



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Ph.D. Program Handbook

2026



This Student Handbook is designed to help new students in the Spring 2026 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

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- Forms and Applications

2026 Academic Calendar

□ 2026 Academic Calendar □

Term	Schedule	Remarks		
Spring Preliminary Session (3 weeks) (Jan. 02 ~ Jan. 21)	January 02(Fri.) ~ Jan. 21(Wed.) Jan. 12(Mon.) ~ Jan. 23(Fri.) Jan. 13(Tue.) ~ Jan. 16(Fri.) Jan. 19(Mon.) ~ Jan. 23(Fri.) Jan. 24(Sat.) Jan. 26(Mon.) Jan. 27(Tue.) ~ Jan. 29(Thu.) Jan. 27(Tue.) ~ Jan. 30(Fri.)	Spring Preliminary Session 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 Student Orientation (Full-time)	Jan. 16(Fri.) No Class [Spring Orientation] Jan. 24(Sat.) (Part-time) Jan. 26(Mon.) (Full-time)	
Spring Semester (13 weeks) (Feb. 02 ~ May 02)	Feb. 01 Feb. 02(Mon.) Feb. 02(Mon.) ~ Feb. 07(Sat.) Feb. 09(Mon.) ~ Feb. 13(Fri.) Feb. 23(Mon.) ~ Mar. 06(Fri.) Mar. 23(Mon.) ~ Mar. 27(Fri.) Mar. 30(Mon.) ~ Apr. 03(Fri.) Apr. 10(Fri.) Apr. 16(Thu.) ~ Apr. 22(Wed.) Apr. 20(Mon.) ~ Apr. 25(Sat.) Apr. 27(Mon.) ~ May. 02(Sat.) Apr. 27(Mon.) ~ May 08(Fri.)	Spring Semester Start of Spring Semester 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	Feb. 16(Mon.)~Feb. 21(Sat.) Lunar New Year Holiday (No class for the whole week; No make-up needed) Mar. 02(Mon.)* Substitute Holiday (Independence Movement Day)	
Spring Break (2 weeks) (May 04 ~ May 16)	May 04(Mon.) ~ May 16(Sat.) May 06(Wed.) ~ May 12(Tue.) May. 11(Mon.) ~ May 13(Wed.) May. 13(Wed.) ~ May 15(Fri.)	Spring Break Summer Semester Tuition Payment Due Summer Semester Course Registration Korea Field Research & Study (KFRS)	May 31(Sun.) Graduation Date	
Summer Semester (12 weeks) (May 18 ~ Aug. 08)	1st Session (May 18 ~ June 27)	May 18(Mon.) May 18(Mon.) ~ May 19(Tue.) May 18(Mon.) ~ May 23(Sat.) May 26(Tue.) ~ May 29(Fri.) June 01(Mon.) ~ June 12(Fri.) June 17(Wed.) ~ June 23(Tue.) June 22(Mon.) ~ June 23(Tue.) June 24(Wed.) ~ June 27(Sat.)	Start of 1st Summer Session 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)	May 25(Mon.)* Substitute Holiday (Goddha's Birthday) June 03(Wed.)* Local Election Day June 06(Sat.)* Korean Memorial Day
	2nd Session (June 29 ~ Aug. 08)	June 29(Mon.) Jun. 29(Mon.) ~ Jun. 30(Tue.) Jun. 29(Mon.) ~ Jul. 03(Fri.) Jul. 06(Mon.) ~ Jul. 10(Fri.) Jul. 23(Thu.) ~ Jul. 29(Wed.) Jul. 27(Mon.) ~ Aug. 01(Sat.) Aug. 03(Mon.) ~ Aug. 04(Tue.) Aug. 03(Mon.) ~ Aug. 08(Sat.) Aug. 05(Wed.) ~ Aug. 08(Sat.) Aug. 19(Mon.)	Start of 2nd Summer Session 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. 10 ~ Sep. 05)	Aug. 10(Mon.) ~ Sep. 05(Sat.) Aug. 18(Tue.) ~ Aug. 28(Fri.) Aug. 24(Mon.) ~ Aug. 26(Wed.) Aug. 24(Mon.) ~ Aug. 28(Fri.) Aug. 31(Mon.) Aug. 26(Wed.) ~ Sep. 04(Fri.) Aug. 29(Sat.) Aug. 31(Mon.) Sep. 01(Tue.) ~ Sep. 03(Thu.) Sep. 01(Tue.) ~ Sep. 04(Fri.)	Summer Break 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 International Field Research & Study (IFRS) New Student Orientation (Part-time) New Student Orientation (Full-time) Fall Semester Course Registration (New Students) New Student Orientation	August 31(Mon.) Graduation Date [Fall Orientation] Aug. 29(Sat.) (Part-time) Aug. 31(Mon.) (Full-time)	
Fall Semester (13 weeks) (Sep. 07 ~ Dec. 05)	Sep. 01 Sep. 07(Mon.) Sep. 07(Mon.) ~ Sep. 12(Sat.) Sep. 14(Mon.) ~ Sep. 18(Fri.) Sep. 28(Mon.) ~ Oct. 08(Thu.) Oct. 23(Fri.) Oct. 26(Mon.) ~ Oct. 30(Fri.) Nov. 02(Mon.) ~ Nov. 06(Fri.) Nov. 19(Thu.) ~ Nov. 25(Wed.) Nov. 23(Mon.) ~ Nov. 28(Sat.) Nov. 30(Mon.) ~ Dec. 05(Sat.)	Fall Semester Start of Fall Semester Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission International Culture Festival Application for Graduation Research Plan Submission Period Course Evaluation Reading Period Final Examinations	Sep. 21(Mon.)~Sep. 26(Sat.) Korean Thanksgiving Holiday (No Class for the whole week; No make-up needed) Oct. 03(Sat.)* National Foundation Day Oct. 05(Mon.)* Substitute Holiday Oct. 09(Fri.)* Hangeul Proclamation Day	
Winter Break	Dec. 11(Fri.) 2027 Jan. 31(Sun.)	Graduation and Completion Ceremony End of the Fall Semester	Dec. 05(Sat.) 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 the 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

Objective

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2024 calendar year. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

1. Program Chair & Dissertation Advisor: A student may seek advice on general school life from the Program Chair and their dissertation advisor. Each administrative division will also help students adjust to life on campus.
2. Personal Information: A student should update their personal information through the MIS(<https://mis.kdischool.ac.kr>) to ensure they receive 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: Academic information and forms may be found on and downloaded from the school homepage(www.kdischool.ac.kr) and e-Education(www.ekdis.ac.kr). As the school is not responsible for informing each student of every notice, it is a student's responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website and e-Education.
4. Regulation Change: When occasion demands, the rules and regulations for 2026 may substantively change upon the School Executive Committee's approval. A student will be notified of any changes to the rules and regulations.

5. Restrictions on Repeating Courses: If a graduate of a KDI School master's program enrolls in a Ph.D. program of KDI School, they may repeat courses they took as part of the master's program that they completed at KDI School. However, the credits for these courses will not count toward the graduation credits.

6. The Minimum Number of Credits Per Term: A Ph.D. student must take at least one regular course* per term which counts toward the graduation requirements until they earn a minimum of 36 graduation credits.

*A regular course is a three-credit course. Ph.D. Colloquium is not a regular course.

7. KDI School's Institutional Review Board (IRB) Guidelines: Researchers who wish to conduct research using human participants must have their research plans reviewed by the IRB. The IRB review process (exemption or review) shall be applied to human subject research* projects only, not to all research projects.

* Human subject research: Refers to a research project physically involving a human being as a subject; a research project conducted through communication, physical contact or other means of interaction; or a research project conducted by using information with which individuals can be identified (Article 2 (Definitions) of the Operational Regulations of the KDI School of Public Policy and Management Institutional Review Board, hereinafter referred to as the "Operational Regulations").

Courses

In the Ph.D. program, courses are classified into four categories: Ph.D. Courses, Ph.D. Colloquium, Master Plus Courses, and Supervised Research Courses.

Category	Courses
Ph.D. Courses	Foundations of Public Policy
	Econometrics I
	Econometrics II
	Microeconomics
	Mathematics for Economics
	Development Economics: Labor and Development
	Development Economics: Field Experiments
	Experimental Economics and Research
	Macroeconomics
	Applied Microeconometrics
	Time Series Econometrics
Ph.D. Colloquium	Ph.D. Colloquium
Master Plus Course(MPC)	Master's Courses (Concentration Courses)
Supervised Research Course(SRC)	If a student is interested in an area not covered by the course(s) offered, they may choose to take a Supervised Research Course(SRC).

A. Ph.D. Courses

The following courses are offered to Ph.D. students. Based on their field of study. A student must complete the courses specified below:

Category		Course	Program
Common Required		Foundations of Public Policy	PP, DP
		Econometrics I	PP, DP
		Econometrics II	PP, DP
		Microeconomics	PP, DP
		Mathematics for Economics	PP, DP
		Ph.D. Colloquium	PP, DP
Field Required	DP	Development Economics: Field Experiments(*)	DP
		Development Economics: Labor and Development(*)	DP
	PP	(2 out of the 6 courses marked with an (*))	PP
Optional		Experimental Economics and Research(*)	PP, DP
		Macroeconomics(*)	PP, DP
		Applied Microeconometrics(*)	PP, DP
		Time Series Econometrics(*)	PP, DP

[Grade Requirements]

- Three Ph.D. courses have a minimum grade requirement and must be completed in the first year.
 - Courses: Econometrics I, Econometrics II, Microeconomics
 - Grade Requirement: B(3.0) or above
- ※ If a student fails to meet the grade requirement, they are required to take an additional examination in the subsequent vacation. Students enrolled in courses offered in the spring and summer semesters will take the an additional examination in the third week of the summer vacation, while students enrolled in courses offered in the fall semester will take an additional examination in the third week of the winter vacation. If they fail to pass the additional examination, they will be dismissed.
- ※ The exam results will not affect the course grades.

B. Ph.D. Colloquium

Ph.D. Colloquium is a format where Ph.D. students present and engage in question-and-answer sessions regarding their planned or ongoing research.

All Ph.D. students are required to take the Ph.D. Colloquium for a minimum of three terms in order to graduate. The school strongly encourages students to participate in the Ph.D. Colloquium every term until graduation.

[Graduation Requirements]

- Ph.D. Colloquium is a 1-credit course, and students will earn a maximum of 3 credits until graduation.
 - Students are required to attend the Ph.D. Colloquium for three terms during their 2nd and 3rd years and to present their research progress once per year.
 - The Colloquium presentation can substitute for the Research Plan/Progress Presentation if the following conditions are met: (Refer to [page 24](#).)
 - The Student's dissertation advisor must attend the presentation during the Ph.D. Colloquium.
 - The student must submit their presentation materials and revision notes*, which includes how to reflect the feed back and the updated research proposal.
- * Since no specific template is required, they are free to write and submit their plan in any format they prefer that reflect the detailed plan regarding the revision of their research well.

[Potential Contents of a Colloquium Presentation]

- Research Topic, Research Question(s)
- Research Background, Significance of Research
- Existing Research, Contribution to the Literature
- Research Methodology
- (Expected/Tentative) Research Findings
- Discussion of the Research Findings
- Research Progress Plan (Procedures, Schedule)

C. Master Plus Courses

A Master Plus Course (MPC) refers to a concentration course in KDI School master's program that a Ph.D. student can take as part of their graduation requirements. A Ph.D. student may take any master's program concentration courses in which they are interested, subject to obtaining prior approval for enrollment. Master's program courses are classified into three categories: core courses, concentration courses, and foundation skill courses. It is important to note that only concentration, K-Water, and MIPD courses will qualify as Master Plus Courses, and students can earn up to 6 credits through the MPC.

[Procedure]

- ① Write a proposal [Document 1-1] for the master's course that you wish to take as an MPC
- ② Send the proposal to the course professor and their dissertation advisor* for approval
 - * For students who have not been assigned a dissertation advisor, obtain approval from the Ph.D. Chair.
- ③ Register for the course during the course registration period
- ④ Submit the proposal with approval from the professors to the Academic Affairs Division before the course add and drop period ends
 - ※ *Please note that after the due date has passed, the application may not be approved.*
- ⑤ Complete the additional assignment in the proposal and receive confirmation [Document 1-2] from the course professor by the end of the term.

D. Supervised Research Courses

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

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

[Procedure]

- ① Register for the course during the course registration period
- ② Identify a research topic related to a student's research field(s) of interest
- ③ Fill out an SRC application form [Document 2-1] and write a Proposal for Supervised Research [Document 2-2]
- ④ Select a course professor for the SRC and receive approval from the course professor and Ph.D. Chair.
 - ✧ *The course professor must be a tenure-track or visiting faculty member at KDI School. Exceptionally, an external expert may act as a course professor upon approval from the Associate Dean of Academic Affairs.*
- ⑤ Submit the proposal with approval from the professor to the Academic Affairs Division before the course add and drop period ends.
 - ✧ *Please note that after the due date has passed, the enrollment will be cancelled.*
- ⑥ Submit the final SRC report and an anti-plagiarism test report to the Academic Affairs Division by the end of the 11th week of the term.
 - ✧ *The SRC report is evaluated based on the Performance Assessment Criteria [Document 2-3].*

Curriculum

Ph.D. Program Course Map for 2026

	Spring	Summer	Fall
Required - Public Policy (PP)	<ul style="list-style-type: none"> • Foundations of Public Policy • Econometrics I • Mathematics for Economics • Ph.D. Colloquium 	<ul style="list-style-type: none"> • Econometrics II • Microeconomics • Ph.D. Colloquium 	<ul style="list-style-type: none"> • Ph.D. Colloquium
		You may select and take 2 out of the 6 courses marked with an (*).	
Required - Development Policy (DP)	<ul style="list-style-type: none"> • Foundations of Public Policy • Econometrics I • Mathematics for Economics • Ph.D. Colloquium 	<ul style="list-style-type: none"> • Econometrics II • Microeconomics • Ph.D. Colloquium 	<ul style="list-style-type: none"> • Development Economics: Labor and Development(*) • Development Economics: Field Experiments(*) • Ph.D. Colloquium
Optional (PP, DP)		<ul style="list-style-type: none"> • Macroeconomics(*) • Applied Microeconometrics(*) • Experimental Economics and Research(*) 	<ul style="list-style-type: none"> • Time Series Econometrics(*)
	<ul style="list-style-type: none"> • Master Plus Course(MPC) • Supervised Research Course(SRC) 		

- ✘ Both PP and DP students must complete 36 credits, including 7 required courses, within 9 semesters, and earn at least 27 credits in the 1st year.
- ✘ The Ph.D. Colloquium course must be taken at least 3 times during the 2nd and 3rd years, earning 3 credits (1 credit per course). The school strongly encourages students to participate in the Ph.D. Colloquium every term until graduation.
- ✘ As the Course Map is only a suggestion, students should adapt their course work according to their individual needs and circumstances.
- ✘ The Course Map is subject to change without prior notice.

Graduation Requirements

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

1. Completion Requirements

A student must meet all of the following requirements within 9 terms for completion, and they will be dismissed if they fail to fulfill these requirements.

- Enrollment: A minimum of 9 terms
- Graduation Credits: A minimum of 36 graduation credits
 - * These 36 credits must include all mandatory courses, including 3 credits from the Ph.D. Colloquium and adherence to specified grade criteria.
- Passing Dissertation Prospectus Defense
 - * In the case of a student preparing a dissertation in multiple parts, they have the option to fulfill the completion requirement through a candidacy paper instead of the dissertation prospectus defense. If a student submits a candidacy paper and receives approval from their dissertation committee within 9 terms, it will be acknowledged as meeting the completion requirements. However, in this case, they must still separately take the dissertation prospectus defense before the Final Oral Dissertation Defense.

2. Graduation Requirements

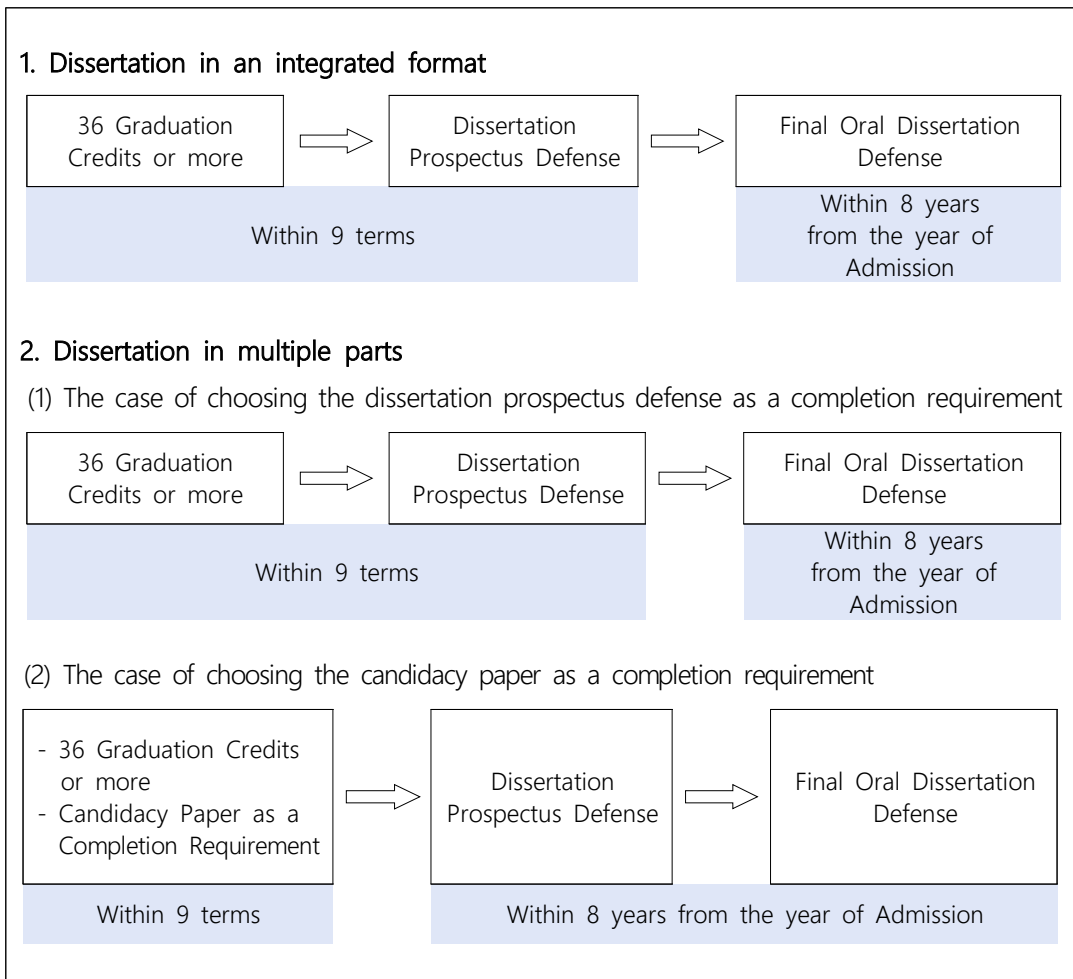
A student must meet all of the following requirements within 8 years from the year of admission for graduation.

- Fulfilling Completion Requirements
- Passing Final Oral Dissertation Defense

3. Notes:

- The duration for completing coursework: A maximum of 9 terms
 - All students must earn their graduation credits within 9 terms.
- The number of years for graduation: A maximum of 8 years from the year of admission
 - If a student who has met the completion requirements does not fulfill their completion requirements within 8 years, their academic status will be changed to 'Permanently completed'.

[Summary: Graduation Requirements]



[Graduation Date]

- A student will graduate based on the graduation date of the term in which they fulfill all graduation requirements. (Refer to [page 81](#).)

