

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Ph.D. Program Handbook

2023



KDI School of Public Policy and Management
2023 Ph.D. Program Handbook

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Program Overview

KDI School offers two fields of study in the Full-time Ph.D. program:

- Public Policy (PP)
- Development Policy (DP)

☐ Curriculum Tailored to Your Research Topic

KDI School encourages Ph.D. students to take the initiative in shaping their own course of study once they complete the required courses during the first 1~2 years.

☐ Faculty Involvement

KDI School also encourages Ph.D. students to collaborate with the faculty on research projects. Along with an emphasis on supervised research courses, KDI School provides an environment where students work closely with professors.

☐ Target Students

KDI School selects applicants with demonstrated potential for research. Applicants are also expected to have a research topic firmly in hand.

Goals and Objectives

A. Upon completion of his or her training, a KDI School Ph.D. graduate is expected to be capable of:

- Conducting quality policy research using scientific methods that meet the highest international standards; and
- Providing lectures in English in his/her field of specialization in order to be able to pursue a teaching career.

B. To develop teaching and research capacity, a Ph.D. student is recommended to:

- Serve as a Teaching Assistant for at least one semester; and
- Present research papers at the KDI School Research Seminar at least twice and publish them as the KDI School Working Paper Series.

C. To demonstrate research capacity, a Ph.D. student is required to submit a dissertation that meets the following criteria:

- It must be relevant to or have implications for public policy, development policy, or public management;
- It must make a meaningful contribution to the chosen field;
- It must demonstrate the candidate's expertise in using cutting-edge social science research methods.

Courses

Courses are classified into three categories—Ph.D. Courses, Master Plus Courses, and Supervised Research Courses—as presented in the table below.

Course Category	
Ph.D. Courses	Foundations of Public Policy
	Econometrics I
	Econometrics II
	Microeconomics
	Game Theory in Public Policy
	Development Economics: Field Experiments
	Development Economics: Labor and Development
	Ph.D. Colloquium
	Mathematical Economics
	Advanced Macroeconomic Policy
	Econometrics III
Master Plus Courses (MPC)	Master's Courses (Concentration Courses)
Supervised Research Courses (SRC)	If a student is interested in an area not covered by the course(s) offered, he/she may choose to take a Supervised Research Course (SRC).

A. Ph.D. Courses

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

Category	Course	Program
Common Required	Ph.D. Colloquium	PP, DP
	Foundations of Public Policy	PP, DP
	Econometrics I	PP, DP
	Econometrics II	PP, DP
	Microeconomics	PP, DP
	Game Theory in Public Policy	PP, DP
Field Required	Development Economics: Field Experiments	DP
	Development Economics: Labor and Development	DP
Optional	Mathematical Economics	PP, DP
	Advanced Macroeconomic Policy	PP, DP
	Econometrics III	PP, DP

B. Master Plus Courses

A Master Plus Course (MPC) refers to a concentration course in the Master's program that Ph.D. students can take as part of their graduation requirements. Ph.D. students may take any Master's program concentration courses in which they are interested. Master's program courses are classified into three categories: 1) regular courses; 2) foundation skill courses and; 3) field research and study courses. Regular courses consist of core courses and concentration courses. It is important to note that only concentration courses will qualify as Master Plus Courses.

[Enrollment Procedure for Master's Courses]

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

C. Supervised Research Courses

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

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

[Procedure for Taking an SRC]

- ① Identify a research topic related to the student's research field(s) of interest.
- ② Fill out an SRC application form [Appendix 2-1] and write a Proposal for Supervised Research [Appendix 2-2].
- ③ Select a course professor for the SRC and receive approval from the course professor and Ph.D. Chair.
※ The course professor must be a tenure-track faculty member or a visiting faculty member. Exceptionally, an external expert may act as a course professor upon approval from the Associate Dean of Academic Affairs.
- ④ Submit the application form and proposal to the Academic Affairs Division during the 1st week of the semester.
- ⑤ Submit the final SRC report to the course professor and to the Academic Affairs Division by the end of the 11th week of the semester.
- ⑥ After running an anti-plagiarism test, the Academic Affairs Division sends the SRC grading paper to the course professor.
- ⑦ Receive a grade and credits at the end of the semester.
※ The SRC report is evaluated based on the Performance Assessment Criteria [Appendix 2-3].

Credit Transfer

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

[Requirements for Credit Transfer Application]

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

[Application Procedure]

- ① Students must submit all of the following documents by the end of the third week of their first semester.
- ※ *A student who wants to apply for Credit Transfer for a course offered in the first semester must submit the following documents before the semester begins. The decision will be announced in the 1st week of the semester during the course add-drop period.*

[Required Documents]

- Application form for Credit Transfer [Appendix 3]
- Original copy of transcript
- Syllabus of the relevant course

- ② Submitted documents will be reviewed by the corresponding course's professor and the Chair of the Ph.D. program by the 5th week of their first semester.
- ③ The approved credit transfer will be indicated on the transcript as "T (Transfer)" grade.

