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# ◇ 2011 Academic Calendar ◇

KDI School of Public Policy and Management

Term		Schedule		Remarks
Winter Session (Jan. 5 – Jan. 29)		Jan. 5(Wed)-Jan. 29(Sat)	Winter Session	Feb. 2~Feb.4 Lunar New Year*
		Jan. 17(Mon)- Jan. 28(Fri)	Spring Semester Tuition Payment Due (Continuing Students)	
		Feb. 8(Tue)-Feb. 10(Thu)	New Student Orientation/Course Presentation Session (Full time MPP, MPP/ED, MPP/PM)	
		Feb. 12(Sat)	New Student Orientation (Part time MPP, MPP/ED)	
		Jan. 25(Tue)-Feb. 5(Sat)	Application for Leave of Absence/Extension of Leave of Absence /Reinstatement	
		Feb.9(Wed)-Feb. 11(Fri)	Spring Semester Course Registration	
Spring Semester (12 Weeks) (Feb. 14 - May 7)		Feb. 14(Mon)	Start of Spring Semester	Mar. 1 Independence Movement Day*  May. 5 Children's Day*
		Feb. 14(Mon)-Feb. 19(Sat)	Course Add & Drop Period	
		Mar.7(Mon)-Mar.12(Sat)	POS Committee Composition for 2010 students	
		Mar.7(Mon)-Mar.11(Fri)	Submission Period for Final Research Project (Thesis, Capstone, SRP, ELP)	
		Apr. 11(Mon)-Apr. 23(Sat)	Application for Leave of Absence/Extension of Leave of Absence /Reinstatement	
		Apr. 14(Thu)-Apr. 23(Sat)	Course Evaluation	
		Apr. 15(Fri)	Summer Semester Course Presentation Session	
		Apr. 18(Mon)-Apr. 23(Sat)	Summer Semester Course Registration	
		Apr. 25(Mon)-Apr. 30(Sat)	Research Plan Submission Period	
Spring Break (1 weeks) (May. 9 - May 15)		May. 2(Mon)-May.7(Sat)	Reading Period Final Examinations	
		May 9(Mon)-May 15(Sun)	Spring Break/Summer Semester Tuition Payment Due	May 10 Buddha's Birthday*
Summer Semester (12 Weeks) (May16-Aug.6)	1 <sup>st</sup> Session	May 16(Mon)	Start of 1 <sup>st</sup> Summer Session	June 6 Memorial Day*
		May16(Mon)-May 18(Wed)	Course Add & Drop Period	
		May16(Mon)-May 20(Fri.)	Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)	
		Jun. 13(Mon)-Jun. 17(Fri)	POS Committee Composition for 2011 full-time students	
		Jun. 13(Mon)-Jun. 19(Sun)	Application for Graduation (For students completed all graduation requirements)	
		Jun. 6(Mon)-Jun. 10(Fri)	Course Evaluations	
		Jun. 6(Mon)-Jun. 17(Fri)	Submission Period for Final Research Project (Thesis, Capstone, SRP, ELP)	
	2 <sup>nd</sup> Session	Jun.20(Mon)-Jun.21(Tue)	Application for Graduation (For students completed all graduation requirements)	
		Jun.22(Wed)-Jun.25(Sat)	Reading Period Final Examinations	
		Jun. 27 (Mon)	Start of 2 <sup>nd</sup> Summer Session	
		Jun. 27(Mon)-Jun.29(Wed)	Course Add & Drop Period	
		Jul. 18(Mon)-Jul. 30(Sat)	Application for Leave of Absence/Extension of Leave of Absence /Reinstatement	
		Jul. 21(Thu)- Jul. 30(Sat)	Course Evaluations	
		Jul. 25(Mon)- Jul. 30(Sat)	Fall Semester Course Registration/Research Plan Submission Period	
Summer Break (4 Weeks) (Aug. 7 - Sep. 4)		Aug. 1(Mon)-Aug. 2(Tue) Aug. 3(Wed) -Aug. 6(Sat)	Reading Period Final Examinations	Aug.15 Independence Day*
Fall Semester (13 Weeks) (Sep. 5 - Dec. 3)		Aug.7(Sun)-Sep. 4(Sun) Aug.22(Mon)-Sep. 1(Thu)	Summer Break Fall Semester Tuition Payment Due	
		Sep. 5(Mon)	Start of Fall Semester	Sep. 11~13 Korean Thanksgiving Day*  Oct.3 The National Foundation Day of Korea*
		Sep. 5(Mon)-Sep. 17(Sat)	Course Add & Drop Period/Summer Semester Tuition Payment Due(Final Payment/ Scholarship & Status Change)	
		Oct.3(Mon)- Oct. 7(Fri)	Submission Period for Final Research Project (Thesis, Capstone, SRP, ELP)	
		Oct.3(Mon)- Oct. 14(Fri)	Application for Graduation (For students completed all graduation requirements)	
		Oct. 28(Fri)	Application Deadline for 2012	
		Nov. 14(Mon)-Nov. 19(Sat)	Course Evaluations	
		Nov. 21(Mon)-Nov. 26(Sat)	Reading Period	
	Nov. 28(Mon)-Dec. 3(Sat)	Final Examinations		
Winter Break		Dec. 9(Fri)	2011 Commencement	Dec. 5 KDI School Foundation Day

\*National Holidays

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Spring	Analysis of Market and Public Policy(Sec.1)	3	Yoo, Yoon-Ha	Core		D	
	Analysis of Market and Public Policy(Sec.2)	3	Yoo, Yoon-Ha	Core		D	
	Analysis of Market and Public Policy(Sec.3)	3	Nam, Il-Chong	Core		D	
	Analysis of Market and Public Policy(Sec.4)	3	Nam, Il-Chong	Core		D	
	Analysis of Market and Public Policy(Sec.5)	3	Rhee, Ki-Eun	Core		D	
	Analysis of Market and Public Policy(Sec.6)	3	Rhee, Ki-Eun	Core		D	
	Analysis of Market and Public Policy(Sec.7)	3	MOON, Seongwuk	Core		E	
	Analysis of Market and Public Policy(Sec.8)	3	PARK, Jin	Core		W	
	Quantitative Methods(Sec.1)	3	Cho, Dongchul	Core		D	
	Quantitative Methods(Sec.2)	3	CHO, Yooncheong	Core		D	
	Quantitative Methods(Sec.3)	3	Han, Joong Ho	Core		D	
	Quantitative Methods(Sec.4)	3	Kim, Woonchan	Core		D	
	Quantitative Methods(Sec.5)	3	Lee, Jinsoo	Core		D	
	Quantitative Methods(Sec.6)	3	Kim, Taejong	Core		W	
	Quantitative Methods(Sec.7)	3	Lee, Jinsoo	Core		W	
	Corporate Financial Policy	3	LEE, Young-Ki	FM		D	
	Financial Management for Public Managers	3	Han, Joong Ho	FM	PM	D	
	Cultural Policy	3	CHUNG, Hongik	HR		D	
	Macroeconomic Policy	3	KANG, Moonsoo	IM		D	
	International Relations and Economic Globalization in 21st Century	3	Ahn, Byung-Joon	IR		D	
	Institutions and Economic Growth	3	Kim, Duol	IR	EP	D	
	Political Economy of Restructuring: Case of Korea(Sec.1)	3	CHO, Won-Dong	IR	EP	D	
	Urban Economics	3	Cho, Man	RP		D	
	Understanding the World Trading System(Sec.1)	3	Lee, Sung-joo	TI	EP	D	
	Corporate Governance Policy	3	Kim, Woonchan	FM		E	
	Political Economy of Restructuring: Case of Korea(Sec.2)	3	CHO, Won-Dong	IR	EP	E	
	Infrastructure Investment and Economic Development I	3	KIM, Jay-Hyung	PF		E	
	Introduction to Real Estate Finance	3	Cho, Man	RP		E	
	Green Growth and Urban Governance	3	Oh, Byungho	RP		E	
	Introduction to Financial Analysis	3	LEE, Kun-Ho	FM		W	
	Financial Instruments and Markets	3	Sohn, Wook	FM		W	
	Understanding the World Trading System(Sec.2)	3	Lee, Sung-joo	TI	EP	W	
Summer	Bond and FX Markets and Policy	3	Sohn, Wook	FM		D	1st
	Cultural and Arts Administration	3	CHUNG, Hongik	HR		D	1st
	Macroeconomic Policy	3	Cho, Dongchul	IM		D	1st
	Understanding the World Economy	3	You, Jong-Il	IR	EP	D	1st
	Economic Analysis of Investment Operations	3	Lee, Kye-Woo	PF	EP	D	1st
	Public Finance and Public Policy	3	Kim, Taejong	PF		D	1st
	Law and Economics	3	Yoo, Yoon-Ha	TI	PF	D	1st
	Theory and Policy of International Trade	3	Yoo, Jungho	TI		D	1st
	Credit Markets and Risk Management	3	LEE, Kun-Ho	FM		D	2nd
	Political Economy of East Asia	3	Park, Hun Joo	IR		D	2nd
	Civil Society and Social Capital	3	Abraham Shragge	IR		D	2nd

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Summer	Public Finance and Social Policy	3	KOH, Young-Sun	PF		D	2nd
	Assessing Regulation and Competition Policies: A Framework for Promoting Growth and Innovation	3	LIM, Youngjae	TI		D	2nd
	Current Issues in the Korean Economy (I)	3	Hahn, Chin Hee	IM		D	
	Capital Markets & Investment	3	LEE, Young-Ki	FM		E	1st
	Real Estate and Financial Crisis	3	Cho, Man	RP		E	1st
	Real Estate Development and Operation	3	Oh, Byunggho	RP		E	1st
	Competition and Industrial Policy	3	Nam, Il-Chong	TI		E	2nd
	Financial Institution Management	3	LEE, Kun-Ho	FM		W	
	Central Banking: Monetary Policy Strategy	3	Sohn, Wook	FM	IM	W	
	Macroeconomic Policy	3	KANG, Moonsoo	IM		W	
	Urban Economics	3	KIM, Jeong-Ho	RP		W	
	Market Economy and Governmnet	3	Yoo, Junggho	TI		W	
Fall	Analysis of Market and Public Policy	3	PARK, Jin	Core		D	
	Quantitative Methods	3	CHO, Yooncheong	Core		D	
	International Financial Management	3	Lee, Jinsoo	FM		D	
	Financial Regulation and Supervision	3	LEE, Kun-Ho	FM		D	
	Analysis and Design in Cultural Policy	3	CHUNG, Hongik	HR		D	
	Global Health and Development	3	Shin, Jaemun	HR		D	
	Development and Social Change in Korea	3	Kim, Kyong-Dong	HR		D	
	Education and Human Resource Development	3	Kim, Hee Sam	HR		D	
	International Financial Policy	3	Cho, Dongchul	IM		D	
	International Financial System in Practice	3	CHO, Won-Dong	IM	EP	D	
	Taxation and Public Policy	3	Kim, Taejong	PF		D	
	Infrastructure Investment and Economic Development II	3	Kim, Jay-Hyung	PF		D	
	Real Estate and Government Policy(Sec.1)	3	Cho, Man	RP		D	
	Evolution of Trade Policy: WTO-past, present and future(Sec.1)	3	Lee, Sung-Joo	TI	EP	D	
	Market Economy and Governmnet	3	Yoo, Junggho	TI		D	
	Current Issues in the Korean Economy (II)	3	Lim, Youngjae	TI		D	
	Economic Development and Policymaking in Historical Perspective	3	Kim, Duol	IR	EP	D	
	Introduction to Financial Analysis	3	Han, Joong Ho	FM		E	
	Introduction to Financial Derivatives	3	Han, Joong Ho	FM		E	
	Investment Management	3	Kim, Woochan	FM		E	
	Capital Markets & Investment	3	Lee, Jinsoo	FM		E	
	Pension and Personal Finance	3	LEE, Young-Ki	FM		E	
	International Financial System in Practice	3	CHO, Won-Dong	IM	EP	E	
	Understanding the World Economy	3	You, Jong-Il	IR	EP	E	
	Economic Analysis of Investment Operations	3	Lee, Kye-Woo	PF	EP	E	
	Real Estate Marketing and Site Survey	3	Oh, Byunggho	RP		E	
	Local Administration and Finance	3	KIM, Jeong-Ho	PF		W	
	Real Estate and Government Policy(Sec. 2)	3	Kim, Kyung-Hwan	RP		W	
	Evolution of Trade Policy: WTO-past, present and future(Sec.2)	3	Lee, Sung-Joo	TI	EP	W	

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Spring	Analysis of Market and Public Policy(Sec.1)	3	Yoo, Yoon-Ha	Core		D	
	Analysis of Market and Public Policy(Sec.2)	3	Yoo, Yoon-Ha	Core		D	
	Analysis of Market and Public Policy(Sec.3)	3	Nam, Il-Chong	Core		D	
	Analysis of Market and Public Policy(Sec.4)	3	Nam, Il-Chong	Core		D	
	Analysis of Market and Public Policy(Sec.5)	3	Rhee, Ki-Eun	Core		D	
	Analysis of Market and Public Policy(Sec.6)	3	Rhee, Ki-Eun	Core		D	
	Analysis of Market and Public Policy(Sec.7)	3	MOON, Seongwuk	Core		E	
	Analysis of Market and Public Policy(Sec.8)	3	PARK, Jin	Core		W	
	Korean Economic Development(Sec.1)	3	KIM, Joon-Kyung	Core	EP	D	
	Korean Economic Development(Sec.2)	3	KIM, Joon-Kyung	Core	EP	E	
	Korean Economic Development(Sec.3)	3	Yoo, Jungho	Core	EP	D	
	Introduction to Research Methods(Sec.1)	3	JUNG, Kwon	Core	MD	D	
	Introduction to Research Methods(Sec.2)	3	JUNG, Kwon	Core	MD	D	
	Political Economy of Restructuring: Case of Korea(Sec.1)	3	CHO, Won-Dong	EP	IR	D	
	NGO best practices in development assistance with special reference to North Korea(Sec.1)	3	Hsu, Victor WAN CHI	EP	MD	D	
	Institutions and Economic Growth	3	Kim, Duol	EP	IR	D	
	Understanding the World Trading System(Sec.1)	3	Lee, Sung-joo	EP	TI	D	
	Quantitative Analysis of Development Policy	3	KIM, Jungho	EP		E	
	Political Economy of Restructuring: Case of Korea(Sec.2)	3	CHO, Won-Dong	EP	IR	E	
	NGO best practices in development assistance with special reference to North Korea(Sec.2)	3	Hsu, Victor WAN CHI	EP	MD	E	
	M&A and Privatization	3	CHO, Seong Ho	MD	PM	E	
	Aid and Development	3	Lee, Kye-Woo	EP	MD	W	
	Understanding the World Trading System(Sec.2)	3	Lee, Sung-joo	EP	TI	W	
	Customer Relationship Management	3	CHO, Yooncheong	MD	PM	W	
Summer	Korean Economic Development	3	KIM, Joon-Kyung	Core	EP	D	1st
	Introduction to Research Methods	3	CHO, Yooncheong	Core	MD	W	
	Development Economics	3	PARK, Jin	EP		D	1st
	Understanding the World Economy	3	You, Jong-Il	EP	IR	D	1st
	Economic Analysis of Investment Operations	3	Lee, Kye-Woo	EP	PF	D	1st
	Marketing in the Public Sector	3	JUNG, Kwon	MD	PM	D	1st
	Negotiation for Management	3	Kim, Ji-Hong	MD		D	1st
	Global Strategic Management	3	CHO, Seong Ho	MD	PM	E	1st
	Negotiation for Management	3	Kim, Ji-Hong	MD		E	2nd
	IT Industry Analysis	3	Sakai, Stanley	MD	PM	W	
	Private Equity Investing	3	Sakai, Stanley	MD		W	

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Fall	Analysis of Market and Public Policy	3	PARK, Jin	Core		D	
	Quantitative Analysis of Development Policy	3	KIM, Jung-ho	EP		D	
	Global Financial Crisis and East Asia	3	KIM, Joon-Kyung	EP		D	
	Development Policy in the Global Economy	3	You, Jong-Il	EP		D	
	Development Assistance and Role of NGOs(Sec.1)	3	Hsu, Victor WAN CHI	EP	MD	D	
	Corporate Financial Policy in Economic Development	3	LEE, Young-Ki	EP		D	
	International Financial System in Practice	3	CHO, Won-Dong	EP	IM	D	
	Evolution of Trade Policy: WTO-past, present and future(Sec.1)	3	Lee, Sung-Joo	EP	TI	D	
	Economic Development and Policymaking in Historical Perspective	3	Kim, Duol	EP	IR	D	
	M&A and Privatization	3	CHO, Seong Ho	MD	PM	D	
	Global Business Management	3	Kim, Ji-Hong	MD	PM	D	
	Technology Strategy and Public Policy	3	Chang, Yu-Sang	MD	PM	D	
	IT for Development	3	Sakai, Stanley	MD		D	
	International Financial System in Practice	3	CHO, Won-Dong	EP	IM	E	
	Global Financial Crisis and East Asia	3	KIM, Joon-Kyung	EP		E	
	Understanding the World Economy	3	You, Jong-Il	EP	IR	E	
	Development Assistance and Role of NGOs(Sec.2)	3	Hsu, Victor WAN CHI	EP	MD	E	
	Economic Analysis of Investment Operations	3	Lee, Kye-Woo	EP	PF	E	
	Financial Analysis of Project Investment	3	CHO, Seong Ho	MD	PM	E	
	Sustainable Strategy for Business	3	JUNG, Kwon	MD	PM	E	
	Economic Analysis of Competitive Strategy	3	MOON, Seongwuk	MD	PM	E	
	Evolution of Trade Policy: WTO-past, present and future(Sec.2)	3	Lee, Sung-Joo	EP	TI	W	
	Global Business Management	3	Kim, Ji-Hong	MD	PM	W	

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Spring	Policy Analysis : Theories and Practice	3	KANG, Younguck	Core	PM	D	
	Strategic Management of Public Organizations(Sec.1)	3	LEE, Seung Joo	Core	PM	D	
	Strategic Management of Public Organizations(Sec.2)	3	LEE, Seung Joo	Core	PM	W	
	Financial Management for Public Managers	3	Han, Joong Ho	PM	FM	D	
	Participatory Governance in Public Decision Making	3	KIM, Dong Young	PM		D	
	M&A and Privatization	3	CHO, Seong Ho	PM	MD	E	
	Change Management	3	Michell, Anthony	PM		E	
	Customer Relationship Management	3	CHO, Yooncheong	PM	MD	W	
Summer	Marketing in the Public Sector	3	JUNG, Kwon	PM	MD	D	1st
	Analysis of Policy Process (Sec.1)	3	KANG, Younguck	PM		D	1st
	Dispute Resolution & Negotiation	3	KIM, Dong Young	PM		D	1st
	Global Strategic Management	3	CHO, Seong Ho	PM	MD	E	1st
	Foreign Direct Investment	3	LEE, Seung Joo	PM	MD	D	2nd
	Managing Human Capital	3	MOON, Seongwuk	PM	HR	D	2nd
	Analysis of Policy Process (Sec.2)	3	KANG, Younguck	PM		E	2nd
	IT Industry Analysis	3	Sakai, Stanley	PM	MD	W	
	International Marketing	3	Michell, Anthony	PM	MD	W	
Fall	Strategic Approach to Public Management	3	KANG, Younguck	PM		D	
	Advanced Workshop for Multi-Party Dispute Resolution and Negotiation	3	KIM, Dong Young	PM		D	
	M&A and Privatization	3	CHO, Seong Ho	PM	MD	D	
	Global Business Management	3	Kim, Ji-Hong	PM	MD	D	
	Technology Strategy and Public Policy	3	Chang, Yu-Sang	PM	MD	D	
	Public Sector Reform	3	PARK, Jin	PM		D	
	Leadership and Ethics	3	LEE, Yong S.	PM	IR	D	
	Managing Human Capital	3	MOON, Seongwuk	PM	HR	E	
	Financial Analysis of Project Investment	3	CHO, Seong Ho	PM	MD	E	
	Sustainable Strategy for Business	3	JUNG, Kwon	PM	MD	E	
	Economic Analysis of Competitive Strategy	3	MOON, Seongwuk	PM	MD	E	
	Global Business Management	3	Kim, Ji-Hong	PM	MD	W	
	Foreign Direct Investment	3	LEE, Seung Joo	PM	MD	W	
	FDI Marketing & Promotion	3	Michell, Anthony	PM	MD	W	

### 2011 Ph.D. Program Course List

Term	Course Title	Credit	Faculty	Con1	Con.2	D/E	MEMO
Spring	Mathematical Economics	3	Yoo, Yoon-Ha	Ph.D.		D	
Spring	Microeconomics I	3	You, Jong-Il	Ph.D.		D	
Summer	Microeconomics II	3	Yoo, Yoon-Ha	Ph.D.		D	
Summer	Econometrics I	3	Kim, Taejong	Ph.D.		D	
Fall	Econometrics II	3	Shin, Jaewon	Ph.D.		D	



## 2011 Curriculum: Foundation Skills Courses

Term	Course Title	Credit	Faculty	Con1	Con.2	Time	Memo
Spring	Language in Public Policy and Management (Sec.1)	3	Abraham Shragge			D	
	Language in Public Policy and Management (Sec.2)	3	Georges Kim			D	
	Language in Public Policy and Management (Sec.3)	3	Gina Lee			D	
	Language in Public Policy and Management (Sec.4)	3	Gina Lee			D	
	Academic Writing (Sec.1)	3	Abraham Shragge			D	
	Academic Writing (Sec.2)	3	Gina Lee			D	
	Academic Writing (Sec.3)	3	Joshua Yun			W	
	Korean Language and Culture I (Sec.1)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I (Sec.2)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I (Sec.3)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I (Sec.4)	3	RYU, Juhyun			D	
	Korean Language and Culture I (Sec.5)	3	RYU, Juhyun			D	
	Korean Language and Culture II	3	RYU, Juhyun			D	
	Chinese for Global Studies and Practice I	3	TBD			D	
Summer	Thesis Writing (Sec.1)	3	Yong S. Lee			D	1st
	Thesis Writing (Sec.2)	3	Yong S. Lee			D	2nd
	Thesis Writing (Sec.3)	3	Abraham Shragge			D	1st
	Thesis Writing (Sec.4)	3	Abraham Shragge			D	2nd
	Academic Writing (Sec.1)	3	Gina Lee			D	1st
	Academic Writing (Sec.2)	3	Gina Lee			D	1st
	Academic Writing (Sec.3)	3	Gina Lee			D	2nd
	Academic Writing (Sec.4)	3	Jessica Swanson			D	1st
	Academic Writing (Sec.5)	3	Jessica Swanson			D	1st
	Academic Writing (Sec.6)	3	Jessica Swanson			D	2nd
	Academic Writing (Sec.7)	3	Jessica Swanson			D	2nd
	Academic Writing (Sec.8)	3	Yuna Lee			D	1st
	Academic Writing (Sec.9)	3	Yuna Lee			D	1st
	Academic Writing (Sec.10)	3	TBD			D	2nd
	Academic Writing (Sec.11)	3	TBD			E	1st
	Academic Writing (Sec.12)	3	TBD			E	2nd
	Academic Writing (Sec.13)	3	Joshua Yun			W	
	Korean Language and Culture II (Sec.1)	3	LEE, Sun-Ja			D	1st
	Korean Language and Culture II (Sec.2)	3	RYU, Juhyun			D	2nd
	Chinese for Global Studies and Practice II	3	TBD			D	2nd
Fall	Language in Public Policy and Management (Sec.1)	3	Abraham Shragge			D	
	Language in Public Policy and Management (Sec.2)	3	Gina Lee			D	
	Language in Public Policy and Management (Sec.3)	3	Gina Lee			D	
	Korean Language and Culture I (Sec.1)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I (Sec.2)	3	RYU, Juhyun			D	
	Korean Language and Culture III (Sec.1)	3	TBD			D	
	Chinese for Global Studies and Practice III	3	TBD			D	

# **CODE OF HONOR AND CONDUCT OF THE KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT**

*I commit to live by these principles*

## **Develop Integrity**

- n Perform at the highest levels of excellence, as a member of the KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- n Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- n Respect the personal liberties of fellow students, professors, and other people.

## **Exercise Respect**

- n Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- n Behave in a professional manner, both on and off the KDI School campus, in order to secure my personal reputation and enhance that of the KDI School community.

## **Lead by Example**

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

## Overview of Academic Rules and Regulations for the 2011 Calendar Year

### § Objective

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2011 calendar year. We provide the following detailed information so that students have no difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will be guided on General School Life by the Program Chair and their academic advisor, who will be pleased to supervise students. Each administrative division will also help students adjust to life on campus.
2. (Personal Information) For the School to take proper care, students have to update their personal information through the website ([www. kdischool.ac.kr](http://www.kdischool.ac.kr)).
3. (Notice) All academic information and forms can be downloaded from the website. Since the School is not responsible for informing each student of every notice, it is students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the School website.
4. (Regulation Change) When occasion demands, the rules and regulations for the 2011 may substantively change upon the School Executive Committee's approval, which will soon be notified and officialized.

### □< MASTER'S PROGRAM

The Master's degree program consists of three programs: **MPP** (Master of Public Policy), **MPP/ED** (Master of Public Policy in Economic Development), and **MPP/PM** (Master of Public Policy in Public Management)

#### Concentration of Master's Program

##### **MPP**

- **FM** (Financial Markets and Regulation)

- **HR** (Human Resources and Social Policy)
- **IM** (International Macroeconomic Policy)
- **IR** (International Relations and Political Economy)
- **PF** (Public Finance and Local Administration)
- **RP** (Real Estate and Public Policy)
- **TI** (Trade and Industrial Policy)

**MPP/ED**

- **EP** (Economic Policy)
- **MD** (Management for Development)

**MPP/PM**

- **PM** (Public Management)

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

## **I. Courses and Research Projects**

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

<b>Course Category</b>		<b>Remarks</b>
1. Regular Courses	1-A. Core Courses	Mandatory courses for each program
	1-B. Concentration Courses	Other regular courses in each concentration
	1-C., Research Projects	Thesis, Capstone, SRP, ELP
2. Foundation Skill Courses		Reading, Comprehension, Writing, Speaking (English, Korean, Chinese)
3. Field Research and Study Course		Field Research and Study

### **1. Core Courses**

These are courses that have to be taken by students in each program, a total of 2 core courses for MPP students, 3 core courses for MPP/ED students, and 2 core courses for MPP/PM students. These courses are provided only once a year and all students must take them in a given semester unless special

provisions have been made between the individual student and the Academic Affairs Division.

