economy	Oh, Joonho	SM	PA
123	Fall	Environmental Economics and Policy	Kim, Yeong Jae	RE	SD
124	Fall	Fiscal Policy Analysis: Theory and Practice	Lee, Kang Koo	PS	FM
123	Fall	Geopolitics of Energy Security in the Indo-Pacific Region	Andrey Kovsh	GP	-
124	Fall	Global Development Finance Cooperation	RA, Sungsup	ID	-
125	Fall	Grand Strategy and Statecraft	Lee, Seung-Joo	SM	GP
126	Fall	Human Resource Management in Government	Kim, Soonhee	PA	PS
128	Fall	Industrial Policy and International Trade Regulation	Shadikhodjaev, Sherzod	TI	ID
123	Fall	Industrial Policy for Small and Medium Enterprises(SMEs)	Kim, Minho	TI	ID
124		International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
129	Fall	Introduction to Group Facilitation	Yoon, Hyun Bae	SI	
130	Fall	Introduction to Network Science	Yoon, Jisung	DS	
131	Fall	Introduction to Research Design and Methods	Choi, Seulki	AA	
132	Fall	Korean Economic Development	You, Jong-Il	TI	ID
133	Fall	Korean Human Development	Lee, Ju-Ho	PS	SD
133	Fall	Labor Market and Labor Policy	Shin, Ja-Eun	PS	SD
134	Fall	Land Policy	Sonn,Jung Won	RE	SD
135	Fall	Machine Learning for Social Scientists Part 2	Park, Sungkyu	DS	

No.	Term	Course Title	Professor	Con.	
136	Fall	Macroeconomic Policy	Hahm, Sang-Moon	FM	SD
137	Fall	Macroeconomic Policy	Kim, Hyeon-Wook	FM	SD
137	Fall	Marketing in the Public Sector	Cho, Yoon Cheong	SM	-
139	Fall	Monitoring and Evaluation for Public Policy	Paik, Sung Joon	PS	-
140	Fall	Policy Process Analysis	Park, Angela Y.S.	PA	-
141	Fall	Population and Development	Choi, Seulki	PS	SD
142	Fall	Public-Private Partnerships in Infrastructure Development	Kim, Kang Soo	RE	-
143	Fall	Regulation Reforms and Practices	Kang, Young-Chul	PA	TI
144	Fall	Smart Cities	Joo, Yu Min	RE	SD
137	Fall	Science and Technology Policy	Lee, Ju-Ho	TI	SD
145	Fall	Social Development and Policy	Choi, Seulki	PS	SD
146	Fall	Social Inequalities	Kim, Joeun	PS	SD
147	Fall	Social Protection and Work	Park, Jinseong	PS	SD
148	Fall	System Engineering, Analysis and Modeling	Shin, Eunher	SD	-
149	Fall	Tax Policy and Administration	Liu, Cheol	PA	PS
150	Fall	Text Analysis for Social Scientists	Kim, ByungKoo	DS	-
151	Fall	The United Nations and Sustainable Development	Oh, Joon	GP	SD
152	Fall	Theories of International Relations	Kim, Seungjun	GP	-
153	Fall	Theory and Policy of International Trade	Yang, Dongkyu	TI	ID
153	Fall	Trade and Industrial Policy in Historical Perspective	Lim, Wonhyuk	TI	ID
154	Fall	Urban and regional development	Joo, Yu Min	RE	SD
155	Fall	Urban Transportation Policy	Lee, Sang Keon	RE	SD
156	Fall	War, Peace, and Politics	Kim, Seungjun	GP	-
157	Fall	Water Resources Economics	Koun, Hyoungjoon	RE	SD

▶ 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	Econometrics I	1	Kim, Taejong	Ph.D.	AA
2	Spring	Foundations of Public Policy	1	Lee, Dongil	Ph.D.	AA
3	Spring	Mathematics for Economics	1	Kim, Jeong Yeol/ Lee, Dongil	Ph.D.	AA
4	Spring	Experimental Economics and Research	1	Kim, Jeong Yeol	Ph.D.	AA
5	Spring	Ph.D. Colloquium	1	Park, Sungho/ Kim, Seungjun	Ph.D.	-
6	Summer	Econometrics II	1	Lee, Jongyearn	Ph.D.	AA
7	Summer	Microeconomics I	1	Kim, Jeong Yeol	Ph.D.	AA
8	Summer	Macroeconomics	1	Lee, Seohyun	Ph.D.	AA
9	Summer	Development Economics: Field Experiments	1	Park, Sungho	Ph.D.	AA
10	Summer	Ph.D. Colloquium	1	Kim, Jeong Yeol/ Kim, Joeun	Ph.D.	-
11	Fall	Development Economics: Labor and Development	1	Pham, Thi Tuyet Trinh	Ph.D.	AA
12	Fall	Applied Microeconomics	1	Yoon, Chungeun	Ph.D.	AA
13	Fall	Time Series Econometrics	1	Lee, Seohyun	Ph.D.	AA
14	Fall	Ph.D. Colloquium	1	Lee, Seohyun / Kim, Yeong Jae	Ph.D.	-

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

● Foundation Skills Course List [English Courses]

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

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

● Foundation Skills Course List [Korean Courses]

No.	Term	Course Title	Professor
1	Spring	Korean Language and Culture I	Lee, HyunJung
2	Spring	Korean Language and Culture I	Lee, HyunJung
3	Spring	Korean Language and Culture I	Choi, Sujeong
4	Spring	Korean Language and Culture I	Choi, Sujeong
5	Spring	Korean Language and Culture II	Choi, Sujeong
6	Spring	Korean Proficiency through TV Drama and Movie	Lee, HyunJung
7	Summer	Korean Language and Culture I	Lee, HyunJung
8	Summer	Korean Language and Culture I	Choi, Sujeong
9	Summer	Korean Language and Culture II	Lee, HyunJung
10	Summer	Korean Language and Culture III	Choi, Sujeong
11	Fall	Korean Language and Culture I	Lee, HyunJung
12	Fall	Korean Language and Culture I	Lee, HyunJung
13	Fall	Korean Language and Culture I	Kim, Yuri
14	Fall	Korean Language and Culture I	Kim, Yuri
15	Fall	Korean Language and Culture III	Lee, HyunJung

\*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, including the credits of the applied semester
- Take core courses and mandatory language courses
- Three or more courses of each concentration that you wish to declare

▶ **List of Concentrations**

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

\* Please note that certain scholarship groups, exceptionally, must fulfill their own concentration requirements before they apply for the concentration declaration.