Graduation Requirements

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

- A. Course requirements: Complete a minimum of 36 credits of graduation requirement courses.
- B. After earning 27 credits, students must pass the Qualifying Examinations (QE) (Common subject QE and Field subject QE)
- C. Students are required to earn 9 additional credits to be eligible for the Oral Examination (OE).
- D. Students will be receiving their doctoral degree after completing the dissertation writing and defense process below:
 - Pass the Oral Examination (OE)
 - Pass the Final Oral Dissertation Defense (FODD)

Curriculum

Ph.D. Program Course Map for 2023

Term	Spring	Summer	Fall
Optional	Mathematical Economics	Advanced Macroeconomic Policy	Econometrics III
Development Policy	Ph.D. Colloquium	Ph.D. Colloquium	Ph.D. Colloquium
	Foundations of Public Policy	Econometrics II	Game Theory in Public Policy
	Econometrics I	Development Economics: Field Experiments	Development Economics: Labor and Development
	Microeconomics		
Public Policy	Ph.D. Colloquium	Ph.D. Colloquium	Ph.D. Colloquium
	Foundations of Public Policy	Econometrics II	Game Theory in Public Policy
	Econometrics I		
	Microeconomics		

※ The Course Map is subject to change without prior notice.

※ As the Course Map is only a suggestion, students should adapt their course work according to their individual needs and circumstances.

※ Ph.D. students are required to enroll in Ph.D. Colloquium three times from the semester right after passing their common subject qualifying examinations from 2022 admissions onward.

Dissertation Advisor

A. Academic Advisor - The First Year

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

B. Dissertation Advisor – The Second Year

(i) Confirmation of Dissertation Advisor

- Students must confirm their dissertation advisor by no later than their first winter break.
- Once students have confirmed their dissertation advisor, students should submit the ‘Dissertation Advisor Confirmation Form [Appendix 4-1]’ to the Academic Affairs Division by the end of January.

(ii) Change of Dissertation Advisor

- Students can consider changing their dissertation advisor.
- In that case, students discuss the change of dissertation advisor with their current advisor and the new advisor.
- Students should submit the application form [Appendix 4-2] for change of dissertation advisor.

C. Consultation with Advisor

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

Qualifying Examinations

A. Requirements

Complete a minimum of 27 credits (9 Ph.D. level courses): Students can fulfill the graduation requirements from common required Ph.D. courses, field required Ph.D. courses, optional Ph.D. courses, Ph.D. level supervised research courses (SRC), and Master's level courses with additional Ph.D. level requirements (MPC).

B. QE Subjects for Ph.D. Program in Development Policy and in Public Policy

Common Subject	Econometrics I
	Econometrics II
	Microeconomics
Field Subject	The subjects are determined by each dissertation advisor.

C. Field subject QE

Four months prior to taking the Field subject QE, the dissertation advisor will designate two courses that are the most relevant to the student's dissertation work among field courses, Supervised Research Courses, and Master Plus Courses. The Field subject QE will be based on these two courses. A written examination will be administered on a given date.

D. Evaluation

- Passing Mark: minimum of 60% mark in every QE subject
- Exams are graded as either "Satisfactory" or "Fail"

E. QE Period: January, May, and September

- Only students who pass the QE are eligible to take the Oral Examination (OE).
- Students who wish to take the QE must submit the QE application form [Appendix 5] prior to the exam.

F. QE Timeline

		1 st Year	2 nd Year			3 rd Year		
			Jan.	May	Sep.	Jan.	May	Sep.
100%	Common Subject		1 st	2 nd				
	Field Subject			1 st	2 nd			
Others	Common Subject				1 st	2 nd		
	Field Subject					1 st	2 nd	

* Students must pass the Qualifying Exams by their second opportunity. Students are given two opportunities to pass their QE.

* If a student fails on the second attempt, the student is required to withdraw from the program.

* If a student fails to pass the Common subject QE (CQE) on the first attempt and is required to retake the CQE, the first attempt for Field subject QE (FQE) may be postponed to the next semester to prevent taking CQE and FQE at the same time. Students are still given two opportunities to pass the FQE.

Research Plan/Progress Presentation

Students must present their research plan/progress to the dissertation committee members. The contents of the presentation must include: significance of research, past literature on research topic, methodology, expected research results, importance of the research results, and plan for dissertation writing. By conducting the research plan/progress presentation (RPP), the students will receive feedback on their dissertation work from their committee members and write their dissertation with confidence, thus allowing better preparation for their Oral Examination and Final Oral Dissertation Defense.

A. General Information

- All Ph.D. students and faculty members will be invited.
- Ph.D. students who have not taken the OE must present their research plan once before taking the OE. Ph.D. students who have passed the OE must present their research progress once a year before passing the FODD.
- If a student misses the research plan/progress presentation deadline, his/her tuition scholarship rate for the following year may be affected.