[Commencement Ceremony]

- The Commencement Ceremony is held once a year in December.
- Graduates from the spring, summer, and fall terms are all invited to the December Commencement Ceremony to receive their diploma.*
 - * Diploma: The diploma will be awarded only once at the Commencement.
- 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.

- ※ The graduation date and commencement ceremony date will be indicated in the academic calendar each year.
- ※ There is no completion ceremony for the Ph.D. programs.

Dissertation Advisor

1. Academic Advisor - The First Year

- The Ph.D. Chair serves as a general academic advisor during the first year.
- A student should actively seek interactions and consultations with different faculty members to identify a potential dissertation advisor and committee members.
- The Ph.D. Chair can recommend another professor as well.

2. Dissertation Advisor – The Second Year

(1) Confirmation of Dissertation Advisor

- A student must confirm their dissertation advisor by the end of the first winter vacation, before the beginning of the second year.
- Once a student has confirmed their dissertation advisor, they should submit the 'Dissertation Advisor Confirmation Form [Document 3-1]' to the Academic Affairs Division by the end of January.

(2) Change of Dissertation Advisor

- A student can consider changing their dissertation advisor.
- When considering a change of dissertation advisor, students should discuss it with both their current advisor and the potential new advisor.
- A student should submit the application form [Document 3-2] for a change of dissertation advisor.

[Consultation with Advisors]

- A student should consult with the Ph.D. Chair as their academic advisor during the Course Consultation Session on the day of the Orientation.
- A student should regularly consult with the Ph.D. Chair and dissertation advisor on academic matters, including coursework and their research for their dissertation.

Credit Transfer

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

1. Requirements

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

2. Application Procedure

- ① A student must submit all of the following documents to the Academic Affairs Division by the end of the third week of their first term.
 - Application form for Credit Transfer [Document 4]
 - Original copy of transcript
 - Syllabus of the relevant course

※ *A student who wants to apply for Credit Transfer for a course offered in the first term must submit the documents above before the term begins. The decision will be announced in the 1st week of the term during the course add-drop period.*
- ② Submitted documents will be reviewed by the corresponding course's professor and the Ph.D. Chair by the 5th week of their first term.
- ③ The approved credit transfer will be indicated on the transcript as "T (Transfer)" grade.

Types of Dissertation

As the Ph.D. program accepts two types of dissertations – namely, a dissertation in an integrated format based on one topic or a dissertation in multiple parts consisting of at least three separate parts based on related topics – the requirements are as described below.

1. Types of Dissertation

- **Dissertation in an integrated format:** A dissertation that thoroughly explores research on one specific topic
- **Dissertation in multiple parts:** A dissertation that combines independent or interrelated research on multiple topics, comprising at least three chapters

2. Guidelines

- **Dissertation in an integrated format**
 - It follows the conventional format and practices of a typical doctoral dissertation.
 - It must be a single-authored dissertation.
- **Dissertation in multiple parts:**
 - It must consist of three or more chapters.
 - At least one chapter among the dissertation chapters must be authored solely by the student, and for co-authored chapters, the author contribution form [Document 6] should be submitted.
 - In all chapters, the student should be designated as the lead author or corresponding author.

[Co-Authorship]

A student is encouraged to write single-authored chapters for all their dissertation chapters. At least one chapter of a student's dissertation must be single-authored, and at most one chapter of a student's dissertation may be co-authored with other students. Any co-authorship (including student or faculty collaboration) must receive prior approval from the dissertation advisor.

If a student is the lead co-author of a chapter written in collaboration with others, it is necessary to submit the author contributions form [Document 6] when submitting their dissertation. This form should specify the contributions of each author involved in their dissertation.

A student must first share the file with co-author(s) and ask them to indicate the types of contributions they have made. After collecting their responses, the student should combine them into one file and submit it to the Academic Affairs Division.

- Published papers: Published papers may be included in a student's dissertation if the work was conducted during their Ph.D. studies at KDI School. For a dissertation in multiple parts, a published paper can be included as a chapter pending approval from the dissertation advisor. Additionally, it may also be a co-authored chapter.

Dissertation Prospectus Defense

The Dissertation Prospectus Defense aims to evaluate the quality of the ongoing dissertation work before the Final Oral Dissertation Defense. It involves answering questions pertaining to the student's dissertation prospectus. The result will be determined based on a joint discussion among the dissertation committee members.

1. General Information

- The dissertation prospectus defense consists of a student's presentation and questions from the dissertation committee.
- An electronic presentation is not mandatory and can be used at the student's discretion.
- The decision on whether to make the presentation accessible to faculty and Ph.D. students is determined in consultation with the dissertation advisor.

2. Eligibility

- Earning a minimum of 35 graduation credits* or more.
- * This may include the credits for courses taken during the term in which the defense is conducted.

3. Procedure

- ① A student must submit an application [Document 7] to the Academic Affairs Division by the 2nd week of the term.
- A student is required to form their dissertation committee and coordinate the schedule of the dissertation prospectus defense with committee members before submitting the application.
 - A student is also required to discuss the format of the dissertation prospectus defense with their dissertation advisor.

- ② The dissertation prospectus should be submitted to the Academic Affairs Division two weeks prior to the dissertation prospectus defense.
 - If a student has a co-authored chapter, it is necessary to submit the Author Contributions form [Document 6] when submitting their dissertation.
- ③ The dissertation prospectus defense must be conducted by no later than the 8th week of the term.
 - If necessary, immediately after the presentation concludes, the committee will engage in discussions to consolidate evaluation feedback and communicate any necessary revisions to the student.
- ④ A student must submit any supplementary materials requested by the dissertation by the 10th week of the term.
- ⑤ Final decision will be made by the 11th week of the term.

✂ Detailed Schedule

Week	Procedure
By the 2 nd week	Application
By the 8 th week	Dissertation Prospectus Defense
By the 10 th week	Submission of Supplementary Materials as Requested by the Dissertation Committee
In the 11 th week	Determination of Result

4. Guidelines

(1) Composition of Committee

- The committee for the dissertation prospectus defense should consist of three members, including the student's dissertation advisor.
- It is strongly recommended that all three members be selected from KDI School's full-time faculty members.
- One committee member may be chosen from outside KDI School or from among KDI School's part-time faculty, subject to approval. This member must be included in the Final Oral Dissertation Defense (FODD) Committee.
- A student will consult with their dissertation advisor on the selection of the committee members.

(2) Dissertation Prospectus Format

- The student is required to develop and present detailed plans for the entire thesis and each chapter regarding the following items:
 - i. Research Topic, Research Question(s)
 - ii. Research Background, Significance of Research
 - iii. Existing Research, Contribution to the Literature
 - iv. Research Methodology
 - v. (Expected/Tentative) Research Findings
 - vi. Research Progress Plan (Procedures, Schedule)
 - vii. Reference

(3) Evaluation

- The evaluation criteria will be set individually according to the opinion of the dissertation advisor.
- An dissertation committee member can give a student one of the following grades: Satisfactory, Unsatisfactory, or Fail.
- A student cannot pass the defense if they receive an 'Unsatisfactory' grade from two or more committee members or a 'Fail' grade from one or more committee member.
- A student has two attempts in total to pass the defense and failing to pass on both attempts will lead to dismissal.
- A student is permitted to attempt the prospectus defense once per term; if a student fails a defense, the student cannot attempt a defense again in the same term..

Candidacy Paper as a Completion Requirement

This section only applies to those who write a dissertation in a format with multiple parts.

A student writing a dissertation in multiple parts has the option to choose a candidacy paper completion as a completion requirement instead of the dissertation prospectus defense. A candidacy paper refers to a research output equivalent to a peer-reviewed publication, undergoing an expert review process. It is recommended to plan and write a candidacy paper as a part of a student's future Ph.D. dissertation. The decision of whether to take the dissertation prospectus defense or complete a candidacy paper as a completion requirement depends on the guidance of a student's dissertation committee.

1. Eligibility

- No eligibility requirement

2. Procedure

- ① A student is required to have discussions with their dissertation advisor during the process of writing a candidacy paper.
- ② A student must submit an application [Document 8] to the Academic Affairs Division by the 2nd week of the term.
 - The candidate is required to form a dissertation committee before applying.
- ③ A student is required to submit their candidacy paper to the Academic Affairs Division by no later than the 8th week of the term.
- ④ A student must submit any supplementary materials requested by the dissertation committee by the 10th week of the term.
- ⑤ Final decision will be made by the 11th week of the term.

※ Detailed Schedule

Week	Procedure
By the 2 nd week	Application
By the 8 th week	Candidacy Paper Submission
In the 10 th week	Submission of Supplementary Materials as Requested by the Dissertation Committee
In the 11 th week	Determination of Result

3. Guidelines

(1) Composition of Committee

The guidelines for committee composition adhere to those outlined in the dissertation prospectus defense guidelines.

(2) Evaluation and Other Details

The guidelines for evaluation and other details will follow the announcements made in the future.

Research Plan/Progress Presentation

A student must present their research plan/progress to the members of their dissertation committee. By conducting the Research Plan/Progress Presentation (RPP), the student will receive feedback on their dissertation work from committee members. This process enables them to write the dissertation with confidence, better preparing for their dissertation prospectus defense and the final oral dissertation defense.

1. Presentation Timeline

- A student is required to present their research plan once within the first six terms. Starting from the seventh term, they must give an annual presentation on their research progress until passing the final oral dissertation defense. However, there are specific cases where students are exempted from these presentations. Please refer to the table below for details.

Category	Research Plan Presentation	Research Progress Presentation
Deadline	Once within the first six terms	Once per year (From the seventh term until passing the FODD)
Exemption	Upon passing the dissertation prospectus defense within the specified deadline	Upon passing the dissertation prospectus defense or FODD for the respective academic year

- If a student misses the research plan/progress presentation deadline, their tuition scholarship rate for the following year may be affected.
 - **First review:** The following year's scholarship rate may be reduced by half if a student misses the deadline.
 - **Second review:** The scholarship for the year in question may be withdrawn if the student does not give a presentation by the subsequent terms's deadline.

2. Procedure

- A student must submit an application [Document 5] to the Academic Affairs Division by the 2nd week of the term.
- A student needs to coordinate with their advisor to schedule their presentation before applying.
- The presentation must be conducted by no later than the 10th week of the term.
- A student must submit the following documents after the presentation.
 - Presentation Materials
 - Revision Notes, which include how to reflect the feedback and the updated research proposal
 - * Since there is no specific template, students are free to write and submit their plans in any format they prefer that reflect the detailed plan regarding the revision of their research well.

3. Operational Details

(1) Duration

- The research plan presentation: A minimum of 20 minutes (10-min presentation, 10-min Q&A)
- The research progress presentation: A minimum of 40 minutes (30-min presentation, 10-min Q&A)

(2) Potential Contents of Presentation

- Research Topic, Research Question(s)
- Research Background, Significance of Research
- Existing Research, Contribution to the Literature
- Research Methodology
- (Expected/Tentative) Research Findings
- Discussion of the Research Findings
- Research Progress Plan (Procedures, Schedule)

(3) Participation

- The presenter's dissertation advisor is required to attend the RPP.
- The Academic Affairs Division highly recommends that the other members of the presenter's committee also attend the presentation.
- It is open to all other faculty members and Ph.D. students.

4. Evaluation

- The dissertation advisor and dissertation committee members may provide comments during the presentation.
 - There is no pass or fail grade.
- ※ The Research Plan/Progress Presentation may be substituted with the Ph.D. Colloquium presentation. (Refer to [page 8.](#))

Progress Report

Students in their 4th year or beyond are required to submit an annual progress report until passing the Final Oral Dissertation Defense upon entering a new academic year.

- Submission Date: Two months before the scholarship review
 - By the 1st week of December for scholarship review in the Spring term
 - By the 1st week of March for scholarship review in the Summer term
 - By the 1st week of July for scholarship review in the Fall term

Final Oral Dissertation Defense

After passing the dissertation prospectus defense, a student attains the status of a Ph.D. candidate. The candidate is expected to complete their dissertation work expeditiously, they must complete the program within eight years from the year of admission to obtain the Ph.D. degree. Ideally, a candidate should aim to complete the program within three to four years from the year of admission.

Upon submission of their dissertation to the dissertation committee, a candidate must schedule a Final Oral Dissertation Defense (FODD). The Ph.D. degree is conferred once the candidate passes the FODD, and the submitted final revised dissertation is approved by the dissertation committee.

1. General Information

- The Final Oral Dissertation Defense consists of the Preliminary Evaluation and the Final Evaluation.
- **Preliminary Evaluation:** There will be a presentation, and it involves answering questions. This is open to all KDI school faculty and Ph.D. students.
- **Final Evaluation:** The evaluation will be conducted only by the dissertation committee members and there will be no presentation for the final evaluation.

2. Eligibility

- Earning a minimum of 36 graduation credits or more
- Passing the dissertation prospectus defense

3. Procedure

- A candidate must submit an application [Document 9] to the Academic Affairs Division by the 2nd week of the term.

- Two additional committee members must be invited to join the current dissertation committee, forming a dissertation committee of five members before applying.
- A candidate needs to coordinate with their committee to schedule their final defense.
- The school recommends conducting the preliminary evaluation by no later than the 5th week of the term.
- The full draft paper(s) should be submitted to the Academic Affairs Division two weeks prior to the final defense.
- The final evaluation must take place during the 10th week of the term, and it cannot be changed.

✂ Detailed Schedule

Week	Procedure
By the 2 nd week	Application
By the 3 th week	Anti-plagiarism Test and Paper Submission
In the 5 th week	Preliminary Evaluation
In the 10 th week	Final Evaluation
In the 12 th week	Bound Copy Submission

3. Guidelines

(1) Composition of the Committee

- The dissertation committee consists of the student's dissertation advisor and four other members.
- Two of the committee members may be from outside KDI School.
- The applicant's dissertation advisor and the Ph.D. Chair will make their own independent recommendations to the Dean as to who would be the best to sit on the dissertation committee.

(2) Dissertation Format

- A dissertation must adhere to one of the dissertation formats:
 - **Dissertation in an integrated format:** The dissertation is developed based on a single research theme in an integrated format (i.e., chapters such as literature review, research question(s), methodology, data description (for empirical work), and results and analysis thereof are all based on a single research theme). A dissertation in an integrated format is required to be single-authored.
 - **Dissertation in multiple parts:** The dissertation consists of three or more separate papers under a broad title (i.e., each chapter is a separate research paper, with each chapter including literature review, research question(s), methodology, data description (for empirical work), and results and analysis thereof all based on its own research theme).

(3) Evaluation

- **Preliminary Evaluation:** The process involves the student presenting their dissertation and receiving feedback from the committee members prior to the final defense. There is no pass or fail grade for this stage. Following the preliminary review, the student incorporates the committee's feedback and revises the dissertation over approximately four weeks.
 - (Timeline) The student presents their dissertation in the 5th week of the semester.
 - (Method) The evaluation includes a Q&A session with the Final Dissertation Review Committee. If a public presentation is required, a Q&A session with the audience is also conducted.
- **Final Evaluation:** The final evaluation involves reviewing the final version of the dissertation, which incorporates the feedback provided during the preliminary review.
 - (Timeline) The student must submit the revised dissertation by the 9th week of the semester, along with the similarity report and Relevant documentation if co-authored papers are included.
 - For chapters based on research conducted and published (or accepted for

publication) after enrollment, the cover page of these chapters must include detailed publication information (e.g., citation details, DOI, and publication schedule).

- The Final Dissertation Review Committee, composed of five members, conducts individual reviews and completes the review report [Form 8]. Each member must sign the report, which will then be submitted to the Academic Affairs Team.

※ Unanimous approval from all committee members is required to pass the final dissertation defense.

※ A student is allowed a maximum of two attempts to defend the dissertation. Failure to pass on both attempts will result in dismissal.

※ A student may attempt the final oral dissertation defense only once per term. If they fail, they must wait until the following term for another attempt.

(4) Submission of Bound Copy of Dissertation

- A candidate who passes the final evaluation must submit three bound copies of their dissertation by a given deadline. The copies will be held in the National Assembly Library and in the KDI School library.

※ Changing Topics after the Defense

- If a student decides to change the topic of the dissertation in the case of a dissertation in an integrated format or change the topic of one or more dissertation chapters in the case of a dissertation in multiple parts, they must retake the dissertation prospectus defense.

Timeline & Important Dates

1. Timeline

	1 st Year	2 nd Year	3 rd Year	4 th Year ~
Requirements	27 Credits	9 Credits		
Research Plan Presentation		○ (Once by the sixth semester)	-	-
Dissertation Prospectus Defense	-	-	○ (By the ninth semester)	-
Research Progress Presentation	-	-	○ (Each year from the third year, before passing the FODD)	
Progress Report				○ (Each year from the fourth year)
Final Oral Dissertation Defense (FODD)	-	-		○

2. Important Schedule

- Spring Semester: February 2 - May 2

Application Type	Deadline	Course Week
SRC Application	~ February 7 (Sat.)	1 st week
MPC Application	~ February 7 (Sat.)	1 st week
RPP Application	~ February 14 (Sat.)	2 nd week
Dissertation Prospectus Defense Application	~ February 14 (Sat.)	2 nd week
Candidacy Paper as Completion Requirement Application	~ February 14 (Sat.)	2 nd week
FODD Application	~ February 14 (Sat.)	2 nd week
Credit Transfer Application	~ February 28 (Sat.)	3 rd week

SRC Report Submission	~ April 25 (Sat.)	11 th week
MPC Report Submission	~ May 2 (Sat.)	12 th week

- Summer Semester: May 18 - August 8

Application Type	Deadline	Course Week
SRC Application	~ May 23 (Sat.)	1 st week
MPC Application	~ May 23 (Sat.)	1 st week
RPP Application	~ May 30 (Sat.)	2 nd week
Dissertation Prospectus Defense Application	~ May 30 (Sat.)	2 nd week
Candidacy Paper as Completion Requirement Application	~ May 30 (Sat.)	2 nd week
FODD Application	~ May 30 (Sat.)	2 nd week
MPC Report Submission (1 st session)	~ June 27 (Sat.)	6 th week
SRC Report Submission	~ August 1 (Sat.)	11 th week
MPC Report Submission (2 nd session)	~ August 8 (Sat.)	12 th week

- Fall Semester: September 7 - December 5

Application Type	Deadline	Course Week
SRC Application	~ September 12 (Sat.)	1 st week
MPC Application	~ September 12 (Sat.)	1 st week
RPP Application	~ September 19 (Sat.)	2 nd week
Dissertation Prospectus Defense Application	~ September 19 (Sat.)	2 nd week
Candidacy Paper as Completion Requirement Application	~ September 19 (Sat.)	2 nd week
FODD Application	~ September 19 (Sat.)	2 nd week
SRC Paper Submission	~ November 28 (Sat.)	12 th week
MPC Report Submission	~ December 5 (Sat.)	13 th week

Tuition Fees

The tuition required to complete the Ph.D. program is a minimum of 25,000,000 KRW. This applies when graduating within a three-year period. Additional tuition fees will be imposed starting from the 4th year of study.

- For the 1st year of study, the total tuition due is 15,000,000 KRW (5,000,000 KRW per term).
- For the 2nd and 3rd years, tuition is 5,000,000 KRW per year.
- If a student has not fulfilled the graduation requirements by the 3rd year of study, tuition is 1,000,000 KRW per year from the 4th year onwards.

- Payment by term:

1 st Year			2 nd Year	3 rd Year	4 th Year -
Spring	Summer	Fall			
5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	1,000,000 KRW per year*

* Tuition for the guidance of the dissertation and other academic support provided by the advisor.