**2. Concentration Courses**

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

**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 the KDI School faculty. For students who write a thesis or a capstone project, the POS Committee must consist of two faculty members: one should be designated as Major Professor and the other Second Professor. For students who work on SRP or ELP, the POS Committee can be formed with one Major Professor.

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

**Capstone Project:** Students who want to do a capstone project individually or in a group must take the Advanced Research Seminar[ARS] (3 credits), submit the first draft of the report in the seminar, and give an oral presentation to the POS committee. When a student submits the final report, it will be evaluated

by both the POS Committee and his/her host agency, and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

**Supervised Research Project [SRP]:** If a student has a specific interest in any field in which courses are not offered, he/she may opt to do a Supervised Research Project. When a student completes one SRP, it will be graded on a pass/ no pass basis [P/NP] and he/she will receive 3 credits.

**Experiential Learning Project [ELP](GMP students only):** GMP students can do an Experiential Learning Project (3 credits) during his/her study in a partner school. During the 1<sup>st</sup> year at the KDI School, students have to submit a project plan to the POS committee. When a student completes the final report of the project, he/she has to give an oral presentation to the POS committee and submit the report to the Academic Affairs Division upon his/her arrival to Korea.

All the submitted research projects will be archived in the KDI School Library.

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

#### 4. Foundation Skill Courses

Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Language in Public Policy and Management	3	A~F	winter spring	yes
Academic writing	3	A~F	spring summer	yes
Thesis writing	3	A~F	summer	yes
Korean Language and Culture I (International Students Only)	3	A~F	winter spring	yes
Korean Language and Culture II, III (International Students Only)	3	A~F	summer fall	no
Chinese for Global Studies and Practice I, II, III	3	A~F	spring summer fall	no

**English Courses:**

English courses focus on reading, comprehension, academic writing, public speaking and professional writing. Students should take at least 6 credits from English courses (one basic level course and one advance level course) unless they are waived from basic level or advanced level. 6 credits that students earned in English courses will be counted toward their graduation requirements. The students are strongly encouraged to make their selection among the following courses:

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

This course is required of all new students unless waived. The waiver is determined by the text-out exam (at the first class of LPM course). If waived, a student may take an advanced English course.

B. Advanced Courses

- Academic Writing
- Thesis Writing

**Korean Language and Culture I:** This course is offered in the winter or spring semester and will be counted for graduation requirement credits. International students who want to be waived from this course are requested to apply to the Academic Affairs Division.

**Korean Language and Culture II, III:** These courses will be offered in the summer and fall semesters respectively. However, it will NOT be counted for graduation requirement credits.

**Chinese for Global Studies and Practice I, II, III:** These courses will be offered in the spring, summer and fall semesters respectively. However, they will NOT be counted for graduation requirement credits.

**5. Field Research and Study Courses**

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

## II. Graduation Requirements of Each Program

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

### 1. Requirements for Completing the Full-time MPP Program

#### <First Year> - 42 credits

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

MPP students must take at least 3 courses from his/her concentration (9 credits).

MPP students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED.

MPP students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

International students must take the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.

MPP students must apply online to declare their concentrations through the KDI School website as of the 6<sup>th</sup> week of the semester, when the combined total of the graduation requirement credits previously completed or currently being taken is above 39 (above 36 for GMP students). Students are allowed to declare a maximum of 2 concentrations. If MPP students wish to declare concentrations from both the MPP and a different program, students must take the core and concentration courses in both programs.

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

#### <Second Year>

In the 4<sup>th</sup> semester of the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRP (3 credits each) by the 4<sup>th</sup> week.

After completing 45 graduation requirement credits or more including their



research project, they must apply online for graduation eligibility review through the KDI School website during the 4<sup>th</sup> and 5<sup>th</sup> week of each semester.

e.g.) An MPP student must complete the following requirements to complete the IR concentration.

MPP (IR)	Core Courses	Language Courses	IR Concentration Courses	MPP/ED(MD) or MPP/PM Course	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean Students)	6	6	9	3	6	15	45
Credits (Int'l Students)	6	9	9	3	6	12	45

## 2. Requirements for Completing the Part-time MPP Program

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

MPP students must take at least 3 courses from his/her concentration (9 credits).

MPP students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED.

MPP students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

MPP students must apply online to declare their concentrations through the KDI School website as of the 6<sup>th</sup> week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP students wish to declare concentrations from both the MPP and a different program, students must take the core and concentration courses in both programs.

In the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRP (3 credits each) by the 4<sup>th</sup> week of each semester.

Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5<sup>th</sup> semester. Students who plan to do a SRP must take one more elective course.

After completing 45 graduation requirement credits or more including their

research project, they must apply online for graduation eligibility review through the KDI School website during the 4<sup>th</sup> and 5<sup>th</sup> week of each semester.

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

MPP (FM)	Core Courses	Language Courses	FM Concentration Courses	MPP/ED(MD) or MPP/PM Course	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	6	9	3	6	15	45

### **3. Requirements for Completing the Full-time MPP/ED Program**

#### **<First Year> - 42 credits**

MPP/ED students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Korean Economic Development, Introduction to Research Methods).

MPP/ED students must take at least 2 courses (6 credits) from his/her concentration.

MPP/ED (EP) students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED.

MPP/ED (MD) students must take at least one course (3 credits) from the MPP concentration, or from the EP concentration of the MPP/ED.

MPP/ED students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

International students must take the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.

MPP/ED students must apply online to declare their concentrations through the KDI School website as of the 6<sup>th</sup> week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39 (above 36 for GMP students). Students are allowed to declare a maximum of 2 concentrations. If MPP/ED students wish to declare concentrations from both the MPP/ED and other programs, students must take the core and concentration courses in both programs.

Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3<sup>rd</sup> semester and submit the first draft paper in the seminar. Students who plan to do a SRP must take one more elective course.

### <Second Year>

In the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRP (3 credits) by the 4<sup>th</sup> week.

After completing 45 graduation requirement credits or more including their research project, they must apply online for graduation eligibility review through the KDI School website during the 4<sup>th</sup> and 5<sup>th</sup> week of each semester.

e.g.) An MPP/ED student must complete the following requirements to complete the MD concentration.

MPP/ED (MD)	Core Courses	Language Courses	MD Concentration Courses	MPP/ED(EP) or MPP Course	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean Students)	6	6	9	3	6	15	45
Credits (Int'l Students)	6	9	9	3	6	12	45

## 4. Requirements for Completing the Part-time MPP/ED Program

MPP/ED students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Korean Economic Development, Introduction to Research Methods).

MPP/ED students must take at least 2 courses (6 credits) from his/her concentration.

MPP/ED (EP) students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED. MPP/ED (MD) students must take at least one course (3 credits) from the MPP concentration, or from the EP concentration of the MPP/ED.

MPP/ED students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

MPP/ED students must apply online to declare their concentrations through the KDI School website as of the 6<sup>th</sup> week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP/ED students wish to declare concentrations from both the MPP/ED and a different program, students must take the core and concentration courses in both programs.

In the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRP (3 credits each) by the 4<sup>th</sup> week of each semester.

Students who plan to write a thesis or do a capstone project must take the advanced research seminar (3 credits) offered in the 2<sup>nd</sup> year. Students who plan to do a SRP must take one more elective course.

After completing 45 graduation requirement credits or more including their research project, they must apply online for graduation eligibility review through the KDI School website during the 4<sup>th</sup> and 5<sup>th</sup> week of each semester.

e.g.) An MPP/ED student must complete the following requirements to complete the MD concentration.

MPP/ED (MD)	Core Courses	Language Courses	MD Concentration Courses	MPP/ED(EP) or MPP Course	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	6	9	3	6	15	45

## 5. Requirements for Completing the MPP/PM Program

### <First Year> - 42 credits

MPP/PM students must take 2 core courses (6 credits: Policy Analysis: Theories and Practice, and Strategic Management of Public Organizations). MPP/PM students must take at least 3 courses (9 credits) from his/her concentration.

MPP/PM students must take at least one course (3 credits) from the MPP concentration, or from the EP concentration of the MPP/ED.

MPP/PM students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

International students must take the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.

MPP/PM students must apply online to declare their concentrations through the KDI School website as of the 6<sup>th</sup> week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39 (above 36 for GMP students). Students are allowed to declare a maximum of 2 concentrations. If MPP/PM students wish to declare concentrations from both the MPP/PM and a different program, students must take the core and concentration courses in both programs.

Students who plan to write a thesis or do a capstone project must take the advanced research seminar (3 credits) offered in the fall semester. Students who plan to do a SRP must take one more elective course.

#### <Second Year>

In the 4<sup>th</sup> semester of the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRP (3 credits) by the 4<sup>th</sup> week.

After completing 45 graduation requirement credits or more including their research project, they must apply online for graduation eligibility review through the KDI School website during the 4<sup>th</sup> and 5<sup>th</sup> week of each semester.

e.g.) An MPP/PM student must complete the following requirements to complete the PM concentration.

MPP/PM (PM)	Core Courses	Language Courses	PM Concentration Courses	MPP/ED(EP) or MPP Course	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean Students)	6	6	9	3	6	15	45
Credits (Int'l Students)	6	9	9	3	6	12	45

## [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 the KDI School. However, it is up to each student how he/she would like to plan his/her course of study.

Note: In order for a Master's Degree student to continue to receive financial aid, he/she must be enrolled in a minimum of 6 credits of regular courses each semester. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each semester.

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

<div>Semester</div> <div>Period of Residency</div>		First Year				Second Year		
		Winter Session	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester
1 Year (Int'l Student)	Track 1		4 courses (12credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
	Track 2	2 courses (6 credits)	4 courses (12credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone, SRP	--	--
1.5 Years	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
	Track 2		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 2 course	--	--
		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 1 course	--	--
	Track 3		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Student Exchange Program (SRP)	--	--
		1 courses (3 credits)	4 courses (11 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis Capstone SRP)	--	--
2 Years	Track 1	1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	2 courses Thesis Capstone SRP (9 credits)	Student Exchange Program	
			4courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	2 courses Thesis Capstone SRP (9 credits)	Student Exchange Program	
	Track 2		5 courses (15 credits)	4 courses (12 credits)	5 courses (15 credits)	Student Exchange Program (Thesis, Capstone or SRP)		

		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (ELP(3credits + 6 credits transferring from a partner school))		
		1 courses (3 credits))	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) (Experiential Learning Project)		
	GMP (2+3+1)		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Experiential Learning Project(3credits + 6 credits transferring from a partner school))		4 courses (12 credits)	
		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Experiential Learning Project(3credits + 6 credits transferring from a partner school))		3 courses (9 credits)	
	Part- time MPP MPP/ED		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis Capstone SRP
		1 courses (3 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis Capstone SRP

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

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

Final Semester	Online-application Period for graduation	Graduation Date	Remark
Spring	4 <sup>th</sup> ~5 <sup>th</sup> week of summer semester	August 31 <sup>st</sup>	
Summer	4 <sup>th</sup> ~5 <sup>th</sup> week of fall semester	December (Commencement Day)	
Fall	4 <sup>th</sup> ~5 <sup>th</sup> week of fall semester	January 31 <sup>st</sup>	Subject to change for Fall Admissions
* GMP Student	4 <sup>th</sup> ~5 <sup>th</sup> week of spring semester	May 31 <sup>st</sup>	Required to submit credit transfer application (1 <sup>st</sup> week of Spring Semester)

### III. Course Registration

#### 1. Course Registration

**Minimum/Maximum Credit Application:** Full time students must apply for a minimum of 9 credits and a maximum of 15 credits of regular courses in each semester, unless they submit a petition with a detailed study plan for approval of 18 credits of regular courses. The petition form is available under the “Official Forms” heading on the KDI School Members website.

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

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

#### <Program Chair>

Program	Office	Program Chair
Ph.D.	9420	PARK, Hun Joo
MPP	9518	YOO, Yoonha
	9608	SOHN, Wook
MPP/ED	9609	KIM, Joon-Kyung
MPP/PM	9503	LEE, Seung Joo

**Registration Period:** Students may register for their courses during the designated period, and are advised to register for courses during this period.

**Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.

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

**Note:** Given the limitation on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away spaces from those students who are serious about taking a particular course and causes inconvenience not only to the students but also the administration. We would like to urge students,



therefore, to choose their courses carefully and make sure that they register for the appropriate number of credits for a given semester.

**Registration Confirmation:** On the first day of each class, students should print out their registration confirmation from the computer. Please print out the confirmation before a student goes to his/her class and make sure that the registration is correct.

**Add/Drop Period:** Registration changes are only allowed within the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes.

**Course Drop (with form):** Should the student decide to drop a course within the first five weeks after classes begin, he/she may fill out the course drop form and submit it to the Academic Affairs Division to drop a course. In this case, the cancellation will not appear on the official transcript.

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

**Attendance:** Students are required to attend at least  $\frac{5}{6}$  of each course in a given semester. In the event of an emergency, students should submit an application for absence and obtain approval from their course professor. Students must attend a minimum of  $\frac{5}{6}$  of each course they are enrolled in to receive credits and grades for the courses.

## **2. Course Presentation Session (CPS)**

Introduction to Course Presentation Session:

- The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2011 Spring Semester.
- CPS is an explanatory session for the courses to be offered in the upcoming semester.
- Professors and students who intend to register in the courses presented during the CPS are asked to attend at the designated time and venue.

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

#### Schedule for Course Presentation Session

e.g.) Spring Semester Schedule

Course Presentation Session	Full-time Program: Feb. 8
	Part-time Program: Feb. 12
Advising Session	Full-time Program: Feb. 9, 09:00~15:00
	Part-time Program: Feb. 12, 15:00~17:00
Course Registration	Feb. 9 15:00 ~ Feb. 13 10:00

### 3. How to Register for the Courses

1. Please visit "KDI School Website" (<http://www.kdischool.ac.kr>)
2. Click the menu of "Course Registration" on the left side.



3. Please input the student ID number in the Login ID box.
4. Please input the resident registration number in the Password box (13 digits). In case of international students, please input the date of birth (8 digits, yyyyymmdd).

KDI School of Public Policy and Management Academic Information

Course Registration

Member Login

ID:

Password:

OK Cancel

CLOSE

5. Please check the Add Box on the Courses of one's choice.

6. After checking all the courses of one's choice, please click the "Submit" button.

KDI School of Public Policy and Management Academic Information

Student ID :

Name :  [Personal Information]

Course Registration

Academic Year/Term :


Please check all the courses you wish to register in.  
If it is impossible for you to add the course, the reason is that maximum capacity of each class has already been exceeded.

Add	Course Code	Course Title	Section	Credits	Professor	Major
<input type="checkbox"/>	MCC008	Business Negotiation	1	3	Nam, Il-Chong Kim, Ji-Hong	SM FDI
<input type="checkbox"/>	MCC010	FDI-related Laws in Korea	1	3	Oh, Yong Shik	FDI
<input type="checkbox"/>	MST025	Regional Policy and Economic Impact Analysis	1	3	Yuri, Surtadi Mansury	TD
<input type="checkbox"/>	MST026	Comparative Economic Systems and DPRK	1	3	Park, Jin	IR TD
<input type="checkbox"/>	MST027	Analysis and Design in Cultural Policy	1	3	CHUNG, Hongik	TD
<input type="checkbox"/>	MST031	Market Economy and Government	1	3	Yoo, Jungho	TD

Submit

CLOSE

7. Then the list of courses for the upcoming semester will appear on the screen. If there are no further modifications to be made, please click the "Save" button, if not please click the "Back" button.



Korea University  
KUI School of Public Policy and Management

Academic Information

Student ID :  
Name : [Personal Information]

Course Registration

Academic Year/Term :

Please click 'Save' Button if you wish to register for the courses listed below.

Course Code	Course Title	Section	Credits	Professor	Major	Cur/Max
MSP005	Financial Risk Management	1	3	Hahn, Sang-Moon	FB TI PF FDI	15/30
MSS020	Strategic Leadership	1	3	Lee, Seung-Joo Seo, Jeongil	SM FDI	28/33
MST024	Current Issues in the Korean Economy(II)	1	3	WOO, Cheonsik	IR TD HR TI PF FDI	25/30

Please do not click "Back" button of web browser when registering for the courses. If not, the chosen courses may not be properly registered.

Please note that the course registration may be done online anywhere. Whatever environment the student may be in, the online course registration is possible as long as internet access is available.

## IV. Grading

### 1. Acknowledgement of Credits

**Registration:** Credits are only given for courses for which students have officially registered through standard registration procedures. Students auditing courses will not receive credits.

**Attendance:** All students must attend at least  $\frac{5}{6}$  of all classes in a given semester to receive credits for that course.

### 2. Grading System & GPA

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

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

**“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 by this time, an “IW” will appear on the student’s transcript permanently. Students who receive “I” grade will not be awarded scholarship for Academic Excellence.

**“W”:** A “W” stands for “*Withdrawal*” and is given to students who withdraw from a class(es) within the first five to ten weeks after classes begin.

**“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.

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

### 3. Transcripts

**Transcripts:** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division by connecting to the KDI School website and selecting “Certification Request” or sending a completed certificate request form via email at registrar@kdischool.ac.kr. The request form is available under the “Official Forms” heading on the KDI School Members website. Refer to the "Certificate Issuance" of p.41.

**Making an Appeal:** Should students have any doubts about their grades, they may make an appeal to their course professor within a given period of each semester. If no appeal is made at this time, the grades will not be changed.

### 4. Academic Probation/Expulsion

**Academic Probation:** Those students whose GPA falls below B- (2.67) shall be placed on an academic probation. Once they are placed on an academic probation, all financial aids in the form of scholarships, living allowances, and tuition waivers, etc., will be terminated, and such students will no longer be eligible to apply for TA (Teaching Assistant) and AA (Administrative Assistant) positions.

**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.

## V. Academic Status

### 1. Enrollment

**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 a 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. Tuition payment notice would be posted on the website of the KDI School and e-mailed to each student's e-mailing address. The payment slip would be issued at the request of student. If a change of e-mail address is needed, please contact to the Academic Affairs Division.

**Failure to be Reinstated:** Students who fail to return to the School after 3 semesters 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, otherwise they must pay additional tuition based on credits.

### 2. Leave of Absence

**Leave of Absence:** Students who wish to take a leave of absence must submit an "Application for Leave of Absence" to the Academic Affairs Division within the given period of time. Students can submit their application online through "Applications" on the KDI School Members website.

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

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

**Extension of Leave of Absence:** Students may apply for an extension of leave of absence if they have not applied for the maximum 3 semesters of

leave of absence. Students can extend their leave of absence by 1 semester each. Students can apply online through “Applications” in the KDI School Members website.

**3. Completed**

All master’s students who have been enrolled at the KDI School for at least 1 and a half years will be eligible to be considered as having completed their coursework according to Korean education law. Those students who do not complete the graduation requirements within 4 years from his/her date of admission, will be permanently designated the status of “completed.”

**4. Graduated**

All master’s students who have completed the graduation requirement of either completing a thesis, a capstone, one SRP or an ELP after 1 and a half years and within 4 years from his/her admission date will be granted the status of “graduated.”

**5. Reinstatement**

Students wishing to re-enroll after completing their leave of absence period may apply for reinstatement. Students may apply online for reinstatement through “Applications” on the KDI School Members website. After submitting the online application, students must submit a petition and a detailed study plan for approval of their reinstatement.

**6. Voluntary Withdrawal**

Students desiring to withdraw may do so by obtaining permission from the Dean of the KDI School after submitting the “Application for Voluntary Withdrawal” form signed by his/her academic advisor and program chair.



## VI. Tuition Fee

### 1. Master's Program

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

#### Payment by Semester:

	2011			2012			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

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

### 2. Ph.D. Program

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

## **VII. Financial Aid and Scholarships**

### **1. Special Financial Aid to New Students:**

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

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

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

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

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

### **2. Scholarship for Academic Excellence:**

Students who have taken at least 9 credits or more of regular courses in a semester and achieved excellent academic performance are considered for this scholarship.

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

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

#### **<Selection Process>**

There will be a notice before work study students are selected.

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

#### **<TA Job Description>**

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

Submit a copy of Student Roster (every 3 weeks)

Check class attendance, send an e-mail notice

Collect assignments

Upload lecture notes

Act as an emergency contact point

Conduct miscellaneous duties upon teacher's request

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

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

## VIII. Exchange Program

Exchange students are selected in their 3<sup>rd</sup> semester, and their exchange semester begins in the following semester – from their 4<sup>th</sup> semester. (For the part-time MPP and MPP/ED, evening MBA and MFDI students, they are selected in their 5<sup>th</sup> semester, and their exchange semester begins from their 6<sup>th</sup> semester.) They will be able to enroll in the partner school starting in the Spring or Fall Semester, and may stay on the program for one semester or a year depending on the program they choose.

All master's students can participate in any of the existing exchange programs after completing three or five semesters depending on their program. 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 the 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 Student Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to the KDI School is 18 credits.

### 1. Exchange Partner Schools

Escuela de Administracion pontificia Universidad Catolica de Chile (Chile)  
 Fudan University (China)  
 Institut Supérieur de Commerce (France)  
 Institut Supérieur de Commerce International de Dunkerque (France)  
 Leipzig Graduate School of Management (Germany)  
 Universidad de las Americas Puebla (Mexico)  
 National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)  
 Escuela de Administracion de Empresas de Barcelona (Spain)  
 Jonkoping International Business School (Sweden)  
 Hawaii Pacific University (USA)  
 Saint Louis University, John Cook School of Business (USA)  
 University of California at San Diego (USA)

### 2. Qualifications

- Completion of three semesters for full-time program students and five semesters for part-time program students (by the time of departure)
- At least 24 credits completed including core courses (by the time of

application)

- CGPA of at least 3.5 or above

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

**4. Application Period:**

- Starting in Fall Semester: March
- Starting in Spring Semester: August/September

**5. Application Requirements**

Application Form

Curriculum Vitae

Statement of Purpose

Transcript of Academic Records of the KDI School

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

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

2 ID Pictures (3 cm x 4 cm)

GMAT/GRE depending on the program

Those applying for the dual degree program at Leipzig Graduate School of Management must have a TOEFL iBT 100/ IELTS 7.5 and GMAT score of 600 (minimum) or higher.

**6. Application Procedure:**

Document Review

Interview

**7. Benefits of Exchange Program:**

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

Except for the GLI program at UCSD, no extra tuition will be charged.

Students who are chosen during the 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 semester.

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

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

## **IX. Global Master's Program (GMP)**

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

### **1. Study Abroad Program** (GMP students can choose from the following):

Master's Degree

Non-Degree of Certificate Program

### **2. Type of GMP Program**

#### **1. 1+1 GMP Program**

Special Features

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

Qualifications:

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of three semesters (by the time of departure)
- At least 36 credits completed including core courses (by the time of departure)

#### **2. 2+3+1 GMP Program**

Special Features

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

Qualifications:

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of two semesters (by the time of departure)
- At least 24 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

Semester & Year Type of GMP	First Year			Second Year			Third Year		
	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
<b>1+1 GMP Program</b>	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			6 credits transfer + Experiential Learning Project	Gradua- tion	Commen- cement
<b>2+3+1 GMP Program</b>	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			5 courses (12 credits)	6 credits transfer + Experiential Learning Project	Gradua- tion	Commen- cement

### 3. GMP Partner Institutions:

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

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

University of British Columbia, Sauder School of Business (Canada)

SDA Bocconi School of Management (Italy)

National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)

Lancaster University Management School (UK)

University of Nottingham, School of Sociology and Social Policy (UK)

Cornell University, School of Industrial and Labor Relations (USA)

Duke University, Program in International Development Policy (USA)

Hawaii Pacific University (USA)

Hult International Business School (USA)

Michigan State University, Eli Broad Graduate School of Management (USA)

Michigan State University, School of Planning, Design and Construction (USA)

New York University, Robert F. Wagner Graduate School of Public Service (USA)

Rutgers University, Edward J. Bloustein School of Planning and Public Policy (USA)

Saint Louis University, College of Public Service and the University's Graduate School (USA)

University at Albany, State University of New York, The Rockefeller College

of Public Affairs and Policy (USA)  
 Syracuse University, The Maxwell School of Syracuse (USA)  
 University of California at San Diego, Graduate School of International Relations and Pacific Studies (USA)  
 University of Colorado at Denver, Graduate School of Public Affairs (USA)  
 University of Illinois at Urbana Champaign, Department of Economics (USA)  
 University of Missouri-Columbia, Harry S Truman School of Public Affairs (USA)  
 University of Maryland, School of Public Policy(USA)  
 University of Southern California, School of Policy, Planning and Development (USA)

**4. Application Requirements:** (varies depending on the institution)

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

**5. Benefits of GMP Program:**

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

**6. Estimated Expenses**

Tuition including administrative fee	Varies depending on the academic institution
Air fare	\$1,800
Dormitory, Meals and other expenses	\$24,000
Insurance	\$1,680
Moving Costs	\$600
Miscellaneous	\$500
<b>Total</b>	<b>\$28,580+*</b>

\* The expenses stated above are for each student and do not include expenses associated with accompanying family members.

**7. Application of non-GMP students**



Non-GMP students may apply for the GMP program.

**Qualifications:**

CGPA of at least 3.5 or above

TOEFL: CBT 250/iBT 100, IELTS 7.0 or above

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

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

- At least 30 credits (for student admitted in 2007 or before) / 39 credits (for students admitted in 2008 or after) (by the time of application)

**Number of Selectees:** Maximum 3 students per selection (maximum 6 students per year)

**Application Period:**

- February for 2011 Fall Semester
- July for 2011 Spring Semester

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

**GMP Program Fee:** Students selected must pay the GMP Program Fee (2,000,000 won).

## X. Field Research and Study Program

### 1. International Field Research and Study (IFRS)

**Applicable to:** Korean students

**Cost:** Approximately 5.5 million won (This is only an estimate. Detailed figures will be available at a later date.)

**Places visited:** Large corporations or graduate schools in various regions.

**Duration:** Approximately 2 weeks during the summer break

**Visa and Passport:** Students are responsible for their own visa and passport application/issuance. Those students who are holding a non-electronic passport that wish to participate in the International Field Study and Research are advised to apply for a U.S. Visitor's Visa before the end of the Spring Semester. Those with electronic passports and travel permits do not need to apply for a U.S. Visitor's Visa at the US Embassy.

