KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Student Handbook
2018

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☐ 2018 Academic Calendar ☐

Term		Schedule	Remarks
Spring Preliminary Session (3 weeks) (Jan. 8~Jan. 26)		Jan.8(Mon.)~Jan.26(Fri.) — Spring Preliminary Session Jan.8(Mon.) — Spring Preliminary Session Orientation Jan.8(Mon.)~Jan.19(Fri.) — Application for academic status change of spring Jan.22(Mon.)~Jan.24(Wed.) — Course Evaluation for Spring Preliminary Session Jan.27(Sat.) — New Student Orientation/Course Presentation Session Jan.29(Mon.)~Jan.30(Tue.) — New Student Orientation/Course Presentation Session Jan.31(Wed.)~Feb.3(Sat.) — New International Student Orientation Jan.30(Tue.)~Feb.1(Thu.) — Spring Semester Course Registration Jan.29(Mon.)~Feb.3(Sat.) — Spring Semester Tuition Payment Due (Continuing Students) Feb.2(Fri.)~Feb.3(Sat.) — New Students Membership Training (Domestic Students)	For Part-time students For Full-time students For Full-time students
Spring Semester (13weeks) (Feb. 5~May 5)		Feb.5(Mon.) — Start of Spring Semester Feb.5(Mon.)~Feb.10(Sat.) — Course Add & Drop Period Feb.23(Fri.) — Research Project Submission Feb.26(Mon.)~Mar.3(Sat.) — POS Committee Composition Mar.26(Mon.)~Apr.6(Fri.) — Application for academic status change of summer Apr.9(Mon.)~Apr.14(Sat.) — Research Plan Submission Period Apr.19(Thu.)~Apr.25(Wed.) — Course Evaluation Apr.20(Fri.) — Hiking Apr.23(Mon.)~Apr.25(Wed.) — Summer Semester Course Registration Apr.23(Mon.)~Apr.28(Sat.) — Reading Period Apr.23(Mon.)~May 4(Fri.) — Application for Graduation Apr.30(Mon.)~May 5(Sat.) — Final Examinations	**Feb.12(Mon.)~Feb.17(Sat.)** Lunar New Year No Class for the whole week: No make-up needed) **Mar.1(Thu.)** Independence Movement Day* **May 5(Sat.)** Children's Day*
Spring Break (1week) (May 7~May 11)		May 7(Mon.)~May 11(Fri.) — Spring Break May 7(Mon.)~May 12(Sat.) — Summer Semester Tuition Payment Due	**May 11(Fri.)** Graduation Date
Summer Semester (12weeks) (May 14 ~ Aug.4)	1st Session (May 14 ~ Jun. 22)	May 14(Mon.) — Start of 1st Summer Session May 14(Mon.)~May 16(Wed.) — Course Add & Drop Period(for all courses) Jun.1(Fri.) — Research Project Submission Jun.4(Mon.)~Jun.9(Sat.) — POS Committee Composition Jun.11(Mon.)~Jun.16(Sat.) — Course Evaluation Jun.18(Mon.)~Jun.19(Tue.) — Reading Period Jun.20(Wed.)~Jun.22(Fri.) — Final Examinations	**May 22(Tue.)** Buddha's Birthday* **Jun.6(Wed.)** Memorial Day* **Jun.13(Wed.)** Local Election*
	2nd Session (Jun.25 ~ Aug.4)	Jun.25(Mon.) — Start of 2nd Summer Session Jun.25(Mon.)~Jun.27(Wed.) — Course Add & Drop Period(for 2nd courses only) Jun.25(Mon.)~Jul.6(Fri.) — Application for Graduation Jul.2(Mon.)~Jul.13(Fri.) — Application for academic status change of fall Jul.9(Mon.)~Jul.11(Wed.) — Pre-Fall Semester Course Registration Jul.9(Mon.)~Jul.14(Sat.) — Research Plan Submission Period Jul.16(Mon.)~Jul.20(Fri.) — Course Evaluation Jul.23(Mon.)~Jul.25(Wed.) — Fall Semester Course Registration Jul.30(Mon.)~Jul.31(Tue.) — Reading Period Aug.1(Wed.)~Aug.4(Sat.) — Final Examinations Aug.6(Mon.) — Completion Ceremony	
Summer Break (4weeks) (Aug. 6~Aug. 31)		Aug.6(Mon.)~Aug.31(Fri.) — Summer Break Aug.7(Tue.)~Aug.10(Fri.) — Korea Field Research & Study (KFRS) Aug.21(Tue.)~Aug.30(Thu.) — International Field Research & Study (IFRS) Aug.27(Mon.)~Aug.31(Fri.) — Fall Semester Tuition Payment Due (Continuing Students)	**Aug. 31(Fri.)** Graduation Date
Fall Preliminary Session (3.5weeks) (Aug. 8~Aug. 31)		Aug.8(Wed.)~Aug.31(Fri.) — Start of Fall Preliminary Session Aug.8(Wed.) — Fall Preliminary Session Orientation Aug.27(Mon.)~Aug.29(Wed.) — Course Evaluation Aug.20(Mon.)~Aug.31(Fri.) — OECD(Policies for Development) 2 weeks Aug.27(Mon.)~Aug.31(Fri.) — New Student Orientation/Course Presentation Session	**Aug.15(Wed.)** Independence Day*
Fall Semester (13weeks) (Sep. 3 ~ Dec. 1)		Sep.3(Mon.) — Start of Fall Semester Sep.3(Mon.)~Sep.8(Sat.) — Course Add & Drop Period Sep.21(Fri.) — Research Project Submission Oct.1(Mon.)~Oct.6(Sat.) — POS Committee Composition Oct.19(Fri.) — Sports Day Oct.29(Mon.)~Nov.9(Fri.) — Application for Graduation Nov.12(Mon.)~Nov.17(Sat.) — Research Plan Submission Period Nov.15(Thu.)~Nov.21(Wed.) — Course Evaluation Nov.19(Mon.)~Nov.24(Sat.) — Reading Period Nov.26(Mon.)~Dec.01(Sat.) — Final Examinations	**Sep.24(Mon.)~Sep.29(Sat.)** Korean Thanksgiving day(No Class for the whole week: No make-up needed) **Oct.3(Wed.)** The National Foundation Day of Korea* **Oct.9(Tue.)** Hangul Proclamation Day*
Winter Break		Dec.7(Fri.) — Commencement Dec.10(Mon.)~Dec.28(Fri.) — Application for academic status change of Spring	**Dec.5(Wed.)** KDI School Foundation Day

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

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

KDI School

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

I commit to live by these principles

Develop Integrity

- Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.

- Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.

- Respect the personal liberties of fellow students, professors, and other people.

Exercise Respect

- Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.

- Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

Lead by Example

- Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.

- Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office

Overview of Academic Rules and Regulations
for the 2018 Calendar Year

- **Objective**

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2018 calendar year. We provide the following detailed information so that students have no difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will be guided on General School Life by the Program Chair and their academic advisor, who will be pleased to provide guidance to students. Each administrative division will also help students adjust to life on campus.

2. (Personal Information) For the School to take proper care, students have to update their personal information through the Website (mis.kdischool.ac.kr). If you want to change your name on the system, you have to come to the Academic Affairs Division with your passport.

3. (Notice) All academic information and forms can be downloaded from the Websites. Since the School is not responsible for informing each student of every notice, it is students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school Websites.

4. (Regulation Change) When occasion demands, the rules and regulations for the 2018 may substantively change upon the School Executive Committee's approval, which will soon be notified and made official.

Courses and Research Projects

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

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

The Master's degree program consists of three programs: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy) and **MPM** (Master of Public Management)

Concentration of Master's Program

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

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

1. Core Courses

These are courses that have to be taken by students in each program: 2 core courses for MPP & MPM students, and 3 core courses for MDP students. These courses are provided only once a year and all students must take them in a given term unless special provisions have been made between the individual student and the Academic Affairs Division.

Methodology core course substitution is possible upon the approval from the program chair. Students who want to substitute a methodology core course are requested to apply to the Academic Affairs Division with the application form.

- (For MPP students) Quantitative Methods → Introduction to Research Methods

- (For MDP&MPM students) Introduction to Research Methods → Quantitative Methods

Also, the core waiver test will be given at the orientation (refer to page 12).

2. Concentration Courses

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

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

Formation of POS Committee

Students are required to form a Program of Study Committee (hereinafter referred to as "POS Committee") to guide them through their research project. The POS Committee members must be KDI School faculty. For students who write a thesis or a capstone project, the POS Committee must consist of two faculty members:

one should be designated as Major Professor (He/She must be tenure-track faculty) and the other Second Professor. For students who work on SRP or ELP, the POS Committee can be formed with one Major Professor (He/She must be tenure-track faculty).

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

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

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

Experiential Learning Project [ELP](GMP students only): GMP students can do an Experiential Learning Project (1 credit) during his/her study in a partner school. During the 1st year at KDI School, students have to submit a project plan to his/her supervisor. When a student completes the final report of the project, he/she has to give an oral presentation to his/her supervisor and submit the report to the Academic Affairs Division upon his/her arrival to Korea.

<Research Project Procedure>

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

Time / Project		Thesis Project	Capstone Project	SRP	ELP
2nd term	4th week	Formation of the POS Committee			
	10th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			

Time		ARS (Advanced Research Seminar)		3-credit Course (other than ARS)	GMP
3rd term		**ARS** (Advanced Research Seminar)		3-credit Course (other than ARS)	GMP
	12th week (Final Week)	Oral Presentation			
		Submission of the 1st Full Draft			
Second-year	3rd week	Submission of the Final Report			

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

Time \ Project		Thesis Project	Capstone Project	SRP
4th term	4th week	**Formation of the POS Committee**		
	10th week	**Submission of the Research Plan (Prospectus)** Submission of Capstone Project Proposal only required for those who write a Capstone		
5th term		**ARS** (Advanced Research Seminar)		**3-credit Course** (other than ARS)
	12th week (Final Week)	Oral Presentation		
		Submission of the 1st Full Draft		
6th term ~3rd Year	3rd week	Submission of the Final Report		

※ Students who write thesis or capstone paper are required to submit a bound hardcopy to the Academic Affairs Division. International students who have submitted or plan to submit their work in digital form are required to pay a binding fee before they leave Korea (KRW 150,000 for thesis, KRW 120,000 for capstone project).

4. Foundation Skill Courses

	Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
English	Language in Public Policy and Management	3	A~F	All (including Pre-session)	Yes (Mandatory)
	Academic Writing	3	A~F	All (including Pre-session)	Yes (Optional)
	Public Speech and Debate	3	A~F	All	Yes (Optional)

	Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
Korean	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)
	Korean Language and Culture II	3	A~F	All	No
	Korean Language and Culture III	3	A~F	Summer Fall	No
	Korean Language and Culture (Advanced I)	3	A~F	Spring	No
	Korean Language Learning with the Media	3	A~F	Fall	No

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

① *English courses:*

English courses focus on reading, comprehension, public speaking, and academic writing. Students should complete at least 3 credits from a basic level English course unless they are waived from the course. 6 credits that a student earned in the English courses will be counted toward their graduation requirements. The students are strongly recommended to make their selection among the following courses:

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

This course is required for all students in the master's programs unless waived. The waiver is determined by the text-out exam (held during the orientation). If waived, a student is not allowed to take this course and recommended to take an advanced English course.

B. Advanced Courses

English courses will count towards graduation requirement credits for **up to 6 credits** (LPM + One English Advanced Course; if waived: Two Advanced English Courses). However, the courses are not mandatory.

• **Academic Writing**

This course will be offered in each term and will count towards graduation requirement credits. This course is intended to help students improve skills in academic writing. Although it is not mandatory, students are strongly recommended to take this course.

• **Public Speech and Debate**

This course will be offered in each term, and will count towards graduation requirement credits. The main objective of this course is to strengthen the

capacity of students to be effective and persuasive public policy presenters in various public settings.

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

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

This course will be offered in each term and will count towards graduation requirement credits. International students who want to be waived from this course needs to apply to the Academic Affairs Division with application form.

B. Advanced Courses

- ***Korean Language and Culture II:*** This course will be offered in each term. However, it will NOT be count towards graduation requirement credits.

- ***Korean Language and Culture III:*** This course will be offered in the summer and fall terms. However, it will NOT be count towards graduation requirement credits.

- ***Korean Language and Culture(Advanced):*** This course will be offered in the spring term. However, it will NOT be count towards graduation requirement credits.

- ***Korean Language Learning with the Media:*** These courses will be offered in the fall term. However, it will NOT count towards for graduation requirement credits.

In principle, advanced Korean courses will NOT count towards graduation requirement credits; however, those who were waived from 'Korean Language and Culture I' could count an advanced Korean advanced course toward graduation requirement credits for **up to 3 credits.** (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

5. Waiver Test

Once students get the waiver, they are not required to take a related course for the graduation requirement. However, getting a waiver does not mean that you can get 3 credits from the waived course; you still need to take other courses to fulfill their graduation requirement.

① **Waiver Test for Core Courses:** The test will be given at the orientation.

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

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

B. Quantitative Methods (MPP Core)

C. Introduction to Research Methods (MDP, MPM Core)

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

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

③ **Basic Course: Basic Mathematics Test**

The purpose of the basic math test is to evaluate basic knowledge of mathematics and statistics. The test consists of multiple choices and it will last for forty minutes. Those who receive insufficient score from the test should take the "Basic Mathematics and Statistics" course. You can find the related e-course in the E-education (http://www.ekdis.ac.kr/course/view.php?id=2031).

6. Field Research and Study Courses

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

Graduation Requirements of Each Program

In order to graduate from KDI School with a Master's degree, all master's students must complete a minimum of 45 credits from graduation requirement courses.

1. Requirements for Completing the Full-time MPP Program

<First Year> - 42 credits

① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods) unless waived.

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

※ KOICA-MDI Program students must take 'Korean Economic Development' and 'Macroeconomic Policy' course additionally as core in the designated term.

② MPP students must take at least 3 courses (9 credits) from their MPP concentration.

③ MPP students can choose 2nd concentration and take up to 3 courses (9 credits) from the concentration. Choosing 2nd concentration is optional for MPP students.

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

④ MPP students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

⑤ International students must take 'Korean Language and Culture I'. This course will be counted toward graduation requirement credits. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar(3 credits) offered in the 3rd term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar course.

<Second Year> - 3 Credits

① In the 1ˢᵗ term of the second year, at least 3 credits must be completed by submitting one of the following by the 3'd week: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through KDI School Websites at the indicated period of each term.

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

MPP	Core Courses	FM Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	21	45
Credits (Int'l)	6	9	6	6	18	45

2. Requirements for Completing the Part-time MPP Program

<First Year>

① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods) unless waived.

② MPP students must take at least 3 courses (9 credits) from their MPP concentration.

③ MPP students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MPP students.

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

④ MPP students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

\<Second Year\>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week of each term: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th term. Students who plan to do a SRP must take one elective course instead of the seminar course.

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

MPP	Core Courses	TI Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	21	45
Credits (Int'l)	6	9	3	6	21	45

3. Requirements for Completing the Full-time MDP Program

<First Year> - 42 credits

① MDP students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Introduction to Research Methods, and Introduction to Development Policy) unless waived.

※ Seoul G20 Global Leader's Program students must take 'Korean Economic Development' course in Spring instead of 'Introduction to Research Methods' as core courses. They are also required to take an exclusive 'G20 Global Issues' course in Summer.

② MDP students must take at least 3 courses (9 credits) from the their MDP concentration.

③ MDP students can choose 2nd concentration and take up to 3 courses (9 credits) from the concentration. Choosing 2nd concentration is optional for MDP students.

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

④ MDP students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

⑤ International students must take 'Korean Language and Culture I'. This course will be counted toward graduation requirement credits. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar course.

<Second Year>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week: a final thesis, a final report for the capstone project, or one SRP (3 credits)

e.g.) A MDP student must complete the following requirements to complete ID concentration.

MDP	Core Courses	ID Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	9	3	6	18	45
Credits (Int'l)	9	9	6	6	15	45

4. Requirements for Completing the Part-time MDP Program

<First Year>

① MDP students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Introduction to Research Methods, and Introduction to Development Policy) unless waived.

② MDP students must take at least 3 courses (9 credits) from their MDP concentration.

③ MDP students can choose 2nd concentration, and take up to 3 courses (9 credits) from the concentration. Choosing 2nd concentration is optional.

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

④ MDP students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

<Second Year>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week of each term: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th term. Students who plan to do a SRP must take one elective course instead of the seminar course.

e.g.) A MDP student must complete the following requirements to complete ID concentration.

MDP	Core Courses	ID Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	9	3	6	18	45
Credits (Int'l)	9	9	3	6	18	45

5. Requirements for Completing the Full-time MPM Program

\<First Year\> - 42 credits

① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods) unless waived.

※ Seoul G20 Global Leader's Program students must take 'Korean Economic Development' course in Spring as core course. They are also required to take an exclusive 'G20 Global Issues' course in Summer.

② MPM students must take at least 3 courses (9 credits) from the their MPM concentration.

③ MPM students can choose 2nd concentration, and take up to 3 courses (9 credits) from the concentration. Choosing 2nd concentration is optional for MPM students.

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

④ MPM students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

⑤ International students must take 'Korean Language and Culture I'. This course will be counted toward graduation requirement credits. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar courses

\<Second Year\>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3'd week: a final thesis, a final report for the capstone project, or one SRP (3 credits).

e.g.) A MPM student must complete the following requirements to complete PA concentration.

MPM	Core Courses	PA Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	18	45
Credits (Int'l)	6	9	6	6	15	45

6. Requirements for Completing the Part-time MPM Program

<First Year> - 42 credits

① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods) unless waived.

② MPM students must take at least 4 courses (12 credits) from their MPM concentration.

③ MPM students can choose 2nd concentration, and take up to 3 courses (9 credits) from the concentration. Choosing 2nd concentration is optional for MPM students.

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

④ MPM students must also complete 3 credits from basic level English course (Language in Public Policy and Management). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

<Second Year>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week of each term: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th term. Students who plan to do a SRP must take one elective course instead of the seminar course.

e.g.) A MPM student must complete the following requirements to complete PA concentration.