(First review) The following year's scholarship rate may be reduced by 50% if a student misses the deadline.

(Second review) The scholarship for the year in question may be withdrawn if the student does not make a presentation by the semester immediately following the original presentation deadline.

B. Timeline

Category	Full-time	Part-time
Research Plan Presentation	Once before taking the OE By the third semester in the second year (the sixth semester)	Once before taking the OE By the third semester in the third year (the ninth semester)
Research Progress Presentation	Once per year (From the third year onward, before passing the FODD)	Once per year (From the fourth year onward, before passing the FODD)
	Students who take the OE and/or FODD do not have to make a research progress presentation that year.	

C. Operational Details

– Application

- An application form [Appendix 6-1] should be submitted to the Academic Affairs Division by the end of the second week of the semester in which the RPP will be held.

– Presentation Date

- Date of Presentation: By no later than the 10th week of the semester
- * Students should submit their research plan/progress form [Appendix 6-2] one week prior to their presentation.

– Duration

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

– Contents of Research Plan/Progress Presentation

- Significance of Research
- Past Literature on Research Topic
- Methodology
- Expected Research Results
- Importance of the Research Results
- Plan for Dissertation Writing

– Participation

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

– Evaluation

- The dissertation advisor and dissertation committee members may provide comments [Appendix 6-3].
- There is no pass or fail grade.

Oral Examination (OE)

All Ph.D. students must complete a minimum of 36 credits of graduation requirement courses and pass the Qualifying Examinations in order to apply for the Oral Examination.

The Oral Examination involves answering questions pertaining to the candidate's dissertation prospectus. The result of the OE will be determined based on a joint discussion among the dissertation committee members.

Even under exceptional circumstances, the oral defense of the dissertation prospectus must be completed no later than the end of the 3rd year (100% scholarship) or 4th year (Others).

A. Requirements for Oral Examination

- Complete a minimum of 36 credits (12 courses)
- Pass the Qualifying Examinations

B. Procedure for Oral Examination

- ① The candidate must assemble a dissertation committee and is expected to submit and defend a dissertation prospectus in an oral examination.
- ② An application form [Appendix 7] should be submitted to the Academic Affairs Division by the end of the 2nd week of the semester in which the OE will be held.
- ③ Deadline:
 - Students with 100% tuition scholarship: within the 3rd year
 - Other students: within the 4th year

<GUIDELINES FOR ORAL EXAMINATION (OE)>

The Oral Examination aims to evaluate the quality of the ongoing dissertation work before the final defense.

I. Composition of Committee

- i) The Committee for the Oral Examination consists of three members including the student's dissertation advisor.
- ii) It is strongly recommended that all three members be selected from KDI School's full-time professors.
- iii) One committee member may be selected from outside KDI School or among one of KDI School's part-time professors, contingent upon approval. The OE's external committee member should be included in the Final Oral Dissertation Defense (FODD) Committee.
- iv) The Chair of the Ph.D. program will consult on the selection of the committee members with the student's dissertation advisor.

II. Format of the Oral Examination

- i) The OE consists of a student's presentation and questions from the evaluation committee.
- ii) The OE is open to all KDI School members, including faculty and Ph.D. students.

III. Evaluation of Examination

- i) An evaluation committee member can give a student one of the following grades: Satisfactory, Unsatisfactory, or Fail.
- ii) A student cannot pass the examination if the student receives an 'Unsatisfactory' grade from two evaluation committee members or if the student receives a 'Fail' grade from one evaluation committee member.
- iii) In case of failure, one additional chance to retake the OE will be given to the student.
- iv) The student given a chance to retake the Oral Examination must do so no later than the end of the 3rd year (100% scholarship) or 4th year (Others).
 - A student has to pass the Oral Examination within two years after passing the Qualifying Examinations (not including leaves of absence).

IV. Submission Requirements and Evaluation Criteria for Examination

As the Ph.D. program accepts two types of dissertations (namely, a dissertation in an integrated format based on one topic or a dissertation in multiple parts consisting of three separate parts based on related topics), the Oral Examination submission requirements are as described below. However, the evaluation criteria will be set individually according to the opinion of the dissertation advisor.

Dissertation in an integrated format:

Students are required to submit a full draft paper including: (i) an introduction; (ii) a literature review; (iii) the research question(s) addressed; (iv) a description of the methodology employed; (v) a description of the data used (for empirical work); and (vi) some preliminary results and discussion thereof.

Dissertation in multiple parts:

- a) For at least two of the three parts, students are required to submit full draft papers including: (i) an introduction; (ii) a literature review; (iii) the research question(s) addressed; (iv) a description of the methodology employed; (v) a description of the data used (for empirical work); and (vi) preliminary results and discussion thereof.
- b) A well-developed proposal for the third part of the dissertation must be submitted.