### 2. Korea Field Research and Study (KFRS)

**Applicable to:** International students

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

**Cost:** Students and the School will share the cost (Detailed figures will be available at a later date)

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

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

#### **Sample Schedule**

*<Brief Itinerary of Korea Field Research in year 2010>*

Date	Activity
Aug. 24	Departure/ Korea Aerospace Research Institute
Aug. 25	Hyundai Motors Company/Hyundai Heavy Industries
Aug. 26	Pohang Iron and Steel company Manufacturing line/Gyeongju Cultural Heritage
Aug. 27	Gumi Industrial Complex/ New Village Movement(Saemaul Undong) Memorial Hall/Arrival

## **XI. General Information**

### **1. Certificate Issuance**

Graduates, current KDI School students and students on leave of absence may have their transcripts and other academic certificates issued through the CERTIFICATION REQUEST section on the KDI School website. Students may also request their transcripts and other academic certificates by filling out a certificate request form (p.112) and sending it via email or visiting the Academic Affairs Division in person. The application form is available under the “Official Forms” heading at the KDI School Members website.

Please note that transcripts and certificates are available in both Korean and English, but the number of certificates available in Korean is limited. Only the *Certificate of Enrollment* and *Certificate of Graduation* are available in both Korean and English. The *Certificate of Tuition Payment* is available in Korean only.

Students who cannot pick up their transcripts or academic certificates from the Academic Affairs Division should write their mailing address (including the zip code) on their certificate request form.

### **2. Making Suggestions**

**Making suggestions and requests:** The KDI School welcomes any suggestions and opinions that students may have and tries to integrate them into the school’s administration as much as possible. All students are encouraged to make suggestions and give ideas: these suggestions and ideas may apply to the student personally or to the school as a whole. When submitting ideas or suggestions students must include their reason for making such comments or suggestions. The KDI School tries to help each student with his/her problems by maximizing access to his/her academic advisor. However, if a student feels it is necessary that he/she officially bring the problem(s) to the attention of the school, he/she may do so by submitting an official Suggestions & Requests Form to the Academic Affairs Division.

**Making a Petition:** If the student feels that he/she has to deal with an issue by making a petition to the School, the student may write a letter with all the details pertaining to the issue, and submit it to the Academic Affairs Division.

**Review of a Petition:** After a thorough review of the petition, the School will decide on its official position.

**Response to a Petition:** The school will notify the petitioner of the school's position within one week of the submission of the petition. (However, if the issue is of a nature that requires more time and a comprehensive investigation, the school may notify the petitioner of the needed time and reasons for such delay.)

### **3. Degrees**

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

#### **Master's Degree**

- i. MPP (Master of Public Policy)
- ii. MPP/ED (Master of Public Policy in Economic Development)
- iii. MPP/PM (Master of Public Policy in Public Management)

#### **Ph.D. Degree**

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

## ☐ < **Ph.D. PROGRAM**

### **I. Program Goals and Objectives**

- A. Upon completion of his or her training, a KDI School Ph.D. is expected to be capable of:
- Providing English instructions in the field of specialization that are necessary to pursue a teaching career.
  - Conducting high-level policy research using scholarly methods that meet the highest international standards.
  - Training the next generation of researchers, teachers, and leaders.
- B. To demonstrate teaching ability, a doctoral student must:
- Serve as a Teaching Assistant for at least one semester
  - Present in the KDI School research seminars at least twice and publish the works in the KDI School Working Papers.
- C. A dissertation is eligible for evaluation and defense if it meets the following criteria:
- It must have relevance or implications for public policy.
  - It must be an original contribution to the field.
  - It must demonstrate the candidates' expertise in using cutting-edge social science methods or in solving a case study.
- D. A dissertation must fulfill at least one of the following conditions:
- Part(s) of the dissertation must have been or is scheduled for international academic or commercial print publications.
  - Part(s) of the dissertation must have been published or accepted for publication in a peer-reviewed academic journal.
  - The dissertation results are recognized by the dissertation committee to fulfill standards comparable to either of the above two conditions.
- Co-authoring is allowed only when the dissertation consists of multiple essays, at least one of which is single-authored.

## **II. Curriculum and Program Completion Requirements**

### **A. Schedule: First Year**

- Upon admission to the Ph.D. program, every doctoral student is assigned a faculty advisor, who approves course selections every semester until the student assembles a dissertation committee.
- To be eligible for a Ph.D. qualifying exam (QE) at the end of the first year, the student must earn 27 credits (9 courses).
- All 9 courses must be Ph.D.-level courses. There are 4 types of Ph.D.-level courses offered: 1) core Ph.D. courses (mandatory); 2) regular Ph.D. courses (electives); 3) Ph.D.-level supervised research courses; and 4) Master's-level courses with additional Ph.D.-level requirements.
- The student who previously enrolled in another Ph.D. program may be exempt from a maximum of 6 elective course credits, subject to approval.
- The student may petition to enroll in a Ph.D.-level course outside the KDI School which, if approved, qualifies as an SRC. Petitions are approved by the student's advisor and the Chair of the Ph.D. Program.
- The QE covers 2 subjects: 1) Research Methods (which can cover both Econometrics and Qualitative Methods); and 2) the student's main sub-field of specialization.
- In order to pass the QE, a candidate must attain a minimum of 60% marks in every QE exam.
- Exams are graded "Satisfactory" or "Fail." One retake is allowed on the subject he/she received a "Fail" grade. Retake exam takes place in August.
- Only the student who passes the QE is eligible to take a Ph.D. oral examination (OE) within 1 year.

### **B. Schedule: Second Year**

- To be eligible for the Oral Examination (OE), students must obtain 36 credits (12 courses)

- Within one year of passing the QE, the candidate must assemble a dissertation committee, and is expected to submit and defend a dissertation prospectus in an oral examination.
- The OE involves answering questions pertaining to the candidate's research plan.
- Pass/fail decisions are determined based on joint discussion among dissertation committee members.
- The candidate who fails the OE the first time is given one more chance to pass it.
- Even under special circumstances, this oral defense of the prospectus must be completed by the end of the third year at the latest.

**C. Schedule: Subsequent Years**

- The student who has passed the OE becomes a Ph.D. candidate.
- The candidate is expected to finish his or her work on the dissertation expeditiously.
- The candidate must complete the program within seven years to receive the degree, but the ideal candidate will have completed the program within three to four years.
- After submitting his or her dissertation to the dissertation committee, the candidate must schedule a Final Oral Dissertation Defense (FODD).
- Ph.D. degree is conferred after 1) the FODD is passed; and 2) the submitted final revisions win approval from the dissertation committee.

**D. Dissertation Committee**

After passing the QE, the candidate must assemble a dissertation committee which consists of:

- A dissertation supervisor who fits the candidate's main field.
- Up to four advisors corresponding to the candidate's minor fields.
- The candidate is allowed to have a maximum of two external committee members.

## **Student Activities**

### **1. Student Council**

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

### **2. Conversation with Academic Advisor**

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

### **3. Student Retreat**

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

### **4. Buddy Program**

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

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



## **5. Home Visiting Program**

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

- Registration Period: May, August (during Spring and Summer Vacation)

## **6. Student Clubs**

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

- 1) A club should have more than 10 members including 1 faculty advisor.
- 2) It is recommended to have members of various backgrounds.
- 3) A club should submit an activity plan.
- 4) It is recommended that a club should organize 3 activities per semester.

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

-Registration Method: Download the application from the School website and submit it to the Student Affairs Division

## **7. Happy Hour**

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate student network at the KDI School. With this purpose, the School supports Happy Hour a maximum of nine times a year. Full-time students may propose and organize Happy Hour activities seven times; part-time students may coordinate activities twice a year. All students currently enrolled in school can make a proposal to the Student Council for a review. Any kind of beneficial and interactive activity can be proposed. Activities that can involve a large number of students are welcome.

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

## **8. Cultural Events**

Throughout the year, the School arranges various cultural events for students. Students can apply and participate with some fees. The event will be announced in advance at the Student Message Board on the School website and via email. For registration, go to Event Registration at the School website.

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

# Life at the KDI School

## 1 First Days at the KDI School

### 1-1. Student ID Card

The 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 3299-1258 (Mr. Jung, Gu Min)

### 1-2. Visa and Immigration<sup>1</sup>

#### **Foreigner Registration (only for international students)**

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

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

□ *Required documents*

To register, you should submit an application to the local or district immigration office having jurisdiction over your place of sojourn. Document requirements are as follows.

- Passport
- Application Form for Foreigner Registration (<http://www.hikorea.go.kr>)
- 1 Color Photo (3×4cm)
- Processing Fee : KRW 10,000 (Government Revenue Stamp)
- A Certificate of Enrollment( issued by the Academic Affairs Division)

<sup>1</sup> <http://www.hikorea.go.kr/pt/index.html>

All international students must submit a copy of their Foreign Registration Card to the Students Affairs Division 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

□ *Reporting changes of particulars of Foreign 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.

- Name, gender, date of birth or nationality
- Passport number, date of issuance or expiration date

Notes: If a registered foreigner does not report the aforementioned changes to the details of the foreign registration card within 14 days of the change, he/she will be considered to be in breach of Immigration Act Article 35, and will be fined accordingly.

□ *Foreign Registration card re-issuance*

- 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
  - Document stating reason for re-issuance application (where lost)
  - 1 Color Photo (3×4cm)
  - Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
  - Processing Fee: KRW 10,000 (Government Revenue Stamp)

□ *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

□ *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.

□ *Re-entry Permit (single, multiple)*

If you intend to exit and re-enter the country within the permitted period of stay as a registered foreigner, you should get a re-entry permit. For more information, you may visit the website (<http://www.hikorea.go.kr>).

- Administrative process
  - Present the required documents to the local Immigration Office (may be applied by an appointed agent).
  - Single re-entry permit may be applied at the airport immigration offices on the departure date.
  - On-line E-Application is also possible.
- Required Documents
  - Passport and Foreign Registration Card
  - Application form (<http://www.hikorea.go.kr>)

D-2 visa holders are exempted from issuance fees.

□ *Immigration Office Sejongno Branch*

- 2<sup>nd</sup> Fl. SK Hub Building, 89-4 GyeongUn-dong, Jongno-gu, Seoul
- Exit # 6, Anguk Station (Line #3)
- : 1345



- Directions: walk up the exit #6 and turn left after the last step, you will see the police station. A few steps away is the immigration office.

### **D-2(Overseas Study) Visa**

Almost every international student obtains D-2(Study) visa to study in Korea. Any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-2, E-1~7, etc.)

#### **□ Visa Expiration**

When international students' academic period has been completed, the School must report the completion of their study to the immigration office. International students are required to return to their home countries within 30 days from the date of completion. Regardless of the expiration date on the visa, the D-2 visa will no longer be valid after 30 days from the completion date. Students who plan to extend the duration of their stay in Korea (e.g. for employment, language study, etc.) should change the visa status accordingly. However, KDI School does not offer support for the change process.

### **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.

Dial to 82-1345 on abroad (no need local number)

**Dasan Call Center( 120+9)**

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

- *How to use the service: (02) 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian*
- *Hours 09:00~22:00, all year round*
- *Service areas : interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul*

### **1-3. Using the mobile phone**

There are two forms of mobile plan available: pre-paid and post-paid. You can choose a plan in any mobile phone agency.

□ *When Buying a Phone*

You should bring your Foreign registration card. You also need a copy of your bank book if you want a post-paid option.

- Second-hand phones are priced at about KRW 30,000~70,000.
- New phones are priced at between KRW 200,000~500,000.

The phone need not to be returned once purchased.

The fee will depend on the plan you subscribe to.

□ *Mobile Service Companies*

	<b>SK Telecom</b>	<b>KT</b>	<b>LG U+</b>
<b>Global Customer Center</b>	N/A	Kyunghee Univ	Taepyeongno 1 ga, Jung-gu
<b>English Homepage</b>	<a href="http://www.tworld.co.kr/">http://www.tworld.co.kr/</a> Select 'English'	<a href="http://cs.show.co.kr/eng/main.jsp">http://cs.show.co.kr/eng/main.jsp</a>	N/A
<b>Tel (English)</b>	080-252-5011	02-2190-1180 02-967-8006 (Kyunghee Univ)	02-2075-4134 (Seoul Global Center)
<b>Free Mobile Phone</b>	Availability depends on contract and service center	Availability depends on contract and service center	Available with 1 Year Contract (model not determined)

## 2 School Building Information

Whether you are a Korean or an international student, it will take some time to get accustomed to the new environment of the KDI School. However, by the end of the first spring semester you will probably be well accustomed to the buildings and facilities on campus as well as most places off campus as well. We hope the following information is helpful to you in getting familiar with the school campus.

The KDI School is situated in Seoul's scholastic center. It shares its campus with KAIST (Korea Advanced Institute of Science and Technology), and is very close to numerous research institutes, including the Korea Development Institute and the Korea Institute for Industrial Economics and Trade. A number of Korea's most prominent universities, including Korea University, Kyung Hee University and Hankuk University of Foreign Studies are also nearby. Given the school's location and academic neighbors, the surrounding area is ideal for university students, with plenty of restaurants, shops and services that offer high quality products for a good value.

Listed below are the main buildings on campus used by KDI School students:



**2-1. KDI School Yulgok Building (Building No. 9)**

The Yulgok Building was named after one of the two most prominent Korean Confucian scholars of the Joseon Dynasty (Yulgok LEE). It is the 9<sup>th</sup> building of the school campus and it includes lecture rooms, a computer laboratory, student lounge, seminar rooms, faculty offices and faculty support offices. Most classes are conducted in the lecture rooms of this building.

**2-2. KDI School Dasan Building (Building No. 8)**

The Dasan Building is named after Jeong Yak-Yong's pen name (Dasan). He was a leading Korean philosopher during the Joseon Dynasty and is widely regarded as the greatest of the Silhak thinkers, who advocated a return to practical concerns from the formalist Neo-Confucian philosophy of Joseon. The 3<sup>rd</sup> floor of the Yulgok Building and the 2<sup>nd</sup> floor of the Dasan Building are connected by a path.

**2-3. Student Union Building**

The Student Union Building is shared with KAIST students and is a student communion facility which includes such facilities as cafeterias, a convenience store, a post office, Woori Bank and the Sejong bookstore.

**2-4. Haejungsa (Building No.10: On-campus Dormitory)**

There are three halls on campus: Sojung Hall, Pajung Hall and Haejungsa. The first two Halls are used for KAIST students and Haejungsa is used for KDI School students. This residential hall has 61 rooms; 53 general rooms which are all double and 8 studio rooms which are all triple. Haejungsa is a four-story building and there is a snack bar on the top floor.

### 3 Library

#### 3-1. KDI School Library

The KDI School Library, established in 1998, serves to the school curricula and information needs of academic and independent researches by providing access to information resources and services both electronic and traditional. We also provide equipments and facilities for use; and have well-trained and knowledgeable staff to meet the informational requirements of the KDI School community. (For detailed information, visit <http://library.kdischool.ac.kr>)

##### □ Collections

Type of Materials	Number
Books	47,270
Periodicals (Print)	807
e-Journals	58,542
e-Books	14,236
CD, DVD (Online Available)	1,834
Web DB (including statistical DB)	50



##### □ Hours

- 9:00 ~ 22:00 (Weekdays & Saturdays)
- 12:00 ~ 22:00 (Sundays)
- Closed (National holidays)

During exam periods, the Library hours will be extended to 24:00.

##### □ Librarians & Archivists

<b>Choi, Sung-Jin</b> Position : Head Librarian E-mail : sjchoi@kdischool.ac.kr	<b>Ryu, Shin-Ae</b> Position : Archivist E-mail : saryu@kdischool.ac.kr
<b>Kim, Ji-Hye</b> Position : Librarian for evening/DDS E-mail : jh_kim@kdischool.ac.kr	<b>Bae, Eun-Joo</b> Position : Librarian for weekends E-mail : bej@kdischool.ac.kr
<b>Jang, Young-Ae</b> Position : Intern E-mail : ya_Jang@kdischool.ac.kr	<b>Lee, Soo-Yeon</b> Position : Intern E-mail : sy_lee@kdischool.ac.kr
<b>Shin, Yoon-Jung (on maternity leave)</b> Position : Reference/Catalog Librarian E-mail : syj@kdischool.ac.kr	<b>Lee, Hye-Jung</b> Position : Reference/Catalog Librarian E-mail : hj_lee@kdischool.ac.kr

□ *General Library materials borrowing and return policy*

Position \ Loan	Books & Non Books		KDI Books	
	Loan Period	Maximum Number	Loan Period	Maximum Number
Ph.D	2 weeks	20 books	2 weeks	3 books
Master(coursework completed)	2 weeks	15 books	2 weeks	3 books
Master(enrolled)	2 weeks	10 books	2 weeks	3 books

- References, movies, periodicals (except back issues), and course reserves must be used only on the library premises.
- If checked-out materials are not overdue, one-time renewal can be requested online. Please go to 'Loan Inquiry/ Renewal' at the library website. You can also renew materials in person at the Library. Any overdue materials will be charged late fees of 100 won/day.
- The borrowers are financially responsible for lost or damaged library materials under the library regulations.
- Course Reserved books may only be used on the Library premises, for a limited time of 3 hours.

□ *Self Checkout*

Self checkout system allows you to check-out and renew materials on your own by following the instructions on the screen.


	Time	Policy
Library Use Only	09:00~20:00	Available for up to 3 hours
Night Checkout	20:00~	Return by 10:00 A.M. the next morning (Mon. to Sat.) Return by 13:00 P.M. the next day (Sun.)
Late Fees		KRW 100 per hour



### Seat Management System for Library & Student Chambers

For efficient use of the library & two student chambers, the KDI School provides Seat Management System (SMS) Kiosk. All seats in the 8th & 9th buildings are managed by SMS Kiosk real time so that students can confirm vacant seats and occupy the space accordingly.

#### □ Introduction

How to Use	SMS KIOSK
<p><b>Conditions</b></p> <ol style="list-style-type: none"> <li>1. All students must use Seat Management system before occupying a seat in the Library or Student chamber. Those who occupy a seat without reservation may be requested to vacate the seat.</li> <li>2. You may not leave personal belongings unattended.</li> <li>3. Clean the seat before leaving and release the assigned seat through SMS Kiosk.</li> </ol> <p><b>How to Use?</b></p> <ol style="list-style-type: none"> <li>1. Select "Reservation" or "Release" on the Screen</li> <li>2. Place your ID card to the sensor</li> <li>3. Choose a seat on the screen</li> <li>4. Take the receipt</li> </ol>	 <p>No.1 KIOSK: 3rd Floor, Yulgok Building No.2 KIOSK: 1st Floor, Dasan Building</p>

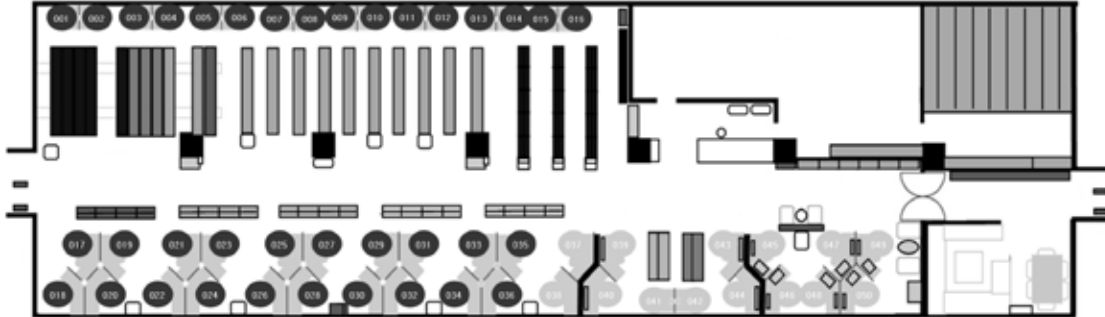
#### □ Policy

Seats		Available Hours
Library	Reading (36 seats)	3
	PC (14 seats)	1
Student Chamber (167 seats)		6

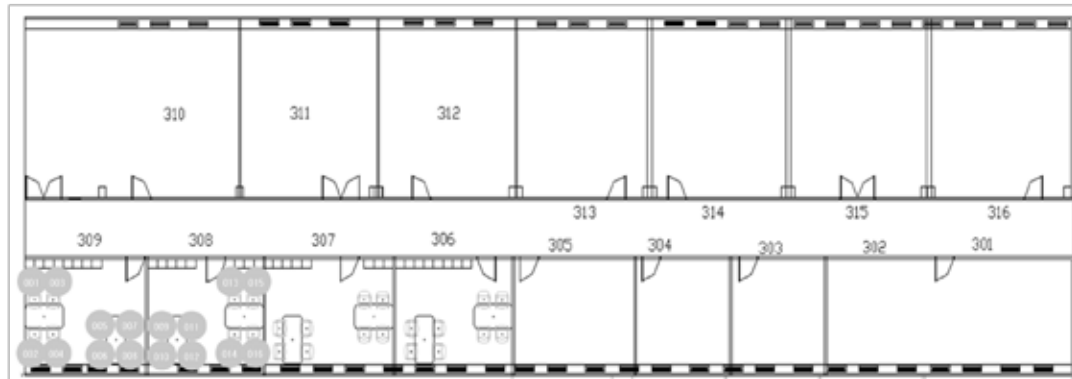
Only current, completed, and suspended students are allowed to use the system.

□ *Map of the Seats*

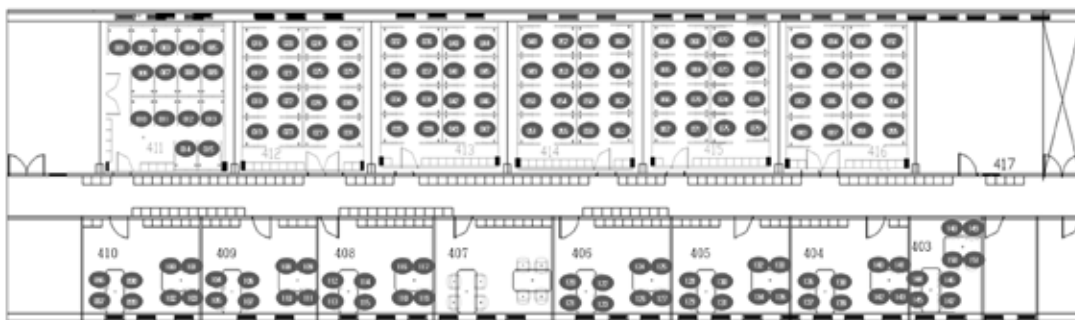
<b>Library</b> (Dasan Hall 1st Floor)	<b>Seat for PC</b>	<b>14 seats</b>	<b>1 hour</b>
	<b>Seat for Reading</b>	<b>36 seats</b>	<b>3 hours</b>



<b>Student Chamber</b> (Dasan Hall 3rd Floor)	<b>Seat for Research</b>	<b>16 seats</b>	<b>6 hours</b>
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<b>Student Chamber</b> (Dasan Hall 4th Floor)	<b>Seat for Research</b>	<b>151 seats</b>	<b>6 hours</b>
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□ *Help*

	<b>Name</b>	<b>Contact</b>
No.1 Kiosk (Yulgok Hall 3rd Floor)	JUNG, Gu-Min	ext. 1258/gm_jung@kdischool.ac.kr
No.2 Kiosk (Dasan Hall 1st Floor)	CHOI, Sung-Jin	ext. 1290/sjchoi@kdischool.ac.kr

### 3-2. KDI(Korea Development Institute) Library

The KDI library, located a short ten-minute walk from campus, is also open to KDI School students. This library has more than 137,000 volumes, including 48,000 monographs, 15,000 annual reports and statistical data collections, 43,000 research reports, and over 1,131 periodical subscriptions. KDI School students are granted full access to KDI's library.

## 4 Study Facilities

### 4-1. Student Lounge

Right next to the convenience store located in the basement of the Dasan Building, there is a student lounge equipped with comfortable sofas, a wide screen TV, and desktop computers. The lounge is a suitable place for students to relax while enjoying a snack or beverage and chatting with pleasant company. There are two study rooms inside the student lounge.



### 4-2. Study Rooms



There are two study rooms inside the student lounge of Dasan Building right beside the convenience store. If the rooms are vacant, students may use them without a reservation.

### 4-3. Student Chambers

□ *Open hours: 24 hours*



The student chambers are located on the 3rd and 4th floors of the Dasan Building for students' research and study. You are required to register at the digital system to get assigned with an available seat. (Please refer to the Seat Management System for Library & Student Chambers, p.58~59.) You must have your Student ID Card in order to access the system.

□ *For inquiries:*      3299-1258 (Mr. Jung, Gu Min)

#### 4-4. Personal Lockers

The lockers provide a small storage space for your personal belongings and study



materials. Since the school will not be responsible for any loss of damage, you may not want to store your valuables in the locker. If needs be, a padlock for your locker can be purchased at the school convenience store located in the basement of the Dasan Building.

Student lockers are only available for a period of one-academic year. Although every first-year student will have a locker assigned, it must be cleared of all personal belongings at the end of the academic year.

Those who want to continue using a locker must apply for a locker for the new academic year through the Academic Affairs Division. It is not permissible to use a locker without registration. Additionally, you are not allowed to use a different locker from the one you were originally assigned.

□ *For inquiries:* 3299-1088 (Ms. LEE, Dan-Ah)

#### 4-5. Sejong Bookstore



- *Location:* 2<sup>nd</sup> floor, Student Union Building
- *Open Hours:* 09:00~18:00
- *Lunch time:* 12:00~13:00
- 958-3947

In this bookstore, KDI School students can purchase books for their classes, but this place mainly caters to KAIST students. If students cannot find their course books here they can visit several major book stores in the city such as Young Poong Bookstore or BANDI & LUNI's Bookstore at Jong-gak subway station (line #1).

## 5 IT Service Information

### 5-1. about the Administration Division

#### □ *Functions of the Administration Division*

- Maintain DB servers, mail server, backup server, firewall server and other networking facilities.
- Manage the School's homepage.
- Maintain the e-education services of the School's homepage.
- Maintain the School's Management Information System (MIS) and Groupware system.
- Manage the operation and support of the computer lab.
- Provide support for all IT related issues.

#### □ *Rules and Regulations of the Computer Lab*

- Always shutdown the computers after use and be sure to take all your belongings when you leave the computer lab.
- All of your files must be saved in the D drive. It is advised that you also back up your files on your own storage device (USB memory stick, etc.) after you finish your work because the C drive cannot store personal data. The C drive is used to store and to maintain only the files needed for the computer's system. The Administration Division is in no case responsible for the loss or damage of personal data stored on any hard disk drives in the computer lab.
- A virus check must be conducted before you work with your private storage devices. This is important to maintain the integrity of all the computers on the network.
- Installation of software programs that have not been approved by the Administration Division is absolutely prohibited. Any members that do not follow this policy will have their privileges revoked.
- Food and beverages are not permitted in the computer lab.
- Have respect for others and when it is necessary to speak please do so quietly. Loud noises are not tolerated.
- Computers and other equipment belonging to the lab are both the School's and the student's property. Let's keep the computer lab in excellent condition.