※ Certain scholarship groups, such as KOICA and Part-time GMP, NIIED GKS Global Network must/can choose a specific concentration as their 1st concentration.

- Part-time GMP students can declare RP(Real Estate and Public Policy) concentration.
- The first concentration of KOICA ED/RD program must be SI(Sustainable and Inclusive Growth).
- The first concentration of KOICA TI program must be TI(Trade and Industrial policy).
- The first concentration of the NIIED GKS Global Network Scholarship program must each be selected from their designated programs listed below, and no other concentrations may be chosen. The second concentration must be in DS(Data Science for Public Policy and Management), and it is mandatory.

MPP	MDP	MPM
<ul style="list-style-type: none"> <li>• <b>TI</b> (Trade and Industrial Policy)</li> <li>• <b>RE</b> (Regional Development and Environment Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>ID</b> (International Development)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>GP</b> (Global Governance and Political Economy)</li> </ul>

► **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.
  - \* The IP concentration is available only to students admitted through the MIPD admission process and cannot be declared as a second concentration.
- A course qualifies for only one concentration. (No dual qualification)

※ For example, you can declare RE or SD concentration through the “Regional Development and Public Policy” course.

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

► **Notes**

- Students can declare their concentration(s) only once before their graduation
- Once the application deadline is over, you cannot change your concentration and additionally declare the 2<sup>nd</sup> concentration later.
- The concentration will be approved once you have fulfilled the concentration requirements.
- Up to one Advanced Analytic “AA” course (Ph. D. courses, Advanced Research Methods) can qualify for any concentrations except for DS concentration.
- For the DS concentration, students are required to take three or more courses related to DS including a minimum of one basic course\*.

\* ① Programming Fundamentals using Python ② R Fundamentals for Public Policy

# 2025 Course Map by Concentration

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

## Master of Public Policy (MPP)

FM(Finance and Macroeconomic Policy)

### Concentration Overview

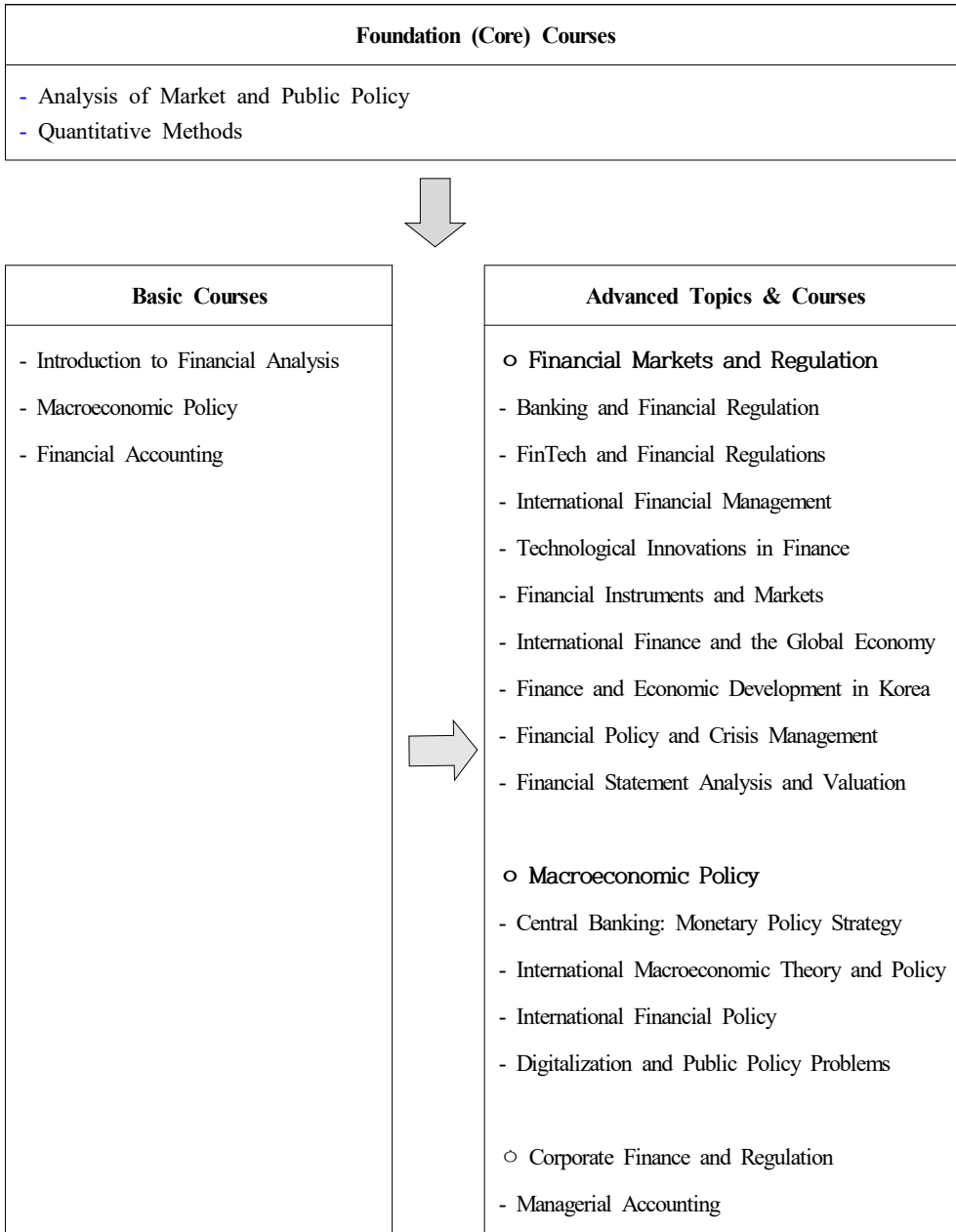
#### Learning Goals:

- The study area on Finance and Macroeconomic Policy aims to help students understand the theory, the practice, and the policy issues in the areas of macroeconomics and finance.

#### Target Students:

- Target students include mid-career professionals in finance ministries, central banks, financial supervisory authorities, self-regulatory agencies, and others who aspire to work in such institutions. The rich list of finance courses can also meet the needs of students from the private sector.