MPM	Core Courses	PA Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	21	45
Credits (Int'l)	6	9	3	6	21	45

7. Others

① *(Concentration Application):* All students must apply in KDI School Websites to declare their concentrations during the indicated period of the term. Concentration can be declared when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MPP students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

② *(Graduation Application):* After completing 45 graduation requirement credits or more including the research project, all students must apply for graduation eligibility review through KDI School Websites at the indicated period of each term.

<Graduation Requirements for 2018 MPP & MDP & MPM Student>

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)	Requirement: 6 credits (2 courses)
	• Analysis of Market and Public Policy • Quantitative Methods	• Analysis of Market and Public Policy • Introduction to Development Policy • Introduction to Research Methods	• Public Organizations and Management • Introduction to Research Methods
1st Concentration	Requirement: at least 9 credits (3courses) from 1st concentration (Mandatory)		
	• **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industry Policy) • **PF** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy)	• **SD** (Sustainable Development) • **ID** (International Development)	• **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)
2nd Concentration	**Elective**: up to 9 credits (3 courses) from 1 concentration (Optional) • **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industry Policy) • **PF** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy) • **SD** (Sustainable Development) • **ID** (International Development) • **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)		
Research Project	Requirement • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • 1 course (3 credits) + SRP (3 credits) • SRP (3 credits) + SRP (3 credits)		
Language	Requirement • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits) (only for full-time international students)		
Total	45 credits		

[Course Plan for Master's Degree Program]

1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at KDI School. However, it is up to each student how he/she would like to plan his/her course of study.

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

<Recommended Course Plan for Master's Degree Program>

Period of Residency / Term		First Year				Second Year		
		Winter Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
1 Year (Int'l Student)	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP		
	Track 2	2 courses (6 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone, SRP		
1.5 Years	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP		
		1 course (3 credits)	4 courses (12 credits)	4courses (12credits)	5 courses (15 credits)	Thesis, Capstone, SRP		
	Track 2		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 2courses		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 1course		
	Track 3		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			

Period of Residency	Term	First Year				Second Year		
		Winter Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
2 Years	Track 1	1 course (3 credits)	4 courses (12 credits)	3courses (9 credits)	3courses (9 credits)	1 course and Thesis, Capstone or SRP (6 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone or SRP (3 credits)		
	Track 2		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) Experiential Learning Project (1credit) + 6credits transferring from a partner school))		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			
	GMP (2+3+1)		4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) Experiential Learning Project (1credit) + 6credits transferring from a partner school))			4 courses (12 credits)
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)				4 courses (12 credits)
	Part-time		3courses (9 credits)	3courses (9 credits)	3courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis, Capstone or SRP
		1 course (3 credits)	3courses (9 credits)	3courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis, Capstone or SRP

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

Students who fulfilled all the graduation requirements will graduate on the dates designated below:

<Recommended Graduation Plan for Master's Degree Program>

1. Research Project

Day	First Year			Second Year		
	1st Term	**2nd Term**	**3rd Term**	**4rd Term**	**5th Term**	**6th Term**
Full-time		POS application (4th week) + Research Plan (10th Week)	Take ARS Course (Summer/Fall)or 1 elective Course (3 Credits)	Submit your final paper with Application Form to Academic Affairs *Int'l Student: Your final paper should be submitted to the Academic Affairs before you leave Korea		
Part-time				POS application (4th week) + Research Plan (10th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper with Application Form

2. Graduation

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	5th~9th week	May 11th	Students who registered a course cannot graduate
Summer	5th~9th week	August 31st	
Fall	5th~9th week	- Commencement Day - January 31st	Students who registered a course can graduate on January 31st

* Course grades are not determined until end of the day for graduation eligibility review except for fall semester.

1) (Graduation Application): Please be informed that those who have completed all their graduation requirements by each term are required to apply for Graduation Eligibility Review. This is a core requirement for graduation. Please access KDI School MIS System (mis.kdischool.ac.kr) to make the request within the application period.

2) (Graduation period): The minimum conditions for graduation and to receive a master's degree in Korea according to the Korean Education Law is that student should be enrolled for 3 terms (one year, 3 terms without leave of absence).

Ⅱ. Academic Guides

Course Registration

Grading

Academic Status

Tuition Fee

Financial Aid and Scholarships

Certificate Issuance

e-Education

Career Support & Internship

Course Registration

1. Course Registration

① ***Minimum/Maximum Credit Application:*** Full time students must apply for a minimum of 9 credits and a maximum of 15 credits of regular courses including one day-time course in each term, unless they submit a petition with a detailed study plan for the approval of 18 credits from regular courses. The petition form is available under the "Official Forms" heading on KDI School Members Websites.

Part time students must apply for a minimum of 6 credits and a maximum of 12 credits each term to graduate in 6 terms.

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

< Program Chair>

Program	Office	Program Chair
Ph.D.	S335	PAIK, SungJoon
MPP	S327	CHOI, Seulki
MDP	S343	KIM, Booyuel
MPM	S331	CHOI, Changyong

③ ***Registration Period:*** Students should register for their 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 ***Course Size:*** KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full, students will not be able to register online. If a course has less than 6 students, it will not be offered in that term.

*__Note:__ Due to the limit on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away spaces from those who

are serious about taking a particular course. It causes inconvenience not only to the students, but also the administration. We would like to ask students, therefore, to choose their courses carefully and make sure that they register for the appropriate number of credits for a given term.

⑥ _**Registration Confirmation:**_ Once a student finish the course registration, he/she needs to make sure that the registration has been completed, and confirm the courses before attending the classes by checking the course confirmation menu in the school MIS.

⑦ _**Add/Drop Period:**_ Registration changes are only allowed within the first week after classes begin. This is to ensure that classes run smoothly, and students adapt to the environment as quickly as possible. After this period, students may not change their course 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 (with form):**_ Should the student decide to drop a course within the first five weeks after classes begin, he/she may fill out the course drop form, and submit it to the Academic Affairs Division to drop a course. In this case, the cancellation will not appear on the official transcript.

⑨ _**Course Withdrawal (with form):**_ Should the student decide to withdraw from a class after the first five weeks but within the first ten weeks after classes begin, he/she may fill out the withdrawal form and submit it to the Academic Affairs Division to withdraw from the class. In this case, a "W" will appear on the official transcript; however, it will not affect the GPA.

⑩ _**Attendance:**_ Students have to attend a minimum of 5/6 of each course they are enrolled in to receive credits and grades for the courses. Students have to touch their ID card or QR code (mobile application) on a kiosk in front of class room when entering their classroom.

2. Course Presentation Session (CPS)

① Introduction to Course Presentation Session:

- The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2018 spring term.

- CPS is an explanatory session for the courses to be offered in the upcoming term.

- Professors and students who intend to register in the courses presented during the CPS are asked to attend at the designated time and venue.

- CPS consists of a course introduction, and a Q&A session in a room designated by the Academic Affairs Division.

② Schedule for Course Presentation Session

e.g.) Fall term Schedule(※ Subject to change)

Course Presentation Session	Parti-time Students: Jan. 27th (Sat.) Full-time Students: Jan. 29th (Mon.)
Advising Session	To be announced
Course Registration	Jan. 30th (Tue.) ~ Feb. 1st (Thurs.)

3. How to Register for the Courses

1. Click the "Login" button on the top side of KDI School Homepage and provide yow·student ID and password.

2. Click the "MIS"(http://mis.kdischool.ac.kr) in the middle of KDI School Service menu.

3. Find "Course Registration" in the left side menu and click "Course Registration". You may access the menu during the course registration period.

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

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

6. Registered courses will appear in the course registration list and time table. Once you registered for any courses, "Register" buttons of the courses will be inactive. You may drop the course by clicking "CANCEL" button.

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

8. 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 have registered for the course. If one drops out the course, first person on waiting will be automatically registered for the course. Then, the status will be changed from "waiting" to "enrolled".

Please note that you can register for up to 5 courses (15 credits) including courses on waiting

9. You may see registered courses in the "course confirmation" menu once you select **"Academic year/term"** and click **"Query".**

< E-EDUCATION>

You can view the syllabus of all courses in a term through e-Education (http://www.ekdis.ac.kr). Click on "All Courses" in the left navigation bar of the initial screen. Then, select year and term to view the courses and access syllabus on the right-most tab.

Grading

1. Acknowledgement of Credits

① **_Registration:_** Credits are only given from courses for which students have officially registered through standard registration procedure. Students auditing courses will not receive credits.

② **_Attendance:_** All students must attend at least 5/6 of all classes in a given term to receive credits for that course.

2. Grading System & GPA

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

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

① **_"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 first five to ten weeks after the classes begin.

③ **_"IW":_** An "IW" stands for "Incomplete Withdrawal", and is given to students who failed to receive a grade within the four weeks after receiving an "I" grade.

④ **_"T":_** A "T" stands for "Transfer" and indicates a course in which a student has successfully received KDI School credit for coursework completed through an exchange or GMP Program.

3. Transcripts

① ***Transcripts:*** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division through "Certification Request" in KDI School Website. Refer to the "Certificate Issuance" on page 42.

② ***Making an Appeal:*** Should students have any doubts about their grades, they may make an appeal to their 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 an 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.

② ***Failure to be Reinstated:*** Students who fail to return to the School after 3 terms of leave of absence or an unauthorized leave of absence will not be allowed to enroll.

※ Students must take lecture courses (except for ARS course) within 2 years(6 terms) of admission, otherwise they must pay additional tuition based on credits.

2. Leave of Absence

① ***Leave of Absence:*** Students who wish to take a leave of absence must submit their application online through "School Register" on KDI School MIS System within the given period of time. **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 should apply during the given period, which will be announced every term.

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

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

3. Completed

All master's students who have been enrolled at KDI School for at least 5 terms will be eligible to be considered as having completed their coursework according to Korean education law. Those students who do not complete the graduation requirements within 4 years from their date of admission will be permanently designated the status of "completed."

4. Graduated

All master's students who have qualified the graduation requirement of either completing a thesis, a capstone, one SRP or an ELP after 1 year (minimum 3 terms without leave of absence), and within 4 years from their admission date will be granted the status of "graduated."

5. Reinstatement

Students wishing to re-enroll after completing their leave of absence period must apply for reinstatement. Students should apply online for reinstatement through "School Register" on KDI School MIS System.

6. Withdrawal

① *Voluntary Withdrawal*: Students desiring to withdraw may do so by obtaining permission from the Dean of KDI School after submitting their application online through "School Register" on KDI School MIS System.

② *Expulsion:* Students who fails to pay tuition fee on time or fails to register a course before coursework completion are subject to expulsion.

7. Coursework Completion

Coursework completion reveals that students acquired 39 credits (including taking courses) regardless of their minimum enrollment. They can receive a coursework completion certificate only once at the completion ceremony.

Tuition Fee

1. Master's Program

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

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

① **Payment by term:**

Day	2018			2019			Total
	Spring	**Summer**	**Fall**	**Spring**	**Summer**	**Fall**	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

② **Payment by Credits:** In case a student has difficulty in paying a full amount for a given term and is registered for less than 6 credits, he/she may choose to pay by credits according to the number of credits he/she takes. However, if the student takes more than 9 credits, paying by credits might cost more than paying by term. Tuition fee per credit for the Master's degree is 623,000 won. Please inquire to the Academic Affairs Division for more details.

2. Ph.D. Program

Students will pay 25,000,000 won to complete a Doctoral degree program. For the first year of their study, students will pay a total of 15,000,000 won (5,000,000 won per each term). For the 2nd and 3rd year, 5,000,000 won should be paid. If a student has yet to fulfill the graduation requirement by the end of the 3rd year, he/she must pay 1,000,000 won each year from the 4th year and beyond. Please refer to the details in the Ph.D. handbook.

Financial Aid and Scholarships

1. Maintaining Admission Scholarship

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

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

- Part-time students must take a minimum of 6 credits of regular courses per term, except for the last (6th) term.

2. Special Financial Aid to New Students:

① KDI School provides a tuition waiver to qualified students on the condition that the students achieve and maintain the required GPA or higher.

② However, if the students are placed on an academic probation or are enrolled in less than 6 credits of regular courses, they may not be considered for financial aid in such forms as tuition waivers, living allowances, TA and AA scholarships, etc. for the following term. To maintain their financial status, they should submit a petition and a detailed study plan to the Academic Affairs Division for approval.

③ General students who received full or 75% scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.67 GPA or above each term. If the GPA is between 3.5 and 3.67, the scholarship will be reduced by half, and if it is less than 3.5, the student will receive no scholarship for the following term.

④ General students who received half scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.5 GPA or above. If less, they will receive no scholarship for the following term.

⑤ General students who received quarter scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.4 GPA or above. If less, they will receive no scholarship for the following term.

⑥ Full-time general students who received scholarships upon admission must take a minimum of 9 credits of regular courses* per term except for the last (4th) term. These 9 credits should include at least 3 credits from daytime courses.

⑦ Part-time general students who received scholarships upon admission must take a minim urn of 6 credits of regular courses* courses per term, except for the last (6th) term.

* Regular course is a course that counts for graduation requirement

3. Scholarship for Academic Excellence:

① Within the allocated amount of budget, students, who have taken at least 9 credits or more of regular courses in a term and achieved excellent academic performance, are considered for this scholarship .

② Regardless of the financial aid package received for the first term, non-sponsored students in the top 10% will be reviewed and be eligible to receive full scholarship for the following term.

③ Candidates are selected for this scholarship based on their academic performance, existing financial aid, conduct as a member of the School community, and the School budget.

4. Work Study Scholarship

Students who want the Work Study Scholarship can apply for the positions as either a Class Assistant (CA) or an Administrative Assistant (AA) during the designated application period. Payments are made in every 6th and 12th week of their working period, and students must submit their working records signed by their supervisors to the Academic Affairs Division. If they fail to submit their working records on time, they will not receive the scholarship for the given week. After the completion of the term, Internal Internship Credit is given to Class Assistants (CA) and Administrative Assistants (AA) who meet the requirement of fulfilling a set amount of working hours per term. It will not count as graduation requirement credit. Please keep in mind that students may be excluded in CA/AA Candidates of next term if they do not fulfill their duty.

<Selection Process>

① There will be a notice on recruiting the work-study positions.

② Selection of Work Study Students: The work study students are selected from the interested applicants. If there are too many applicants, some students may not have the opportunity to be CA or AA. Their duties will include working as a CA or AA. Students are assigned to each position according to their admission scholarship, experience and willingness to serve in each area.

<CA Job Description>

① Prepare for class (make room reservations, set-up presentation tools: microphone, pointer, etc.)

② Submit a copy of Student Roster (every 3 weeks)

③ Check class attendance(e-attendance and MIS), send an e-mail notice

④ Collect assignments

⑤ Upload lecture notes

⑥ Act as an emergency contact point

⑦ Conduct miscellaneous duties upon teacher's request

⑧ Notify the class schedule at the end of a term to the Academic Affairs Division and students

(By the end of 10th week, the remaining class schedule should be notified.)

⑨ Input cancel and make-up class information immediately through d-Attendance.

<AA Job Description>

① Duties may vary according to the team and divisions in which applicants are assigned.

Certificate Issuance

1. Certificate Issuance

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

① **Type of Certificates Available**

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

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

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

i. Request Method 1

- Log-in at http://www.kdischool.ac.kr

- Click "Certificate" icon

- Scroll down, and click "View More" below "Certificate Application System"

- Click "Certificate application System"

- The page will move to internet certificate system.

ii. Fee & Payment Method

  - Free of charge

③ **Sealed envelope certificates and letters only**

  i. Request Method 2

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

    - Scroll down and click "Certificate" icon → Click "Sealed Enveloped"

    - Click "Insert" → fill out the form → Click "Save"

  ii. Delivery

    One dispatch per day (3pm) (Mon ~ Fri)

    Estimated time of Arrival: upon place of destination

  iii. Fee & Payment Method

    Mailing Fee

      - Domestic Express Service: KRW 2,000

      - International Express Service: Estimated KRW 20,000(It can be changed upon 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

② Ph.D. Degree

  i. Public Policy: Ph.D. in Public Policy

  ii. Development Policy: Ph.D. in Development Policy

e-Education

1. What is e-Education?

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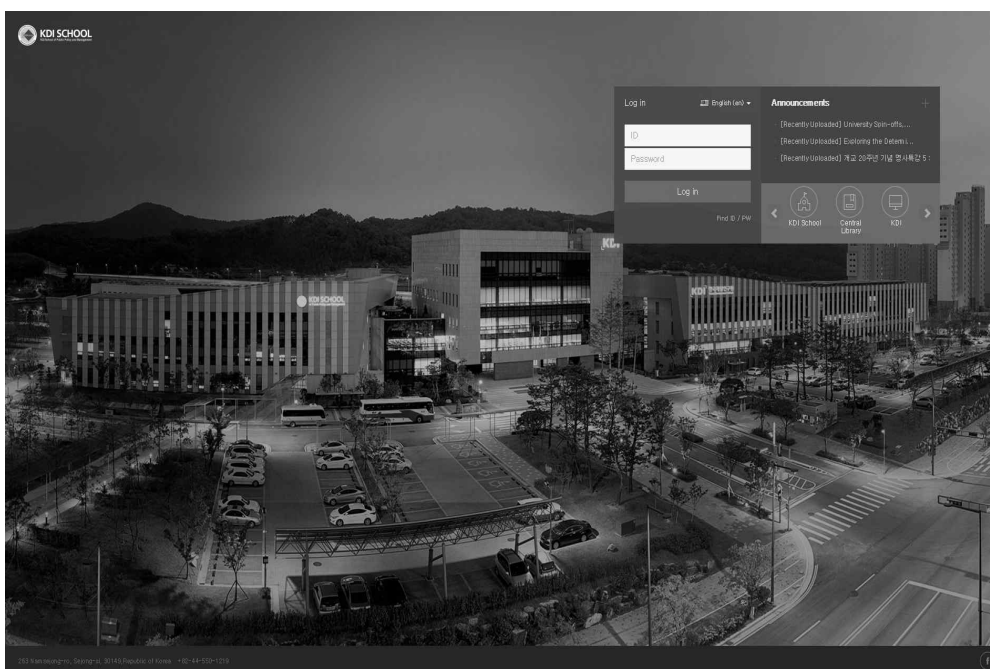
2. Accessing e-Education

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

3. How to use e-Education

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

Career Support & Internship

1. Introduction

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

For example, KDI School sends student resumes to institutes located in the Sejong National Research Complex and requests job opportunities at international organizations located in Korea as well as other national-level research institutes. Internship opportunities are also offered based on MOU agreements with various public organizations.