Scholarship Conditions

1. General

- Renewal of benefit of scholarship for the following years will be reviewed at the end of each academic year.
- Any scholarship provision, including but not limited to tuition coverage and monthly stipend, is conditional upon a student's compliance with the scholarship conditions as stated in the certificate of scholarship, as well as with general academic and campus life standards according to the KDI School rules and regulations.
- Failure to satisfy any scholarship conditions and/or KDI School rules and regulations will result in changes to scholarship, such as revocation, suspension, reduction, and/or repayment.

2. 1st Academic Year

- There is no minimum grade standard to maintain the scholarship for the 1st year of study.

3. 2nd and 3rd Academic Years

[Tuition]

(1) Grade

- Students must maintain a cumulative GPA (CGPA) of 3.0 or higher in the previous three terms to renew the tuition scholarship for the following year.
- For a CGPA between 2.67 and 3.0, the tuition coverage will be reduced by half for the following year.
- For a CGPA lower than 2.67, the tuition coverage will be withdrawn for the following year.

(2) Research Plan/Progress Presentation

- If a student fails to meet the research plan/progress presentation deadline, tuition coverage may be reduced by half for the following year.
- If a student fails to deliver the presentation by the subsequent term's deadline, the tuition coverage will be withdrawn for the following year.

[Monthly Stipend Support]

(1) Grade

- Students must maintain a cumulative GPA (CGPA) of 3.0 or higher in the previous three terms to renew the stipend support for the following year.
- For a CGPA lower than 3.0, the stipend support will be withdrawn for the following year.

(2) Employment

- To receive the monthly stipend, students must serve as a teaching assistant (TA) once per year (unpaid).
- TA duties may be replaced with RA work if no TA positions are available; a minimum of 120 hours of RA work is counted as equivalent to TA work.
- Stipend support will be maintained only if students maintain their full-time student status (i.e. no other employment or a leave of absence) during their degree period.
- Off-campus employment of any kind is strictly prohibited unless approved by the school.
 - ⊗ In case of violation of this rule, you must refund the stipend already paid, and stipend payments will be suspended.

4. Beyond the 4th Academic Year

- Tuition waiver may be provided based on the evaluation of students' progress on a yearly basis and are not guaranteed.
- Research progress presentation: The scholarship conditions are the same as the 2nd, 3rd and 4th Academic Years.
- Stipend support is not guaranteed; students are encouraged to seek opportunities to work in paid RA positions.

[Course and Residence Requirements]

- A student must complete at least one course per term which counts toward the graduation requirement until they earn a minimum of 36 graduation credits.
- An application for a leave of absence may be approved only under special circumstances.
- A student must maintain residency in Korea for a minimum of nine academic terms.
- A student must review their alien registration status each year they are in residence during their degree period.

Financial Support for International Conferences

KDI School may provide financial support for a student attending top-tier international conferences, subject to review and approval.

1. Eligibility for Application

- A student who has met the grade requirements for three courses: Econometrics I, Econometrics II, and Microeconomics. (Refer to [page 7.](#))
- An enrolled and completed student whose current residency is in Korea.

2. Requirements for Financial Support

- The school may provide financial support for presenting a paper at a conference organized by an academic society publishing top-tier journals. A student must obtain prior approval from their dissertation advisor when applying for an international conference.
- For the Poster session, the approval decision for each case will be made based on a comprehensive consideration of the advisor's opinion, the annual budget, and necessity, and will be determined through the review of the Ph.D. committee.

3. Range of Financial Support

- Financial support is available up to twice per student, limited to once per year.
- This includes airfare, conference registration fee (including paper submission fee), and accommodation expenses (during the conference period), with a maximum limit of 2,000,000 KRW per occurrence.
- Other expenses, such as local transportation expenses, will not be reimbursed.
- Expenses will be reimbursed by the school on an actual-expense basis.

※ Cost support will be provided on a first-come, first-served basis within the annual budget of 8,000,000 KRW

4. Application Procedure

- Obtain approval from the dissertation advisor [Document 10-1] before submitting the paper to the conference.
- Upon acceptance, submit the application form [Document 10-2] along with the dissertation advisor's approval [Document 10-1] to the Academic Affairs Division, including the acceptance letter and the paper.
- After receiving approval from the Ph.D. Committee, a student will make payments under the guidance and assistance of the school.

5. Conference Report

- A student who participated in an international conference must submit a conference report [Document 10-3] within two weeks from returning to Korea.

Financial Support for data/software purchase

KDI School will reimburse all Ph.D. students upto 100,000 KRW annually for printing expenses and data/software purchases until their 3rd year of studies. (until the 9th semester after admission school)

1. Requirements for Financial Support


- Printing expenses will be automatically deducted from your budget based on actual expenses each semester.
- For data/software purchases, students must attach the approval email received by their dissertation advisor to the receipt.
- Reimbursements for book purchase are not permitted.

2. Precautions for financial support

- Students may apply for reimbursement only for the amount used during the period of that semester.
- Please note that any remaining budget at the end of the year will not roll over to next year.

Forms and Applications

[Document 1-1]

Application for Master Plus Course(MPC)			
Student ID			
Name			
Field	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Year	Term		
Course Title			
Additional Assignment			
Proposal for MPC application			
<p>(a) What is the reason for proposing to take this course as an MPC? More specifically, which part of the course content do you believe would be useful for your research? In addition, how will the course contents of the proposed MPC help you to advance your doctoral dissertation research? (Maximum of 300 words)</p>			
<p>(b) What do you propose to conduct as an additional course assignment (pending instructor approval) that can directly contribute to your doctoral dissertation research? (Maximum of 300 words)</p>			
<p>I hereby accept the above student's application for Master Plus Course.</p>			
<p>Date: _____</p> <p>Student : _____ (Signature)</p> <p>Course Professor : _____ (Signature)</p> <p>Dissertation Advisor : _____ (Signature)</p>			
			

[Document 1-2]

Confirmation for MPC Assignment

Student ID				
Name				
Program		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Year	Term			
Course Title				
Course Professor				
Additional Assignment				
Fulfillment		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments				

I hereby confirm that the student successfully completed the additional assignment(s) for the MPC course.

Date : _____

Course Professor : _____ (Signature)



Application for Supervised Research Course (SRC)

Student ID			
Name			
Field	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Year	Term		
SRC Number	<input type="checkbox"/> SRC I	<input type="checkbox"/> SRC II	<input type="checkbox"/> SRC III
※ Students can take up to three SRCs (9 credits) during their whole Ph.D. studies.			
Topic to be investigated in the SRC			
Course Professor			

- Documents to submit at the end of semester

- ① SRC Report
- ② Plagiarism Test Report

Date: _____

Student : _____ (Signature)

Course Professor : _____ (Signature)

Ph.D. Chair: _____ (Signature)

[Document 2-2]

[Proposal for Supervised Research]

1

Purpose of your Research

2

Research Area & Contents

3

Methods and Strategies of your Research

4

Schedule of your Research



Performance Assessment Criteria for Supervised Research Course						
Program:	ID:	Student Name:		Date:		
Research Title:		Evaluator:		(signature)		
Goals	4	3	2	1	Total	
Analytic/ Problem-solving Skills	Description/identification of problem	Situation is well described and problem is properly identified. Alternative solutions are presented and properly weighed, or Hypothesis well recognized and stated in testable form	Situation/problem is outlined. Contextual connections evident	Situation/problem is outlined, but contextual connections tenuous	Situation/problem is not outlined.	<input type="checkbox"/>
	Creative Thinking	Alternative solutions are presented and properly weighed, or Hypothesis well recognized and stated in testable form	Alternative solutions are presented, or Hypothesis recognized or well stated.	Alternative solutions are outlined, but not properly presented, or Hypothesis detectable but not stated in testable form.	Alternative solutions absent, or Hypothesis undetectable. Context absent or ignored.	<input type="checkbox"/>
	Methodology	Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper	<input type="checkbox"/>
	Data	Data to justify methodology/logic is collected and properly analyzed	Data to justify methodology/logic is collected, but analysis is weak	Data not enough or analysis is incomplete.	Data not enough and analysis is incomplete.	<input type="checkbox"/>
In-depth Knowledge	Knowledge of Relevant Discipline	Compelling theories well researched. Controversies outlined and weighed	Compelling theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled	<input type="checkbox"/>
	Applications/cases	Applications/cases of theories well explained.	Applications/cases of theories adequately explained.	Applications/cases of theories are not properly explained.	Applications/cases of theories absent	<input type="checkbox"/>
	Structuring	Report is well-focused, well-organized, and unified	Report is well-organized, and unified	Report is adequately organized, but poorly-focused.	Report is not adequately organized	<input type="checkbox"/>
Communication Skills (Written)	Graphics/Tables	Graphics/Tables are properly inserted and help to reinforce arguments	Graphics/Tables are provided, and help somewhat to reinforce arguments	Graphics/Tables are provided, but relevance to arguments is weak	Graphics/Tables are not adequately utilized	<input type="checkbox"/>
	Documentation/Citation	Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent	<input type="checkbox"/>
	Clarity	Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.	<input type="checkbox"/>
<Note>	A0: 36-40 points A+: 30-35 points B+: 29-27 points B: 24-26 points B-: 21-23 points C+: 17-20 points C: 14-16 points C-: 11-13 points F: 10 points and below					<input type="checkbox"/>
	Grade					<input type="checkbox"/>

Dissertation Advisor Confirmation Form

1. Student ID: _____ Name: _____

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

3. Please describe the topic of your Ph.D. dissertation:

Date : _____

Student : _____ (signature)

Dissertation Advisor : _____ (signature)

Ph.D. Chair : _____ (signature)

To the Dean of KDI School of Public Policy and Management



Change of Dissertation Advisor

Submit to: Academic Affairs Division

Student ID: _____

Name: _____

Program: _____

Research Topic(current): _____

Reason for Change (Less than 100 words)

[PREVIOUS] dissertation advisor's confirmation

(Name) _____ (Signature) _____

[NEW] dissertation advisor's confirmation

(Name) _____ (Signature) _____

Date: _____

Student: _____ (signature)

Ph.D. Chair: _____ (signature)

To the Dean of KDI School of Public Policy and Management



[Document 4]

Application for Credit Transfer

1. Academic Year: _____ Term: Spring Summer Fall

2. Student ID: _____ Name: _____

3. Check your Field: Public Policy Development Policy

4. Title of the course offered at KDI School

5. Previous Course Information

- Title:
- Grade:
- Period:

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

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

Date : _____

Student : _____ (Signature)

Course Professor : _____ (Signature)

Ph.D. Chair : _____ (Signature)



Application for Research Plan/Progress Presentation

Student ID				
Name				
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management	
Presentation Date		Time		
Dissertation Type	<input type="checkbox"/> Integrated		<input type="checkbox"/> Multiple	
Dissertation Topic				
Dissertation Committee				
Advisor	Member	Member	Member	Member

※ **Rules and Regulations on the Research Plan/Progress Presentation**

- A student must make a research plan presentation once within the first six terms.
- A student must present their research progress once per year from the seventh term before passing the FODD.
- A student who passes the dissertation prospectus defense or FODD within the specified deadline is exempted from these presentation. (Refer to the Ph.D. program handbook)

I read all rules and regulations on the Research Plan/Progress Presentation and agree to them. I hereby request for the Research Plan/Progress Presentation.

Student : _____ (Signature)

The above-mentioned student is eligible to proceed with the research plan/progress presentation and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: MM/DD, YYYY

Dissertation Advisor : _____ (Signature)



Author Contributions

Use this form to specify the contribution of each author of your manuscript. A distinction is made between five types of contributions: Conceived and designed the analysis; Collected the data; Contributed data or analysis tools; Performed the analysis; Wrote the paper.

For each author of your manuscript, please indicate the types of contributions the author has made. An author may have made more than one type of contribution. Optionally, for each contribution type, you may specify the contribution of an author in more detail by providing a one-sentence statement in which the contribution is summarized. In the case of an author who contributed to performing the analysis, the author's contribution for instance could be specified in more detail as: 'Performed the computer simulations', 'Performed the statistical analysis', or 'Performed the text mining analysis'.

If an author has made a contribution that is not covered by the five pre-defined contribution types, then please choose 'Other contribution' and provide a one-sentence statement summarizing the author's contribution.

Manuscript title: Enter manuscript title

Author 1: Enter author name

- Conceived and designed the analysis**
Specify contribution in more detail (optional; no more than one sentence)
- Collected the data**
Specify contribution in more detail (optional; no more than one sentence)
- Contributed data or analysis tools**
Specify contribution in more detail (optional; no more than one sentence)
- Performed the analysis**
Specify contribution in more detail (optional; no more than one sentence)
- Wrote the paper**
Specify contribution in more detail (optional; no more than one sentence)
- Other contribution**
Specify contribution in more detail (required; no more than one sentence)

Author 2: Enter author name

- Conceived and designed the analysis**
Specify contribution in more detail (optional; no more than one sentence)
- Collected the data**
Specify contribution in more detail (optional; no more than one sentence)
- Contributed data or analysis tools**
Specify contribution in more detail (optional; no more than one sentence)
- Performed the analysis**
Specify contribution in more detail (optional; no more than one sentence)
- Wrote the paper**
Specify contribution in more detail (optional; no more than one sentence)
- Other contribution**
Specify contribution in more detail (required; no more than one sentence)

Application for Dissertation Prospectus Defense

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

Expected Date of Dissertation Prospectus Defense: _____

I read all rules and regulations on the Dissertation Prospectus Defense and agree to them. I hereby request for the Dissertation Prospectus Defense.

Student: _____ (Signature)

The above-mentioned student is eligible to take the Dissertation Prospectus Defense and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: _____
 Dissertation Advisor : _____ (Signature)
 Ph.D. Chair : _____ (Signature)



Application for Candidacy Paper as Completion Requirement

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

I read all rules and regulations on the Candidacy Paper as a Completion Requirement and agree to them. I hereby request for the Candidacy Paper as a Completion Requirement.

Student: _____ (Signature)

The above-mentioned student is eligible to take the Candidacy Paper as a Completion Requirement and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: _____
 Dissertation Advisor : _____ (Signature)
 Ph.D. Chair : _____ (Signature)



Request for Ph.D. Final Oral Dissertation Defense (Preliminary and Final)

Student ID					
Name					
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management		
Email					
Dissertation Topic					
Dissertation Type	<input type="checkbox"/> Multiple	Please Mark in the chapter you are co-authoring and list the names of the co-authors. <input type="checkbox"/> Chapter 1: <input type="checkbox"/> Chapter 2: <input type="checkbox"/> Chapter 3:			
	<input type="checkbox"/> Integrated	Single-authored			
Dissertation Topic					
Dissertation Committee					
No.	Name	Affiliation/Position	Phone	Email	Signature
1	Adviser				
2	Member				
3	Member				
4	Member				
5	Member				

• **Expected Date of Final Oral Dissertation Defense:** _____

I read all rules and regulations on the Final Oral Dissertation Defense and agree to them. I hereby request for the Final Oral Dissertation Defense.

Student : _____ (Signature)

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

Date: _____
 Dissertation Advisor : _____ (Signature)
 Ph.D. Chair : _____ (Signature)

To the Dean of KDI School of Public Policy and Management



Approval for International Conference

■ Student Information

1. Student ID: _____ Name: _____

2. Program (Check)

Public Policy Development Policy Development Policy

■ Conference Information

3. Conference: _____

4. Conference Period: _____

5. Co-Authors: _____


6. Title of the Paper: _____


*Please attach your paper.

Date: _____

Submitted by _____ (signature)

Dissertation Advisor _____ (signature)

 **KDI SCHOOL**
Korea Development Institute

Application for International Conference			
Student ID			
Name			
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Conference Information			
 <input type="checkbox"/> Conference:			
 <input type="checkbox"/> Conference Schedule:			
 <input type="checkbox"/> Presentation Title:			
 <input type="checkbox"/> Co-Authors:			
 <input type="checkbox"/> Duration of Stay: ____ days			
 <p style="text-align: center;">*Please attach your paper and other relevant documents (Conference Acceptance Letter, Conference Schedule) for participating in the conference.</p> <div style="text-align: right;"><p>Date: _____</p><p>Student: _____ (signature)</p><p>Dissertation Advisor: _____ (signature)</p></div>			
 <div style="text-align: left;"> KDI SCHOOL <small>KAIST UNIVERSITY</small></div>			

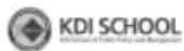
Conference Report

Student ID			
Name			
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Conference			
Period			
Title			

Please submit a report including the following details.

1. Presentation Materials (e.g. PPT)
2. Comments received during the session
3. Other sessions attended
4. Further comments

Date: _____
Student: _____ (signature)
Dissertation Advisor: _____ (signature)





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 (eKDIS)
- Course Reserves Service
- Grading
- Academic Status
- Attendance
- Certificate Issuance
- e-Education (eKDIS)
- Writing Center
- Data Analysis Support(DAS) Center

Course Registration

1. Course Registration

- ① **Minimum for Credit Application:** Students must complete at least one course per term which counts toward the graduation requirement until they earn a minimum of 36 graduation credits.
- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

- Program Chair

Program	Program Chair	Office
Ph.D.	Baek, Ji Sun	S341

- 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 Master's concentration courses, course capacity is set at a minimum of 6 students and a maximum of 30 students. For Master's 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 will not be offered that term.

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

- ⑥ **Registration Confirmation**: Once a student finishes the course registration, he/she needs to make sure that the registration has been completed, and confirm the courses before attending classes by checking the course confirmation menu in MIS.
- ⑦ **Add/Drop Period**: Registration changes are only allowed during the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes. Attendance will count during the add/drop period.
- ⑧ **Course Drop (online)**: Should a student decide to drop a course within the first three weeks after classes begin, he/she may fill out the course drop form, and submit it through MIS. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (online)**: Should a student decide to withdraw from a class after the first four weeks but within the first six weeks after classes begin, he/she may fill out the withdrawal form and submit it through MIS. In this case, a "W" will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Course Re-registration (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]

- 1) Tag STUDENT ID CARD or Tag QR CODE from mobile application
 - How to Install QR CODE
 - Step 1. Search the application from the app store.
(Android - "KDI CL" / Apple - "KDI CL")
 - Step 2. Login with your ID and Password which are same as MIS.
 - How to Use QR code
 - Click "e-ID & e-Pay" at the top of the screen and tag the QR code on the Kiosk.
 - Login Check
 - You will hear 'beep' sound once you tag ID successfully and see the "Logout" button at top right of the kiosk screen.
 - Select a seat
 - Step 1. Select a seat among 'white chairs' on the screen.
(Yellow ones are occupied seats.)
 - Step 2. Press "SET" button after selecting your seat and click "OK" button after confirming your name and photo.

※ To see your attendance status: Mobile application or go to:

http://mlib.kdischool.ac.kr/KDI_ATTENDANCE/login.do



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 Course Presentation Videos will be uploaded on the e-Education page:

<https://www.ekdis.ac.kr/course/view.php?id=4983>

Guidelines for Course Modalities

1. 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.

2. 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.

3. For courses offered during day-time on weekdays:

- 1) 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.
- 2) For a core course with more than 40 students registered, its course modality can be “online” course.
- 3) For elective courses, the maximum number of students is 30, but up to 40 can be allowed at the faculty's discretion.

4. For courses offered on weekday evenings and weekends:

- 1) 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.
 - 2) For a core course with more than 40 students registered, its course modality can be "online" course.
 - 3) 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(www.kdischool.ac.kr) and provide your student ID and password.

* ID: Student ID / Initial PW: Date of Birth in 8 digits (YYYYMMDD)



2. Click the ONE STOP > MIS(mis.kdischool.ac.kr) of KDI School Service menu.



3. Access to MIS(mis.kdischool.ac.kr) and provide your student ID and password.

* KDI School website and MIS account information are the same.