## Flow Chart



## PS(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.

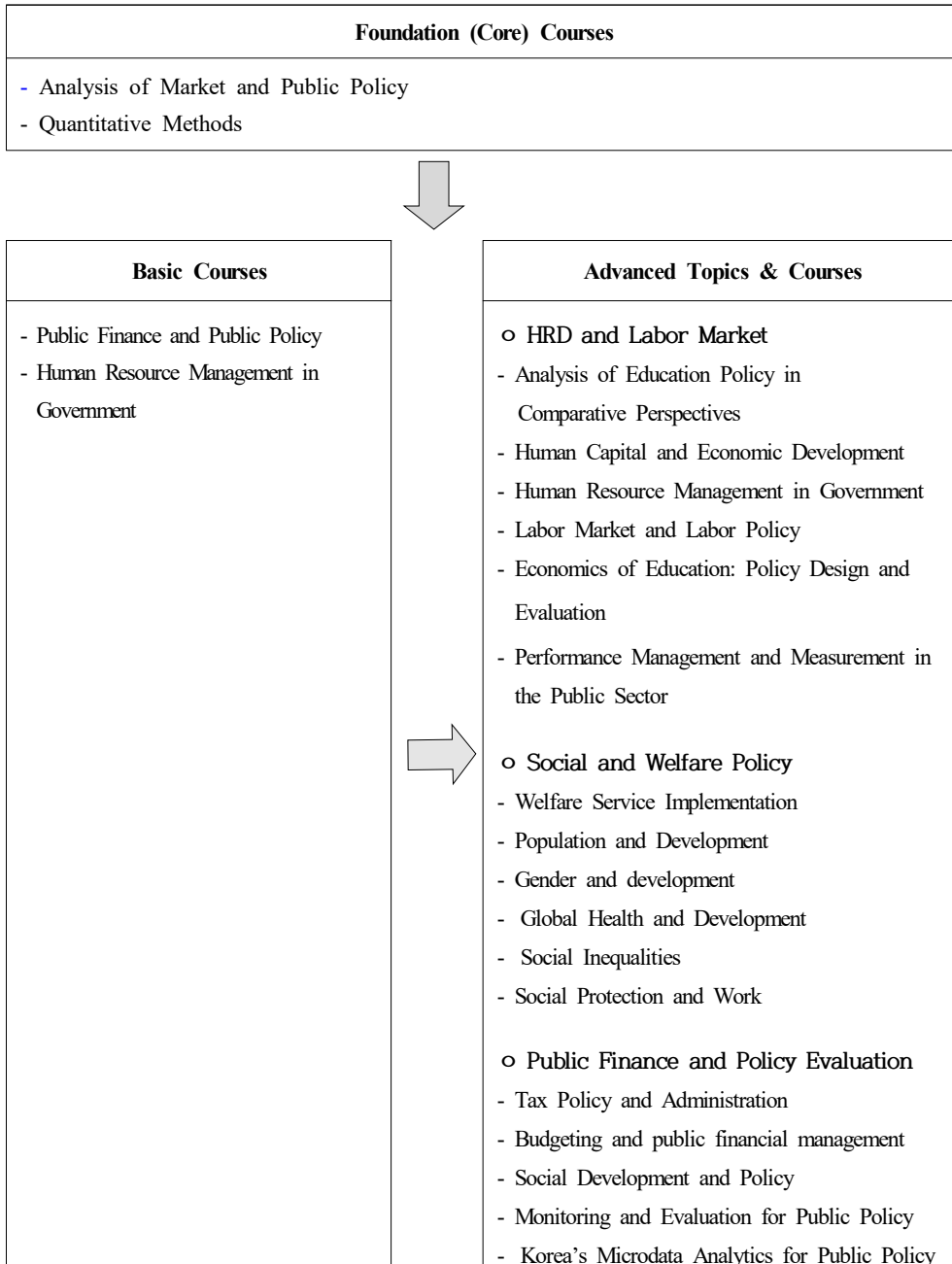
#### Key Issues:

- 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.

#### Target Students:

- Target students include mid-career professionals working in the fields of fiscal policy, poverty alleviation, education, healthcare, social insurances, labor protection, and cultural policy.

