



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Student Handbook

2024



KDI SCHOOL
KDI School of Public Policy and Management

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- Courses and Research Projects
- Graduation Requirements for Each Program
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2024 Academic Calendar

Term		Schedule		Remarks	
Spring Preliminary Session (3 weeks) (Jan. 03 ~ Jan. 19)		January 03(Wed.)~ Jan. 19(Fri.) Jan. 2(Tue.) ~ Jan. 12(Fri.) Jan. 16(Tue.) ~ Jan. 18(Thu.) Jan. 22(Mon.) ~ Jan. 26(Fri.) Jan. 27(Sat.) Jan. 29(Mon.) Jan. 30(Tue.) ~ Feb. 01(Thu.) Jan. 30(Tue.) ~ Feb. 01(Thu.)		Spring Preliminary Session Application for leave of absence of Spring Semester Course Evaluation for Spring Preliminary Session Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation (Part-time) New Student Orientation (Full-time) Spring Semester Course Registration (New & Continuing Students) New International Student Orientation (Full-time)	[Spring Orientation] Jan. 27(Sat.) (For Part-time) Jan. 29(Mon.) (For Full-time)
Spring Semester (13 weeks) (Feb. 02 ~ Apr. 30)		Feb. 01(Thu.) Feb. 02(Fri.) Feb. 02(Fri.) ~ Feb. 08(Thu.) Feb. 13(Tue.) ~ Feb. 16(Fri.) Feb. 26(Mon.) ~ Mar. 08(Fri.) Mar. 18(Mon.) ~ Mar. 22(Fri.) Mar. 18(Mon.) ~ Mar. 29(Fri.) Mar. 25(Mon.) ~ Mar. 29(Fri.) Apr. 12(Fri.) ~ Apr. 18(Thu.) Apr. 17(Wed.) ~ Apr. 23(Tue.) Apr. 22(Mon.) ~ May 03(Fri.) Apr. 24(Wed.) ~ Apr. 30(Tue.)		Spring Semester Start of Spring Semester Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Application for Reinstatement of Summer Semester Research Plan Submission Course Evaluation Reading Period Application for leave of absence of Summer Semester Final Examinations	Feb. 09(Fri.) ~ Feb. 13(Tue.) - Lunar New Year Holiday (No class: No makeup class needed) Mar. 1(Wed.) - Independence Movement Day* Apr. 10(Wed.) - 22 nd National Assembly Election Day
Spring Break (1.5 weeks) (May 01 ~ May 11)		May 1(Wed.) ~ May 11(Sat.) May. 1(Wed.) ~ May 03(Fri.) May 7(Tue.) ~ May 09(Thu.) May 6(Mon.) ~ May 10(Fri.)		Spring Break Korea Field Research & Study (KFRS) Summer semester Course Registration Summer Semester Tuition Payment Due	May 31(Fri.) Graduation Date
Summer Semester (12 weeks) (May 13 ~ August 3)	1st Session (May 13 ~ June 22)	May 13(Mon.) May 13(Mon.) ~ May 18(Sat.) May 20(Mon.) ~ May 24(Fri.) June 03(Mon.) ~ June 14(Fri.) June 12(Wed.) ~ June 18(Tue.) June 17(Mon.) ~ June 18(Tue.) June 19(Wed.) ~ June 20(Thu.)		Start of 1st Summer Session Course Add & Drop Period(for courses in all sessions) /Application for Declaring Concentration POS Committee Composition Research Project Submission Course Evaluation Reading Period Final Examinations	May 15(Wed.)* Buddha's birthday June 06(Tue.)* Korean Memorial Day
	2nd Session (June 24 ~ August 03)	June 24(Mon.) Jun. 24(Mon.) ~ Jun. 25(Tue.) Jun. 24(Mon.) ~ Jun. 28(Fri.) Jun. 24(Mon.) ~ Jul. 05(Fri.) Jul. 01(Mon.) ~ Jul. 05(Fri.) Jul. 18(Thu.) ~ Jul. 24(Wed.) Jul. 29(Mon.) ~ Jul. 30(Tue.) Jul. 31(Wed.) ~ Aug. 03(Sat.) Aug. 05(Mon.)		Start of 2nd Summer Session Course Add & Drop Period(for 2nd courses only) Application for Graduation Application for Reinstatement of Fall Semester Research Plan Submission Period Course Evaluation Reading Period Final Examinations Completion Ceremony	
Summer Break (5 weeks) (Aug. 05 ~ Sep. 07)		Aug. 05(Mon.) ~ Sep. 07(Sat.) Aug. 12(Mon.) ~ Aug. 23(Fri.) Aug. 26(Mon.) ~ Aug. 28(Wed.) Aug. 26(Sat.) ~ Aug. 30(Fri.) Aug. 31(Sat.) Aug. 31(Sat.) Sep. 02(Mon.) Sep. 03(Tue.) ~ Sep. 05(Thu.) Sep. 03(Tue.) ~ Sep. 06(Fri.)		Summer Break Application for Leave of Absence of Fall Semester Fall Semester Course Registration(Continuing Students) Fall Semester Tuition Payment Due (Continuing Students) End of Summer Semester New Student Orientation (Part-time) New Student Orientation (Full-time) Fall Semester Course Registration (New Students) New International Student Orientation	August 30(Fri.) Graduation Date [Fall Orientation] Aug. 31(Sat.) (Part-time) Sep. 02(Mon.) (Full-time)
Fall Semester (13 weeks) (Sep. 09 ~ Dec. 07)		Sep. 1(Sun.) Sep. 09(Mon.) Sep. 09(Mon.) ~ Sep. 14(Sat.) Sep. 23(Mon.) ~ Sep. 27(Fri.) Oct. 07(Mon.) ~ Oct. 18(Fri.) Oct. 28(Mon.) ~ Nov. 01(Fri.) Nov. 04(Mon.) ~ Nov. 08(Fri.) Nov. 18(Mon.) ~ Nov. 29(Fri.) Nov. 21(Thu.) ~ Nov. 27(Wed.) Nov. 25(Mon.) ~ Nov. 30(Sat.) Dec. 02(Mon.) ~ Dec. 07(Sat.)		Fall Semester Start of Fall Semester Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Research Plan Submission Period Application for Reinstatement of Spring Semester Course Evaluation Reading Period Final Examinations	Sep. 16(Mon.) ~ Sep. 21(Sat.) Korean Thanksgiving day (No Class for the whole week: No make-up needed) Oct. 03(Thu.)* National Foundation Day Oct. 09(Wed.)* Hangeul Proclamation Day
Winter Break		Dec. 13(Fri.) 2025 Jan. 31(Fri.)		Commencement End of the Fall Semester	Dec. 05(Thu.) KDI School Foundation Day

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

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

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 2024 Academic Year

▪ Objective

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

1. (Program Chair & Academic Advisor) Students will receive advice on general school life by the Program Chair and their academic advisor. Each administrative division will also help students adjust to life on campus.
2. (Personal Information) Students should update their personal information through MIS (<https://mis.kdischool.ac.kr>) to ensure they receive pertinent information from the school. If you want to change your name or your date of birth on the system, you should submit an application form to the registrar along with your passport.
3. (Notice) All academic information and forms can be downloaded from the official school website (<https://www.kdischool.ac.kr>). As the School is not responsible for informing each student of every notice, it is the students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.
4. (Regulation Change) When occasion demands, the rules and regulations for the 2024 may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.

Courses and Research Projects

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

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

KDI School offers three master's programs in English: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy) and **MPM** (Master of Public Management), and one master's Program in Korean: **MPPM** (Master of Public Policy and Management)

Concentration of Master's Program (English)

MPP	- FM (Finance and Macroeconomic Policy)
	- TI (Trade and Industrial Policy)
	- PF (Public Finance and Social Policy)
	- RE (Regional Development and Environment Policy)
MDP	- SD (Sustainable Development)
	- ID (International Development)
	- IP (Intellectual Property and Innovation Policy)*
MPM	- PA (Public Administration and Leadership)
	- SM (Strategic Management)
	- GP (Global Governance and Political Economy)
Common	- DS (Data Science for Public Policy and Management)**

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

** DS concentration is available to be declared only as the 2nd concentration. The 1st concentration should be from your major to graduate.

※ Certain scholarship groups, such as KOICA and Part-time GMP, must/can choose specific concentration as their 1st concentration. Please refer to page 150 for further details.

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

1. Core Courses

Core courses are an required component of each program - MPP, MDP, and MPM - with two courses designated for each.* These courses are scheduled to be offered at least once annually, and it is mandatory for all students to enroll in them during a specified term, unless specific arrangements have been established with the Academic Affairs Division. The timing of course offerings is informed at the beginning of each year, and it is essential for students to ascertain when their respective core courses are scheduled. However, please be aware that these timings may be subject to changes based on the academic term and unforeseen circumstances. Additionally, certain core courses may provide students with the option of an online waiver test to obtain a waiver.(Please refer to page 11 for further details).

** Beginning with students admitted for the Fall 2023 semester, MDP students are required to take two core courses.*

2. Concentration Courses

Concentration courses consist of courses in one's own concentration as well as outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in FM must complete the required number of FM concentration courses for the MPP program. Courses categorized under a different concentration, such as TI or 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 the Major

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

Thesis: Students who wish 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 wish 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 3 professors including the Committee members and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

※ Students who wish to write a Thesis/Capstone Project are required to register their master's degree research project (RP) with a total of three libraries in accordance with the Korean Libraries Act: the National Library of Korea, National Assembly Library of the Republic of Korea, and KDI School Library. In addition, a student's Thesis/Capstone Project must be submitted in the form of a final version that has been thoroughly reviewed by the respective RP supervisor. Students may also submit three hard copies of the paper if desired. Please note that it is not possible for a student to refuse disclosure of his or her Thesis without KDI school's express permission. Meanwhile, a Capstone Project can be registered as private or limited disclosure, considering the need for security, as Capstone Projects involve information from certain institutions.

※ If students do not register their Thesis/Capstone Project, all certificates, including graduation certificates, can not be issued.

Supervised Research Project [SRP]: Students who wish 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 may elect to write an Academic or Essay Experiential Learning Project (1 credit) or Advanced Experiential Learning Project (3 credits). Please refer to page 67 for the timeline.

〈Research Project Procedure〉

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

Time	Project	Thesis Project	Capstone Project	SRP	ELP
2 nd term	2 nd week	Formation of the POS Committee Submission of POS Committee Application			
	8 th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
3 rd term	1 st week ~ 12 ^h week	ARS (Advanced Research Seminar) - 10 th week : Oral Presentation of your draft - 12 th week : Submission of the 1 st Full Draft		Formation of the POS Committee (2 nd week)	
				Submission of the Research Plan (8 th week)	
4 th term ~4 th Year	4 th ~5 th week	Submission of the Final Report & Checking the Final Report and Registration (Thesis/Capstone Project only)			

• **Recommended Research Project Time Frame by term (Part-time/NIIED Student)**

Time	Project	Thesis Project	Capstone Project	SRP	ELP
4 th term	2 nd week	Formation of the POS Committee Submission of POS Committee Application			
	8 th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
5 th term	1 st week ~ 12 th week	ARS (Advanced Research Seminar) - 10 th week : Oral Presentation of your draft - 12 th week : Submission of the 1 st Full Draft		Formation of the POS Committee (2 nd week)	
				Submission of the Research Plan (8 th week)	
6 th term ~4 th Year	4 th ~5 th week	Submission of the Final Report & Checking the Final Report and Registration (Thesis/Capstone Project only)			

4. Foundation Skill Courses

	Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
English (Basic)	Language in Public Policy and Management	3	A~F	All	Yes (Mandatory)
English (Advanced)	Academic Writing	3	A~F	All	Yes (Optional)
	Public Speech and Debate	3	A~F	Spring Fall	Yes (Optional)
Korean (Basic)	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)
Korean (Advanced)	Korean Language and Culture II	3	A~F	All	No
	Korean Language and Culture III	3	A~F	Summer Fall	No
	Advanced Oral Communication and Composition in Korean	3	A~F	Fall	No
	Korean Proficiency through TV Drama and Movie	3	A~F	Spring	No

※Courses are subject to change depending on the circumstances.

① English language courses:

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

The following English language courses are available:

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

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

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

B. Advanced courses

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

- **Academic Writing**

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

- **Public Speech and Debate**

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

② Korean language courses (for international students):

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

The following Korean language courses are available:

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

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

Students from the NIIED scholarship group will automatically receive a waiver for KLC I. They are required to submit the application form for the waiver and all relevant documents to the Academic Affairs Division. They are also required to enroll in one of the two following courses: ‘Advanced Oral Communication and Composition in Korean’ or ‘Korean Proficiency through TV Drama and Movie’.

B. Advanced courses

Advanced Korean language courses generally do not count toward graduation requirement credits. However, students who receive a waiver for KLC I are required to take one advanced Korean language course, which will count toward their graduation requirement credits for up to 3 credits.

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

5. Waiver Test

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

① Core course waiver test

Students can take the waiver test of their core course(s). The test is conducted online. If students receive a waiver, they are required to take other courses to fulfill their graduation requirements.

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

B. Quantitative Methods (MPP & MDP & MPM core)

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

The English language course waiver test consists of three components: reading, listening and writing, and it is conducted online. Students who receive a waiver are instead required to take one advanced English language course.

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

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

Graduation Requirements for Each Program

In order to graduate from KDI School with a Master's degree, all master's students must complete a minimum of 39 credits from graduation requirement courses.

1. Full-time

<First Three Terms> 36 credits

- ① Students must take their core courses unless waived.

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)*	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Analysis of Market and Public Policy • Quantitative Methods 	<ul style="list-style-type: none"> • Quantitative Methods • Introduction to Development Policy 	<ul style="list-style-type: none"> • Public Organizations and Management • Quantitative Methods

**Beginning with students admitted for the Fall 2023 semester, AMPP is not required to MDP students, and required to take two core courses, QM and IDP.*

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

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

Category	MPP	MDP	MPM
1 st Concentration	Requirement: at least 9 credits (3 courses) from 1 st concentration (Mandatory)		
	<ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) 	<ul style="list-style-type: none"> • SD (Sustainable Development) • ID (International Development) 	<ul style="list-style-type: none"> • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)

- ※ The first concentration of the KOICA programs must be specific concentration as below.
 KOICA ED - SI(Sustainable and Inclusive Growth)
 KOICA TI - TI(Trade and Industrial Policy)
 KOICA RD - SI(Sustainable and Inclusive Growth)

- ③ Students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional.
- ※ DS(Data Science for Public Policy and Management) concentration is available to be declared only as the 2nd concentration.
 - ※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).
- ④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).
- ⑤ International students must take ‘Korean Language and Culture I’. This course will count towards graduation requirement credits. However, those who were waived from ‘Korean Language and Culture I’ must take an advanced level of Korean language course that will count towards graduation requirement credits. Advanced level of Korean language course will count towards graduation requirement credits for up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.
- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term and submit the first draft paper in the seminar(10th week). Students who plan to do a SRP must take one elective course instead of the seminar course.

<Fourth Term> 3 Credits

- ① In the 1st term of the second year, at least 3 credits must be completed by submitting one of the following by the 5th week: a final thesis, a final report for the capstone project, or one SRP (3 credits each).
- ※ After completing 39 graduation requirement credits or more including the research project, students must apply online for graduation eligibility review through KDI School MIS system at the indicated period of each term.

The following table summarizes majoring students’ completion requirements.

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

MDP	Core Courses	Concentration (ID,SD)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	15	39
Credits (Int'l)	6	9	6	6	12	39

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

2. Part-time

<First Year: 1st to 3rd Term>

- ① Students must take their core courses unless waived.

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)*	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Analysis of Market and Public Policy • Quantitative Methods 	<ul style="list-style-type: none"> • Quantitative Methods • Introduction to Development Policy 	<ul style="list-style-type: none"> • Public Organizations and Management • Quantitative Methods

* Beginning with students admitted for the Fall 2023 semester, AMPP is not required to MDP students, and required to take two core courses, QM and IDP.

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

Category	MPP	MDP	MPM
1 st Concentration	Requirement: at least 9 credits (3 courses) from 1 st concentration (Mandatory)		
	<ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) 	<ul style="list-style-type: none"> • SD (Sustainable Development) • ID (International Development) 	<ul style="list-style-type: none"> • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)

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

- ③ Students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional.

※ DS(Data Science for Public Policy and Management) concentration is available to be declared only as the 2nd concentration.

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

- ④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course). ※ If students get waived basic level English course, students are required to take one of advanced courses at least.

<2nd Year: 4th to 6th Term>

- ① In the last semester during the second year, at least 3 credits must be completed by submitting one of the following by the 5th 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 and submit the first draft paper in the seminar(10th week). Students who plan to do a SRP must take one elective course instead of the seminar course.

※ After completing 39 graduation requirement credits or more including the research project, students must apply online for graduation eligibility review through KDI School MIS system at the indicated period of each term.

The following table summarizes majoring students' completion requirements.

MPP	Core Courses	Concentration (FM,TL,PF, RE)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39

MDP	Core Courses	Concentration (ID,SD)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	15	39

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

3. Others

① **(Concentration Application):** All students must apply in KDI School MIS website (<https://mis.kdischool.ac.kr>) to declare their concentrations during the indicated period. Concentration can be declared when the combined total of the graduation requirement credits previously completed and currently being taken is above 27. 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 39 graduation requirement credits or more including the research project, all students must apply for graduation eligibility review through KDI School MIS system at the indicated period of each term.

③ **Ceremony**

1. **Completion ceremony**

- Requirements: Enrolled students in a Master's degree, meet minimum credits requirements inclusive of the courses being taken currently.
- Date: August, December (Refer to the academic calendar of each year)
 - * Certificate of Coursework Completion will be awarded at the Completion ceremony
 - * Certificate of Coursework Completion is different from the Certificate of Completion
 - Certificate of Coursework Completion is issued when you acquire minimum of 33 graduation credits
 - Certificate of Completion is issued when you enroll for at least 4 semesters(Full-time) or 6 semesters (Part-time) but have not yet graduated
 - * Students will be invited to the completion ceremony only once

2. **Commencement**

- Requirements: Enrolled and Completed students in Ph.D. and Master's degree having met all graduation requirements
- Date: December (Refer to the academic calendar of each year)
 - * Diploma: Diploma will be awarded only once at the Commencement

〈Graduation Requirements for Master's programs〉

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)*	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Analysis of Market and Public Policy • Quantitative Methods 	<ul style="list-style-type: none"> • Quantitative Methods • Introduction to Development Policy 	<ul style="list-style-type: none"> • Public Organizations and Management • Quantitative Methods
1 st Concentration	Requirement: at least 9 credits (3 courses) from 1 st concentration (Mandatory)		
	<ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) 	<ul style="list-style-type: none"> • SD (Sustainable Development) • ID (International Development) 	<ul style="list-style-type: none"> • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)
2 nd Concentration	Elective: up to 9 credits (3 courses) from 1 concentration (Optional) <ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy)\ • TI (Trade and Industrial 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) • DS (Data Science for the Public Policy and Management)* 		
Research Project	Requirement		
	<ul style="list-style-type: none"> • 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		
	<ul style="list-style-type: none"> • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits) (only for full-time international students) 		
Duration	<input type="checkbox"/> Full-time: 4 terms <input type="checkbox"/> Part-time/NIED/GMP: 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)		
Total	Minimum 39 credits		

* Beginning with students admitted for the Fall 2023 semester, MDP student are required to take two core courses, QM and IDP.

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

〈Graduation checklist for MPP, MDP, MPM students〉

Category	MPP	MDP	MPM
Core Courses	6 credits (2 courses)	6 credits (2 courses)	6 credits (2 courses)
	<input type="checkbox"/> AMPP <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> IDP <input type="checkbox"/> G20(G20 Only)	<input type="checkbox"/> POM <input type="checkbox"/> QM(KED_G20) <input type="checkbox"/> G20(G20 Only)
1 st Concentration	9 credits (3 courses) from each field (ej) 3 courses from FM)		
	<input type="checkbox"/> FM <input type="checkbox"/> TI <input type="checkbox"/> PF <input type="checkbox"/> RE <input type="checkbox"/> TI(KOICA TI Only) <input type="checkbox"/> RP(Part-time GMP Only)	<input type="checkbox"/> SD <input type="checkbox"/> ID <input type="checkbox"/> SI(KOICA ED/RD Only) <input type="checkbox"/> RP(Part-Time GMP Only)	<input type="checkbox"/> PA <input type="checkbox"/> SM <input type="checkbox"/> GP <input type="checkbox"/> RP(Part-Time GMP Only)
	Choose one option		
Research Project	<input type="checkbox"/> (Option 1) ARS (3 credits) + Thesis or Capstone (3 credits) <input type="checkbox"/> (Option 2) 1 elective course (3 credits) + SRP (3 credits) <input type="checkbox"/> (Option 3) SRP (3 credits) + SRP (3 credits)		
	<GMP Only> <input type="checkbox"/> (Option 1) Advanced ELP (3 credits) <input type="checkbox"/> (Option 2) Academic or Essay ELP (1 credit)		
<GMP Only> Credit Transfer	<input type="checkbox"/> Full-time: Maximum 6 credits <input type="checkbox"/> Part-time: Maximum 12 credits		
English	<input type="checkbox"/> LPM (3 credits) - If waived, should instead take another advanced course		
Korean	<input type="checkbox"/> Korean I (3 credits) (only for full-time international students) - If waived, should instead take an advanced course		
Duration and tuition	<input type="checkbox"/> Full-time: 4 terms <input type="checkbox"/> Part-time/NIIED/GMP: 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)		
Graduation Credits	<input type="checkbox"/> Minimum 39 credits		
Graduation date	<input type="checkbox"/> Spring: End of May <input type="checkbox"/> Summer: End of August <input type="checkbox"/> Fall: Commencement Day (Jan 31 for students taking courses in the Fall term) * The commencement ceremony is held once a year in December for all students graduating in the current year and expected to be graduating the following January.		

〈Graduation Requirements and checklist for MIPD〉

- **Degree: Master in Intellectual Property and Development Policy (MIPD)**
- **Concentration: Intellectual Property and Innovation Policy (IP)**
 - 2nd concentration is optional

Distance Learning: DL-101 by WIPO

☐

Core Courses: 9 courses(27 Credits)

No.	Course Title	Checklist
1	Introduction to Development Policy	<input type="checkbox"/>
2	International Intellectual Property Law and Development	<input type="checkbox"/>
3	Copyright and Related Rights	<input type="checkbox"/>
4	Trademarks, Designs and Geographical Indications	<input type="checkbox"/>
5	Patents and Innovation	<input type="checkbox"/>
6	IP, Emerging Issues and Sustainable Development	<input type="checkbox"/>
7	Korean Economic Development	<input type="checkbox"/>
8*	- Korean Language and Culture I(International Students) - Language in Public Policy and Management(Domestic Students)	<input type="checkbox"/>
9	IP Management and Practice	<input type="checkbox"/>

* if waived, should instead take another advanced course.

Research Project: Supervised Research Project(3 credits)

☐

Duration: 3 terms

☐

Tuition

☐

1 st Spring	2 nd Summer	3 rd Fall	Total
9,500,000	9,500,000	9,000,000	28,000,000

Course Plan for Master's Degree Program

1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at KDI School. However, it is up to each student to plan their course of study.

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

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

〈Recommended Course Plan for Master's Degree Program〉

Term Period of Residency		First Year				Second Year		
		Preliminary Session	1 st Term	2 nd Term	3 rd Term	1 st Term	2 nd Term	3 rd Term
1 Year	Track 1		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Research Project (3 credits)		
	Track 2	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Research Project (3 credits)		
1.5 Years	Track 1		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)		
						Research Project (3 credits)		
	Track 2	1 course (3 credits)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)		
						Research Project (3 credits)		
2 Years	Track 1		2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 course (6 credits)
								Research Project (3 credits)
	Track 2	1 course (3 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Research Project (3 credits)

Enrolled international students must fulfill an one-year residency requirement. The course plan outlined above marked "1.5 Year" is the required plan for all international students who plan to spend only one year of residency at KDI School.

GMP students should follow their own course plan by referring to page 69.

Students who fulfill all graduation requirements will graduate on the dates designated below:
(Page 23)

2. Graduation

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

- 1) (Graduation Application): Students who have completed all graduation requirements are required to apply for Graduation Eligibility Review. This is a core requirement for graduation. Please access KDI School MIS (<https://mis.kdischool.ac.kr>) to make the request within the application period.
- 2) (Graduation period): The minimum conditions for graduation and to receive a master's degree at KDI School according to the school rules and regulations that student should be enrolled for 4 terms for full-time master's program and 6 terms for part-time/NIIED/GMP master's program.



II. Academic Guides

- Course Registration
- Course Registration Manual for MIS
- Course Drop Manual for MIS
- Course Withdrawal Manual for MIS
- Syllabus Manual for e-education
- Course Reserves Service
- Grading
- Academic Status
- Tuition Fee
- Scholarships
- Certificate Issuance
- e-Education
- Writing Center
- Data Analysis Support(DAS) Center
- Career Support & Internship

Course Registration

1. Course Registration

- ① **Minimum/Maximum Credit Application:** Full-time students can apply for a maximum of 15 credits of regular courses* including one day-time course in each term. Part-time students can apply for a maximum of 9 credits each term.

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

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

〈Program Chair〉

Program	Office	Program Chair
Ph.D.	S341	Baek, Ji Sun
MPP	S340	Shadikhodjaev, Sherzod
MDP	S344	Joo, Yu Min
MPM	S427	Lee, Junesoo

- ③ **Registration Period:** Students should register for courses during the designated period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the "How to Register for Courses" section for further information.
- ⑤ **Class Size:** KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full, students will not be able to register online. If a course has fewer than 6 students, it will not be offered that term.