For more information, please refer to the career center website via career.kdischool.ac.kr.

2. Career Counseling for New Students

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

3. Job/Internship Search Support and Career News

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

4. Internship

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

<Internship programs (as of December 29th, 2017)>

No.	Institution		Number of participants	Period
1		Korea Institute for International Economic Policy	1	2017.11. ~2018.2.
2		Korea Labor Institute	1	2017.06.01.
3		Sejong City Hall	9	2017.8
4		KEPCO Engineering & Construction Company, Inc.	1	2017.7.31. ~ 2017.8.27
5		Korea Rail Network Authority	8	2017.1.9. ~ 2017.2.3.
6		KDI KSP	2	2016.11.1. ~2017.4.30
7		AfDB	2	2017.9. ~2018.2
8		UN	1	2017.6.27. ~2017.12.27
No.	Institution		Number of	Period

			participants	
9	The Asia Foundation	Asia Foundation	10	2017.12.12. ~ 2018.02.10
10	KODIT 신용보증기금	Korea Credit Guarantee Fund	TBD	During winter break
11	IFAD Enabling poor rural people to overcome poverty	International Fund for Agricultural Development	On demand	Throughout the year
12	KDI	Korea Development Institute(KID)	On demand	Throughout the year

5. Special Lecture on Career Development

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

6. Mentoring

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

[Inquiry]

Career support: (Ms.) Eunkyung Oh, External Relations and Development Division (S213), 044-550-1274, job@kdis.ac.kr

Internship program: (Ms.) Juyeon Byun, Academic Affairs Division (S247),

044-550-1020, jy_byun@kdischool.ac.kr

Ⅲ. Study Abroad Program

Exchange Program

Global Master's Program (GMP)

Field Research and Study Program

Exchange Program

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

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

1. Exchange Partner Schools

[USA]

• Saint Louis University, John Cook School of Business (USA)

[Europe]

• Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)

• Institut Superieur de Commerce (France)   *Tuition Waiver for ISC is NOT applicable

• Institut Superieur de Commerce International de Dunkerque (France)

• HHL-Leipzig Graduate School of Management (Germany)

• ESSEC Business School (France)

• University of Leuven (Belgium)

[Others]

• University of Malaya (Malaysia)

• Pontifical Catholic University of Chile (Chile)

• Fudan University (China)

• Universidad de las Americas Puebla (Mexico)

2. Qualifications

- Completion of three terms for full-time program students and five terms for part-time program students (by the time of departure)
- At least 24 credits completed including core courses.
  · Fall Students: by the time of departure
  · Spring Students: by the time of application
- CGPA of at least 3.5 or above
- TOEFL: iBT 79~80 / CBT 213 / IELTS 6.0 or above

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

4. Application Period

- Spring Term: 4th & 5th week
- Fall Term: 1st & 2nd week

5. Application Requirements

① Application Form
② Curriculum Vitae
③ Statement of Purpose
④ Transcript of Academic Records of KDI School
⑤ TOEFL/ IELTS Score (Native English Speakers and Students who are taking their degree program in English are exempted)
⑥ ID Picture (3cm x 4cm)
⑦ GMAT/GRE depending on the program
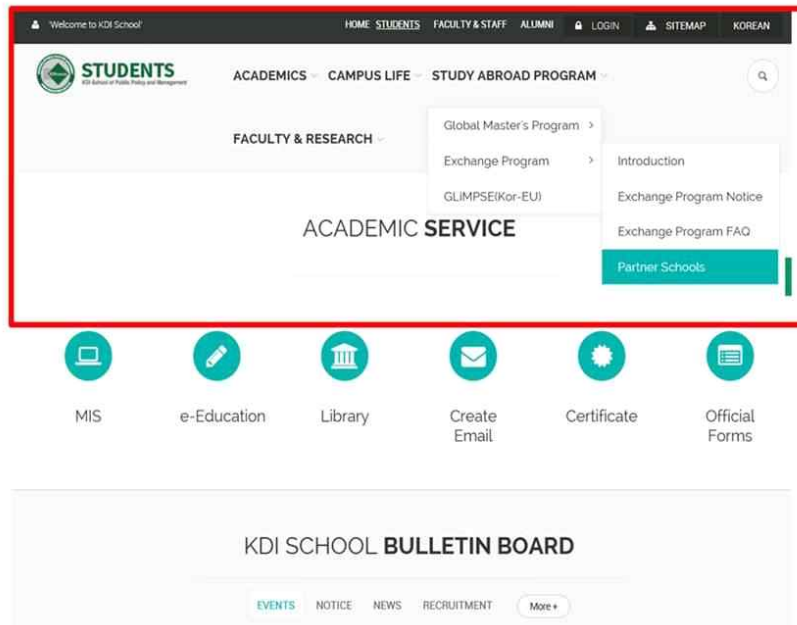
For more information about partner schools, click "STUDENTS" on the top side -> LOG IN -> Exchange Program -> Partner School

6. Application Procedure

① Document Review

② Interview (If needed)

7. Benefits of Exchange Program

① Credits earned from the partner university can be transferred if the program chair recognizes the equivalency of the courses.

② No extra tuition will be charged.

③ Students who are chosen during KDI School's internal selection will be eligible to apply to the exchange partner school. Once students receive admission from the exchange partner school, they will be considered as exchange students for the upcoming term.

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

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

Global Master's Program (GMP)

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

GMP students can choose from the following:

① Master's Degree

② Non-Degree Certificate Program

1. Type of GMP Program

1) 1+1 GMP Program

① Special Features

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

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)

- Completion of three terms (by the time of departure)

- For Full-time Students, at least 39 credits completed including core courses (by the time of departure)

- For Part-time Students, at least 27 credits completed including core courses (by the time of departure)

2) 2+3+1 GMP Program

① Special Features

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

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)

- Completion of two terms (by the time of departure)

- At least 27 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

Semester & Year / Type of GMP	Preliminary Session	First Year			Second Year			Third Year		
		Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
1+1 GMP Program (Full Time)	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			6 credits transfer + 1 credit ELP	Graduation	Commencement
1+1 GMP Program (Part Time)	1~2 course* (3~6 credits, optional)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	Study Abroad Program			12 credits transfer + 1 credit ELP + 1~2 SRP (3~6 credits, optional)	Graduation	Commencement
2+3+1 GMP Program	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			4 courses (12 credits)	6 credits transfer + 1 credit ELP	Graduation	Commencement

* For Part-time Students, it is optional to choose whether taking 12 courses in preliminary session or submitting 12 SRPs in third year. (Taking 2 Courses, or Taking 1 Course + Submitting 1 SRP, or Submitting 2 SRPs)

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

2. GMP Partner Institutions

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

<USA>

- Brandeis University, The Heller School for Social Policy and Management

- Duke University, Program in International Development Policy

- Georgetown University, McCourt School of Public Policy

- Hult International Business School

- Michigan State University, Eli Broad Graduate School of Management

- Michigan State University, Visiting International Professional Program

- New York University, Robert F. Wagner Graduate School of Public Service

- Rutgers University, Edward J. Blaustein School of Planning and Public Policy

- Rutgers University, School of Public Affairs and Administration

- Saint Louis University, College of Public Service and the University's Graduate School

- Syracuse University, The Maxwell School of Syracuse

- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy

- University of California, San Diego, Graduate School of International Relations and Pacific Studies

- University of California, Berkeley, College of Natural Resources

- University of Chicago, Harris School of Public Policy

- University of Colorado Denver, Graduate School of Public Affairs

- University of Illinois at Urbana-Champaign, Department of Economics

- University of Kentucky, Martin School of Public Policy and Administration

- University of Missouri, Harry S Truman School of Public Affairs

- University of Southern California, School of Policy, Planning and Development

- University of Washington, Evans School of Public Policy

<UK>

- Lancaster University Management School

- University of Birmingham, Schools of Social Policy and Government and Society

- University of Leeds

- University of Nottingham, School of Sociology and Social Policy

<Others>

- Australian National University, Crawford School of Economics and Government (Australia)

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)

- National Graduate Institute for Policy Studies (Japan)

- SDA Bocconi School of Management (Italy)

- University of Sydney (Australia)

3. Application Requirements (varies depending on the institution)

① Application Form (from the desired partner institution)

② TOEFL: CBT 213 250 / iBT 80~100 or above

③ GRE·GMAT (depending on the institution or program)

④ Sealed Transcript and Certificate of Graduation of Undergraduate School

⑤ Statement of Purpose, Recommendation Letters, etc.

⑥ Affidavit of Support

4. Benefits of the GMP Program

① Credits earned from the partner university can be transferred if the Program Chair recognizes the equivalency of the courses.

② Depending on the partner institution or program of choice, students can earn a dual degree.

③ Many partner universities have a staff member who is designated to help students adjust to the new school.

5. GMP Application for non-GMP students

Non-GMP students may apply for the GMP program.

Qualifications

① CGPA of at least 3.5 or above

② TOEFL: CBT 213 / iBT 79~80 / IELTS 6.0 or above

(Native English Speakers and Students who is taking their degree program in English are exempted)

③ Completion of three or five term depending on the enrolled program at KDI School (by the time of departure)

- At least 39 credits (by the time of application)

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

Field Research and Study Program

1. International Field Research and Study (IFRS)

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

① *Applicable to:* Korean students

② *Cost:* Students and their institution will share the cost

(Detailed figures will be available at a later date)

③ *Places visited:* International organizations, global corporations and graduate schools

④ *Duration:* Approximately 1-2 weeks during the summer break

⑤ *Visa and Passport:* Students are responsible for their own visa and passport application/issuance. Those students who would like to participate in the International Field Study and Research are advised to have your passport valid more than 6 months.

⑥ *Sample Schedule*

<Brief Itinerary of the IFRS 2017>

Date	Countries & Cities	Activity
Aug. 23	Incheon	Departure: Incheon Airport, Korea Arrival: San Francisco Airport, U.S.
Aug. 24	San Francisco	Visit to Stanford University / Google
Aug. 25		Visit to Twitter / Asia Foundation
Aug. 26		Transit to New York
Aug. 27	New York	City Tour
Aug. 28		Visit to the UN / Columbia University
Aug. 29		Tansit to Washington D.C.
Aug. 30	Washington D.C.	Visit to Georgetown University / World Bank
Aug. 31		Departure: Washington Dulles Airport, U.S.
Sep. 01	Incheon	Arrival: Incheon Airport, Korea

2. Korea Field Research and Study (KFRS)

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

① **Applicable to:** International students

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

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

> (Detailed figures will be available at a later date)

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

④ **Duration:** 3 nights and 4 days during the summer break

⑤ **Sample schedule**

<Brief Itinerary of the KFRS in 2017>

Date	Activity
Aug. 01 (Tues.)	· Korea Expressway Corporation · Gyeongju Cultural Heritage
Aug. 02 (Wed.)	· POSCO · Gyeongju Cultural Heritage
Aug. 03 (Thur.)	· Ulsan Port Authority · Gyeongju Cultural Heritage
Aug. 04 (Fri.)	· Gyungsangbukdo Provincial Office · Andong Hahoe Folk Village

Ⅳ. Student Life

Student Activities & Others

Alumni Network

Life at KDI School

Around KDI School

Visa & Immigration

Staying in Korea

Student Activities & Others

1. Student Activities

1-1. Student Council

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

1-2. Conversation with Academic Advisor

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

1-3. Student Retreat

Student Retreat will be organized by each program representative to encourage social networking and raise student morale. KDI School provides financial support to all student events in the retreat, offering a wealth of entertainment. Cost for retreat is partially covered by the School (112 of Total expenses, up to KRW 20,000/person) and partially charged on students.

1-4. Student Clubs

KDI School Student clubs aim to provide students with ample opportunities to affiliate with other students through various social, academic and/or athletic activities. Students are encouraged to get involved in one or more of the student clubs as they desire, and enjoy opportunities to meet and interact with fellow students. The requirements for forming a Student Club are:

1) A club should have more than 10 members including 1 faculty advisor.

2) It is recommended to have members from various backgrounds and countries.

3) A club should submit an activity plan.

4) It is recommended that a club should organize 3 activities per term.

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

   - Registration Method: Download the application from the School homepage (Student – Notice – More+ - Student Club) and submit it to the Student Affairs Division

1-5. Buddy Program

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

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

1-6. Happy Hour

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate student network at KDI School. With this purpose, the School supports Happy Hour. Activities that can involve as many students as possible are welcome. Students may propose and organize Happy Hour activities. All students currently enrolled in school can make a proposal to the Student Affairs Division for a review. Any kind of beneficial and interactive activities can be proposed by students for Happy Hour. Activities that can involve a large number of students are welcome.

   e.g.) Multi-cultural events, seminars, class gatherings, and various other activities that will enhance networking amongst students

1-7. Home Visiting Program

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

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

1-8. Site Visit and Culture

Throughout the year, the School arranges various cultural events & site visits for students. Students can apply and participate with some fees. The event announcement and registration will be made through the School Websites.

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

2. Student Counseling Program

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

<u>What are some common concerns?</u>

□ Academic issues

□ Cultural adjustment issues

□ Homesickness

□ Relationship problems

□ Stress and anxiety

□ Depression

□ Grief and loss

□ Job related concerns

□ Sexual Assault I Abuse

□ Health problems

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

Who will help? - Gina Lee (Lecturer, KDI School)

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

How does this work?

□ *Step 1*

Students may access the program through online and offline meetings with the advisor on an individual basis. In the case of setting up an offline meeting, you must send an e-mail or stop by office #316 and ask to make an appointment. Upon your request, the advisor will set up a schedule for you.

□ *Step 2*

Arrive on time for your appointment. At the initial assessment, the student will share immediate concerns with the advisor confidentially. After sharing the concerns, the advisor will decide what services will be most helpful for the student. As each person is unique, the issues addressed and the approaches used for each student will be tailored for that situation. Given the particular situation, different services and recommendations will be proposed.

□ *Step 3*

If concerns exceed the scope of the school's focus, or if further services are considered beneficial, the advisor will provide referral services for students needing more intensive treatment and other modalities of care.

If you would like further information or to schedule a counseling session, please contact the following email address: counseling@kdischool.ac.kr or ginalee@kdischool.ac.kr.

When are the office hours?

 o Monday   9:00 a.m. - 12:30 p.m.

 o Wednesday   9:00 a.m. - 12:30 p.m.

 o Friday   12:00 p.m. - 15:00 p.m.

It is subject to change every semester with prior notice. If you would like to schedule a counseling session, please contact via email (counseling@kdischool.ac.kr or ginalee@kdischool.ac.kr)

Where should I visit? - Office #S316

KDI School Counseling Program is designed to complement the academic mission by assisting students' personal and educational development through consultation, counseling, and referral. The goal of these efforts is to facilitate the adjustment and success of students during the time at KDI School. For further details, please contact counseling@kdischool.ac.kr or ginalee@kdischool.ac.kr.

3. Others

3-1. Parking Space

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

 For inquiries: ☎ 044-550-1259

3-2. Campus Emergency Bell

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

[Emergency Bell System]

Call(Transmission)

Activate the Emergency Bell
by pushing the button
in Emergency Situations

Confirm/Recognition

3G Light Bars on streetlights go off
to draw attention
- Receivers go off and confirm the
Emergency Bell number (location)

Countermeasure

Staff at each check point carries out
immediate measure to resolve
emergency situations and maintain
secure environment

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

Wireless long-range emergency bell	Wireless light bar

□ **Installation Location**

- **Main streets connecting the School and the Dormitory**
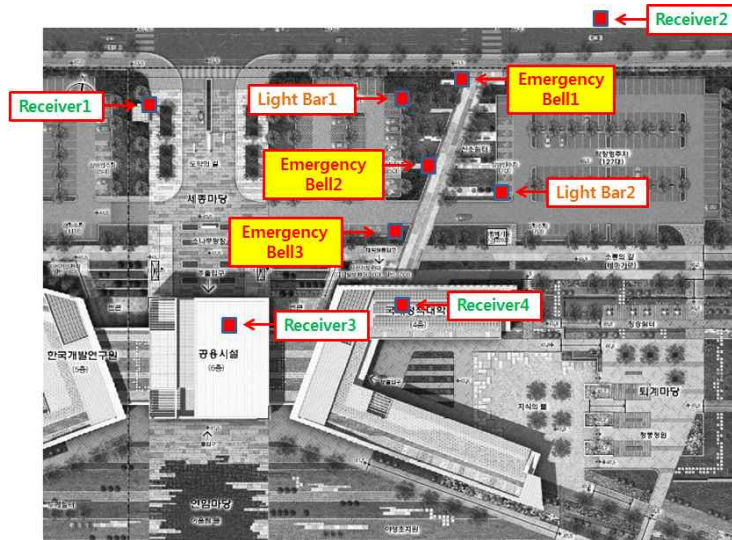
□ **Installation Photos**

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

3-4. Disability Awareness Guide

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

3-5. Sexual Violence Prevention Guide

KDI School is doing its utmost to educate our students regarding harassment. One of those lessons pertains to sexual harassment / violence. For this issue, the school is taking several actions, which include creating guidelines and beginning a sexual violence prevention class. Along with an online education class, the school is also providing an offline special lecture. This offline lecture is mandatory for every student. (Please refer to the appendix for more information about guidelines)

Alumni Network

1. Student & Alumni Profile

KDI School is home to a vast student and alumni network that stretches all over the world. Students come from a variety of backgrounds including Korean alumni members in government ministries, public organizations, private corporations, the finance sector, media corporations, and NGOs. The network is equally diverse for foreign alumni counterparts with current and former students from key government ministry officials in 129 countries. Such an extensive network creates synergy and helps KDI School and its students build a truly diverse support structure that provides mutual support in various fields.

□ Diverse Alumni Composition

- Composing alumni network with 1,824 foreign alumni (from 129 countries) and 2,959 domestic alumni since the establishment of the school

- Function as key human resources for building relationship with developing countries through forming network with core government officers and supporting overseas expansion of domestic companies

All of the graduates from the school automatically become alumni of KDI School. Alumni are the biggest asset of KDI School, and the school put its effort to systematically manage the alumni network with love and attention.