□ *Support Policies of the Administration Division*

- The Administration Division is not allowed to lend out any software or programs due to software licensing restrictions.
- Problems with networking are the responsibilities of the Administration Division. In the case of any network problems please consult with the Administration Division.
- The Administration Division provides for the creation and maintenance of the School's e-mail accounts.
- The Administration Division provides support for faculty, staff and students during the School's office hours.
- Staff members are Mr. SONG, Chang-Yong at 3299-1275, Mr. NA, Dong-Jin at 3299-1052 and Ms. KIM, Hyun-A at 3299-1059

Please note that the Administration Division does not provide support and / or troubleshooting for personal computers.

## 5-2. IT Services

### Internet Access (LAN cable or Wireless)

Students can access the internet everywhere on campus (Dasan Building & Yulgok Building) via cable and wireless LAN.

□ *Wireless Access*

- Search for wireless network available in the range, and connect to [KDI\_ZONE].
- Open Internet Explorer, and enter your ID and password (as used in the School website).

Please note that if you change your password at the School website, the password for wireless access will immediately change accordingly. For information on your password, please contact Mr. NA, Dong-Jin ( 3299-1052) and Ms. KIM, Hyun-A ( 3299-1059).

### **Setting up a School Email Account**

- Visit the website (<http://webmail.kdischool.ac.kr>)
- Click on “Join in”, complete the form and click on “Join”.

You will be able to use your email account at 10:00 a.m. the day after you submit the form. Be sure to make note of your account name and the password you created.

The KDI School computer lab is located on the 3<sup>rd</sup> floor of the Yulgok Building. The lab is open 24 hours a day seven days a week. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

In the corner of the computer lab, there is a printer room where students can use a copy machine, printers and a scanner. To use the equipment, students should purchase a copy card from the copy card dispenser in the printer room. The copy card can be used for the printers and scanner as well as the copy machine. One copy card is KRW 5,000 and one 5,000-won bill or five 1,000-won

bills can be used for the copy card dispenser.

## 6 On-campus Restaurants & Stores

## 6-1. Cafeteria

- *Location: 2<sup>nd</sup> floor, Student Union Building*
- *Open Hours: Breakfast 08:30-09:30*  
*Lunch 11:15-13:10*  
*Dinner 17:30-19:30*

*It mainly serves Korean dishes at a fairly cheap price (KRW 2,000 for breakfast, KRW 3,000 for lunch and dinner). The cafeteria is a good place to visit when students don't have much time to go outside due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. There are also many restaurants near Kyung Hee University if students want to enjoy other types of cuisine within a price range of approximately KRW 4,000~ KRW 12,000 depending on the food.*



## 6-2. Atrium

- *Location: 2<sup>nd</sup> floor, KAIST SUPLEX building*

- *Open Hours: During the semester 09:00~20:00 / During the vacation 09:00~18:00*

Atrium features a fusion style menu, along with drinks or sandwiches. It is also a good place to have tea time with close friends or colleagues in a comfortable atmosphere.

960-3958

### 6-3. Convenience Store

- *Location: 3<sup>rd</sup> floor, Student Union Building*

- *Open Hours: During the semester 08:00~22:00 / During the vacation 08:00~20:00*

Snacks and beverages can be purchased at the convenience store. They also sell meal coupons for the Cafeteria and public phone cards for international students. 958-3940

### 6-4. KDI School Convenience Store

- *Location: 1<sup>st</sup> floor, Dasan building, KDI School*

- *Open Hours: Weekdays 09:00~19:00 / Saturdays 09:00~15:00*



At the school convenience store, you can buy such items as notebooks, pen & pencils, spiral bound textbooks, snacks, beverages, school souvenirs, and a lock for your locker. Copy and Fax Services are also available here (the copying cost is KRW 30 per page, and the fax cost ranges from KRW 700 to KRW 4,400 per page depending on where the materials are

being sent). Inquiries: 3299-1262

## 7 Banking Information

### 7-1. Woori Bank - on campus

- *Location: 2<sup>nd</sup> floor, Student Union Building*

- *Hours of Operation:*

- Morning 09:30~10:30
- Afternoon 14:20~15:20

- *(A.T.Ms 8:00-22:00)*

- *An ATM is also available on the 1<sup>st</sup> floor of Yulgok Building (Building No. 9), KDI School for your convenience (Hours: Mon – Fri 09:20 ~16:30)*



## 7-2. 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. The KDI School is affiliated with Woori Bank and helps to issue check cards for bank transactions. International students will be guided to apply for a check card during the orientation. If you have missed the orientation, please inform the Student Affairs Division to apply for one.

### □ *Required documents:*

- Application for Check Card
- Initial Application for Banking Transactions
- Certificate of Client Transactions
- Copy of Passport (or Foreign Registration Card)

For more inquiries      3299-1224(Ms. LEE, Hea Young)

## 8 Health Care Information

### 8-1. KAIST Health Center

For minor injuries and ailments, you can go to the on-campus health center (KAIST) located on the 2nd floor of the Student Union Building. You can buy over-the-counter medicines from the health care center.

- 958-3277 (Ms. KIM, Ja yeon)
- *Hours: Mon - Fri: 09:00 - 18:00 (Lunch : 12:00-13:00)*

### 8-2. Hospital Information (for international students)

It is difficult to find English speaking doctors in Korea. If you are not confident in your Korean speaking ability, you may want to visit one of the following international health care centers in case of illness.

#### **Korea University Anam Hospital (International Healthcare Center)**

Having entered into MOU with KDI School, Korea University Hospital serves as a convenient site for KDI students to find medical service. In Korea University, Korean assistant fluent in English will help international patients from reception to prescription, facilitating your communications with doctors or staffs during medical treatment. Advantage of using the Korea University Hospital are below:

- **Less Waiting Time:** The International Clinic Office of Korea University Hospital will provide a separate service for all international patients.
- **Less Language Barrier:** A designated assistant will provide individual escort service within the hospital, explaining and translating necessary information
- **Convenient Payment System:** No immediate payment at the time of your visit.  
Expenses will be deducted from your monthly stipend 2 months later
- Information
  - 920-5677(Ms. LEE, Angela)
  - Website: <http://anam.kumc.or.kr:8080/ENG/>
  - Service Hours : 9:00-17:00 Mon - Fri (lunch:12:00~13:30)
  - Take the bus No. 273 at bus stop in front of the main gate
  -

**You must make an appointment.**

Emergency center operates 24 hours without holidays.



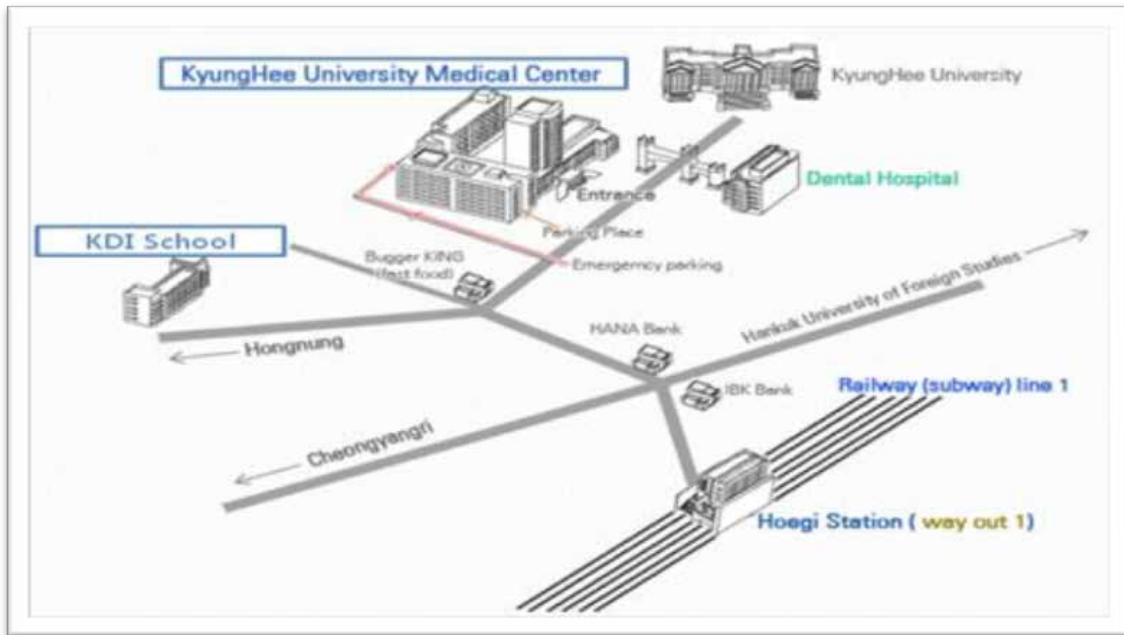
### **Kyunghee University Hospital**

Kyung Hee Medical Center is the nearest hospital. It's a renowned general hospital, but crowded with many people all the time. If your symptoms are not that serious, we'd like to recommend you to visit a private hospital initially. General hospitals often ask visitors to undergo unnecessary medical check-ups which are particularly expensive for foreigners.

- 958-9644, 958-9477
- Website: <http://www.khmc.or.kr/eng/>
- Admission Hours: Mon - Fri: 08:30-16:00, Sat: 08:30-11:30
- Treatment Hours: Mon - Fri: 09:00-12:00, 13:30-17:00 Sat 9:00-12:00

**You must make an appointment over the phone.**

Emergency center operates 24 hours without holidays.



### Medical Insurance in Korea

The Korea National Health Program is one of the major social security programs of which almost all Koreans are beneficiaries. When Koreans receive a medical treatment in a hospital or buy medication from a pharmacy, they don't pay a high fee because a proportion of their medical fee is covered by prepaid insurance fees. However, when individuals from abroad without any applicable insurance in Korea receive medical treatment, get hospitalized and buy medication due to sudden disease, illness or an accident, they are required to pay a relatively high fee and it can be a big burden for them.

For this reason, KDI School international students are insured through the school during their stay in Korea as a mandatory policy. Monthly fees per student amount to approximately KRW 8,000 ~ KRW 10,000. For those who have agreed to carry medical insurance through School, this fee is deducted from their monthly stipends.



With exception of the Korea University Hospital, students are required to pay, at the time of their visit, all relevant fees for medical treatments, hospitalization and medication. Regardless of which hospital they choose, insured students must submit the relevant documents to the Student Affairs Division in order to get insurance reimbursement. Please note that the school only helps with technical procedures such as faxing the submitted documents to the insurance company. Any complications that may occur in the reimbursement process should be resolved between the students and the insurer.

*Required documents for refund:*

- All receipts relevant to medical treatments, hospitalization and medication

*Cases not applicable to refund:*

- Chronic disease, sickness or illness (which you had before insured)
- Dental treatment (such as scaling, teeth whitening, dentures and implants, etc.)  
However, tooth fracture (or breakage) by accidents could be a case covered by medical insurance.

*Important notice regarding the insurance*

Under the Government's medical insurance policy, the amount of deductibles depends on the type of hospital they choose: KRW 20,000 for a general hospital and KRW 10,000 for a private clinic. For purchase of prescription medicine, whether it was prescribed at a general hospital or a private clinic, deductibles remain the same at KRW 8,000.

Ex1. If you spent KRW 24,000 at a general hospital, KRW 4,000 will be reimbursed.

Ex2. If you spent KRW 30,000 at a private clinic, KRW 20,000 will be reimbursed.

Ex3. If you spent KRW 5,000 at a local pharmacy, you will get no reimbursement.

## 9 KDI School Dormitories & Mailing Services

### 9-1. On-campus (Haejungsa)

#### Dormitory Office

The dormitory office is located on the 1<sup>st</sup> floor and is staffed 24 hours a day. Students should visit this office to fill out the "Dormitory Check-in Form" when moving in to their assigned rooms. Residents





are required by the dormitory office staff to register their student ID card information for security access to the dormitory building; otherwise they are not allowed to enter.  
( 3299-1136)

### **Check-in Procedure**

- ☐ *Visit the dormitory office*
- ☐ *Check the assigned room*
- ☐ *Carefully read the Dormitory Rules and Regulations in the Dormitory Check-in Form*
- ☐ *Fill in the form and take the room key*



### **Check-out Procedure**

- ☐ *Clean your room and have your room inspected*
- ☐ *Visit the dormitory office and return the room key*
- ☐ *Visit the Student Affairs Division*
- ☐ *Fill in Application for Check out form*
- ☐ *Get a refund for your deposit*



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

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

### **Dormitory Rules and Regulations**

**Dormitory Hours:** All dorm residents are expected to maintain quiet and courteous behavior at all times. Students are requested to refrain from talking in the hallway so as not to disturb other students who are studying or sleeping inside their rooms. “ Quiet Hours” for the dormitories are between 10:00 P.M and 8:00 A.M

**Prohibition:** Members of the opposite gender should not enter each other’s rooms.

**Rooms:** Students are housed two or three to each room: Students must maintain their rooms to a minimum level of cleanliness and clean the room prior to departure.

**Safety:** The burning of incense, fireworks, explosives, or any other flammables is not permitted. No cooking or cooking appliances are allowed in the rooms. (Cooking is only allowed in the Snack Bar located on the 5<sup>th</sup> floor.)

**Alcohol/Drugs:** The use, or possession of illegal, non-prescription drugs, or alcoholic beverages, are not permitted at any time.

**Room Check:** The supervising staff may inspect student rooms. 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

**Damages/Liability:** Students agree to be fully responsible and liable for any damages that may occur to KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Residents are also 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.

**Key:** Students must sign out room keys, which will be turned in upon their checking out. Replacement charge for each key loss or not returned is KRW 30,000.

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

### Rates & Deposit

Accommodation	Type	Rate per person, Per day	Maintenance Fee	Deposit (Refundable)
Haejungsa	Studio	KRW 5,000	KRW 50,000	KRW 120,000
	General			

- ☐ Deposit and maintenance fee will be charged only once at check in.
- ☐ Refund may vary according to the room condition & fee payment of check out.
- ☐ On Campus Dormitory fee for standard 30 days is KRW150,000 and KRW155,000 for 31days.

### Services included in the Maintenance Fee

- ☐ Mattress and Carpet cleaning (Anti Bacteria, Minute Dust) : 2 times a year
- ☐ Bedding Cleaning: 4 times a year
- ☐ Disinfection for dormitory building and rooms: 8 times a year
- ☐ Annual whole building cleaning: end of year

## **Rooms**

### □ *General Rooms*



All general rooms are double rooms and are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system, and an internet system (electrical outlets: 220V). A set of bedding (blanket, bed cover, bed sheet, bed pad, pillow) are provided for students when they check in to their rooms. While staying in the dormitory, it is the responsibility of the residents to

keep their room and bedding clean.

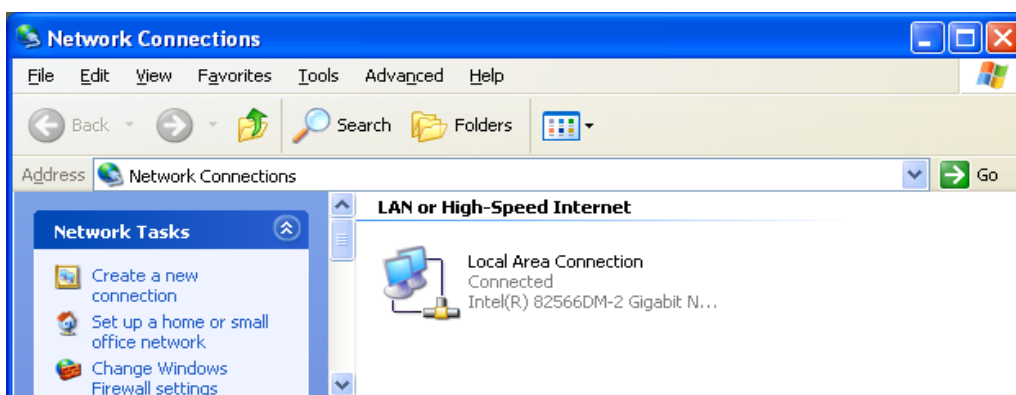
### □ *Studio Rooms*

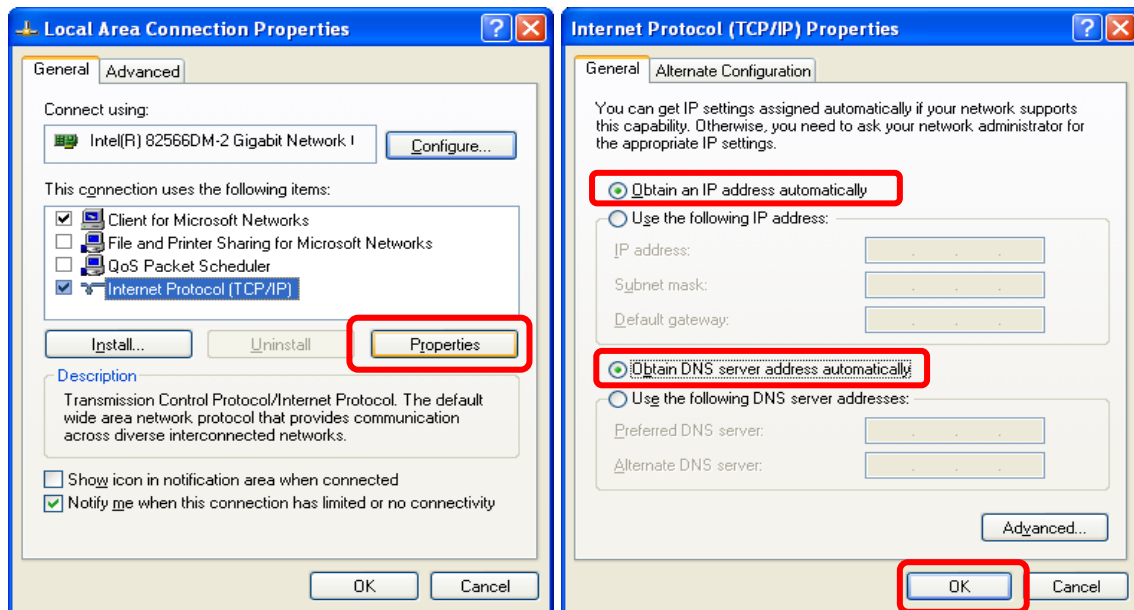


Haejunga has eight studio rooms. Studio room is for 3 people and it has its own shower and toilet inside. A set of bedding is also provided to students when checking in. The rooms are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system (electrical outlets: 220V).

## **Connecting to the Internet in Your Dormitory Room**

Each room is equipped with two cable lines to connect to your computer. Following the directions shown below, open Internet Protocol (TCP/IP) Properties and set your computer to "obtain an IP address automatically".





## **Dormitory Lounges**

### **□ Main Lounge on the 1st floor**



The main lounge is located on the first floor and is a place where students can relax, watch TV, check their email, do homework, read, or just hang out and it also offers comfortable surroundings for casual conversation. This place has a satellite TV, some couches, two desktop computers, a printer, microwaves, a water dispenser, irons & ironing boards. There is a vending machine on the right side of the entrance.

### **□ Lounges on each floor**

The lounges located in the center of hallways on the second, the third and the fourth floors are equipped with refrigerators and water dispensers. There are also some laundry hangers to dry your clothes after washing.

## **Communal Showers and Toilets**

Because general rooms in the dormitory don't include shower rooms or toilets inside, residents must use the communal showers and toilets located at the end of each floor. Washing machines are located in the communal toilets of each floor. Residents should use detergent for drum washing machine only.



### **Snack Bar**

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



### **Snack Bar**

Snack Bar users have the responsibility of keeping 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.)

### **Food Waste Bin**

There is a small food waste bin in the snack bar. Residents should use this bin only for food waste. On weekends, when there is the most food waste, we'd like to recommend that you use the big food waste bin in the dormitory parking lot outside the dormitory building.

### **System for getting rid of garbage<sup>2</sup>(for off-campus dormitory residents\*)**

(\* Residents in on-campus dormitory can use separate boxes in the lounge on each floor.)

The city of Seoul sells waste disposal bags specifically for food waste and for non-recyclable garbage. Disposal bags are sold in most corner shops or supermarkets. KDI School does not provide waste disposal bags.

There are four categories of recyclable material:

- Paper: newspapers, calendars, magazines, or anything of paper material.
- Glass: containers made from glass like wine bottles, medicine bottles, and etc. (Please wash out all containers before disposal)
- Scrap Metal: anything made of metals.
- Cans: things made from aluminum such as beer cans or canned goods. (Please wash out all containers before disposal)

For the specifics, you may ask advice to your Korean classmates.

### **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.

<sup>2</sup> Extracted from Yonsei Univ. Guidebook

## 9-2. Off-campus (Apartment)

KDI School has 5 various types of apartment around campus. Each apartment has kitchen, bathroom and three or four bed rooms. For each apartment the KDI School assign total residents for each house and assigned 6 or 4 people according to the type and those assigned will share 3 or 4 rooms upon mutual agreement.

### Accommodation Overview

(January 2011)

	<b>Apt. A: ShinHyundai</b>	<b>Apt. B: Grangvill 33</b>	<b>Apt. C: Grangvill 24</b>	<b>Apt. D: Hanshin</b>	<b>Apt. E: Hyundai</b>
<b>Area</b>	105 square meter, 32"	109 square meter, 33"	82 square meter, 24"	105 square meter, 32"	152 square meter, 46"
<b>Rooms</b>	<b>3 Rooms for 6 persons</b>	<b>3 Rooms for 6 persons</b>	<b>3 Rooms for 4 persons</b>	<b>3 Rooms for 6 persons</b>	<b>4 Rooms for 6 persons</b>
	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 2 persons</b>	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 2 persons</b>
	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 1 person</b>	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 2 persons</b>
	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 2 For 1 person</b>
<b>Toilet</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>How to Commute</b>	<u>on foot</u> or <u>subway</u> Hoegi Station Line #1	<u>subway</u> Seokgye Station Line #1, #6 or <u>bus</u> #1215	<u>subway</u> Seokgye Station Line #1, #6 or <u>bus</u> #1215	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (10 minutes on foot from exit No. 2.)
<b>Commuting Time</b>	15 minutes to School	30 minutes to School	30 minutes to School	20 minutes to School	20 minutes to School
<b>Heating System</b>	Household control				
	Central Gas				

### Off Campus Dormitory Rate & Deposit

<b>Accommodation</b>	<b>Type</b>	<b>Rate per person, per day</b>	<b>Maintenance Fee</b>	<b>Deposit (Refundable)*</b>
<b>Apt. A: ShinHyundai</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		

<b>Apt. B: Grangvill 33</b>	Large Room	KRW 4,000	-	KRW 120,000 (One Time Payment at check in)
	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
<b>Apt. C: Grangvill 24</b>	Large Room	KRW 4,500		
	Medium Room	KRW 5,000		
	Small Room	KRW 5,000		
<b>Apt. D: Hanshin</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
<b>Apt. E: Hyundai</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
ü Communal Facilities : Air Conditioner, Kitchen Facilities, Dining Table, and Study Table ü Individual Facilities : Bed, Wardrobe, Bookshelf, and Chair				

- Deposit is refundable when you check out.
- Refund amount may vary according to the room condition & fee payment of check out.

### 9-3. Mailing Service Information

#### **Student Mailbox (Basement floor / Dasan Building)**

Each student is assigned with a student mailbox, located on the 1<sup>st</sup> floor of Dasan Building on the way to the stairway for the 2<sup>nd</sup> floor. All mail is distributed to the student mailboxes and the mailing address should be written as follows:

#### **Mailing Address:**

□ *KDI School Address:*

- Program / Student Name
- KDI School of Public Policy and Management
- 87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

□ *School Dormitory (Haejungsa)*

- Dormitory Room No. / Student Name
- Haejungsa(Dormitory)
- 87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

Students are required to check their mail boxes regularly, otherwise mail can be left alone until they visit their mail boxes. If you are expecting to receive an important piece of mail, please inform us in advance in order for us to take special care of it.

□ *Inquiries:* 3299-1258 (Mr. Jung, Gu Min)

### **On-campus Mail Delivery Service**

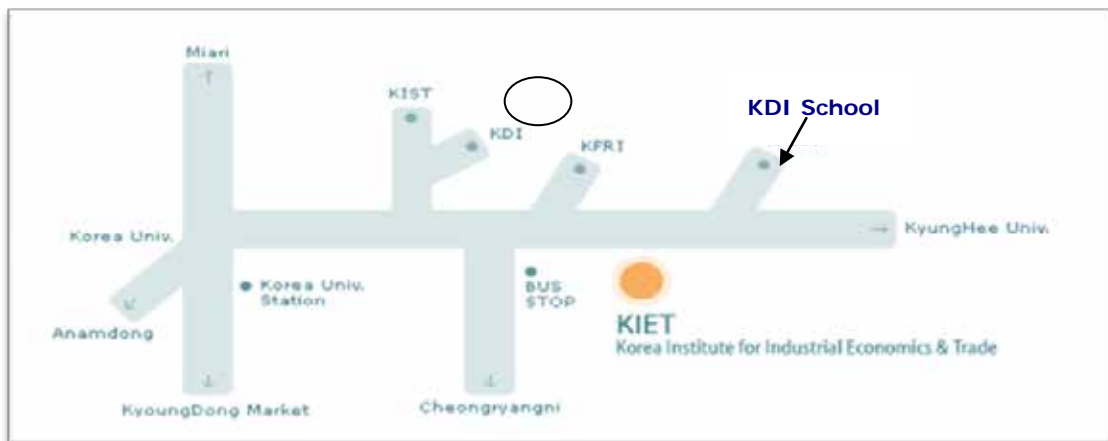


The KDI School supports mail service for students. Collections are made between 13:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 1<sup>st</sup> floor right behind the reception desk of the Yulgok Building (No.9). Service fees are subject to change depending on the type of mail. (At the KAIST mail service office located on the 3<sup>rd</sup> floor of the Student Union Building on campus, mail services are also available. Mail is collected from 9:00 to 15:00. )

### **Off-Campus Post Offices**

#### □ *KIET Post Office (Off-Campus)*

The nearest post office is located in the KIET (Korea Institute for Industrial Economics & Trade) about 300 meters from the KDI School. If you walk out of the campus towards the KDI until you reach the main gate of the KFRI (Korea Forest Research Institute), you will be able to see a sign across the street indicating the location of the post office.