4. Find "Course" in the left side menu and click "Course", which will redirect you to a new page. Please note that re-login is required on the "Application for classes" page. Find "Course Registration" in the left side menu.

5. 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'.



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

7. 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.



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

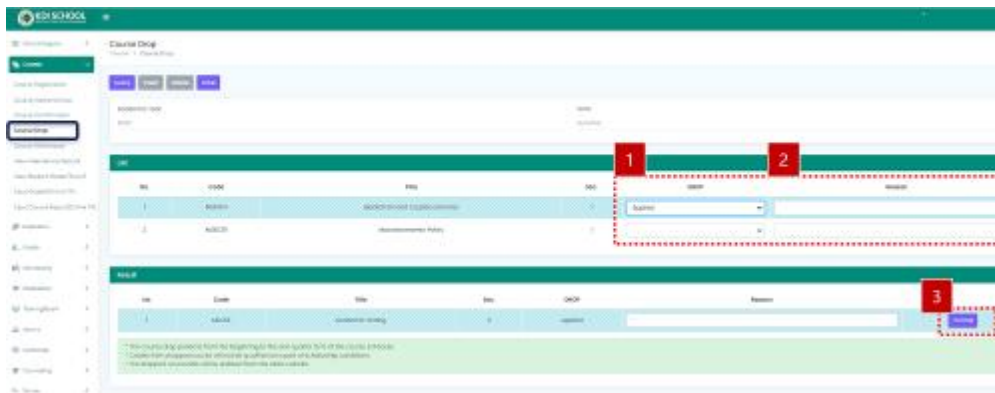
10. You may check your courses in the “Course Confirmation” menu once you select appropriate “Academic Year/Term” and click “Query”.

Course Drop Manual for MIS

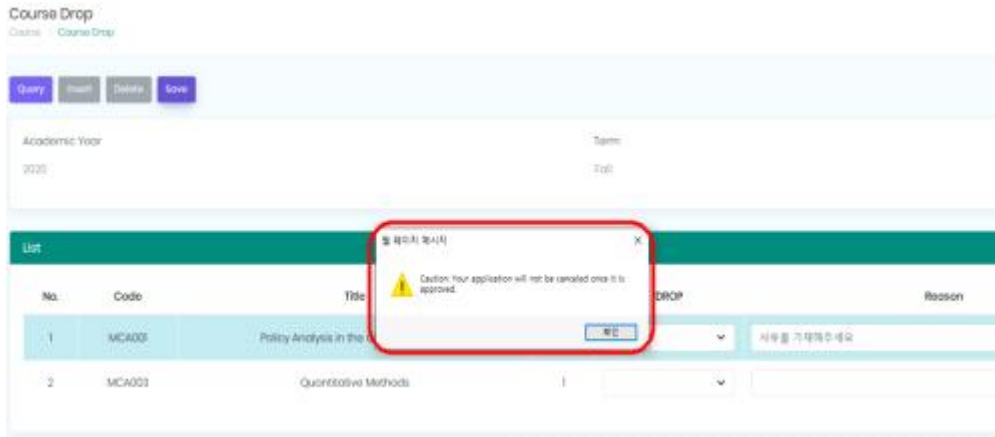
Available Period: From the beginning of the semester to 1/4 weeks. (Application is available only during the indicated period)

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

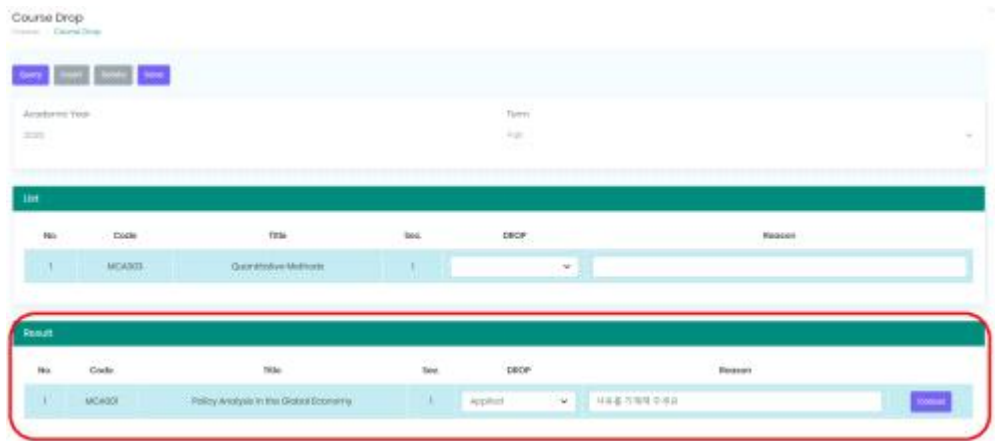
1. Course → Course Drop (Check your registered course list of this semester)
2. Click 'Applied' on a course want to drop, specify a detailed reason, and click 'Save'.
For approval from the school, you must write specify a detailed reason in the right column.



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



4. 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

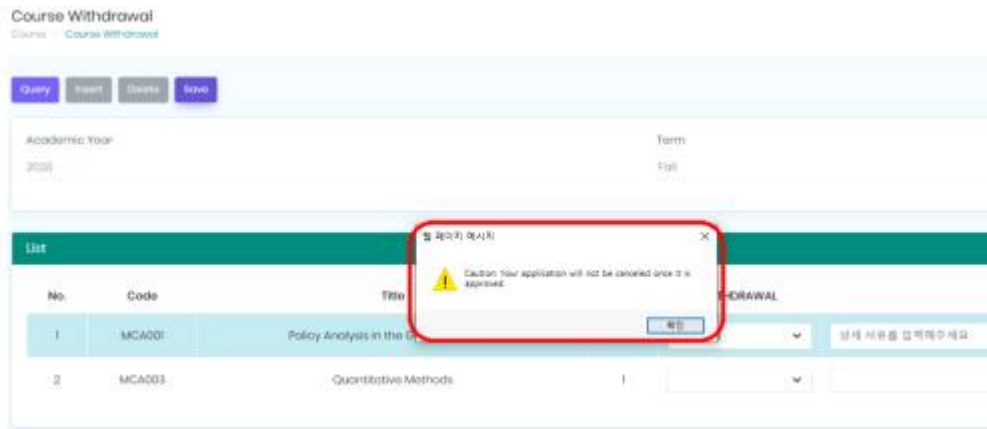
Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)

- 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.



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



4. 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)



Syllabus Manual for e-Education (eKDIS)

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

* KDI School website, MIS, eKDIS account information are the same.



2. View and search syllabus

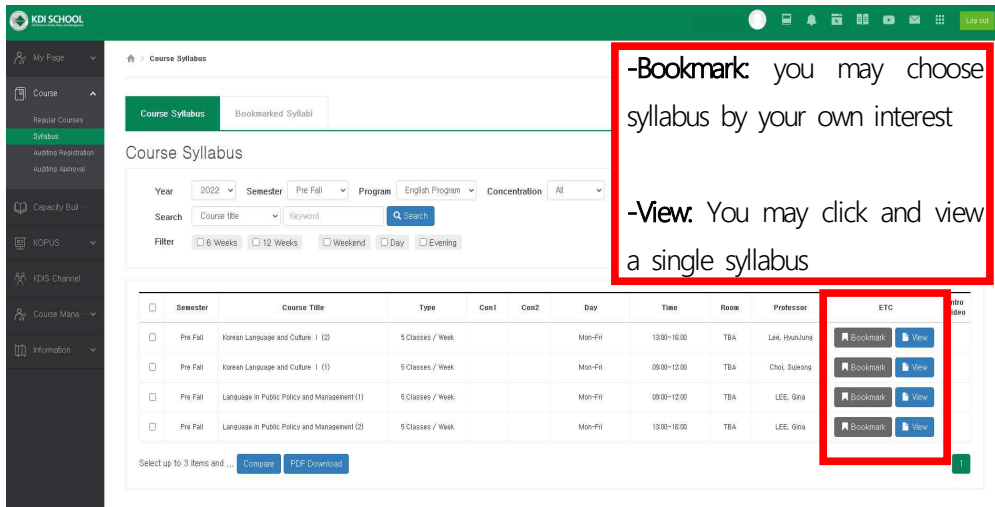
A screenshot of the eKDIS 'Course Syllabus' search interface. The interface is framed by a red border. At the top, there are tabs for 'Course Syllabus' and 'Bookmarked Syllabi'. Below the tabs, there are dropdown menus for 'Year' (2022), 'Semester' (Pre Fall), 'Program' (English Program), and 'Concentration' (All). A search bar contains 'Course Title' and 'Keyword' with a search button. Below the search bar are filter options: '6 Weeks', '12 Weeks', 'Weekend', 'Day', and 'Evening'. A table lists course syllabi with columns for Semester, Course Title, Type, Con1, Con2, Day, Time, Room, Professor, ETC, and Intro Video. The table contains four rows of course information. At the bottom, there is a 'Select up to 3 items and ...' section with 'Compare' and 'PDF Download' buttons.

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 1 (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hyunjung	<input type="button" value="Bookmark"/> <input type="button" value="View"/>	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	<input type="button" value="Bookmark"/> <input type="button" value="View"/>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	<input type="button" value="Bookmark"/> <input type="button" value="View"/>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	<input type="button" value="Bookmark"/> <input type="button" value="View"/>	

Select up to 3 items and ...

3. Select Your Syllabi

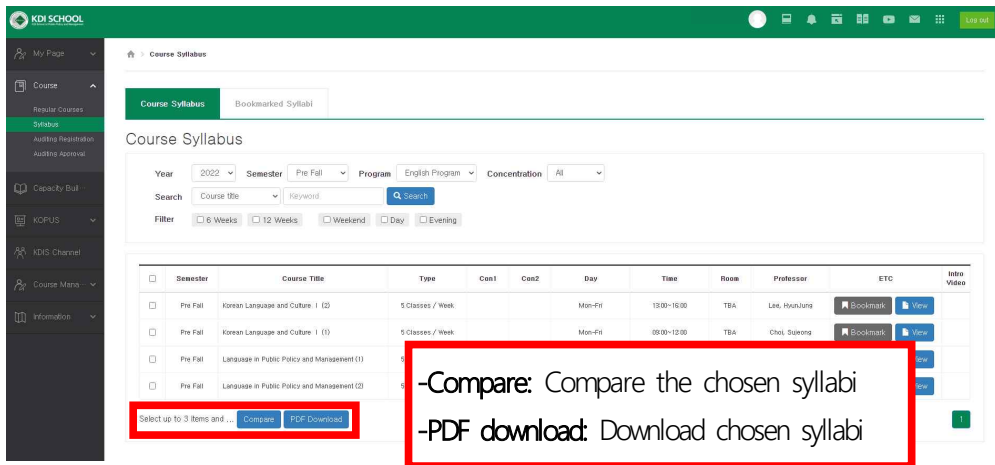


The screenshot shows the 'Course Syllabus' page on the KDI SCHOOL website. The page includes a sidebar with navigation options like 'My Page', 'Course', 'Regular Courses', 'Syllabus', 'Auditing Registration', 'Auditing Approval', 'Capacity Full', 'KOPUS', 'KDI Channel', 'Course Menu', and 'Information'. The main content area has filters for Year (2022), Semester (Pre Fall), Program (English Program), and Concentration (All). A search bar and filter options (6 Weeks, 12 Weeks, Weekend, Day, Evening) are also present. A table lists courses with columns for Semester, Course Title, Type, Con1, Con2, Day, Time, Room, Professor, and ETC. The 'ETC' column contains 'Bookmark' and 'View' buttons for each course. A red box highlights these buttons, with text explaining that users can bookmark syllabi by interest and view individual syllabi.

-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 previous one, showing the 'Course Syllabus' page. In this view, the 'Compare' and 'PDF Download' buttons at the bottom of the table are highlighted with a red box. Another red box highlights the 'View' buttons in the 'ETC' column, with text explaining that users can compare chosen syllabi and download them as PDFs.

-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" ► <https://library.kdischool.ac.kr>



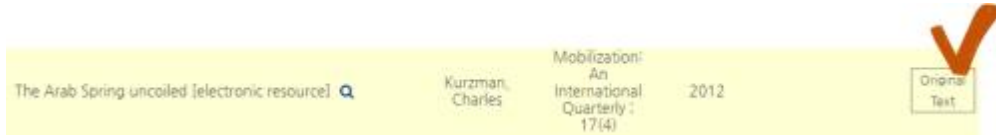
- ② eKDIS' Website: Course Home → Click the "Reading Lists" ► <https://ekdis.ac.kr>

2. Guide to use



by material type

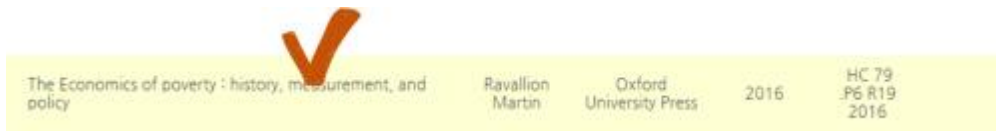
- ① **【Original Text】** Download PDF files (book chapters or articles)



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



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



3. Library rules and regulations for the Course Reserves service

	Course Reserves	General
Loan Limit	Up to 3 items	Up to 30 items
Loan Period	14 days	14 days
Hold (Reserve)	Allowed	Allowed
Renewals	No renewals	Up to 2 times (Unless requested or overdue)

- ① Consecutive checkouts of the same course book are not allowed.
- ② Reserved items (Holds) can be picked up at the 24/7 Library. (Returns are available 24/7.)

③ Overdue items are subject to penalties.

④ Library Website <https://library.kdischool.ac.kr/htmlmanager/service/17>

4. All Guides for library users

① Library services: <https://kdischool.libguides.com/c.php?g=940896>

② Newcomers guide: <https://kdischool.libguides.com/newtokdicl>

※ Our library respects copyright law and adheres to regulations regarding educational materials, which means we cannot offer electronic files of more than 10% of a single book.

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 online. Students can also receive an official transcript issued by the Academic Affairs Division through "Certificate in KDI School Website. Refer to the "Certificate Issuance" on [page 87](#).
- 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 earn their graduation credits within the first 9 terms, except for the period of leave of absence; otherwise, they are subject to additional tuition based on credits.

2. Leave of Absence

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

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

- ※ **Duration:** Students may not take a leave of absence for more than 3 terms while they are enrolled in the School.
- ② **Extension of Leave of Absence:** Students may apply for an extension of leave of absence if they have not applied for the maximum 3 terms of leave of absence. Students can extend their leave of absence by 1 term each. Students must apply online through "School Register" in KDI School MIS System.
- ※ 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 System within the given period of time.

4. Withdrawal

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

5. Completed

- ① **Completion:** Students will be changed to the "Completed" status upon meeting the following requirements within three years: registering for at least 9 semesters, completing a minimum of 36 credits including all required courses, and passing the Dissertation Prospectus Defense. Please refer to [page 13](#) for more details.
- ② **Permanent Completion:** If the student fails to pass the thesis within 8 years after meeting the completion requirements, their academic status will be changed to "Permanent Completed."

6. Graduated

① **Graduation:** If the completion requirements are met within 8 years and the student passes the final oral dissertation defense, their academic status will be changed to "Graduated."

② **Changes upon the change of academic status to "Graduated":**

- The student can no longer access certain services, such as MIS, e-Education (e-KDIS), 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 is exceeds 1GB, the account will be locked.

※ **Graduation Date:**

- Spring: End of May
 - Summer: End of August
 - 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 graduating the following January.

Attendance

Attendance Policy

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

- For a class held once a week for 12 weeks: F grade will be given if the student is absent more than 3 times.
- For a class held twice a week for 12 weeks: F grade will be given if the student is absent more than 5 times.

Absences within the 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 Absence

Excused absences are allowed for up to 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

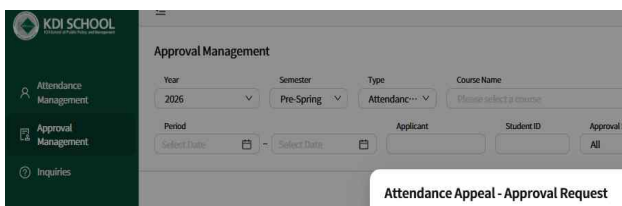
- ① Offline : Tap your card or scan the QR code using the KIOSK outside each classroom before class starts. If you forget or encounter technical issues, inform your CA to manually update your attendance.

- 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 : 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.

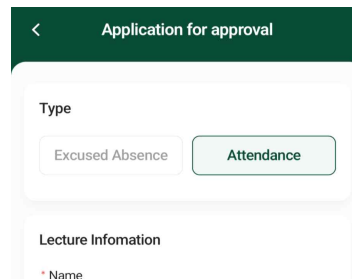
2. Attendance management

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

(To request attendance changes, please use “Approval Management – Attendance Appeal” in the E-attendance system. Submit your approval request form through the system.



Attendance Appeal: Web



Attendance Appeal: Mobile

- Web Link: <https://att-admin.kdischool.ac.kr/login>
- Mobile Link: <https://att.kdischool.ac.kr/login>

- 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.

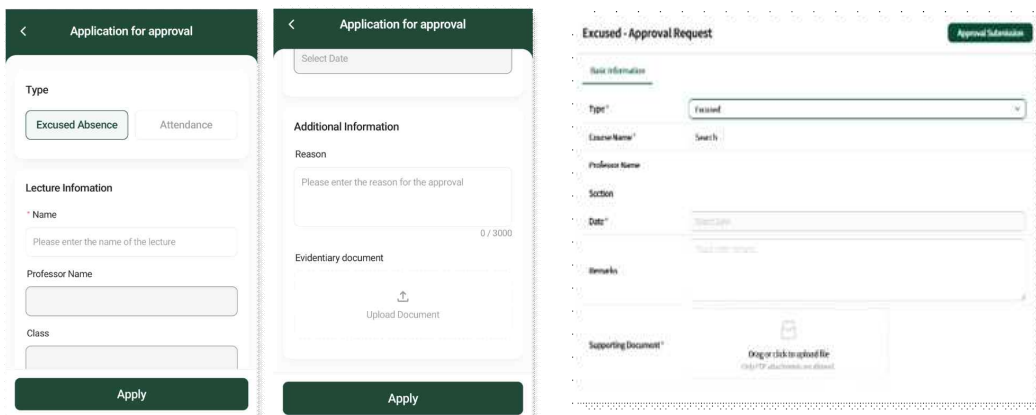
3. How to apply Excused Absences

Excused absences can be submitted on E-attendance via “Approval Management - Excused Absent” Submit your approval request form through the system.

※ E-mail submission is not valid.

- Web Link: <https://att-admin.kdischool.ac.kr/login>

- Mobile Link: <https://att.kdischool.ac.kr/login>



Excused absences: Mobile

Excused absences: Web

- ① On the Approval Request page, please select the course and the corresponding date. Supporting documents must be attached.
- ② Inform the professor about your application before the submission date and get their approval.
- ③ When you apply for an excused absence via the website or mobile, an email is sent to the course professor. Once the professor approves, the request is forwarded to the Academic Affairs Division, where the validity of supporting documents is reviewed. * Approval or rejection is notified via email. (Can also be checked on the website)
- ④ 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. *Please submit/attach the document in PDF format.

- ⑤ Approval and record update: Once approved, the E-attendance record will be updated to reflect "Excused absence."

* Excused absence approval cannot be granted for reasons not listed under "4. Reasons of Excused Absences."

* 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.