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

- ⑥ **Registration Confirmation:** Once a student finishes the course registration, he/she needs to make sure that the registration has been completed, and confirm the courses before attending classes by checking the course confirmation menu in MIS.
- ⑦ **Add/Drop Period:** Registration changes are only allowed during the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes. Attendance will count during the add/drop period.
- ⑧ **Course Drop (online):** Should a student decide to drop a course within the first three weeks after classes begin, he/she may fill out the course drop form, and submit it through MIS. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (online):** Should a student decide to withdraw from a class after the first four weeks but within the first six weeks after classes begin, he/she may fill out the withdrawal form and submit it through MIS. In this case, a "W" will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Course Re-registration (online):** Should a student who has previously earned an F grade decide to retake the course, he/she can register for the same subject during the registration period. Only one opportunity is allowed per course, and the retaken course grade can be at most an A-.
- ⑪ **Attendance:** Students have to attend a minimum of 5/6 of each course they are enrolled in to receive credits and grades for the courses. Students have to tag their ID card or QR code (mobile application) at the kiosk* in front of the class room when entering their classroom.
- * The kiosk will be activated 30 minutes before the beginning of the class

<4 Types of course format>

1) **100% Offline course**

- The professor and all students are physically present in the lecture room for the entire semester.

2) **100% Online course**

- The professor and all students participate online for the entire semester.

3) **Hybrid A course**

- On certain days, the professor and students meet in person (offline class days), while on other days, they meet online only. (Combination of offline and online class days)

- Less than 70% (At least 4weeks offline) of the classes can be offered online.

4) **Hybrid B course**

- Professor teaches in the lecture room, and students are allowed to participate both offline in the lecture room or online through a live streaming program.

- Combination of students' participation offline and online



► **Two ways to check in for class on the Kiosk***

Tag STUDENT ID CARD or Tag QR CODE from mobile application

1) How to Install QR CODE

Step 1. Search the application from the app store.

(Android - “KDI” / Apple - “KDI CL”)

Step 2. Login with your ID and Password which are same as MIS.

2) How to Use QR code

Click “e-ID & e-Pay” at the top of the screen and tag the QR code on the Kiosk.

3) Login Check

You will hear ‘beep’ sound once you tag ID successfully and see the “Logout” button at top right of the kiosk screen.

4) Select a seat

Step 1. Select a seat among ‘white chairs’ on the screen. (Yellow ones are occupied seats.)

Step 2. Press “SET” button after selecting your seat and click “OK” button after confirming your name and photo.

►► **To see your attendance status: Mobile application or**

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

2. Course Presentation Session (CPS)

① What is a Course Presentation Session?

- The Course Presentation Session aims to assist new students in course registration.
- CPS is an information session for the courses that will be offered in the upcoming term.
- CPS consists of a brief course introduction

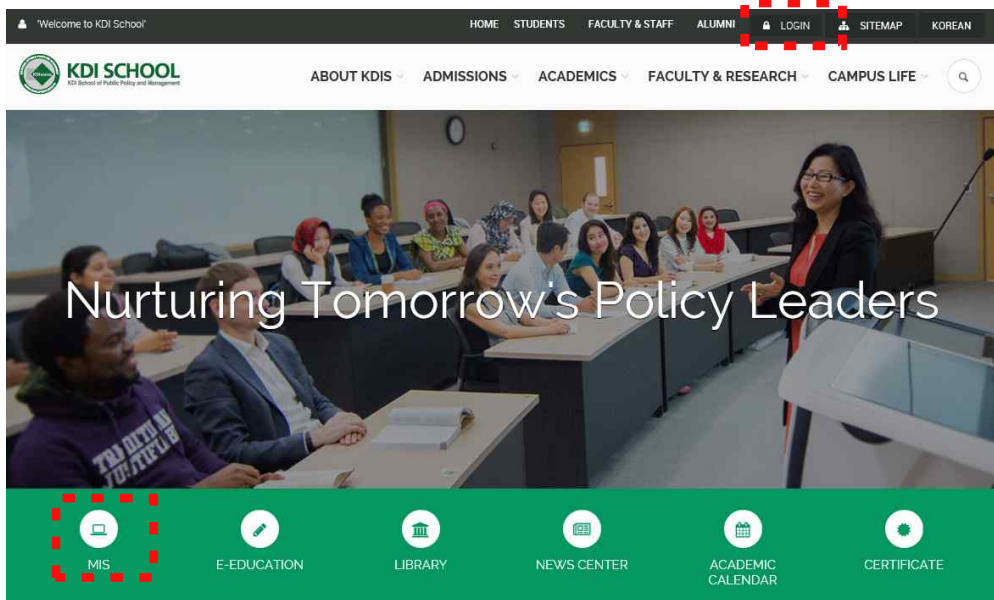
② Schedule for Course Presentation Session: During the orientation week for new students

- CPS videos will be shared the page

: <https://www.ekdis.ac.kr/course/view.php?id=5147#section-3>

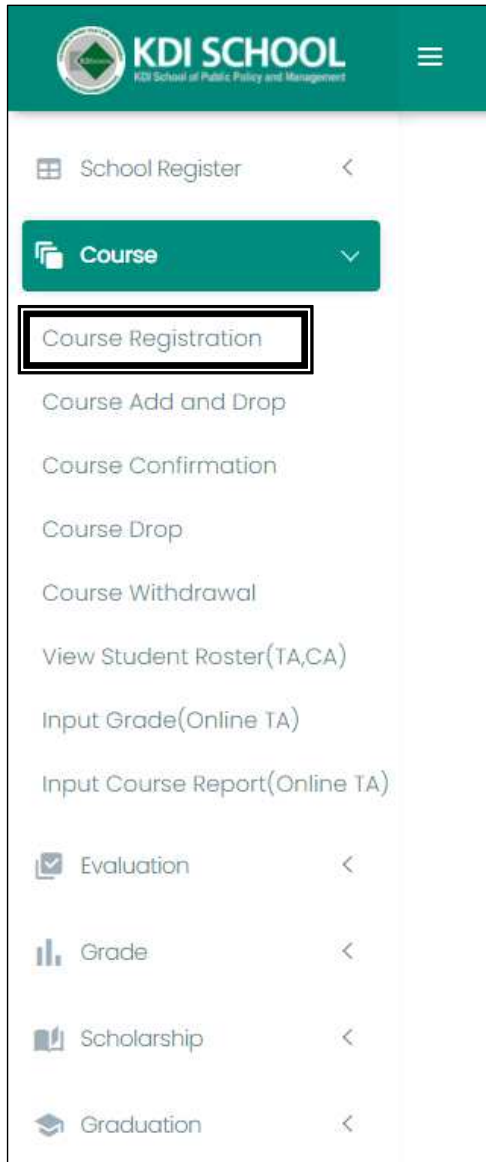
Course Registration Manual for MIS

1. Click the "Login" button on the top of KDI School website and provide your student ID and password.
2. Click the MIS (<https://mis.kdischool.ac.kr>) in the middle of KDI School Service menu.



3. Access MIS (<https://mis.kdischool.ac.kr>) and provide your student ID and password.

4. Find “Course Registration” in the left side menu and click “Course Registration”. You may access the menu during the course registration period.



5. You will see course titles in alphabetical order. Register button will be inactivated for courses you've already taken or which time schedules are same with others you have registered. Courses which will open later on priority (such as degree, major, day, etc) will be shown as 'Unavailable'.

Course List											
No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0		
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0		
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204
5	MCA006	Korean Economic Development	1	Day	Shin, Jaesun	3	30	1	0		S203

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

Course Registration

Course Add and Drop

Course Confirmation

Course Drop

Course Withdrawal

View Student Roster(TA,CA)

Input Grade(Online TA)

Input Course Report(Online TA)

Evaluation

Grade

Scholarship

Graduation

Training/Event

Academic Year

2020

Term

Fall

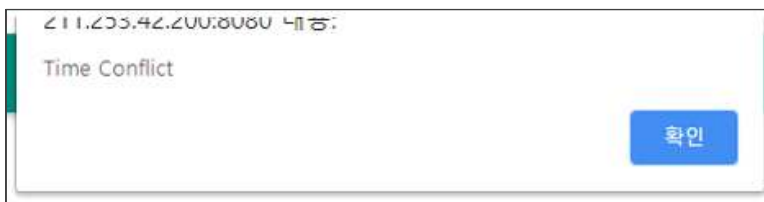
Course List

No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room	
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307	Register
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0			Register
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0			Register
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204	Register
5	MCA006	Korean Economic Development	1	Day	Shin, Jaesun	3	30	1	0		S203	Register

7. Registered courses will appear in the course registration list and timetable. Once you register for a course, "Register" button for the said course will be inactive. You may drop the course by clicking the "CANCEL" button.

Registration Status			
No.	Course		
1	MCC007		
2	MCB003		
3	MCA006		
4	MCA001		

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



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

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

Registration Status			
	Sec.	Credit	Status
	1	3	Waiting(2)
	3	3	Enrolled
	1	3	Enrolled

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

No.	Code	Title	Sec.	Period	Time	Professor
1	MCA001	Policy Analysis in the Global Economy	1	N/A	Day	
2	MCA003	Quantitative Methods	1	N/A	Day	Lee, Seung-Joo

Course Drop Manual for MIS

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

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

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

Course Drop

Academic Year: 2020 Term: Summer

No.	Code	Title	Sec.	DROP	Reason
1	MS954	Blockchain and Cryptocurrencies	1	Applied	
2	MS825	Microeconomic Policy	1		

No.	Code	Title	Sec.	DROP	Reason
1	MS954	Academic Writing	2	Applied	

• The course drop period is from the beginning to the one quarter (1/4) of the course schedule.
 • Credit from dropped course will not be qualified as a part of scholarship conditions.
 • The dropped course fee will be assessed from the next semester.

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

The screenshot shows the 'Course Drop' application form. At the top, there are buttons for 'Query', 'Insert', 'Delete', and 'Save'. Below these are fields for 'Academic Year' (set to 2020) and 'Term' (set to Fall). A 'List' table contains two rows of course information. A red box highlights a pop-up message that reads: '참閱 메시지' (Read Message) with a warning icon and the text 'Caution: Your application will not be canceled once it is approved.' Below the pop-up, the 'List' table has columns: No., Code, Title, Sec., DROP, and Reason. The first row shows course MCA001, 'Policy Analysis in the Global Economy', with a dropdown menu for 'DROP' and a text field for 'Reason' containing '사유를 기재해주세요' (Please state the reason).

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

5. Check your status

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

The screenshot shows the 'Course Drop' application form with the 'Result' section highlighted by a red box. The 'Result' section has columns: No., Code, Title, Sec., DROP, and Reason. The first row shows course MCA001, 'Policy Analysis in the Global Economy', with a dropdown menu for 'DROP' set to 'Applied' and a text field for 'Reason' containing '사유를 기재해 주세요' (Please state the reason). A 'Cancel' button is visible at the end of the row. The 'List' table above it shows course MCA003, 'Quantitative Methods', with a dropdown menu for 'DROP' and a text field for 'Reason'.

Course Withdrawal Manual for MIS

- Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)
- Access to MIS (<https://mis.kdischool.ac.kr>): Course → Course Withdrawal
- Course List will not be deleted from MIS and e-kdis and a “W” will appear on the official transcript. However, it will not affect the GPA.

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

KDI SCHOOL

Course Withdrawal

Query Insert Delete Save

Academic Year: 2020 Term: Summer

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	486024	Korean Language and Culture II	1	Applied	

Result

No.	Code	Title	Sec.	WITHDRAWAL	Reason
No Data has been found.					

* The Course Withdrawal period is from the beginning to the first half (1/2) of the course schedule.
 * Credits from Withdrawn course will not be qualified as a part of scholarship conditions.
 * The Withdrawn course title will remain on the the school website.
 * Course title and grade (No.) will appear on your transcript.

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

The screenshot shows the 'Course Withdrawal' application interface. At the top, there are buttons for 'Query', 'Insert', 'Delete', and 'Save'. Below these are fields for 'Academic Year' (set to 2020) and 'Term' (set to Fall). A table titled 'List' contains two rows of course information:

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MCA001	Policy Analysis in the G			
2	MCA003	Quantitative Methods	1		

A red box highlights a pop-up window with a yellow warning icon and the text: 'Caution: Your application will not be canceled once it is approved.' There is a '확인' (Confirm) button in the pop-up.

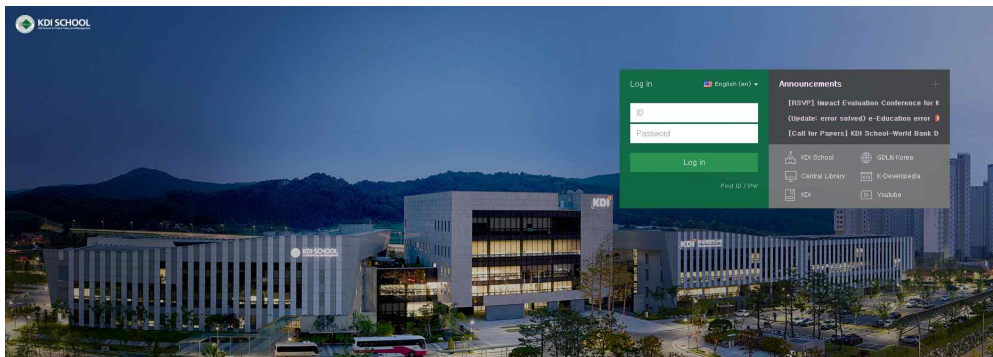
4. Contact the professor to inform your drop application to get an approval.
5. Check your status
 - 1) “Applied” : Your application is successfully applied.
 - 2) “Approved” : Your application is successfully approved.(if professor approves your course drop then status will be changed)

The screenshot shows the 'Course Withdrawal' application interface with the 'Result' section highlighted by a red box. The 'List' table is the same as in the previous screenshot. Below it, the 'Result' table shows the status of the application:

No.	Code	Title	Sec.	WITHDRAWAL	Reason	Action
1	MCA001	Policy Analysis in the Global Economy	1	Applied	상세 사유를 입력해주세요	Cancel

Syllabus Manual for e-education

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



2. View and search syllabus

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

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hoonjung	Bookmark View	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	Bookmark View	

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

3. Select Your Syllabi

The screenshot shows the KDI SCHOOL Course Syllabus page. A red box highlights the 'Bookmark' and 'View' buttons for each syllabus entry. Another red box highlights the 'Compare' and 'PDF Download' buttons at the bottom of the table.

-Bookmark: you may choose syllabus by your own interest

-View: You may click and view a single syllabus

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hanjung	Bookmark View	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	Bookmark View	

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

4. Compare Syllabi and Download PDF

The screenshot shows the KDI SCHOOL Course Syllabus page. A red box highlights the 'Compare' and 'PDF Download' buttons at the bottom of the table. Another red box highlights the 'Bookmark' and 'View' buttons for each syllabus entry.

-Compare: Compare the chosen syllabi

-PDF download: Download chosen syllabi

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hanjung	Bookmark View	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	Bookmark View	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	Bookmark View	

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

Course Reserves Service

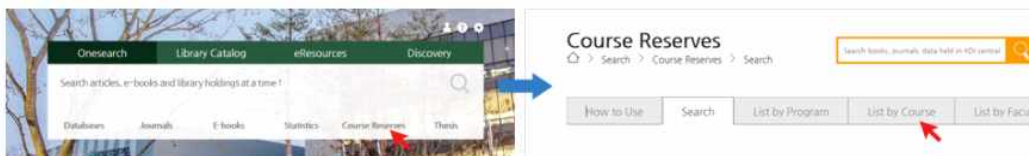
What is the Course Reserves?

The KDI Central Library provides a Course Reserves Service to support and help the KDI School students with access to course materials. Course Reserves is created in accordance with the syllabus of each course. There are physical items and electronic one. In the case of textbooks, there is a copyright policy to use: when usage exceeds 10%, it is not covered under the copyright policy. This is why uploading scanned files from the entire book, to the library website, is not allowed.

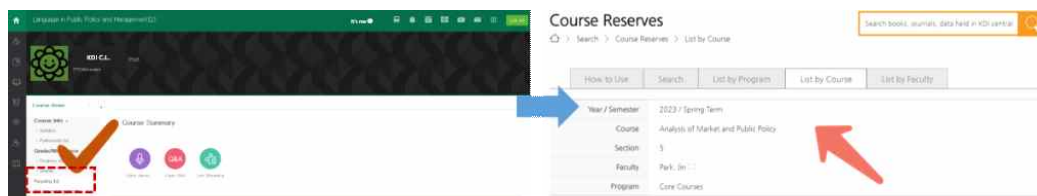


1. Search course readings (required to login-in with school account)

- ① Library Website: Click the “Course Reserves” ► <https://library.kdischool.ac.kr>





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



2. Guide to use by material type


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

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

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

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

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

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

3. Library rules and regulations for the Course Reserves service

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

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

4. All Guides for library users

- ① Library services <https://kdischool.libguides.com/c.php?g=940896>
 - ② Newcomers guide <https://kdischool.libguides.com/newtokdicl>
- ◆ Our library respects copyright law and adheres to regulations regarding educational materials, which means we cannot offer electronic files of more than 10% of a single book.

Grading

1. Acknowledgement of Credits

- ① **Registration:** Credits are only given from courses for which students have officially registered through the standard registration procedure. Students will not earn credits for audited courses.
- ② **Attendance:** All students must attend at least 5/6 of all classes in a given term to receive credits for that course.

2. Grading System & GPA

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

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

- ① **"I":** An "I" stands for "Incomplete" and is given to students who have not completed their course requirements by failing to submit assignments, reports, papers, and/or missed tests. It is up to the instructor to give an "I" to students who did not meet the requirements; however, students who received an "I" must be graded no later than four weeks after all grades are submitted to the Academic Affairs Division. The maximum grade that can be achieved is an A-. If grades are not received by the Academic Affairs Division on time, an "IW" will appear on the student's transcript permanently. Students who receive "I" grade will not be awarded scholarship for Academic Excellence.
- ② **"W":** A "W" stands for "Withdrawal" and is given to students who withdraw from a class(es) within the indicated period after the classes begin.
- ③ **"IW":** An "IW" stands for "Incomplete Withdrawal", and is given to students who failed to receive a grade within the four weeks after receiving an "I" grade.
- ④ **"T":** A "T" stands for "Transfer" and indicates a course in which a student has successfully received KDI School credit for coursework completed through an exchange or GMP Program.

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

3. Transcripts

- ① **Transcripts**: Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division through “Certificate in KDI School Website. Refer to the "Certificate Issuance" on page 49.
- ② **Consultation**: Should students have any doubts about their grades, they may have a consultation with course professor within a given period of each term. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation

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

Academic Status

1. Enrollment

- ① **Failure to Enroll:** Students who fail to enroll during the enrollment period are considered as not returning to the School. These students are strongly advised to report to the Academic Affairs Division and file for the Leave of Absence, or give notification that they are planning to withdraw. Receiving an approval from the Academic Affairs Division will prevent difficulties with future enrollment.

Students with a full tuition exemption scholarship shall be considered enrolled when they have registered for their courses.

- ※ Enrollment: In principle, enrollment requires tuition payment and credit acquisition. However, a student who has acquired the necessary credits for completion during the immediately preceding semester may be waived from the credit acquisition requirement.

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

- ※ Students must take lecture courses within 2 years of admission without leave of absence, otherwise they are required to pay additional tuition based on credits.

2. Leave of Absence

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

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

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

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

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

3. Reinstatement

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

4. Completed

Full-time students who have been enrolled at KDI School for at least 4 terms and part-time students who have been enrolled for at least 6 terms and acquire 33 graduation credits will be eligible to be considered as having completed their coursework. Those students who do not complete the graduation requirements within 4 years from their date of admission will be permanently designated the status of "completed" Students

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

5. Graduated

Full-time students who have met the graduation requirements by completing one of the Research Projects(a thesis, a capstone, a SRP or an ELP) after 4 terms without a leave of absence, and within 4 years of their admission date will be granted the status of "graduated."

Part-time/NIIED/GMP students who have met the graduation requirements by completing one of the Research Projects(a thesis, a capstone, a SRP or an ELP) after 6 terms without a leave of absence, and within 4 years of their admission date will be granted the status of "graduated."

Students may be eligible to graduate up to one term early should they meet the following requirement, which must be verified by the graduation eligibility review committee.

Students who have achieved an overall GPA at least 3.9 for 3 terms (full-time students) or 5 terms (part-time/NIIED students).

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.

Tuition Fee

Master's Program

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

Tuition payment notices will be posted on Announcement of E-education. The payment slip will be issued on request by a student.

Payment by term:

Day	1 st Year			2 nd Year			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

Scholarships

1. Maintaining Admission Scholarship

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

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

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

2. Scholarship for Academic Excellence

- ① Within the allocated amount of budget, students, who have taken at least 9 credits or more of regular courses(which credits are counted towards graduation requirements) in a term and achieved excellent academic performance, are considered for this scholarship.
- ② Regardless of the financial aid package received in the first term, non-sponsored students who have a GPA of 3.9 or above will be reviewed as they are eligible to receive a full scholarship the following term.
- ③ Candidates are selected for this scholarship based on their academic performance, existing financial aid, conduct as a member of the School community, and the School budget.

3. Work Study Scholarship

Students interested in the Work Study Scholarship can choose to apply for either a Class Assistant (CA) position or an Administrative Assistant (AA) position during the designated application period. The scholarship payments will be disbursed after the working period.

At the close of the semester, students are required to submit a work confirmation form, signed by their professor, to the Academic Affairs Division. Meeting the submission deadline is crucial, as any delay will result in the forfeiture of the scholarship for the corresponding week.

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

<Selection Process>

- ① There will be a notice for recruiting students to the work-study positions.
- ② The work study students are selected from among the interested applicants. CA/AA positions will be assigned based on applicants' admission scholarship, experiences, and willingness to serve in each area. If there are many applicants, some students may not get the opportunity to be a CA or AA.

<CA Job Description>

- ① Prepare for the class (set up the teaching materials: electronic lecture desk, microphone, pointer, etc.)
- ② Check and manage the class (e-attendance and MIS)
- ③ If required, send out e-mail notices, collect the assignments, and upload lecture notes
- ④ Notify the Academic Affairs Division about class cancellations or make-up classes
- ⑤ Act as an emergency contact point
- ⑥ Conduct miscellaneous duties upon the professor's request
- ⑦ Submit a copy of the Student Roster and work confirmation sheet

<AA Job Description>

The AA duties may vary according to the teams and divisions to which applicants are assigned.

Certificate Issuance

1. Certificate Issuance

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

① Type of Certificates Available

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

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

② General Certificate Service (Download files, Print documents)

i. Request Method

- Log-in at ONE STOP (<https://kdischool.ac.kr/one-stop/>)
- Click "Certificate" icon

- Scroll down, and click “View More” below “Certificate Application System“
- Click “Certificate application System”
- The page will move to internet certificate system.

ii. Fee & Payment Method

- Free of charge

③ Email request

- Applicants may submit a request for certificate(s) by filling in all applicable blanks and sending it as below in an email to the office at registrar@kdischool.ac.kr .

Certificate Request Form				KDI School of Public Policy and Management 263, Namseong-ro, Sejong-si Republic of Korea Phone: 82-44-559-1294, 1020 Fax: 82-44-550-1200	
I. PERSONAL INFORMATION					
▶ Name _____			▶ Student ID _____		
▶ Program _____			▶ Date of Birth _____		
II. CERTIFICATE REQUEST					
ENGLISH		Seal	Quantity	KOREAN ONLY	
<input type="checkbox"/> Transcript		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment	
<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)	
<input type="checkbox"/> Certificate of Leave of Absence		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Leave of Absence	
<input type="checkbox"/> Certificate of Completion (Not available to graduates)		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Completion (Not available to graduates)	
<input type="checkbox"/> Certificate of Graduation		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	
<input type="checkbox"/> Certificate of Expected Graduation		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Expected Graduation	
<input type="checkbox"/> Certificate of English Proficiency		<input type="checkbox"/>	_____		
<input type="checkbox"/> Other letters		<input type="checkbox"/>	_____		
(To issue a letter, please fill out exactly what should be stated below)					

III. PURPOSE OF CERTIFICATE REQUEST					
<input type="checkbox"/> Graduate School (M.A. or Ph.D.)			<input type="checkbox"/> Transfer Reason _____		
<input type="checkbox"/> Professional Certification			<input type="checkbox"/> Other (Specify) _____		
IV. METHOD OF RECEIPT					
DOMESTIC		Cost		INTERNATIONAL	
<input type="checkbox"/> Regular Post		Free of Charge		<input type="checkbox"/> Regular International Post	
<input type="checkbox"/> Express Registered Post		KRW 3,000		<input type="checkbox"/> EMS	
<input type="checkbox"/> Pick-up		-		*Please contact person in charge first before sending to check the exact amount of charge *It must be delivered to some countries via EMS Premium (it could charge extra pay)	
				Cost Free of Charge Depends on the Destination	
OFFICE USE ONLY:		Total copies		Amount received	
				Date of receipt (mm/dd/yyyy)	
V. MAILING & CONTACT INFORMATION (either in Korean or English)					
Address _____			City and Country _____		
Zip Code _____			E-mail Address _____		
Phone Number (country code + area code + phone number) _____					
Mobile Phone (country code + area code + mobile phone number) _____					
Receiver (It can be omitted if same as the applicant) _____					
Total amount of fee wire transferred _____					
Notes _____					
▶ Please wire the exact mailing fee in the applicant's name right after applying for certificates. If the wire transfer is made in another person's name, it will be difficult to match with the submitted application and delay responding to applicant's request.					
▶ Please make the wire transfer in Korean Won. Applicant must exchange the home country's currency into Korean Won and make the wire transfer. If not, it will be difficult to receive the applicant's wire transfer properly or fast.					
♦ Wire Transfer Information Bank Name: Wooribank KDI Subbranch Bank Account Number: 1005-500-959249 SWIFT Code: HVBKRX33XXX Bank Address: 263, Namseong-ro, Sejong-si, Republic of Korea Bank Tel: 82-44-862-6741					

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

④ Sealed enveloped certificates and letters only

- i. Request Method : by MIS or Email request
 - Log-in at MIS (<https://mis.kdischool.ac.kr>)
 - Scroll down and click "Certificate" icon → Click "Sealed Enveloped"
 - Click "Insert" → fill out the form → Click "Save"
- ii. Delivery
 - Pick-up : Visit the Academic Affairs Division & Registrar's office
 - Monday to Friday : 09:00-12:00 & 13:00-17:00 & 19:00-21:00
 - Saturday : 09:00-12:00 & 13:00-17:00
(evening of weekdays and Saturdays are only available during semesters)
 - Postal : Upon place of destination and mailing service type (Regular or EMS)
- iii. Fee & Payment Method (Mailing Fee)
 - Regular (Domestic, International): Free of charge
 - Express (Domestic) : KRW 3,000
 - Express (International) : It depends on the destination you requested

2. Degrees

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

① Master's Degree

- i. Public Policy: Master of Public Policy
- ii. Development Policy: Master of Development Policy
- iii. Public Management: Master of Public Management
- iv. Intellectual Property and Innovation Policy: Master in Intellectual Property and Development Policy

② Ph.D. Degree

- i. Public Policy: Doctor of Philosophy in Public Policy
- ii. Development Policy: Doctor of Philosophy in Development Policy
- iii. Public Management : Doctor of Philosophy in Public Management

3. Diploma

Diploma can be awarded only once per degree.