#### □ *Cheongnyangni Post Office (Off Campus)*

- Location: Cheongnyangni Subway Station, line no. 1(exit no. 2).
- Open Hours: 9:00 ~ 18:00
- 961-5121

#### □ *Hwikyungdong Post Office (Off Campus)*

- Location: Hoegi Subway Station, line no. 1(exit no. 1).
- Open Hours: 9:00 ~ 18:00
- 965-2336



## 10 School Administrative Offices

### 10-1. School Administrative Offices

Almost all of the school administrative offices are located on the second floor of the Dasan Building. While studying at the KDI School, one of the most frequently visited places by students is the Academic Affairs Division which is responsible for academic programs (admission, courses, credits, study plans, thesis, graduation, certificates) and the Student Affairs Division which is responsible for GMP, exchange program, networking programs (buddy, club activities, happy hour), monthly stipends, and cultural events. The administrative office staff members are:

#### Academic Affairs Division

- *General Management: Mr. KIM, Gi-Sang ( 3299-1257)*
  - Head / General Management of Academic Affairs
- *Academic Program: Ms. YANG, Hye-Jung ( 3299-1217)*
  - Ph.D. Program, Graduation Management, Academic Advisor Assignment
- *Academic Program: Mr. LEE, Byung-Kwon ( 3299-1259)*
  - Course and Grade Management, Classroom Assignment
- *Student Activities: Mr. JUNG, Gu-Min ( 3299-1258)*
  - Management of Tuition, Teaching & Administrative Assistants, and Student Status
- *Student Activities: Ms. LEE, Dan-Ah ( 3299-1088)*
  - Research Project, POS Committee, Faculty Research
  - Tuition Management, Teaching & Administrative Assistants
- *Student Activities: Ms. KWON, Rang-Yi ( 3299-1294)*
  - Evening Program Support, Certificate Issuance

#### Student Affairs Division

- *General Management: Ms. LEE, Jae-Soon ( 3299-1105)*
  - Head / General Management of Student Affairs
- *Study Abroad Program: Mr. KANG, Sung-Mook ( 3299- 1021)*
  - Global Master's Program, Exchange Program, KOICA Group, Dormitory
- *Student Services: Ms. LEE, Hea-Young ( 3299-1224)*
  - Fall Term International Student, Colombo, NIIED, POSCO Group
  - Insurance, Monthly Cultural Events, Field Study Program for Int'l Students
  - Student Networking Programs: Club, Buddy, Happy Hour, Home visiting, etc.

- *Student Services: Ms. KANG, Su-Jin* ( 3299-1253)
  - Spring Term International Student, Global Ambassador Scholarship Group
  - Monthly Cultural Events, Monthly Stipends, Dormitory, etc.
- *Student Services: Mr. KANG, Bong-Ju* ( 3299-1266)
  - Intern Staff, Assistant Coordinator
  - Insurance Claim Process, Dormitory Check-in and Check-out

### **Administration Division**

- *IT Service: Mr. SONG, Chang-Yong* ( 3299-1275)  
*Mr. NA, Dong-Jin* ( 3299- 1052)
  - Computer Lab Management, Network Maintenance, E-mail Accounts, Internet
- *Facility Maintenance Service: Mr. CHUNG, Young-Sik* ( 3299-1260)
  - School Facilities, Dormitory Facilities

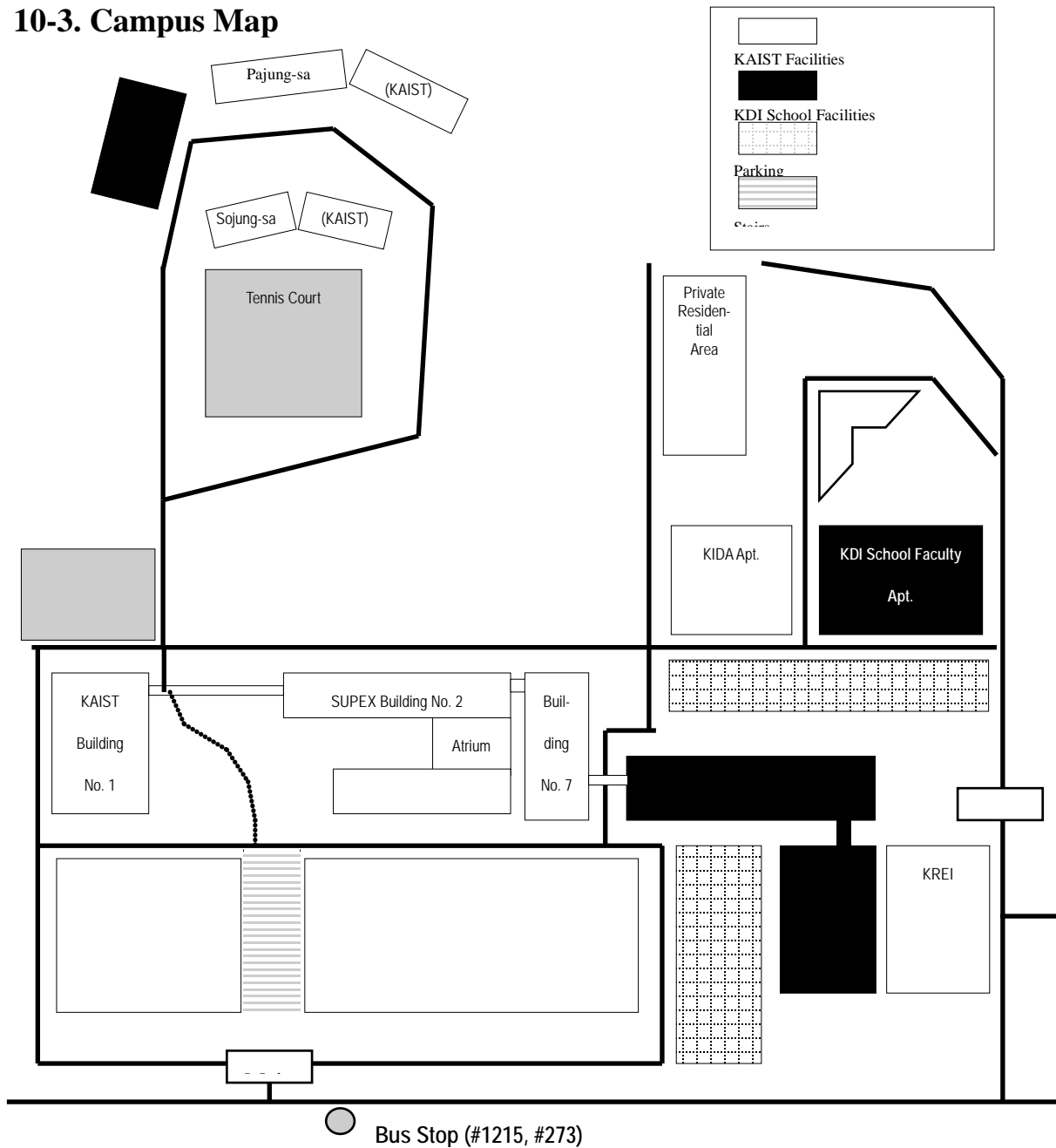
## **10-2. Faculty Support Offices**

The faculty offices are located on the fourth, fifth and sixth floors. To support faculty members, there is one faculty support office for each of these floors. The offices are staffed from 9:00a.m to 6:00 p.m. from Monday to Friday.

Contact information:

- Faculty Support Office (fourth floor): *Ms. CHOI, Ji-Ye* ( 3299-1254)
- Faculty Support Office (fifth floor): *Ms. JANG, Nam-Hee* ( 3299-1256)
- Faculty Support Office (sixth floor): *Ms. SON, Da-Un* ( 3299-1215)

### 10-3. Campus Map



KDI School Yulgok Building (Building No.9)

KDI School Dasan Building (Building No.8)

Student Union Building(shared with KAIST students)

KDI School Dormitory - Haejungsang (Building No. 10)

## **Floor Guide of Each Building**

### □ *[KDI School Yulgok Building (Building No.9)]*

<b>7F</b>	Ambassador Hall/ Lincoln Hall/Chunji Sky Lounge
<b>6-4F</b>	Faculty Offices/Faculty Support Offices/ Lecture Rooms
<b>3F</b>	Computer Laboratory/ Printer Room/Lecture Rooms Student Association Room/ Video Conference Room
<b>2F</b>	Lecture Rooms/Student Lounge
<b>1F</b>	Reception Desk, Lobby, A.T.M(Woori Bank)

### □ *[KDI School Dasan Building (Building No.8)]*

<b>4F</b>	Student Chamber, Study Room, Personal Lockers, Fitness room, Shower Rooms
<b>3F</b>	Student Chamber, Lecture Rooms
<b>2F</b>	School Administrative Offices (including the Academic Affairs Division and the Student Affairs Division) * The 3 <sup>rd</sup> floor of the Yulgok Building and the 2 <sup>nd</sup> floor of the Dasan Building are connected by a path.
<b>1F</b>	Library
<b>B1F</b>	Convenience Store, Student Lounge & Study rooms, Student Mail Box

### □ *[Student Union Building (shared with KAIST students)]*

<b>4F</b>	Faculty Restaurant
<b>3F</b>	Woori Bank, Sejong Book Store, Convenience Store
<b>2F</b>	Cafeteria, KAIST Health Center
<b>1F</b>	Table Tennis Room

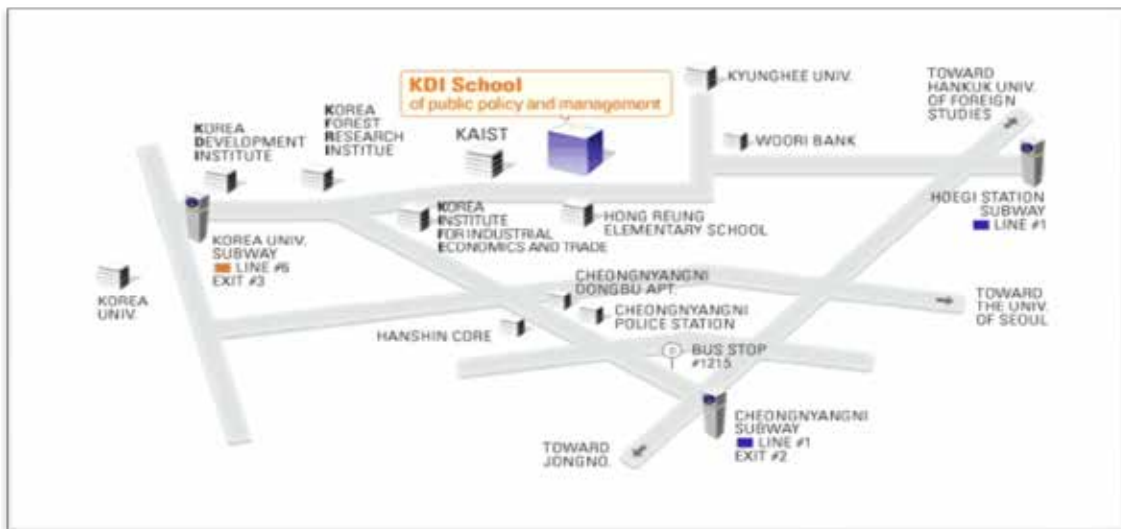
### □ *[KDI School Dormitory - Haejunga (Building No. 10)]*

<b>5F</b>	Snack Bar, Rooftop
<b>1~4F</b>	Rooms, Communal Toilets, Communal Shower Room, Washing Machine, Drying Machine
<b>1F</b>	Dormitory Office, Dormitory Lounge

## Around the KDI School

### 1 Directions to the KDI School

- Cheongnyangni Station (Exit #2, Subway Line #1) → take the #1215 bus → get off at Hong Reung Elementary School
- Hoegi Station (Subway Line #1) → 15 minute walk to the KDI School
- Korea Univ. Station (Exit #3,6, Subway Line #6) → take the #273 bus → get off at Hong Reung Elementary School
- *Map of School Vicinity*



### 2 Shops and Restaurants (near Kyung Hee University)

#### Convenience Stores

There are many convenience stores around the campus open 24 hours a day, such as Family Mart, GS 25, By the Way and more. All of the usual convenience goods such as basic grocery items, magazines, gimhap (Dried Seaweed Rolls/rice rolled in dried laver), fried chicken, instant noodles and soft drinks are purchasable.

### **Shops and Other Stores**

Other places near KDI School and Kyung Hee University include a bakery (Paris Baguette), coffee shops (Coffee Bean, Hollys Coffee), KODAK (film developing), a cosmetic shop, “Dunkin Donuts”, and an ice cream shop (Baskin Robbins). They are also good places to visit sometime!

### **Restaurants**

From the rear gate of the KDI School, if you go in the direction of Kyung Hee University, you will find many shops and restaurants. Korean restaurants in the area serve galbi (ribs), bulgogi (thin slices of beef, marinated in a soy sauce, and usually grilled at the table), dolsot-bibimbap (Sizzling Stone Pot Bibimbap -mixed vegetables, beef and rice served in hot stoneware), kalguksu (hot noodle soup), samgyeopsal (Korean Style Bacon -rashers of bacon, grilled at the table and dipped in a mixture of sesame oil and salt). For international students that need some time getting used to Korean foods, western restaurants such as Burger King, Mr. Pizza and Sorento (Italian) are suitable places to dine. Additionally, there is a Thai restaurant called “K-Chang,” an Indian restaurant called “New Dehli,” and numerous Japanese and Chinese restaurants.

### **Lotte Department Store**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Station of Subway line No. 1*  
(Connected to Department store directly from Subway station)
- *Open Hours: 10:30~20:00 (except one Monday of the month)*
- 966-2500

Lotte Department Store is one of the major Korean retail stores. Lotte Department Store offers retail consumer goods and services and is one of the 8 business divisions of Lotte Shopping. Other Lotte companies include discount store Lotte Mart and supermarket Lotte Super.

### **Lotte Mart**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*  
(You will see a sign from the subway station)
- *Open Hours: 9:00 ~24:00 (Mon~Sun)*
- 3298-2500

Lotte Mart is one of the South Korean retail chains with over a hundred branches across the country. Lotte Mart typically offers fresh/processed food, daily goods, home appliances, clothing, and miscellaneous. It also features Toys-R-Us, the world's largest toy store.

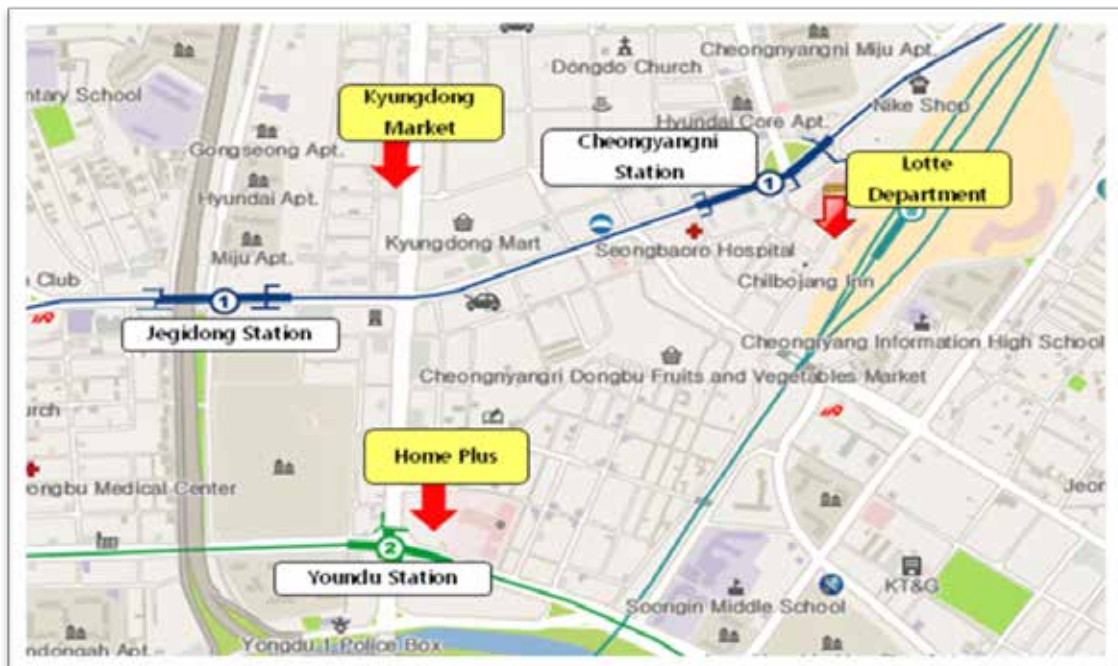
### **Lotte Cinema**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*  
(You will see a sign from the subway station)
- 1544-8855

Lotte Cinema is a chain run by the Lotte Group operating both stand-alone theaters and theaters inside Lotte Department Store branches. It has a total of 206 screens in 26 leading cities across the nation.

In the same building you can also find Lotte Department Store, Lotte Mart, and small, special-purpose stores such as fast food restaurants. On 6<sup>th</sup> floor is a place called "Digital Park" where you can try some of household appliances before you buy one.

### □ **Map**



### **Kyungdong Market (Shijang)**

- *Location: Jegidong Subway Station (Line No. 1 10 minutes on foot from exit No. 2.)*
- *Open Hours:*
  - Herbal medication 9:00 ~ 19:00(weekdays) / holidays (Sunday)
  - Vegetables, fish, fruits, etc. 4:00 ~19:00 (Mon~Sun)



Kyungdong Shijang is a huge indoor/outdoor traditional market in Seoul, selling an astonishing variety of goods. It's an indescribably unusual place to western eyes, as the market's thousands of stands and stalls and shops offer everything from live reptiles, roasted insects, sea life of every variety, and head-sized fungus. Much of it is consumed for various medicinal benefits.

Kyungdong is one of the largest herbal medicine and ginseng markets in Seoul. Since its establishment in 1960, the market has been supplying 70 percent of the nation's herbal medicine ingredients and has more than 1,000 related shops and oriental medicine clinics in the area. Kyungdong Market also serves as a wholesale and retail market selling agriculture product and fish in about 300,000 square meters.

### **E-Mart**

- *Branch : Imun-dong*
- *Location: Hankuk Univ. of Foreign Studies Station of subway line No. 1*
  - (10 minutes on foot from exit No. 1)
- *Open Hours : 09:30~24:00*
- *02-959-1234*



The E-Mart Imun-dong Branch stands one-storey below (B1), and provides customers with a one-stop shopping experience that meets all of their needs.

This mart sells groceries, fashion apparel, accessories, and a wide selection of other merchandise.



## Staying in Korea

### 1 Location<sup>3</sup>

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (Tumen River) to the northeast which separates Korea from both China and Russia. The country itself is flanked by the Yellow Sea to its west and the East Sea to the east. There are several notable islands that surround the country including Jeju-do, Ulleung-do and Dok-do (Liancourt Rocks). The Korean peninsula is roughly 1,030 km (612 miles) long and 175 km (105 miles) wide at its narrowest point. The land area is 99,200 sq km (38,301 square miles), and it has a population of 48.2 million people (2010). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.



### 2 Seoul<sup>4</sup>

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

<sup>3</sup> [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_1.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp)

<sup>4</sup> <http://www.visitseoul.net/>

### 3 Climate<sup>5</sup>

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

### 4 Food<sup>6</sup>

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various



side dishes, mostly seasoned vegetables, soup, pot stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while others are prepared without red chili peppers or are soaked in a tasty liquid. However, garlic is always used in kimchi to add to its flavor. In late November or early December, Korean families used to prepare enough kimchi to last the long winter. The kimchi was stored in large clay jars partially buried to maintain temperature and retain flavor. In modern Korea, housewives often don't have time to make kimchi or the outdoor space needed to store large amounts. But kimchi is still a vital part of the Korean lifestyle: companies making the fermented dish and others selling special kimchi refrigerators enjoy brisk sales. In

<sup>5</sup> [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_2.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp)

<sup>6</sup> [http://www.korea.net/korea/kor\\_loca.asp?code=U03](http://www.korea.net/korea/kor_loca.asp?code=U03)

addition to kimchi, doenjang (soybean paste), with its anti-cancer attributes, has attracted the attention of modern-day nutritionists. Koreans used to make doenjang at home by boiling yellow beans, drying them in the shade, soaking them in salty water, and fermenting them in sunlight. However, only a few families go through this process anymore; the majority buys factory-made doenjang. Among meat dishes, seasoned bulgogi (usually beef) and galbi (beef or pork ribs) are the most favored by both Koreans and foreigners.

## 5 Currency

The unit of Korean currency is the won, usually written as a simple capital W preceding the amount, as ₩ 1,000. As coins, the won is minted in 10-, 50-, 100-, and 500-won denominations; as banknotes, it is issued in 1,000-, 5,000-, 10,000-, and 50,000won bills. Banks also issue checks in ₩ 100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Jan., 2011) the rate is approximately 1130 won to the one U.S. dollar.

### Bills

#### Old Bills



10,000 won  
man won



5,000 won  
ocheon won



1,000 won  
cheon won

#### New Bills



10,000 won  
man won



5,000 won  
ocheon won



1,000 won  
cheon won



50,000 won  
oman won

### Coins



500 won  
obaek won



100 won  
baek won



50 won  
osip won



10 won  
sip won

## 6 Transportation

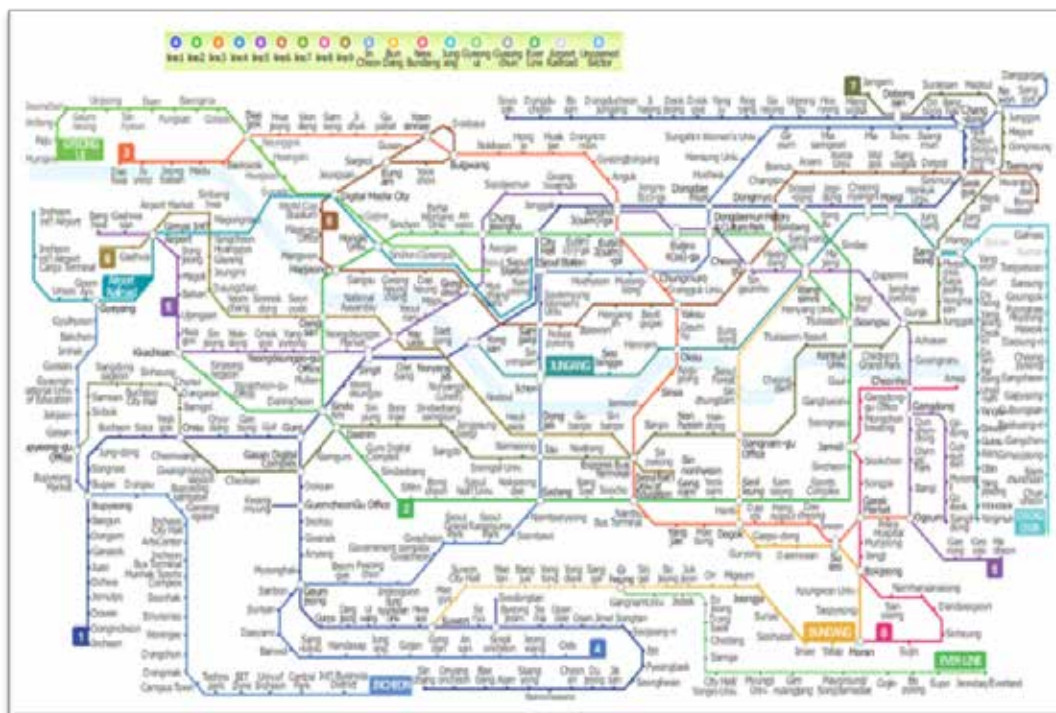
### Subway

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

The fare for Zone 1 is KRW1000, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

The nearest subway stations are Hoegi station and Cheongnyangni station on Line Number 1 and Korea University station on Line Number 6. You can catch a City Bus #1215 or #273 from the main gate of the KDI School campus to Cheongnyangni station or you may walk to Hoegi station or Korea University station.

#### □ *Subway map*



## **Bus**

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

### □ ***Blue Bus***

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

### □ ***Green Bus***

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

### □ ***Red Bus***

- The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.
- This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

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

### □ ***Bus Routes & Destinations***

# 1215(Green): Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST - Hongnung – Cheongnyangni

# 273(Blue): Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST- Hongnung - Korea Univ.

## **Free transfer**

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

## **Taxi**

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 2,400 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 4,500 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

## **Express bus**<sup>7</sup>

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

Terminal	URL	Tel
Dong Seoul Terminal	<a href="http://www.ti21.co.kr">http://www.ti21.co.kr</a>	1688-5979
Nambu Terminal	<a href="http://www.nambuterminal.co.kr">http://www.nambuterminal.co.kr</a>	02-521-8550
Central City Terminal	<a href="http://www.centralcityseoul.co.kr">http://www.centralcityseoul.co.kr</a>	02-6282-0114
Seoul Express Terminal	<a href="http://www.terminal.co.kr">http://www.terminal.co.kr</a>	02-535-4151
Sangbong Terminal	<a href="http://www.sbtr.co.kr">http://www.sbtr.co.kr</a>	02-435-2129
Suwon Terminal	<a href="http://www.seosuwonbusterminal.co.kr">http://www.seosuwonbusterminal.co.kr</a>	031-278-8200
Hwajeong Terminal, Goyang, Gyeonggi-do	<a href="http://www.hwajungterminal.co.kr">http://www.hwajungterminal.co.kr</a>	1577-9884
Terminal, Ansan, Gyeonggi-do	<a href="http://www.ansan-busterminal.co.kr">http://www.ansan-busterminal.co.kr</a>	031-403-8251
Gwangju Terminal	<a href="http://www.usquare.co.kr">http://www.usquare.co.kr</a>	062-360-8114
Daejeon Terminal	<a href="http://www.daejeonbustm.co.kr">http://www.daejeonbustm.co.kr</a>	042-625-8792
Busan Terminal	<a href="http://www.bxt.co.kr">http://www.bxt.co.kr</a>	051-508-9200
Express Bus Lines Association <a href="http://www.kobus.co.kr">http://www.kobus.co.kr</a> 535-2860		

<sup>7</sup> Excerpted from Ajou Univ. Guidebook.



## **Train / KTX**

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

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

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

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

- |                              |  |                  |
|------------------------------|--|------------------|
| □ <i>Korea Railroad</i>      | <i><a href="http://www.korail.com">http://www.korail.com</a></i>     | <i>1588-7788</i> |
| □ <i>Korea Train Express</i> | <i><a href="http://ktx.korail.go.kr">http://ktx.korail.go.kr</a></i> | <i>1544-7788</i> |

## **Transportation Card**



While traveling in Seoul, you may have been intrigued by the beeping sounds as people touched a sensor with their wallets, bags or even mobile phone rings when getting on or off the bus or subway.