1. Student: Submit excused absence request
2. Professor: Approve request
3. Academic Affairs Division: Verify documents and approve
4. Completion: Excused absence recorded

* Rejected if supporting documents are insufficient

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 Issues (Including job interviews, business trips)

- Job Interviews: Requires evidence of the interview. Part-time or visa interviews are not accepted.
- * Part-time job interviews, visa interviews, AA work, and any certification exams taken voluntarily by the student are not considered valid reasons for excused absences.
- Business Trips/On-Call Duties: Requires official documents from the company/organization, including the name, student name, date, and reason.
- ⑤ Official Invitations: Only officially Invited to an academic-related events/programs organized by international organizations or Korean government are valid.
 - * Only officially invitational events are applicable. Voluntary participation, including any school events, cannot be accepted.
- ⑥ The date of the excused absence request must match the date of the class.

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 system for postal / pick-up service.

① Type of Certificates Available

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

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

Certificate Request Form

KDI School of Public Policy and Management
203, Namseong-ro, Sejong-si, Republic of Korea
Phone: 82-44-559-1294, 1920 Fax: 82-44-559-1200

I. PERSONAL INFORMATION

▶ Name _____ ▶ Student ID _____
▶ Program _____ ▶ Date of Birth _____

II. CERTIFICATE REQUEST

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

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

III. PURPOSE OF CERTIFICATE REQUEST

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

IV. METHOD OF RECEIPT

DOMESTIC	Cost	INTERNATIONAL	Cost
<input type="checkbox"/> Regular Post	Free of Charge	<input type="checkbox"/> Regular International Post	Free of Charge
<input type="checkbox"/> Express Registered Post	KRW 3,000	<input type="checkbox"/> EMS	Depends on the Destination
<input type="checkbox"/> Pickup	-	* Please contact carrier in charge first before request to track the exact amount of charge. * It must be allowed to use carrier's EMS (Express Mail Service) (not in charge of shipping).	

OFFICE USE ONLY: Total copies _____ Amount received _____ Date of receipt (mm/dd/yyyy) _____

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

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

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

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

◆ **Wire Transfer information**
Bank Name: Wooribank P.O. Subbranch
Bank Account Number: 1095-000-990948
SWIFT Code: HYVHKR33XXX
Bank Address: 203, Namseong-ro, Sejong-si, Republic of Korea
Bank Tel: 82-44-852-8741

- 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. 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
 - iii. ROK e-Apostille Service (Eng)
 - Link: <https://www.apostille.go.kr/index.do?language=en>
 - iv. List of apostille convention members
 - Link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
 - v. Apostille Consular Service (Kor)
 - Link: https://www.oka.go.kr/web/content.do?menu_cd=000098

e-Education (eKDIS)

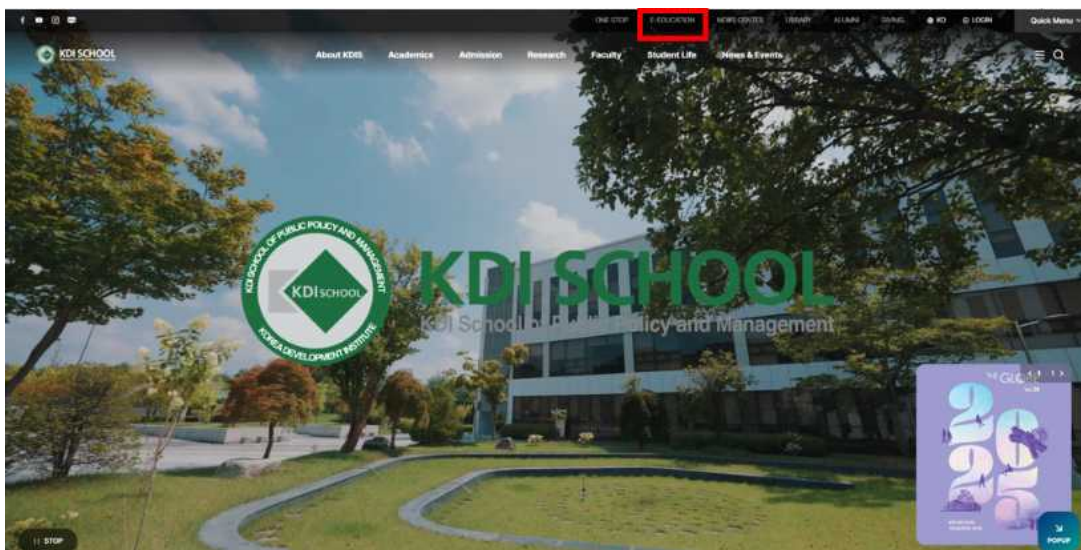
1. What is e-Education?

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 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

Mission

The Writing Center helps students develop as writers by providing feedback at any stage of the writing process—from initial planning to final completion.

What We Offer

Writing & Presentation Consultation Services

Our experienced consultants assist with:

Structure and Organization: Improving the overall flow and logical arrangement of your paper

Argument Development: Strengthening your thesis and supporting points

Assignment Alignment: Ensuring your work meets specific requirements

Academic Language: Enhancing scholarly tone and expression

Academic Skills: Guidance on citing, referencing, paraphrasing, and summarizing

Grammar and Punctuation: Upon request, consultants can highlight a few specific issues

Structuring your presentation effectively

Decluttering and improving slide design

Refining your delivery style

Overcoming public speaking anxiety

Document Types Supported:

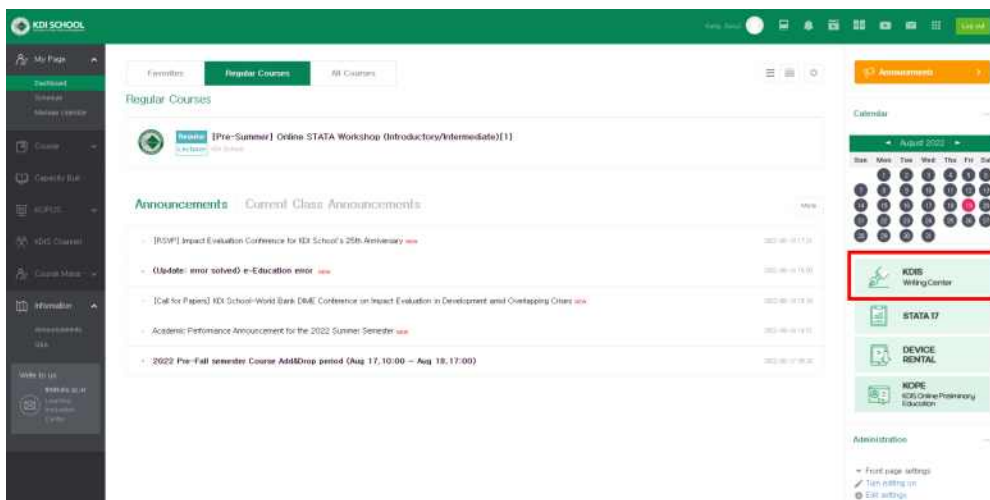
Term papers, Thesis, Capstone projects, Resumes, Statements of purpose, Cover letters

Important Note: Consultants are not editors. They will not extensively proofread or edit your final copy. Instead, they serve as guides to help you improve your own writing skills and develop stronger academic work independently.

2. Consulting Service Information

- Available sessions per semester : 10 credits (sessions) per semester
 - The 10 credits provided can be used for consulting services at the Writing Center or STATA tutoring services at the DAS Center, and may be applied not only to course assignments and essays but also to thesis or capstone project work.
 - For information on how to use the services, please log in to eKDIS and check the Writing Center and DAS Center menus on the right-hand side.
- Service Time: 30-minute service (1:1 consultation)
- Service Method: Online (Zoom) or Offline service (Central Building, 4th Floor / Group Study Room 6)
- Booking Website:
 - Writing: http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center
 - Presentation: https://www.supersaas.com/schedule/kdiswritingcenter/Presentation_Consulting

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



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.

The screenshot shows the KOPUS interface. On the left is a sidebar with navigation icons and a menu. The main content area is titled 'Lecture List' and contains a list of five courses. Each course card includes a title, a brief description, and an 'Open' status with a date range.

Course Title	Open Date Range
Teaching Seminar	12-08-2024 - 12-08-2025
Academic Writing Online Course	12-08-2024 - 12-08-2025
Conducting a Literature Search with AI-Based Search Engines	12-08-2024 - 12-08-2025
Understanding and Managing Your Literature Search: The Tailored Approach	12-08-2024 - 12-08-2025
Academic Writing Online Course (C.A.R.S. Model)	12-08-2024 - 12-08-2025

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 data analysis workshops and providing tutors feedback and advice on properly practicing data analysis methods. The center can help students fully understand relevant contents in the classroom, and improve their data analysis expertise.

2. Stata 1:1 Tutoring Service Information

- Available sessions: 10 sessions(appointments) per semester
 - 10 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

3. Data Analysis 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 eKDIS

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





III . Student Life

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

Student Activities & Others

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

1. Student Activities

(1) 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.

(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.

(3) Student Club

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

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

(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

(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, Mountain Hiking, Sports Day, Song and Dance Festival, International Food Festival (The list is subject to change.)

(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 problem

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 counseling services are available for students?

(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?

- Human Rights Center (Counselor): The KDI School Human Rights Center (3rd Floor, Room 311) has a full-time counselor on staff who provides counseling services—including psychological assessments—to support your psychological stability and mental well-being.
- Gina Lee (Visiting Professor, KDI School): A Visiting Professor and a Level 1 Certified Counselor with the Korean Psychological Counseling Association, she will gladly serve as a supportive friend and advisor to help students navigate a wide range of situations

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

PHONE: 044-550-1840

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

3. Others

(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-KDIS](#). One vehicle can be registered per an enrolled student for 2 years.

* There is no separate vehicle registration at the Common Campus.

Parking discounts must be registered in person at the Academic Affairs Office on the first floor of the Common campus before exiting.

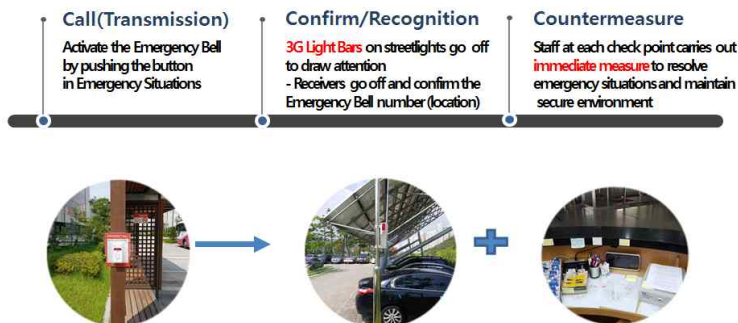
Please refer to the notice board at the Common Campus for details.

- For inquiries: ☎ 044-550-1294

(2) Campus Emergency Bell

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

[Emergency Bell System]



(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.

(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) Alumni

KDI School is home to a vast student and alumni network that stretches across the world. There are over 4,300 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.

(2) Alumni Communication App 'KDIS connect'

KDIS CONNECT is a mobile and web-based messaging application designed to support communication and connectivity among KDI School students and alumni.

Upon registration, users who consent to share their personal information can view each other's profiles and connect with members of the KDIS community by searching based on name, country, admission year, program, or professional background. The app enables real-time communication through one-on-one and group chats, allowing

users to share messages, photos, videos, and document files without relying on email.

In addition to messaging, KDIS CONNECT offers a range of campus life support features. The integrated QR code-based Digital Student ID (E-ID) allows users to access campus facilities, authenticate library entry, and make payments at on-campus locations such as the cafeteria. Users can also view their personal class timetable, check attendance status, and track completed credits by semester.

By subscribing to in-app BOT services—including the [BOT] News Center, E-KDIS BOT, and Cafeteria BOT—users can receive real-time notifications on school announcements, news updates, and weekly meal information directly within the app.

Available on both mobile devices and web browsers, KDIS CONNECT serves as a comprehensive platform that supports campus life during enrollment and enables continued connection with the KDI School community after graduation.

How to Sign Up

Sign-up Procedure for the Connect App

1


2

3


4

5


On the login screen, click "Sign Up Free."




Search for your account using your name or date of birth.




Verify your identity through email authentication.



Agree to the terms and conditions and set a password.



Registration complete.



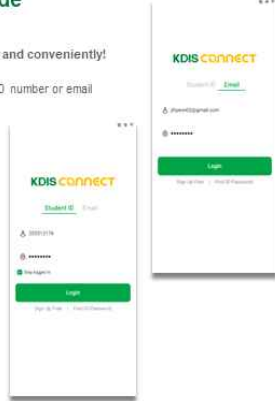
Basic Usage Guide - Chat

Basic Usage Guide

Login Guide

Access our services easily and conveniently!

- Log in using your student ID number or email
- ID/PW recovery available



Use Your E-ID

Make your campus life more convenient with your E-ID!

- Integrated with the electronic attendance system
- Access authentication for the library and on-campus facilities
- Easy payment at the cafeteria
- Fast QR code based verification

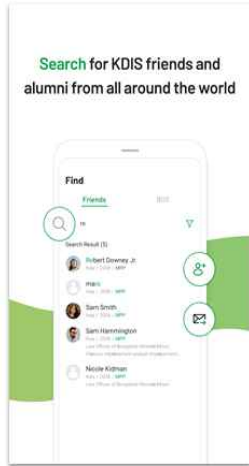


Basic Usage Guide

Search

Find KDIS alumni!

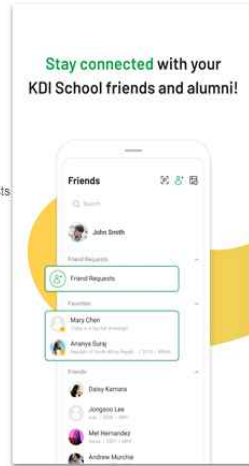
- Search by name or country
- Search by graduation year or program
- Send or cancel friend requests
- View user information
- BOT search



Friends

Connect with KDIS friends and alumni!

- Block or unblock users
- Add or remove favorites
- Accept or decline friend requests
- View or edit profile information

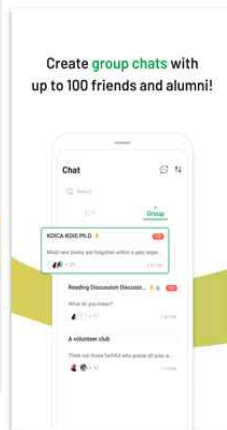
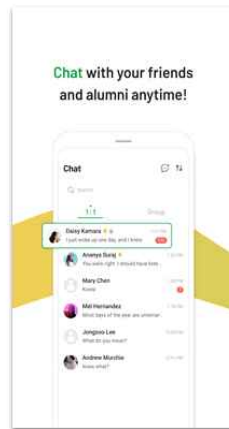


Basic Usage Guide

Chat

Communicate easily and share materials!

- 1:1 private chat
- Group chats with up to 100 people
- Send photos and videos
- Share document files
- Notification and pinning features



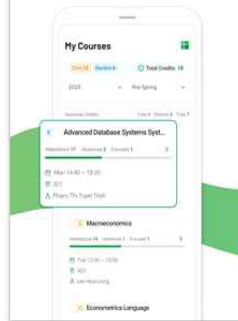
KDIS Connect for a Better Campus Life

Attendance & Academic Records

Check course information and attendance status by semester!

- Major / elective credit breakdown
- Calculation of total completed credits
- Attendance check by course
- Detailed course information

View courses and core/elective credits by semester!



Timetable

View your timetable by semester!

- Color-coded course identification
- Filter by year and semester
- Check your friends' timetable

View your timetable and your friends' timetables by semester!



KDIS Connect for a Better Campus Life

Subscribe Bot

Check meal information with #Cafeteria Bot!

- Automatic weekly menu notifications
- Redirect to the post

Check announcements via #E-KDIS Bot!

- Automatic notifications of E-KDIS announcements
- Redirect to the post

Check announcements via #News Center Bot!

- Get automatic notifications of new News Center posts and stay informed about the latest school updates
- Redirect to the post

Stay instantly updated with important news and announcements by subscribing to the bot!

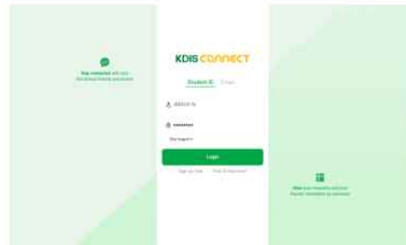


KDIS Connect is Now on the Web!

Enjoy seamless access anytime, anywhere!

You can now use KDIS Connect not only on your mobile device, but also directly from your web browser.

Access the Web Version ([Click Here](#))



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 ALI, 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

No.	Region	Country	Representative	Organization Date
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
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

No.	Region	Country	Representative	Organization Date	
44		Iraq	Redar Amjed Abdlsalam (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	
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

(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.

(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 2024, 80 projects were submitted and 49 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

The KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Outstanding achievements by alumni are also featured in the school newsletter and *The Globe*.

In the event of an alumnus's marriage or passing, the KDI School Alumni Office sends an "Alumni Association Flag" as a gesture of solidarity and support (for Korean alumni only). Please share any pertinent news with us by email at alumni@kdischool.ac.kr

If you have any questions or comments, please contact us at alumni@kdischool.ac.kr

Life at KDI School

1. First Days at KDI School

(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



(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.

(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)
- Caf'e Coffee Lab (2F)
- Caf'e 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 ePay, 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: MS. KWON (hckwon@kdischool.ac.kr, 044-550-1115)

(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.

(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 call contact Ms. Boyoung Kim (by_kim@kdischool.ac.kr)

(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.

(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.

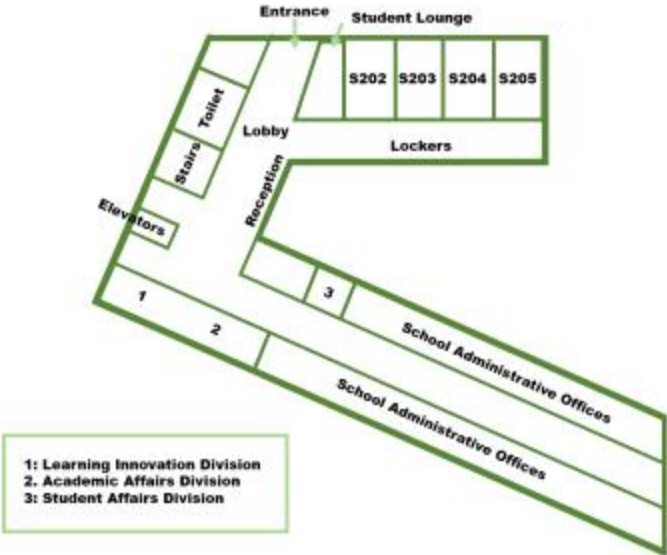
Postpaid Subscription Plan

- 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.