- ① Graduates from the Spring semester, summer semester and fall semester can all receive diplomas at the commencement ceremony in December.
- ② Students unable to attend the commencement ceremony can receive their diploma by postal mail or pick up directly from the Academic Affairs Division or Registrar's office after the commencement ceremony. Those who will graduate on January 31 can receive after that date.

4. Apostille

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

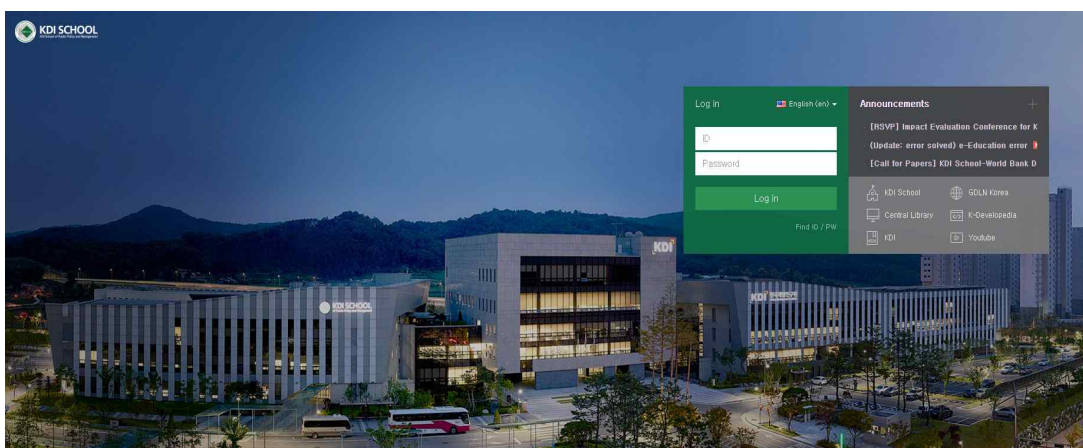
Apostille is a certificate that authenticates the origin of public document. The document issued in a signatory country of the Apostille Convention can be certified for legal purposes in all the other signatory states.

- ① International students usually request this service to submit their diplomas to their governments. It is also used by those considering another degree program abroad
- ② Visit the following websites for more information.
 - i. **KDI SCHOOL Website : Student – Certificate**
 - <https://kdischool.ac.kr/one-stop/>
 - ii. Wikipedia “Apostille Convention” (Eng)
 - Link: https://en.wikipedia.org/wiki/Apostille_Convention
 - iii. ROK e-Apostille Service (Eng)
 - Link: <https://www.apostille.go.kr/index.do?language=en>
 - iv. List of apostille convention members
 - Link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
 - v. Apostille Consular Service (Kor)
 - Link: http://www.0404.go.kr/consulate/consul_apo.jsp

e-Education

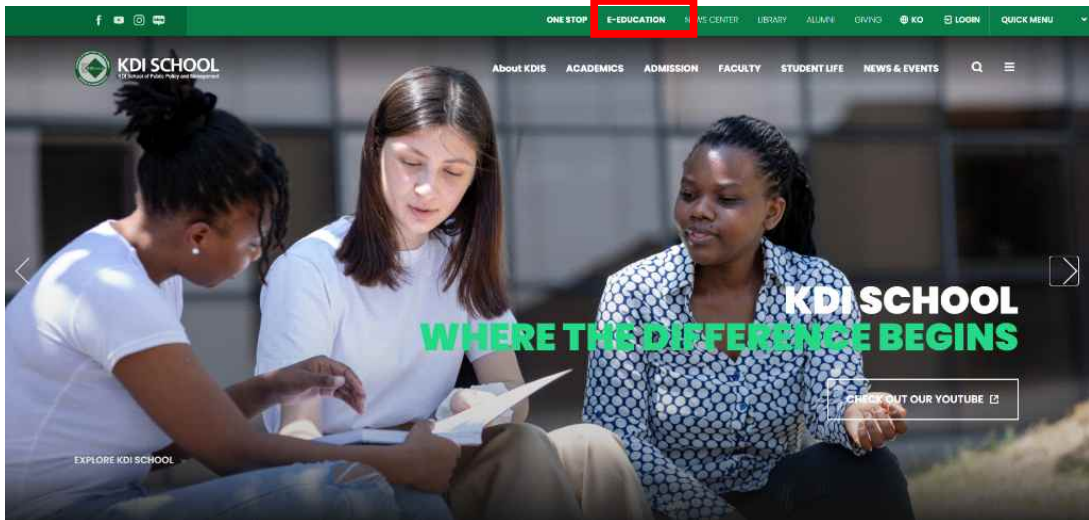
1. What is e-Education?

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



2. Accessing e-Education

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



3. How to use e-Education

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

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

Writing Center

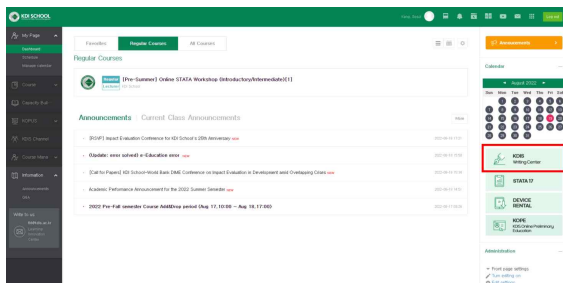
1. Introduction of the Writing Center

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

2. Consulting Service Information

- Available sessions per semester : 3 sessions (credits) per semester (3 additional sessions are allowed for your SRP, thesis, ELP, or capstone)
- Service Time: 30-minute service (1:1 consultation)
- Service Method: Online service (Zoom)
- Booking Website: http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center

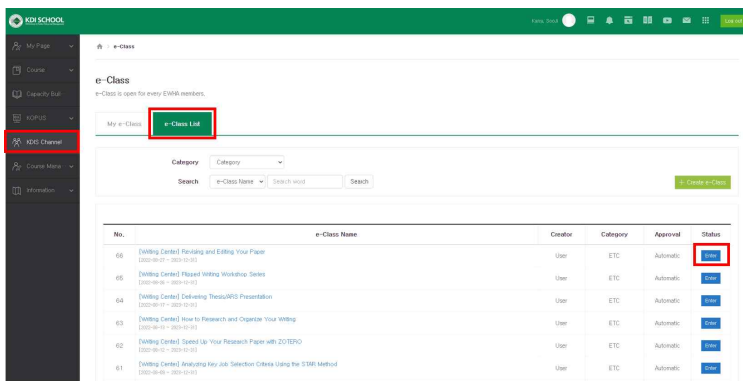
For more information on the Writing Center, please visit the Writing Center page on e-Education.



3. Workshop Service Information

- Service Type: Standard or Flipped Workshop
- Service Time: 1 hour or 2 hours
- Service Method: Online Platform (Zoom)
- Booking Method: Register at MIS
- Workshop materials: KDIS Channel -> e-Class List -> Enter (Self-enrollment)

For more information on the writing workshop materials, please visit KDIS Channel on e-Education.



4. Walk-in Service Information

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

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

Data Analysis Support(DAS) Center

1. Introduction of the DAS Center

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

2. Stata 1:1 Tutoring Service Information

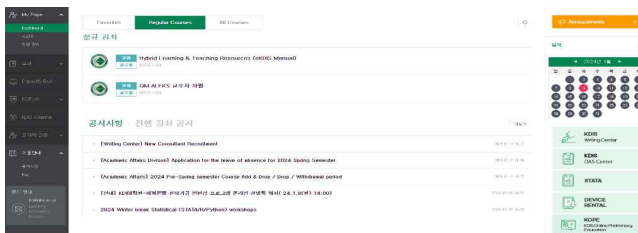
- Available sessions: 3 sessions(appointments) per semester
- Service Time: 30-minute editing service
- Service Method: Online(Zoom)
- Booking Website:

https://www.supersaas.com/schedule/kdiswritingcenter/KDIS_DAS_Center_1:1_Tutoring

3. Statistical Workshop Information

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

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



Career Support & Internship

1. Introduction

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

Internship opportunities are also offered based on MOU agreements with various public organizations.

For more information, please refer to the [career center website](#).

2. Career Counseling for New Students

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







3. Job/Internship Search Support and Career News

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

4. Internship

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

<Internship programs (as of January, 2024)>

No.	Institution		A volume of recruitment	Working Period	Remark
1		Korea Legislation Research Institute	1~2	TBD (3-month)	For International Students
2		The Korea Research Institute for Human Settlements	1~2	TBD (2-month)	
3		UNFPA	2~3	February~July (6-month)	For International & Domestic Students
4		World Bank	1	March~August (6-month)	For Domestic Students
5		AfDB	3~5	September~December (3-month)	
6		UNESCO	1~2	TBD (4-month)	

*The institutions and the participating students may vary.

5. Special Lecture on Career Development

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

6. Mentoring

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

[Inquiry]

Career support: Student Affairs Division (S213),

☎044-550-1078 / job@kdis.ac.kr

Internship program: Academic Affairs Division (S247),

☎044-550-1050 / academics@kdischool.ac.kr



III. Study Abroad Program

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

Exchange Program

Exchange students will be able to enroll in the partner school starting in the Spring or Fall term, and may stay on the program for one term/semester or a year depending on the partner school/program they choose. And, international students who are the recipients of the designated scholarship program (which entails receiving a monthly stipend in Korea) are NOT ELIGIBLE to apply for the exchange program, as these students are already pursuing their studies abroad in Korea.

Those who are interested in an exchange program must consult with their academic advisors when selecting the courses. Some credits earned during the exchange program can be transferred to KDI School for credits by submitting an original copy of the official transcript from the exchange partner school and an application for acknowledgement of credits to the Academic Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits.

1. Exchange Partner Schools

[Europe]

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

[Others]

- University of Malaya (Malaysia)
 - Universidad de las Americas Puebla (Mexico)
 - Nazarbayev University (Kazakhstan)
- * The school list is subject to change without prior notice.

2. Qualifications

- Academic status
 - At the time of application: 'Enrolled' or 'Leave of Absence'
 - During exchange period: 'Enrolled' or 'Completed'
- Completion status
 - Full-time program students: completion of three terms by the time of departure
 - Part-time program students: completion of five terms by the time of application
- At least 18 credits completed including core courses.
 - Spring Students: by the time of application
 - Fall Students: by the time of departure
- CGPA of at least 3.5 or above (highly recommended)
- TOEFL: iBT 79~80 / CBT 213 / IELTS 6.0 or above (highly recommended)

3. Exchange Program Application/Departure Timeline

- Timeline for 'Spring Admission' Students

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

- Timeline for 'Fall Admission' Students

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

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

6. Application Procedure

- ① Document Review
- ② Interview (If needed)

7. Benefits of Exchange Program

- ① Credits earned from the partner university can be transferred if the program chair recognizes the equivalency of the courses.
- ② No extra tuition will be charged.
- ③ Students who are chosen during KDI School's internal selection will be eligible to apply to the exchange partner school. Once students receive admission from the exchange partner school, they will be considered as exchange students for the upcoming term.

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

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

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

Global Master's Program (GMP)

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

GMP students can choose from the following:

- ① Master's Degree
- ② Non-Degree Certificate Program

1. Type of GMP Program

1) 1+1 GMP Program

① Special Features

- A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school which starts from second year's Spring.

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of three terms (by the time of departure)
- For Part-time students, completion of at least 27 credits including core courses (by the time of departure)

2) 2+3+1 GMP Program

① Special Features

- A student who applies for the 2+3+1 GMP Program is able to enroll in an overseas partner school which starts from first year's Fall

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of two terms (by the time of departure)
- At least 21 credits completed including core courses (by the time of departure)

〈Recommended Course Plan for GMP Program〉

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

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

* Part-time GMP students must take more than six credits each term.

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 (from the list below) during the application period to prevent disadvantage among GMP students in being accepted to the school of their choice.

<USA> (Total of 19 Universities)

- Duke University, Sanford School of Public Policy
- Georgetown University, McCourt School of Public Policy
- Johns Hopkins University, School of Advanced International Studies
- Hult International Business School
- Michigan State University, Eli Broad Graduate School of Management & Visiting International Professional Program
- Rutgers University, Edward J. Bloustein School of Planning and Public Policy & School of Public Affairs and Administration
- Syracuse University, The Maxwell School of Citizenship and Public Affairs
- The George Washington University, School of Business
- Pennsylvania State University, School of Public Policy
- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy
- University of California, San Diego, School of Global Policy and Strategy
- University of California, Berkeley International Study Program
- University of Chicago, Harris School of Public Policy
- University of Colorado Denver, Graduate School of Public Affairs
- University of Illinois at Urbana-Champaign, Department of Economics & Department of Urban and Regional Planning
- University of Kentucky, Martin School of Public Policy and Administration
- University of Missouri, Truman School of Government and Public Affairs
- University of Southern California, School of Advanced International Studies
- Texas A&M University, Bush School of Government and Public Service (Only for MIPD students)

<UK> (Total of 6 Universities)

- Lancaster University Management School
- University of Birmingham, Schools of Social Policy and Government and Society
- University of Leeds, School of Politics and International Studies
- University of Nottingham, School of Sociology and Social Policy
- University of Reading, School of Politics, Economics, and International Relations & School of Law
- King's College London, Department of European and International Studies

<Others> (Total 6 Universities)

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

3. Application Requirements (varies depending on the institution)

- ① Application Form (of partner institution)
- ② TOEFL: CBT 213 250 / iBT 80~100 or above
- ③ GRE·GMAT (depending on the institution or program)
- ④ Sealed Transcript and Certificate of Graduation of Undergraduate School
- ⑤ Statement of Purpose, Recommendation Letters, etc.
- ⑥ Affidavit of Support



OVERVIEW

● Overview

Notice

Partner Schools

FAQ

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

4. Benefits of the GMP Program

- ① Credits earned from the partner university can be transferred if the Program Chair recognizes the equivalency of the courses.
- ② Depending on the partner institution or program of choice, students can earn a dual degree.
- ③ Many partner universities have a designated staff member to help students adjust to the new school.

Field Research and Study Program

1. International Field Research and Study (IFRS)

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

① ***Applicable to:*** Korean GMP 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.

2. Korea Field Research and Study (KFRS)

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

- ① **Applicable to:** International students

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

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

(Detailed figures will be available at a later date)

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

- ④ **Duration:** 2 nights and 3 days during the spring break

- ⑤ **Sample schedule**

〈Brief Itinerary of the KFRS〉

Date	Activity
Day 1	· Hyundai Motors · Busan Museum of Movies & Culture Tour
Day 2	· Doosan Enerbility · Hyosung Heavy Industries · Kori Nuclear Power Plant
Day 3	· Gyeongju Cultural Heritage Tour

* The schedule is subject to change without prior notice.

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



IV. Student Life

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

Student Activities & Others

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

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 Club

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

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

1-4. Buddy Program

KDI School offers a Buddy Program to promote and encourage interaction and friendship between both international students and Korean students, as well as faculty & staff members at KDIS. This program aims to match international students with Korean students or faculty & staff members on a one-to-one basis. Through this program, we aim to provide international students with the opportunity to not only 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 outlook in life and enhancing their communication skills.

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

1-5. Happy Hour

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate the student networks at KDI School. The school aims to support Happy Hour with activities that can involve as many students as possible and all are welcomed to join. Students may propose and organize Happy Hour activities. All students currently enrolled in school can make a proposal to the Student Affairs Division for their review. Any kind of beneficial and interactive activities that can involve a large number of students are always more than welcome.

- Period: Completion Ceremony and Commencement Day

1-6. 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. Hosts may choose to either invite international students to their home, or to arrange outdoor activities.

- Period: May, August, December (during vacations)

1-7. Cultural Events and Site Visit

Throughout the year, the school arranges various cultural events and site visits for students. Students can apply and participate. The event announcement and registration will be made through the school homepage.

e.g.) National Research Institutes Visits, K-Water Site Visit, Gyungbok Palace Field Trip,

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

1-8. Student Forum

The KDI School Student Forum is a student-driven gathering for academic research.. Students team up to form a research group based on their region or policy area of interest. Each research group will discuss and choose a thematic issue, and perform various research activities: interview, seminar, conference, case study, literature analysis, ect.

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

2. Student Counseling Program

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

What are some common concerns?

- ☐ Academic issues
- ☐ Cultural adjustment issues
- ☐ Homesickness
- ☐ Relationship problems
- ☐ Stress and anxiety
- ☐ Depression
- ☐ Grief and loss
- ☐ Job related concerns

☐ Sexual assault and abuse

☐ Health problems

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

What Service Does the Counseling Center Offer?

1. 1:1 Counseling for Individuals

Individual counseling sessions are designed to talk through your concerns in-depth and to then work out a way forward with advice and support from a member of our team of professional counselors. With your counselor, you can share all your worries, such as careers, relationships, college life and anything else that's on your mind.

2. Group Therapy/Workshop

Group Therapy/Workshop is a process to improve your understanding of the issue and some potential next steps through a shared conversation between a group of people with similar interests/issues, ably facilitated by a professional counselor.

Is the Counseling Service Completely Confidential?

Confidentiality

The Counseling Service is bound by a strict ethical and legal code of conduct to protect your rights to confidentiality. No information, either written or oral, is released to anyone in a case of emergency or without your prior consent.

Who will help?

- Soli Choi (Art Therapist, KDI School human rights center counselor)

She takes care of overall human rights grievances and psychological counselings. She will be happy to assist you with your various concerns. During each session, she will respond to you with much respect and comfort, so feel free to tell your concerns to her.

- Gina Lee (Visiting Professor, KDI School)

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

How Can I Make An Appointment?

1. Individual 1:1 Counseling

Step 1. Contact the center via Phone, Visit, Email, Kakaotalk Ch(@counselingkdis)

(the KDI School Counseling Service)

Step 2. Set up the Schedule with a Counselor

Step 3. Arrive On Time for Your Appointment

2. Group Therapy/Workshop*

Step 1. Wait For the Group Therapy/Workshop to Be Announced

(this will come via email, homepage, bulletin board etc)

Step 2. Apply for the Therapy Session of Your Choice

(download the document and fill in the application form)

Step 3. Add the Session Date(s) to Your Schedule

Step 4. Come Along, Contribute to and Get the Most Out of Your Session

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

How Can I Reschedule or Cancel An Appointment?

Please ensure that you always arrive on time for your appointment. Your appointment is the time that your counselor has put aside just for you. In the event that you need to cancel and/or reschedule, please notify our office as soon as possible by phone or email.

Inquiries?

VISIT: office S311 the KDI school human rights center

EMAIL: counseling@kdis.ac.kr

PHONE: 044-550-1840

KAKAO CHANEL: counselingkdis

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

3. Others

3-1. Parking Space

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

For inquiries: ☎ 044-550-1294

3-2. Campus Emergency Bell

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

[Emergency Bell System]

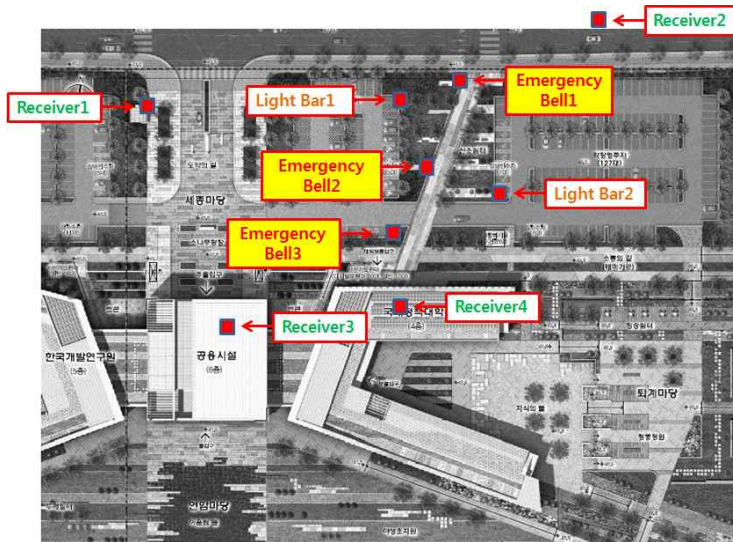


- ☐ When emergency situation occurs, push the emergency bell(left) then the wireless light bars(right) go off.



□ Installation Location

- Main streets connecting the School and the Dormitory



□ Installation Photos

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)

3-3. Disability Awareness Guide

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

3-4. Sexual Violence Prevention Education

KDI School is doing its utmost to educate our students regarding harassment, including sexual harassment and violence. To address this issue, a sexual violence prevention class is provided through online e-Education (<https://www.ekdis.ac.kr>) and offline lectures. This class is mandatory for all students. Along with the class, the school is also providing relevant information resources, dedicated counselors and an incident reporting system.

Alumni Network

1. Student & Alumni Profile

KDI School is home to a vast student and alumni network that stretches across the world. There are over 4,200 Korean alumni members in government ministries, public organizations, private corporations, the finance sector, media corporations, and NGOs. The network is equally diverse with the international alumni. The international alumni network is made up of over 2,900 people from 141 countries; those who are working in key government ministries and departments. Such an extensive network creates synergy and helps KDI School and its students build a unique and diverse support structure that provides mutual support in various fields.

As the foremost asset of KDI School, we have put great effort into managing our alumni network to keep it active and solid. With 57 official alumni associations, alumni from different countries can easily communicate with each other, and the shared news is spread across online channels such as KDI School website, News Center, and social network services such as Facebook, Instagram, WhatsApp, and Telegram. You can utilize these channels to reach KDI School alumni all over the world, and also share your recent updates with them.

2. Alumni Associations

No.	Region	Country	Representative	Organization Date
1	Africa	Algeria	Benseghir, Karim (2009 MPP)	Sep. 19, 2012
2		Botswana	MOLELEKE, Michael (2013 MPP)	Jan. 19, 2022
3		Cameroon	MBEINTA, Lambert Chia (2017 MPP)	Aug. 27, 2021
4		Cote D'Ivoire	Pythagore Legbre Charles Guigui (2010 MPP)	Jan. 23, 2015
5		Egypt	Gamal Eldin, Engi Mohammed Mostafa (2013 MDP)	Aug. 23, 2014

No.	Region	Country	Representative	Organization Date
6		Ethiopia	Gebregziabher, Ermias Haile (2010 MPP)	Jul. 9, 2011
7		Ghana	Ogbey, Patrick (2015 MPM)	Aug. 23, 2013
8		Gambia	Jammeh Fabba (2013 MDP)	Dec. 16, 2017
9		Kenya	Kipkirui, Gilbert Cheruyot (2008 MPP)	May 27, 2011
10		Liberia	KAPEE, Emmanuel (2018 MDP)	Sept. 17, 2020
11		Malawi	Neba, Albert Chindikani (2011 MPP)	Jun. 25, 2015
12		Madagascar	MIALY, Nomenjanahary (2019 MDP)	Oct. 4, 2021
13		Morocco	CHAOUNI, Nada(Representative) (2018 MDP) LAGHMARI, Safae(Manager) (2015 MDP)	May. 18, 2020
14		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
15		Rwanda	NKUNDIMANA, Vincent (2016 MPP)	Jan. 20, 2020
16		Sierra Leone	FOFANA, Ibrahim (2020 MPP)	Jul. 13, 2021
17		Somalia	TOHOW, Sayid Ali Hassan (2018 MPP)	Sep. 18, 2019
18		Sudan	ELRYAH ALI, Yagoub Ali (2017 MDP)	Aug. 10, 2019
19		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
20		Uganda	Kiwumulo, Lydia (2013 MDP)	Sept. 30, 2015
21		Zambia	MWANSA, Maggie Chulu (2021 MPP)	Jul. 22, 2022
22		Zimbabwe	MADANHIRE, Brighton (2019 MDP)	Sep. 7, 2021
23	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
24		Chile	BIZAMA, Daniela(Representative) (2019 MPP) ROMERO, Melvin(Manager) (2014 MDP)	June. 2, 2020
25		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
26		Ecuador	CARVALLO, Rigoberto(Rep.) (2015 MPP) PAREDES, Daniela(Manager) (2019 MPM)	May. 2, 2020
27		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019
28		Guatemala	DELGADO, Marcelo (2009 MPP)	Jun. 16, 2013
29		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
30		Jamaica	Jonelle Murray(Rep.) (2017 MPM) Doranie Sergeant(Manager) (2014 MDP)	June. 10, 2020
31		Mexico	COVARRUBIAS OLGUIN, Sarai (2018 MPP) CAMACHO ORIHUELA, Omar Jesus (2016 MPP)	Mar. 7, 2020
32		Peru	CANCHARI HERMITANO, Beatriz (2019 MDP)	Jan. 15, 2020

No.	Region	Country	Representative	Organization Date
33	Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)	Jan. 02, 2013
34		Bangladesh	UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
35		Bhutan	Chhoden (2008 MBA)	Jul. 15, 2013
36		Cambodia	Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
37		China	Chen Ping (1998 MPP)	Mar. 26, 2011
38		India	MRIDHA, Sujit Kumar (North)* (2013 MDP) RAY, Sudeshna (South) (2015 MDP)	Sep. 5, 2019
39		Indonesia	Darmansyah (2010 MPP/PM)	Dec. 12, 2011
40		Kazakhstan	Mukatayeva Aizhan (2011 MPP)	May. 20, 2021
41		Laos	Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
42		Malaysia	Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
43		Mongolia	LKHAGVASUREN, Khorolsuren (2013 PP)	Jun. 28, 2012
44		Myanmar	Swe, Htay Htay (2009 MPP)	Nov. 14, 2012
45		Nepal	Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
46		Pakistan	SARFARAZ, Hafiz Nadar (2020 MPM)	Apr. 4, 2020
47		Philippines	Campipi, Joel Jr (2015 MDP)	May 18, 2012
48		ROK	SHIM, Tong Wook (2001 MBA)	Oct. 1, 2002
49		Sri Lanka	Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012
50		Thailand	Khansiri Chalee (2001 MPP)	Jul. 16, 2013
51		Timor-Leste	Felizberto Araujo Duarte(2020 MPP)	Sep. 4, 2020
52		Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012
53		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
54	Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)	Apr. 1, 2014
55		Czech Republic	ROUSOVA, Sabina (2011 MPP/PM)	Sep. 19, 2014
56		Russia	KONOVALOV, Sergey (2003 MBA)	Jun. 3, 2021
57	Oceania	Australia	MUSICKI, Luka (2014 MPP)	Sep. 15, 2021

*South East Europe Group: Serbia, Bosnia and Herzegovina, Croatia, and Bulgaria

3. Alumni Events

3-1. Alumni Gathering

In order to create more opportunities along with our alumni distributed all over the world, KDI School holds alumni gathering events where our faculty and staff members go on business trips abroad. Alumni members also voluntarily hold gathering events on their own and share these meaningful moments through photos. You can enjoy these events by visiting our alumni page in the school website.