The KDI School External Relations and Development Division offers several services to alumni on and offline. Please note that most of the online services at alumni.kdischool.ac.kr require a login, and are restricted to the KDI School alumni and student members

2. Alumni Association Around the World

No.	Continent	Country	Date of Organization	Representative
1	Africa	Algeria	September 19 2012	BENSEGHIR, Karim(2009 MPP)
2		Cote d'Ivoire	January 23 2015	Pythagore Legbre Charles Guigui(2010 MPP)
3		Egypt	August 23 2014	GAMAL ELDIN, Engi Mohammed Mostafa(2013 MDP)
4		Ethiopia	July 9 2011	ROBELE, Daniel Jemberu(2010 MPP/ED)
5		Ghana	August 23 2013	AMPOMA, Augustine (2011 MPP)
6		Kenya	August 19 2011	KIPKIRUI, Gilbert Cheruyot(2008 MPP)
7		Malawi	June 25 2015	NEBA, Albert Chindikani (2011 MPP)
8		Tanzania	May 27 2011	MLELWA, Evans Eusebius(2001 MPP)
9		Uganda	September 30 2015	KIWUMULO, Lydia (2013 MDP)
10	America	Brazil	September 23 2015	OGLIARI, Paulo Rodolfo (2013 MPP)
11		Guatemala	June 16 2013	SPROSS, Jose Fernando (2006 MPP)
12		Colombia	September 19 2014	CARDONA SOSA, Andres Felipe(2013 MPP)
13		Honduras	September 8 2016	PEREZ CAMPOS, Erica Yaneth(2012 MDP)

No.	Continent	Country	Date of Organization	Representative
14	Asia	Afghanistan	January 2 2013	AHMADZAI, Noorullah Jan(2008 MPP)
15		Bangladesh	January 11 2013	SIDDIQUE, MD. FORHAD(2007 MPP)
16		Bhutan	July 15 2013	Chhoden(2008 MBA)
17		Cambodia	June 5 2012	CHHUN, Dalin(2010 MPP/ED)
18		China	March 26 2011	CHEN, Ping(1998 MPP)
19		Indonesia	December 12 2011	Darmansyah(2010 MPP/PM)
		Republic of Korea	October 1 2002	LEE, Chang Ouk(2002 MBA)
20		Laos	January 18 2012	THAVIXAY, Khambou (2008 MBA)
21		Mongolia	June 28 2012	BAYARMAGNAI, Bayasgalan (2004, MPP) - the acting president
22		Myanmar	November 14 2012	SWE, Htay Htaty(2009 MPP)
23		Nepal	July 11 2013	KHATIWADA, Yam Kumari(2006 MPP)
24		Philippines	May 18 2012	DELA CRUZ, Mary Sol Dela Pena(2009 MPP)
25		Sri Lanka	October 4 2012	ABDUL RAZZAK, Mohamed Farzan(2009 MPP)
26		Thailand	July 16 2013	KHANSIRI Chalee(2001 MPP)
27		Uzbekistan	August 23 2012	BERDINAZAROV, Zafar Ulashovich(2010 MPP/ED)
28		Vietnam	April 15 2011	NGUYEN, Quy Phoung (2006 MPP)
29	Europe	South East Europe	April 1 2014	ALEKSIC, Dana (2010 MPP/ED)
30		Czech Republic	September 19 2014	KUBINOVA, Pavla (2010 MPP)

3. Alumni Gathering

3-1.   Alumni Distribution

Alumni from KDI School are distributed throughout the world. The ERD Office or each alumni association routinely host alumni gatherings in several major metropolitan areas around the globe, and also host various alumni events every year. All the events are posted on the alumni website at alumni.kdischool.ac.kr.

□ Year-End Alumni Dinner in Globe

□ Alumni Mountain Hiking in Korea

□ International Alumni Essay Contest

□ International Alumni Workshop

□ Other various events from each region

3-2.   Search Directory

Find fellow alumni through the online directory. You can also contact the ERD office to request the alumni information.

4. Alumni News

4-1.   Sharing News

The ERD office posts updates about life events and accomplishments from alumni on the website. Some remarkable achievements will be published on the school newsletter. On the receipt of death notices, the ERD office send Alumni Association Flag to the family of the deceased. (For Korean Alumni Only). Please share good and bad news with the KDI School family by email at alumni@kdis.ac.kr

4-2.   Sending School Newsletter 'The Globe' & 'The e-Globe'

The KDI School alumni worldwide stay in touch with the KDI School through The Globe and the e-Globe.

The Globe(published 3 times a year) & the e-Globe(published 4 times a year) reports

on the scholarly activities of the faculty, curricular changes, student activities, and alumni news. The Globe copies are also available to students, and the e-Globe are sent out by email.

[Inquiry]

Alumni support: Ms. Eunkyung Oh, External Relations and Development Division (S213), 044-550-1274, alumni@kdis.ac.kr

Life at KDI School

1. First Days at KDI School

1-1. Student ID Card

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

□ Student ID card functions:

 - Identification as a KDI School student

 - Security Access for all KDI School buildings including on-campus dormitory

 - Library Card (when borrowing books)

 - Seat Reservation for Library and Student Chamber

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

For more inquiries: please call ☎ 044-550-1294 (Mr. Cha, Inhwan)

1-2. Campus Tour

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

1-3. Opening a Bank Account

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

□ Required documents:

 - Application for Check Card

 - Initial Application for Banking Transactions

 - Certificate of Client Transactions

 - Copy of Passport (or Foreign Registration Card)

  For more inquiries: Please call ☎ 044-550-1224(Ms. Minah Park)

1-4. Public Phones

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

1-5. Using the mobile phone

□ Mobile Services

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

□ NOTE

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a USIM chip.

※ Where and How to buy USim Card

- Take Bus 991 at the bus stop across the road, get at 첫마을(한솔동), Cheotmaeul(Hansol-dong) and then cross the road, turn right, walk 2 blocks and turn left to Olleh Shop. The store's business hours are from 10:00 to 20:30.

- Requirements: Passport and l0,000KRW

- 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
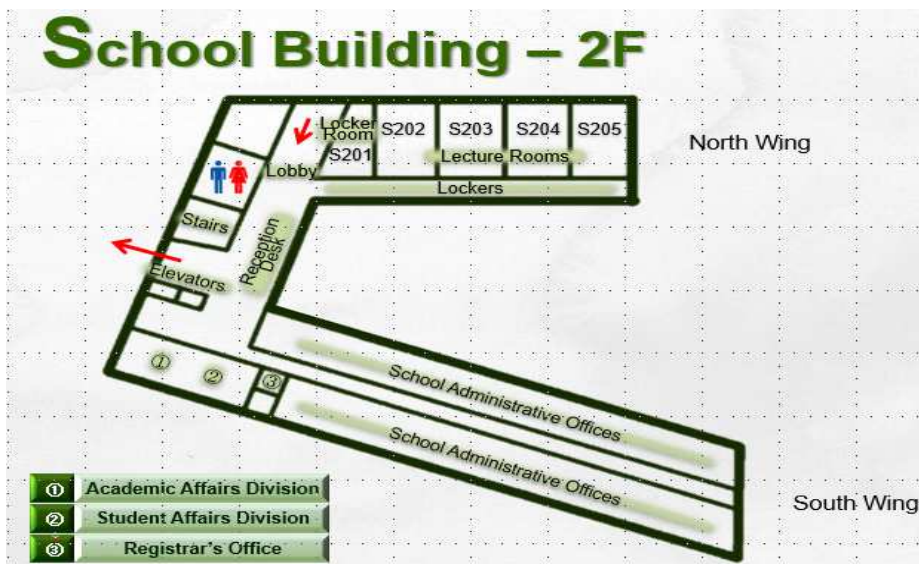
School Building – 2F

School Building – 3F

| S302 | S303 | S304 | S305 |

Lecture Rooms

| | S308 | S307 | S306 |

North Wing

Stairs

Elevators

Seminar Rooms
S310 S310

Faculty Offices

Faculty Offices

Faculty Offices

Faculty Support Office

South Wing

School Building – 4F

Ambassador Hall

Lincoln Hall

North Wing

Chunii Sky Lounge

Stairs

Writing Center

Female Lounge

Elevators

Faculty Offices

Faculty Offices

Faculty Offices

Faculty Support Office

South Wing
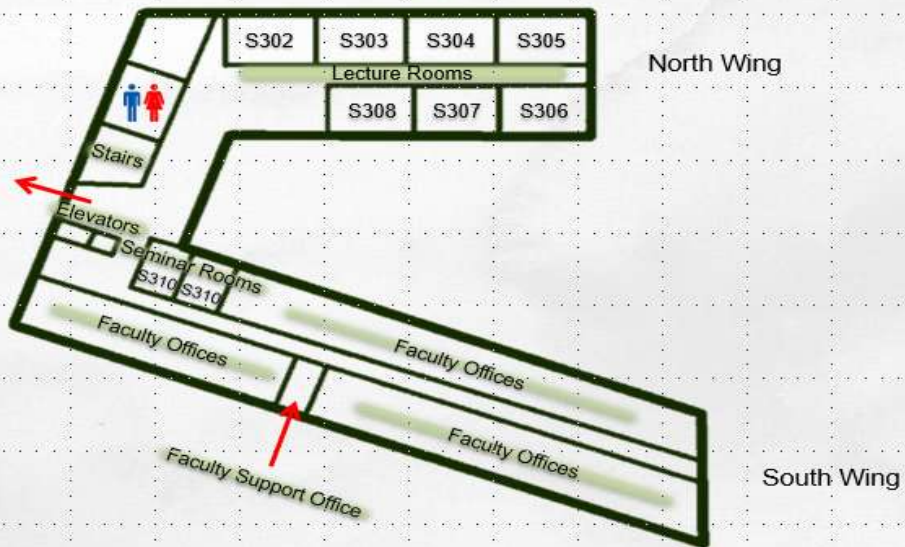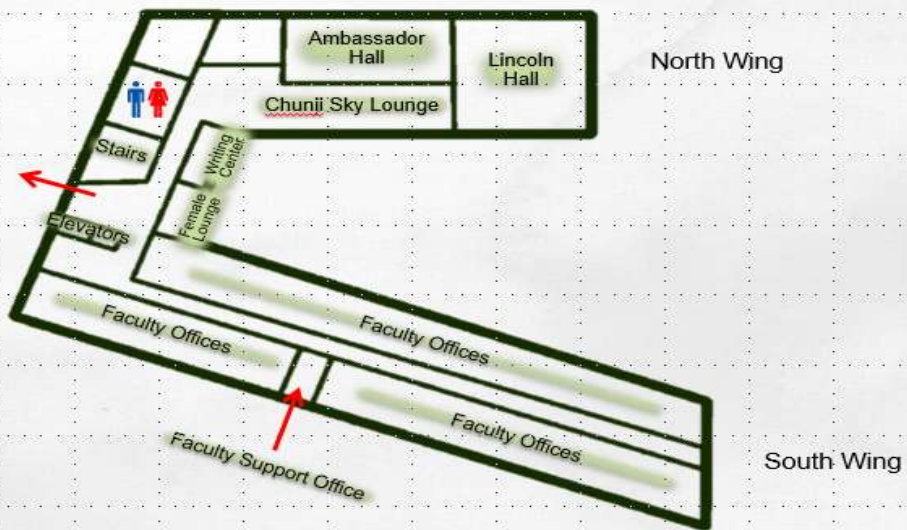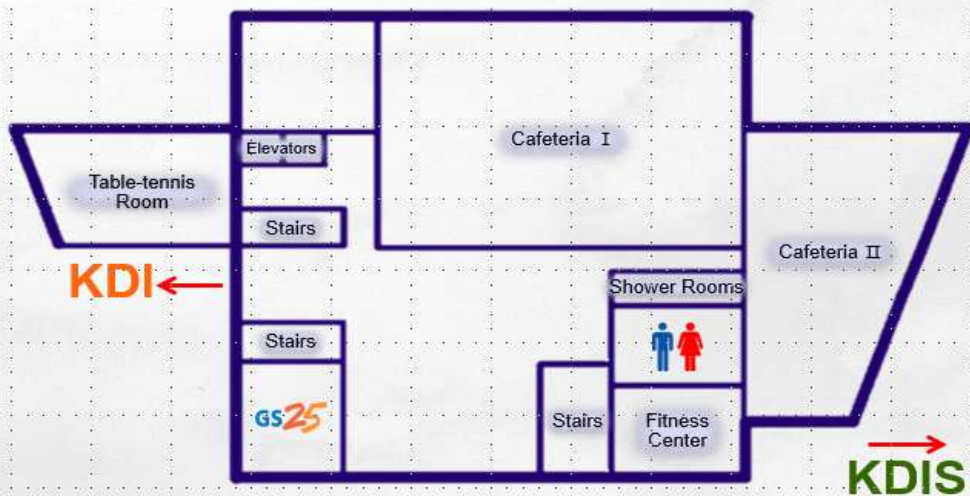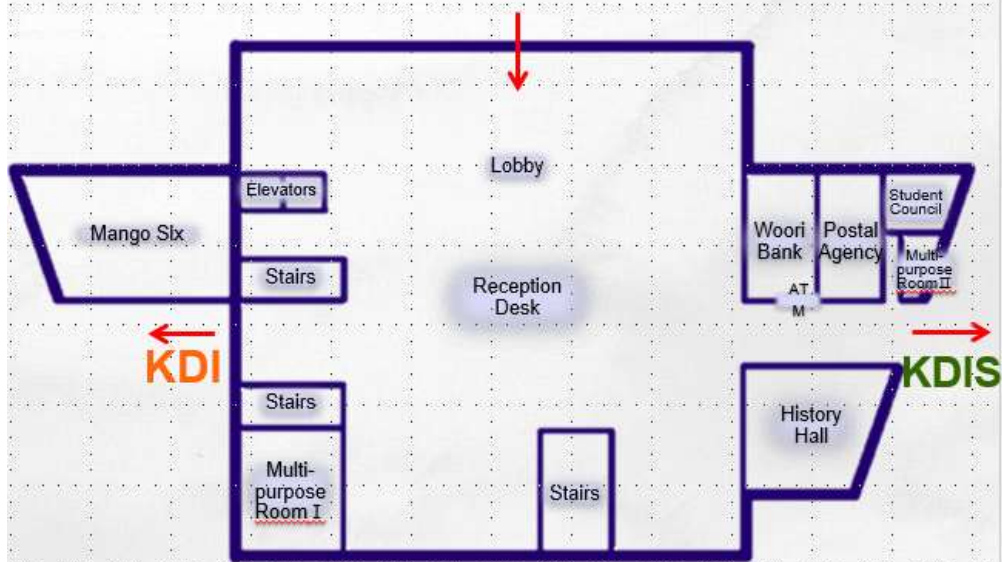
Central Building - 3F

Central Library
Elevators
Stairs
KDI
Stairs
Printer Room
Computer Laboratory
KDIS
Student Lounge

Central Building - 4F

Group Study Room
Personal Reading Room
Elevators
Personal Reading Room
Ph.D. Chamber
Stairs
KDI
Stairs
KDIS

Central Building - 6F

Video Conference Room

Elevators

Stairs

KDI

Stairs

Main Conference Room
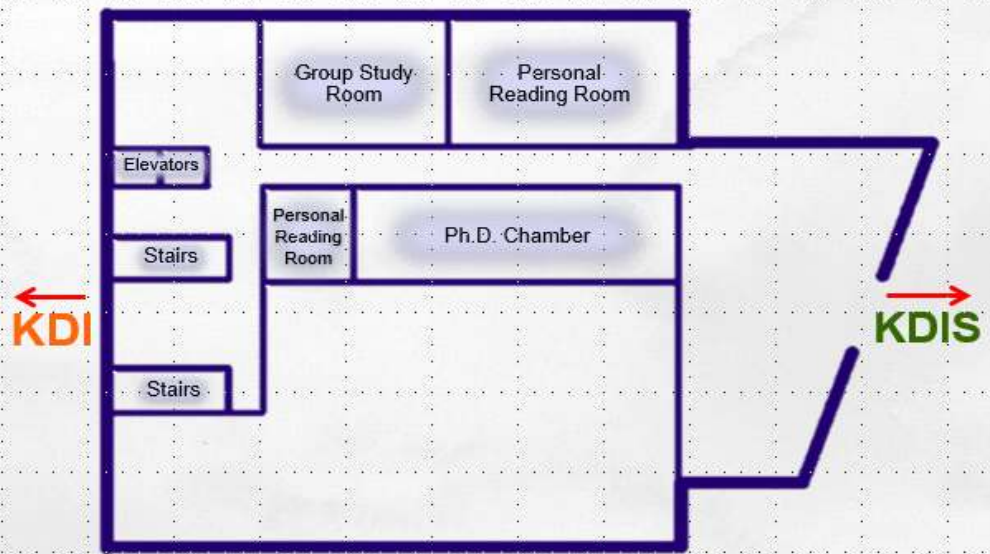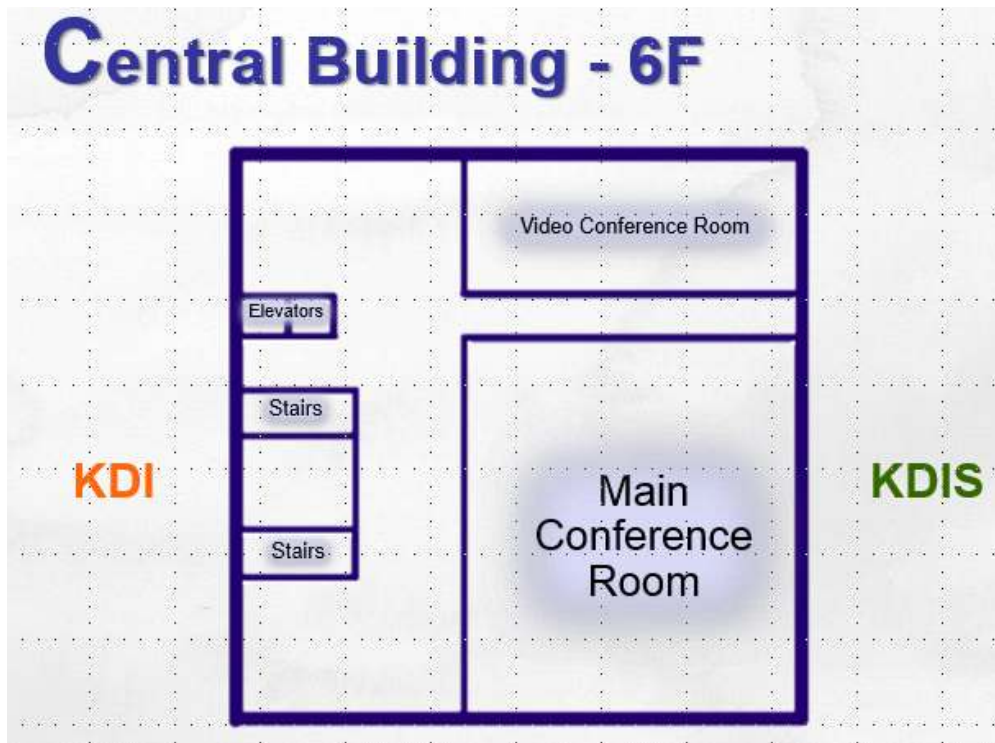
KDIS

Dormitory

KDI School dormitory rooms are located on campus across the school. If you have emergency situation, you can contact the dormitory office, located on the 1st floor of 102 building with house masters working 24 hours a day. The first aid kit will be provided by them. Dormitory Assistants are working for each floor's residents. They will assist in your dormitory life and emergency situation.