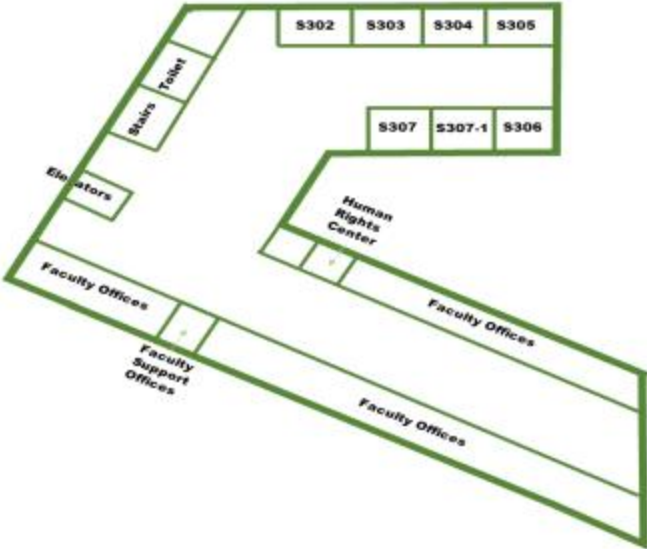
2. School Building Information

(1) KDI School

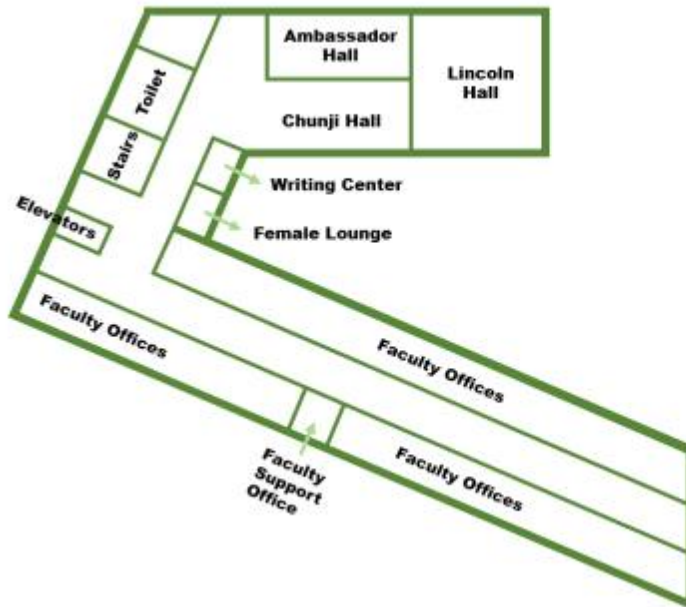
- KDI School Virtual Tour: [Directly jump to the virtual tour.](#)



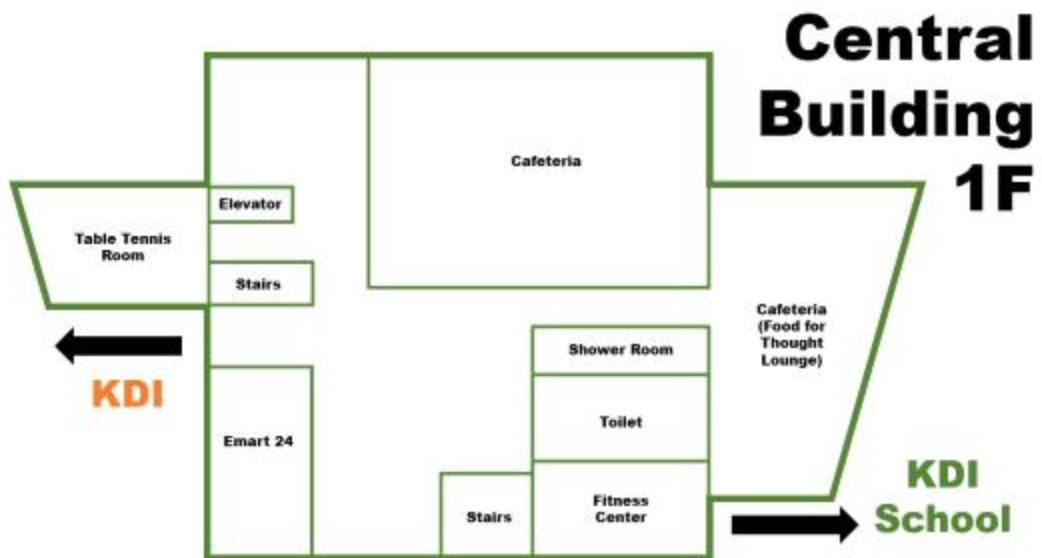
KDI School 2F



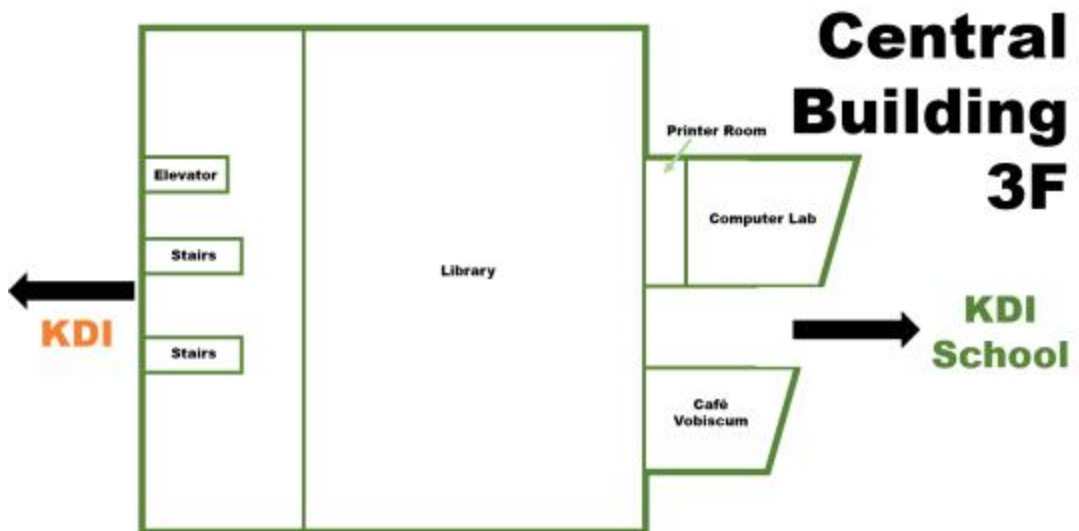
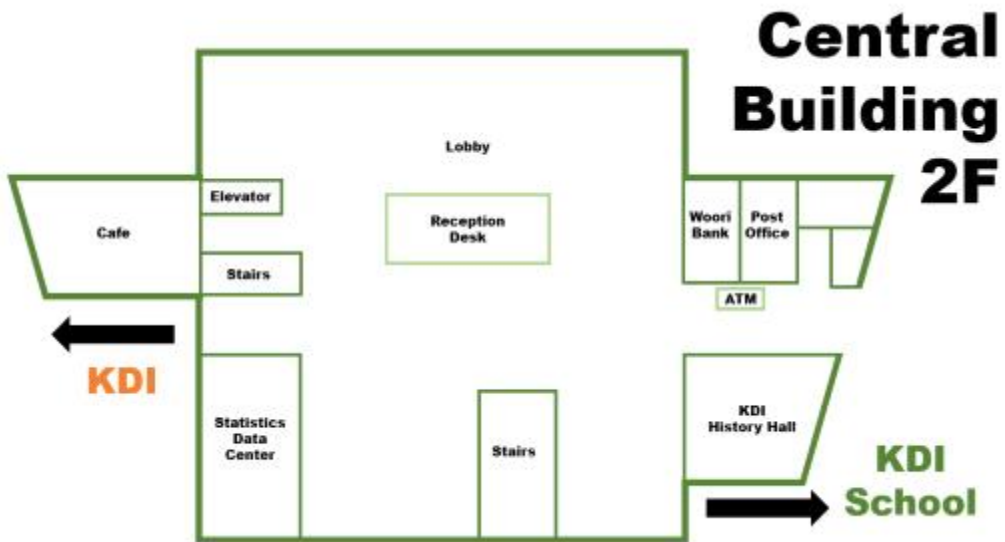
KDI School 3F

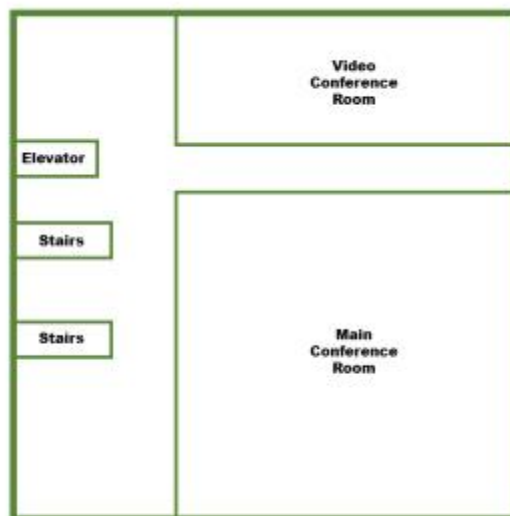
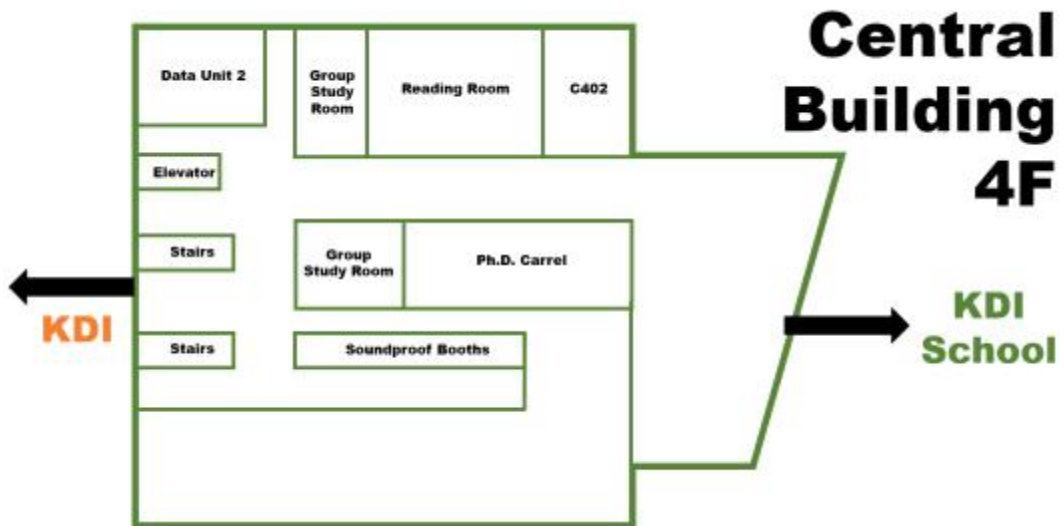


KDI School 4F



Central Building 1F



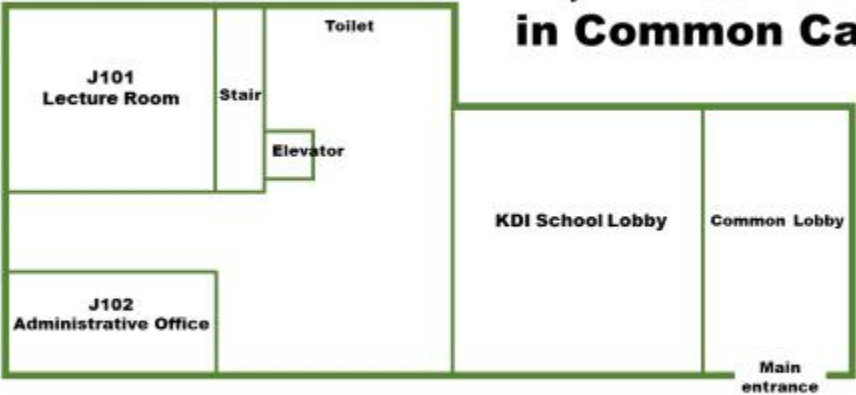


(2) Common Campus

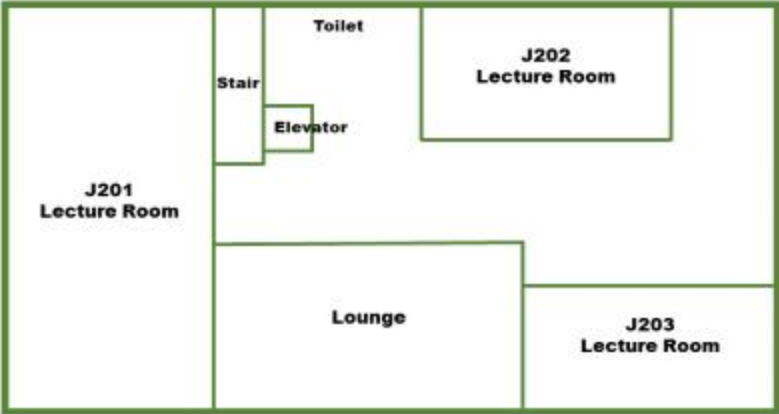


- ①: Academic and Cultural Support Center
- ②: Student Union Building
- ③: Gymnasium
- ④: Welcome Plaza and Underground Parking Lot
- ⑤: Dormitory
- ⑥: KDI School
- ⑦: Biotechnology Support Center

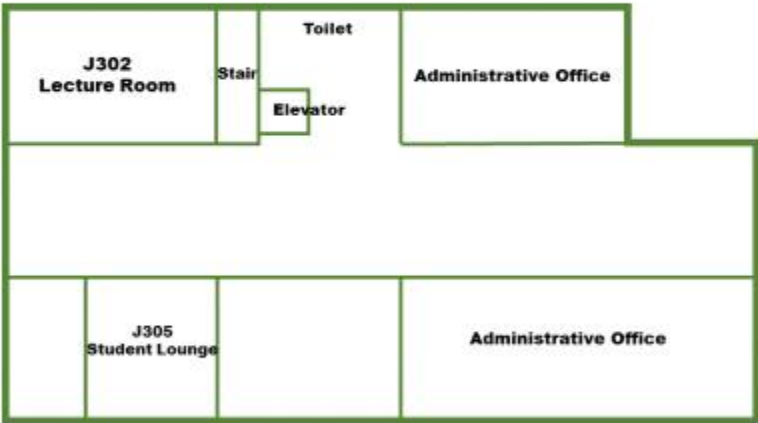
1F, KDI School Area in Common Campus



2F, KDI School Area in Common Campus



3F, KDI School Area in Common Campus



3. Main campus Restaurants & Stores

(1) Cafeteria

Location: 1st 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 7,000

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.

(2) Student Cafeteria (Food for Thought Lounge)

Location: 1st 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) 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.

(4) Coffee Shop (COFFEE LAB, CAFE VOBISCUM)

- Coffee Lab (Lobby)
 - Open Hours: Weekdays 08:30-18:00
- Location: Cafe Vobis Cum (3rd 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: 2nd floor, KDIS Building
- Hours of Operation: 09:00-16:00 (A.T.Ms 7:30-23:30)

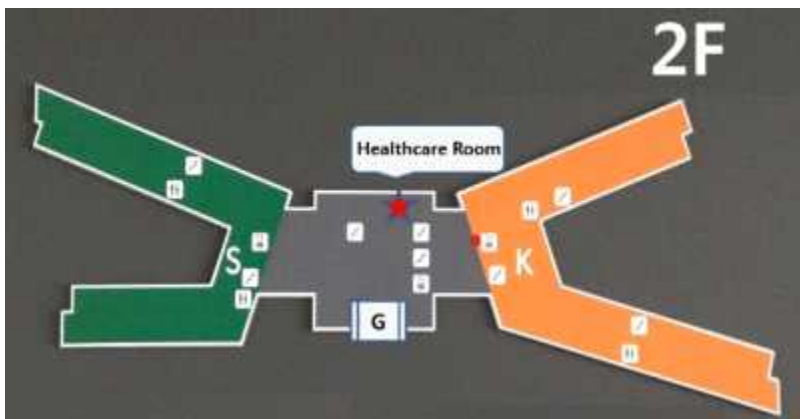
You may open your bank account, deposit money, transfer money overseas, and other bank services are available. For more inquiries: Please call ☎044-862-6741

5. Student Health Services

(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 2nd 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: 2nd 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.



- **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.

- **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

- **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)

(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.

- **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.

- **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 approximately 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.

(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.

- 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: 4th 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.

- 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: 2nd 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
 - ※ Appointment is required prior to your visit.
 - ※ Emergency Room operates 24 hours including weekends and holidays.



6. KDI School Dormitories & Mailing Services

(1) Dormitory

Information Desk

The dormitory office is located on the 1st 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.** 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

(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">- Dealing with residents' inconveniences- Guiding through check-in and check-out procedure- Managing dormitory facilities- Handling an emergency situation- Performing various jobs requested from the school	7 Internationals
6 (Floor DA)		

(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 2nd floor of KDI School building next to Woori Bank. Service fees are subject to change depending on the type of mail. Inquiries: ☎044-550-1820



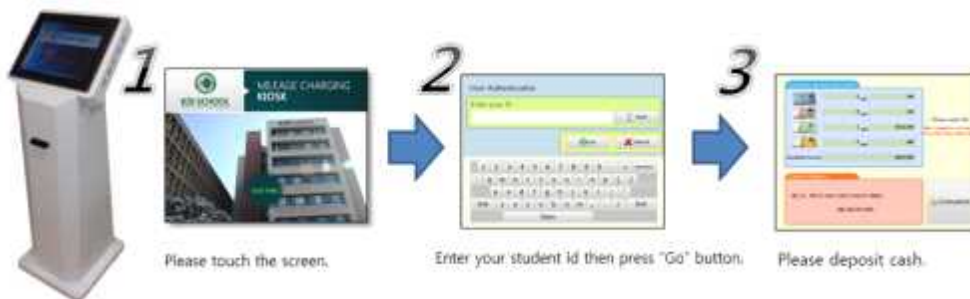
IT Service

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

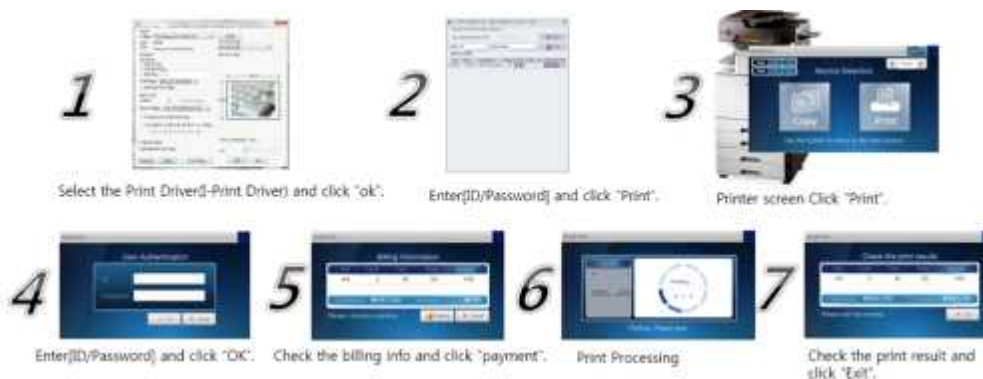
- Support Student e-mail(Google Workspace for Education) and Microsoft Office 365
- Install Anti-virus program

2. Charge for using printing machine

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



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 (S215) in person.
 2. Send an email to 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.

4. Wi-Fi Connection

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



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

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

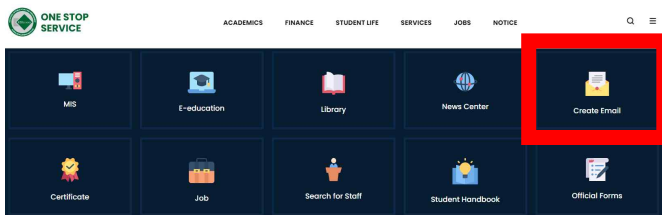


- Forgot Your PW
- Change Your PW
- Support Contact

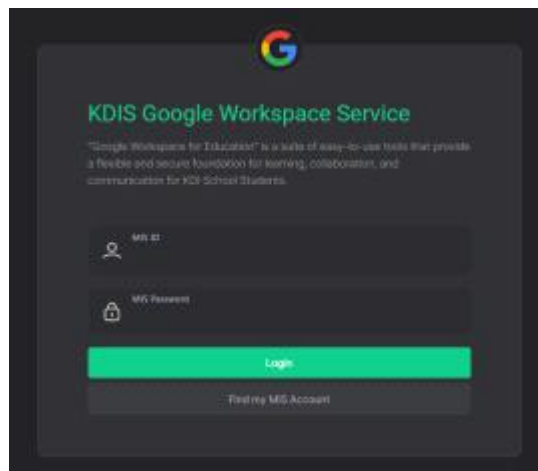
- If you wish to reset or change password, please find 'Help' menu

5. Create E-mail Account

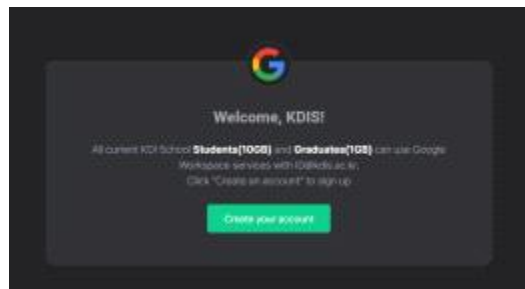
- Navigate to the KDIS Google Workspace Service website at <https://accounts.kdis.ac.kr/>. Alternatively, go to the KDIS One-Stop Service at <https://kdischool.ac.kr/one-stop/> and click on the "Create Email" button.