3-2. KDIS Alumni Working Partner Program

KDI School annually holds the *KDIS Alumni Working Partner Program* which aims to connect alumni as working partners and to enhance international cooperation by acting as a control center for global partnerships. In 2023, 60 projects were submitted and 47 successful partnerships were created. When the program is over and the joint projects are finished, we select the best teams and invite them to Korea to share their project outcomes with all the other alumni.

4. Sharing News

4-1. Sharing News

KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Alumni's outstanding achievements are also included in our school newsletters, the *Globe* and *e-Globe*. On the news of an alum's marriage or demise, KDI School Alumni Office sends an 'Alumni Association Flag' to show solidarity and support. (For Korean alumni only) Please share any pertinent news with us by email at alumni@kdischool.ac.kr.

If you have any questions or comments, please contact Ms. Suzy Shin, who belongs to KDI School's Public Relations Division (044-550-1274 / ha_shin@kdischool.ac.kr).

Life at KDI School

1. First Days at KDI School

1-1. Student ID Card

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

□ Student ID card functions:

- Identification as a KDI School student
- Security Access for all KDI School buildings including on-campus dormitory
- Library Card (when borrowing books)
- Seat Reservation for Library and Student Chamber

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

For more inquiries: please call ☎ 044-550-1182

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 dormitory, academic buildings 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 form for the Bank Account
- Certificate of Enrollment in Korean
- Certificate of Residence
- Copy of Passport and ID card of your home country

For more inquiries: Please call contact Ms. Jiyoung Hwang (jy_hwang@kdischool.ac.kr)

1-4. Public Phones

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

1-5. Using the mobile phone

☐ Mobile Services

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

☐ NOTE

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a SIM Card. You will need a passport and 10,000 KRW when you buy it.
- To sign up for subscription plans, be sure to take your Foreign Registration Card (ARC) and bank details.

☐ Prepaid Service

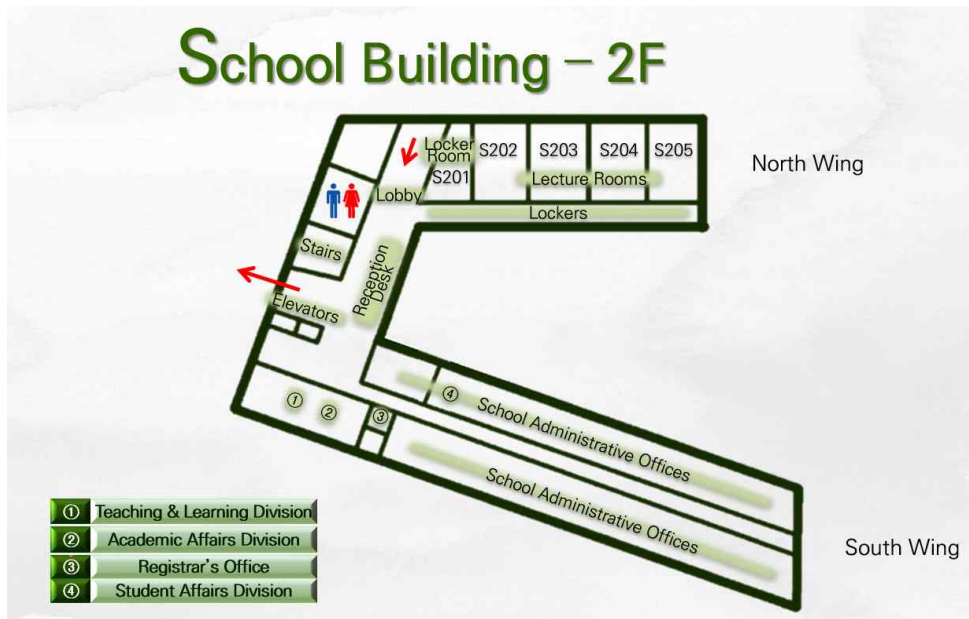
- This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with your prepaid service.

☐ Postpaid Subscription Plan

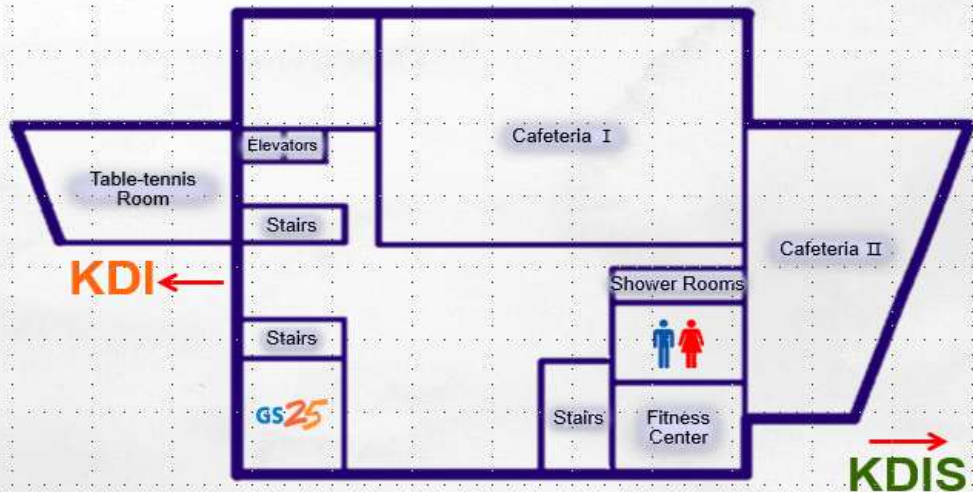
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but you will have to pay for the remaining months and a penalty. For the first few months, certain registration fees will be added onto your monthly payments.
- To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

2. School Building Information

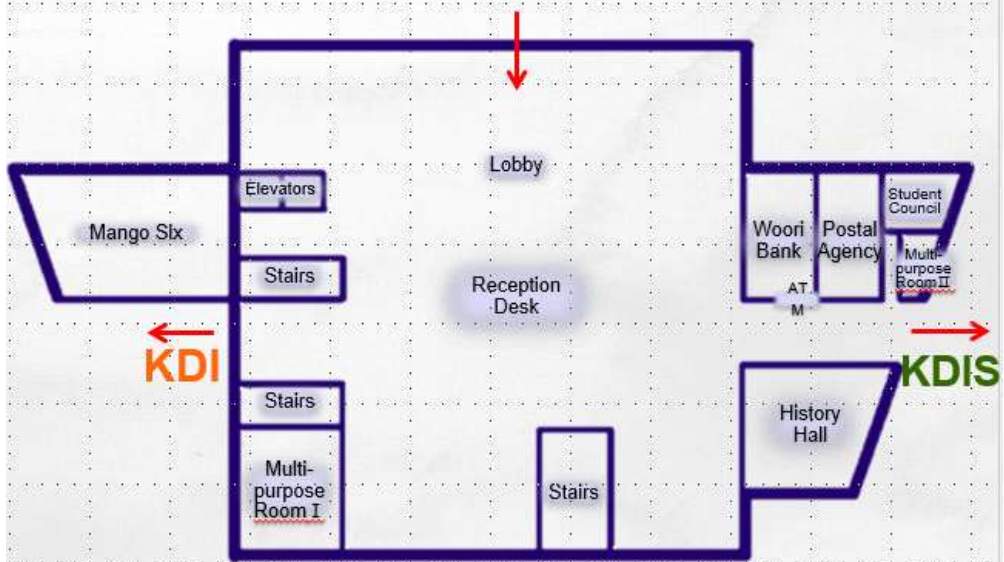
- KDI School Virtual Tour: [Directly jump to the virtual tour.](#)

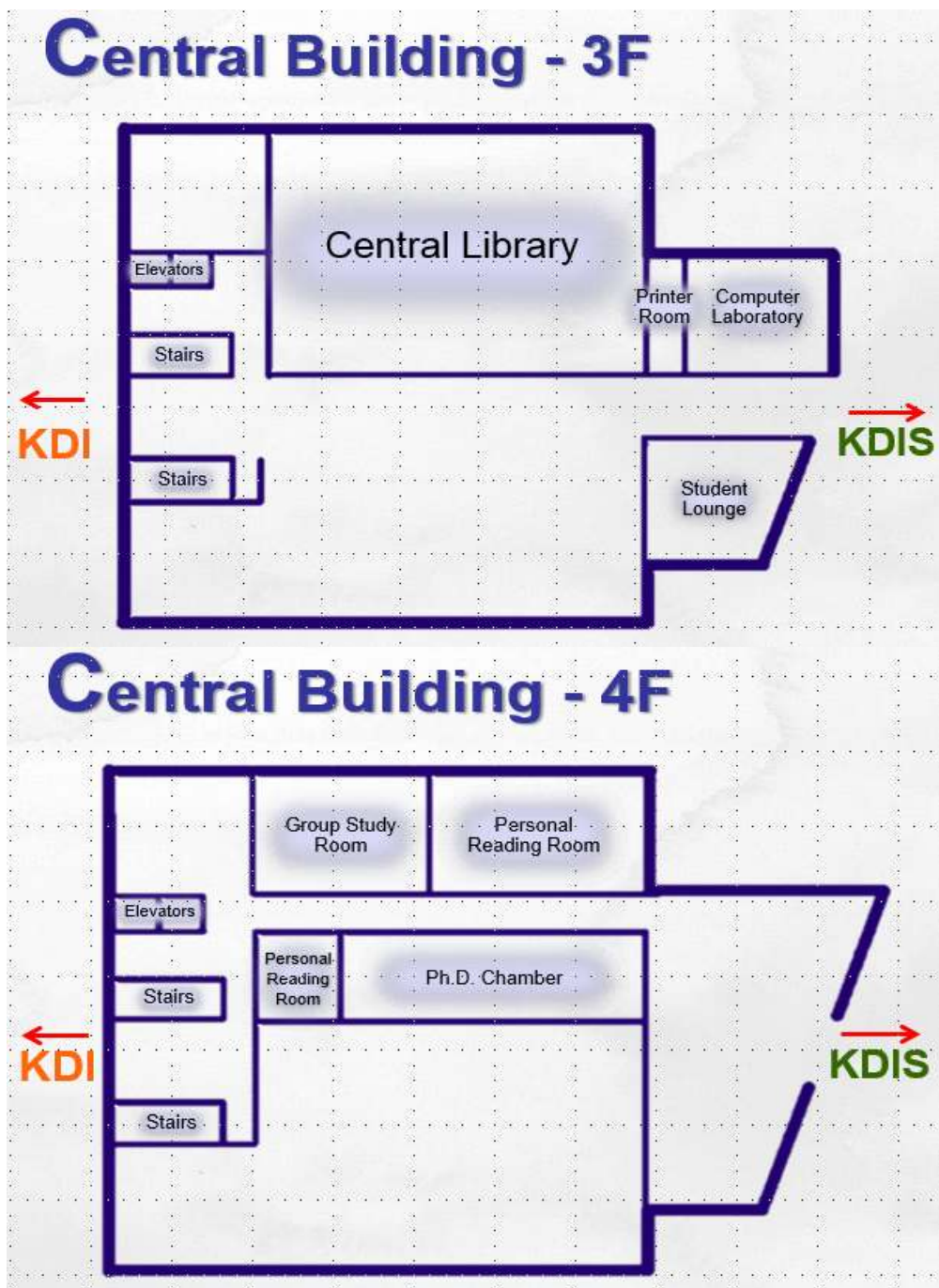


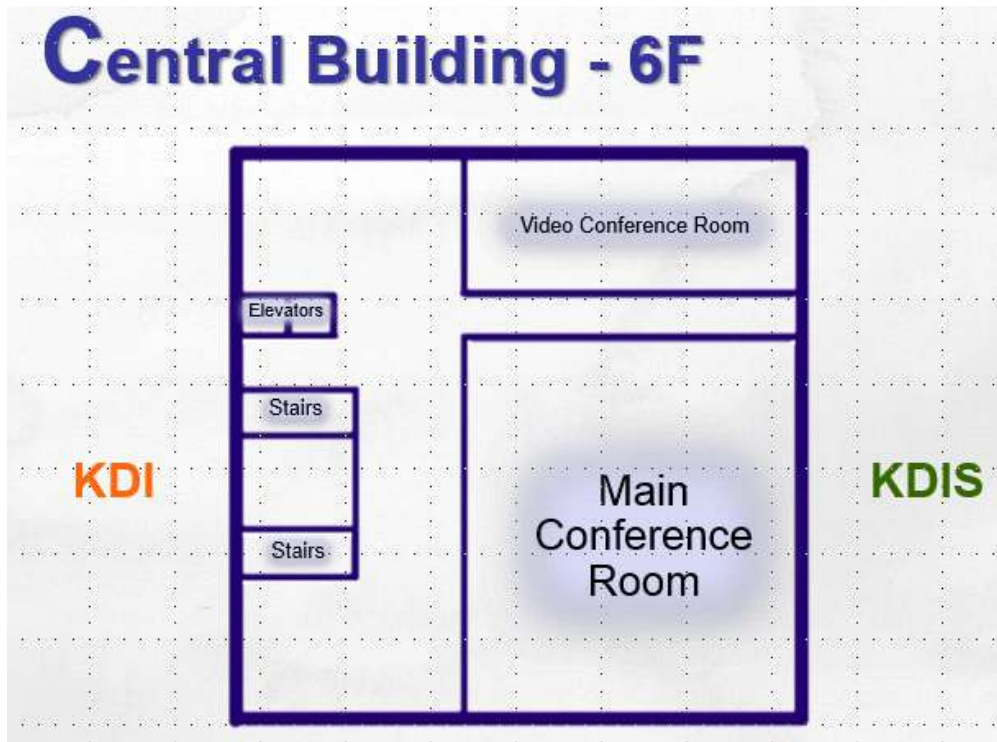
Central Building - 1F



Central Building - 2F







3. On-campus Restaurants & Stores

3-1. Cafeteria (Nain Prime)

- ☐ Location: 1st floor, Central Building
- ☐ Open Hours: Lunch 11:40-13:00 Dinner 17:40-19:30

* Closed on weekends and public holidays.

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

- Lunch: KRW 5,500 - Dinner: KRW 6,000

- ☐ Operating method : Plated Meals

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

☐ Payment method

- Please pay points after charging points at e-pay charging kiosk.
- Please purchase a meal ticket at the ticket vending machine.

3-2. Student Cafeteria (Food for Thought Lounge)

☐ Location: 1st floor, Central Building

☐ Open Hours: Lunch Mon-Fri 11:30-13:30 Dinner Mon-Fri 17:30-19:00

* Closed on weekends and public holidays.

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

- Lunch: KRW 3,500 for students (KRW 5,500 for others)
- Dinner: KRW 3,500 for students (KRW 4,500 for others)

☐ Payment method

- Please charge your student ID card at e-pay charging kiosk prior to purchasing meals. Students will not receive meal subsidy if he or she purchases meals with cash or credit card

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

☐ Location : 1st floor, Central Building

☐ Opening Hours

- Manned service: Weekdays 09:00 to 17:00.
- Unmanned service: From 17:00 to 09:00 weekdays and at weekends 24 hours.
- To enter convenience store, you need to tag your credit card first for ID check. Snacks and beverages can be purchased here at the convenience store. They also sell international phonecard for calling abroad.

3-4. Coffee Shop (COFFEE LAB, CAFE VOBIS CUM)

a. Location: Coffee Lab (Lobby)

☐ Open Hours: Weekdays 08:30-18:00

b. Location: Cafe Vobis Cum (3rd floor, Library)

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

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

Cost ranges from KRW 1,500 to KRW 6,000 per beverage and snacks.

Inquiries: ☎044-550-1306

4. Banking Information

WooriBank - (On-Campus)

☐ Location: 2nd floor, KDIS Building

☐ Hours of Operation: 09:00-16:00 (A.T.Ms 7:30-23:30)

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

5. Student Health Services

5-1. On-Campus Healthcare Room

The Healthcare Room provides students with urgent care for common minor illnesses and injuries. Students with minor injuries and ailments can get a medical service at the Healthcare Room located on the 2nd floor of the Central Building. For serious or prolonged illnesses or injuries, students are referred to a local hospital or private physician, private medical provider or urgent care.

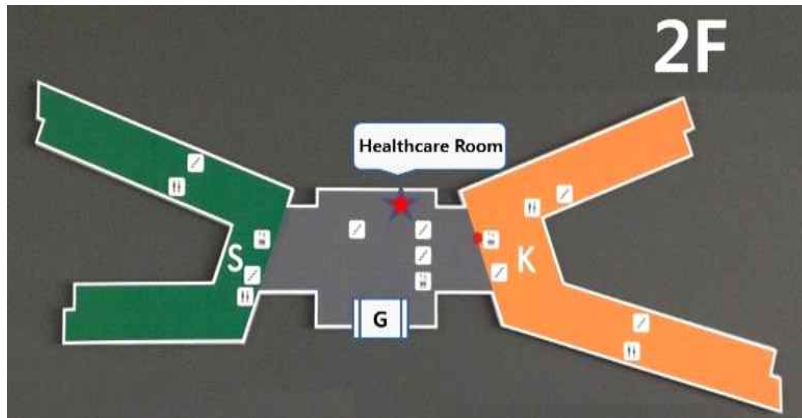
☐ Location: 2nd floor in the Central Building

□ Office Hours: 09:00 – 18:00 during Weekdays (Mon – Fri)

* Lunch Hours 12:00 – 13:00

※ Closed during Weekends and National Holidays.

※ The nurse might be away to support outpatient visit for students.



1) Online-Counseling

It is highly recommended for students to request for online-counseling for health concerns prior to visiting off-campus clinics or hospitals.

If you have any question regarding your health screening results, please contact the Healthcare Room nurse via ts_kim@kdischool.ac.kr.

2) Available Health Services

① Treatment of minor or acute illnesses such as following symptoms:

- Common Cold Symptoms (fever, runny nose, sore throat, coughs, etc.)
- Headaches
- Nausea & Vomiting
- Indigestion
- Constipation & Diarrhea
- Minor Burns

- Muscle Sprains
 - Stomach Ache and Abdominal Pains
 - Stomatitis
 - Minor Skin Problems such as Rashes or Itchy Skin
 - Skin Injuries including minor abrasions and cuts
- ② First-aid for minor injuries
 - ③ A rest area for students who become ill and need a place to rest
 - ④ First-aid kits for dormitories
 - ⑤ Infection prevention and control of epidemic
 - ⑥ Medical support for school events
 - ⑦ Referrals to local medical specialists
 - ⑧ Individual health and wellness counseling
 - ⑨ Student and staff health care record management

3) Available Medical Equipment

- ① First-Aid Kits (rental)
- ② Hot & Cold Packs (rental)
- ③ Digital Column Scale for Height, Weight, Body Mass Index
- ④ Blood Pressure Monitor
- ⑤ Blood Glucose Monitor
- ⑥ Wheelchair & Crutches (rental)

5-2. Medical Insurance & Hospital Information (for International Students)

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

1) Private Insurance

International students are eligible for National Health Insurance, through it takes about 2 months before they are actually insured. To cover this gap in coverage, KDI School will facilitate temporary private insurance enrollment and bear the insurance expenses for the students' benefit during the period of gap coverage.

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

※ Not applicable for Exchange students.

2) National Health Insurance

All foreign nationals must be enrolled in the National Health Insurance in accordance with the Ministry of Education and the Ministry of Health and Welfare. Your enrollment in the National Health Insurance will begin from the day your Alien Registration Number is registered in the Ministry of Justice's system, which will be approximately 2 months after your arrival.

5-3. Off-Campus Medical Resources for Students

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

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

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

- General Medical Care & Prescription Management
- Health check-up (National and Private)
- Vaccination (Hepatitis A & B, MMR, COVID-19 and others)

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

☐ Information

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

2) Sejong Chungnam National University Hospital

The Sejong Chungnam National University Hospital International Healthcare Center provides services to foreign residents not only living in Korea but also foreign residents overseas with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. CNU Hospital will assist you with full medical services including making an appointment and medical interpreter services for foreign patients who cannot speak Korean

☐ Information

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



3) **Sejong NK Hospital**

NK Hospital provides international healthcare services. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

☐ Information

- Location: 161, Hannuri-daero, Sejong-si
- Working Hours: 9:00 am – 6:00 pm
- ※ No need to make reservation for Ambulatory Care
- ※ Emergency Room operates 24 hours including weekends and holidays.

6. KDI School Dormitories & Mailing Services

6-1. Dormitory

Information Desk

The dormitory office is located on the 1st floor of 102 building and is staffed 24 hours a day. Students should visit this office to get your room facility checked when moving in to their assigned rooms. Residents are required to carry their student ID card at all times for security access to the dormitory building. Otherwise they are not permitted to enter. If you have an emergency situation, you can contact the house masters. The first aid Kit will be provided accordingly. (☎044-550-1800)



Check-in Procedure

- Step 1. Visit the dormitory information desk, or dormitory office (RM.2129)
- Step 2. Have your assigned room inspect with a Dormitory Assistant and housemasters
- Step 3. Fill out the Check-in Form
- Step 4. Carefully read “Dormitory Welcome Package”

Check-out Procedure

- Step 1. Apply for check-out online (<https://dormitory.kdischool.ac.kr>)
- Step 2. Clean your room, and reset the doorlock passcode to 1111*
- Step 3. Fill out the Check-out Form
- Step 4. Have your room inspected by a Dormitory Assistant at least 3 days prior to check out.
- Step 5. Have your room inspected by the housemasters on the day of your check-out
- Step 6. Submit the Check-out Form to housemasters

※ 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〉

<p>※ Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.</p>	
Room	<ul style="list-style-type: none"> ■ 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 must change the door lock combination upon check-in, and reset to 1111 when checking-out. If the door lock has low batteries, you may request the House Master for new sets of batteries. ■ Students are responsible for personal toiletries and bathroom repairs when damaged. Students will compensate for the toilet repair if they are responsible for the damage (Ex. Clogged toilets and faucets, broken tiles, sinks, and mirrors, and others). ■ 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. ■ Turn off lights, heating, and air conditioners before leaving your room every day. Students are responsible for the payment of excessive energy usage. ■ 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. ■ Cooking in the rooms is strictly prohibited. ■ Use or possession of any unauthorized electric and/or heating appliances (including but not limited to electric blankets, electrical fan heaters, coffee pot/makers, ramen pots, gas burners, electric cookers, etc.) that may cause a fire in the dormitory are prohibited. Any infringement will be subject to disciplinary action from the dormitory including a maximum penalty of leaving the dormitory depending on the case determined by the committee. Exceptions to the above include small appliances such as computers, hair dryers, fans, radios, chargers and electric shavers.
Room Inspection	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Room change is not allowed except during the official room change period (February/July/September but dates are subject to change).
Communal Kitchen& Dining Area	<ul style="list-style-type: none"> ■ Kitchen use should end by 11 PM. ■ 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. ■ Student should turn off the lights and appliances after use. ■ Students must dispose waste accordingly (Garbage; Recycle; Food Waste). ■ Students are expected to use the kitchen in a timely manner.