3. On-campus Restaurants & Stores

3-1. Cafeteria

☐ Location: 1st floor, Central Building

☐ Open Hours: Breakfast 08:00-09:00

Lunch Weekday 11:40-13:00 weekend 11:00-13:00

Dinner 17:40-19:00

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

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

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

3-2. Convenience Store

☐ Location: 1st floor, Central Building

☐ Open Hours: Weekdays 08:30-23:00

Weekend and Holiday 11:00-18:00

Snacks and beverages can be purchased at the convenience store. They also sell international phone cards for calling abroad. ☎ 044-550-4371

3-3. Mango Six (Coffee Shop)

☐ Location: 1st floor, Central Building

☐ Open Hours: Weekdays only 08:00-19:30

You can buy coffee, juice and other beverages. Cost ranges from KRW 2,000 to KRW 4,000 per beverage and snacks. Inquiries: ☎ 044-550-4373

3-4. CAFE VOBIS CUM (Coffee Shop)

□ Location: 3rd floor, Library

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

□ Open Hours (during the term): Weekdays 08:30-09:00 Saturday 08:30-16:00

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

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

Inquiries: ☎ 044-550-1306

4. Banking Information

WooriBank - (On-Campus)

□ Location: 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. Health Care Information

5-1. Healthcare Room

The nursing staff provides students with free of charge medications and simple treatments for certain types of health issues while providing advices on health condition and insurance matters.

□ Location: 2nd floor, Central Building (near Mango Six)

□ Open Hours: Weekdays (Mon~Fri.) 09:00-18:00

※ Closed during national holidays and lunch hours (12:00-13:00)

※ The staff might be away to support outpatient treatment for students

Location : In Front of Mangosix
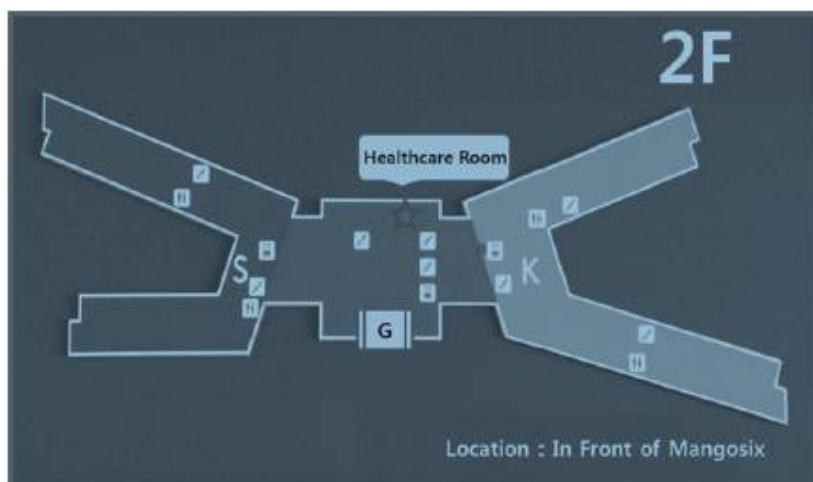
1) Online-Counseling

You can get online-counseling via e-mail. It is highly recommended to have an online-counseling before visiting off campus hospital.

If you have any question regarding to the health checkup result, you can also contact the person in charge via healthcare@kdis.ac.kr

2) Main Services

① Medication: Pain-Killer, Digestive Aid, Anti-Diarrhea / Anti-Constipation, Nausea/ Vomiting, Cold & Cough Relief, Nasal Inflammation, Calamine Lotion (itching and discomfort), Muscle Pain Patch, Burn Treatment, Eye Drop, Stomatitis Treatment etc.

② Simple injury treatment

③ Emergency treatment

④ Medication supply to dormitories

⑤ Recovery room

⑥ Prevention on epidemics

⑦ School events medical support

⑧ Student and staff health care record management

⑨ Advising students for health care and health insurance

3) Medical Facilities

① First-aid kit bag(rental)

② Hot / Cold pack(rental)

③ Digital Scale for Height/ Weight/ Body Mass Index

④ Measuring blood pressure

⑤ Blood sugar analyzer

5-2. Hospital & Health Insurance Information (for international students)

Every students studying at the KDI School must carry a health insurance recommended by school. If you have your own health insurance, its item of coverage need to be same or similar with school health insurance. For the hospital, you may visit one of the following international health care centers. The other information about hospitals close to KDI School can be taken by School health care room.

Sun Healthcare International in Daejeon City

Sun Healthcare International assistants are fluent in English and assist international patients from reception to prescription, facilitating your communications with doctors or staffs during medical treatment.

□ Information

- ☎ 010-3614-0817 (Chris Han, English)

- Location: 928, Jijok-dong, Yuseong-gu, Daejeon, Korea

- Take 15 min. via Taxi from the school

  ※ **You must make an appointment.**

  ※ Emergency center operates 24 hours (No service during the holidays).

Dental Care Service(by Alumnus)

Special Dental Care Service for KDI School international students by KDIS Alumnus

- Hospital Information

  • Blossom Dentistry(Dentist KIM, Dong Hyun)

  • Address: SW Tower 11th Fl. Samsung-dong 141-3 Seoul(Seolleung station Exit 8)

- • Work Hours: 10:00~19:00 (Mon~Fri)

  10:00~14:00 (Sat)

- Services for free of charge

  - • Dental Check-up and X- ay taking

  - • Cleaning

  - • Root Canal Treatment

  - • Extraction

- Pre-reservation   Required

  - • through Student Affairs Division(Room #201)

  - • http://smileblossom.com/

5-3. How to Claim the Health Insurance

*Claim process may be different from insurance company

1. Visit web site www.foreignerdb.com/kdis

2. Login using your **Student ID number** (Recommended) or your **Alien Registration Number.**

3. Upload your documents to claim your insurance

   ① Click on **Upload Documents of Claims** (Left Menu with gray background)

※ **Necessary document for insurance claim**: Insurance claim report*(downloadable), copy of passport & Alien Registration Card, general documents from hospital, receipts from hospital, The first examination paper and Detailed medical expenses paper from hospital.

※ **How to download the insurance claim report?**

▼ Click 'Claim report download(PDF)' from the left menu of insurance homepage.

▼ Fill out and sign the claim report(Handwritten).

▼ Scan it and upload it along with the other necessary documents.

② **Put the documents on the upload tab and click 'ENTER'**

4. Inquiry about health insurance

☎ Jungang INS(Insurance company): 02-776-8500 / info@insclick.com

(※ Photo reference for ② **Put the documents on the upload tab and click 'ENTER'**)

6. KDI School Dormitories & Mailing Services

6-1. Dormitory

Information Desk

The dormitory office is located on the 1st floor of 102 building and is staffed 24 hours a day. Students should visit this office to fill out the "Dormitory Check-In Form" when moving in to their assigned rooms. If you have an emergency situation, you can contact the house masters. The first aid Kit will be provided by them. Residents are required by the Housemaster to register their student ID card information for security access to the dormitory building; otherwise they are not permitted to enter.(☎ 044-550-1800)

Check-in Procedure

- Visit the dormitory information desk, or dormitory office (RM.2129)

- Check your assigned room with your Dormitory Assistant, and House Masters

- Carefully read "the Dormitory Rules and Regulations" in the Dormitory Check-in Form

- Complete the form, and submit it to the House Masters

Check-out Procedure

- Clean your room, and reset the doorlock's passcode to 1111*

- Fill out the check-out form

- Have your room inspected by your Dormitory Assistant at least 3 days prior to check out.

- Have your room inspected by House Masters on the day of your check-out

- Visit the dormitory office to submit the form

- Visit the Student Affairs Division, and get a refund for your deposit

In principle, every student will receive their deposit on the day of check-out. Only if you cannot visit the office on your check-out date due to unavoidable circumstances (check-out early in the morning, check-out on weekend, etc.), you may ask for an early refund.

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

<Rules and Guidelines for Dormitory Residents>

Room	• Visitors are not expected to allow guests to stay overnight. Overnight sleeping in common areas of the building is strongly prohibited. • Members of the opposite gender should not enter each other's rooms and hallways. • Students are not allowed to move furniture or to use non-occupied beds in dorm rooms. In addition, students must maintain and clean their room prior to check out. • Students should have separate indoor shoes. Do not wear outdoor shoes inside the room. If the flooring is damaged upon your check-out, you may be charged for the replacement. • Refrigerator: Do not put perishable food in the room refrigerator. Please keep the refrigerator clean and sanitary.
Room Inspection	• The supervising staff may inspect student rooms without prior notice for emergency. The supervising staff reserves the right to enter any room in the dorms and investigate if there is reason to believe a rule infraction is taking place.
Room Change	• Room change is not allowed except during the official room change period (February/September but dates are subject to change). Students can request a room change with payment for cleaning upon School's notice during the designated period.
Communal Kitchen & Dining Area	• Kitchen use should end by midnight (12:00 A.M.): Please inform the House Master before use. • Students must use a personal container box when using the public refrigerator. The container box must be labeled with the following information (Name, Room Number). Non-labeled goods can be removed without permission. • Individuals are responsible for their personal appliances and belongings In addition, they are expected to keep the kitchen clean and sanitary at all times. • Students must dispose waste accordingly (Garbage; Recycle; Food Waste only).
Laundry Rooms	• Students should use the appropriate gender-designated rooms accordingly. • Detergent and fabric softeners are not provided by KDI School. • Students should use liquefied detergents. • Students must timely collect their laundry after use for other residents. • Students should use the clothing rack provided in the dormitory rooms. Please limit the use of dryer machines due to high electricity fees. • Students should avoid using the laundry machines during the quiet hours (11:00 PM-7:00 AM).
Damage / Liability	• Students agree to be fully responsible and liable for any damages that may occur to KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Also, residents are fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged not to bring items of value.
Pets	• Pets are not allowed anywhere in dormitory.
Alcohol / Drugs	• The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.
Smoking	• Smoking is not allowed inside the room. • There is smoking area on the top of the 102 building.
Quiet Hours	• Quiet Hours are between 11:00 P.M and 7:00A.M. Please respect your neighbors during this time.

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

Rate Information & Deposit (Per Person)

Accommodation	Type	Rate per 30days	Rate Per day	Maintenance Fee	Deposit (Refundable)
Dormitory	Double	KRW 180,000	KRW 6,000	KRW 50,000 One time payment	KRW 100,000
	Single	KRW 360,000	KRW 12,000		

□ Deposit and maintenance fee will be charged only once at check in.

□ Refund may vary according to the room condition & fee payment of check out.

□ Overuse of Utility Fees & Payment: The residents will be responsible for the compensation and payment of the excess amount of utility fees. The overuse of utility such as **electricity, water, heating, air conditioning, and other sources of energy** will be charged Please save energy and be mindful of your energy use in your dormitory rooms and communal areas.

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

Maintenance Fee includes:

□ Mattress and floor cleaning (Anti bacteria, minute dust): 2 times a year

□ Disinfection for dormitory building and rooms: 2 times a year

□ Annual building cleaning: end of the year

Deduction of Deposit:

□ Damage of Wall or Floor

□ Damage or Loss of Fixtures

□ Bad Cleanliness

□ Unpaid Dormitory Fee & Utility Fee

Rooms

□ Double Room

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

□ Single Room

Sejong dormitory has 40 single rooms. It has its own shower and toilet inside. Bedding set is not provided for students also. The rooms are equipped with beds, wardrobes, desks, bookshelves, an air conditioning and heating system (electrical outlets: 220V).

Policy for Bedding Set:

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

Rental Fee Information for Bedding Set

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

Compensation Costs Information for Bedding Set

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

Connecting to the Internet in Your Dormitory Room

Each desk set is equipped with a LAN cable line to connect to your computer: Following the directions shown below, open Internet Protocol(TCP/IP) Properties and set your computer to "obtain an IP address automatically".
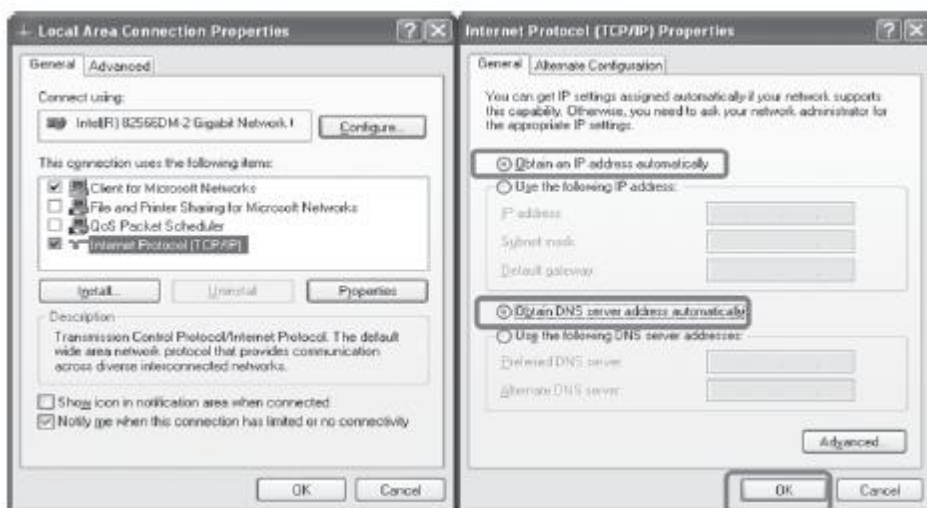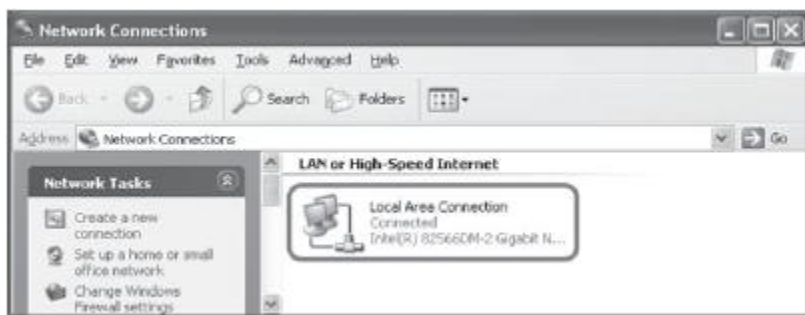
Communal Dormitory Lounges

□ Communal Lounges

The communal lounges are located on the 3rd, 5th and 6th floors. A place where students can relax, watch TV, check their email, do homework, print, read, or just hang out. Communal lounges also offer comfortable surroundings for casual conversation. This place has a satellite TV, some couches, a desktop computer, a printer, and a water dispenser.

□ Communal Gyms

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

Laundry Room

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

Communal Kitchen

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

□ **Kitchen Use Guidelines**

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

□ Refrigerators

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

Clean Net System

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

□ General Waste

Residents are required to dispose garbage to the Clean Net System Area, located next to the dormitory building 102 on the right side. Only 20L general waste inlets must be used along with garbage disposal bags, which can be purchased at GS25, Homeplus, E-mart, etc.

<How to use the Clean Net System>

1) Check the lamp sign on the general waste inlet

2) Tag the card hanging on the inlet

3) The inlet will open after audio guidance

4) Place your garbage bag inside

5) Close the inlet by tagging the card

□ Food Waste

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

<How to Use the General Waste Inlet Machine>

1 Check the lamp sign.

This should be green.

2 Tag the card hanging on the inlet.

Place the card here.

3 The inlet will open after the audio guidance.

4 Place your garbage bag inside.

5 Close the inlet by tagging the card.

Place the card here.

□ **Recycling Items**

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

PAPERS

Books, newspapers, paper cups, paper bags, boxes, dairy and juice cartons, etc.

CANS

Metals, metal cans, aluminum cans, etc.

GLASS

Food and beverage glass, etc.

Plastics

PET plastic (Plastic cups, toothpaste, plastic containers, pens, etc.

Plastic Bags

Any type of plastic vinyl bag (snack, ice cream, bread, etc.)

Clothes

Old Clothes, socks, etc.

6-2. Dormitory Assistants

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

Number of Assistants	Work List	Remark
1 (Head DA)	- Dealing with residents' inconveniences - Guiding through check-in and check-out procedure	3 Koreans, 6 Internationals
8 (Floor DA)	- Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the school	

6-3. Mailing Service Information

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

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

Mailing Address:

□ On-Campus Dormitory

- Dormitory Building&Room No. / Student Name

- Dormitory Address
  KDI SCHOOL, 254 Namsejong-ro, Sejong-si 30149, Korea

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

□ Mail Delivery Service

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

Inquiries: ☎ 044-550-1820

7. Useful Information

7-1. Sejong City Hall(☎ 044-300-2153~4)

The Sejong City Hall provides all the information regarding all the services in Sejong City.