## Flow Chart



## □ **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.

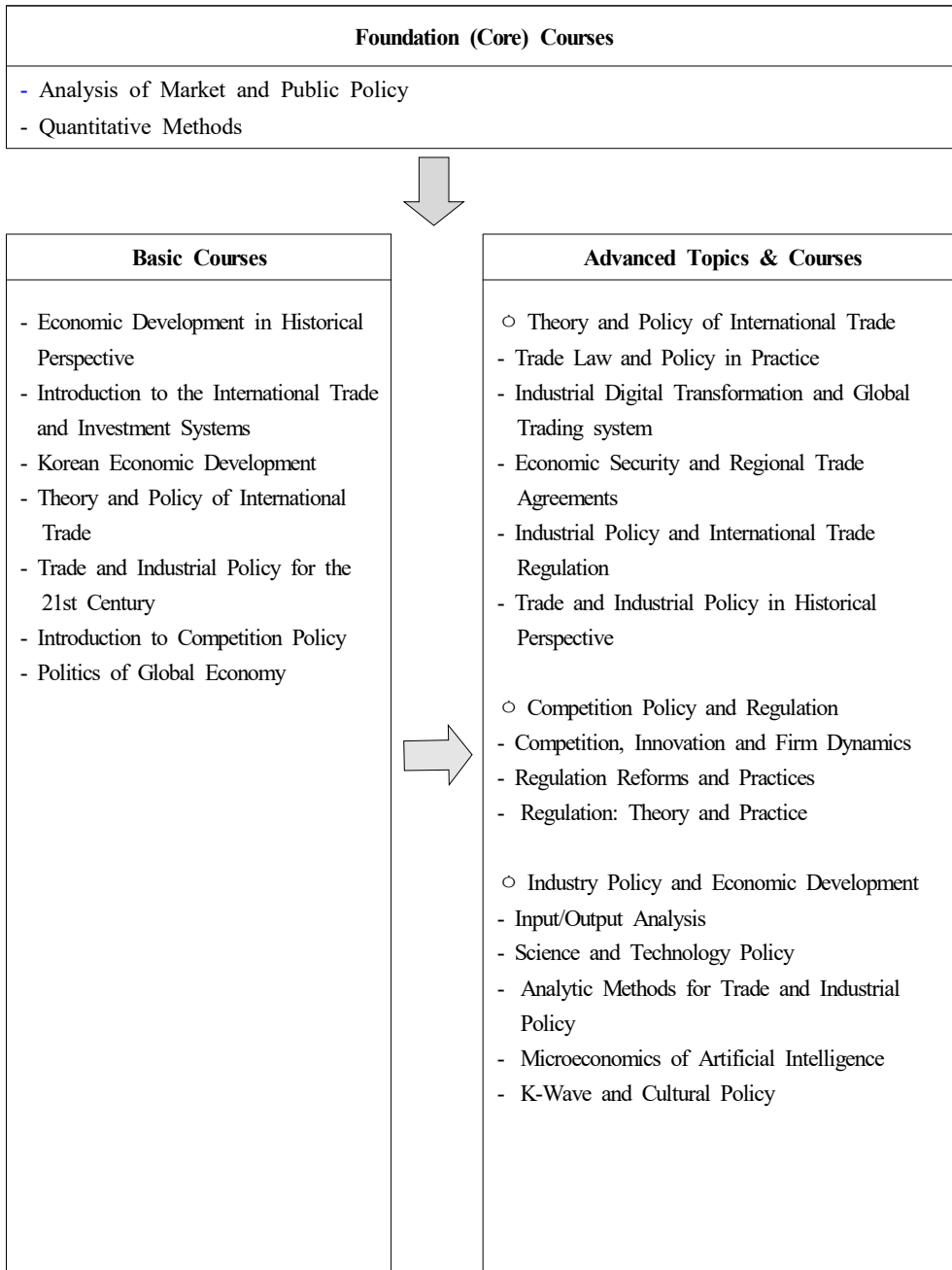
#### **Key Issues:**

- 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. This concentration aims to offer theoretical knowledge and practical skills in the field of international trade and industrial policy. Legal and institutional arrangements in the world trade will be analyzed in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.

#### **Target Students:**

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

## Flow Chart



**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.

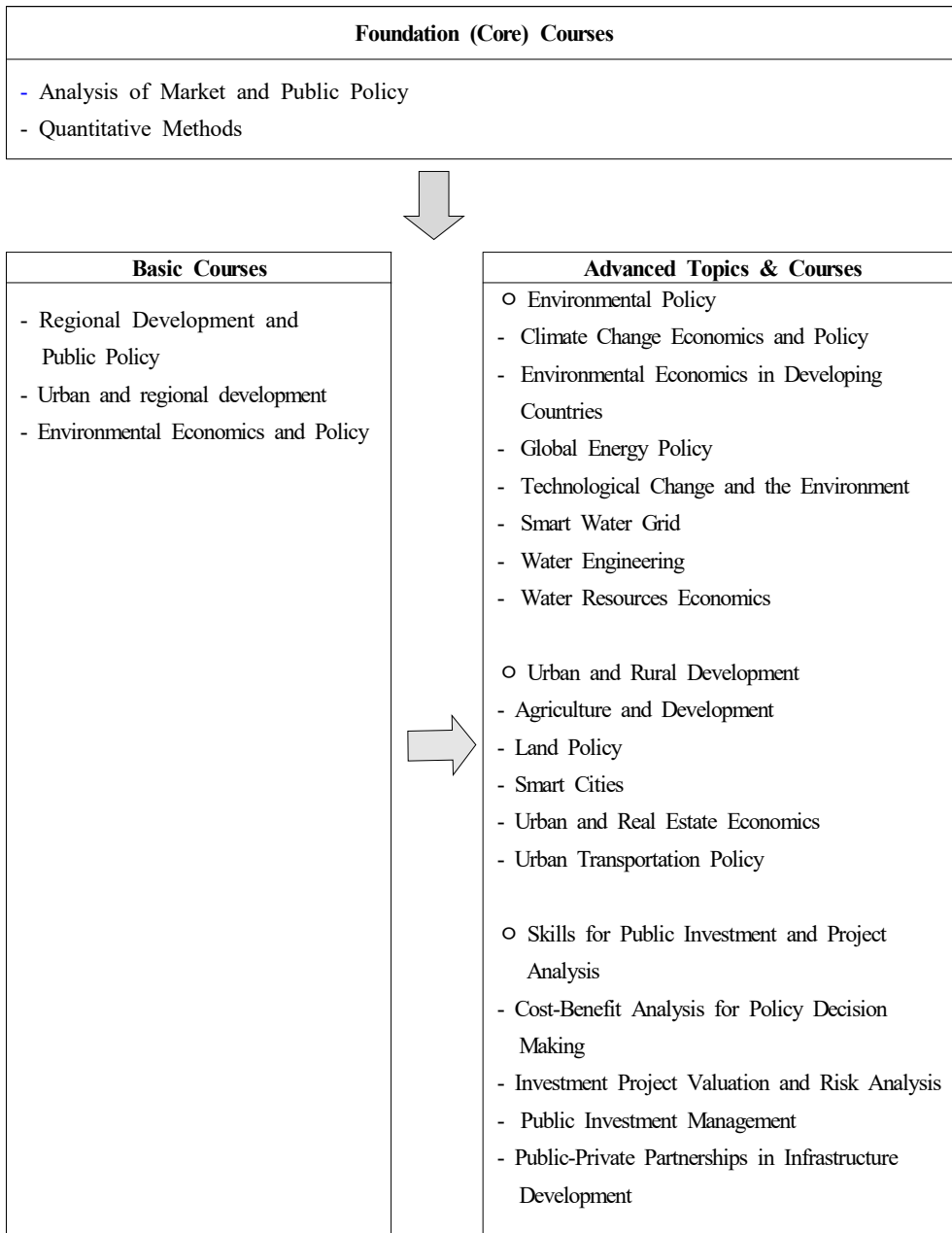
**Key Issues:**

- 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



## 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

- Quantitative Methods
- Introduction to Development Policy



### Basic Courses

- Dispute Resolution and Negotiation
- Introduction to the International Trade and Investment Systems
- Macroeconomic Policy
- Regional Development and Public Policy
- Urban and regional development