Laundry Rooms	<ul style="list-style-type: none"> ▪ Students should use the appropriate gender-designated rooms accordingly. ▪ Students should conserve water and energy by washing and drying when fully loaded. ▪ Detergent and fabric softeners are not provided by the 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 leave the washing machines door open after use. ▪ Students should avoid using the laundry machines during the quiet hours (11:00 PM – 7:00 AM).
Damage/ Liability	<ul style="list-style-type: none"> ▪ Students agree to be fully responsible and liable for any damages that may occur to the 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	<ul style="list-style-type: none"> ▪ Pets are not allowed anywhere in dormitory.
Alcohol/ Drugs	<ul style="list-style-type: none"> ▪ The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.
Smoking	<ul style="list-style-type: none"> ▪ Smoking is not allowed inside the room. There is smoking area on the top of the 102 building.
Quiet Hours	<ul style="list-style-type: none"> ▪ Quiet Hours are between 11:00 P.M and 7:00 A.M. Please respect your neighbors during this time.
Maintenance Service	<ul style="list-style-type: none"> ▪ For maintenance service, you may request to the House Master directly. If you need assistance for other dormitory issues, you may ask your Dormitory Assistant for guidance.
Having Visitors	<ul style="list-style-type: none"> ▪ Visitors are not allowed to stay overnight in the dormitory. ▪ Visitors must present an identification card and complete the 'Visitor's Information Form' at the housemaster's desk before entering the building.

Rate Information (Per Person)

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

- ☐ Maintenance fee will be charged only once at check in.
- ☐ If we find any damage to the dormitory facilities when check-out, the corresponding amount should be paid in cash.
- ☐ 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.

※ Dormitory rate and payment standard of the excess amount of utility fees can be changed with prior notice

Maintenance Fee includes:

- ☐ Mattress and floor cleaning (Anti bacteria, minute dust): 2 times a year
- ☐ Disinfection for dormitory building and rooms: 5~6 times a year
- ☐ Annual building cleaning: end of the year

Rooms

☐ Double Room

All double rooms are equipped with beds, wardrobes, desks, chairs, bookshelves, air conditioning and heating system and a Wifi 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 clean.



☐ Single Room



There are 40 single rooms in the dormitory. It has its own shower and toilet inside. Bedding set is not provided for students as well. The rooms are equipped with a bed, wardrobe, desk, chair, bookshelf, air conditioning and heating system and Wifi 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

Communal Dormitory Lounges

☐ Communal Lounges

The communal lounges are located on the every 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 in 102 building and the 4 floor in 101 building. There are running machines and step machines with a weight scale.

Laundry Room

The gender-designated laundry room is located on the first floor of each building. 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.)

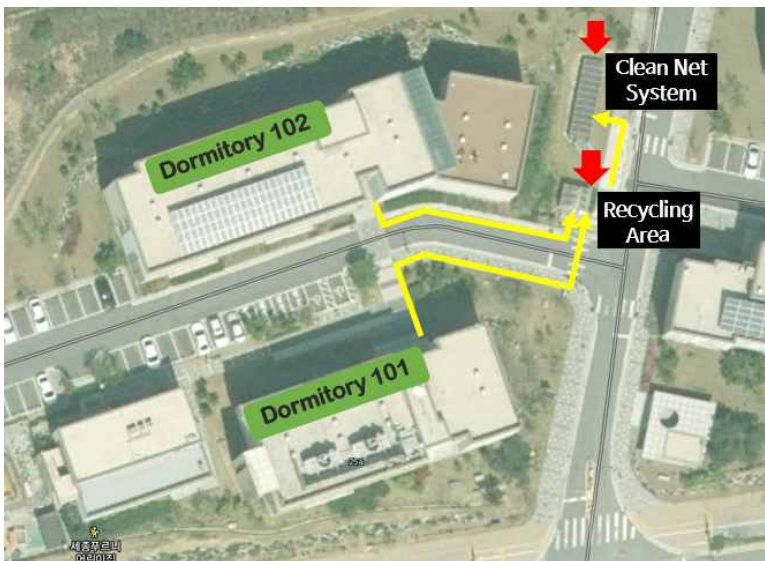
☐ Refrigerators

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 convenience store, 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.

☐ 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.

- Paper: Books, newspapers, boxes, paper cups, paper bags, etc.
- Glass: Food and beverage glass, etc.
- Plastic: PET plastic (plastic cups, toothpaste, plastic containers, pens, etc.)
- Metal: Metals, metal cans, aluminum cans



6-2. Dormitory Assistants

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

Number of Assistants	Work List	Remark
1 (Head DA)	<ul style="list-style-type: none"> - Dealing with residents' inconveniences - Guiding through check-in and check-out procedure - Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the school 	7 Internationals
6 (Floor DA)		

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



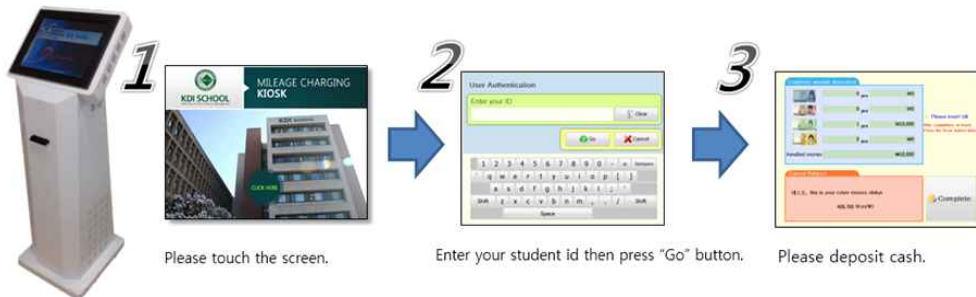
IT Service

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

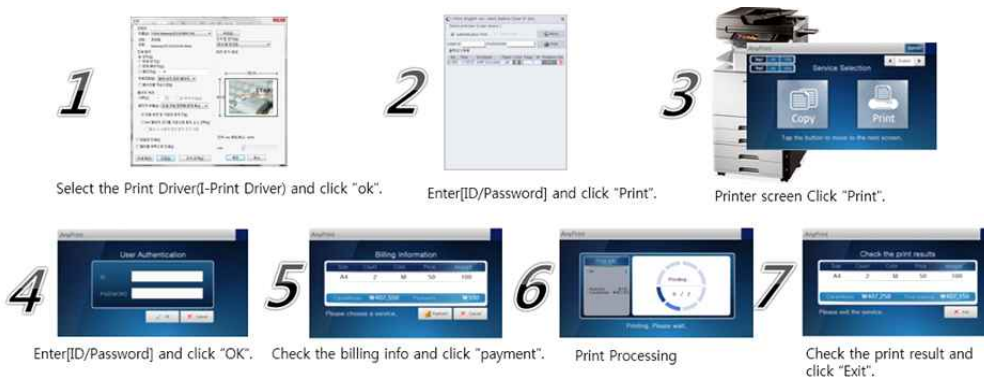
- Support Student e-mail and Google Apps
- Install Anti-virus program

1-2. Charge for using printing machine

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

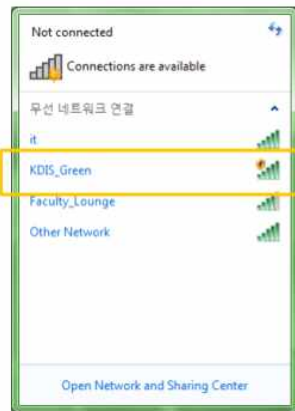


1-3. Printing



1-4. Wi-Fi Connection

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

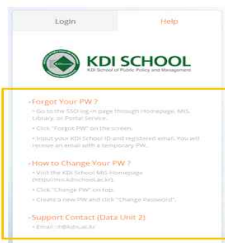


• KDIS_Green



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

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

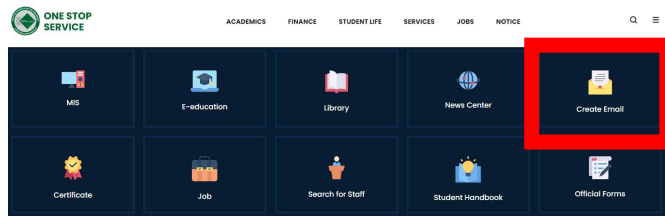


- Forgot Your PW
- Change Your PW
- Support Contact

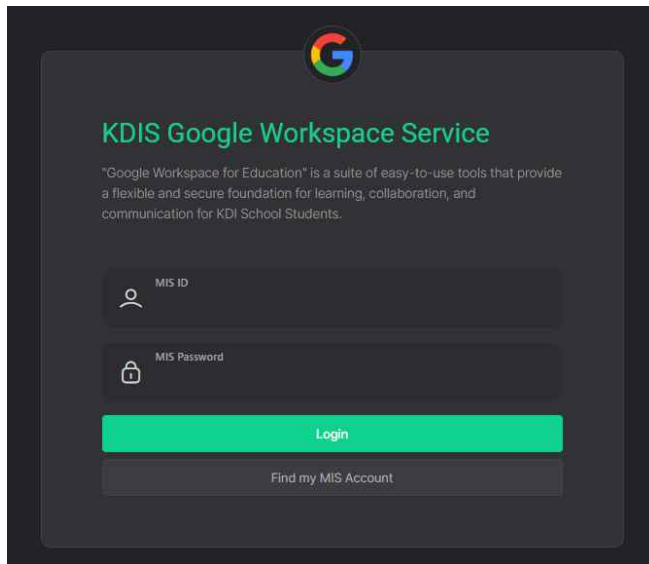
If you wish to reset or change password, please find ‘Help’ menu

1-5. Create E-mail Account

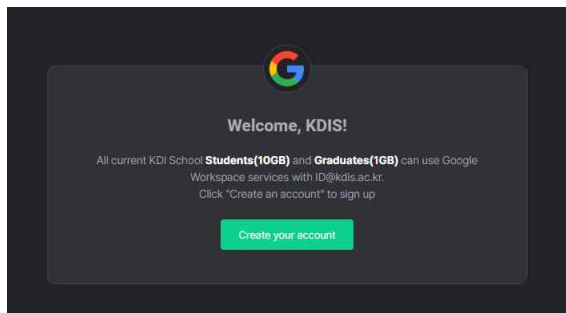
- Navigate to the KDIS Google Workspace Service website at <https://accounts.kdis.ac.kr/>. Alternatively, go to the KDIS One-Stop Service at <https://kdischool.ac.kr/one-stop/> and click on the "Create Email" button.



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



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



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

Terms of Use and Privacy Policy

You can use all Google Workspace services with @kdis.ac.kr account.

☒ I agree to Terms of Use.

Terms of Use

policies to limit the storage amount offered to the users of kdis.ac.kr email.

Category	Storage	Remark
Current student	10GB	
		Storage will be adjusted to 4GB upon graduation

☐ I agree to Privacy Policy.

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

Sign up

Input your information
ID and Password Agreed with Google terms of use

Last Name: KDIS

First Name: KDIS

ID: @kdis.ac.kr

Password:

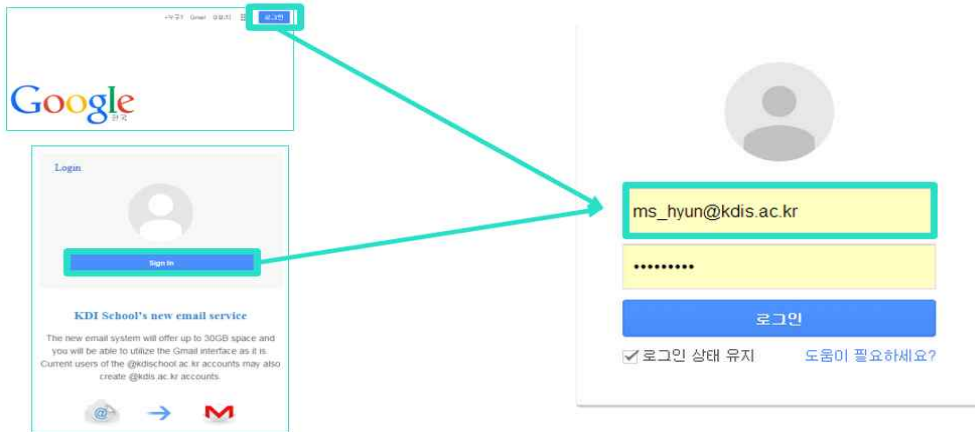
Confirm Password:

Recovery email: kdischool@gmail.com

- Your account creation is now complete.

1-6. Sign in E-mail Account

- Go to Google homepage
- Make sure to insert @kdis.ac.kr **after** your ID
- (You can utilize Google services with @kdis.ac.kr account)



Around KDI School

Sejong City

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



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

The detailed information regarding transportation, shopping and attraction in Sejong will be announced during dormitory orientation by dormitory assistants and the presentation slides will be posted on the student notice page of the school homepage.

Visa & Immigration

1. D-2 (Overseas Study) Visa

International students MUST have a STUDENT(D-2)VISA to attend the KDI School. Tourist visas and working visas cannot be used. However any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-3, F-4, A-1, E-1~7, etc.). Korea Law requires that you obtain the appropriate visa in your own country. It is each student's responsibility to obtain a student (D-2) visa. This can be done at the nearest Korean consulate and embassy in your country. Please make sure to show *the Letter of Acceptance, the Certificate of Admission and the Certificate of Scholarship, issued by admission division of the KDI School, and you should not have difficulties in obtaining a student visa. Approval usually takes only a few days, but be aware that it may take up to a month in some cases.

Because of the possibility of delays, you are strongly encouraged to initiate the student (D-2) visa process promptly by starting the procedure as soon as you receive admission package. You do not need to be concerned if the student visa issued to you has a permitted period of stay that is shorter than your intended study period because a student visa can be extended in Korea. Please note, however, that if you withdraw from the program while you are in Korea, your student visa status would be immediately terminated, as it is contingent upon the KDI School's sponsorship. In addition, regardless of the expiration date on your visa, your student (D-2) visa will no longer be valid after 30 days from the date of academic completion or the expiration date wrote on the 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

Immigration Contact Center Information (☎: 1345)

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

☐ Immigration Contact Center Service

- Visa related services.
- Immigration services such as re-entry permission, etc.
- Issuing identification card related services such as foreigner registration, etc.
- Sojourn permission services such as extension of sojourn period, status change, etc.
- Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.
- Immigrant's social integration related services such as education, marriage immigrants' society, etc.
- Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.
- Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.

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

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

2. Foreigner Registration

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

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

☐ Required documents

1. Copy of Passport
2. Visa Grant Notice
3. Application form for foreigner registration
4. 1 color photo (3cm x 4cm)
5. Proof of Residency
6. Processing Fee: KRW 30,000
7. A Certificate of Enrollment in Korean
8. A Certificate of Scholarship
9. A Certificate of Admission

If your application is accepted, the Immigration officer in charge will issue you a Foreigner Registration Card. If any changes to your registration details, such as your place of sojourn, are made, the details must be reported to the local immigration office within 14 days of the date the change was made.

※ All international students must submit a copy of their Foreigner Registration Card to the Students Affairs Division office after obtaining it from the immigration office.

☐ Exceptions to foreigner registration

- Those carrying out Diplomacy (A-1), Official business (A-2), or Conventions/Agreements (A-3) and their family members
- Those undertaking diplomatic, industrial, or other important duties for the national security, their family members, and other foreigners found to be unnecessary to register as foreigners by the Minister of Justice

☐ Foreign Registration card carriage and/or present

- All foreigners must carry a passport, visa, or a foreigner registration card while in Korea.
- All foreigners must comply with requests to display passports or foreigner registration card by immigration officers or other such public officers (including public administrators of

city, province, or town), if they are performing their official duties. (registration related duties)

- Failure to comply to such requests will result in punishment as according to Immigration Act Article 27.

☐ Reasons for returning Foreign Registration Cards

The Foreign Registration Card must be returned to the Immigration Office upon following reasons

- Final departure
- Applicable for Foreigner Registration exemption

☐ Immigration Office Daejeon Branch

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 증촌동 16-8).
- ☎:1345 or 042-254-8811
- The office is open from Monday to Friday from 09:00am until 12:00pm, Closed for 1 hour between 12:00pm and 13:00pm for lunch.
- The office is also closed on Weekends and Holidays

Location for Daejeon Immigration office

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

By Bus

- 1) Bus #BRT1001 → Take off at Sollangmaeul Apartment Station(솔랑마을아파트)
- 2) Walk 361m (6minutes) to Dongsan Underpass Station(동산지하차도)
- 3) Bus #106 or #802
→ Take off at Jungang Middle and High School Station(중앙중고등학교)
- 4) Walk 558m (9minutes) to the Daejeon Immigration office (대전출입국관리사무소)

By Taxi

- 1) KDI School → Daejeon Immigration Office
(Expected Taxi Fare 29,600 KRW)
- 2) Sollangmaeul Apartment Station(from KDISCHOOL to Sollangmaeul Apartment by bus #BRT 1001)→ Daejeon Immigration Office(Expected Taxi Fare 2,800 won)



3. 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
- Certificate of Residence
- 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 30 days during your entire study period (this condition may differ depending on your scholarship regulation. e.g. NIIED, POSCO, and KOICA).

Prorated reductions will be made to the monthly allowance if your leave of absence with prior application exceeds 30 days.

If you plan to travel to a 3rd country (not Korea nor home country), a Certificate of Insurance should be submitted along with 'Request for Temporary Leave Application' in MIS system.

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

6. External Activities (Int'l Students) Policy

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



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
- 2024 Course Description
- Information of Declaring Concentrations
- 2024 Course Map by Concentration
- BUS ROUTE MAPS NEAR KDI SCHOOL
- Saturday Shuttle Bus Service

KDI School Regulations on Student Conduct

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

CHAPTER II. Student Ethics

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

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

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

CHAPTER III. Reward and Punishment

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

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

Article 9. (Types of Disciplinary Action)

- ① Depending on the severity of the violation, disciplinary action shall be carried out incrementally from warning to probation, suspension, and expulsion.
- ② Probations shall range from one week to one month, and the student concerned will not be allowed to participate in any school activities during that period.
- ③ Suspensions shall be classified into finite and indefinite suspensions. The duration for a finite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
- ④ The President of KDI School may reduce and/or waive a disciplinary action measure for the student subject to disciplinary action.
- ⑤ The details of disciplinary actions shall be recorded in the student's register.

Academic Dishonesty and KDIS Guidelines on the Use of AI-based Tools

Academic Dishonesty

☐ *Object of establishing disciplinary action for academic dishonesty*

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

☐ *Definition of academic dishonesty*

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

☐ *Academic dishonesty on examination and report*

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

- Academic dishonesty during examination

- Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
- Looking at other student's answer sheet or showing answers to another student.
- Substituting other people's exam or asking for substitution.
- Attempting to communicate with each other including speaking, laughing and any other actions.
- Pulling out or using any wireless device (laptop, smart phones, tablets) or technical aids without the approval of the instructor.
- Continuing to write after the examination timeout.
- All students should adjust their cameras so that each student's upper body and face appears on the screen when you take an online exam.
- In the case of similar/same IP exams of the same subject at the same time or with a time

difference

- Leaving the screen during the test or use another program
- Disobeying instruction of a proctor, or intentionally interrupting during the examination.
- Academic dishonesty on reports and papers
- Partially or entirely copying other student's report.
- Allowing other people to copy one's report.
- Inserting ideas from existing research papers without using quotation marks or proper citations.

☐ ***Plagiarism on report***

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

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

☐ ***Procedure of disciplinary action***

- When academic dishonesty during an examination is exposed, the proctor should submit evidence and document with his/her signature to the Academic Affairs Division without delay.
- Documents to be submitted
 - Report on academic dishonesty (prepared by the proctor)
 - Personal statement (this can be omitted)
- In case of report (or research projects), when the professor feels that submitted report (or research projects) has been plagiarized, he/she should submit document and evidence to the Academic Affairs Division.
- Documents to be submitted
 - Letter from professor (prepared by academic advisor or thesis Supervisor)
 - Personal statement (this can be omitted)
- The office in charge of academic dishonesty should submit the received case to the School Executive Committee.

□ *Disciplinary Action imposed on student committing academic dishonesty*

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

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

Students committing academic dishonesty, including plagiarism, on their research projects will fail and not receive credit for the research projects.

KDIS Guidelines on the Use of AI-based Tools

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

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

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

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

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

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

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

Sexual Violence Prevention Guide

□ *Types of Sexual Violence*

- Sexual Harassment

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

- **Verbal Sexual Harassment**

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

- **Visual Sexual Harassment**

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

- Sexual Molestation

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

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

- Sexual Violence

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

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

□ *Definition of Sexual Violence under Current Korean Law*

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

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

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

Crimes	Scope	Punishment
Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than seven years, or a fine not exceeding 30 million won

☐ *Intimacy and Sexual Harassment*

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

☐ *How do you know when you have been given consent?*

- Sexual harassment is determined by the absence of consent.
It is harmful to apply subjective interpretations to non-verbal acts or silence and construe them as consent. The only way to be sure is to ask: "No" means "No."
- Standards for Consent
 1. YES means YES only when it is OK to say NO.
 - Consent must come from an individual's choice.
 - Consent obtained through coercion is not consent.
 2. A 'yes' said under a state of physical/mental impairment and other situations of impaired judgment is not true consent.
 - Actions or speech made when the other party is intoxicated or not fully conscious is not consent.

□ ***How is sexual harassment determined?***

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

□ ***Wait! What should I do?***

In situations that feel like sexual harassment

- Clearly express your objection.

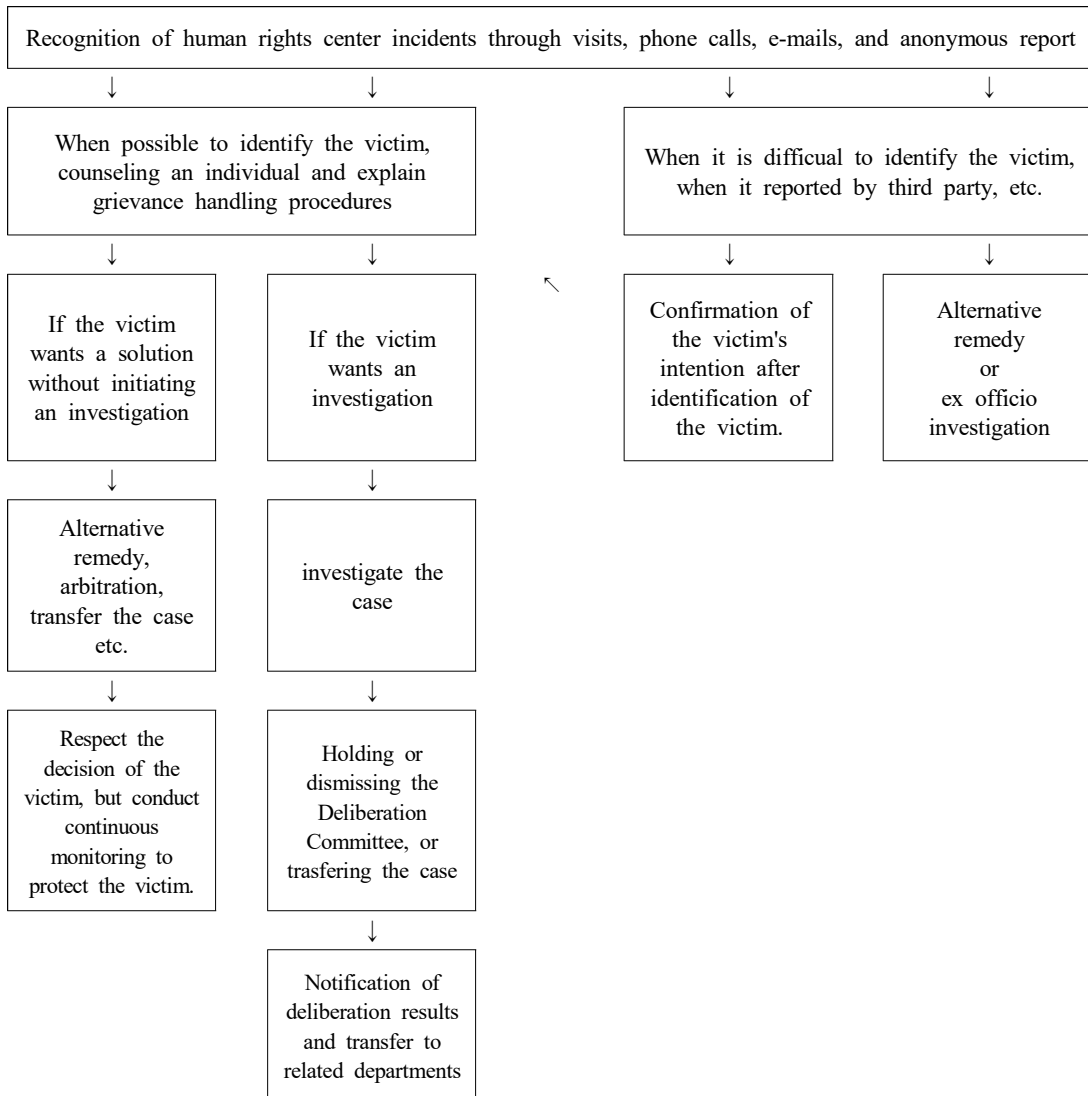
When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.
- The recipient of the objection must stop and apologize.

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

□ ***Case Reporting and Processing***

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

- Case Reporting and Processing



□ *Case Report and Counseling Service*

The KDI School Human Rights Center

- Location: S311, The KDI School Human Rights Center
- Email: humanrights@kdis.ac.kr

“The Human Rights Center is in charge of human rights related to KDI school member, and we conduct education, counseling service, and grievance handling to strengthen and grow KDI school member’s human rights.”

Guidelines for International Students' Temporary Leave

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 day) 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 certificate of entry&exit issued by the sodam-dong community center shall be verified).
 - In cases of an unauthorized departure, monthly stipend(per day) 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.

- The maximum period for which no deduction will be made: 30 days (within the entire period of at school, including vacation but not including both the departure day and entry day)
- Standards for deduction of scholarships if the period of absence exceeds the allowed period:
 - Monthly stipend shall be deducted on a daily basis as per the regular daily fee for all the excess days.
- 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 day) 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 (30 days).