□ How to use the service: 044-300-2153 for English 044-300-2154 for Chinese

□ Hours 09:0018:00, Man - Fri

□ Service areas : interpretation, public transportation, and other information on everyday life in Sejong

7-2. Dasan Call Center(☎ 02-120+9)

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

□ How to use the service: 02- 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian

□ Hours 09:00 22:00, all year round

□ Service areas: interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul

7-3. Seoul Global Center(☎ 02-2075-4180)

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

□ Directions: Korea Press Center 3rd Floor

▷ From City Hall St. (Line 1 or Line 2) Exit 4 walk 50m to Gwanghwamun

▷ From Gwanghwamun St.(Line 5) Exit 5 walk 300m straight

□ Business Hours: Man- Fri. 09:00-18:00 (Lunch Period 12:00-13:00)

□ Service areas: Multilingual Counseling Service, Counseling Service on Living in Seoul, Professional Counseling Service, On-site Counseling Service, Administrative Service, Education and Cultural Exchange Program, Business Support, Multicultural Service.

Around KDI School

1. Sejong City

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

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

2. Transportation in Sejong

Transportation Card(T-money Card)

T-money is a transportation card as well as a device used to pay for taxi fares and, in some cases, transactions at convenience stores. T-money can be used on public buses and subways in several different metropolitan cities and locations including Sejong, Seoul, Gyeonggi-do, Daejeon, Incheon, Daegu and Busan.

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 1,150 versus the KRW 1,200 cash fare in Sejong. T-money users can also save more money by benefiting from a fare discount for transfers.

□ Sales Locations: Convenience stores (GS 25*, CU, 7-Eleven, Mini Stop, With Me, Buy The Way, Story Way) bearing the T-money logo, and ticket vending and card reload devices inside subway stations.

□ Recharge/Refund Locations: All sales locations (*Note: The card purchase amount is not refundable).

□ Price: From 2,500 won and up

    * Refer to the "On-Campus Restaurants & Stores" section in this student handbook.

For more information, please visit http://english.visitkorea.or.kr/enu/TR/TR_EN_5_4.jsp

Sejong City Bus(Major)

In most cases, buses operate between 6:00 22:00. Three buses(#215 ,#991, #990) stops near KDI School.

□ 215(Westbound to Cheotmaeul ↔ Eastbound to KDI)
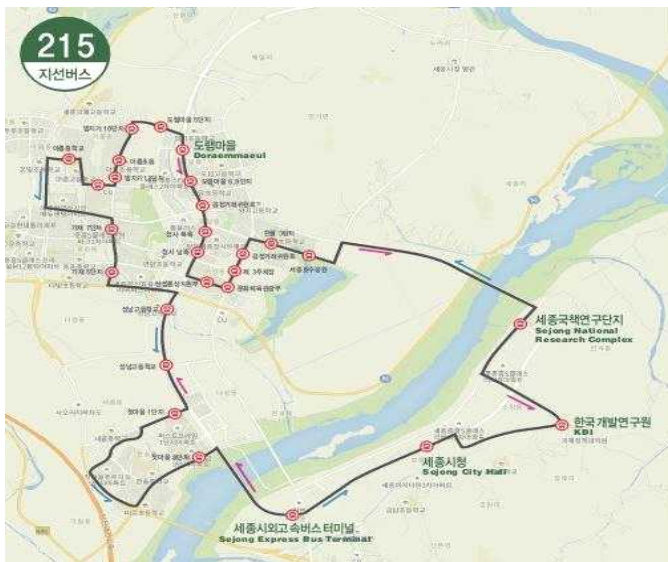
Westbound (to Cheotmaeul)		Eastbound (to KDI)	
6:00	14:20	6:10	14:30
6:20	14:40	6:30	14:50
6:40	15:00	6:50	15:10
7:00	15:20	7:10	15:30
7:20	15:40	7:30	15:50
7:40	16:00	7:50	16:10
8:00	16:20	8:10	16:30
8:20	16:40	8:30	16:50
8:40	17:00	8:50	17:10
9:00	17:20	9:10	17:30
9:20	17:40	9:30	17:50
9:40	18:00	9:50	18:10
10:00	18:20	10:10	18:30
10:20	18:40	10:30	18:50
10:40	19:00	10:50	19:10
11:00	19:20	11:10	19:30
11:20	19:40	11:30	19:50
11:40	20:00	11:50	20:10
12:00	20:20	12:10	20:30
12:20	20:40	12:30	20:50
12:40	21:00	12:50	21:10
13:00	21:20	13:10	21:30
13:20	21:40	13:30	21:50
13:40	22:00	13:50	22:10
14:00	22:20	14:10	22:30

□ 991(Hongik Univ. ↔ Research Complex)

Departure From.	
Hongik Univ.	Research Complex
6:00	6:00
6:50	6:50
7:20	7:20
7:50	7:50
8:40	8:40
9:30	9:30
10:20	10:20
11:10	11:10
12:00	12:00
12:50	12:50
13:40	13:40
14:30	14:30
15:20	15:20
16:10	16:10
17:00	17:00
17:50	17:50
18:10	18:10
18:40	18:40
19:30	19:30
20:20	20:20
21:10	21:10
22:00	22:00

□ BRT 1001(Daejeon Station ↔ Osong Station)

- The Bus Rapid Transit (BRT) bus 1001 is a shuttle bus from Daejoen Station in Daejeon to Osong Station.

- The first bus runs from 5:20 am from Daejeon Station and the service is terminated after 23:40 pm.

- It has the longest operation routes among the other buses in Sejong city.

- Time interval is about 20 minutes.

Departure from.			
Daejeon station	Osong station	Daejeon station	Osong station
5:20	5:20	15:00	14:40
5:40	5:40	15:25	15:05
6:00	6:00	15:50	15:30
6:20	6:20	16:15	15:55
6:40	6:35	16:40	16:20
7:00	6:50	17:05	16:45
7:15	7:15	17:30	17:10
7:30	7:35	17:55	17:35
7:45	7:55	18:10	18:00
8:00	8:15	18:25	18:25
8:15	8:35	18:40	18:45
8:30	8:50	18:55	19:05
8:45	9:05	19:10	19:30
9:00	9:20	19:25	19:45
9:20	9:35	19:40	20:00
9:40	9:50	20:00	20:15
10:00	10:05	20:20	20:30
10:25	10:20	20:40	20:45
10:50	10:40	21:00	21:00
11:15	11:00	21:15	21:25
11:40	11:20	21:30	21:50
12:05	11:45	21:45	22:15
12:30	12:10	22:00	22:40
12:55	12:35	22:20	23:00
13:20	13:00	22:40	23:20
13:45	13:25	23:00	23:40
14:10	13:50	23:20	
14:35	14:15	23:40	

□ BRT 990(Osong Station ↔ Banseok Subway St.)

- The Bus Rapid Transit (BRT) bus 990 runs from Osong all the way to Banseok, the last station north of Daejeon.

- Take Bus 991/215 from KDI bus stop and transfer to 990 at Bus Terminal bus stop. Take it southbound. It's the station after Bus Terminal. (15 minutes from there)

- For more information on bus routes & bus stops in daejeon, please visit traffic.daejeon.go.kr
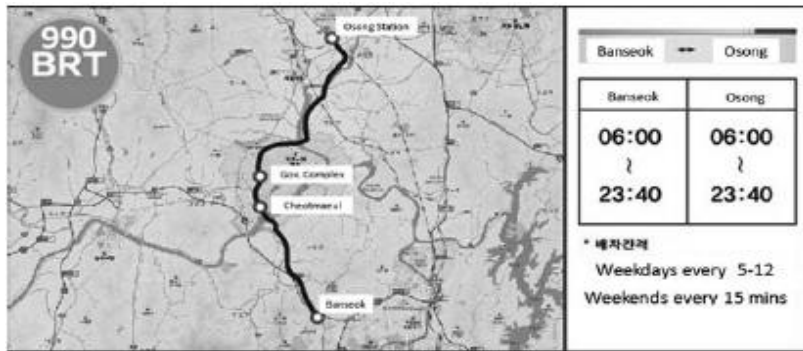
3. Shopping

There are many places for shopping in Sejong. You will find groceries, basic necessities, clothes, electronics, and so on.

HomePlus Shopping Center

Emart Shopping Center

Daiso

Sejong Traditional Market (Jochiwon)

□ Homeplus(Supermarket)

  - Address: 154 Jeoljaero, Sejong (☎ 044-715-8000)

  - Open Hours: 10:00~24:00(Closed on Every 2nd&4th Sunday)

  - Take Bus 215, get off at "도램마을 6, 9단지" dorammaeul 6,9danji, walk 500m about 8mins to homeplus (Estimated Time by bus is around 30 mins)

  - Taxi: takes about 15 mins, costs around 11,000 won

□ Emart(Supermarket)

  - Address: 687 Geumsongro, Sejong (☎ 044-902-1234)

  - Open Hours: 10:00-23:00(Closed on every 2nd&41h Sunday)

  - Take Bus 215, get off at "첫마을 1단지" cheotmaeul 1danji, transfer to 601, get off "첫마을 6단지" cheotmaeul 6danji, walk 881m about 10 mins to emart (Estimated Time by bus is around 45 mins)

  - Taxi: takes about 10 mins, costs around 12,000 won

□ Daiso

- A place where customers can obtain a new kind of value that cannot be compared to existing one-dollar store

- Address: 7 Jochiwon 4gil, Jochiwon-eup, Sejong (☎ 041-862-6016)

- Open Hours: 10:00~22:00

- Take 215, get off at "한뜰마을" Handeul maeul, cross the street and transfer to 620 or 610 to the last stop (Estimated Time by bus is around 1hr)

□ Sejong Traditional Market (Jochiwon)

- Same Bus route for Daiso

- Best days for the traditional market is days ending with 4 or 9. Lots more vendors and better prices

- Prices vary during the day. Last stores close around 10-11 pm and may lower down the prices of some things before they close.

- Many halal food locations very close to the Jochiwon Train Station.

4. Restaurants

1) <u>**Choenmaeul (Hansol-dong)**</u>

Choetmaeul is perhaps the most convenient place for students to go when looking for a place to shop, as it can be easily reached by taking bus 991 or 215 from KDI school and getting off at the second stop(Sejong Express Bus Terminal), with the journey taking around 15 minutes. The area contains a number of medium-sized grocery stores, along with coffee shops, pharmacies, banks, restaurants, and a number of other services.

□ JOIN CHEF NEWYORK

- Location: 157, Hannuri-daero, Sjong-si, Republic of Korea

- Opening hours: 11:00 – 22:00

- Menu: steak, pasta, pizza, salad, beer

□ Korean BBQ Dining 하남돼지집

   - Location: 84, Noeul 3-ro, Sejong-si, Republic of Korea

   - Opening hours: 11:30 – 23:30

   - Menu: Korean BBQ Pork

2) Dodam-dong

  Dodam region is a place for residents with group of apartments and schools. Right next to the Dodam bridge, there is a huge mall with 'Homeplus(Supermarket)' in it where people can purchase almost everything such as groceries, clothes, and electronics. In the same mall, there are many places to eat such as pizza hut and other continental restaurants. Dodam-dong takes around 20 minutes by taxi. We can also get there by bus 215 or 991 and then get off at Dorammaeul Apartment complex stop. It will take around 40 minutes by bus.

□ Bukmoonro Tteokbokki

- Location: 9, Bodeum 4-ro, Sejong-si, Republic of Korea

- Opening hours: 11:00 – 21:00

- Menu: Korean traditional Tteokbokki (stir-fired rice cake)

□ Choongman Chicken

- Location: 8-13, Bodeum 3-ro, Sejong-si, Republic of Korea

- Opening hours: 15:00 – 1:00

- Menu: various kinds of chicken with side dishes

3) Boram-dong

Near Sejong city hall, there are many places to eat such as Italian restaurant and other continental restaurants. Boram-dong takes around 10 minutes by taxi. We can also get there by bus 1001 and then get off at Sejong City Hall stop. It will take around 10 minutes by bus.

□ Moment 21

  - Location: 616-6, boram-dong, Sejong-si, Republic of Korea

  - Opening hours: 11:30 – 22:00

  - Menu: pasta, risotto, pizza, salad

□ Moms's Touch Burger

  - Location: 462, Namsejong-ro, Sejong-si, Republic of Korea

  - Opening hours: 10:00 – 22:00

  - Menu: various kind of burger

CGV(The Multiplex Theater)

The CGV multiplex theater has 7screens and 1094 seats.

The CGV is located in 7th 8th floor of Mallive shopping center, Jongchon-Dong(종촌동). There are various kind of restaurants, cafe on other floors. You can take the bus 215 to Gajae-maeul 5th complex.

<u>**Sejong March & Sejong 1st Avenue**</u>

o Sejong March	o Sejong 1st Avenue
- Thai Food	- Starbucks
- Japanese Food	- Pascucci Cafe
- A Twosome Place (Cafe)	- Fried Chicken
- 7-11 convenience store	- Chinese Food
- Italian Food	- Korean food
- Lots of Korean food!!	

You can take 215 and get off at 한뜰마을 "Handeul maeul". Its on the traffic light after you see the lake on the left. (Once the lake is on your left, press the button). It will take 10-15 mins by taking the bus.

5. Daejeon Metropolitan City

The nearest metropolitan city is Daejeon City which takes about an hour from Sejong. It has big departments, "Galleria Department Store Dongbaek Branch" and "Lotte Department" also some movie theaters, religious communities (Church, mosque and ect.) and international food markets. You can take bus 990 at the Sejong Express Bus Terminal and go to Banseok subway station. The subway goes to every downtown of Daejeon city.

□ Galleria Time World(Department Store)

- Address: 1036 Dunsan 2-dong, Seo-gu, Daejeon (☎ 042-480-5000)

- Open Hours: 10:30 ~ 20:00

- Take 990 to Banseok Station, transfer to the subway and get off at Jeongbucheongsa(Gov. Complex) then take exit #4 and walk for 15mins

□ Eunhang dong Shopping District

 - Take 990 to Banseok Station, transfer to the subway and get off at Jungang-na station then take exit# 2 to get to the Eunhangdong Shopping Street

 - Clothing stores, Restaurants, Entertainment Lounge, Coffee Shop, Bakery/Pastry Shop, Pet Shop, and Jewelry Stores etc

□ Religious Community

 - Daejeon Presbyterian Church http://ddpc.or.kr/xe/

   • 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejon

   • Contact Information: Pastor Daniel Lim (EM Pastor) ☎ 010 9542 9666 / danhlim@gmail.com

 - Islam (Daejeon)

   • 193, Daehak-ro, Yuseong-gu, Daejeon

   • Take 991 or 215 to bus terminal, transfer to 990, get off at the next stop at the Daejeon Metro, take the Metro and get off at Wolpyeong Station, get out at exit 3, walk straight and cross the river twice for 15 ruins

   • Contact Information: ☎ 010-2234-4594

   • Daejeon-Islamic Center http://www.koreaislam.org

Visa & Immigration

1. D-2(Overseas Study) Visa

International students MUST have a STUDENT(D-2)VISA to attend the KDISchool. 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.). 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 KDISchool, 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.

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

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

Immigration Contact Center Information (☎: 1345)

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

□ Immigration Contact Center Service

- Visa related services.

- Immigration services such as re-entry permission, etc.

- Issuing identification card related services such as foreigner registration, etc.

- Sojourn permission services such as extension of sojourn period, status change, etc.

- Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.

- Immigrant's social integration related services such as education, marriage immigrants' society, etc.

- Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.

- Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.

□ Available time: 09:00~18:00 on weekday, except Saturday & Sunday

※ Dial to ☎ 1345 anywhere, regardless of local or cellular phone.

2. Foreigner Registration

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

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

□ Required documents

To register, The Student Affairs Division will visit district immigration office to register instead of you. Therefore, please submit the required documents and the processing fee(1~5) to student Affairs Division before the semester starts. The below listed documents(5~7) will be prepared by the school.

1. Copy of Passport

2. Visa page in your passport

3. Application form for foreigner registration

4. 1 color photo (3cm x 4cm)

5. Processing Fee: 30,000KW (Government Revenue Stamp)

6. A Certificate of Enrollment

7. A Certificate of Scholarship

8. Proof of Residency

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 foreig ners 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

- More information can be found at http://www.exploringkorea.com/daejeon-immigration-office/

Location for Daejeon Immigration office

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

By Bus

1) Bus #BRT1001 → Take off at Hongdo Ogeori Station

2) Walk 478m (7 minutes) to Hyeonamgyo Station

3) Bus #106 or #602

   → Take off at Jungang High School Station

4) Walk 434m (7 minutes) to the Daejeon Immigration office

By Taxi

1) KDI School → Daejeon Immigration Office
   (Expected Taxi Fare 29,600 KRW)

2) Hongdo Ogeori Station → Daejeon Immigration Office
   (Expected Taxi Fare 2,800 won)
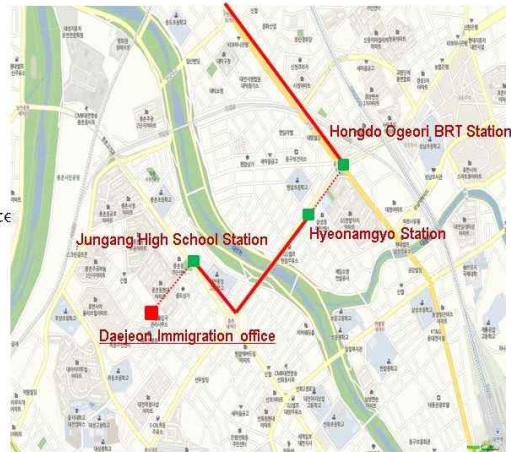
3. Reissuance of Alien Registration Card

- Reasons for re-issuance

  • Lost or stolen registration cards

  • Damaged registration cards

  • Lack of space for necessary items to be displayed

  • Changes in details on the existing card (name, gender, date of birth and nationality)

  - Application for re-issuance must be made within 14 days of the above reasons

  - Required documents for re-issuance

  • Passport

  • Application form for re-issuance of Foreign Registration card: You will get it from immigration office

  • Document stating reason for re-issuance application (where lost): You will get it from immigration office

  • Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details

  • Certificate of Enrollment(from school website(www.kdischool.ac.kr))

  • Certificate of Scholarship(Ms. Yun Min Jeong from Adimission Office)

  • Certificate of Residence(Ms. Lee Ha Young from Student Affairs Division)

  • Processing Fee: KRW 30,000 (Government Revenue Stamp)

4. Reporting Changes of Alien Registration Card

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

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

- **List of documents**

  • Application form: You will get it from city hall and fill it out on the spot

  • Alien Registration Card

  • Related documents: discuss with the person in charge

5. Rules of Temporary Leave

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

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

You may take a temporary leave for a period of up to 19 days during your entire academic year (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 19days.