### Advanced Topics & Courses

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>○ Economic Development Issues</li> <li>- FinTech and Financial Regulations</li> <li>- Science and Technology Policy</li> <li>- Land Policy</li> <li>- Productivity and Economic Growth</li> <li>- Political Economy of Development</li> <li>- Urban Transportation Policy</li> <li>- Input/Output Analysis</li> <li>- Sustainable Energy Policy</li> <li>- Labor Market and Labor Policy</li> <li>- Finance and Economic Development in Korea</li> <li>- Advanced Development Economics</li> </ul> | <ul style="list-style-type: none"> <li>○ Social Development Issues</li> <li>- Analysis of Education Policy in Comparative Perspectives</li> <li>- Entrepreneurship and Innovation</li> <li>- Gender and Development</li> <li>- Human Capital and Economic Development</li> <li>- Social Protection and Work</li> <li>- Mind, Behavior and Public Policy</li> <li>- Population and Development</li> <li>- Participatory Governance in Public Decision Making</li> <li>- The United Nations and Sustainable Development</li> <li>- Agriculture and Development</li> <li>- Social Development and Policy</li> <li>- Korean Social Development</li> <li>- Global Health and Development</li> <li>- Economics of Education: Policy Design and Evaluation</li> <li>- Political Economy of Development</li> </ul> |
| <ul style="list-style-type: none"> <li>○ Tools for Sustainability</li> <li>- Impact Evaluation Methods</li> <li>- ICT for SDGs</li> <li>- Smart Cities</li> <li>- Microeconomics of Artificial Intelligence</li> <li>- Smart Water Grid</li> <li>- Water Resources Economics</li> <li>- Global Energy Policy</li> <li>- Climate Change Economics and Policy</li> <li>- Environmental Economics and Policy</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 Governance and Cooperation, examining international organizations, governance frameworks, and financial cooperation
- Trade, Industrial Policy, & Development, focused on trade, industrial policy, innovation, and their roles in historical and modern economic development
- Regional Development Issues, exploring political, economic, and social development within specific regional contexts,
- Development Policy Methods, covering practical and analytical tools for designing, evaluating, and implementing development policies and projects.

#### Target Students:

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

## Flow Chart

### Foundation (Core) Courses

- Quantitative Methods
- Introduction to Development Policy



### Basic Courses

- Impact Evaluation Methods
- Theory and Policy of International Trade
- Korean Economic Development



### Advanced Topics & Courses

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>○ Global Governance and Cooperation</li> <li>- The United Nations and Global Affairs</li> <li>- G20 and Global Governance</li> <li>- Global Development Finance Cooperation</li> <li>- International Financial Management</li> <br/> <li>○ Trade, Industrial Policy &amp; Development</li> <li>- Economic Development in Historical Perspective</li> <li>- Competition, Innovation and Firm Dynamics</li> <li>- Industrial Policy and International Trade Regulation</li> <li>- Understanding the World Economy</li> <li>- Trade and Industrial Policy for the 21st Century</li> <li>- Trade and Industrial Policy in Historical Perspective</li> <li>- Trade and Development</li> </ul> | <ul style="list-style-type: none"> <li>○ Regional Development Issues</li> <li>- Democracy, Political Mobilization and Economic Development: Korea's Experience</li> <li>- Topics in North Korean Economy</li> <li>- Development and Political Reform: Comparative Cases</li> <li>- Development in Africa and the Middle East</li> <br/> <li>○ Development Policy Methods</li> <li>- International Development in Practice</li> <li>- Advanced Development Economics</li> <li>- Advanced Impact Evaluation Methods</li> <li>- Analytic Methods for Trade and Industrial Policy</li> <li>- International Macroeconomic Theory and Policy</li> <li>- Investment Project Valuation and Risk Analysis</li> <li>- Trade Law and Policy in Practice</li> </ul> |
|---|---|

# Master of Public Management (MPM)

PA(Public Administration and Leadership)

## Concentration Overview

### Learning Goals:

- Understanding theories and practices of public administration and applying them through leadership.

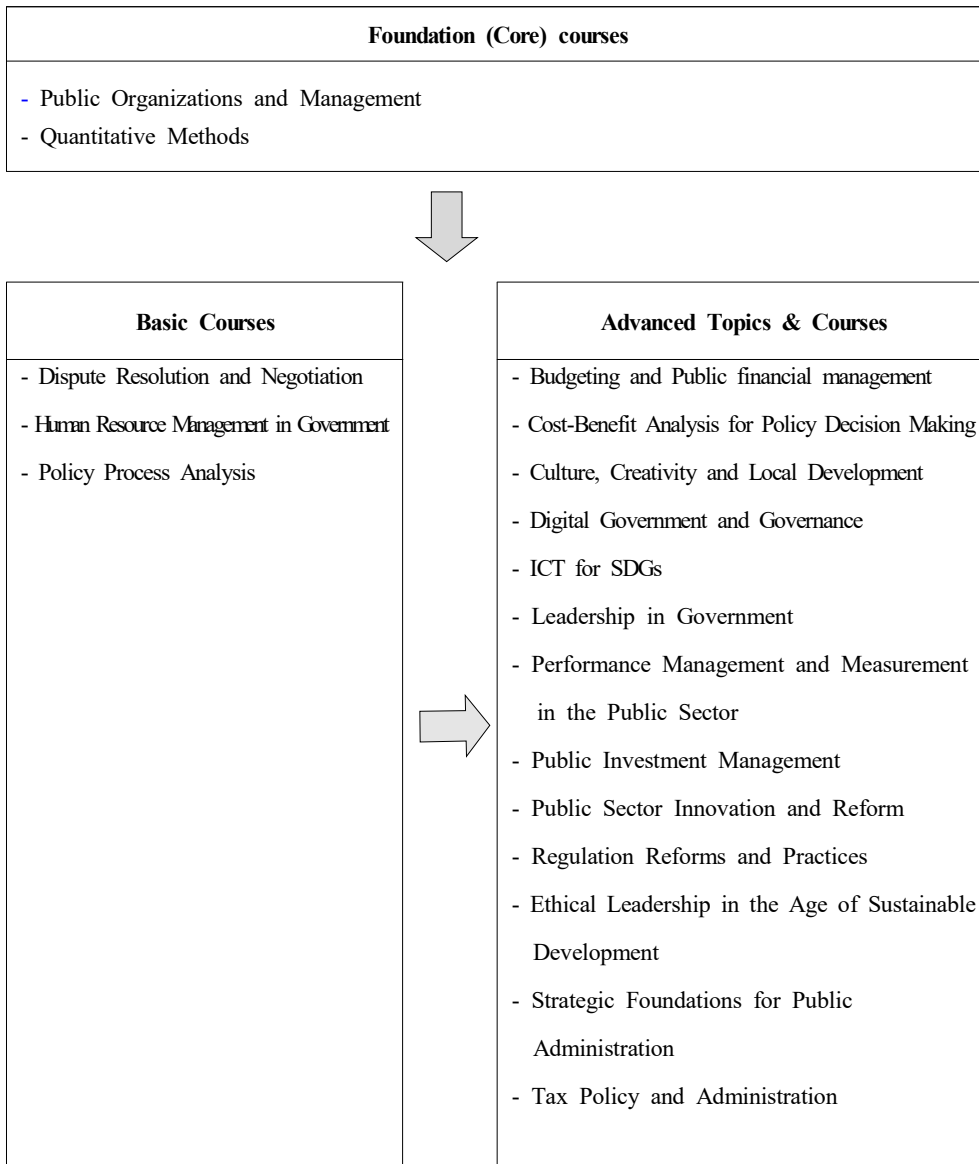
### Key Issues:

- Embodying public values, effective communication, and leadership skills
- Collaborating in policy processes and governance
- Managing human and financial resources, as well as performance systems

### Target Students:

- Leaders and managers in public sector organizations responsible for addressing the above key issues.