Chapter 4(Unauthorized departure)

- Any departure without prior approval from the school will result in monthly stipend deduction for the entire period of such leave. Only in cases where substantiating documentation for unavoidable reason can be presented, the monthly stipend shall not be deducted for the number of days not exceeding the allowed period specified in the Temporary Leave Standard by Scholarship Group.

Chapter 5 (Guideline Table for Temporary Departure from Korea by Scholarship Group)

Scholarship	Departure and Arrival	Number of Days Exempted from Deduction	Deduction Amount (per day)	Remarks
NIIED	Departure and arrival dates are not included in the number of days allowed to stay overseas	30 days from Spring semester to Summer vacation, 30 days from Fall semester to winter vacation	33,300KRW	Not allowed to stay overseas for more than 50 days
POSCO		20 days a month	-	Only 60% of the monthly stipend shall be paid for any period exceeding 20 days
FSS-KFB-KDIS		30 days during semester, 60 days during vacation	33,300KRW	Only in cases of excused absence shall be exempted from deduction for exceeding period. Temporary leave during the semester is only allowed for unavoidable circumstances
GAS (Ph. D.)		30 days a year	33,300KRW	-
Colombo Plan		30 days during the entire study period	33,300KRW	
GAS (Master)			33,300KRW	
GLF (G20)			40,000KRW	
Sejong Global Leader				
KNOC			33,300KRW	
Hyundai Chung Mong-Koo			33,300KRW	
MIPD			33,300KRW	
NRC			33,300KRW	
IBK			33,300KRW	
KOICA	Departure and arrival dates are included in the number of days allowed to stay overseas	-	33,300KRW	Deduction for the entire period
KOICA-MDI		19 days a year	33,300KRW	-

Guidelines for International Students' External Activities

Article 1 (Purpose) The guidelines for the external activities of the International Students, including part-time employment, have been established in line with the increased possibility of various external activities and the number of International Students.

Article 2 (Fundamental principle) The external activities for the International Students shall be examined and approved in accordance with the regulations set by the Ministry of Justice.

**< Criteria for maximum hours allowed for part-time employment
based on proficiency in Korean >**

Type	Korean proficiency (TOPIK, KIIP)		Hours allowed (Per week)	
			Weekday	Weekend, Vacation
Master/ PhD	Level 4	×	15 hours	
		○	35 hours	Unlimited

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

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

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

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

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

2024 Course Description

Course List for Master's Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Analysis of Market and Public Policy	1	Merfeld, Joshua D.	Core	
2	Spring	Analysis of Market and Public Policy	2	Shin, Ja-Eun	Core	
3	Spring	Analysis of Market and Public Policy	3	Tabakis, Chrysostomos	Core	
4	Spring	Introduction to Development Policy	1	Park, Jin	Core	
5	Spring	Introduction to Development Policy	2	Park, Sungho	Core	
6	Spring	Public Organizations and Management	1	Kim, Soonhee	Core	
7	Spring	Public Organizations and Management	2	Lee, Junesoo	Core	
8	Spring	Public Organizations and Management	3	Park, Angela Y.S.	Core	
9	Spring	Quantitative Methods	1	Cho, Yoon Cheong	Core	
10	Spring	Quantitative Methods	2	Kim, Dongseok	Core	
11	Spring	Quantitative Methods	3	Yoon, Chung Eun	Core	
12	Spring	Agriculture and Development	1	Merfeld, Joshua D.	RE	SD
13	Spring	Behavioral / Experimental Economics for Policy research	1	Kim, Jeong Yeol	AA	
14	Spring	Change Management	1	Michell, Anthony	PA	SM
15	Spring	Digitalization and Public Policy Problems	1	Lee, Seohyun	FM	
16	Spring	Economics of Education: Policy Design and Evaluation	1	Park, Jinseong	PF	SD
17	Spring	Financial Accounting	1	Choi, Tae-Hee	FM	SM
18	Spring	Financial Accounting	2	Choi, Tae-Hee	FM	SM
19	Spring	Financial Instruments and Markets	1	Sohn, Wook	FM	
20	Spring	Financial Policy and Crisis Management	1	Sohn, Wook	FM	
21	Spring	FinTech and Financial Regulations	1	Cho, Man	FM	SD
22	Spring	G20 and Global Governance	1	Kim, Byoung-Joo	ID	
23	Spring	Human Capital and Economic Development	1	Paik, Sung Joon	PF	SD
24	Spring	Human Resource Management in Government	1	Kim, Soonhee	PA	PF

No.	Term	Course Title	Sec	Professor	Con1	Con2
25	Spring	International Financial Management	1	Lee, Jinsoo	FM	
26	Spring	International Intellectual Property Law and Development	1	Kamal Puri	IP	
27	Spring	International Macroeconomic Theory and Policy	1	Kim, Hyeon-Wook	FM	ID
28	Spring	Introduction to Competition Policy	1	Kim, Jeong Yeol	TI	
29	Spring	Introduction to Research Design & Methods	1	Jung, Kwon	AA	
30	Spring	Introduction to the International Trade and Investment Systems	1	Shadikhodjaev, Sherzod	SD	TI
31	Spring	Korean Economic Development	1	Lee, Changkeun	ID	TI
32	Spring	Korea's Microdata Analytics for Public Policy	1	Baek, Ji Sun	PF	SD
33	Spring	Labor Market and Labor Policy	1	Shin, Ja-Eun	PF	SD
34	Spring	Macroeconomic Policy	1	JUNG, Kyu-Chul	FM	
35	Spring	Network Analysis for Social Scientists	1	Park, Jaehyuk	DS	AA
36	Spring	Policy Process Analysis	1	Park, Angela Y.S.	PA	RM
37	Spring	Political Economy of Development	1	Lee, Dongil	GP	SD
38	Spring	Programming Fundamentals using Python	1	Park, Jaehyuk	DS	AA
39	Spring	R Fundamentals for Public Policy	1	Kim, ByungKoo	DS	AA
40	Spring	Regional Development and Public Policy	1	Cho, Man	RE	SD
41	Spring	Regional Trade Agreements and the International Trading System	1	Choi, Kyonglim	TI	
42	Spring	Social Protection and Work	1	Park, Jinseong	PF	SD
43	Spring	Sovereign Debt and Financial Markets	1	Kim, Jun Il	FM	
44	Spring	Strategic Management	1	Lee, Seung-Joo	SM	
45	Spring	Technological Change and the Environment	1	Kim, Yeong Jae	RE	SD
46	Spring	The United Nations and Global Affairs	1	Oh, Joon	GP	ID
47	Spring	Theories of International Relations	1	Kim, Seungjun	GP	
48	Spring	Theory and Policy of International Trade	1	Tabakis, Chrysostomos	ID	TI
49	Spring	Topics in North Korean Economy	1	Chun, Hong Tack	GP	ID
50	Spring	Trade and Industrial Policy for the 21st century	1	KOO, Kyong Hyun	ID	TI
51	Spring	Trade Law and Policy in Practice	1	Shadikhodjaev, Sherzod	TI	ID
52	Spring	Urban and regional development	1	Joo,Yu Min	RE	SD

No.	Term	Course Title	Sec	Professor	Con1	Con2
53	Spring	Water Policy and Management	1	Kim, Hyungtai		
54	Summer	Analysis of Market and Public Policy	1	Baek, Ji Sun	Core	
55	Summer	Public Organizations and Management	1	Kang, Minsung Michael	Core	
56	Summer	Quantitative Methods	1	Kim, Taejong	Core	
57	Summer	Advanced Impact Evaluation Methods	1	Yoon, Chungun	ID	AA
58	Summer	Analysis of Education Policy in Comparative Perspectives	1	Paik, Sung Joon	PF	SD
59	Summer	Central Banking: Monetary Policy Strategy	1	Sohn, Wook	FM	
60	Summer	Central Banking: Monetary Policy Strategy	1	Sohn, Wook	FM	
61	Summer	Competition, Innovation and Firm Dynamics	1	Ahn, Sanghoon	ID	TI
62	Summer	Cost-Benefit Analysis for Policy Decision Making	1	Kim, Hyunseok	PA	RE
63	Summer	Customer Relationship Management	1	Cho, Yoon Cheong	SM	
64	Summer	Data-Driven Foreign Aid	1	Lee, Dongil	GP	DS
65	Summer	Democracy, Political Mobilization and Economic Development: Korea's Experience	1	Kim, Byoung-Joo	GP	ID
66	Summer	Development in Africa and the Middle East	1	Park, Jong-Dae	GP	ID
67	Summer	Dispute Resolution and Negotiation	1	Kim, Dong-Young	PA	SD
68	Summer	Economic Development in Historical Perspective	1	Lee, Changkeun	ID	TI
69	Summer	Entrepreneurship and Innovation	1	Lee, Seung-Joo	SD	SM
70	Summer	Finance and Economic Development in Korea	1	Kim, Joon-Kyung	FM	SD
71	Summer	Financial Statement Analysis and Valuation	1	Choi, Tae-Hee	FM	SM
72	Summer	Gender and Development	1	Kim, Joeun	PF	SD
73	Summer	Global Energy Policy	1	Kim, Yeong Jae	RE	SD
74	Summer	Global Politics in Transition: Issues & Perspectives	1	Kim, Byoung-Joo	GP	
75	Summer	Human Resource Management in Government	1	Kim, Soonhee	PA	PF
76	Summer	Impact Evaluation Methods	1	Yoon, Chungun	RE	SD
77	Summer	Industrial Digital Transformation and Global Trading System	1	Kim, Ho Cheol	TI	
78	Summer	Industrial Policy and International Trade Regulation	1	Shadikhodjaev, Sherzod	ID	TI
79	Summer	Input-output Analysis	1	Kim, Dongseok	SD	

No.	Term	Course Title	Sec	Professor	Con1	Con2
80	Summer	International Development in Practice	1	Lee, Changkeun	TBA	TBA
81	Summer	International Macroeconomic Theory and Policy	1	Kim, Hyeon-Wook	FM	ID
82	Summer	Introduction to Computational Social Science	1	Park, Jaehyuk	DS	AA
83	Summer	Investment Project Valuation and Risk Analysis	1	Park, Soojin	RE	ID
84	Summer	IP, Emerging Issues and Sustainable Development	1	Graham Martin Dutfield	IP	
85	Summer	Leadership in Government	1	Kim, Soonhee	PA	
86	Summer	Machine Learning for Social Scientists	1	Kim, ByungKoo	DS	AA
87	Summer	Managerial Accounting	1	Choi, Tae-Hee	FM	SM
88	Summer	Marketing in the Public Sector	1	Jung, Kwon	SM	
89	Summer	Microeconomics	1	Kim, Jeong Yeol	AA	
90	Summer	Microeconomics of Artificial Intelligence	1	Lee, Changkeun	TI	SD
91	Summer	Patents and Innovation	1	Bryan Mercurio	IP	
92	Summer	Policy Process Analysis	1	Lee, Junesoo	PA	RM
93	Summer	Political Economy of Development	1	Lee, Dongil	GP	SD
94	Summer	Politics of Global Economy	1	Kim, Seungjun	GP	
95	Summer	Population and Development	1	Choi, Seulki	PF	SD
96	Summer	Programming Fundamentals using Python	1	Park, Jaehyuk	DS	AA
97	Summer	Public Investment Management	1	Lee, Jongyearn	PA	RE
98	Summer	Public Sector Innovation and Reform	1	Park, Jin	PA	
99	Summer	Qualitative methods	1	Joo,Yu Min	AA	
100	Summer	Quantitative Analysis with Data	1	Baek, Ji Sun	AA	
101	Summer	Regulation: Theory and Practice	1	Kang,Young-Chul	TI	
102	Summer	Smart Water Grid	1	Lee, Sangho	RE	SD
103	Summer	Social Development and Policy	1	Choi, Seulki	PF	SD
104	Summer	Social Inequalities	1	Kim, Joeun	PF	SD
105	Summer	Social Protection and Work	1	Park, Jinseong	PF	SD
106	Summer	Strategic Foundations for Public Administration	1	Park, Angela Y.S.	TBA	
107	Summer	Technological Innovations in Finance	1	Lee, Kun-Ho	FM	
108	Summer	Text Analysis for Social Scientists	1	Kim, ByungKoo	DS	AA
109	Summer	Welfare Service Implementation	1	Suh, Sang-Mok	PF	

No.	Term	Course Title	Sec	Professor	Con1	Con2
110	Fall	Analysis of Market and Public Policy	1	Park, Jinseong	Core	
111	Fall	Analysis of Market and Public Policy	1	Shin, Ja-Eun	Core	
112	Fall	Introduction to Development Policy	1	Park, Sungho	Core	
113	Fall	Public Organizations and Management	1	Kang, Minsung Michael	Core	
114	Fall	Advanced Development Economics	1	Park, Sungho	SD	PF
115	Fall	Banking and Financial Regulation	1	Hwang, Sunjoo	FM	
116	Fall	Climate Change Economics and Policy	1	Kim, Yeong Jae	RE	SD
117	Fall	Cost-Benefit Analysis for Policy Decision Making	1	Lee, Jongyeon	PA	RE
118	Fall	Data Literacy	1	Yoon, Chungun	DS	AA
119	Fall	Digitalization and Public Policy Problems	1	Lee, Seohyun	FM	
120	Fall	Environmental Economics and Policy	1	Kim, Yeong Jae	RE	SD
121	Fall	Ethical Leadership in the Age of Sustainable Development	1	Jung, Kwon	PA	SM
122	Fall	Gender and Development	1	Kim, Joeun	PF	SD
123	Fall	Global Health and Development	1	Shin, Ja-Eun	SD	PF
124	Fall	Grand Strategy and Statecraft	1	Lee, Seung-Joo	SM	GP
125	Fall	Intellectual Property Management and Practice	1	Jay Erstling	IP	
126	Fall	Introduction to Competition Policy	1	Kim, Jeong Yeol	TI	
127	Fall	Introduction to Research Design and Methods	1	Choi, Seulki	AA	
128	Fall	Korean Economic Development	1	Kim, Joon-Kyung	ID	TI
129	Fall	Korean Social Development: Understanding Korea's Transformation Beyond Economic Growth	1	Kim, Joon-Kyung	PF	SD
130	Fall	Korea's Microdata Analytics for Public Policy	1	Baek, Ji Sun	PF	SD
131	Fall	K-Wave and Cultural Policy	1	Lee, Jongyeon	TI	
132	Fall	Land Policy	1	Sonn, Jung Won	RE	SD
133	Fall	Local Government Management	1	Kang, Minsung Michael	PA	
134	Fall	Macroeconomic Policy	1	Kim, Hyeon-Wook	FM	
135	Fall	Marketing in the Public Sector	1	Cho, Yoon Cheong	SM	
136	Fall	Mind, Behavior and Public Policy	1	Kim, Taejong	SD	
137	Fall	Monitoring and Evaluation for Public Policy	1	Paik, Sung Joon	PF	

No.	Term	Course Title	Sec	Professor	Con1	Con2
138	Fall	Policy Process Analysis	1	Park, Angela Y.S.	PA	RM
139	Fall	Political Reform as Development: Korea's Post-1987 Experience	1	Kim, Byoung-Joo	GP	
140	Fall	Population and Development	1	Choi, Seulki	PF	SD
141	Fall	Productivity and Economic Growth	1	Kim, Dongseok	SD	
142	Fall	Public Finance and Public Policy	1	Kim, Taejong	PF	
143	Fall	Public-Private Partnerships in Infrastructure Development	1	Kim, Kang Soo	RE	
144	Fall	R Fundamentals for Public Policy	1	Kim, ByungKoo	DS	AA
145	Fall	Regulation Reforms and Practices	1	Kang,Young-Chul	PA	TI
146	Fall	Smart Cities	1	Joo,Yu Min	RE	SD
147	Fall	System Engineering, Analysis and Modeling	1	Shin, Eunher	SD	
148	Fall	The United Nations and Sustainable Development	1	Oh, Joon	GP	SD
149	Fall	The United Nations and Sustainable Development	1	Oh, Joon	GP	SD
150	Fall	Theories of International Relations	1	Kim, Seungjun	GP	
151	Fall	Trade and Development	1	Tabakis, Chrysostomos	TI	ID
152	Fall	Trade Law and Policy in Practice	1	Shadikhodjaev, Sherzod	TI	ID
153	Fall	Urban Transportation Policy	1	Lee, Sang Keon	RE	SD
154	Fall	War, Peace, and Politics	1	Kim, Seungjun	GP	
155	Fall	Water Resources Economics	1	Koun, Hyoungjoon	RE	SD

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

Course List for Ph.D. Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Econometrics I	1	Kim, Taejong	Ph.D.	AA
2	Spring	Foundations of Public Policy	1	Lee, Dongil	Ph.D.	AA
3	Spring	Development Economics: Field Experiments	1	Park, Sungho	Ph.D.	AA
4	Spring	Mathematical Economics	1	Hahm, Sang-Moon	Ph.D.	AA
5	Spring	Essential Math for Public Policy	1	Lee, Dongil	Ph.D.	-
6	Spring	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-
7	Summer	Econometrics II	1	Lee, Jongyearn	Ph.D.	AA
8	Summer	Microeconomics	1	Kim, Jeong Yeol	Ph.D.	AA
9	Summer	Macroeconomics	1	Lee, Seohyun	Ph.D.	AA
10	Summer	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-
11	Fall	Game Theory in Public Policy	1	Tabakis, Chrysostomos	Ph.D.	AA
12	Fall	Development Economics: Labor and Development	1	Merfeld, Joshua D.	Ph.D.	AA
13	Fall	Applied Microeconomics	1	Merfeld, Joshua D.	Ph.D.	AA
14	Fall	Time Series Econometrics	1	Lee, Seohyun	Ph.D.	AA
15	Fall	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-

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

Course List for MIPD

No.	Term	Course Title	Sec	Professor	Con1	Con2
Development Policy						
1	Spring	Introduction to Development Policy	1	Park, Sungho	Core	
2	Fall	Korean Economic Development	1	Kim, Joon-Kyung	TI	ID
Intellectual Property						
1	Spring	International Intellectual Property Law and Development	1	Kamal Puri	MIPD	IP
2	Summer	IP, Emerging Issues and Sustainable Development	1	Graham Dutfield	MIPD	IP
3	Summer	Patents and Innovation	1	Bryan Mercurio	MIPD	IP
4	Summer	Trademarks, Designs and Geographical Indications	1	TBD	MIPD	IP
5	Summer (or Fall)	Copyright and Related Rights	1	TBD	MIPD	IP
6	Fall	IP Management and Practice	1	Jay Erstling	MIPD	IP

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

MIPD students should take above all courses.

Course List for K-water

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Capstone Project Seminar	1	Lee, Junesoo	K-water	
2	Spring	Water Policy and Management	1	Lee, Seungho Kim, Hyungtai	K-water	
3	Summer	Water Engineering	1	Sohn, Minwoo, Ahn, Kuk-Hyun, Lee, Seungyeob	K-water	
4	Summer	Policy Process Analysis*	1	Lee, Junesoo	RE	SD
5	Summer	Smart Water Grid*	1	Lee, Sangho Park, Young-Gyun	RE	SD
6	Summer	Global Energy Policy*	1	Kim, Yeong Jae	RE	SD
7	Summer	Public Investment Management*	1	Lee, Jongyearn	RE	PA
8	Summer	Investment Project Valuation and Risk Analysis*	1	Park, Soojin	RE	ID
9	Fall	Land Policy*	1	Sohn, Jungwon	RE	SD
10	Fall	Environmental Economics and Policy *	1	Kim, Yeong Jae	RE	SD
11	Fall	Water Resources Economics*	1	Kwon, Hyung Joon	RE	SD
12	Fall	System Modeling*	1	Shin, Eunher	SD	
13	Fall	Public-Private Partnerships in Infrastructure Development*	1	Kim, Kangsoo	RE	

* Required courses according to student's major

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

Foundation Skills Course List[English Courses]

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

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

Foundation Skills Course List[Korean Courses]

No.	Term	Course Title	Sec	Professor
1	Spring	Korean Language and Culture I	1	Lee, HyunJung
2	Spring	Korean Language and Culture I	2	Lee, HyunJung
3	Spring	Korean Language and Culture I	3	Choi, Sujeong
4	Spring	Korean Language and Culture I	4	Ryu Juhyun
5	Spring	Korean Language and Culture I	5	Ryu Juhyun
6	Spring	Korean Language and Culture II	1	Choi, Sujeong
7	Spring	Korean Proficiency through TV Drama and Movie	1	Lee, HyunJung
8	Summer	Korean Language and Culture I	1	Lee, HyunJung
9	Summer	Korean Language and Culture I	2	Choi, Sujeong
10	Summer	Korean Language and Culture II	1	Lee, HyunJung
11	Summer	Korean Language and Culture III	1	Choi, Sujeong
12	Fall	Korean Language and Culture I	1	Lee, HyunJung
13	Fall	Korean Language and Culture I	2	Lee, HyunJung
14	Fall	Korean Language and Culture I	3	Choi, Sujeong
15	Fall	Korean Language and Culture I	4	Choi, Sujeong
16	Fall	Korean Language and Culture II	1	Ryu Juhyun
17	Fall	Korean Language and Culture III	1	Lee, HyunJung
18	Fall	Advanced Oral Communication and Composition in Korean	1	Choi, Sujeong

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

Information of Declaring Concentrations

► Requirements for Declaring Concentration

- 27 or more Credits
- Core courses and mandatory language courses
- Three or more courses of each concentration that you wish to declare

► List of Concentrations

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

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

** Data Science for Public Policy and Management

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

- The first concentration of KOICA ED/RD program must be SI(Sustainable and Inclusive Growth).
- The first concentration of KOICA TI program must be TI(Trade and Industrial policy).
- Part-time GMP students can declare RP(Real Estate and Public Policy) concentration.

► **Concentration Options**

- Students can declare up to two concentrations.
- (Mandatory) 1st Concentration: You must decide your own concentration within your major and take at least 3 courses within the specific concentration
- (Optional) 2nd Concentration: Minimum 3 courses from all concentrations except 1st concentration.
- A course qualifies for only one concentration. (No dual qualification)

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

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

► **Notes**

- Once the application deadline is over, you cannot change your concentration.
- The concentration will be approved once you have fulfilled the concentration requirements.
- Up to one Advanced Analytic “AA” course (Ph. D. courses, Advanced Research Methods) can qualify for any concentrations except for DS concentration.
- For the DS concentration, students are required to take three or more courses related to DS including a minimum of one basic course.

2024 Course Map by Concentration

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

Master of Public Policy (MPP)

☐ FM(Finance and Macroeconomic Policy)

Concentration Overview

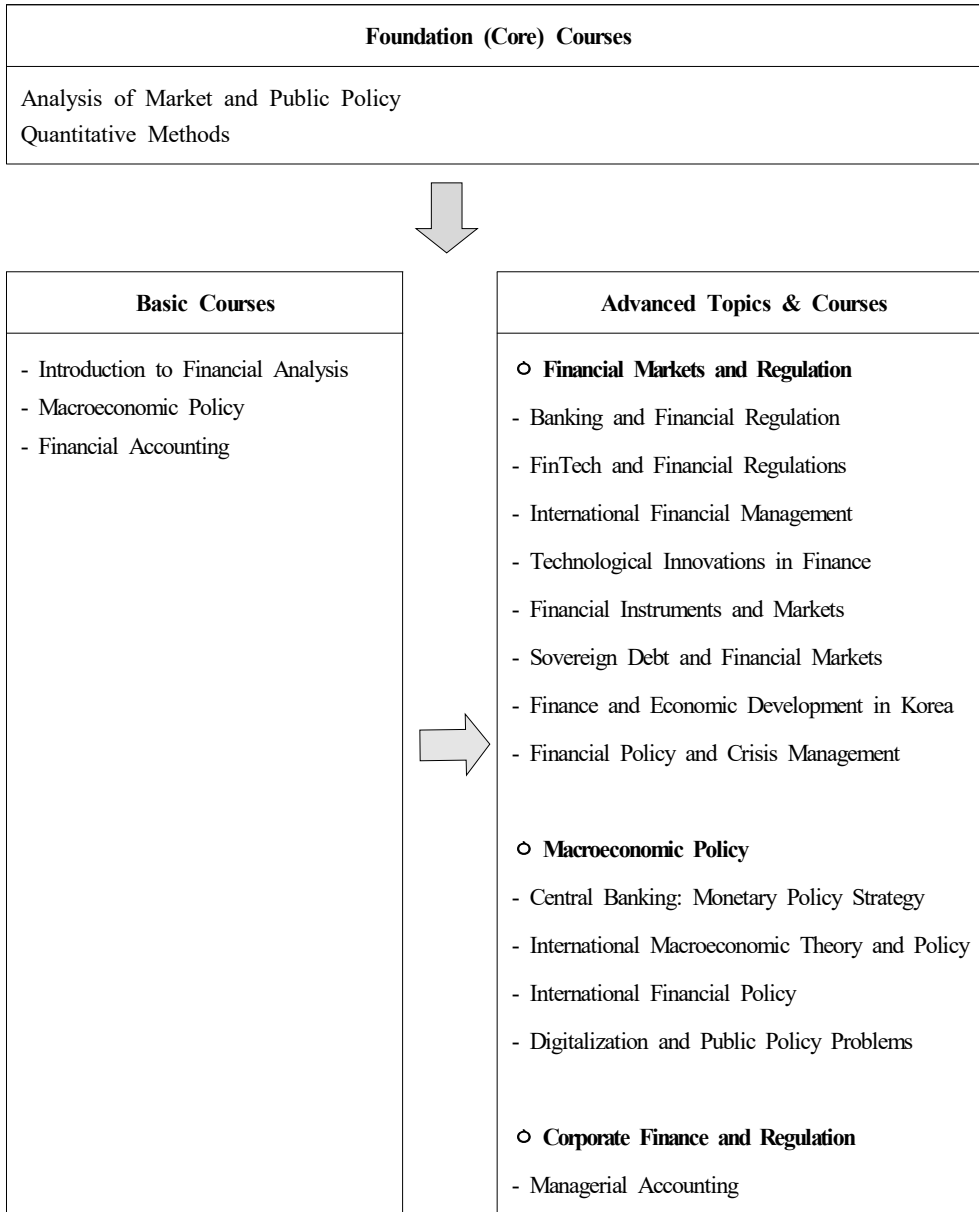
Learning Goals:

The concentration on Finance and Macroeconomic Policy aims to help students understand the theory, the practice, and the policy issues in the areas of finance and macroeconomic policy.