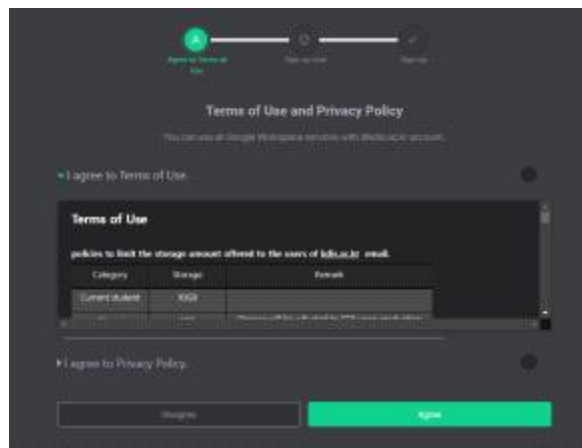
- Log in. (The login credentials are the same as those for MIS.)



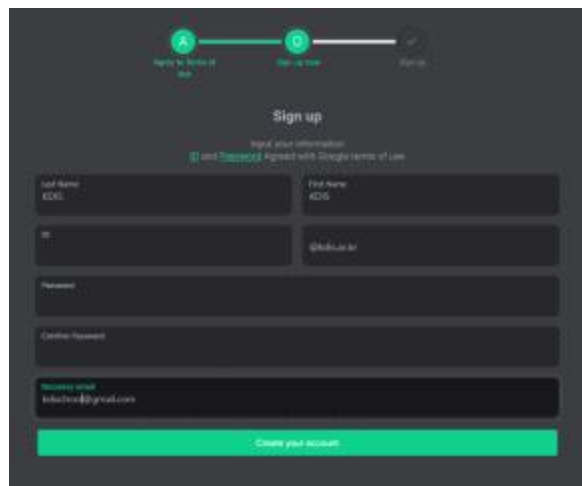
- After reading the instructions, proceed to "Create your account."



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



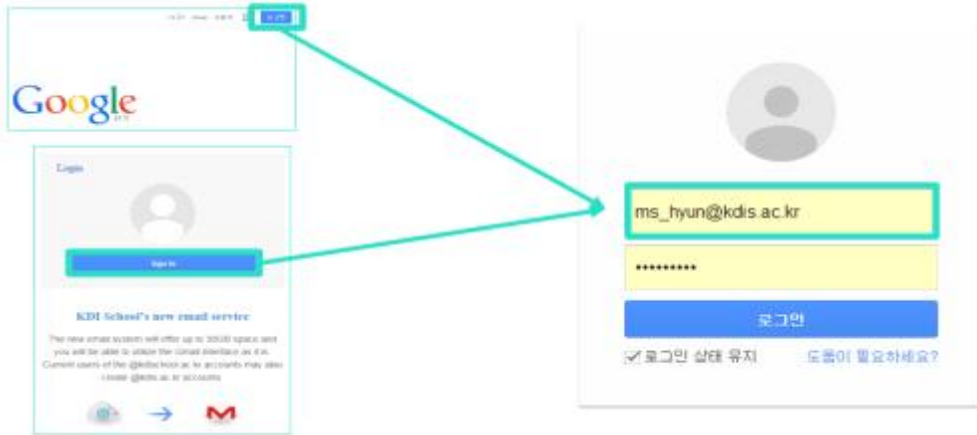
- Enter "User Information" and proceed to the next step.



- Your account creation is now complete.

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 (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 #802
→ 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 1st floor. It's opened from 9am to 6pm during the weekdays.

- List of documents
 - Application form: You will get it from city hall and fill it out on the spot
 - 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 system.

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.



IV . 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
- 2026 Course Description
- 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 KDIS 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 ekdis 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, KDI School) 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.

KDI School'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.

Sexual Violence Prevention Guide

□ *Types of Sexual Violence*

- Sexual Harassment

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

• Verbal Sexual Harassment

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

• Visual Sexual Harassment

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

- Sexual Molestation

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

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

- **Sexual Violence**

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

- In law, this refers to rape, sexual assault, and sexual coercion. Recently, any unconsented sexual act has been recognized as rape and molestation, even in the absence of assault and threat.
- Recording video or audio without consent and/or distributing sound or image without consent of all parties involved

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

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

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

Crimes	Scope	Punishment
Rape (Articles 297 and 300)	Individuals who have raped or attempted to rape by means of violence or intimidation	Imprisonment for a limited term of at least 3 years
Indecent Act by Compulsion (Articles 298 and 300)	Individuals who have committed or attempted to commit an indecent act by compulsion by means of violence or intimidation	Imprisonment by not more than 10 years or a fine not exceeding 15 million won
Quasi-Rape, Quasi- Indecent Act by Compulsion (Articles 299 and 300)	Includes individuals who have committed or attempted to commit sexual intercourse or molestation taking advantage of the other's condition of unconsciousness or inability to resist	Punished in accordance with the above articles on Rape and Indecent Act by Compulsion
Inflicting or Causing Another's Bodily Injury by Rape, etc. /	When a person who has committed the crimes in Articles 297-300 has	Imprisonment for life or for at least 5 years

Crimes	Scope	Punishment
Killing Another or Causing Death of Another by Rape, etc. (Article 301)	thereby inflicted or caused the injury of the victim	
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301-2)	When a person who has committed the crimes in Articles 297-300 has thereby killed or caused the death of the victim	Killing Another or Causing Death of Another by Rape: Punished by death or imprisoned for life Inflicting or Causing Another's Bodily Injury by Rape: Imprisoned for life or at least 10 years
Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than seven years, or a fine not exceeding 30 million won

Intimacy and Sexual Harassment

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

How do you know when you have been given consent?

- Sexual harassment is determined by the absence of consent.
It is harmful to apply subjective interpretations to non-verbal acts or silence and construe them as consent. The only way to be sure is to ask: "No" means "No."

- **Standards for Consent**

1. YES means YES only when it is OK to say NO.
 - Consent must come from an individual's choice.
 - Consent obtained through coercion is not consent.
2. A 'yes' said under a state of physical/mental impairment and other situations of impaired judgment is not true consent.
 - Actions or speech made when the other party is intoxicated or not fully conscious is not consent.

How is sexual harassment determined?

- Victim's Perspective
 - The perspective of the victim is the most important standard to determine sexual harassment. Regardless of the perpetrator's intent, if the victim felt sexually shamed or offended, the act is considered as sexual harassment.
- Reasonable Person Standard
 - Reasonable person standard is also critical in determining sexual harassment. Sexual harassment includes any conduct that would cause a reasonable person to suffer emotional distress.

Wait! What should I do?

In situations that feel like sexual harassment

- Clearly express your objection.

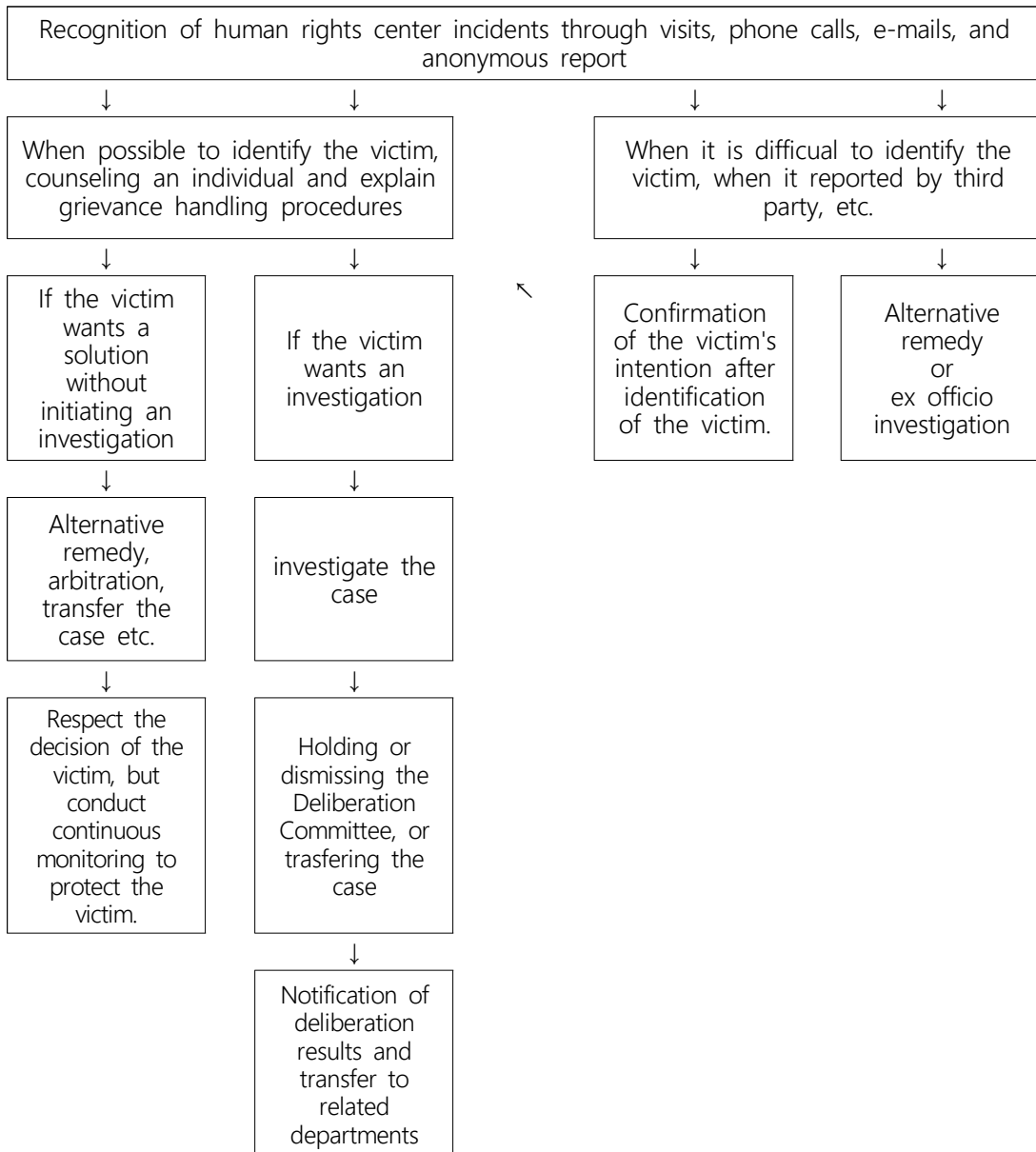
When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.
- The recipient of the objection must stop and apologize.

The offender must take the objection seriously, immediately stop the act in question, and apologize for the offense caused.
- If it is hard to express your intention directly, make a pained expression or leave the place.
- Collect evidence of the victimization.
- Seek help from friends, colleagues, or supervisors

□ *Case Reporting and Processing*

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

- Case Reporting and Processing



□ *Case Report and Counseling Service*

The KDI School Human Rights Center

- Location: S311, The KDI School Human Rights Center

- Email: 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 academic break period (from the day following the end date of the current semester to the day preceding the start date of the following semester), with prior approval from the School. Applications shall be submitted through the MIS system 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

Group	Including of Entry & Exit Dates	Number of Days Exempt from Stipend Deduction (exemption limit)	Deducted Amount per day
Sejong Global Leader	Not Included	Departure from Korea within each designated academic break period (from the day following the end date of the current semester to the day preceding the start date of the following semester) shall be exempt from deduction, regardless of the number of days spent abroad.	33,300 KRW
Non-KOICA Ph.D Students			40,000 KRW
IBK-KDIS			40,000 KRW
FSS-KFB-KDIS			40,000 KRW
Hyundai CMK			40,000 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
ADB-KFP			Subject to change depending on the exchange rate
NIED(GKS)	Included	<ul style="list-style-type: none"> • 30 days during the Spring Semester and Summer Break • 30 days during the Fall Semester and Winter Break 	rotated based on the number of days in each respective month
KOICA (Ph.D Included)			No days exempt from deduction (Deducted for the entire leave period)

**Subject to change upon the issuance of separate guidelines by the scholarship institution*

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)	
			Weekday	Weekend, Vacation
Master/ PhD	Level 4	×	15 hours	
		○	35 hours	Unlimited

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

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

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

1. (Allowable areas) The external activities may be permitted if any of the following conditions are met:
 - A. External activities which increases the reputation of the School
 - B. Participation in a project or an internship executed by the School in cooperation with external organizations
 - C. External activities requested by a scholarship sponsor
 - D. External activities deemed as contributing to the larger public interest and good
 - E. Other external activities which the dean of the School might regard as appropriate
2. (Allowable criteria) The external activities may be permitted in consideration of fulfillment of scholarship requirements and academic progress in each semester.

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

2026 Course Description

● Course List for Master's Program

No.	Term	Course Title	Professor	Concentration	
1	Spring	Analysis of Market and Public Policy	Shin, Ja-Eun	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	Pham, Trinh	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, Chungeun	Core	-
11	Spring	Behavioral / Experimental Economics for Policy research	Kim, Jeong Yeol	AA	-
12	Spring	Introduction to Research Design & Methods	Jung, Kwon	AA	-
13	Spring	AI Ethics	Park, Sungkyu	DS	AA
14	Spring	Introduction to Computational Social Science	Park, Jaehyuk	DS	AA
15	Spring	Introduction to Network Science	Yoon, Jisung	DS	-
16	Spring	Korea's Microdata Analytics for Public Policy	Baek, Ji Sun	DS	PS
17	Spring	Programming Fundamentals using Python	Park, Jaehyuk	DS	AA
18	Spring	R Fundamentals for Public Policy	Kim, ByungKoo	DS	AA
19	Spring	Statistical Foundations for Data Scientists	Kim, ByungKoo	DS	AA
20	Spring	Digitalization and Public Policy Problems	Lee, Seohyun	FM	DS
21	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM

No.	Term	Course Title	Professor	Concentration	
22	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM
23	Spring	Financial Instruments and Markets	Sohn, Wook	FM	SD
24	Spring	Financial Policy and Crisis Management	Sohn, Wook	FM	PS
25	Spring	International Finance and the Global Economy	Kim, Jun Il	FM	-
26	Spring	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
27	Spring	Investment Management	Lee, Jinsoo	FM	-
28	Spring	Macroeconomic Policy	JUNG, Kyu-Chul	FM	SD
29	Spring	Macroeconomic Policy	Kim, Hyeon-Wook	FM	SD
30	Spring	Development in Africa and the Middle East	Park, Jong-Dae	GP	ID
31	Spring	G20 and Global Governance	Lim, Wonhyuk	GP	ID
32	Spring	Geopolitics and Business	Andrey Kovsh	GP	-
33	Spring	International Relations in Contemporary Diplomacy	Kim, Byoung-Joo	GP	-
34	Spring	Political Economy of Development	Lee, Dongil	GP	SD
35	Spring	Understanding the World Economy	You, Jong-II	GP	ID
36	Spring	Economic Development in Historical Perspective	Lee, Changkeun	ID	TI
37	Spring	Impact Evaluation Methods	Yoon, Chungeun	ID	AA
38	Spring	Knowledge Sharing for International Development	Kim, Jungwook	ID	SD
39	Spring	The United Nations and Global Affairs	Oh, Joon	ID	GP
40	Spring	International Intellectual Property Law and Development	Kamal Puri	IP	-
41	Spring	Trademarks, Designs and Geographical Indications	Eleonora Rosati	IP	-
42	Spring	Budgeting and Public financial management	Liu, Cheol	PA	PS
43	Spring	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	PA	RE
44	Spring	Digital Government and Governance	Lee, Taejun	PA	-
45	Spring	Human Resource Management in Government	Kim, Soonhee	PA	PS
46	Spring	Leadership in Government	Kim, Soonhee	PA	-
47	Spring	Policy Process Analysis	Oh, Joonho	PA	-

No.	Term	Course Title	Professor	Concentration	
48	Spring	Policy Process Analysis	Park, Angela Y.S.	PA	-
49	Spring	Tax Policy and Administration	Liu, Cheol	PA	PS
50	Spring	Human Capital and Economic Development	Paik, Sung Joon	PS	SD
51	Spring	Labor Market and Labor Policy	Shin, Ja-Eun	PS	SD
52	Spring	Social Protection and Work	Park, Jinseong	PS	SD
53	Spring	Regional Development and Public Policy	Cho, Man	RE	SD
54	Spring	Technological Change and the Environment	Kim, Yeong Jae	RE	SD
55	Spring	Urban Transportation Policy	Lee, Sang Keon	RE	SD
56	Spring	Culture, Creativity and Local Development	Lee, Taejun	SD	PA
57	Spring	Environmental Economics in Developing Countries	Pham, Trinh	SD	RE
58	Spring	Strategic Management	Lee, Seung-Joo	SM	-
59	Spring	Economic History of the West and Development Lessons	Yang, Dongkyu	TI	ID
60	Spring	Industrial Policy and International Trade Regulation	Shadikhodjaev, Sherzod	TI	ID
61	Spring	Industrial Policy for Small and Medium Enterprises(SMEs)	KIM, Minho	TI	ID
62	Spring	Input/Output Analysis	Kim, Dongseok	TI	SD
63	Spring	Introduction to Competition Policy	Kim, Jeong Yeol	TI	-
64	Spring	Introduction to the International Trade and Investment Systems	Shadikhodjaev, Sherzod	TI	SD
65	Spring	Korean Economic Development	Lee, Changkeun	TI	ID
66	Spring	K-Wave and Cultural Policy	Lee, Jongyearn	TI	-
67	Spring	Trade and Industrial Policy for the 21st Century	Koo, Kyong Hyun	TI	ID
68	Spring	Capstone Project Seminar	Kim, Yeong Jae	-	-
69	Spring	Water Policy and Management	Kim, Hyungtai / Lee, Seunggho	-	-
70	Summer	Analysis of Market and Public Policy	Baek, Ji Sun	Core	-
71	Summer	Introduction to Development Policy	Park, Jin	Core	-

No.	Term	Course Title	Professor	Concentration	
72	Summer	Public Organizations and Management	Oh, Joonho	Core	-
73	Summer	Quantitative Methods	Kim, Taejong	Core	-
74	Summer	Qualitative methods	Joo,Yu Min	AA	-
75	Summer	Introduction to Geospatial Analysis	Lee, Dongil	DS	ID
76	Summer	Machine Learning for Social Scientists	Kim, ByungKoo	DS	AA
77	Summer	Quantitative Analysis of Science and Innovation	Yoon, Jisung	DS	-
78	Summer	Quantitative Analysis with Data	Baek, Ji Sun	DS	AA
79	Summer	Text Analysis for Social Scientists	Park, Sungkyu	DS	-
80	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
81	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
82	Summer	Financial Statement Analysis and Valuation	Choi, Tae-Hee	FM	SM
83	Summer	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
84	Summer	Managerial Accounting	Choi, Tae-Hee	FM	SM
85	Summer	Technological Innovations in Finance	Lee, Kun-Ho	FM	-
86	Summer	Democracy, Political Mobilization and Economic Development: Korea's Experience	Kim, Byoung-Joo	GP	ID
87	Summer	Geopolitics of the Indo-Pacific Region	Andrey Kovsh	GP	-
88	Summer	Political Economy of Development	Lee, Dongil	GP	SD
89	Summer	Politics of Global Economy	Kim, Seungjun	GP	TI
90	Summer	Theories of International Relations	Kim, Seungjun	GP	-
91	Summer	Advanced Development Economics	Park, Sungho	ID	SD
92	Summer	International Development in Practice	Lee, Changkeun	ID	SD
93	Summer	The China Path: Political Economy and Global Impact	HE, Yuan	ID	GP
94	Summer	Copyright and Related Rights	KIM, Hyung-gun	IP	-
95	Summer	IP, Emerging Issues and Sustainable Development	Graham Martin Dutfield	IP	-
96	Summer	Patents and Innovation	TBD	IP	-