V. Changing Topics after the OE

i) Dissertation in multiple parts

- If a student needs to change the topic of one or more dissertation chapters in the case of a dissertation in multiple parts after the OE (and before the FODD), the student must retake the OE.
- If the change in topic is limited to one chapter only, the student must make a revised presentation of the chapter in question. If the revised presentation is satisfactory, the school will regard the student as having passed the OE on the date of the revised presentation. If the revised presentation fails to pass the OE and if the OE in question is the first OE attempt for the student, the student will have one more chance for passing the OE.

- If the student needs to change the topic of two or more chapters, the school will regard the student as having failed to pass the OE on the first attempt. To pass the OE on the second attempt, the student must make a full presentation of all three chapters. If the revised presentation is satisfactory, the school will regard the student as having passed the OE on the date of the revised presentation. If the revised presentation fails to pass the examination, the student will have exhausted the two chances for passing the OE.

ii) Dissertation in an integrated format

- If a student needs to change the topic of a dissertation in an integrated format after the OE (and before the FODD), the student must take the OE again.
- In this case, the school will regard the student as having failed on the first OE attempt. If the revised presentation is satisfactory, then the school will regard the student as having passed the OE on the date of the revised presentation. If the revised presentation fails to pass the examination, however, the student will have exhausted the two chances for passing the OE.

VI. Other Information

- i) Electronic presentation is not mandatory and may be utilized at the student's discretion.
- ii) Full draft paper(s) should be distributed to the OE evaluators at least one week prior to the OE.

Progress Report

A student who has passed the OE must submit a Progress Report for his/her dissertation each year before the Final Oral Dissertation Defense.

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

Final Oral Dissertation Defense (FODD)

Students who pass the OE become Ph.D. candidates. The candidates are expected to finish their work on the dissertation expeditiously. The candidates must complete the program within eight years to receive the degree but ideally complete the program within three to four years.

After submitting their dissertation to the dissertation committee, the candidates must schedule a Final Oral Dissertation Defense (FODD). The Ph.D. degree is conferred after 1) the candidates pass the FODD and 2) the submitted final revised dissertation is approved by the dissertation committee.

A. Overview

- The schedule of the evaluation is decided by the dissertation advisor.
- The Dissertation Evaluation consists of 1) Preliminary Evaluation and 2) Final Evaluation.
- Students can apply for Dissertation Evaluation each semester.
- The result will be reported to the Dean.
- If a student does not pass the dissertation defense on the first attempt, the student may attempt to defend the dissertation once more after a minimum period of one term from the date of the first attempt. However, the student must retake the Ph.D. Oral Examination if the student decides to change the topic of the dissertation in the case of a dissertation in an integrated format or change the topic of one or more dissertation chapters in the case of a dissertation in multiple parts.

B. Dissertation Format and Conditions

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

thereof all based on its own research theme). Ph.D. students are encouraged to write single-authored chapters for all their dissertation chapters. At least one chapter of a student's Ph.D. dissertation must be single-authored, and at most one chapter of a student's Ph.D. dissertation may be co-authored with other students. Any co-authorship (including student or faculty collaboration) must receive prior approval from the dissertation advisors.

* **Published papers** may also be included in a student's dissertation if the work was conducted during the student's Ph.D. study at KDI School. For a dissertation in multiple parts, a published paper may be included as a chapter pending approval from the dissertation advisor. It may also be co-authored provided at least one chapter of the dissertation is single-authored by the student.

C. Requirements for Dissertation Submission

- Candidates must pass the Qualifying Examinations.
 - Candidates must earn a minimum of 36 credits of graduation requirement courses.
 - Candidates must also pass the Ph.D. Oral Examination.
 - Candidates must submit a Dissertation Progress Report every year, starting in the following year after passing the Oral Examination.
- * *Ph.D. Students must pass the Dissertation Evaluation within 8 years from their initial enrollment.*
(Note: Maximum Academic Residence limit for Ph.D. students: 8 years)

D. Application

- Applicants should submit the form of Request for Ph.D. Final Oral Dissertation Defense [Appendix 8] to the Academic Affairs Office by the 2nd week of the semester.

E. Composition of Committee

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



F. Dissertation Evaluation

– Preliminary Evaluation

- There will be a presentation for the preliminary evaluation, and it involves answering questions.
- All attendees, including the committee members, may provide comments.
- There is no pass or fail grade.

– Final Evaluation

KDI School will decide whether to accept the dissertation based on the result of the Final Evaluation.

- The Final Evaluation will be conducted only by the dissertation committee members. For the dissertation to be accepted, candidates must get approval from all five members of the dissertation committee.
- There will be no presentation for the final evaluation.

G. Submission of Bound Copy of Dissertation

A Ph.D. candidate who passes the final evaluation must submit three bound copies of his or her dissertation by a given deadline. It will be stored in the National Assembly Library and in the KDI School library.