Target Students:

- Professionals in the ministries of finance and economy Central bankers
- Financial supervisory authorities and financial regulatory agencies
- Others who aspire to work in such institutions.
- Finance courses can also meet the needs of students from the private sector in banking and finance.

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 	<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 	<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Macroeconomic Policy - Financial Accounting 	-	<ul style="list-style-type: none"> - Macroeconomic Policy
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - FinTech and Financial Regulations - International Macroeconomic Theory and Policy - Sovereign Debt and Financial Markets - Digitalization and Public Policy Problems - Financial Instruments and Markets - Financial Policy and Crisis Management - International Financial Management - International Macroeconomic Theory and Policy 	<ul style="list-style-type: none"> - International Macroeconomic Theory and Policy - Finance and Economic Development in Korea - Financial Statement Analysis and Valuation - Technological Innovations in Finance - Central Banking: Monetary Policy Strategy - Managerial Accounting - Financial Statement Analysis and Valuation 	<ul style="list-style-type: none"> - Digitalization and Public Policy Problems - International Macroeconomic Theory and Policy - Banking and Financial Regulation

□ PF(Public Finance and Social Policy)

Concentration Overview

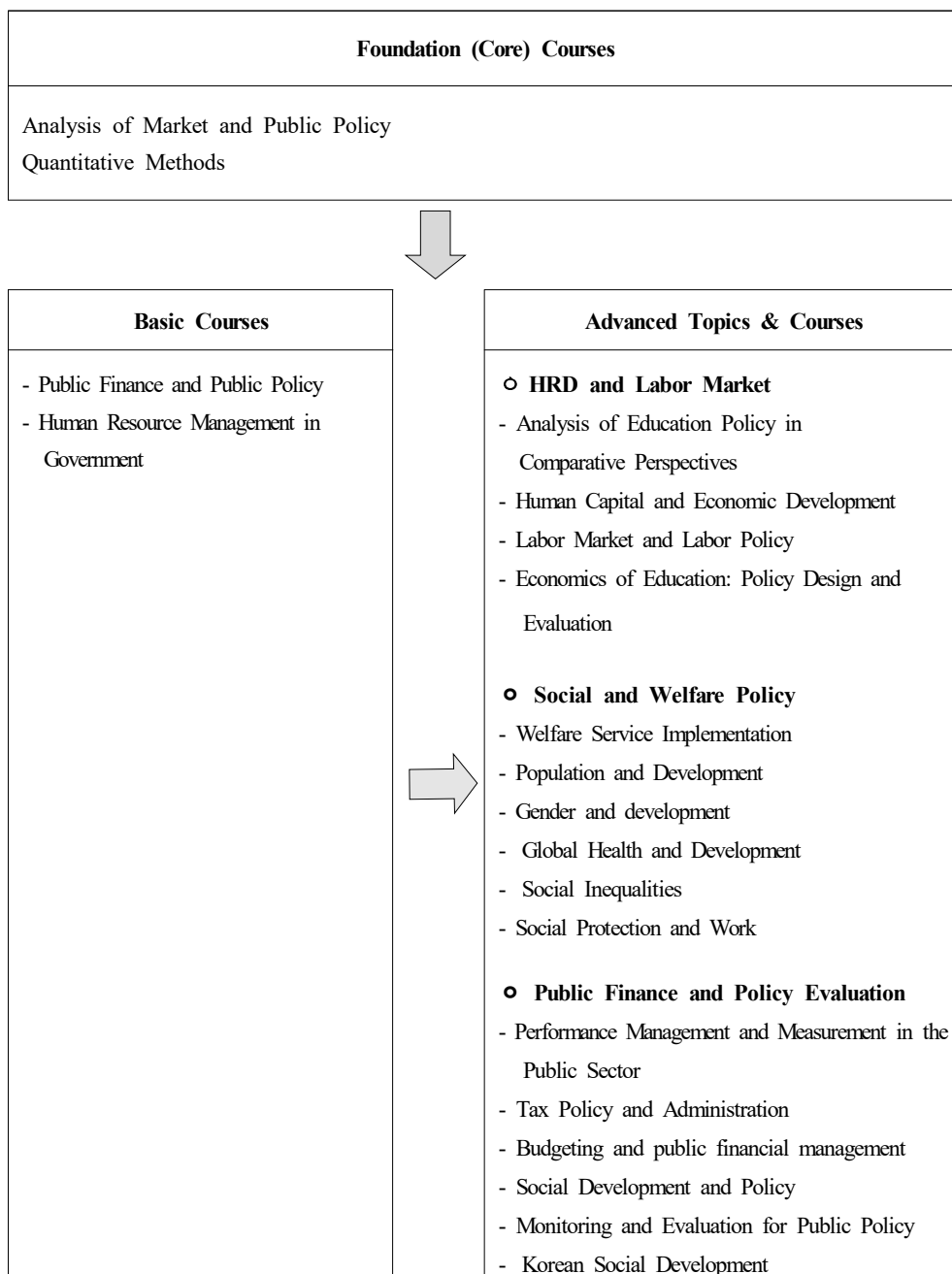
Learning Goals:

The market is an indispensable mechanism for efficient resource allocation and long-term growth. The workings of the market, however, are often accompanied by extreme poverty, externalities, information asymmetry, and coordination failures, thereby entrapping vulnerable individuals and communities at a lower end of possible equilibria. To promote efficiency, equity and solidarity is a significant goal of public policy in this light.

Key Issues:

On the basis of economics and other social science disciplines, this concentration explores ways to tackle these challenges through taxes, government expenditures, and prudent regulations.

Flow Chart



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 	<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 	<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Human Resource Management in Government 	<ul style="list-style-type: none"> - Human Resource Management in Government 	<ul style="list-style-type: none"> - Public Finance and Public Policy
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Human Capital and Economic Development - Economics of Education: Policy Design and Evaluation - Korea's Microdata Analytics for Public Policy - Labor Market and Labor Policy - Social Protection and Work 	<ul style="list-style-type: none"> - Analysis of Education Policy in Comparative Perspectives - Gender and Development - Social Development and Policy - Social Inequalities - Social Protection and Work - Welfare Service Implementation 	<ul style="list-style-type: none"> - Gender and Development - Korean Social Development - Monitoring and Evaluation for Public Policy - Advanced Development Economics - Global Health and Development

□ TI(Trade and Industrial Policy)

Concentration Overview

Learning Goals:

Theoretical knowledge and practical skills in the field of international trade and industry policy.

Legal and institutional arrangements.

Key Issues:

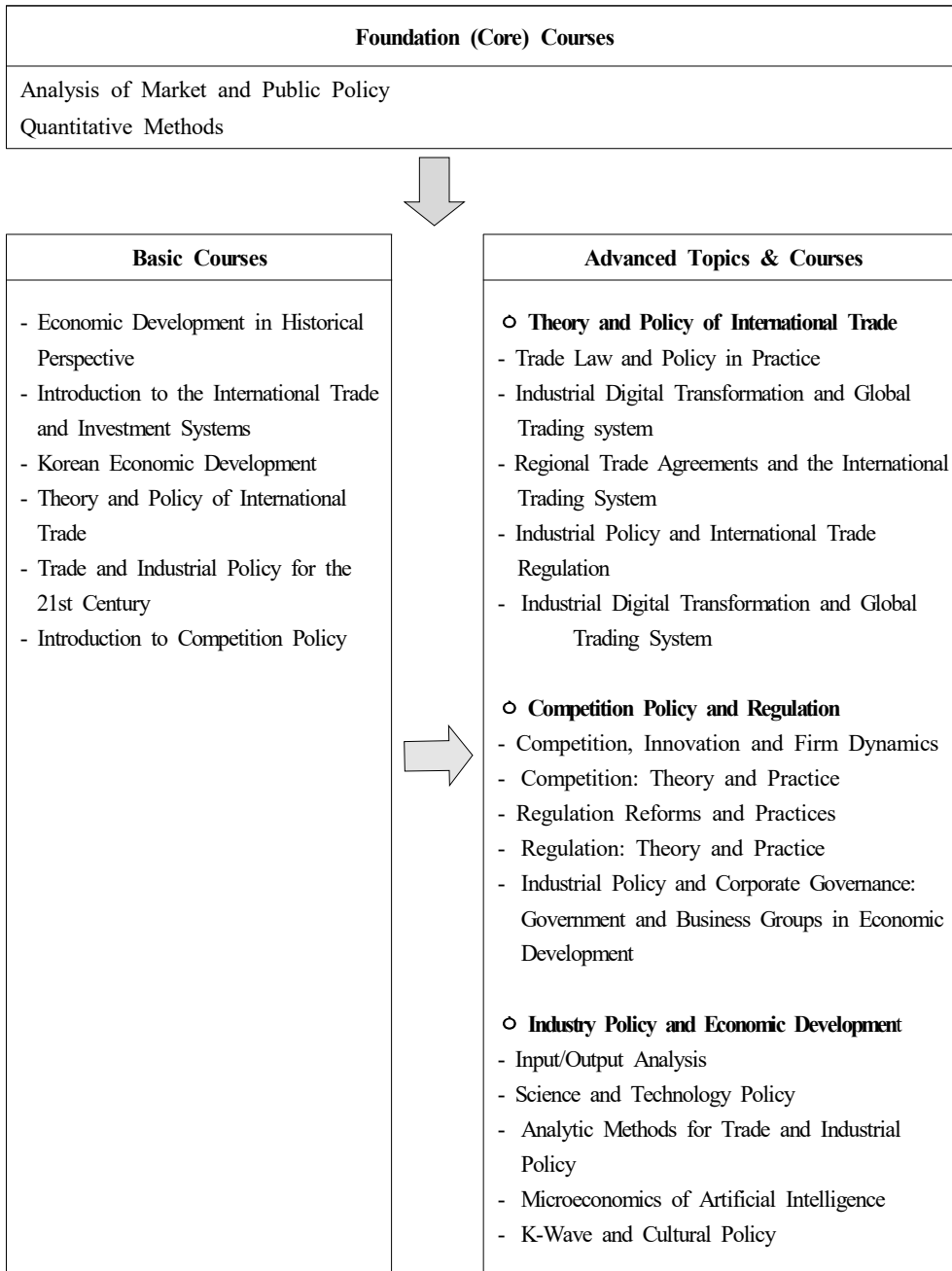
In this era of globalization, no country can enjoy economic prosperity without engaging in international trade. While domestic industries struggle to adjust themselves in the global market, industrial policy can facilitate the process.

Analysis in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.

Target Students:

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

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 		
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Introduction to the International Trade and Investment Systems - Korean Economic Development - Trade and Industrial Policy for the 21st Century - Introduction to Competition Policy 	<ul style="list-style-type: none"> - Korean Economic Development - Economic Development in Historical Perspective 	<ul style="list-style-type: none"> - Korean Economic Development - Introduction to Competition Policy
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Theory and Policy of International Trade - Regional Trade Agreements and the International Trading System - Trade Law and Policy in Practice 	<ul style="list-style-type: none"> - Competition, Innovation and Firm Dynamics - Microeconomics of Artificial Intelligence Industrial Policy and Corporate Governance - Regulation: Theory and Practice - Industrial Digital Transformation and Global Trading system 	<ul style="list-style-type: none"> - Game Theory and Strategy - Trade Law and Policy in Practice - Competition: Theory and Practice - Regulation Reforms and Practices - Industrial Policy and International Trade Regulation - Trade and Development - K-Wave and Cultural Policy - Trade and Development

□ RE(Regional Development and Environmental Policy)

Concentration Overview

Learning Goals:

Sustainable Development and Green Growth are keywords in the 21st century development discourse. Leaders in the public sector need to understand the dynamic relations among economic development, environmental protection and societal development.

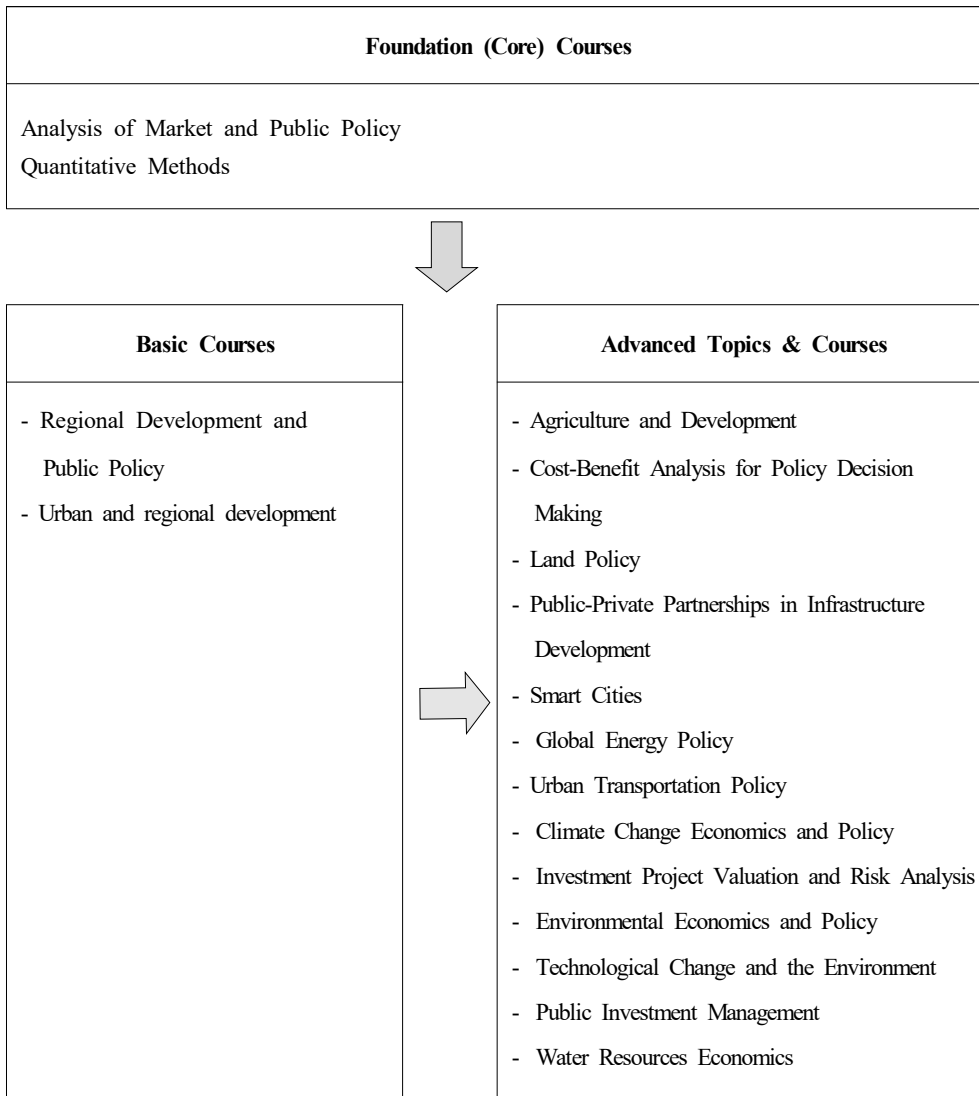
Key Issues:

With this concentration, students develop the knowledge and skills to 1) draft regional development projects and policies considering environmental consequences, 2) conduct environmental impact assessments, 3) facilitate stakeholder participation and orchestrate environmental dispute resolution, and 4) understand complex policymaking procedures in regional development and environmental management programs.

Target Students:

Graduates may find positions as local or regional development planners and decision makers, environmental analysts in state, national, and international agencies and NGOs, or infrastructure development in the private sector.

Flow Chart



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods 	<ul style="list-style-type: none"> - Quantitative Methods 	<ul style="list-style-type: none"> - Analysis of Market and Public Policy - Quantitative Methods
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Urban and regional development - Regional Development and Public Policy 	<ul style="list-style-type: none"> - Regional Development and Public Policy 	
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Technological Change and the Environment - Agriculture and Development 	<ul style="list-style-type: none"> - Cost-Benefit Analysis for Policy Decision Making - Public Investment Management - Global Energy Policy - Smart Water Grid - Investment Project Valuation and Risk Analysis 	<ul style="list-style-type: none"> - Climate Change Economics and Policy - Environmental Economics and Policy - Smart Cities - Cost-Benefit Analysis for Policy Decision Making - Public-Private Partnerships in Infrastructure Development - Water Resources Economics - Land Policy - Urban Transportation Policy

Master of Development Policy (MDP)

☐ SD(Sustainable Development)

Concentration Overview

Learning Goals:

Sustainable Development is a keyword in the 21st century development paradigm. Leaders who want to make a difference in the world of sustainability need to understand the dynamic relations among the three pillars: economic development, environmental protection and social development.

Key Issues:

Economic development: economic growth, productivity, technology, macroeconomics, project evaluation, poverty, labor

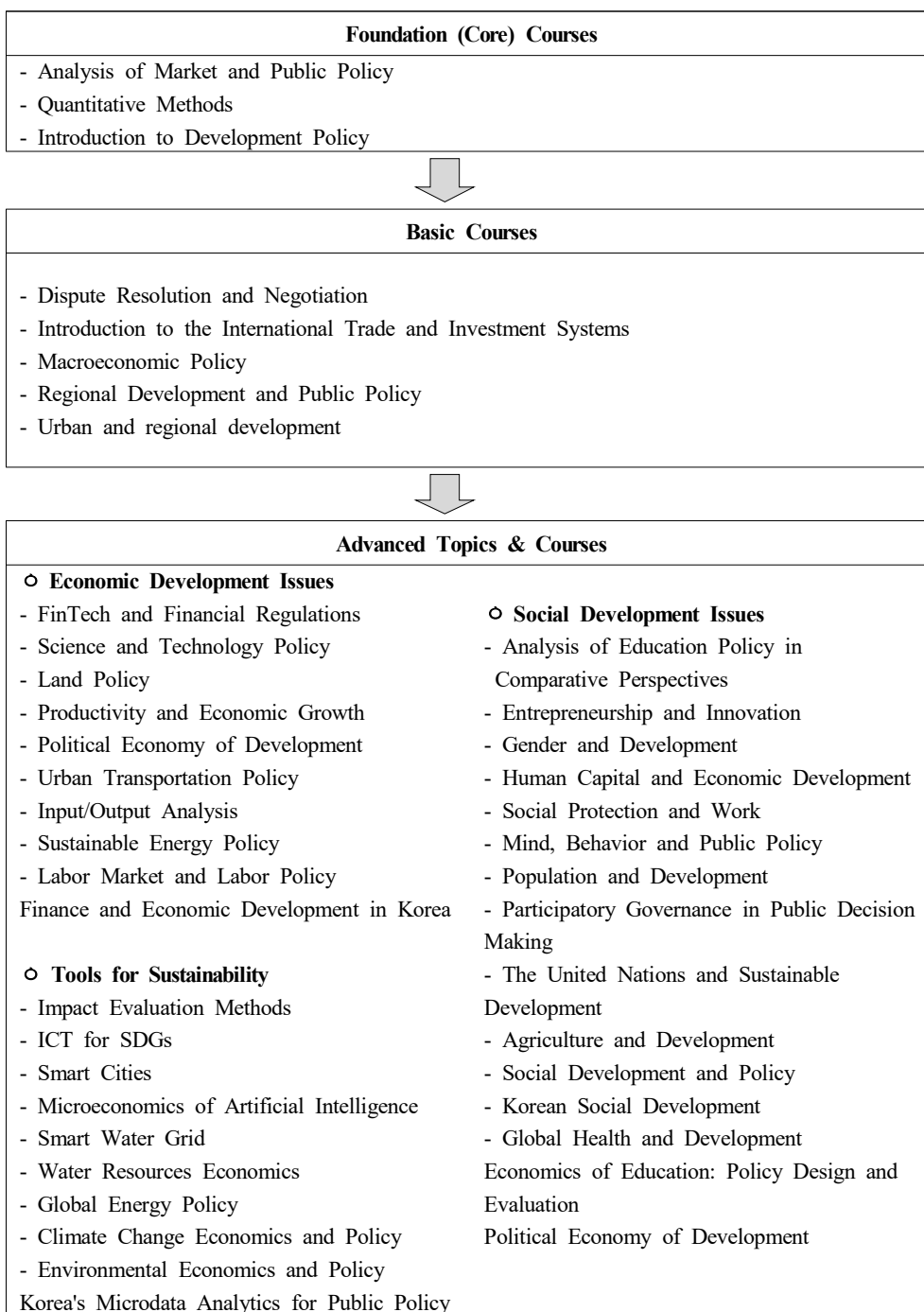
Environmental protection: environmental policy, energy, environmental dispute resolution, climate change

Social development: education, population, gender, social capital, healthcare, human settlement, human rights, social changes

Target Students:

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

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Quantitative Methods - Introduction to Development Policy 	<ul style="list-style-type: none"> - Quantitative Methods 	<ul style="list-style-type: none"> - Quantitative Methods - Introduction to Development Policy
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Introduction to the International Trade and Investment Systems - Macroeconomic Policy - Urban and regional development - Regional Development and Public Policy 	<ul style="list-style-type: none"> - Dispute Resolution and Negotiation 	
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Agriculture and Development - Economics of Education: Policy Design and Evaluation - FinTech and Financial Regulations - Human Capital and Economic Development - Korea's Microdata Analytics for Public Policy - Labor Market and Labor Policy - Political Economy of Development - Social Protection and Work - Technological Change and the Environment 	<ul style="list-style-type: none"> - Entrepreneurship and Innovation - Input-output Analysis - Analysis of Education Policy in Comparative Perspectives - Finance and Economic Development in Korea - Gender and Development - Global Energy Policy - Microeconomics of Artificial Intelligence - Political Economy of Development - Smart Water Grid - Social Inequalities - Social Protection and Work 	<ul style="list-style-type: none"> - Advanced Development Economics - Global Health and Development - Mind, Behavior and Public Policy - Productivity and Economic Growth - System Engineering, Analysis and Modeling - Climate Change Economics and Policy - Environmental Economics and Policy - Gender and Development - Korean Social Development: Understanding Korea's Transformation Beyond Economic Growth - Korea's Microdata Analytics for Public Policy - Land Policy - Smart Cities - The United Nations and Sustainable Development - The United Nations and Sustainable Development - Urban Transportation Policy - Water Resources Economics

□ ID(International Development)

Concentration Overview

Learning Goals:

How can we align international economic policies and international cooperation with development? This concentration offers theoretical knowledge and practical skills for global leaders in international stages.

Key Issues:

Global cooperation such as ODA, trade, FDI, international finance, international organizations,

Regional development issues in country or area-specific studies

Target Students:

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

Flow Chart



Spring	Summer	Fall
↓	↓	↓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Quantitative Methods - Introduction to Development Policy 	<ul style="list-style-type: none"> - Quantitative Methods 	<ul style="list-style-type: none"> - Quantitative Methods - Introduction to Development Policy
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Theory and Policy of International Trade - Korean Economic Development 	<ul style="list-style-type: none"> - Korean Economic Development - Economic Development in Historical Perspective 	<ul style="list-style-type: none"> - Trade and Development - Korean Economic Development
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - G20 and Global Governance - Trade and Industrial Policy for the 21st century - International Macroeconomic Theory and Policy - The United Nations and Global Affairs - Topics in North Korean Economy - Trade Law and Policy in Practice 	<ul style="list-style-type: none"> - Advanced Impact Evaluation Methods - Competition, Innovation and Firm Dynamics - Impact Evaluation Methods - Industrial Policy and International Trade Regulation - Democracy, Political Mobilization and Economic Development: Korea's Experience - Development in Africa and the Middle East - International Macroeconomic Theory and Policy - Investment Project Valuation and Risk Analysis 	<ul style="list-style-type: none"> - Trade Law and Policy in Practice - International Macroeconomic Theory and Policy

Master of Public Management (MPM)

□ PA(Public Administration and Leadership)

Concentration Overview

Learning Goals:

Essential public management theories and analytical tools

Key Issues:

Develop a keen insight through case studies and build up practical skills to solve real-world problems, including conflicts resolution and public sector management.