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 900 versus the KRW 1,000 cash fare. T-money users can also save more money by benefiting from a fare discount for transfers. Transportation card can be used for taxi fare as well.

## **7 Where to Shop**

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

### **Myeong-dong**

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

### **Migliore**



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

### **Dongdaemun Market**

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



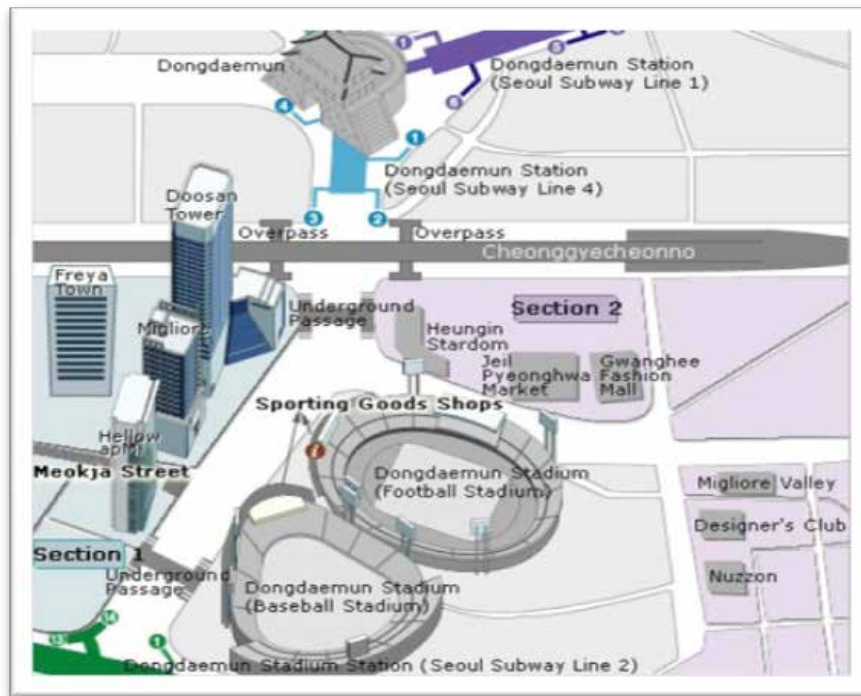
The southern area has more modern buildings, targeting younger shoppers with trendy clothes and fashion accessories. Since most stores are open 24 hours, the area is bustling with shoppers at all hours of the night.

You can get to Dongdaemun Market by taking the dark blue line and getting off at Dongdaemun Station, using exit



14. Dongdaemun Station is a complex structure with many exits, so it may take some time to locate the right one. In that case, feel free to ask locals passing by, who can point you in the right direction.

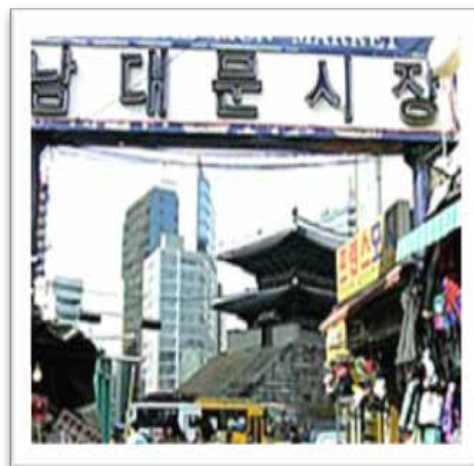
□ *Map of Dongdaemun Market Area*



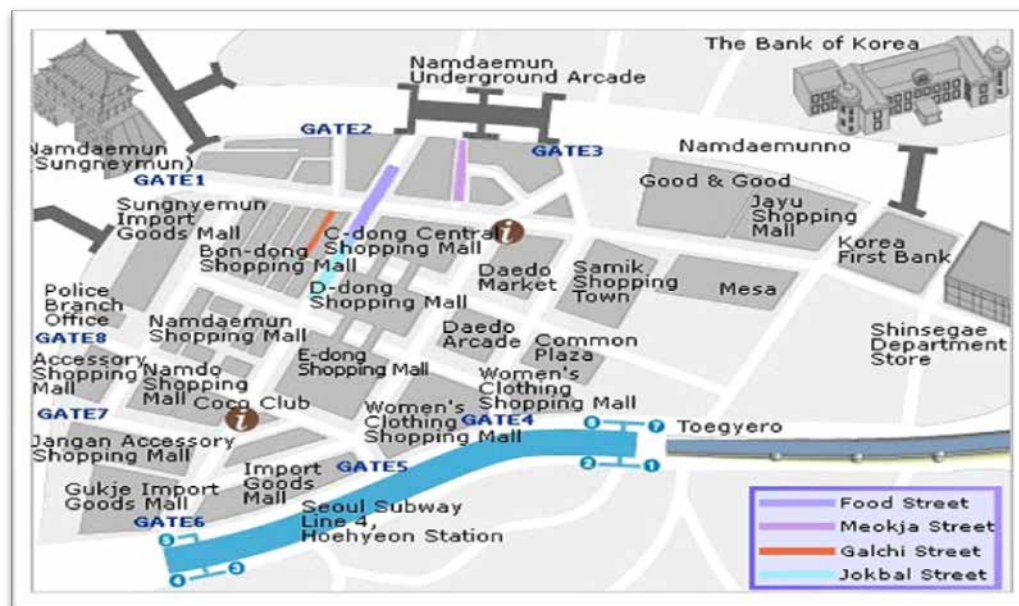
**Namdaemun Market**

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

Transportation - Subway Line 4, Hoehyeon Station Exit 5



□ *Map of Namdaemun Market Area*



**COEX**

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



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

## Itaewon

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

Transportation - Subway Line 6, Itaewon Station Exit #1,2,3 or 4



### □ *Map of Itaewon's main street*



## Insadong



Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yangban aristocratic class. The antique art shops that were established here during the Japanese Colonial Period carried everyday items of the privileged class as these items became antiques in the face of modernity. Since then, Insadong has been home to dozens of art galleries and antique shops.

Insadong's narrow alleys branch out into all directions from one main street.

Korea's antique shops display and sell quality antiques such as old paintings, ceramics, woodenware, metalware, old furniture and many other items. Galleries in Insadong display and sell modern art pieces as well as antiques. Exhibitions are held frequently in these galleries and give good chances for Korean artists to gather. Insa Art Center and Gyeongin Art Gallery are famous in Insadong. Transportation is,

- Subway Line 1, Jonggak Station Exit # 3-1, 5 minute walk
- Subway Line 1, Jongno 3-ga Station Exit # 5, 5 minute walk
- Subway Line 3, Anguk Station Exit # 6, 5 minute walk

### **Seoul City Tour Shuttle Bus<sup>8</sup>**

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

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

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

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

## **8 Other Information**

### **8-1. Tourist Information Service**

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

<sup>8</sup> <http://en.seoulcitybus.com/>

### **Seoul KTO Tourist Information Center**

- *Address:* 40, Cheongyecheonno, Jung-gu, Seoul 100-180
- *Travel Information:* 1330(24 hours)
- *Center Information:* 729-9600
- *Homepage:* <http://english.visitkorea.or.kr/>

### **Korea Travel Phone 1330**

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

## **8-2. How to Call**

### **International Calls**

#### □ *How to call Korea from overseas*

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

#### □ *How to call overseas from Korea*

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

- Regular International Phone Call Carriers: 001, 002, 008
- Mobile Phone Carriers: 00345, 00365, 00388, 00700, 00727, 00766, 00770.
- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

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

### **Public Phones**

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (KRW2,000, KRW3,000, KRW5,000, and KRW10,000) or coins (KRW10, KRW50,

KRW100). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

### 8-3. Electricity<sup>9</sup>

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



### 8-4. Main Worship Place by Religion<sup>10</sup>

#### □ *Anglican church*

- The Anglican Church of Korea
- <http://www.skho.or.kr> 738-8952
- Seoul Cathedral of the Seoul Diocese
- <http://www.seouldiocese.net>
- 02-738-6597, 3, Jung-dong, Jung-gu, Seoul

#### □ *Buddhism*

- Daewoongjeon (Main building) of Temple Jogye
- <http://www.jogyesa.org> 732-2183
- 45, Gyeonggi-dong, Jongro-gu, Seoul

#### □ *Islam*

- Korea Muslim Federation
- <http://www.koreaislam.org> 793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul 793-6908

<sup>9</sup> Excerpted from Yonsei Univ. Guidebook.

<sup>10</sup> Excerpted from Ajou Univ. Guidebook.



□ ***Protestant church***

- Protestant church believes in Christ as a savior, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.
- ‘Bethel Chapel’ of Chungdong First Church
- <http://chungdong.onmam.com> 753-0001~3

□ ***Roman catholic church***

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- <http://www.mdsd.or.kr> 774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop’s Conference of Korea
- <http://www.cbck.or.kr> 460-7500

□ ***Russian orthodox church***

- Korean Orthodox Mission
- <http://www.korthodox.org> 033-573-5210
- 451-1, Yonghwa-ri, Geunduk-myeon, Samchuck-si, Gangwon-do

## 8-5. Public Holidays

□ ***New Year’s day : January 1***

□ ***Lunar New Year’s day: February 2, 3, 4 (Dec. 31- Jan. 2, Lunar calendar)***

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

□ ***Independence Movement Day : March 1***

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

□ ***Buddha’s Birthday : May 10(April 8, lunar calendar)***

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

□ ***Children’s day : May 5***

- This is a day for children to enjoy themselves.

□ ***Memorial day : June 6***

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

□ ***Liberation Day : August 15***

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

□ ***Chusok : Sept. 11- 13 (August 15, lunar calendar)***

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

□ ***National Foundation Day : October 3***

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

□ ***Christmas : December 25***

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

## **8-6. Tips on Cultural Etiquette**

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

- Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers.
- Koreans do not appreciate an overly outspoken style, and physical contact between acquaintances is limited to a handshake. However, physical contact among close friends is common. For example, it is not uncommon to see two men walking in the street with their arms around each other's shoulder and young women walking hand-in-hand. Public displays of affection between the sexes, however, are regarded as unseemly.
- Koreans traditionally sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. Bare feet are offensive to elderly people, so it is best to wear socks, even in summer, when visiting a family.
- "Going Dutch," though becoming more popular among young people, is not widely practiced in Korea. Be prepared to be either a guest or host.



## Appendix 1. Extension number of dormitory

Extension Number of Dormitory on Campus (02-3299-XXXX)			
Rm Number	Extension	Rm Number	Extension
101	1124	305	1157
102	1122	306	1159
103	1123	307	1160
104	1125	308	1161
105	1127	309	1162
106	1131	310	1164
107	1133	311	1166
108	1135	312	1168
109	1134	313	1173
110	1132	314	1169
111	1130	315	1167
112	1126	316	1165
201	1141	317	1163
202	1139	401	1178
203	1151	402	1176
204	1142	403	1174
205	1143	404	1175
206	1144	405	1177
207	1145	406	1179
208	1147	407	1180
209	1149	408	1186
210	1138	409	1187
211	1153	410	1189
212	1152	411	1194
213	1150	412	1196
214	1148	413	1198
215	1146	414	1197
301	1158	415	1195
302	1156	416	1193
303	1154	417	1188
304	1155		

Just dial the extension number when you make on-campus calls.

Dormitory residents cannot make an outside call. Outbound calls are limited to extension calls only.

## Appendix 2. Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. O. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSung Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)795-6535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. O. Box 4406	02)749-0381	02)797-1688
BOLIVIA	1401, Garden Tower Bldg., 98-78 Unni-dong, Jongnogu	02)742-6113	02)742-6114
BRAZIL	Ihn Gallery Building(4F & 5F) 141 Palpan-dong, Jongno-gu	02)738-4970 02)720-4428	02)738-4974
BRUNEI	7F, Gwanghwamun Bldg., 98-78 Unni-dong, Jongnogu	02)399-3707~8	02)399-3709
BULGARIA	723-42 Hannam 2-dong, Yongsan-gu	02)794-8625~6	02)794-8627
CAMBODIA	657-162, Hannam-dong, Yongsan-gu	02)3785-1041	02)3785-1040
CANADA	10F & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. O. Box 6299	02)3455-6000	02)755-0686
CHILE	14F, Heungkuk Life Insurance Bldg., 226, Sinmunno 1-ga, Jongno-gu	02)2122-2600	02)2122-2601
CHINA	54, Hyoja-dong, Jongno-gu	02)738-1194~6	02)738-1174
COLOMBIA	13F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 1175	02)720-1369	02)725-6959
CONGO(DR)	#702, Daewoo Complex Bldg. 167, Naesu-dong, Jongno-gu	02)6272-7997	02)6272-7997
CZECH REPUBLIC	1-121, Sinmunno 2-ga, Jongno-gu	02)725-6765~6	02)734-6452
DENMARK	5F, Namsong Bldg., Itaewon-dong, Yongsan-gu	02)795-4187	02)796-0986
DOMINICA, REP	19F. Taepyongno 2-ga, Jung-gu	02)756-3513	02)756-3514

## [E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. O. Box 1808	02)312-3272	02)393-6108
GABON	4F, Yuseong Bldg., 738-20 Hannamdong, Yongsan-gu	02)793-9375~6	02)793-9574
GHANA	5-4 Hannam-dong, Yongsan-gu, C.P. O. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo-dong, Yongsan-gu	02)748-4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo-dong, Yongsan-gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052~3
IRELAND	15F, Daehan Fire & Marine Insurance Bldg., 51-1 Namchang-dong, Jung-gu	02)774-6455	02)774-6458
ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
JAPAN	18-11, Jinghak-dong, Jongno-gu	02)2170-5200	02)734-4528
KAZAKHSTAN	13-10 Seongbuk-dong, Seongbuk-gu	02)744-9714~5. 02)744-9731	02)744-9760
KUWAIT	309-15 Dongbinggo-dong, Yongsan-gu	02)749-3688~9	02)749-3687
LEBANON	310-49 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsan-gu, C.P. O. Box 8418	02)797-6001~5	02)797-6007

## [M-S]

Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U. N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2 <sup>nd</sup> Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-2250
QATAR	1-44 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno 2-ga, Jongno-gu C.P.O Box 108	02)739-0631/5	02)723-3110
SINGAPORE	28F, Seoul Finance Bldg., 84 Taepyeongno 1-ga, Jung-gu	02)774-2464~7	02)773-2465
SLOVAKIA	389-1 Hannam-dong, Yongsan-gu	02)794-3981	02)794-3982
SOUTH AFRICA	1-37 Hannam-dong, Yongsan-gu	02)792-4855	02)792-4856

## [S-V]

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

### Appendix 3. Useful Websites

Category	Domain
Transportation	<ul style="list-style-type: none"> <li>◦ Incheon International Airport: <a href="http://www.airport.kr/eng/airport/">http://www.airport.kr/eng/airport/</a></li> <li>◦ Gimpo Airport: <a href="http://gimpo.airport.co.kr/eng/index.jsp">http://gimpo.airport.co.kr/eng/index.jsp</a></li> <li>◦ Airport Limousine Bus: <a href="http://www.airportlimousine.co.kr">http://www.airportlimousine.co.kr</a></li> <li>◦ Korea Railroad: <a href="http://info.korail.com/2007/eng/eng_index.jsp">http://info.korail.com/2007/eng/eng_index.jsp</a></li> <li>◦ Express Bus Lines Association: <a href="http://www.kobus.co.kr/web/eng/index.jsp">http://www.kobus.co.kr/web/eng/index.jsp</a></li> <li>◦ Transportation Information in Seoul: <a href="http://english.seoul.go.kr/residents/transport/trans_01map.html">http://english.seoul.go.kr/residents/transport/trans_01map.html</a></li> <li>◦ Seoul Subway: <a href="http://www.seoulmetro.co.kr/">http://www.seoulmetro.co.kr/</a></li> </ul>
Tourist Information	<ul style="list-style-type: none"> <li>◦ Korea Tourism Organization: <a href="http://www.visitkorea.or.kr/">http://www.visitkorea.or.kr/</a></li> <li>◦ Seoul Metropolitan Government: <a href="http://english.seoul.go.kr">http://english.seoul.go.kr</a></li> <li>◦ Seoul Culture &amp; Tourism: <a href="http://english.visitseoul.net/visit2007en/">http://english.visitseoul.net/visit2007en/</a></li> <li>◦ Asiana Airlines: <a href="http://flyasiana.com/english/">http://flyasiana.com/english/</a></li> <li>◦ Korean Air: <a href="http://www.koreanair.com/">http://www.koreanair.com/</a></li> <li>◦ Hana Tour (Travel Agency): <a href="http://www.hanatour.com/eng/index.html">http://www.hanatour.com/eng/index.html</a></li> </ul>
News	<ul style="list-style-type: none"> <li>◦ Korean Overseas Information Service (KOIS): <a href="http://www.korea.net/">http://www.korea.net/</a></li> <li>◦ JoongAng Daily: <a href="http://joongangdaily.joins.com">http://joongangdaily.joins.com</a></li> <li>◦ The Korea Herald: <a href="http://www.koreaherald.co.kr">http://www.koreaherald.co.kr</a></li> <li>◦ The Korea Times: <a href="http://times.hankooki.com">http://times.hankooki.com</a></li> </ul>
Immigration Bureau	<ul style="list-style-type: none"> <li>◦ <a href="http://www.immigration.go.kr/HP/IMM80/index.do">http://www.immigration.go.kr/HP/IMM80/index.do</a></li> <li>◦ <a href="http://www.hikorea.go.kr">http://www.hikorea.go.kr</a></li> </ul>
Others	<ul style="list-style-type: none"> <li>◦ Seoul Global Center: <a href="http://global.seoul.go.kr">http://global.seoul.go.kr</a></li> <li>◦ Life in Korea: <a href="http://www.lifeinkorea.com">http://www.lifeinkorea.com</a></li> </ul>

## **Regulations for Student Guidance and Disciplinary Action**

**Article 5. Disciplinary Action:** The President, upon consultation with the School Executive Committee, may take disciplinary action against students falling under the following categories:

1. A person who has cheated during an examination.
2. A person who has damaged the School's property.
3. A person who has intentionally disturbed a class, or event at the School.
4. A person who has behaved unfavorably in his personal relations with other members of the school, including proven cases of sexual harassment.
5. A person who has lent their Student ID Card to others, or who has abused their ID card privileges.
6. A person who has violated other School Regulations, or has been negligent in their student duties.

**Article 6. Types of Disciplinary Action:**

1. Disciplinary action shall be carried out through: detention, probation, suspension, or expulsion.
2. The probation period shall be range from a week to a month, and the student concerned will not be allowed to participate in any school activities during that period.
3. Suspension shall be classified into definite and indefinite suspensions. The duration for a definite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
4. A student subjected to disciplinary action must submit a letter of reflection on their actions.
5. The President may reduce and/or exempt a disciplinary action measure if the student subjected to the disciplinary action reflects upon their behavior and is a good example to others during the disciplinary action period.
6. The details of disciplinary action shall be recorded in the student's register.

## Academic Dishonesty

### □ *Object of establishing disciplinary action for academic dishonesty*

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

### □ *Definition of academic dishonesty*

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

### □ *Academic dishonesty on examination and report*

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

- Academic dishonesty during examination
  - Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
  - Looking at other student's answer sheet or showing answers to another student.
  - Substituting other people's exam or asking for substitution.
  - Disobeying instruction of a proctor, or intentionally interrupting during the examination.
- Academic dishonesty on reports and papers
  - Partially or entirely copying other student's report.
  - Allowing other people to copy one's report.
  - Inserting ideas from existing research papers without using quotation marks or proper citations.

### □ *Plagiarism on report*

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



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

□ ***Procedure of disciplinary action***

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

□ ***Disciplinary Action imposed on student committing academic dishonesty***

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

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

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

# Certificate Request Form

KDI School of Public Policy and Management

87 Hoegi-Ro, Dongdaemun-Gu,

Seoul 130-868, Korea

Phone: 82-2-3299-1021/1294 Fax: 82-2-968-5071

## I. PERSONAL INFORMATION

▶ Name \_\_\_\_\_  
▶ Program \_\_\_\_\_

▶ Student ID \_\_\_\_\_  
▶ Date of Birth \_\_\_\_\_

## II. CERTIFICATE REQUEST

ENGLISH	Seal	Quantity	KOREAN	Seal	Quantity
<input type="checkbox"/> Transcript	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment		_____
<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/>	_____			
<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____			
<input type="checkbox"/> Expected Graduation Letter	<input type="checkbox"/>	_____			

## III. PURPOSE OF CERTIFICATE REQUEST

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

## IV. METHOD OF RECEIPT

DOMESTIC	Cost	INTERNATIONAL	Cost
<input type="checkbox"/> Regular Post	-	<input type="checkbox"/> Regular International Post	-
<input type="checkbox"/> Express Registered Post	KRW 2,000	<input type="checkbox"/> EMS	KRW 20,000

OFFICE USE ONLY: Total copies \_\_\_\_\_ Amount received \_\_\_\_\_ Date of receipt (mm/dd/yy) \_\_\_\_\_

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

Address \_\_\_\_\_  
Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Phone Number (country code + area code + phone number) \_\_\_\_\_  
Mobile Phone (country code + area code + mobile phone number) \_\_\_\_\_  
Receiver \_\_\_\_\_  
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: Woori Bank  
Bank Account Number: 1005-500-959249  
SWIFT Code: HVBKCRSEXXX  
Bank Address: 39-1 Hawolgok-dong, Sungbuk-gu, SEOUL, KOREA  
Bank Tel: 82-2-967-9079

- Contact Information: 82-2-3299-1021/1294, registrar@kdischool.ac.kr

## Performance Assessment Criteria for Research Project

**Program:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 201\_\_\_\_  
**Research Title:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_ (signature)

Goals	Traits	Points	4	3	2	1	Total
Analytic/Problem-solving Skills	Description/Identification of problem		Situation is well described and problem is properly identified.	Situation/problem is outlined. Contextual connections evident	Situation/problem is outlined, but contextual connections tenuous	Situation/problem is not outlined.	
	Creative Thinking		Alternative solutions are presented and properly weighed. or Hypothesis well recognized and stated in testable form	Alternative solutions are presented. or Hypothesis recognized or well stated.	Alternative solutions are outlined, but not properly presented. or Hypothesis detectable but not stated in testable form.	Alternative solutions absent. or Hypothesis undetectable. Context absent or ignored.	
	Methodology		Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper	
	Data		Data to justify methodology/logic is collected and properly analyzed	Data to justify methodology/logic is collected, but analysis is weak	Data not enough or analysis is incomplete.	Data not enough and analysis is incomplete.	
In-depth Knowledge	Knowledge of Relevant Discipline		Competing theories well researched. Controversies outlined and weighed	Competing theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled	
	Applications/cases		Applications/cases of theories well explained.	Applications/cases of theories adequately explained.	Applications/cases of theories are not properly explained.	Applications/cases of theories absent	
Communication Skills (Written)	Structuring		Report is well-focused, well-organized, and unified	Report is well-organized, and unified	Report is adequately organized, but poorly-focused.	Report is not adequately organized	
	Graphics/Tables		Graphics/Tables are properly inserted and help to reinforce arguments	Graphics/Tables are provided, and help somewhat to reinforce arguments	Graphics/Tables are provided, but relevance to arguments is weak	Graphics/Tables are not adequately utilized	
	Documentation/Citation		Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent	
	Clarity		Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.	
<Note>	<b>PASS:</b> A0 (Excellent): 36-40 points    A- (Good): 30-35 points    B (Satisfactory): 21-29 points						
	<b>NON-PASS:</b> C (Failure): 20 points and below						
	Total		PASS		NON-PASS		

## Ten Principles for Improving Clarity and Precision of Written Documents

- 1: Prefer the active voice.
- 2: Don't make nouns out of good, strong "working verbs."
- 3: Be concise. Cut out all excess baggage. Keep your average sentence length under 20 words.
- 4: Be specific. Use concrete terms instead of generalizations.
- 5: Keep related sentence elements together; keep unrelated elements apart.  
Place modifiers as close as possible to the words they are intended to modify.
- 6: Avoid unnecessary shifts of number, tense, subject, voice, or point of view.
- 7: Prefer the simple word to the farfetched, and the right word to the almost right.
- 8: Don't repeat words, phrases, or ideas needlessly.  
But don't hesitate to repeat when the repetition will increase clarity.
- 9: Use parallelism whenever it is appropriate—that is, when you are expressing similar thoughts, make sure you write your sentences so that the elements are in similar or parallel form.  
But do not use parallel structure when expressing thoughts that are not truly similar.
- 10: Arrange your material logically. Always begin with ideas the reader can readily understand.  
If you must present difficult material, go one step at a time. Do not skip any steps.  
Arrange your format to give the reader every possible "handle" on the material.

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

### AXIOM



**WRITE  
REWRITE-  
REWRITE**

# eee Campaign

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

## Electronic



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

But that is not enough.

## English



We must be able to communicate effectively and legitimately.

The language capacity is an important dimension for making a successful e-revolution. Therefore, our school endeavors to master English and become multi-lingual.

## Ethical

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

*LET'S DO eee TOGETHER!*

# KDI School Telephone Directory

Operator 3299-1114

Direct Lines : 3299 + Ext.