No.	Term	Course Title	Professor	Concentration	
97	Summer	Budgeting and Public financial management	Liu, Cheol	PA	PS
98	Summer	Dispute Resolution and Negotiation	Kim, Dong-Young	PA	SD
99	Summer	Human Resource Management in Government	Kim, Soonhee	PA	PS
100	Summer	ICT for SDGs	Lee, Taejun	PA	SD
101	Summer	Policy Process Analysis	Oh, Joonho	PA	-
102	Summer	Public Sector Innovation and Reform	Park, Jin	PA	-
103	Summer	Regulation Reforms and Practices	Kang, Young-Chul	PA	TI
104	Summer	Strategic Foundations for Public Administration	Park, Angela Y.S.	PA	SM
105	Summer	Analysis of Education Policy in Comparative Perspectives	Paik, Sung Joon	PS	SD
106	Summer	Economics of Education: Policy Design and Evaluation	Park, Jinseong	PS	SD
107	Summer	Gender and Development	Kim, Joeun	PS	SD
108	Summer	Gender and Development	Kim, Joeun	PS	SD
109	Summer	Population and Development	Choi, Seulki	PS	SD
110	Summer	Global Energy Policy	Kim, Yeong Jae	RE	SD
111	Summer	Investment Project Valuation and Risk Analysis	Park, Soojin	RE	ID
112	Summer	Public Investment Management	Lee, Jongyearn	RE	PA
113	Summer	Smart Water Grid	Lee, Sangho	RE	SD
114	Summer	Urban and Real Estate Economics	Kim, Sunwoong	RE	-
115	Summer	Water Engineering	Son, Minwoo	RE	SD
116	Summer	Productivity and Economic Growth	Kim, Dongseok	SD	-
117	Summer	Customer Relationship Management	Cho, Yoon Cheong	SM	-
118	Summer	Entrepreneurship and Innovation	Lee, Seung-Joo	SM	SD
119	Summer	Marketing in the Public Sector	Jung, Kwon	SM	-
120	Summer	Korean Economic Development	Lee, Changkeun	TI	ID
121	Summer	Spatial Economics and Quantitative Modeling	Yang, Dongkyu	TI	SD

No.	Term	Course Title	Professor	Concentration	
122	Summer	Trade Law and Policy in Practice	Shadikhodjaev, Sherzod	TI	ID
123	Summer	Understanding the Everyday Economy Around Us: Retail, Franchises, and Self-Employment	Lee, Jinkook	TI	-
124	Fall	Analysis of Market and Public Policy	Shin, Ja-Eun	Core	-
125	Fall	Introduction to Development Policy	Pham, Trinh	Core	-
126	Fall	Public Organizations and Management	Kim, Soonhee	Core	-
127	Fall	Quantitative Methods	Kim, Dongseok	Core	-
128	Fall	Introduction to Research Design and Methods	Choi, Seulki	AA	-
129	Fall	AI Ethics	Park, Sungkyu	DS	-
130	Fall	Data Visualization	Yoon, Jisung	DS	-
131	Fall	Introduction to Network Science	Yoon, Jisung	DS	-
132	Fall	Machine Learning for Social Scientists Part 2	Park, Sungkyu	DS	-
133	Fall	R Fundamentals for Public Policy	Kim, ByungKoo	DS	AA
134	Fall	Banking and Financial Regulation	Hwang,Sunjoo	FM	-
135	Fall	Digitalization and Public Policy Problems	Lee, Seohyun	FM	DS
136	Fall	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
137	Fall	Macroeconomic Policy	Kim, Hyeon-Wook	FM	SD
138	Fall	Development and Political Reform: Comparative Cases	Kim, Byoung-Joo	GP	ID
139	Fall	The United Nations and Sustainable Development	Oh, Joon	GP	SD
140	Fall	Theories of International Relations	Kim, Seungjun	GP	-
141	Fall	War, Peace, and Politics	Kim, Seungjun	GP	-
142	Fall	Global Development Finance Cooperation	RA, Sungsup	ID	-
143	Fall	Intellectual Property Management and Practice	Jay Erstling	IP	-
144	Fall	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	PA	RE
145	Fall	Ethical Leadership in the Age of Sustainable Development	Jung, Kwon	PA	SM

No.	Term	Course Title	Professor	Concentration	
146	Fall	Performance Management and Measurement in the Public Sector	Liu, Cheol	PA	PS
147	Fall	Policy Process Analysis	Park, Angela Y.S.	PA	-
148	Fall	Fiscal Policy Analysis: Theory and Practice	LEE, Kang Koo	PS	FM
149	Fall	Monitoring and Evaluation for Public Policy	Paik, Sung Joon	PS	-
150	Fall	Policy Case Analysis	Park, Jin	PS	GP
151	Fall	Population and Development	Choi, Seulki	PS	SD
152	Fall	Public Finance and Public Policy	Park, Jinseong	PS	-
153	Fall	Social Inequalities	Kim, Joeun	PS	SD
154	Fall	Climate Change Economics and Policy	Kim, Yeong Jae	RE	SD
155	Fall	Land Policy	Sonn,Jung Won	RE	SD
156	Fall	Public-Private Partnerships in Infrastructure Development	Kim, Kang Soo	RE	-
157	Fall	Smart Cities	Joo,Yu Min	RE	SD
158	Fall	Urban and Regional development	Joo,Yu Min	RE	SD
159	Fall	Water Resources Economics	Koun, Hyoungjoon	RE	SD
160	Fall	Culture, Creativity and Local Development	Lee, Taejun	SD	PA
161	Fall	Global Health and Development	Shin, Ja-Eun	SD	PS
162	Fall	Mind, Behavior and Public Policy	Kim, Taejong	SD	-
163	Fall	System Engineering, Analysis and Modeling	Shin, Eunher	SD	-
164	Fall	Introduction to Group Facilitation	Kim, Taejong	SI	-
165	Fall	Entrepreneurial State: Public Management for the Innovation Economy	Oh, Joonho	SM	PA
166	Fall	Grand Strategy and Statecraft	Lee, Seung-Joo	SM	GP
167	Fall	Marketing in the Public Sector	Cho, Yoon Cheong	SM	-
168	Fall	Competition, Innovation and Firm Dynamics	Ahn, Sanghoon	TI	ID
169	Fall	Development and Challenges in East Asia	Randall Jones	TI	ID
170	Fall	Economic History of the West and Development Lessons	Yang, Dongkyu	TI	ID

No.	Term	Course Title	Professor	Concentration	
171	Fall	Economic Security and Regional Trade Agreements	Choi, Kyonglim	TI	-
172	Fall	Korean Economic Development	You, Jong-Il	TI	ID
173	Fall	Theory and Policy of International Trade	Yang, Dongkyu	TI	ID

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

Course List for Ph.D. Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	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	Ph.D. Colloquium	1	TBD	Ph.D.	-
5	Summer	Econometrics II	1	Lee, Jongyearn	Ph.D.	AA
6	Summer	Microeconomics	1	Kim, Jeong Yeol	Ph.D.	AA
7	Summer	Macroeconomics	1	Lee, Seohyun	Ph.D.	AA
8	Summer	Applied Microeconometrics	1	Yoon, Chungun	Ph.D.	AA
9	Summer	Experimental Economics and Research	1	Kim, Jeong Yeol	Ph.D.	AA
10	Summer	Ph.D. Colloquium	1	TBD	Ph.D.	-
11	Fall	Development Economics: Field Experiments	1	Park, Sungho	Ph.D.	AA
12	Fall	Development Economics: Labor and Development	1	Pham, Thi Tuyet Trinh	Ph.D.	AA
13	Fall	Time Series Econometrics	1	Lee, Seohyun	Ph.D.	AA
14	Fall	Ph.D. Colloquium	1	TBD	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	Christopher Plumb
2	Spring	Language in Public Policy and Management	Christopher Plumb
3	Spring	Language in Public Policy and Management	Christopher Plumb
4	Spring	Language in Public Policy and Management	Lee, Giyoung
5	Spring	Language in Public Policy and Management	Choi, Hye-yoon
6	Spring	Language in Public Policy and Management	Choi, Hye-yoon
7	Spring	Academic Writing	Lee, Gina
8	Spring	Academic Writing	Lee, Gina
9	Spring	Academic Writing	Lee, Giyoung
10	Spring	Academic Writing	Reece Randall
11	Summer	Language in Public Policy and Management	Lee, Gina
12	Summer	Language in Public Policy and Management	Lee, Gina
13	Summer	Language in Public Policy and Management	Reece Randall
14	Summer	Academic Writing	Lee, Gina
15	Summer	Academic Writing	Christopher Plumb
16	Summer	Academic Writing	Christopher Plumb
17	Summer	Academic Writing	Christopher Plumb
18	Summer	Academic Writing	Lee, Giyoung
19	Summer	Academic Writing	Lee, Giyoung
20	Summer	Public Speech and Debate	Choi, Hye-yoon
21	Fall	Language in Public Policy and Management	Christopher Plumb
22	Fall	Language in Public Policy and Management	Christopher Plumb
23	Fall	Language in Public Policy and Management	Choi, Hye-yoon
24	Fall	Language in Public Policy and Management	Reece Randall
25	Fall	Academic Writing	Lee, Gina
26	Fall	Academic Writing	Lee, Gina
27	Fall	Academic Writing	Lee, Giyoung
28	Fall	Academic Writing	Lee, Giyoung
29	Fall	Public Speech and Debate	Christopher Plumb

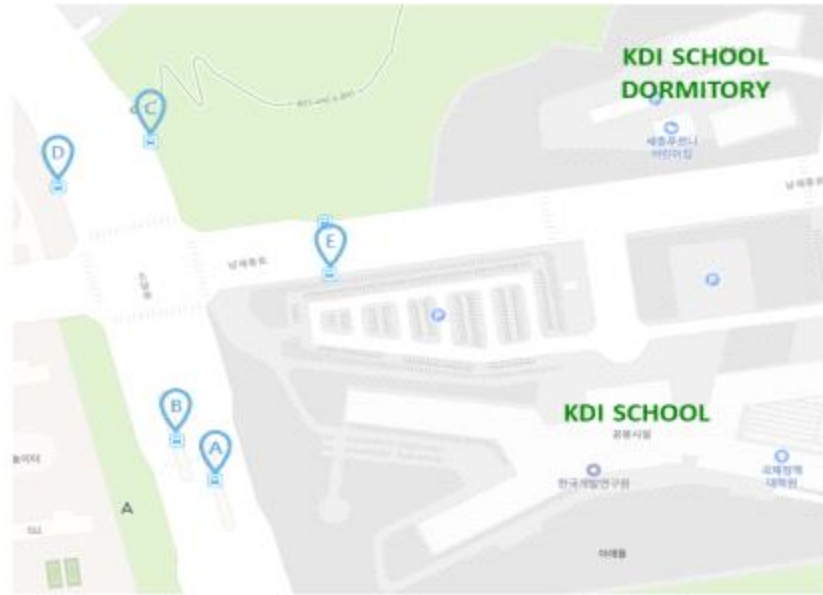
* Courses are subject to change depending on the circumstances of school or instructors

● 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	Kim, Yuri
3	Spring	Korean Language and Culture I	Kim, Yuri
4	Spring	Korean Language and Culture II	Lee, HyunJung
5	Spring	Korean Proficiency through TV Drama and Movie	Lee, HyunJung
6	Summer	Korean Language and Culture I	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 I	Choi, Sujeong
10	Summer	Korean Language and Culture II	Choi, Sujeong
11	Summer	Korean Language and Culture III	Lee, HyunJung
12	Fall	Korean Language and Culture I	Lee, HyunJung
13	Fall	Korean Language and Culture I	Choi, Sujeong
14	Fall	Korean Language and Culture II	Lee, HyunJung
15	Fall	Korean Language and Culture III	Lee, HyunJung
16	Fall	Advanced Oral Communication and Composition in Korean	Choi, Sujeong

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

Bus Route Maps Near KDI School



- A: [B1] BUS STOP (Direction to Sejong Express intercity Bus Terminal)
- B: [B1] BUS STOP (Direction to Daejeon Station)
- C: [991] & [221] BUS STOP(Direction to Saesaem Maeul & Last station)
- D: [991] & [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	23:00	20 minute
991	5:30	23:00	20 minute
273	5:40	22:40	20 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

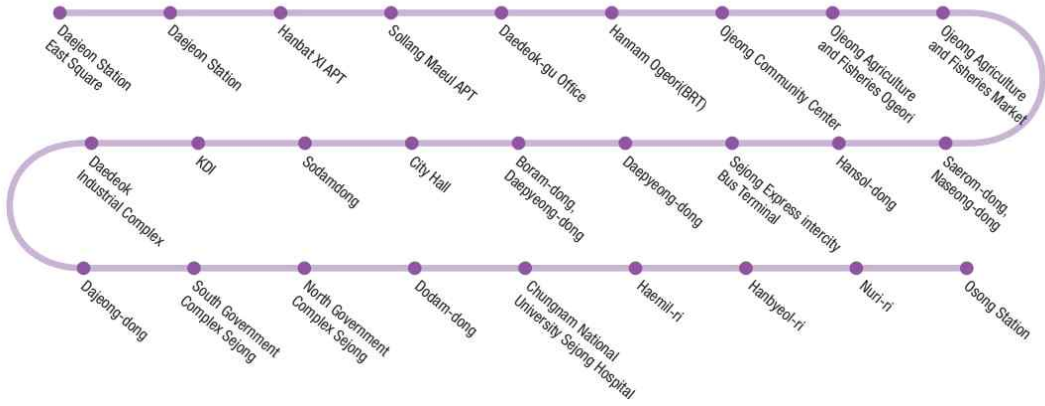
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:12	7:09	57min
Latest Train	23:31	00:21	50min

Price : 18,500Won

Daejeon to Seoul	Departure time	Arrival time	Taking time
Earliest train	5:55	07:09	74min
Latest Train	23:39	00:41	62min

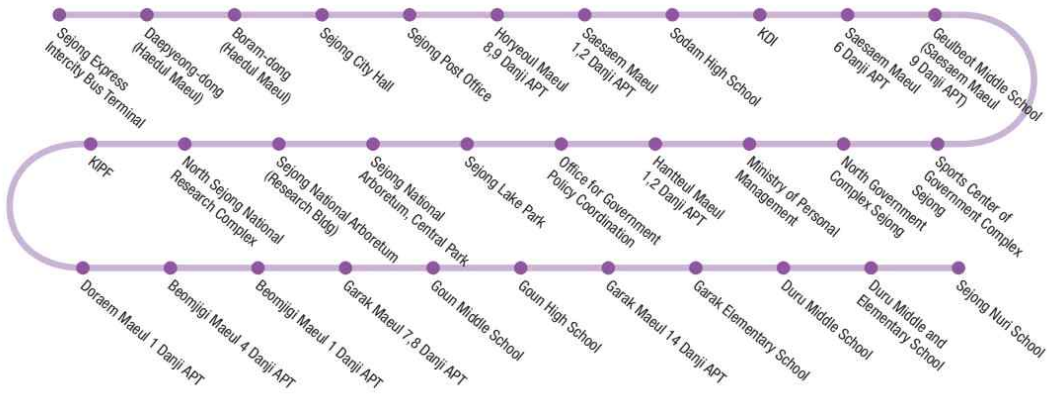
Price : 10,800Won ~ 23,700Won(including Mugunghwa Train)

[B1] BUS Route



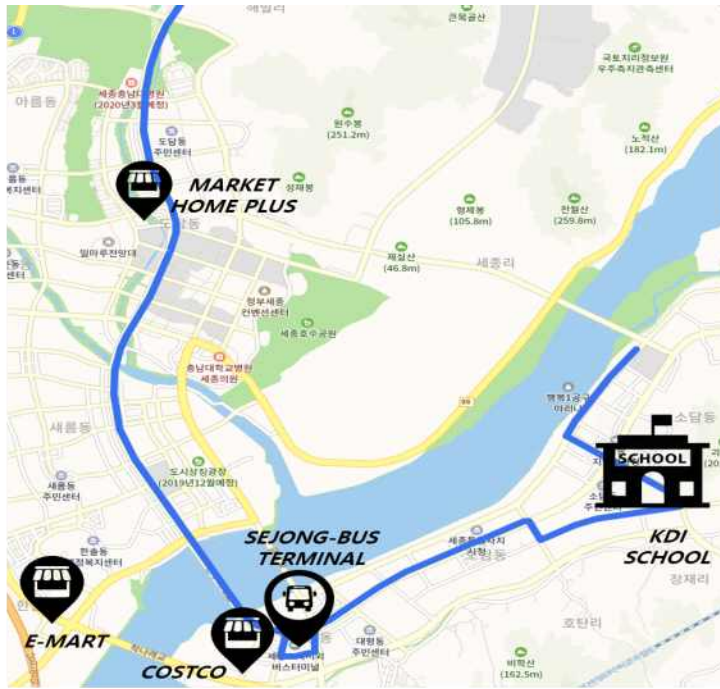
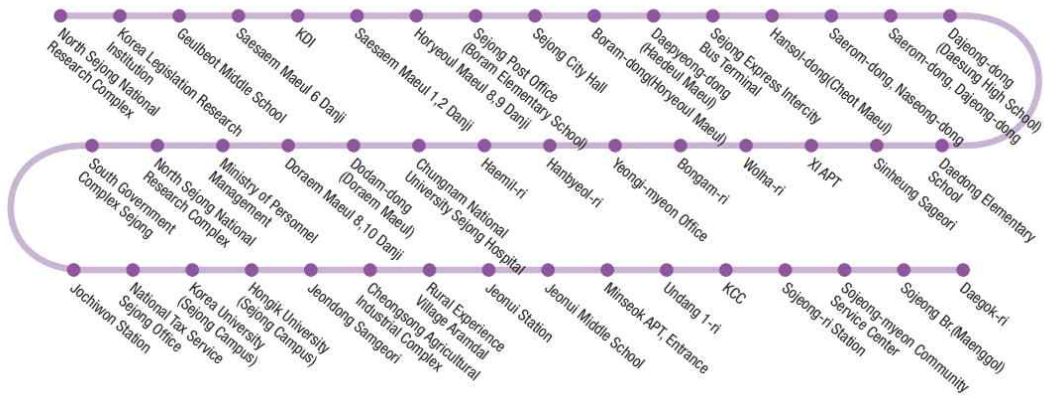
Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 45min to go
Costco	Sejong Express Intercity Bus Terminal	About 35min to go

[221] BUS Route



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

[991] BUS Route



Destination	Bus Stop	min
Market Home plus	Ministry of personnel management	About 40min
Costco	Sejong Express Intercity Bus Terminal	About 25min

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 eKDIS when the service is initiated before every semester begins.

□ Operation Route

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

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

* The time and bus stop may be adjusted every semester depending on the road/traffic conditions.