## Flow Chart



**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

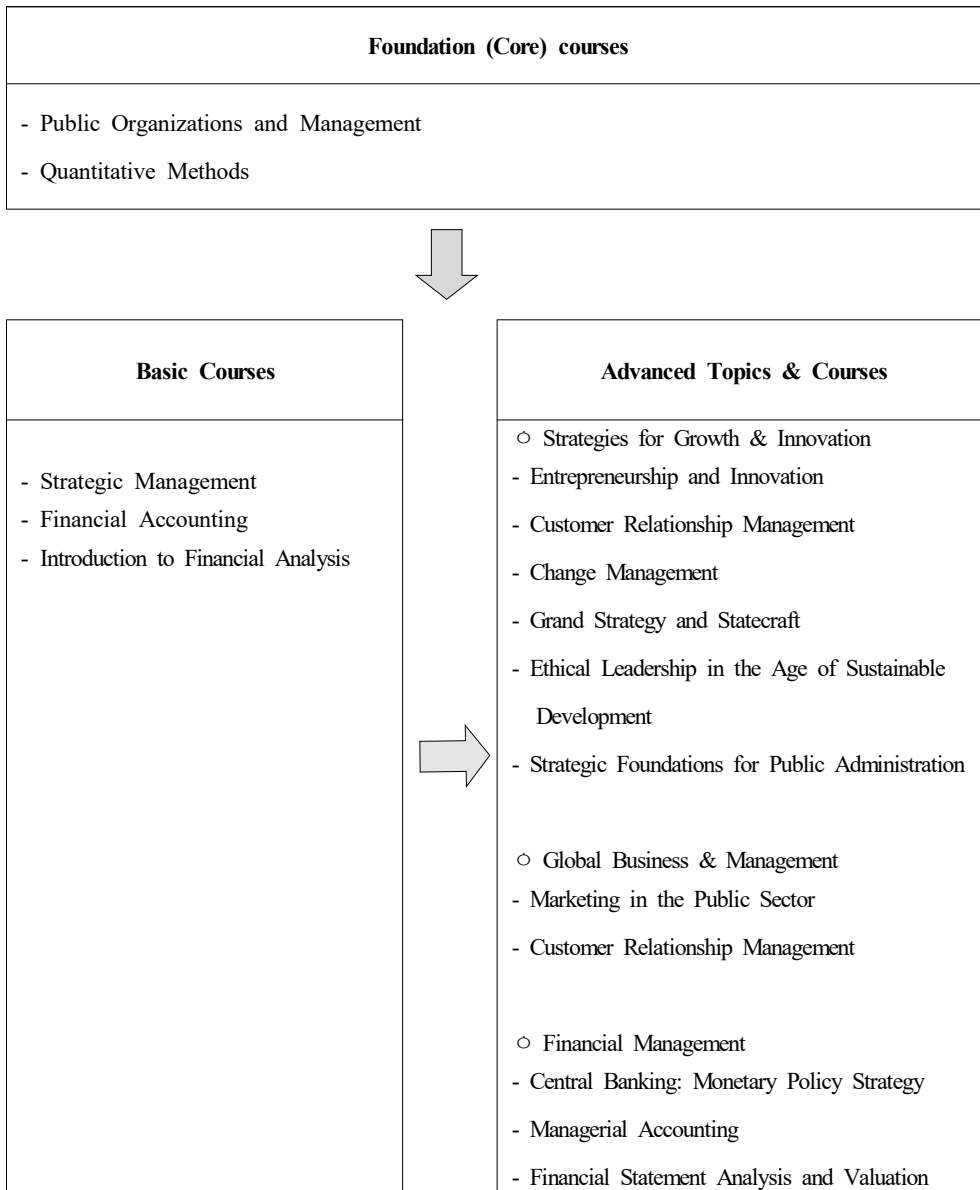
**Key Issues:**

- 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

## Flow Chart



## □ GP(Global Governance and Political Economy)

### Concentration Overview

#### Learning Goals:

- The GP concentration equips students with (1) analytical skills and intellectual depth to navigate the interconnected fields of global politics and economics, and (2) the qualities required for leadership in an increasingly globalized policy environment.

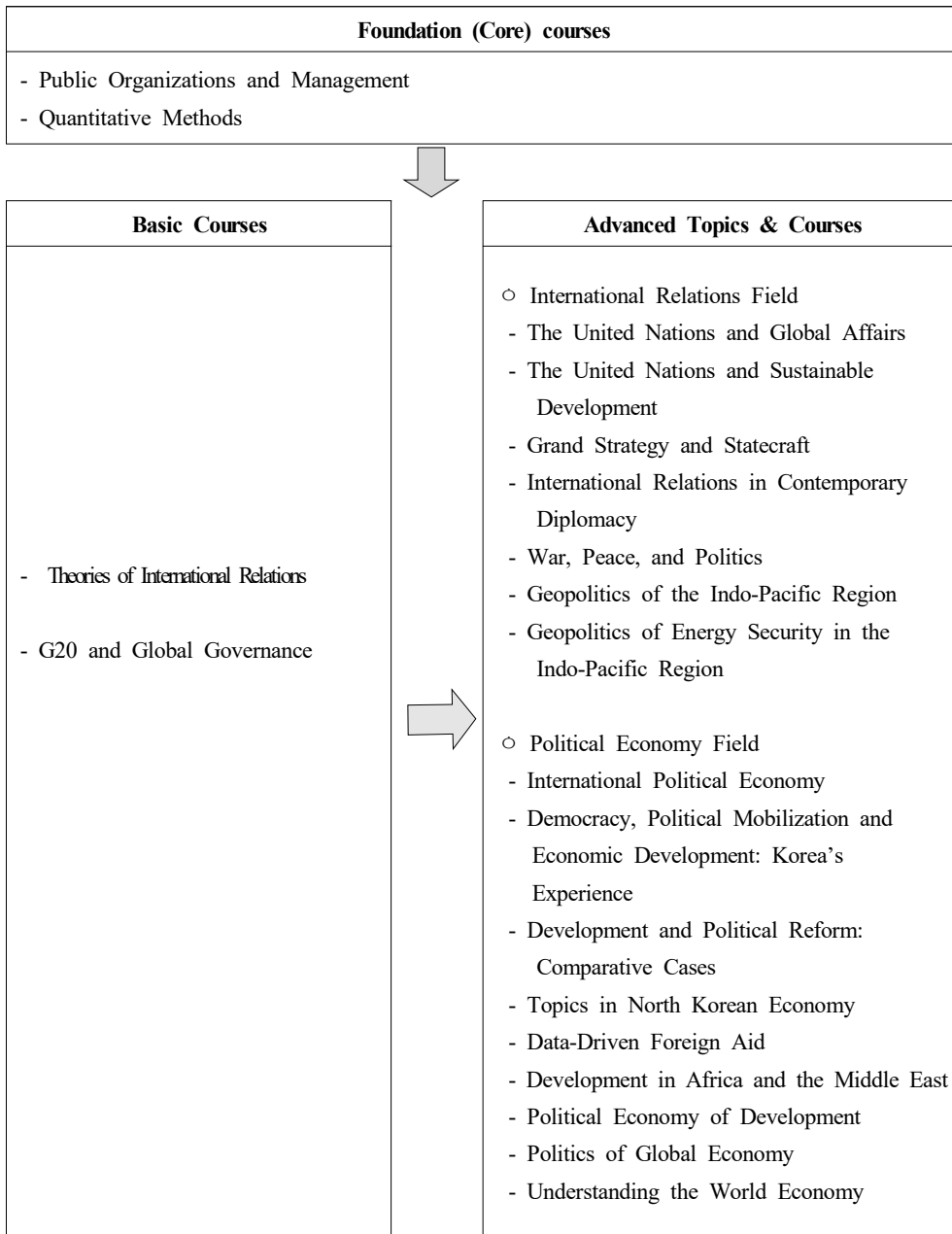
#### Key Issues:

- The GP concentration examines the reciprocal relationship between political dynamics and economic processes, focusing on how one influences the other.
- The GP concentration addresses complex development and public policy challenges within the context of globalization, integrating insights from political science, economics, and public management.

#### Target Students:

- Mid-career professionals: Individuals seeking to enhance their expertise in global governance and political economy.
- Aspiring public servants: Future leaders aiming to contribute to policy design and implementation in governmental and international settings.

## Flow Chart



# Master of Data Science for Public Policy and Management (MDS)

DS(Data Science for Public Policy and Management)

## Concentration Overview

### Learning Goals:

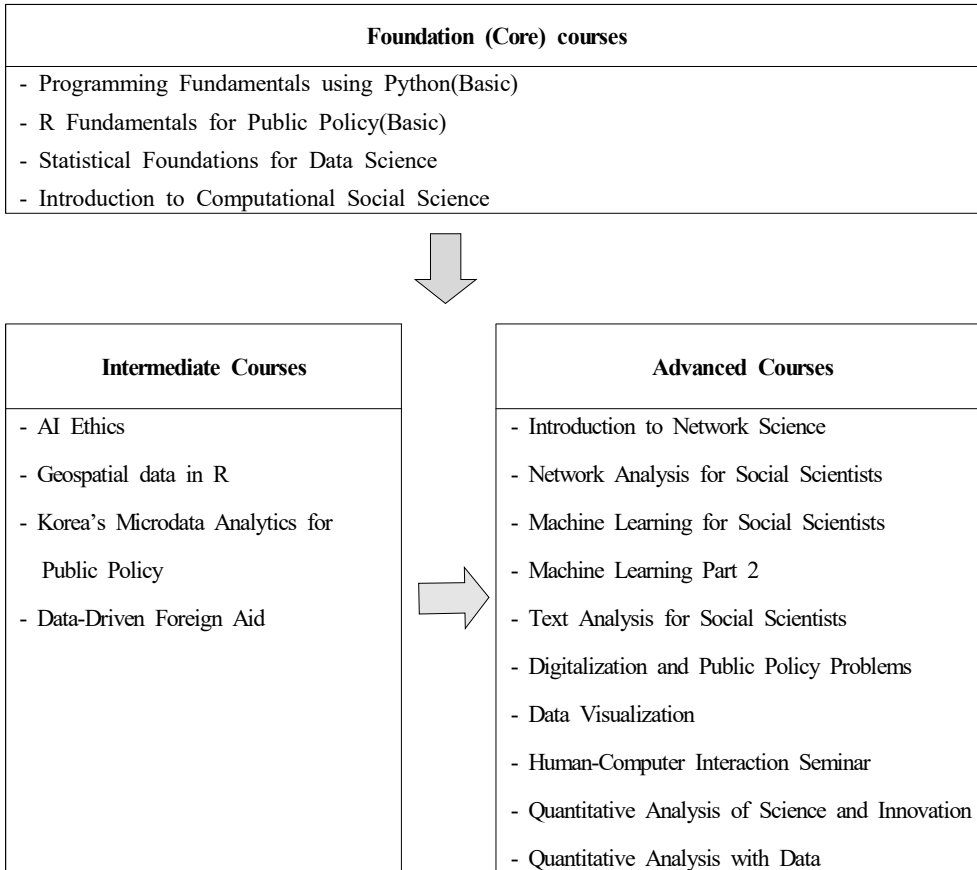
- Foster policy experts in data science for the fourth industrial revolution and the digital transformation era
- Enhance evidence-based policymaking and policy analysis through advanced data science methods, such as network analysis, machine learning, and artificial intelligence

### Characteristics:

- A curriculum that incorporates modern data science techniques, equipping students with vital skills for contemporary policy challenges
- An interdisciplinary approach that spans Economics, Political Science, Public Administration, Sociology, and International Development
- A focus on applying data science methods to real-world policy issues, leveraging the faculty's expertise from academia and industry

## Flow Chart

\* To declare ‘DS’ as your 2nd concentration, you should take at least 9 credits including minimum 1 basic course.