2011-01-01

President's Office				Office of Academic & Student Affairs			
President Oh-Seok HYUN 9584-001		Yong Kyun KIM 9584-003 Choonja CHANG 9584-004 Fax. 960-2952		Associate Dean Hun-Joo PARK 1028	Academic and Student Division		
Dean's Office					Head Gi-Sang KIM 1257		
Dean Sang-Woo NAM 1001~2		Suhyeon KIM 1003~5 Fax. 3299 - 1007			Hye-Jung YANG 1217 Byung-Kwon LEE 1259 Gumin JUNG 1258 Danah LEE 1088 Juhee PARK 1269		
Faculty Office					Fax. 968-5071		
					Student Affairs Division		
					Head Jae-Soon LEE 1105		
Young-Uck KANG 1025		Tae Hee CHOI 1221			Sung-Mook KANG 1021 Sujin Kang 1253		
Dong-Young KIM 1067		Joong Ho HAN 1061			Hea Young LEE 1224 Bongju KANG 1266		
Woochan KIM 1030		Sang-Moon HAHM 1012			Fax. 3299 - 1232		
Joon-Kyung KIM 1065		Yuri Mansury 1032			External Relations and Development Division		
Ji-Hong KIM 1011		Bon-Ho KOO 1029			Head Ho-Woong YOO 1055		
Tae-Jong KIM 1085		Kyong-Dong KIM 1045			Ho-Jung HA 1281 Hyun-Joo KIM 1263		
Il-Chong NAM 1183		ByungJoon AHN 1035			Heesun KIM 1019 Jun Ho LEE 1201		
Seongwuk MOON 1042		Jungho YOO 1046			Mi Gyeong HWANG 1274		
Jin PARK 1027		Byung-Ho OH 1200			Fax. 3299 - 1223		
Hun-Joo PARK 1028		Woo-hyun WON 1090			Library and Archives Division		
Wook SOHN 1062		Kye Woo LEE 1099			Deputy Head Sung-Jin CHOI 1290		
Jaewon SHIN 1037		Young Ki LEE 1038			1282 Ji Hye KIM 1285		
Yoon-Ha YOO 1013		Yong S. LEE 1110			1284 Eun Joo BAE 1283		
Jong-Il YOO 1014		Yu-Sang CHANG 1063			1282 Soo Youn LEE 1282		
Kun-Ho LEE 1022		Tony Michell 1026		Fax. 968-5070			
Kleun RHEE 1016		Stanley Sakai 1219		Archives			
Seong-Joo LEE 1015		Abraham Shragge 1051		SinAe RYOO 1242 Young-ae JANG 1209			
Jinsoo LEE 1060		Sung-Joo LEE 1040		Fax. 3299-1210			
Kwon JUNG 1036		Victor Hsu 1024		Office of Planning and Administrative Affairs			
Dongchul CHO 1018		Moonsoo KANG 1064		Planning Division			
MAN CHO 1280		Won-Dong CHO 1113		Head Hong Joo LIM 1265			
Seong Ho CHO 1017				Young-Dae YOO 1255 Hae-Won HAN 1268			
Yooncheong CHO 1087				Beom Young PARK 1276 Sokho KIM 1278			
				Eun Ju KIM 1044			
				Fax. 3299-1231			
				Budget and Accounting Division			
				Head Dong-Seop KHO 1233			
				JINKUL LEE 1068 Seo-Yeon KWON 1271			
				Mi-Sun HAN 1039			
				Fax. 3299-1234			
				Administrative Division			
				Head Seong-Jae CHUNG 1273			
				Dong-Jin NA 1052 Chang-Yong SONG 1275			
				Hyun-A KIM 1059 Young-Sik CHUNG 1260			
				Hak Bae LEE 1289 Chan Yang JEONG 1054			
				Fax. 3299-1238			
				Auditing Division			
				Faculty Support Office			
				Director Il-Hwan CHUNG 1212			
				Daun SON(6F) 1215 Fax. 3299-1129			
				Nam-Hee JANG(5F) 1256 Fax. 968-5072			
				Ji-Ye CHOI(4F) 1254 Fax. 3299-1240			
OECD/KOREA Policy Centre				Lecturer's Office Room 9422 1205/Room 9424 1184			
Executive Secretary		Sang-Woo NAM 1004		Center for International Development			
Director, Competition Programme		Dong Kweon SHIN 1079		Policy Training Division			
Operation Planning Office				Director Joon-Kyung KIM 1065			
Director		-		Head Gil-Sang WON 1252			
Jae Yul KIM 1073		Youn-Taek KWON 1267		Hye-Kyung CHUNG 1261 Min Young SEO 1264			
		Michelle AHN 1069		Eun Ji CHOI 1214			
Fax. 3299-1066		Young PARK 1072		Fax. 3299-1235			
Tax Programme							
Director		Jong Hun LEE 1074					
Jong Yul KIM 1091		Dong-Hyun LIM 1076					
Fax. 3299-1078		Hye Myung LEE 1075					
Health and Social Policy Programme							
Director		N/A 1097					
Sook Young KWAK 1096		Han Yul LEE 1229					
		Seo Hyun LEE 1225					
		Eun Kyong KO 1227					
Fax. 3299-1230		Ji Hye HUH 1226					
Public Governance Programme							
Director		Young Soo KIM 1094					
Kab Sub KIM 1092		Hyun-Jung KIM 1086					
Fax. 3299-1095		Kyungyoung LEE 1089					
Competition Programme							
Director		SungKyu LEE 1080					
Dong Kweon SHIN 1079		Hae-Kyoung JUN 1082					
Fax. 3299-1083							

Address : 87 Hoegiro Dongdaemun Seoul, 130-868, KOREA

# Life at the KDI School

## 1 First Days at the KDI School

### 1-1. Student ID Card

The 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 3299-1258 (Mr. Jung, Gu Min)

### 1-2. Visa and Immigration<sup>1</sup>

#### **Foreigner Registration (only for international students)**

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

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

□ *Required documents*

To register, you should submit an application to the local or district immigration office having jurisdiction over your place of sojourn. Document requirements are as follows.

- Passport
- Application Form for Foreigner Registration (<http://www.hikorea.go.kr>)
- 1 Color Photo (3×4cm)
- Processing Fee : KRW 10,000 (Government Revenue Stamp)
- A Certificate of Enrollment( issued by the Academic Affairs Division)

<sup>1</sup> <http://www.hikorea.go.kr/pt/index.html>

All international students must submit a copy of their Foreign Registration Card to the Students Affairs Division 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

□ *Reporting changes of particulars of Foreign 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.

- Name, gender, date of birth or nationality
- Passport number, date of issuance or expiration date

Notes: If a registered foreigner does not report the aforementioned changes to the details of the foreign registration card within 14 days of the change, he/she will be considered to be in breach of Immigration Act Article 35, and will be fined accordingly.

□ *Foreign Registration card re-issuance*

- 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
  - Document stating reason for re-issuance application (where lost)
  - 1 Color Photo (3×4cm)
  - Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
  - Processing Fee: KRW 10,000 (Government Revenue Stamp)



□ *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

□ *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.

□ *Re-entry Permit (single, multiple)*

If you intend to exit and re-enter the country within the permitted period of stay as a registered foreigner, you should get a re-entry permit. For more information, you may visit the website (<http://www.hikorea.go.kr>).

- Administrative process
  - Present the required documents to the local Immigration Office (may be applied by an appointed agent).
  - Single re-entry permit may be applied at the airport immigration offices on the departure date.
  - On-line E-Application is also possible.
- Required Documents
  - Passport and Foreign Registration Card
  - Application form (<http://www.hikorea.go.kr>)

D-2 visa holders are exempted from issuance fees.

□ *Immigration Office Sejongno Branch*

- 2<sup>nd</sup> Fl. SK Hub Building, 89-4 GyeongUn-dong, Jongno-gu, Seoul
- Exit # 6, Anguk Station (Line #3)
- : 1345



- Directions: walk up the exit #6 and turn left after the last step, you will see the police station. A few steps away is the immigration office.

### **D-2(Overseas Study) Visa**

Almost every international student obtains D-2(Study) visa to study in Korea. Any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-2, E-1~7, etc.)

#### **□ Visa Expiration**

When international students' academic period has been completed, the School must report the completion of their study to the immigration office. International students are required to return to their home countries within 30 days from the date of completion. Regardless of the expiration date on the visa, the D-2 visa will no longer be valid after 30 days from the completion date. Students who plan to extend the duration of their stay in Korea (e.g. for employment, language study, etc.) should change the visa status accordingly. However, KDI School does not offer support for the change process.

### **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.

Dial to 82-1345 on abroad (no need local number)

**Dasan Call Center( 120+9)**

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

- *How to use the service: (02) 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian*
- *Hours 09:00~22:00, all year round*
- *Service areas : interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul*

### **1-3. Using the mobile phone**

There are two forms of mobile plan available: pre-paid and post-paid. You can choose a plan in any mobile phone agency.

□ *When Buying a Phone*

You should bring your Foreign registration card. You also need a copy of your bank book if you want a post-paid option.

- Second-hand phones are priced at about KRW 30,000~70,000.
- New phones are priced at between KRW 200,000~500,000.

The phone need not to be returned once purchased.

The fee will depend on the plan you subscribe to.

□ *Mobile Service Companies*

	<b>SK Telecom</b>	<b>KT</b>	<b>LG U+</b>
<b>Global Customer Center</b>	N/A	Kyunghee Univ	Taepyeongno 1 ga, Jung-gu
<b>English Homepage</b>	<a href="http://www.tworld.co.kr/Select 'English'">http://www.tworld.co.kr/Select 'English'</a>	<a href="http://cs.show.co.kr/eng/main.jsp">http://cs.show.co.kr/eng/main.jsp</a>	N/A
<b>Tel (English)</b>	080-252-5011	02-2190-1180 02-967-8006 (Kyunghee Univ)	02-2075-4134 (Seoul Global Center)
<b>Free Mobile Phone</b>	Availability depends on contract and service center	Availability depends on contract and service center	Available with 1 Year Contract (model not determined)

## 2 School Building Information

Whether you are a Korean or an international student, it will take some time to get accustomed to the new environment of the KDI School. However, by the end of the first spring semester you will probably be well accustomed to the buildings and facilities on campus as well as most places off campus as well. We hope the following information is helpful to you in getting familiar with the school campus.

The KDI School is situated in Seoul's scholastic center. It shares its campus with KAIST (Korea Advanced Institute of Science and Technology), and is very close to numerous research institutes, including the Korea Development Institute and the Korea Institute for Industrial Economics and Trade. A number of Korea's most prominent universities, including Korea University, Kyung Hee University and Hankuk University of Foreign Studies are also nearby. Given the school's location and academic neighbors, the surrounding area is ideal for university students, with plenty of restaurants, shops and services that offer high quality products for a good value.

Listed below are the main buildings on campus used by KDI School students:

**2-1. KDI School Yulgok Building (Building No. 9)**

The Yulgok Building was named after one of the two most prominent Korean Confucian scholars of the Joseon Dynasty (Yulgok LEE). It is the 9<sup>th</sup> building of the school campus and it includes lecture rooms, a computer laboratory, student lounge, seminar rooms, faculty offices and faculty support offices. Most classes are conducted in the lecture rooms of this building.

**2-2. KDI School Dasan Building (Building No. 8)**

The Dasan Building is named after Jeong Yak-Yong's pen name (Dasan). He was a leading Korean philosopher during the Joseon Dynasty and is widely regarded as the greatest of the Silhak thinkers, who advocated a return to practical concerns from the formalist Neo-Confucian philosophy of Joseon. The 3<sup>rd</sup> floor of the Yulgok Building and the 2<sup>nd</sup> floor of the Dasan Building are connected by a path.

**2-3. Student Union Building**

The Student Union Building is shared with KAIST students and is a student communion facility which includes such facilities as cafeterias, a convenience store, a post office, Woori Bank and the Sejong bookstore.

**2-4. Haejungsa (Building No.10: On-campus Dormitory)**

There are three halls on campus: Sojung Hall, Pajung Hall and Haejungsa. The first two Halls are used for KAIST students and Haejungsa is used for KDI School students. This residential hall has 61 rooms; 53 general rooms which are all double and 8 studio rooms which are all triple. Haejungsa is a four-story building and there is a snack bar on the top floor.

### 3 Library

#### 3-1. KDI School Library

The KDI School Library, established in 1998, serves to the school curricula and information needs of academic and independent researches by providing access to information resources and services both electronic and traditional. We also provide equipments and facilities for use; and have well-trained and knowledgeable staff to meet the informational requirements of the KDI School community. (For detailed information, visit <http://library.kdischool.ac.kr>)

##### □ Collections

Type of Materials	Number
Books	47,270
Periodicals (Print)	807
e-Journals	58,542
e-Books	14,236
CD, DVD (Online Available)	1,834
Web DB (including statistical DB)	50



##### □ Hours

- 9:00 ~ 22:00 (Weekdays & Saturdays)
- 12:00 ~ 22:00 (Sundays)
- Closed (National holidays)

During exam periods, the Library hours will be extended to 24:00.

##### □ Librarians & Archivists

<b>Choi, Sung-Jin</b> Position : Head Librarian E-mail : sjchoi@kdischool.ac.kr	<b>Ryu, Shin-Ae</b> Position : Archivist E-mail : saryu@kdischool.ac.kr
<b>Kim, Ji-Hye</b> Position : Librarian for evening/DDS E-mail : jh_kim@kdischool.ac.kr	<b>Bae, Eun-Joo</b> Position : Librarian for weekends E-mail : bej@kdischool.ac.kr
<b>Jang, Young-Ae</b> Position : Intern E-mail : ya_Jang@kdischool.ac.kr	<b>Lee, Soo-Yeon</b> Position : Intern E-mail : sy_lee@kdischool.ac.kr
<b>Shin, Yoon-Jung (on maternity leave)</b> Position : Reference/Catalog Librarian E-mail : syj@kdischool.ac.kr	<b>Lee, Hye-Jung</b> Position : Reference/Catalog Librarian E-mail : hj_lee@kdischool.ac.kr

□ *General Library materials borrowing and return policy*

Position \ Loan	Books & Non Books		KDI Books	
	Loan Period	Maximum Number	Loan Period	Maximum Number
Ph.D	2 weeks	20 books	2 weeks	3 books
Master(coursework completed)	2 weeks	15 books	2 weeks	3 books
Master(enrolled)	2 weeks	10 books	2 weeks	3 books

- References, movies, periodicals (except back issues), and course reserves must be used only on the library premises.
- If checked-out materials are not overdue, one-time renewal can be requested online. Please go to 'Loan Inquiry/ Renewal' at the library website. You can also renew materials in person at the Library. Any overdue materials will be charged late fees of 100 won/day.
- The borrowers are financially responsible for lost or damaged library materials under the library regulations.
- Course Reserved books may only be used on the Library premises, for a limited time of 3 hours.

□ *Self Checkout*

Self checkout system allows you to check-out and renew materials on your own by following the instructions on the screen.


	Time	Policy
Library Use Only	09:00~20:00	Available for up to 3 hours
Night Checkout	20:00~	Return by 10:00 A.M. the next morning (Mon. to Sat.) Return by 13:00 P.M. the next day (Sun.)
Late Fees		KRW 100 per hour



### Seat Management System for Library & Student Chambers

For efficient use of the library & two student chambers, the KDI School provides Seat Management System (SMS) Kiosk. All seats in the 8th & 9th buildings are managed by SMS Kiosk real time so that students can confirm vacant seats and occupy the space accordingly.

#### □ Introduction

How to Use	SMS KIOSK
<p><b>Conditions</b></p> <ol style="list-style-type: none"> <li>1. All students must use Seat Management system before occupying a seat in the Library or Student chamber. Those who occupy a seat without reservation may be requested to vacate the seat.</li> <li>2. You may not leave personal belongings unattended.</li> <li>3. Clean the seat before leaving and release the assigned seat through SMS Kiosk.</li> </ol> <p><b>How to Use?</b></p> <ol style="list-style-type: none"> <li>1. Select "Reservation" or "Release" on the Screen</li> <li>2. Place your ID card to the sensor</li> <li>3. Choose a seat on the screen</li> <li>4. Take the receipt</li> </ol>	 <p>No.1 KIOSK: 3rd Floor, Yulgok Building No.2 KIOSK: 1st Floor, Dasan Building</p>

#### □ Policy

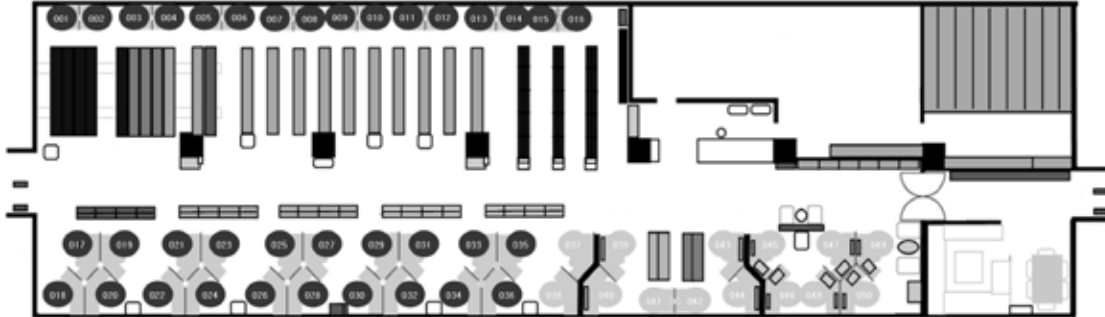
Seats		Available Hours
Library	Reading (36 seats)	3
	PC (14 seats)	1
Student Chamber (175 Seats)		6

Only current, completed, and suspended students are allowed to use the system.

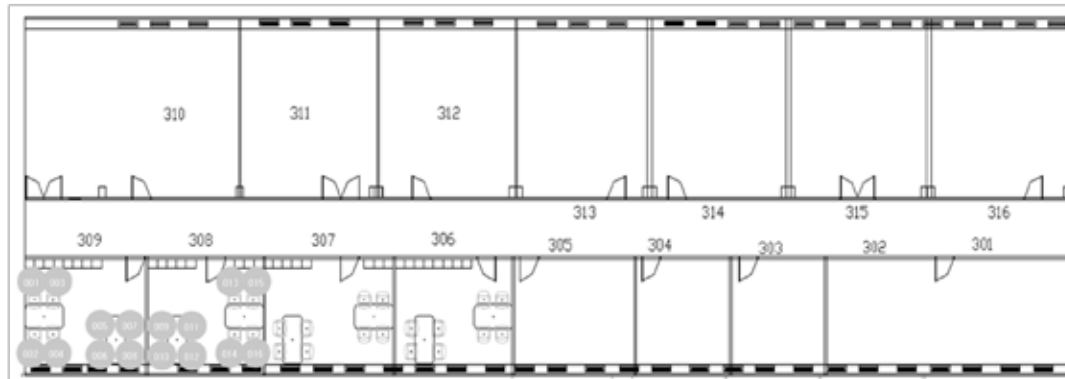


□ *Map of the Seats*

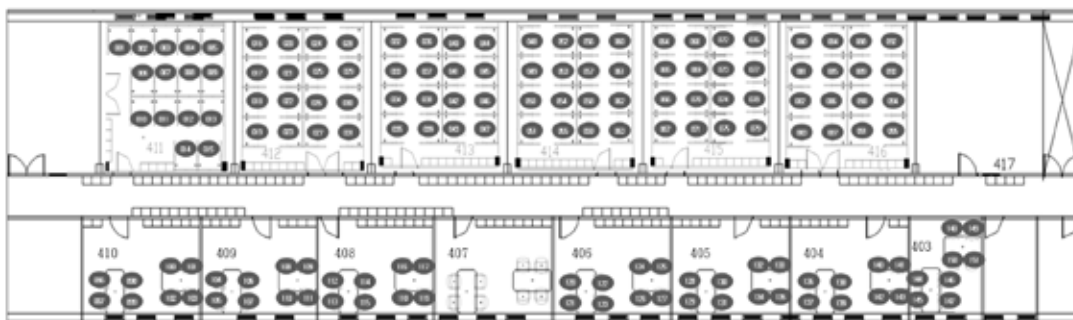
<b>Library</b> (Dasan Hall 1st Floor)	<b>Seat for PC</b>	<b>14 seats</b>	<b>1 hour</b>
	<b>Seat for Reading</b>	<b>36 seats</b>	<b>3 hours</b>



<b>Student Chamber</b> (Dasan Hall 3rd Floor)	<b>Seat for Research</b>	<b>16 seats</b>	<b>6 hours</b>
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<b>Student Chamber</b> (Dasan Hall 4th Floor)	<b>Seat for Research</b>	<b>151 seats</b>	<b>6 hours</b>
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□ *Help*

	<b>Name</b>	<b>Contact</b>
No.1 Kiosk (Yulgok Hall 3rd Floor)	JUNG, Gu-Min	ext. 1258/gm_jung@kdischool.ac.kr
No.2 Kiosk (Dasan Hall 1st Floor)	CHOI, Sung-Jin	ext. 1290/sjchoi@kdischool.ac.kr

### 3-2. KDI(Korea Development Institute) Library

The KDI library, located a short ten-minute walk from campus, is also open to KDI School students. This library has more than 137,000 volumes, including 48,000 monographs, 15,000 annual reports and statistical data collections, 43,000 research reports, and over 1,131 periodical subscriptions. KDI School students are granted full access to KDI's library.

## 4 Study Facilities

### 4-1. Student Lounge

Right next to the convenience store located in the basement of the Dasan Building, there is a student lounge equipped with comfortable sofas, a wide screen TV, and desktop computers. The lounge is a suitable place for students to relax while enjoying a snack or beverage and chatting with pleasant company. There are two study rooms inside the student lounge.



### 4-2. Study Rooms



There are two study rooms inside the student lounge of Dasan Building right beside the convenience store. If the rooms are vacant, students may use them without a reservation.

### 4-3. Student Chambers

□ *Open hours: 24 hours*



The student chambers are located on the 3rd and 4th floors of the Dasan Building for students' research and study. You are required to register at the digital system to get assigned with an available seat. (Please refer to the Seat Management System for Library & Student Chambers, p.10~11.) You must have your Student ID Card in order to access the system.

□ *For inquiries:*      3299-1258 (Mr. Jung, Gu Min)

#### 4-4. Personal Lockers

The lockers provide a small storage space for your personal belongings and study



materials. Since the school will not be responsible for any loss of damage, you may not want to store your valuables in the locker. If needs be, a padlock for your locker can be purchased at the school convenience store located in the basement of the Dasan Building.

Student lockers are only available for a period of one-academic year. Although every first-year student will have a locker assigned, it must be cleared of all personal belongings at the end of the academic year.

Those who want to continue using a locker must apply for a locker for the new academic year through the Academic Affairs Division. It is not permissible to use a locker without registration. Additionally, you are not allowed to use a different locker from the one you were originally assigned.

□ *For inquiries:* 3299-1088 (Ms. LEE, Dan-Ah)

#### 4-5. Sejong Bookstore



- *Location:* 2<sup>nd</sup> floor, Student Union Building
- *Open Hours:* 09:00~18:00
- *Lunch time:* 12:00~13:00
- 958-3947

In this bookstore, KDI School students can purchase books for their classes, but this place mainly caters to KAIST students. If students cannot find their course books here they can visit several major book stores in the city such as Young Poong Bookstore or BANDI & LUNI' s Bookstore at Jong-gak subway station (line #1).

## 5 IT Service Information

### 5-1. about the Administration Division

#### □ *Functions of the Administration Division*

- Maintain DB servers, mail server, backup server, firewall server and other networking facilities.
- Manage the School's homepage.
- Maintain the e-education services of the School's homepage.
- Maintain the School's Management Information System (MIS) and Groupware system.
- Manage the operation and support of the computer lab.
- Provide support for all IT related issues.

#### □ *Rules and Regulations of the Computer Lab*

- Always shutdown the computers after use and be sure to take all your belongings when you leave the computer lab.
- All of your files must be saved in the D drive. It is advised that you also back up your files on your own storage device (USB memory stick, etc.) after you finish your work because the C drive cannot store personal data. The C drive is used to store and to maintain only the files needed for the computer's system. The Administration Division is in no case responsible for the loss or damage of personal data stored on any hard disk drives in the computer lab.
- A virus check must be conducted before you work with your private storage devices. This is important to maintain the integrity of all the computers on the network.
- Installation of software programs that have not been approved by the Administration Division is absolutely prohibited. Any members that do not follow this policy will have their privileges revoked.
- Food and beverages are not permitted in the computer lab.
- Have respect for others and when it is necessary to speak please do so quietly. Loud noises are not tolerated.
- Computers and other equipment belonging to the lab are both the School's and the student's property. Let's keep the computer lab in excellent condition.

□ *Support Policies of the Administration Division*

- The Administration Division is not allowed to lend out any software or programs due to software licensing restrictions.
- Problems with networking are the responsibilities of the Administration Division. In the case of any network problems please consult with the Administration Division.
- The Administration Division provides for the creation and maintenance of the School's e-mail accounts.
- The Administration Division provides support for faculty, staff and students during the School's office hours.
- Staff members are Mr. Chang-Yong SONG at 3299-1275, Mr. Dong-Jin NA at 3299-1052 and Ms. Hyun-A Kim at 3299-1059

Please note that the Administration Division does not provide support and / or troubleshooting for personal computers.

## 5-2. IT Services

### Internet Access (LAN cable or Wireless)

Students can access the internet everywhere on campus (Dasan Building & Yulgok Building) via cable and wireless LAN.

□ *Wireless Access*

- Search for wireless network available in the range, and connect to [KDI\_ZONE].
- Open Internet Explorer, and enter your ID and password (as used in the School website).

Please note that if you change your password at the School website, the password for wireless access will immediately change accordingly. For information on your password, please contact Mr. Dong-Jin Na ( 3299-1052) and Ms. Hyun-A Kim ( 3299-1059).

### **Setting up a School Email Account**

- Visit the website (<http://webmail.kdischool.ac.kr>)
- Click on “Join in”, complete the form and click on “Join”.

You will be able to use your email account at 10:00 a.m. the day after you submit the form. Be sure to make note of your account name and the password you created.

## **Computer Laboratory**



The KDI School computer lab is located on the 3<sup>rd</sup> floor of the Yulgok Building. The lab is open 24 hours a day seven days a week. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

## **Printer Room (Copying / Printing / Scanning)**



In the corner of the computer lab, there is a printer room where students can use a copy machine, printers and a scanner. To use the equipment, students should purchase a copy card from the copy card dispenser in the printer room. The copy card can be used for the printers and scanner as well as the copy machine. One copy card is

KRW 5,000 and one 5,000-won bill or five 1,000-won bills can be used for the copy card dispenser.