H. Schedule for Dissertation Evaluation

Process	Period	Note
Application	2 nd Week of Each Semester	
Anti-plagiarism Test	3 rd Week of Each Semester	
Preliminary Evaluation	5 th Week of Each Semester	Open to all students
Final Evaluation	10 th Week of Each Semester	
Bound Copy Submission	12 th week of Each Semester	

Timeline

1) 100% Scholarship

		1 st Year	2 nd Year			3 rd Year			4 th Year ~
Requirements		27 Credits	9 Credits						
Qualifying Exams(QE)	Common Subject	-	1 st (Jan.)	2 nd (May)	-	-	-	-	-
	Field Subject	-	-	1 st (May)	2 nd (Sep.)	-	-	-	-
Dissertation Evaluation	Research Plan Presentation	-	○			-			-
	Oral Exam (OE)	-	-	-	○			-	
	Research Progress Presentation	-	-			○			
	Final Oral Dissertation Defense (FODD)	-	-			○			

- 1) Students are required to complete 27 credits by the end of the first academic year in order to take the QE.
- 2) Students have two attempts to pass the QE, held as depicted in the table above.
- 3) Students are required to commence work on writing their dissertation once they pass the QE in order to take the OE.
- 4) Students are encouraged to apply for the OE within one (1) year of passing the QE.

2) Others

		1 st Year	2 nd Year			3 rd Year			4 th Year	5 th Year ~
Requirements		27 Credits			9 Credits					
Qualifying Exams(QE)	Common Subject	-	-	-	1 st (Sep.)	2 nd (Jan.)	-	-	-	-
	Field Subject	-	-	-	-	1 st (Jan.)	2 nd (May)	-	-	-
Dissertation Evaluation	Research Plan Presentation	-	○						-	-
	Oral Exam (OE)	-	-			-	○			-
	Research Progress Presentation	-	-			-			○	
	Final Oral Dissertation Defense (FODD)	-	-			-	-	○		

- 1) Students are required to complete 27 credits by the summer semester of the second academic year in order to take the QE.
- 2) Students have two attempts to pass the QE, held as depicted in the table above.
- 3) Students are required to commence work on writing their dissertation once they pass the QE in order to take the OE.
- 4) Students are encouraged to apply for the OE within one (1) year of passing the QE.

2023 Important Dates

Spring Semester: February 6 ~ April 29

Application Type	Deadline	Course Week
SRC Application	~ February 11 (Sat.)	1 st week
MPC Application	~ February 11 (Sat.)	1 st week
RPP Application	~ February 18 (Sat.)	2 nd week
OE Application	~ February 18 (Sat.)	2 nd week
FODD Application	~ February 18 (Sat.)	2 nd week
Credit Transfer Application	~ February 25 (Sat.)	3 rd week
QE Application	~ March 25 (Sat.)	7 th week
SRC Paper Submission	~ April 22 (Sat.)	11 th week
MPC Report Submission	~ April 29 (Sat.)	12 th week

Summer Semester: May 15 ~ August 5

Application Type	Deadline	Course Week
SRC Application	~ May 20 (Sat.)	1 st week
MPC Application	~ May 20 (Sat.)	1 st week
RPP Application	~ May 27 (Sat.)	2 nd week
OE Application	~ May 27 (Sat.)	2 nd week
FODD Application	~ May 27 (Sat.)	2 nd week
MPC Report Submission (1 st session)	~ June 24 (Sat.)	6 th week
QE Application	~ July 29 (Sat.)	11 th week
SRC Paper Submission	~ July 29 (Sat.)	11 th week
MPC Report Submission (2 nd session)	~ August 5 (Sat.)	12 th week

Fall Semester: September 4 ~ December 2

Application Type	Deadline	Course Week
SRC Application	~ September 9 (Sat.)	1 st week
MPC Application	~ September 9 (Sat.)	1 st week
RPP Application	~ September 16 (Sat.)	2 nd week
OE Application	~ September 16 (Sat.)	2 nd week
FODD Application	~ September 16 (Sat.)	2 nd week
QE Application	~ November 25 (Sat.)	12 th week
SRC Paper Submission	~ November 25 (Sat.)	12 th week
MPC Report Submission	~ December 2 (Sat.)	13 th week



Tuition Fee

Tuition is a minimum of 25,000,000 Korean Won (KRW) to complete the Ph.D. degree program.

- For the first year of study, tuition is a total of 15,000,000 KRW (5,000,000 KRW per semester).
- For the 2nd and 3rd years, tuition is 5,000,000 KRW per year.
- If a student has yet to fulfill the graduation requirements by the end of the 3rd year, tuition is 1,000,000 KRW per year from the 4th year onwards.

Scholarship

A. 1st Academic Year

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

B. 2nd-3rd / 4th Academic Years

- The scholarship for tuition and monthly stipend will be reinstated every three terms only if students meet all the scholarship terms and conditions given below and also abide by the general standards of academic and campus life according to the KDI School rules and regulations.

[Condition for Tuition Support]

(1) Grade

- Students are required to maintain a cumulative GPA (CGPA) of 3.0 or higher for the previous three terms to receive the tuition scholarship for the following three terms.
- If the CGPA is between 2.67 and 3.0 for the previous three terms, the tuition scholarship for the following three terms will be reduced by half.
- If the CGPA for the previous three terms is lower than 2.67, the tuition scholarship for the following three terms will be withdrawn.