# 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: [221] BUS STOP (Direction to SaeSaem Maeul & Last station)
- D: [221] BUS STOP (Direction to Sejong City Hall)
- E: [273] & [18] BUS STOP (Direction to Sejong Common Campus)

Bus Number	First Bus	Last Bus	Interval
B1	5:30	23:40	10 minute
221	6:05	22:55	20 minute
273	5:40	22:40	15~18 minute
18	5:50	22:30	20~35 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

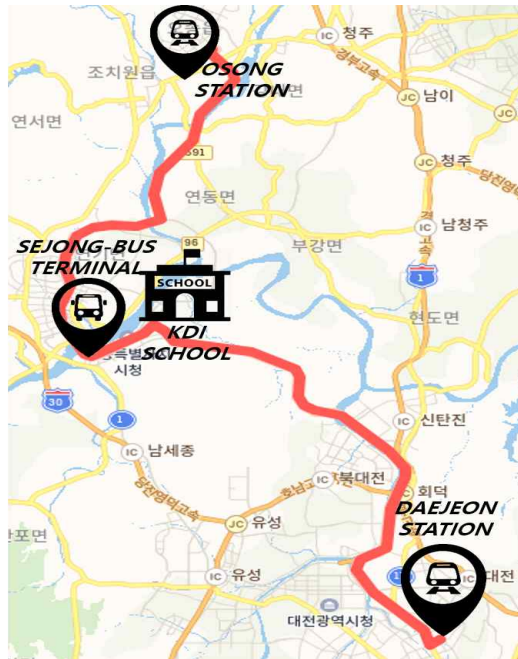
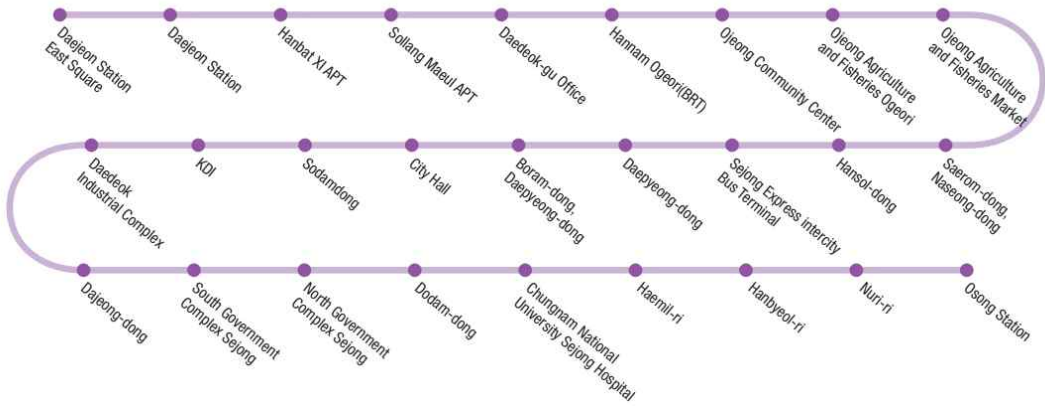
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:12	7:09	57min
Latest Train	23:31	00:21	50min

\*Price : 18,500KRW

Daejeon to Seoul	Departure time	Arrival time	Taking time
Earliest train	5:55	07:09	74min
Latest Train	23:40	00:42	62min

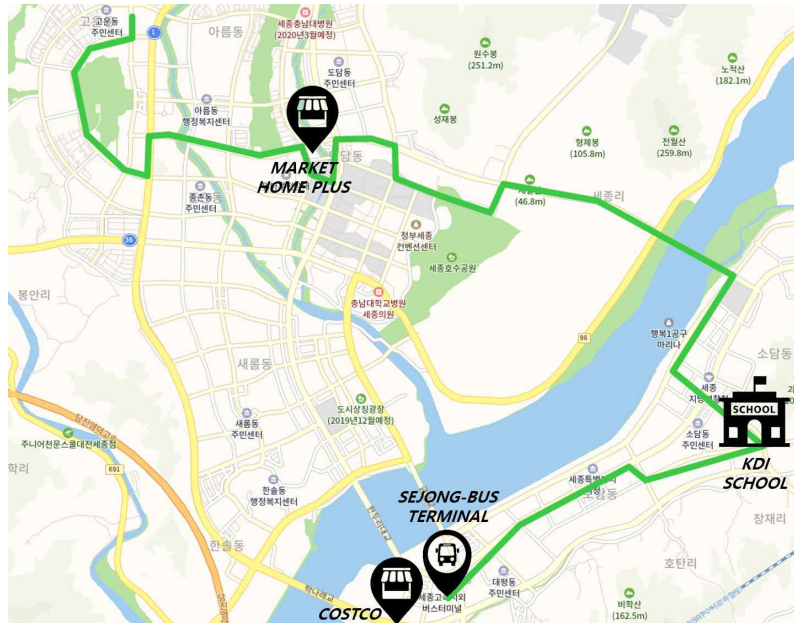
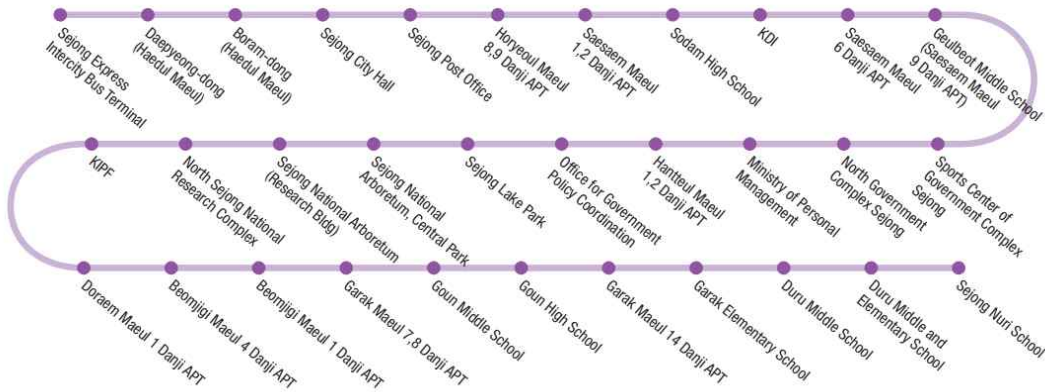
\*Price : 10,800KRW ~ 23,700KRW(including Mugunghwa Train)

## [B1] BUS Route



Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 26min to go
Costco	Sejong Express Intercity Bus Terminal	About 21min 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

# KDI School Sejong Main Campus - Common Campus Shuttle Bus Service

The Academic Affairs Division would like to inform you about the shuttle bus operation for class support between Sejong Main Campus and Sejong Common Campus on weekdays(Monday-Thursday). We post the shuttle bus information on e-Education when the service is initiated before every semester begins.

**Operation Route(2025 Fall Semester)**

Day	Sejong Main Campus → Common Campus	Common Campus → Sejong Main Campus
Mon.	12:20	18:30
Tue.		
Wed.		
Thur.		

\* The Summer semester and Fall semester schedule will be announced by e-Education or e-mail.