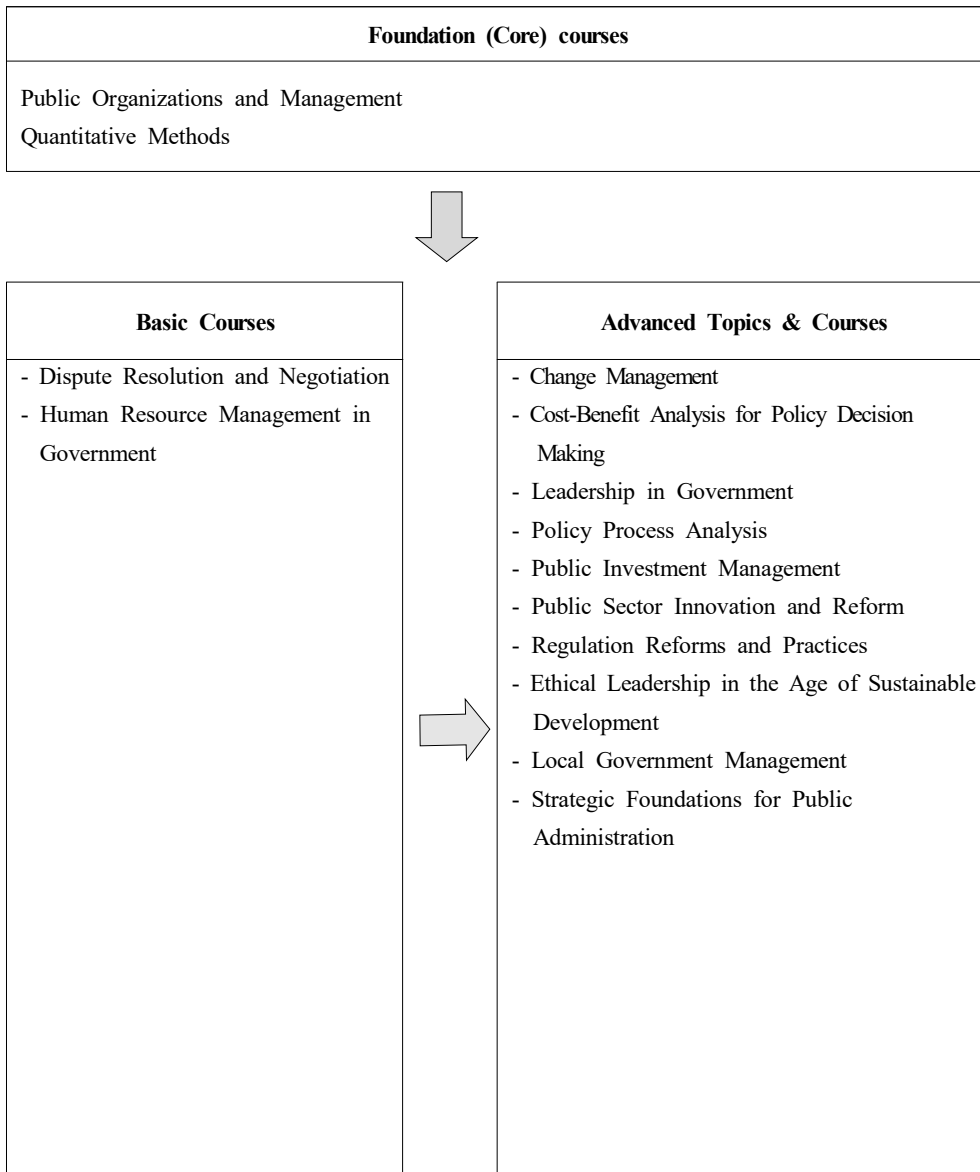
Target Students:

Managing public sector organizations, which are characterized by binding mission and mandates, limited internal capacity, and resources constraints, and external political environment.

Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods 	Quantitative Methods	<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Human Resource Management in Government 	<ul style="list-style-type: none"> - Dispute Resolution and Negotiation - Human Resource Management in Government 	
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Change Management - Policy Process Analysis 	<ul style="list-style-type: none"> - Cost-Benefit Analysis for Policy Decision Making - Leadership in Government - Policy Process Analysis - Public Investment Management - Public Sector Innovation and Reform - Strategic Foundations for Public Administration 	<ul style="list-style-type: none"> - Cost-Benefit Analysis for Policy Decision Making - Ethical Leadership in the Age of Sustainable Development - Local Government Management - Policy Process Analysis - Regulation Reforms and Practices

□ SM(Strategic Management)

Concentration Overview

Learning Goals:

- Strategic thinking and problem solving skills
- Global perspectives and leadership skills
- Practical knowledge and skills in the field of strategic management

Key Issues:

- The role of strategy in public and private sector organizations
- Government policies to promote growth and competitiveness Case studies of firm-level strategies for growth and innovation
- International comparison of entrepreneurship policies and strategies

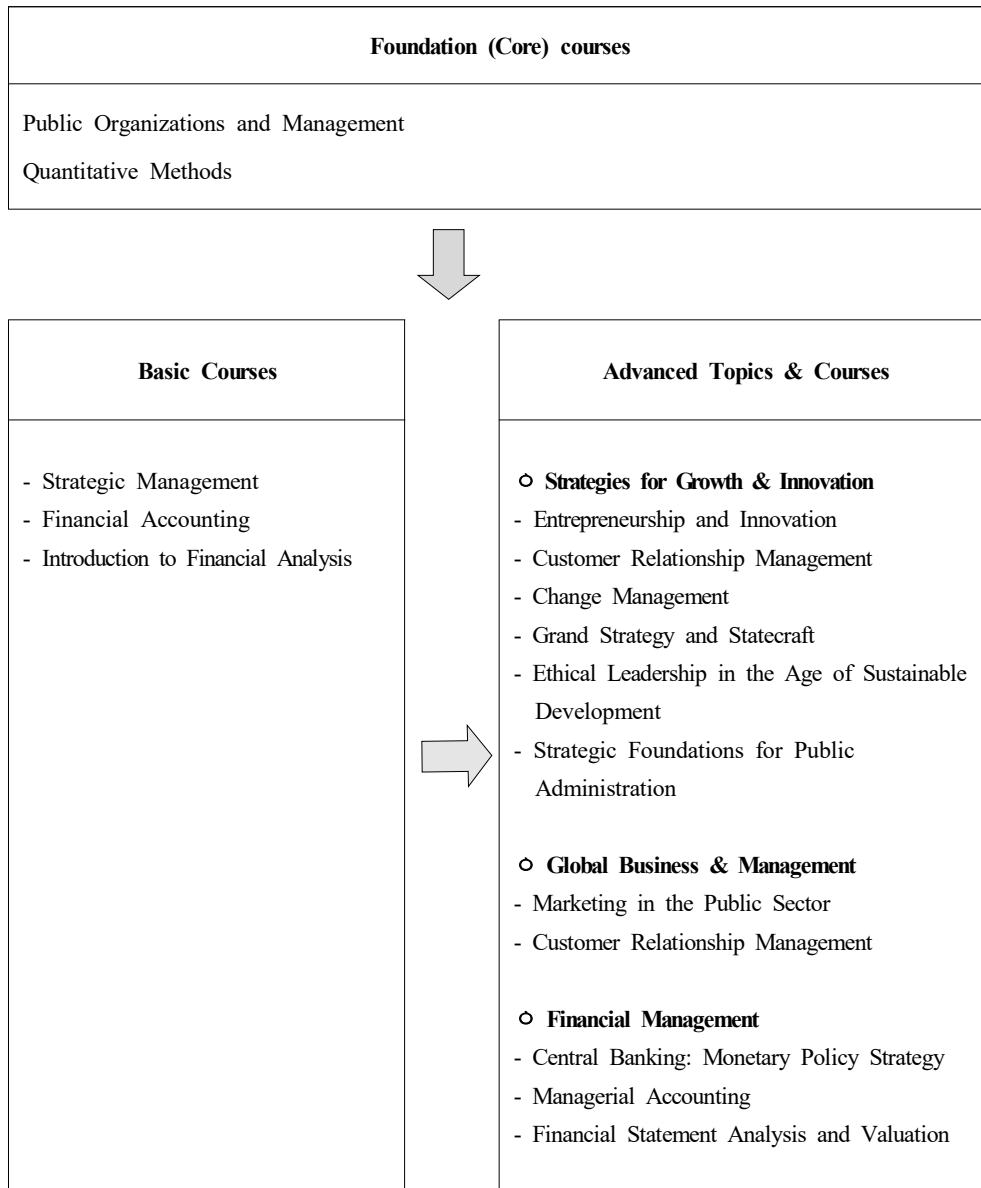
Target Students:

- Government policy makers,
- Public and private sector managers, and
- Future entrepreneurs

Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods 	<ul style="list-style-type: none"> - Quantitative Methods 	<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Strategic Management - Financial Accounting 		
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Change Management 	<ul style="list-style-type: none"> - Customer Relationship Management - Marketing in the Public Sector - Entrepreneurship and Innovation - Financial Statement Analysis and Valuation - Managerial Accounting - Strategic Foundations for Public Administration 	<ul style="list-style-type: none"> - Grand Strategy and Statecraft - Marketing in the Public Sector - Ethical Leadership in the Age of Sustainable Development

□ GP(Global Governance and Political Economy)

Concentration Overview

Learning Goals:

Analytical skills, intellectual depth and high public spiritedness, necessary to play a leading role in the increasingly global, interdependent field of policy making.

Key Issues:

As the challenges of development and public policy are inexorably connected with the forces of globalization, to study them requires an interdisciplinary approach.

This concentration focuses on the reciprocity between politics and economics, investigating how political factors influence economic processes and vice versa.

Target Students:

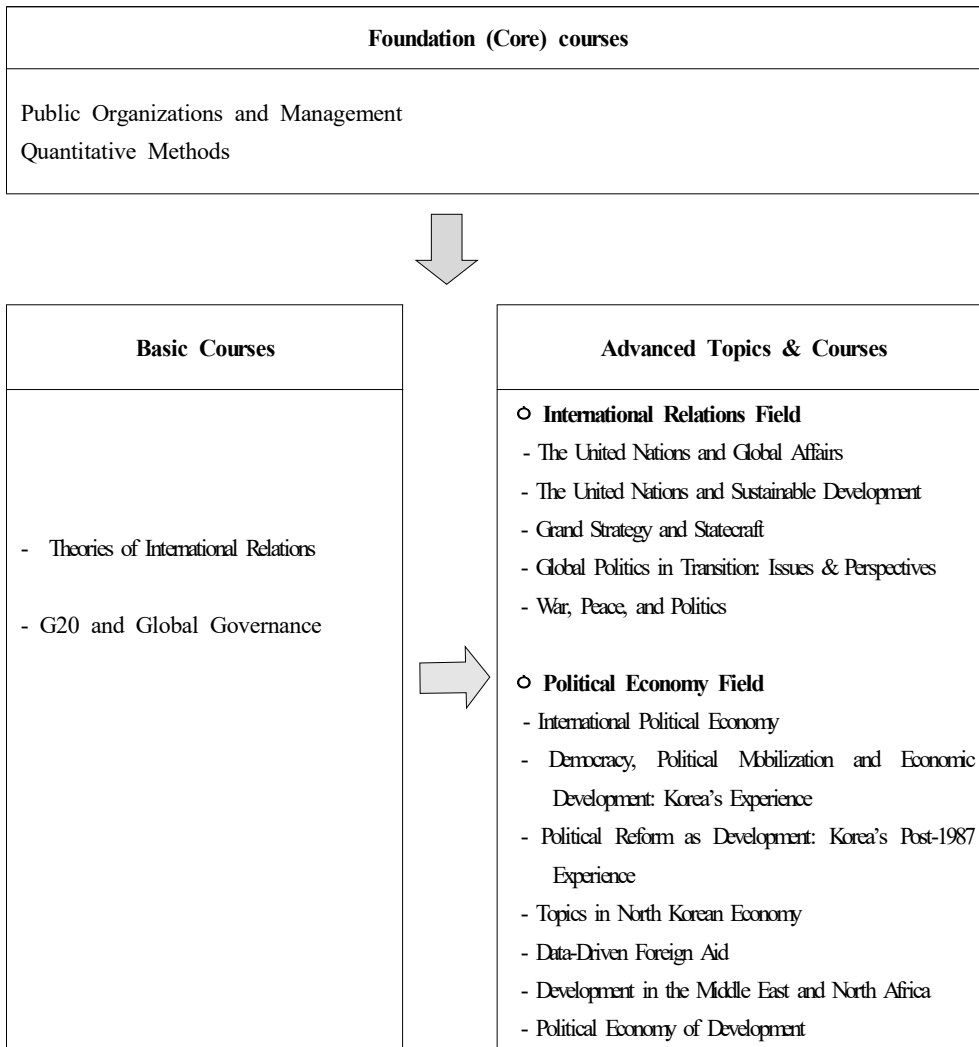
Mid-career professionals

Future public servants

Courses:

- Foundation (Core) Courses: Public Organizations and Management & Quantitative Methods
- Electives: classified as basic and advanced courses

Flow Chart



Spring	Summer	Fall
⇓	⇓	⇓
Foundation (Core)	Foundation (Core)	Foundation (Core)
<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods 	<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods 	<ul style="list-style-type: none"> - Public Organizations and Management - Quantitative Methods
⇓	⇓	⇓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Theories of International Relations - G20 and Global Governance 		<ul style="list-style-type: none"> - Theories of International Relations
⇓	⇓	⇓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Political Economy of Development - The United Nations and Global Affairs - Topics in North Korean Economy 	<ul style="list-style-type: none"> - Data-Driven Foreign Aid - Democracy, Political Mobilization and Economic Development: Korea's Experience - Development in Africa and the Middle East - Global Politics in Transition: Issues & Perspectives - Political Economy of Development - Politics of Global Economy 	<ul style="list-style-type: none"> - Grand Strategy and Statecraft - Political Reform as Development: Korea's Post-1987 Experience - The United Nations and Sustainable Development - The United Nations and Sustainable Development - War, Peace, and Politics

Common Concentration

Common concentration is available to declare only as the 2nd concentration and the 1st concentration should be from your program specific ones to graduate.

☐ **DS(Data Science for Public Policy and Management)**

Concentration Overview

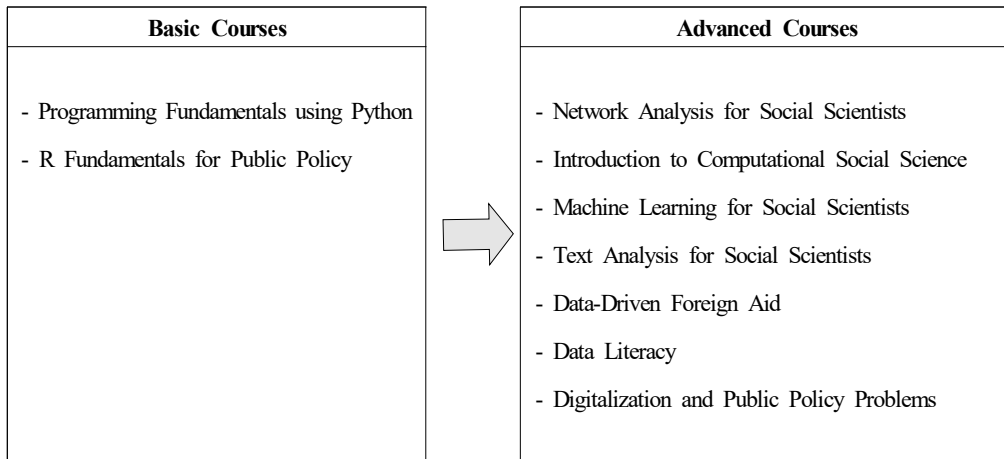
Learning Goals:

The study area aims to cultivate innovative thinkers capable of solving public policy management problems

through the acquisition of computational thinking and data science skills. After acquiring basic skills in data science through compulsory education subjects, students can carry out studies such as data visualization, machine learning, big data, text statistical analysis, and geographic information analysis based on their individual interests.

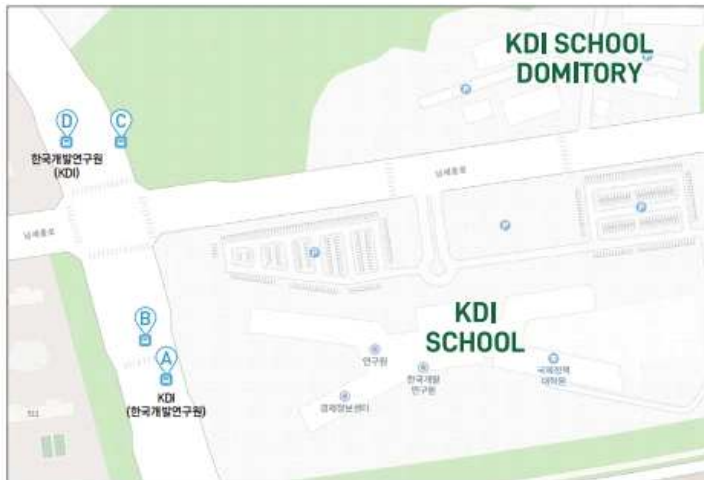
Flow Chart

* To declare 'DS' as your concentration, you should take at least 9 credits including minimum 1 basic course.



Spring	Summer	Fall
↓	↓	↓
Basic	Basic	Basic
<ul style="list-style-type: none"> - Programming Fundamentals using Python - R Fundamentals for Public Policy 		<ul style="list-style-type: none"> - R Fundamentals for Public Policy
↓	↓	↓
Advanced	Advanced	Advanced
<ul style="list-style-type: none"> - Network Analysis for Social Scientists - Digitalization and Public Policy Problems\ 	<ul style="list-style-type: none"> - Introduction to Computational Social Science - Machine Learning for Social Scientists - Programming Fundamentals using Python - Text Analysis for Social Scientists - Data-Driven Foreign Aid 	<ul style="list-style-type: none"> - Data Literacy

BUS ROUTE MAPS NEAR KDI SCHOOL



A: [B1] BUS STOP (Direction to sejong Express Intercity Bus Terminal)

B: [B1] BUS STOP (Direction to Daejeon Station)

C: [991] BUS STOP & [221] BUS STOP (Direction to Saesaem Maeul & Last station)

D: [991] BUS STOP & [221] BUS STOP (Direction to sejong City Hall)

Bus Number	First Bus	Last Bus	Interval
B1	5:30	23:40	10 minute
221	6:05	23:00	20 minute
991	5:30	23:00	20 minute

*First/Last Bus time: Operation time at the point of departure not arrival time at the stop near by KDI

KTX information of each train station

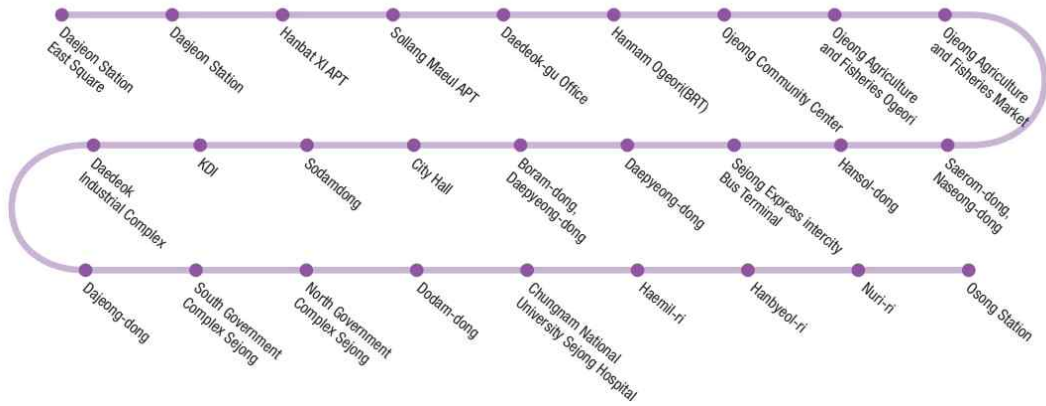
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:12	7:09	57min
Latest Train	23:31	00:21	50min

Price : 18,500Won

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

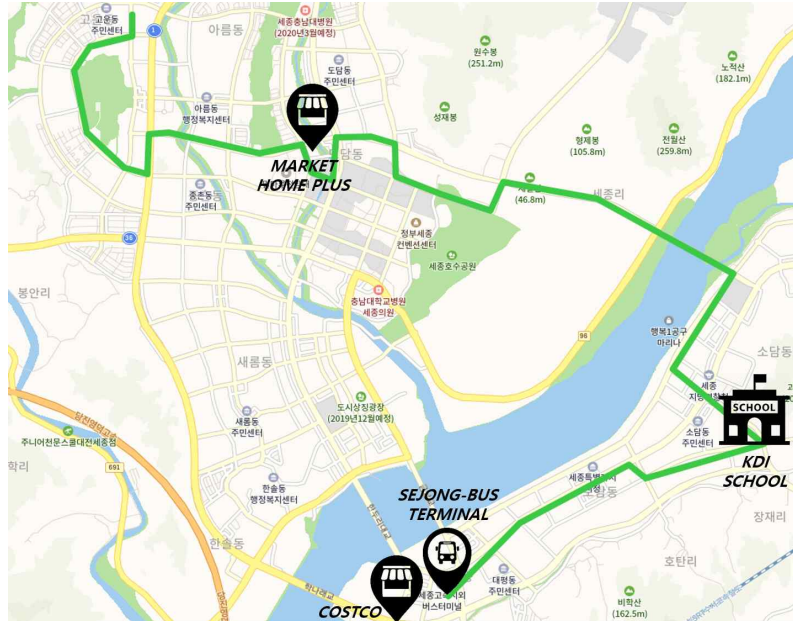
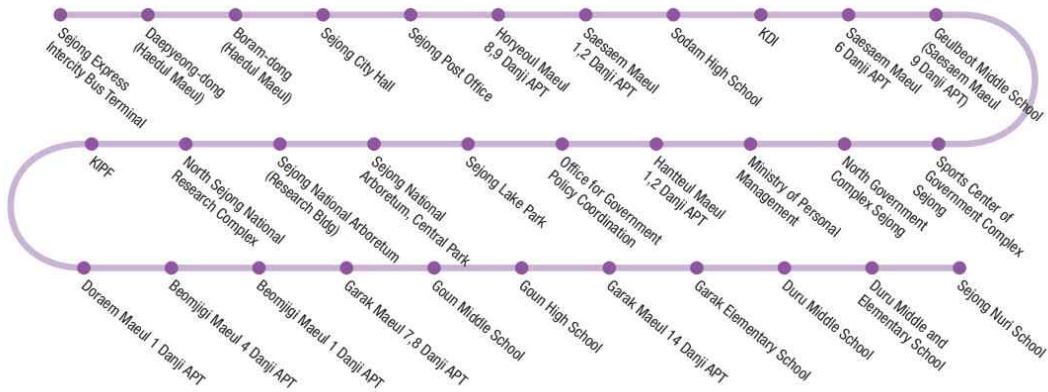
Price : 10,800Won ~ 23,700Won(including Mugunghwa Train)

[B1] BUS Route



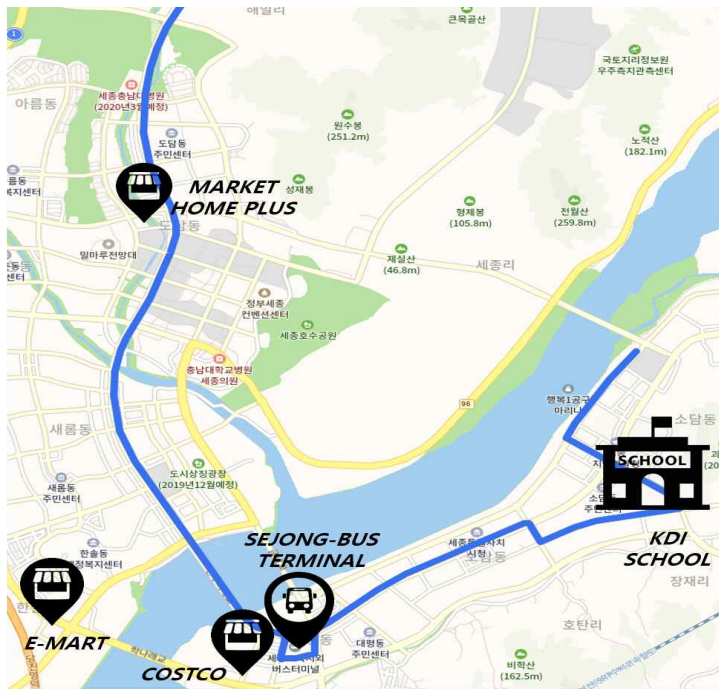
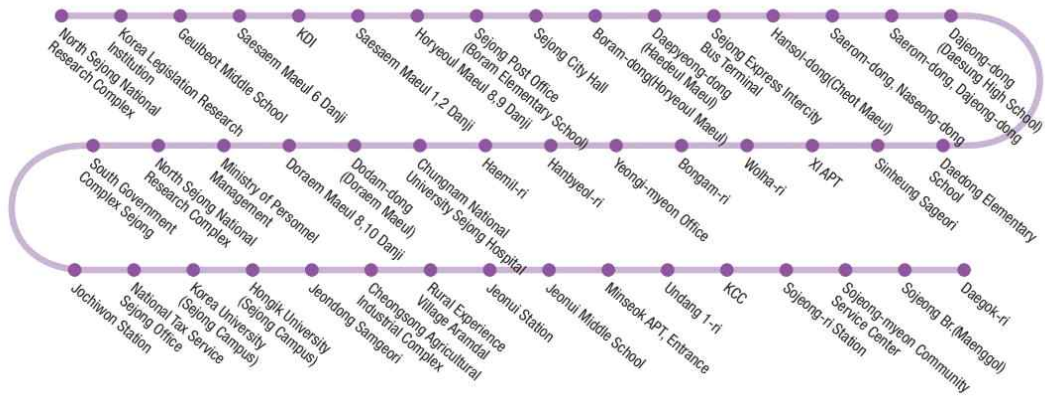
Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 45min to go
Costco	Sejong Express Intercity Bus Terminal	About 35min to go

[221] BUS Route



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

[991] BUS Route



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

Saturday Shuttle Bus Service

The Academic Affairs Division would like to inform you of the complementary Saturday shuttle bus that will travel between Seoul and KDI School for those who have classes on Saturday during the semester. Note that we only have a Saturday shuttle bus, and there is no shuttle bus service during the weekdays. We post the shuttle bus information on E-KDIS when the service is initiated before every semester begins.

□ Operation Route

- Morning : Donghwa Dutyfree shop → Seocho-gumin Center (Yangjae) → Sejong Campus Main Gate
- Evening : Sejong Campus Main Gate → Seocho-gumin Center (Yangjae) → Donghwa Dutyfree shop

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