(2) Research Plan/Progress Presentation

- If a student misses the research plan/progress presentation deadline, his/her scholarship rate for the following year may be affected.

(First review) The following year's scholarship rate may be reduced by half if a student misses the deadline.

(Second review) The scholarship for the year in question may be withdrawn if the student does not make a presentation by the semester immediately following the original presentation deadline.

[Condition for Stipend Support]

- Full-time students are offered the monthly stipend.
- Off-campus employment of any kind is prohibited unless arranged by the school.
- The students are required to maintain a CGPA of 3.0 or higher for the previous three terms to receive the monthly stipend for the following three terms.
- If the CGPA for the previous three terms is lower than 3.0, the tuition scholarship for the following three terms will be withdrawn.
- The students must serve as a TA twice per year to be offered the monthly stipend. It may be replaced with RA work; TA work is equivalent to a minimum of 120 hours of RA work.

C. Beyond 3rd / 4th Academic Year

[Condition for Tuition Support]

(1) Progress Report

- To maintain the Tuition Scholarship, a student must submit a Progress Report and receive approval from the dissertation advisor.

(2) Research Plan/Progress Presentation

- If a student misses the research plan/progress presentation deadline, his/her scholarship rate for the following year may be affected.

(First review) The following year's scholarship rate may be reduced by half if a student misses the deadline.

(Second review) The scholarship for the year in question may be withdrawn if the student does not make a presentation by the semester immediately following the original presentation deadline.

[Condition for Stipend Support]

- The Monthly Stipend is offered for nine semesters. However, it will still be granted after that period if a student participates in a KDI School research project as an RA.

Financial Support for International Conference

KDI School may provide financial support for top-tier international conferences to Ph.D. students subject to review and approval.

1. Eligibility for Application

- Ph.D. students who have passed the Qualifying Exams.
- Enrolled students whose current residency is in Korea.

2. Requirements for Financial Support

- Expenses for presenting a paper at a conference organized by an academic society that publishes one of the top-tier journals may be reimbursed by the School on an actual-expense basis. When applying for an international conference, students have to get approval from the dissertation advisor in advance.

3. Range of Financial Support

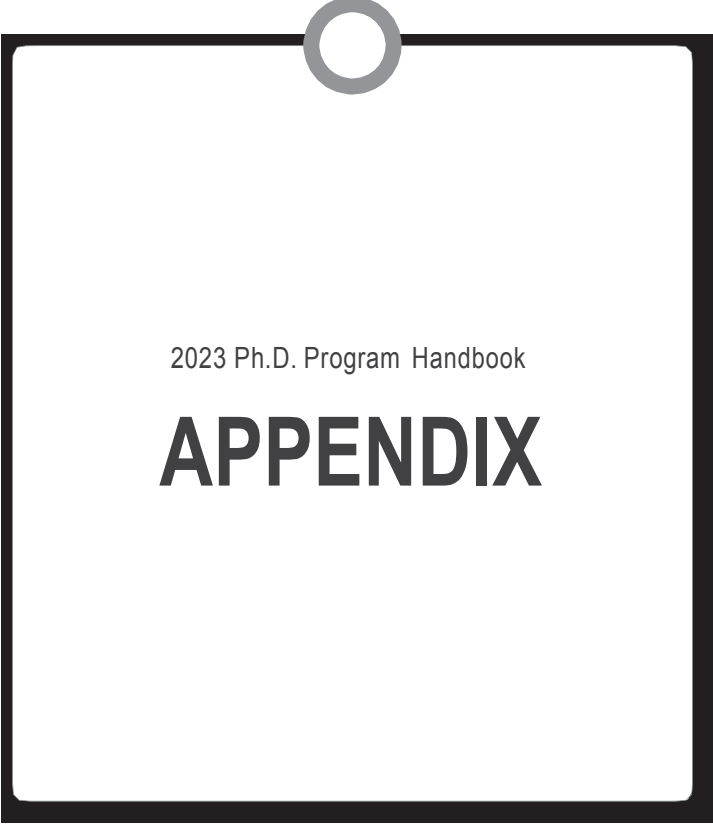
- Once a year, up to twice per student.
- Expenses will be reimbursed by the School on an actual-expense basis. This refers to expenses incurred for travel and conference participation for a sum of up to 2,000,000KRW.
- Expense reimbursement covers airfare, hotel accommodation, and conference registration fee (including conference paper submission fee) only. Other expenses, such as local transportation expenses, will not be reimbursed.

4. Application Procedure

- ① Obtain approval from the dissertation advisor [Appendix 9-1] before submitting the paper.
- ② When accepted, submit the application form [Appendix 9-2] with the confirmation form [Appendix 9-1] to the Academic Affairs Division with the acceptance letter and the paper.
- ③ After getting approval from the Ph.D. committee members, students will be making payments under the school's guidance and help.