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'.

For more details, please refer to click "STUDENTS" on the top side -> Campus Life -> New Student Orientation -> Vis&Immigration -> How to Apply for Temporary Leave.

6. External Activities(Int'l Students) Policy

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

Staying in Korea

1. Location[1]

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

2. Seoul[2]

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

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1 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp
2 http://www.visitseoul.net/

3. Climate[3]

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

4. Food[4]

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various side dishes, mostly seasoned vegetables, soup, pot stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while others are prepared without red chili peppers or are soaked in a tasty liquid. However, garlic is always used in kimchi to add to its flavor. In late November or early December, Korean families used to prepare enough kimchi to last the long winter. The kimchi was stored in large clay jars partially buried to maintain temperature and retain flavor. In modern Korea, housewives often don't have time to make kimchi or the outdoor space needed to store large amounts. But kimchi is still a vital part of the Korean lifestyle: companies making the fermented dish and others selling special kimchi refrigerators enjoy brisk sales. In addition to kimchi, doenjang (soybean paste), with its anti-cancer attributes, has attracted the attention of modem-day nutritionists. Koreans used

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3 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp
4 http://www.korea.net/korea/kor_loca.asp?code=U03

to make doenjang at home by boiling yellow beans, drying them in the shade, soaking them in salty water, and fermenting them in sunlight. However, only a few families go through this process anymore; the majority buys factory-made doenjang. Among meat dishes, seasoned bulgogi (usually beef) and galbi (beef or pork ribs) are the most favored by both Koreans and foreigners.

5. Currency

The unit of Korean currency is the won, usually written as a simple capital W preceding the amount, as W1,000. As coins, the won is minted in 10-, 50-, 100-, and 500-won denominations; as banknotes, it is issued in 1,000-, 5,000-, 10,000-, and 50,000won bills. Banks also issue checks in W100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Dec, 2017) the rate is approximately 1,074 won to the one U.S. dollar.
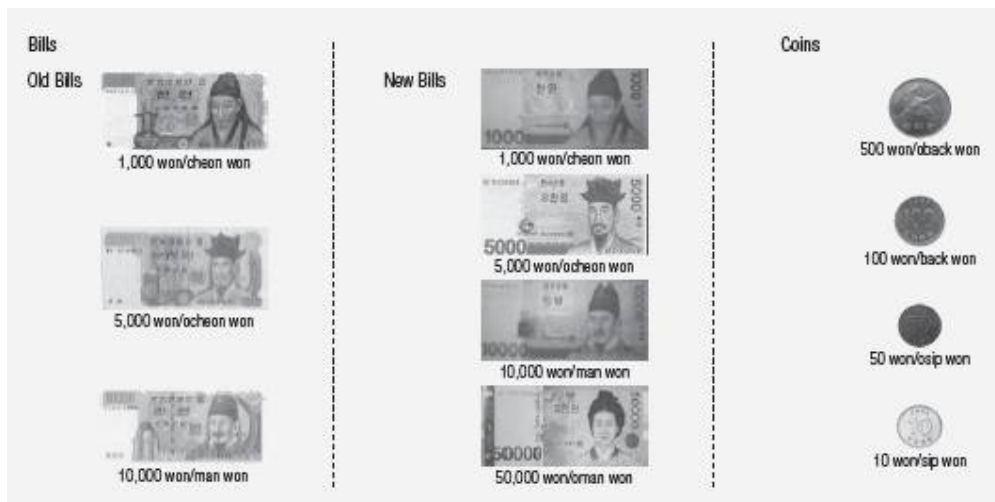
6. Transportation of Seoul

Subway

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

The fare for Zone 1 is KRW 1,250 in card and KRW 1,350 in cash, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

  □ Subway map: http://www.inat.fr/metro/seoul/

Bus

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

  □ Blue Bus

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

  □ Green Bus

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

  □ Red Bus

  - The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.

  - This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

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

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* Free transfer

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

Taxi

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 3,000 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.

- Premium taxi : Fares are KRW 5,000 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.

- Night owl premium (00:00 04:00): Additional 20% of the base fare

Express bus[5]

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

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5 Excerpted from Ajou Univ. Guidebook.

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

※ Express Bus Lines Association: http://www.kobus.co.kr ☎ 1644-9030
※ Intercity Bus Lines Association: www.bustago.or.kr ☎ 1644-2992

Train / KTX

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

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

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

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

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

* Transduct-card

* Transportation card

while traveling in Seoul, you may have been intrigued by the beeping sounds as people touched a sensor with their wallets, bags or even mobile phone rings when getting on or off the bus or subway.
The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 1,250 versus the KRW 1,350 cash fare. T-money users can also save more money by benefiting from a fare discount for transfers. Transportation card can be used for taxi fare as well.

7. Where to Shop

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

Myeong-dong

A first-rate shopping and entertainment area, Myeong-dong, is noted for its food and entertainment establishments frequented by people of all ages. Located in downtown Seoul, there are four major department stores staffed by clerks who can speak either English or Japanese. Many of the city's top brand stores line the narrow alleys of Myeong-dong. Major fashion designers also have boutiques here and foreign brand name products and shoe stores can be found in abundance. Financial institutions such as banks and investment companies are also located along Myeong-dong. To get there, all you need do is take the blue line, line number 4, and ride to Myeong-dong Station. You can enter the main street of Myeong-dong if you come out of exit 6,7.

Migliore

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

Dongdaemun Market

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

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

□ Map of Dongdaemun Market Area
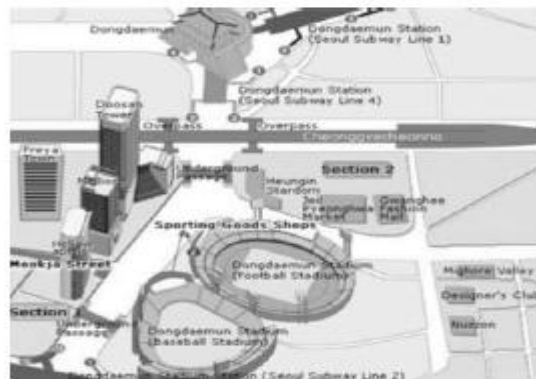
Namdaemun Market

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

□ Map of Nanulaemwt Market Area

COEX

COEX is a convention center with interesting exhibitions, and which also holds various performances and events. In addition, many of the shops, including designer brand clothing shops, convenience stores, and furniture stores, are lined in a row along the both sides of the street of COEX Mall. On weekends, streets in this building are filled with families and lively groups of young people. After shopping, you can have a light meal at the food court or a restaurant in this building. Restaurants are scattered all throughout the complex, in addition to two food courts in the COEX Mall. For transportation, you need to take the green line and ride to Samsung Station, and use exit 6. COEX Mall will be right in front of you.

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

Itaewon

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

Transportation   - Subway Line 6, ltaewon Station Exit #l ,2,3 or 4

□ Map of ltaewon's main street

Insadong

Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yang ban aristocratic class. The antique rut shops that were established here during the Japanese Colonial Period carried everyday items of the privileged class as these items became antiques in the face of modernity. Since then, lnsadong has been home to dozens of rut galleries and antique shops. lnsadong's narrow alleys branch out into all directions from one main street. Korea's antique shops display and sell quality antiques such as old paintings, ceramics, woodenware, metalware, old furniture and many other items. Galleries in lnsadong display and sell modem art pieces as well as antiques. Exhibitions are held frequently in these galleries and give good chances for Korean artists to gather. Insa Art Center and GyeonginArt Gallery are famous in Insadong.

- Transportation is, - Subway Line 1, Jonggak Station Exit # 3-1, 5 minute walk

- Subway Line 1, Jongno 3-ga Station Exit # 5, 5 minute walk

- Subway Line 3, Anguk Station Exit # 6, 5 minute walk

※ Seoul City Tour Shuttle Bus[6]

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

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

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

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

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8. Other Information

8-1. Tourist Information Service

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

Seoul KTO Tourist Information Center

□ Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180

□ Travel Information: ☎ 1330 (24 hours)

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6 http://en.seoulcitybus.com/

□ Center Information: ☎ 02-729-9474

□ Homepage: http://english.visitkorea.or.kr/

Korea Travel Phone 1330

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

8-2. How to Call

International Calls

□ *How to call Korea from overseas*

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

□ *How to call overseas from Korea*

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

- Regular International Phone Call Carriers: 001, 002

- Mobile Phone Carriers: 00365, 00388, 00700, 00727

- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

  ※ Students are not allowed to use the telephones in the administrative offices.

Public Phones

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (KRW 2,000, KRW 3,000, KRW 5,000, and KRW 1O,OOO) or coins (KRW 1O, KRW 50, KRW lOO). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

8-3. Electricity[7]

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

8-4. Main Worship Place by Religion[8]

□ **Anglican church (Seoul)**

- The Anglican Church of Korea

- http://www.skh.or.kr ☎ 02-730-6611

- Seoul Cathedral of the Seoul Diocese

- http://www.seouldiocese.net

- ☎ 02-738-6597, 3, Jung-dong, Jung-gu, Seoul

□ **Buddhism**

- Daewoongjeon (Main building) of Temple Jogye

- http://www.jogyesa.org ☎ 02-768-8523 (English)

- 55, Ujeongguk-Ro, Jongro-gu, Seoul

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7 Excerpted from Yonsei Univ. Guidebook.
8 Excerpted from Ajou Univ. Guidebook.

□ **Islam (Seoul)**

- Korea Muslim Federation

- http://www.koreaislam.org ☎ 02-793-6908

- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul ☎ 02-793-6908

□ **Islam (Daejeon)**

- Daejeon-Islamic Center

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

□ **Protestant church (Seoul)**

- Protestant church believes in Christ as a saver, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.

- 'Bethel Chapel' of Chungdong First Church

- http://chungdong.org   ☎ 02-753-0001~3

□ **Protestant Church (Daejeon)**

- Daejeon Presbyterian Church

- http://ddpc.or.kr/xe/

- 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejon, Korea 304-340

- Contact Information: 042-861-3846 / ddc861@choi.com

□ **Roman catholic church (Seoul)**

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese

- http://www.mdsd.or.kr ☎ 02-774-1784

- 1, Myeong-dong 2 ga, Jung-gu, Seoul

- Catholic Bishop's Conference of Korea

- http://www.cbck.or.kr ☎ 02-460-7500

8-5. Public Holidays

□ **New Year's day: January 1**

□ **Lunar New Year's day: February 15-16**

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

□ **Independence Movement Day: March 1**

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

□ **Buddha's Birthday: May 22**

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

□ **Children's day: May 5**

 - This is a day for children to enjoy themselves.

□ **Memorial day: June 6**

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

□ **Liberation Day: August 15**

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

□ **National Foundation Day : September 24-26**

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

□ **Chusok : October 4-6**

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

□ **Christmas : December 25**

- In Korea, Christians love to hold a grand celebration of Christmas.

8-6. Tips on Cultural Etiquette

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

- Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers.

- Koreans do not appreciate an overly outspoken style, and physical contact between acquaintances is limited to a handshake. However, physical contact among close friends is common. For example, it is not uncommon to see two men walking in the street with their arms around each other's shoulder and young women walking hand-in-hand. Public displays of affection between the sexes, however, are regarded as unseemly.

- Koreans traditionally sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. Bare feet are offensive to elderly people, so it is best to wear socks, even in summer, when visiting a family.

- "Going Dutch," though becoming more popular among young people, is not widely practiced in Korea. Be prepared to be either a guest or host.

V. Appendix

KDI School Regulations on Student Conduct

Academic Dishonesty

Sexual Violence Prevention Guide

Guidelines for International Students' Temporary Leave

Guidelines for International Students' External Activities

Other Forms and information

Foreign Embassies in Korea

Useful Websites

Directions to KDI School

KDI School Telephone Directory

KDI School Regulations on Student Conduct

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

CHAPTER II. Student Ethics

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

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

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

CHAPTER III. Reward and Punishment

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

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

Article 9. (Types of Disciplinary Action)

① Depending on the severity of the violation, disciplinary action shall be carried out incrementally from warning to probation, suspension, and expulsion.

② Probations shall range from one week to one month, and the student concerned will not be allowed to participate in any school activities during that period.

③ Suspensions shall be classified into finite and indefinite suspensions. The duration for a finite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.

④ The President of KDI School may reduce and/or waive a disciplinary action measure for the student subject to disciplinary action.

⑤ The details of disciplinary actions shall be recorded in the student's register.

Academic Dishonesty

□ *Object of establishing disciplinary action for academic dishonesty*

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

□ *Definition of academic dishonesty*

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

□ *Academic dishonesty on examination and report*

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

- Academic dishonesty during examination

  • Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.

  • Looking at other student's answer sheet or showing answers to another student.

  • Substituting other people's exam or asking for substitution.

  • Disobeying instruction of a proctor, or intentionally interrupting during the examination. Academic dishonesty on reports and papers

  • Partially or entirely copying other student's report.

  • Allowing other people to copy one's report.

  • Inserting ideas from existing research papers without using quotation marks or proper citations.

□ *Plagiarism on report*

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

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

□ *Procedure of disciplinary action*

- When academic dishonesty during an examination is exposed, the proctor should submit evidence and document with his/her signature to the Academic Affairs Division without delay.

- Documents to be submitted

  • Report on academic dishonesty (prepared by the proctor)

  • Personal statement (this can be omitted)

- In case of report (or thesis), when the professor feels that submitted report (or thesis) has been plagiarized, he/she should submit document and evidence to the Academic Affairs Division.

- Documents to be submitted

  • Letter from professor (prepared by academic advisor or thesis Supervisor)

  • Personal statement (this can be omitted)

- The office in charge of academic dishonesty should submit the received case to the School Executive Committee.

□ *Disciplinary Action imposed on student committing academic dishonesty*

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

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

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

Sexual Violence Prevention Guide

□ *Types of Sexual Violence*

 - **Sexual Harassment**

Any unwelcome sexual behaviors that make a person feel sexually shamed or offended.
  • **Verbal Sexual Harassment**
    · Making offensive jokes of a sexual nature

    · Making sexual comments about a person's body

    · Asking personal questions or spreading rumors about a person's sex life

    · Forcing a person to pour drinks or dance at group dinners

    · Any verbal behavior that would cause a reasonable

    · person to suffer sexual shame or offense

  • **Visual Sexual Harassment**
    · Public display or showing of sexually suggestive photographs, pictures, drawings, publications, etc.(including sending through media)

    · Making sexual gestures such as exposing or touching of one's own body parts

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

  • Physical contact such as kissing, hugging, holding a person while standing behind him/her, etc.

  • Touching of certain body parts such as chest and buttocks

 - **Sexual Violence**

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

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

- Article 2 of the Act on the Prevention of Sexual Assault and Protection, etc. of Victims Thereof

- Article 2 of the Act on Special Cases Concerning the Punishment, etc. of Sexual Crimes

- Articles 297, 298, 299, 300, 301, and 303 of the Criminal Act

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

Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than five years, or a fine not exceeding 15 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
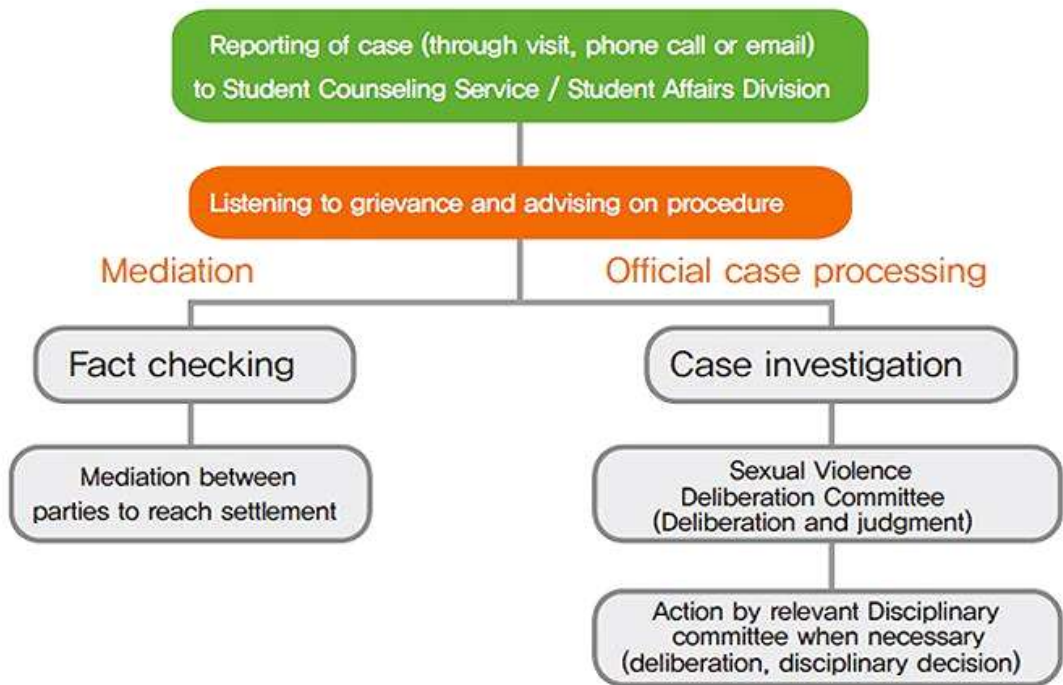
- Case Reporting

  Student Affairs Division

  • Visit in Person : Jaesoon Lee (Head of Student Affairs Division)

  • Location : S247

  • Email : help@kdischool.ac.kr

  • Contact : 044 -550-1105

- Student Counseling Service

  • Visit in Person : Gina Lee (Professor)

  • Location : S 316

  • Email : counseling@kdischool.ac.kr

  • Phone : 044-550-1008

Guidelines for International Students' Temporary Leave

Chapter 1 (Subject Persons)

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

Chapter 2 (Temporary Departure from Korea during Semester)

- Acceptance criteria: In principle, no temporary departure from Korea during a semester shall be allowed: *Provided*, That it shall be allowed only if approval is obtained for unavoidable causes*, and monthly stipend(per diem and meal) shall be deducted for whole period of absence.
  * If the departure is allowed as excused absence after returning to Korea by submitting documents substantiating reasons for the departure, monthly stipend shall not be deducted for the entire period of excused absence.