5. Conference Report

- A student who participated in an international conference must submit a conference report [Appendix 9-3] within two weeks from returning to Korea.



2023 Ph.D. Program Handbook

APPENDIX

KDI School of Public Policy and Management

[Appendix 1-1]

Application for Master Plus Course(MPC)

Student ID				
Name				
Field		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Year	Term			
Course Title				
Additional Task				
Proposal for MPC application				

(a) What is the reason for proposing to take this course as an MPC? More specifically, which part of the course content do you believe would be useful for your research? In addition, how will the course contents of the proposed MPC help you to advance your doctoral dissertation research? (Maximum of 300 words)

(b) What do you propose to conduct as an additional course assignment (pending instructor approval) that can directly contribute to your doctoral dissertation research? (Maximum of 300 words)

I hereby accept the above student's application for Master Plus Course.

Date: _____

Student : _____ (Signature)

Course Professor : _____ (Signature)

Dissertation Advisor : _____ (Signature)

[Appendix 1-2]

Confirmation for MPC Additional Task

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

* Ph.D. students who take an MPC are required to do two additional works stated below.

(1) To attend the KDI School Research Seminar at least three times and submit a one-page report for each seminar.

(2) An additional task assigned by the course professor.

*Students are required to submit the MPC reports, complete their additional task, and submit the Confirmation for MPC Additional Task.

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

Date : _____

Course Professor: _____ (Signature)





[Appendix 2-1]

Application for Supervised Research Course (SRC)

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

- Documents to submit at the end of semester

- ① SRC Report
- ② Plagiarism Test Report

Date: _____

Student : _____ (Signature)

Course Professor : _____ (Signature)

Ph.D. Chair: _____ (Signature)

[Appendix 2-2]

[Proposal for Supervised Research]

1	Purpose of your Research
----------	---------------------------------

2	Research Area & Contents
----------	-------------------------------------

3	Methods and Strategies of your Research
----------	--

4	Schedule of your Research
----------	----------------------------------

[Appendix 2-3]

Performance Assessment Criteria for Supervised Research Course

Program:	ID:	Student Name:	Date:	
Research Title:		Evaluator:	(signature)	
Goals	4	3	2	1
	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.
	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.
	Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper
	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.
	Compelling theories well researched. Controversies outlined and weighed	Compelling theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled
	Applications/cases of theories well explained.	Applications/cases of theories adequately explained.	Applications/cases of theories not properly explained.	Applications/cases of theories absent
	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 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
	Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent
	Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.
<Note>	A0: 35-40 points A+: 30-35 points B+: 29-27 points B: 24-26 points B-: 21-23 points C+: 17-20 points C: 14-16 points C-: 11-13 points F: 10 points and below			
	Total			
	Grade			

[Appendix 3]

Application for Credit Transfer

1. Academic Year: _____ Term: ☐ Spring ☐ Summer ☐ Fall

2. Student ID: _____ Name: _____

3. Check your Field: ☐ Public Policy ☐ Development Policy ☐ Public Management

4. Title of the course offered at KDI School

5. Previous Course Information

- Title: _____

- Grade: _____

- Period: _____

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

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

Date : _____

Student : _____ (Signature)

Course Professor : _____ (Signature)

Ph.D. Chair : _____ (Signature)





[Appendix 4-1]

Dissertation Advisor Confirmation Form

1. Student ID: _____ Name: _____

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

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

Date : _____

Student : _____ (signature)

Dissertation Advisor : _____ (signature)

Ph.D. Chair : _____ (signature)

To the Dean of KDI School of Public Policy and Management



[Appendix 4-2]

Change of Dissertation Advisor

Submit to: Academic Affairs Division

Student ID: _____

Name: _____

Program: _____

Research Topic(current): _____

Reason for Change (Less than 100 words)

[PREVIOUS] dissertation advisor's confirmation

(Name) _____ (Signature) _____

[NEW] dissertation advisor's confirmation

(Name) _____ (Signature) _____

Date: _____

Student: _____ (signature)

Ph.D. Chair: _____ (signature)

To the Dean of KDI School of Public Policy and Management



[Appendix 5]

Application for Qualifying Examinations

1. Student ID : _____ Name : _____

2. Indicate your field

☐ Public Policy ☐ Development Policy ☐ Public Management

3. Please check the QE subjects you will be taking this time.

- Common Subject

Subjects	Please mark below.	
	1st Trial	2nd Trial
Econometrics I (PP, DP)		
Econometrics II (PP, DP)		
Microeconomics (PP, DP)		
Advanced Research Methodology (PM)		
Policy Design and Evaluation (PM)		

- Field Subject

	Course Title / Course Professor	
	1st Trial	2nd Trial
Field subject 1		
Field subject 2		

* Please write down the course title and the name of the course professor for each course in which you want to take an exam.

I hereby apply for the Ph.D. Qualifying Examinations.

Date : _____

Student : _____ (Signature)

Dissertation Advisor: _____ (Signature)



[Appendix 6-1]

Application for Research Plan/Progress Presentation

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

Dissertation Committee

Advisor	Member	Member	Member	Member
----------------	---------------	---------------	---------------	---------------

※ Rules and Regulations on the Research Plan/Progress Presentation

- Each student must make a research plan presentation once before taking the OE.
- Ph.D. students who have passed the OE must present their research progress once a year before passing the FODD.
- Students who take the OE and/or FODD do not have to make a research progress presentation that year.
- The Research Plan/Progress form should be submitted under the dissertation advisor's approval by the 9th week of the semester.
- The dissertation advisor is automatically a member of the committee.
- Committee members on this application form will be automatically committee members of the OE.
- The OE's candidate is allowed to have a maximum of one external committee member, i.e. non-KDI School member.

※ Rules and Regulations on the Oral Examination

- Even under exceptional circumstances, the oral examination must be completed no later than the end of the 3rd year (100% scholarship) or 4th year (others).
- The tuition scholarship will be withdrawn unless the OE is completed by the deadline above.

- Expected schedule for Oral Examination

Year		Term	
-------------	--	-------------	--

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

Student : _____ (Signature)

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

Date: MM/DD, YYYY

Dissertation Advisor : _____ (Signature)



[Appendix 6-2]

Research Plan/Progress			
Student ID			
Name			
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Dissertation Type	<input type="checkbox"/> Integrated		<input type="checkbox"/> Multiple
Dissertation Topic			
Dissertation Advisor			
Research Plan			
<input type="checkbox"/> Significance of the Research - -			
<input type="checkbox"/> Past Literature on the Topic of Research - -			
<input type="checkbox"/> Methodology - -			
<input type="checkbox"/> Expected Research Results - -			
<input type="checkbox"/> Importance of Research Results - -			
<input type="checkbox"/> Plan for Dissertation Writing - -			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>Date : MM/DD, YYYY</p> </div> <div style="width: 60%; text-align: right;"> <p>Student: _____ (Signature)</p> <p>Dissertation Advisor: _____ (Signature)</p> </div> </div>			

KDI SCHOOL

KDI School of Public Policy and Management

[Appendix 6-3]

Comments for Research Plan/Progress Presentation

Student ID			
Name			
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Dissertation Type	<input type="checkbox"/> Integrated		<input type="checkbox"/> Multiple
Dissertation Topic			
Comments			

☐ Significance of the Research

-
-

☐ Past Literature on the Topic of Research

-
-

☐ Methodology

-
-

☐ Expected Research Results

-
-

☐ Importance of Research Results

-
-

☐ Plan for Dissertation Writing

-
-

Date : MM/DD, YYYY

Dissertation Advisor: _____ (Signature)



[Appendix 7]

Application for Ph.D. Oral Examination (OE)

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

※ Rules and Regulations on the OE

- The Dissertation Advisor is automatically a member of the committee.
- The candidate is allowed to have a maximum of one committee member outside KDI School.
- Even under exceptional circumstances, the oral defense of the dissertation prospectus must be completed no later than the end of the 3rd year (100% scholarship) or 4th year (Others).
- The tuition scholarship will be withdrawn unless the OE is completed by the deadline above.

☐ Expected Date of Oral Examination: _____

I read all rules and regulations on the OE and agree to them. I hereby request for the Oral Examination.

Student: _____ (Signature)

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

Date: _____

Dissertation Advisor : _____ (Signature)

Ph.D. Chair : _____ (Signature)

[Appendix 8]

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

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

※ Rules and Regulations on the FODD

- The dissertation advisor is automatically a member of the committee.
- The candidate is allowed to have a maximum of two committee member outside KDI School.

• Expected Date of Final Oral Dissertation Defense:

I hereby request for evaluation of the dissertation.

Student : _____ (Signature)

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

Date: _____

Dissertation Advisor : _____ (Signature)

Ph.D. Chair : _____ (Signature)

To the Dean of KDI School of Public Policy and Management



[Appendix 9-1]

Approval for International Conference

■ Student Information

1. Student ID: _____ Name: _____

2. Program (Check √)

☐ Public Policy

☐ Development Policy

☐ Development Policy

■ Conference Information

3. Conference:

4. Conference Period:

5. Co-Authors:

6. Title of the Paper:

*Please attach your paper.

Date:

Submitted by _____ (signature)

Dissertation Advisor _____ (signature)



[Appendix 9-2]

Application for International Conference

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

Conference Information

☐ Conference:

☐ Conference Schedule:

☐ Presentation Title:

☐ Co-Authors:

☐ Duration of Stay: ____ days

***Please attach your paper and other relevant documents (Conference Acceptance Letter, Conference Schedule) for participating in the conference.**

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





[Appendix 9-3]

Conference Report

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

Please submit a report including the following details.

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

Date: _____
Student: _____ (signature)