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

Chapter 3 (Temporary Departure from Korea during Vacation)

- Acceptance criteria: Departure from Korea shall be allowed only if approval is obtained in advance, and departure from Korea shall be allowed during vacation.
- Maximum period for which no deduction will be made: 19 days (within the entire

period of attendance at school including vacation, but not including departure day)
- Standards for deduction of scholarships if the period of absence exceeds the allowed period:
  · Monthly stipend(per diem and meal) shall be deducted on a daily basis for the number of excess days, and dormitory fee and expenses for text-books shall not be deducted.
- Approval for departure from Korea and confirmation of return.
  · Application shall be filed in advance, and approval shall be obtained beforehand. It is imperative to report to school after return (the passport and boarding passes shall be confirmed).
  · In cases of an authorized departure, monthly stipend(per diem and meal) shall be paid after deduction on a daily basis for the number of days of absence regardless of the length of such period.
  · Even in cases of an unauthorized departure, if the emergency of or inevitable cause for such departure is recognized by submitting evidence thereof, no deduction shall be made if the period is within the maximum allowed period (19 days).

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

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (per Day)
NIIED	Both the departure day and entry day shall not be included.	60 days per semester* 90 days a year * Monthly stipend shall be deducted on a daily basis for any period exceeding 30 days per semester.	30,000 won
KOGAS		30 days during semester, 60 days during vacation	5,000 won
FSS-KFB-KDIS			24,000 won
POSCO		Only 60% of the monthly stipend scholarship shall be paid for any period exceeding 20 days	400,000 won (per month)
KOICA	Both the departure day and entry day shall be included.	Deduction for whole days	33,300 won
KOICA-MDI		19 days a year	33,300 won
GAS (including Ph.D.), Colombo Plan, KLSP, IBK	Only the departure day shall not be included.	19 days a year	24,000 won
GLF	Only the departure day shall not be included.	19 days a year	25,000 won

Guidelines for International Students' External Activities

Chapter 1 (Purpose)

The purpose of these Guidelines is to support and manage international students' external activities (including part-time employment) by establishing internal guidelines related thereto to cope with ever-increasing possibility of their external activities of various types with the increase of the number of international students.

Chapter 2 (Range of External Activities Allowable by Government Authorities)

International students' external activities shall be allowed within the allowable range stipulated in the guidelines of the Ministry of Justice and the Ministry of Education for international students' external activities to which the Immigration Act applies. [Related to Director for International Education Cooperation-1981 (2017.3.29)]

Chapter 3 (Range of External Activities Allowed by KDI School of Public Policy and Management)

- Activities that are unpaid or irregularly paid:
  · Non-regular activities shall be allowed only during vacation;
  · Activities that contribute to enhancing the reputation of the KDIS;
  · Within the range that does not interfere with the study of individual persons;
  · Activities may be performed after obtaining prior approval from the academic advisor and notifying the fact of approval to the KDIS (the Student Affairs Division);

- Activities that receive a fixed salary for regular activities (activities for part-time employment, such as internships):
  · They shall be allowed only if at least three semesters have been completed and not less than 39 credits have been earned;
  · They shall be performed after obtaining prior approval from the academic advisor and the KDIS (the Student Affairs Division).

Chapter 4 (Exceptions to Permission under the Guidelines for External Activities)

- Permission for a full-time internship:
  - · When the internship is deemed to have relevance to the study or thesis, as a result of individual examination;
  - · It shall be allowed only if at least three semesters have been completed and not less than 39 credits have been earned, <u>except for internships which is allowed during vacation</u>.

- Permission for a part-time internship:
  - · When the internship is deemed to have relevance to the study or thesis, as a result of individual examination;
  - · <u>An internship shall also be allowed during a semester</u>, if at least 30 credits have been earned for major subjects until the second semester and the conditions for receiving scholarship continuously every semester* are fulfilled.
    * Condition for receiving scholarship (tuition fees and living expenses) continuously: At least nine credits shall be registered for and three credits out of them shall be completed in the daytime.

- Permission where there is a request from a sponsor:
  - · Where there is any particular request from international scholarship institutions, such as the KOICA, KOGAS, and POSCO, for part

Performance Assessment Criteria for Research Project

Program: ID: Student Name: Date:

Research Title: Evaluator: , 201

(signature)

Goals	Traits	Points	4	3	2	1	Total
Analytic/Problem-solving Skills	Description/Identification of problem		Situation is well described and problem is properly identified.	Situation/problem is outlined. Contextual connections evident	Situation/problem is outlined, but contextual connections tenuous	Situation/problem is not outlined.	
	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.	
	Methodology		Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper	
	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	
In-depth Knowledge	Knowledge of Relevant Discipline		Competing theories well researched. Controversies outlined and weighed	Competing theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled	
	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	
Communication Skills (Written)	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	
	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	
	Documentation/Citation		Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent	
	Clarity		Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.	
<Note>						Total	
						Grade	
						PASS	NON-PASS

PASS: A0 (Excellent): 36-40 points   A- (Good): 30-35 points   B (Satisfactory): 21-29 points

NON-PASS: C (Failure): 20 points and below

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Ten Principles for Improving Clarity and Precision of Written Documents

1: Prefer the active voice.

2: Don't make nouns out of good, strong "working verbs."

3: Be concise. Cut out all excess baggage. Keep your average sentence length under 20 words.

4: Be specific. Use concrete terms instead of generalizations.

5: Keep related sentence elements together; keep unrelated elements apart.
Place modifiers as close as possible to the words they are intended to modify.

6: Avoid unnecessary shifts of number, tense, subject, voice, or point of view.

7: Prefer the simple word to the farfetched, and the right word to the almost right.

8: Don't repeat words, phrases, or ideas needlessly.
But don't hesitate to repeat when the repetition will increase clarity.

9: Use parallelism whenever it is appropriate-that it, when you are expressing similar thoughts,
make sure you write your sentences so that the elements are in similar or parallel form.
But do not use parallel structure when expressing thoughts that are not truly similar.

10: Arrange your material logically. Always begin with ideas the reader can readily understand.
If you must present difficult material, go one step at a time. Do not skip any steps.
Arrange your format to give the reader every possible "handle" on the material.

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

AXIOM

WRITE
REWRITE-
    REWRITE

eee Campaign

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

Electronic

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

But that is not enough.

English

We must be able to communicate effectively and legitimately.
The language capacity is an important dimension for making a successful e-revolution. Therefore, our school endeavors to master English and become multi-lingual.

Ethical

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

LET'S DO eee TOGETHER!

Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P.O.Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. 0. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSUng Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)7956535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. 0. Box 4406	02)749-0381	02)797-1688
BOLIVIA	1401, Garden Tower Bldg., 98-78 Unni-dong, Jongnogu	02)742-6113	02)742-6114
BRAZIL	Ihn Gallery Building(4F & 5F) 141 Palpan-dong, Jongno-gu	02)738-4970 02)7204428	02)738-4974
BRUNEI	7F, Gwanghwamun Bldg., 98-78 Unni-dong, Jongnogu	02)399-3707~8	02)399-3709
BULGARIA	723-42 Hannam 2-dong, Yongsan-gu	02)794-8625~6	02)794-8627
CAMBODIA	657-162, Hannam-dong, Yongsan-gu	02)3785-1041	02)3785-1040
CANADA	1OF & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. 0. Box 6299	02)3455-6000	02)755-0686
CHILE	14F, Heungkuk Life Insurance Bldg., 226, Sinmunno 1-ga, Jongno-gu	02)2122-2600	02)2122-2601
CHINA	54, Hyoja-dong, Jongno-gu	02)738-1194~6	02)738-1174
COLOMBIA	13F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. 0. Box 1175	02)720-1369	02)725-6959
CONGO(DR)	#702, Daewoo Complex Bldg. 167, Naesu-dong, Jongno-gu	02)6272-7997	02)6272-7997
CZECH REPUBLIC	1-121, Sinmunno 2-ga, Jongno-gu	02)725-6765~6	02)734-6452
DENMARK	5F, Namsong Bldg., Itaewon-dong, Yongsan-gu	02)795-4187	02)796-0986
DOMINICA, REP	19F. Taepyongno 2 ga, Jung-gu	02)7563513	02)756-3514

[E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. 0. Box 1808	02)312-3272	02)393-6108
GABON	4F, Yuseong Bldg., 738-20 Hannamdong, Yongsan-gu	02)793-9375~6	02)793-9574
GHANA	54 Hannam-dong, Yongsan-gu, C.P. 0. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo dong, Yongsan-gu	02)748 4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo dong, Yongsan gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052-3
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ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
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LEBANON	31049 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsangu, C.P. 0. Box 8418	02)797-6001~5	02)797-6007

[M-S]

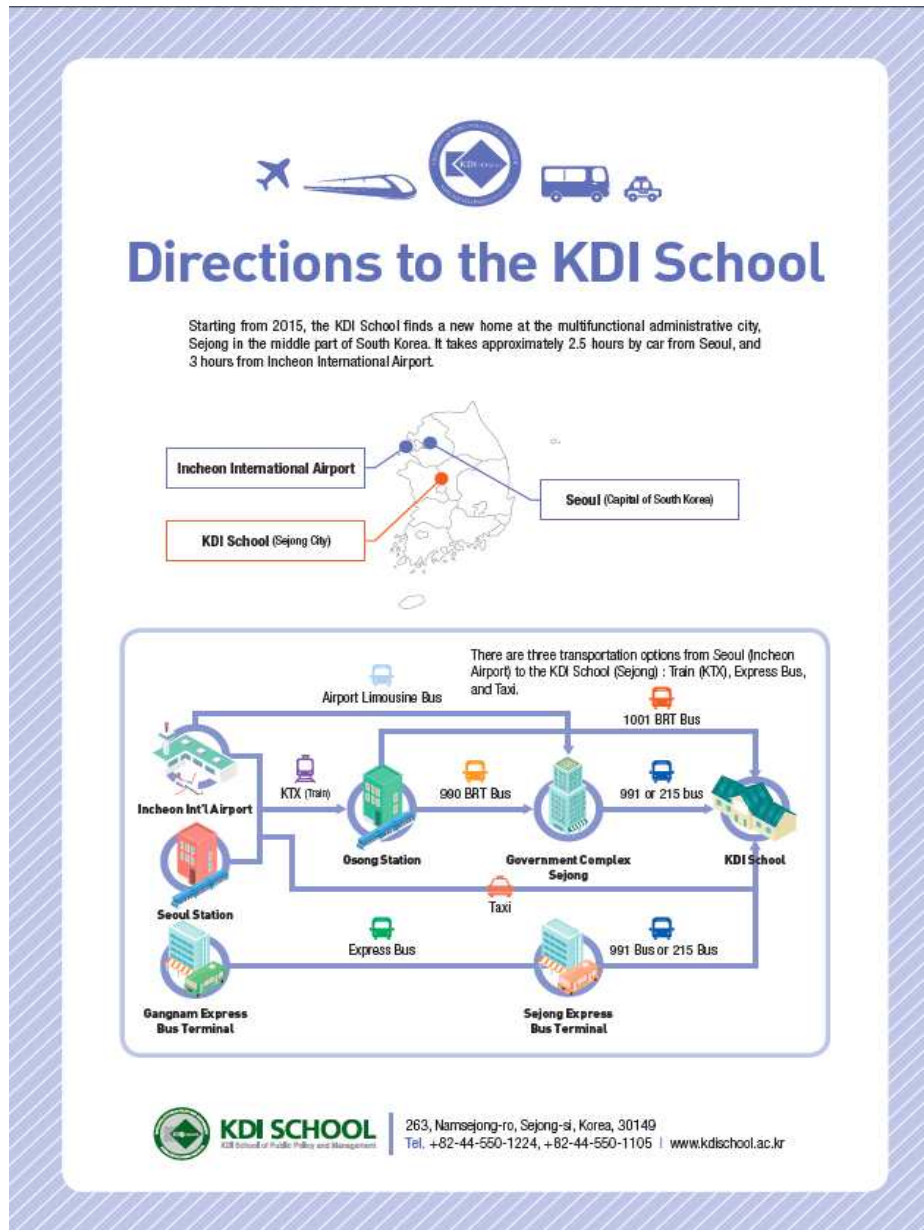| Nation	Address	Telephone	Fax
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MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U.N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
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NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	2)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2nd Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-225 0
QATAR	144 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno2-ga,Jongnogu C.P.O Box 108	02)739-0631/5	02)723-3110
SINGAPORE	28F, Seoul Finance Bldg., 84 Taepyeongno 1-ga, Jung-gu	02)774-2464~7	02)773-2465
SLOVAKIA	389-1 Hannam-dong, Yongsan-gu	02)794-3981	02)794-3982
SOUTH AFRICA	1-37 Hannam-dong, Yongsan-gu	02)792-4855	02)792-4856

[S-V]

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

Useful Websites

Category	Domain
Transportation	• Incheon International Airport: http://www.airport.kr/eng/airport/ • Gimpo Airport: http://gimpo.airport.co.kr/eng/index.jsp • Airport Limousine Bus: http://www.airportlimousine.co.kr • Korea Railroad: http://info.korail.com/2007/eng/eng_index.jsp • Express Bus Lines Association: http://www.kobus.co.kr/web/eng/index.jsp • Transportation Information in Seoul: http://english.seoul.go.kr/residents/transport/trans_01map.html • Seoul Subway: http://www.seoulmetro.co.kr/
Tourist Information	• Korea Tourism Organization: http://www.visitkorea.or.kr/ • Seoul Metropolitan Government: http://english.seoul.go.kr • Seoul Culture & Tourism: http://english.visitseoul.net/visit2007en/ • Asiana Airlines: http://flyasiana.com/english/ • Korean Air: http://www.koreanair.com/ • Hana Tour (Travel Agency): http://www.hanatour.com/eng/index.html
News	• Korean Overseas Information Service (KOIS): http://www.korea.net/ • JoongAng Daily: http://joongangdaily.joins.com • The Korea Herald: http://www.koreaherald.co.kr • The Korea Times: http://times.hankooki.com
Immigration Bureau	• http://www.immigration.go.kr/HP/IMM80/index.do • http://www.hikorea.go.kr
Others	• Seoul Global Center: http://global.seoul.go.kr • Life in Korea: http://www.lifeinkorea.com

Directions to KDI School

KDI School Telephone Directory

Operator 550-1114	Direct Lines : 550 + Ext.		2017-12-07

President's Office

President KIM Joon-Kyung	4001~2
	1205
Cho Mi Kyung 4004	Fax. (044)550-4900

Auditing Division

Senior Auditor JUNG Hang Myeon 1212
Fax. 550-1063

Dean's Office

Dean Chun HongTack	1001~2
Um, Gee 1003-5	Fax. 550-1007

Office of Academic & Student Affairs

Associate Dean SHIN Jaeun 1037

Academic Affairs Division

Head Lim, Hong Joo 1257

Faculty Office

Name		Ext.	Name		Ext.
Kim, DongSeok	(3)	1031	Han, Ba ran	(3)	1042
Kim, Dong Young	(3)	1067	HAHM, Sang-Moon	(3)	1012
Kim, Boo yuel	(3)	1023	Tabakis	(4)	1024
Kim, Soonhee	(4)	1228	Kang, Young-Chul	(3)	1064
KIM, Taejong	(4)	1085	Kim, Byoung Joo	(4)	1025
Kim, Hyeon-Wook	(3)	1075	KIM, Jeong-Ho	(4)	1045
NAM, Il-Chong	(4)	1183	Park, Jungwoo	(3)	1192
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PARK, Jin	(4)	1027	YOO, Jungho	(4)	1046
PARK, Hun Joo	(4)	1028	Ryu, Juhyun	(3)	1193
PAIK, Sung-Joon	(3)	1017	Yun, Hai young	(3)	1118
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SOHN, Wook	(3)	1062	LEE, Sung-Joo	(4)	1040
SHIN, Jaeun	(4)	1037	Lisa Lim	(4)	1070
Sherzod	(3)	1113	LEE, Young-Ki	(4)	1038
Shun Wang	(4)	1109	Lee, Gi na	(3)	1008
Yang, Hee-Seung	(4)	1011	LEE, Hyunjung	(4)	1122
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Yun, Heesuk	(3)	1121			
LEE, Suil	(3)	1031			
LEE, Seung-Joo	(4)	1015			
LEE, Siwook	(4)	1061			
Lee, Jongyearn	(3)	1030			
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Lee, June Soo	(4)	1124			
Lee, Jin Soo	(3)	1060			
Lee, Taejun	(3)	1119			
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Jung, Kwon	(4)	1036			
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CHOI, Changyong	(3)	1022			
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Park, Junsuk	1258	KIM, Taehoon	1259
Byun, Juyeon	1020		

Fax. 550-5071

Student Affairs Division

Head   LEE Jae Soon   1105

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PARK Mi nah	1224	Lee, Ha Young	1021
Yang, Seong Jae	1076		

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e-Learning Team

Head   Lim, Keun Hyuk   1108

CHA Ji Hyun	1216	SON So ra	1044
Jang, Jisun	1219	Kim, Suah	1203

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Faculty Support Office

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KANG Yu Jin	(4)	1254	Fax. 550-1240
Jang, Kiyoung	(4)	1215	Fax. 550-1240

Office of Planning & External Affairs

Associate Dean CHO Man 1280

Planning Division

Head   Kim Gi Sang   1265

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Moon Ju Yeon	1276	KANG Dong Wan	1255
Um, Gee	1213	Lee, Jiyoon	1305

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External Relations and Development Division

Head   YANG Hye Jung   1055

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PARK, Heemin	1229	(Kim, Younghwa)	1047
(Bae, Hwayeong)	1223	(Lee Da Woon)	1225

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Admissions Division

Head   KIM Hee Sun 1220

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Suong, Bo Eun	1281	(Nam, YoonJoo)	1128

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Capacity Building Center

Associate Dean LEE Seung Joo 1015

International Cooperation Team

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