## **6 On-campus Restaurants & Stores**

### **6-1. Cafeteria**

- *Location: 2<sup>nd</sup> floor, Student Union Building*
- *Open Hours: Breakfast 08:30-09:30*  
                     Lunch 11:15-13:10  
                     Dinner 17:30-19:30

*It mainly serves Korean dishes at a fairly cheap price (KRW 2,000 for breakfast, KRW 3,000 for lunch and dinner). The cafeteria is a good place to visit when students don't have much time to go outside due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. There are also many restaurants near Kyung Hee University if students want to enjoy other types of cuisine within a price range of approximately KRW 4,000~ KRW 12,000 depending on the food.      958-3935*



### **6-2. Atrium**

- *Location: 2<sup>nd</sup> floor, KAIST SUPLEX building*



- *Open Hours: During the semester 09:00~20:00 / During the vacation 09:00~18:00*
- Atrium features a fusion style menu, along with drinks or sandwiches. It is also a good place to have tea time with close friends or colleagues in a comfortable atmosphere.
- 960-3958

### 6-3. Convenience Store

- *Location: 3<sup>rd</sup> floor, Student Union Building*
- *Open Hours: During the semester 08:00~22:00 / During the vacation 08:00~20:00*
- Snacks and beverages can be purchased at the convenience store. They also sell meal coupons for the Cafeteria and public phone cards for international students. 958-3940

### 6-4. KDI School Convenience Store

- *Location: 1<sup>st</sup> floor, Dasan building, KDI School*
- *Open Hours: Weekdays 09:00~19:00 / Saturdays 09:00~15:00*



At the school convenience store, you can buy such items as notebooks, pen & pencils, spiral bound textbooks, snacks, beverages, school souvenirs, and a lock for your locker. Copy and Fax Services are also available here (the copying cost is KRW 30 per page, and the fax cost ranges from KRW 700 to KRW 4,400 per page depending on where the materials are

being sent). Inquiries: 3299-1262

## 7 Banking Information

### 7-1. Woori Bank - on campus

- *Location: 2<sup>nd</sup> floor, Student Union Building*
- *Hours of Operation:*
- Morning 09:30~10:30
  - Afternoon 14:20~15:20



- *(A.T.Ms 8:00-22:00)*

□ *An ATM is also available on the 1<sup>st</sup> floor of Yulgok Building (Building No. 9), KDI School for your convenience (Hours: Mon – Fri 09:20 ~16:30)*



## 7-2. 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. The KDI School is affiliated with Woori Bank and helps to issue check cards for bank transactions. International students will be guided to apply for a check card during the orientation. If you have missed the orientation, please inform the Student Affairs Division to apply for one.

□ *Required documents:*

- Application for Check Card
- Initial Application for Banking Transactions
- Certificate of Client Transactions
- Copy of Passport (or Foreign Registration Card)

For more inquiries      3299-1224(Ms. LEE, Hea Young)

## 8 Health Care Information

### 8-1. KAIST Health Center

For minor injuries and ailments, you can go to the on-campus health center (KAIST) located on the 2nd floor of the Student Union Building. You can buy over-the-counter medicines from the health care center.

- 958-3277 (Ms. KIM, Ja yeon)
- *Hours: Mon - Fri: 09:00 - 18:00 (Lunch : 12:00-13:00)*

### 8-2. Hospital Information (for international students)

It is difficult to find English speaking doctors in Korea. If you are not confident in your Korean speaking ability, you may want to visit one of the following international health care centers in case of illness.

#### **Korea University Anam Hospital (International Healthcare Center)**

Having entered into MOU with KDI School, Korea University Hospital serves as a convenient site for KDI students to find medical service. In Korea University, Korean assistant fluent in English will help international patients from reception to prescription, facilitating your communications with doctors or staffs during medical treatment. Advantage of using the Korea University Hospital are below:

- **Less Waiting Time:** The International Clinic Office of Korea University Hospital will provide a separate service for all international patients.
- **Less Language Barrier:** A designated assistant will provide individual escort service within the hospital, explaining and translating necessary information
- **Convenient Payment System:** No immediate payment at the time of your visit.  
Expenses will be deducted from your monthly stipend 2 months later
- Information
  - 920-5677(Ms. LEE, Angela)
  - Website: <http://anam.kumc.or.kr:8080/ENG/>
  - Service Hours : 9:00-17:00 Mon - Fri (lunch:12:00~13:30)
  - Take the bus No. 273 at bus stop in front of the main gate
  -

**You must make an appointment.**

Emergency center operates 24 hours without holidays.



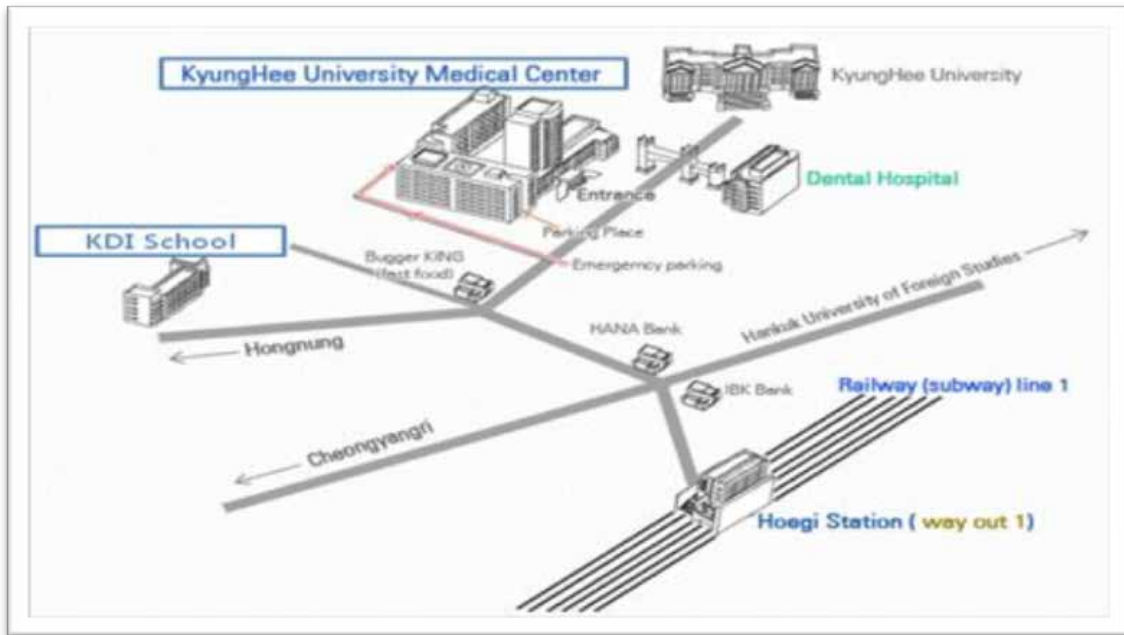
### **Kyunghee University Hospital**

Kyung Hee Medical Center is the nearest hospital. It's a renowned general hospital, but crowded with many people all the time. If your symptoms are not that serious, we'd like to recommend you to visit a private hospital initially. General hospitals often ask visitors to undergo unnecessary medical check-ups which are particularly expensive for foreigners.

- 958-9644, 958-9477
- Website: <http://www.khmc.or.kr/eng/>
- Admission Hours: Mon - Fri: 08:30-16:00, Sat: 08:30-11:30
- Treatment Hours: Mon - Fri: 09:00-12:00, 13:30-17:00 Sat 9:00-12:00

**You must make an appointment over the phone.**

Emergency center operates 24 hours without holidays.



### Medical Insurance in Korea

The Korea National Health Program is one of the major social security programs of which almost all Koreans are beneficiaries. When Koreans receive a medical treatment in a hospital or buy medication from a pharmacy, they don't pay a high fee because a proportion of their medical fee is covered by prepaid insurance fees. However, when individuals from abroad without any applicable insurance in Korea receive medical treatment, get hospitalized and buy medication due to sudden disease, illness or an accident, they are required to pay a relatively high fee and it can be a big burden for them.

For this reason, KDI School international students are insured through the school during their stay in Korea as a mandatory policy. Monthly fees per student amount to approximately KRW 8,000 ~ KRW 10,000. For those who have agreed to carry medical insurance through School, this fee is deducted from their monthly stipends.

With exception of the Korea University Hospital, students are required to pay, at the time of their visit, all relevant fees for medical treatments, hospitalization and medication. Regardless of which hospital they choose, insured students must submit the relevant documents to the Student Affairs Division in order to get insurance reimbursement. Please note that the school only helps with technical procedures such as faxing the submitted documents to the insurance company. Any complications that may occur in the reimbursement process should be resolved between the students and the insurer.

*Required documents for refund:*

- All receipts relevant to medical treatments, hospitalization and medication

*Cases not applicable to refund:*

- Chronic disease, sickness or illness (which you had before insured)
- Dental treatment (such as scaling, teeth whitening, dentures and implants, etc.)  
However, tooth fracture (or breakage) by accidents could be a case covered by medical insurance.

*Important notice regarding the insurance*

Under the Government's medical insurance policy, the amount of deductibles depends on the type of hospital they choose: KRW 20,000 for a general hospital and KRW 10,000 for a private clinic. For purchase of prescription medicine, whether it was prescribed at a general hospital or a private clinic, deductibles remain the same at KRW 8,000.

Ex1. If you spent KRW 24,000 at a general hospital, KRW 4,000 will be reimbursed.

Ex2. If you spent KRW 30,000 at a private clinic, KRW 20,000 will be reimbursed.

Ex3. If you spent KRW 5,000 at a local pharmacy, you will get no reimbursement.

## 9 KDI School Dormitories & Mailing Services

### 9-1. On-campus (Haejungsa)

#### Dormitory Office

The dormitory office is located on the 1<sup>st</sup> floor and is staffed 24 hours a day. Students should visit this office to fill out the "Dormitory Check-in Form" when moving in to their assigned rooms. Residents



are required by the dormitory office staff to register their student ID card information for security access to the dormitory building; otherwise they are not allowed to enter.  
( 3299-1136)

### **Check-in Procedure**

- ☐ Visit the dormitory office
- ☐ Check the assigned room
- ☐ Carefully read the Dormitory Rules and Regulations in the Dormitory Check-in Form
- ☐ Fill in the form and take the room key



### **Check-out Procedure**

- ☐ Clean your room and have your room inspected
- ☐ Visit the dormitory office and return the room key
- ☐ Visit the Student Affairs Division
- ☐ Fill in Application for Check out form
- ☐ Get a refund for your deposit



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

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

### **Dormitory Rules and Regulations**

**Dormitory Hours:** All dorm residents are expected to maintain quiet and courteous behavior at all times. Students are requested to refrain from talking in the hallway so as not to disturb other students who are studying or sleeping inside their rooms. “ Quiet Hours” for the dormitories are between 10:00 P.M and 8:00 A.M

**Prohibition:** Members of the opposite gender should not enter each other’s rooms.

**Rooms:** Students are housed two or three to each room: Students must maintain their rooms to a minimum level of cleanliness and clean the room prior to departure.

**Safety:** The burning of incense, fireworks, explosives, or any other flammables is not permitted. No cooking or cooking appliances are allowed in the rooms. (Cooking is only allowed in the Snack Bar located on the 5<sup>th</sup> floor.)

**Alcohol/Drugs:** The use, or possession of illegal, non-prescription drugs, or alcoholic beverages, are not permitted at any time.

**Room Check:** The supervising staff may inspect student rooms. 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

**Damages/Liability:** Students agree to be fully responsible and liable for any damages that may occur to KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Residents are also 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.

**Key:** Students must sign out room keys, which will be turned in upon their checking out. Replacement charge for each key loss or not returned is KRW 30,000.

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

### Rates & Deposit

Accommodation	Type	Rate per person, Per day	Maintenance Fee	Deposit (Refundable)
Haejungsa	Studio	KRW 5,000	KRW 50,000	KRW 120,000
	General			

- ☐ Deposit and maintenance fee will be charged only once at check in.
- ☐ Refund may vary according to the room condition & fee payment of check out.
- ☐ On Campus Dormitory fee for standard 30 days is KRW150,000 and KRW155,000 for 31days.

### Services included in the Maintenance Fee

- ☐ Mattress and Carpet cleaning (Anti Bacteria, Minute Dust) : 2 times a year
- ☐ Bedding Cleaning: 4 times a year
- ☐ Disinfection for dormitory building and rooms: 8 times a year
- ☐ Annual whole building cleaning: end of year

## **Rooms**

### □ *General Rooms*



All general rooms are double rooms and are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system, and an internet system (electrical outlets: 220V). A set of bedding (blanket, bed cover, bed sheet, bed pad, pillow) are provided for students when they check in to their rooms. While staying in the dormitory, it is the responsibility of the residents to

keep their room and bedding clean.

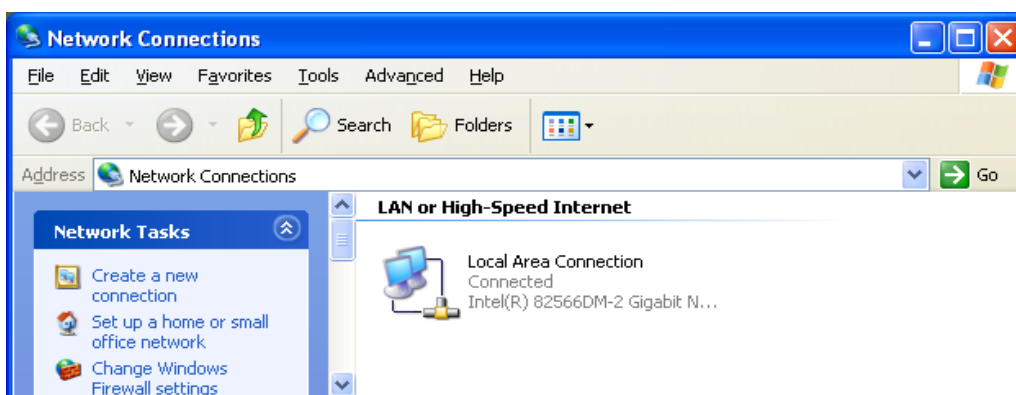
### □ *Studio Rooms*



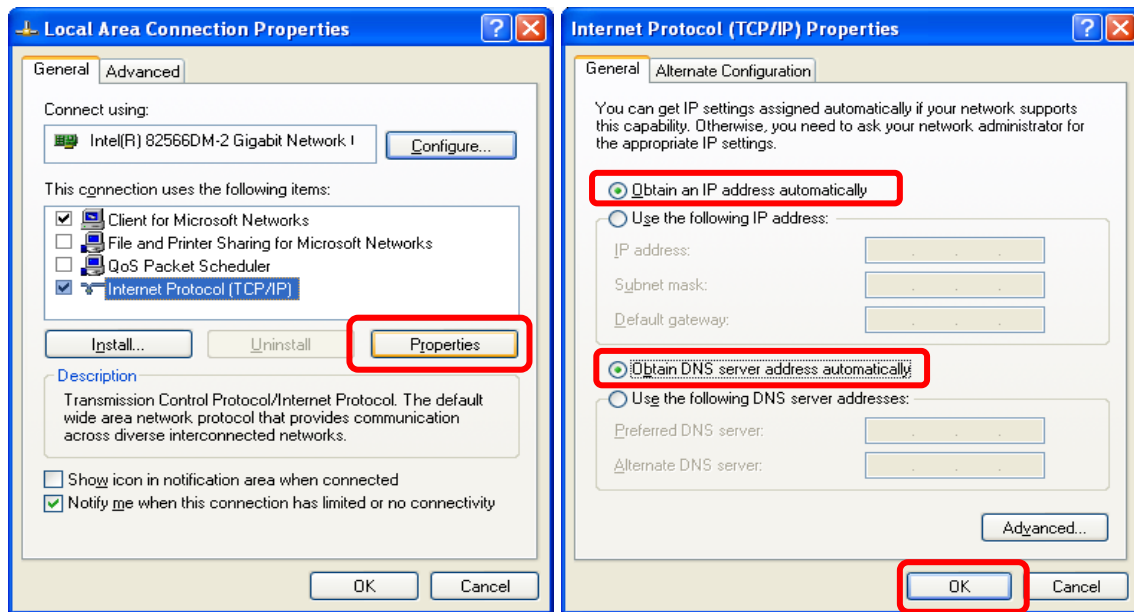
Haejunga has eight studio rooms. Studio room is for 3 people and it has its own shower and toilet inside. A set of bedding is also provided to students when checking in. The rooms are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system (electrical outlets: 220V).

## **Connecting to the Internet in Your Dormitory Room**

Each room is equipped with two cable lines to connect to your computer. Following the directions shown below, open Internet Protocol (TCP/IP) Properties and set your computer to "obtain an IP address automatically".







## Dormitory Lounges

### □ *Main Lounge on the 1st floor*



The main lounge is located on the first floor and is a place where students can relax, watch TV, check their email, do homework, read, or just hang out and it also offers comfortable surroundings for casual conversation. This place has a satellite TV, some couches, two desktop computers, a printer, microwaves, a water dispenser, irons & ironing boards. There is a vending machine on the right side of the entrance.

### □ *Lounges on each floor*

The lounges located in the center of hallways on the second, the third and the fourth floors are equipped with refrigerators and water dispensers. There are also some laundry hangers to dry your clothes after washing.

## Communal Showers and Toilets

Because general rooms in the dormitory don't include shower rooms or toilets inside, residents must use the communal showers and toilets located at the end of each floor. Washing machines are located in the communal toilets of each floor. Residents should use detergent for drum washing machine only.





## **Snack Bar**

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



### **Snack Bar**

Snack Bar users have the responsibility of keeping 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.)

### **Food Waste Bin**

There is a small food waste bin in the snack bar. Residents should use this bin only for food waste. On weekends, when there is the most food waste, we'd like to recommend that you use the big food waste bin in the dormitory parking lot outside the dormitory building.

### **System for getting rid of garbage<sup>2</sup>(for off-campus dormitory residents\*)**

(\* Residents in on-campus dormitory can use separate boxes in the lounge on each floor.)

The city of Seoul sells waste disposal bags specifically for food waste and for non-recyclable garbage. Disposal bags are sold in most corner shops or supermarkets. KDI School does not provide waste disposal bags.

There are four categories of recyclable material:

- Paper: newspapers, calendars, magazines, or anything of paper material.
- Glass: containers made from glass like wine bottles, medicine bottles, and etc. (Please wash out all containers before disposal)
- Scrap Metal: anything made of metals.
- Cans: things made from aluminum such as beer cans or canned goods.(Please wash out all containers before disposal)

For the specifics, you may ask advice to your Korean classmates.

### **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.

<sup>2</sup> Extracted from Yonsei Univ. Guidebook

## 9-2. Off-campus (Apartment)

KDI School has 5 various types of apartment around campus. Each apartment has kitchen, bathroom and three or four bed rooms. For each apartment the KDI School assign total residents for each house and assigned 6 or 4 people according to the type and those assigned will share 3 or 4 rooms upon mutual agreement.

### Accommodation Overview

(January 2011)

	<b>Apt. A: ShinHyundai</b>	<b>Apt. B: Grangvill 33</b>	<b>Apt. C: Grangvill 24</b>	<b>Apt. D: Hanshin</b>	<b>Apt. E: Hyundai</b>
<b>Area</b>	105 square meter, 32"	109 square meter, 33"	82 square meter, 24"	105 square meter, 32"	152 square meter, 46"
<b>Rooms</b>	<b>3 Rooms for 6 persons</b>	<b>3 Rooms for 6 persons</b>	<b>3 Rooms for 4 persons</b>	<b>3 Rooms for 6 persons</b>	<b>4 Rooms for 6 persons</b>
	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 2 persons</b>	<b>Large Room 1 for 3 persons</b>	<b>Large Room 1 for 2 persons</b>
	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 1 person</b>	<b>Medium Room 1 for 2 persons</b>	<b>Medium Room 1 for 2 persons</b>
	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 1 For 1 person</b>	<b>Small Room 2 For 1 person</b>
<b>Toilet</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>How to Commute</b>	<u>on foot</u> or <u>subway</u> Hoegi Station Line #1	<u>subway</u> Seokgye Station Line #1, #6 or <u>bus</u> #1215	<u>subway</u> Seokgye Station Line #1, #6 or <u>bus</u> #1215	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (10 minutes on foot from exit No. 2.)
<b>Commuting Time</b>	15 minutes to School	30 minutes to School	30 minutes to School	20 minutes to School	20 minutes to School
<b>Heating System</b>	Household control				
	Central Gas				

### Off Campus Dormitory Rate & Deposit

<b>Accommodation</b>	<b>Type</b>	<b>Rate per person, per day</b>	<b>Maintenance Fee</b>	<b>Deposit (Refundable)*</b>
<b>Apt. A: ShinHyundai</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		

<b>Apt. B: Grangvill 33</b>	Large Room	KRW 4,000	-	KRW 120,000 (One Time Payment at check in)
	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
<b>Apt. C: Grangvill 24</b>	Large Room	KRW 4,500		
	Medium Room	KRW 5,000		
	Small Room	KRW 5,000		
<b>Apt. D: Hanshin</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
<b>Apt. E: Hyundai</b>	Large Room	KRW 4,500		
	Medium Room	KRW 4,500		
	Small Room	KRW 5,000		
ü Communal Facilities : Air Conditioner, Kitchen Facilities, Dining Table, and Study Table ü Individual Facilities : Bed, Wardrobe, Bookshelf, and Chair				

- Deposit is refundable when you check out.
- Refund amount may vary according to the room condition & fee payment of check out.

### 9-3. Mailing Service Information

#### **Student Mailbox (Basement floor / Dasan Building)**

Each student is assigned with a student mailbox, located on the 1<sup>st</sup> floor of Dasan Building on the way to the stairway for the 2<sup>nd</sup> floor. All mail is distributed to the student mailboxes and the mailing address should be written as follows:

#### **Mailing Address:**

☐ *KDI School Address:*

- Program / Student Name
- KDI School of Public Policy and Management
- 87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

☐ *School Dormitory (Haejungsa)*

- Dormitory Room No. / Student Name
- Haejungsa(Dormitory)
- 87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

Students are required to check their mail boxes regularly, otherwise mail can be left alone until they visit their mail boxes. If you are expecting to receive an important piece of mail, please inform us in advance in order for us to take special care of it.

☐ *Inquiries:* 3299-1258 (Mr. Jung, Gu Min)

### **On-campus Mail Delivery Service**

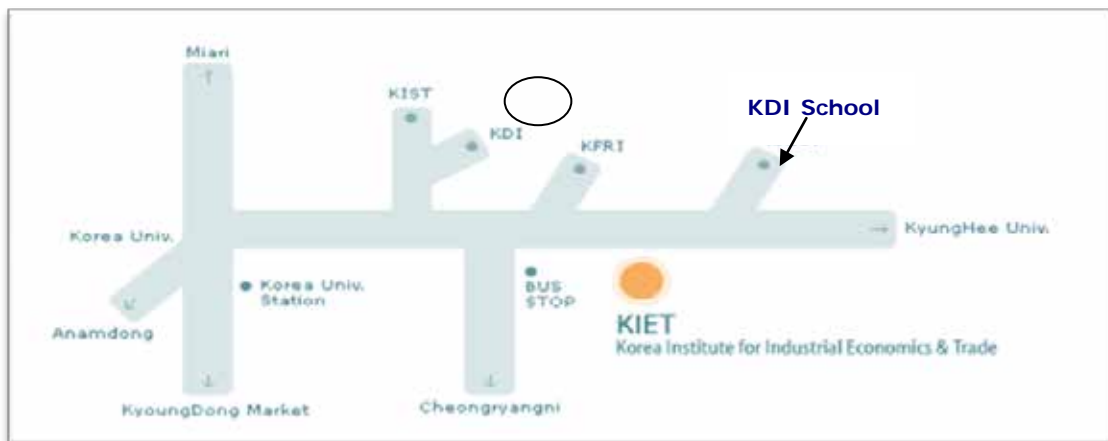


The KDI School supports mail service for students. Collections are made between 13:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 1<sup>st</sup> floor right behind the reception desk of the Yulgok Building (No.9). Service fees are subject to change depending on the type of mail. (At the KAIST mail service office located on the 3<sup>rd</sup> floor of the Student Union Building on campus, mail services are also available. Mail is collected from 9:00 to 15:00. )

### **Off-Campus Post Offices**

#### **□ KIET Post Office (Off-Campus)**

The nearest post office is located in the KIET (Korea Institute for Industrial Economics & Trade) about 300 meters from the KDI School. If you walk out of the campus towards the KDI until you reach the main gate of the KFRI (Korea Forest Research Institute), you will be able to see a sign across the street indicating the location of the post office.



#### **□ Cheongnyangni Post Office (Off Campus)**

- Location: Cheongyangni Subway Station, line no. 1(exit no. 2).
- Open Hours: 9:00 ~ 18:00
- 961-5121

#### **□ Hwikyungdong Post Office (Off Campus)**

- Location: Hoegi Subway Station, line no. 1(exit no. 1).
- Open Hours: 9:00 ~ 18:00
- 965-2336

## 10 School Administrative Offices

### 10-1. School Administrative Offices

Almost all of the school administrative offices are located on the second floor of the Dasan Building. While studying at the KDI School, one of the most frequently visited places by students is the Academic Affairs Division which is responsible for academic programs (admission, courses, credits, study plans, thesis, graduation, certificates) and the Student Affairs Division which is responsible for GMP, exchange program, networking programs (buddy, club activities, happy hour), monthly stipends, and cultural events. The administrative office staff members are:

#### Academic Affairs Division

- *General Management: Mr. KIM, Gi-Sang ( 3299-1257)*
  - Head / General Management of Academic Affairs
- *Academic Program: Ms. YANG, Hye-Jung ( 3299-1217)*
  - Ph.D. Program, Graduation Management, Academic Advisor Assignment
- *Academic Program: Mr. LEE, Byung-Kwon ( 3299-1259)*
  - Course and Grade Management, Classroom Assignment
- *Student Activities: Mr. JUNG, Gu-Min ( 3299-1258)*
  - Management of Tuition, Teaching & Administrative Assistants, and Student Status
- *Student Activities: Ms. LEE, Dan-Ah ( 3299-1088)*
  - Research Project, POS Committee, Faculty Research
  - Tuition Management, Teaching & Administrative Assistants
- *Student Activities: Ms. KWON, Rang-Yi ( 3299-1294)*
  - Evening Program Support, Certificate Issuance

#### Student Affairs Division

- *General Management: Ms. LEE, Jae-Soon ( 3299-1105)*
  - Head / General Management of Student Affairs
- *Study Abroad Program: Mr. KANG, Sung-Mook ( 3299- 1021)*
  - Global Master's Program, Exchange Program, KOICA Group, Dormitory
- *Student Services: Ms. LEE, Hea-Young ( 3299-1224)*
  - Fall Term International Student, Colombo, NIIED, POSCO Group
  - Insurance, Monthly Cultural Events, Field Study Program for Int'l Students
  - Student Networking Programs: Club, Buddy, Happy Hour, Home visiting, etc.

- *Student Services: Ms. KANG, Su-Jin* ( 3299-1253)
  - Spring Term International Student, Global Ambassador Scholarship Group
  - Monthly Cultural Events, Monthly Stipends, Dormitory, etc.
- *Student Services: Mr. KANG, Bong-Ju* ( 3299-1266)
  - Intern Staff, Assistant Coordinator
  - Insurance Claim Process, Dormitory Check-in and Check-out

### **Administration Division**

- *IT Service: Mr. SONG, Chang-Yong* ( 3299-1275)  
*Mr. NA, Dong-Jin* ( 3299- 1052)
  - Computer Lab Management, Network Maintenance, E-mail Accounts, Internet
- *Facility Maintenance Service: Mr. Chung, Young-Sik* ( 3299-1260)
  - School Facilities, Dormitory Facilities

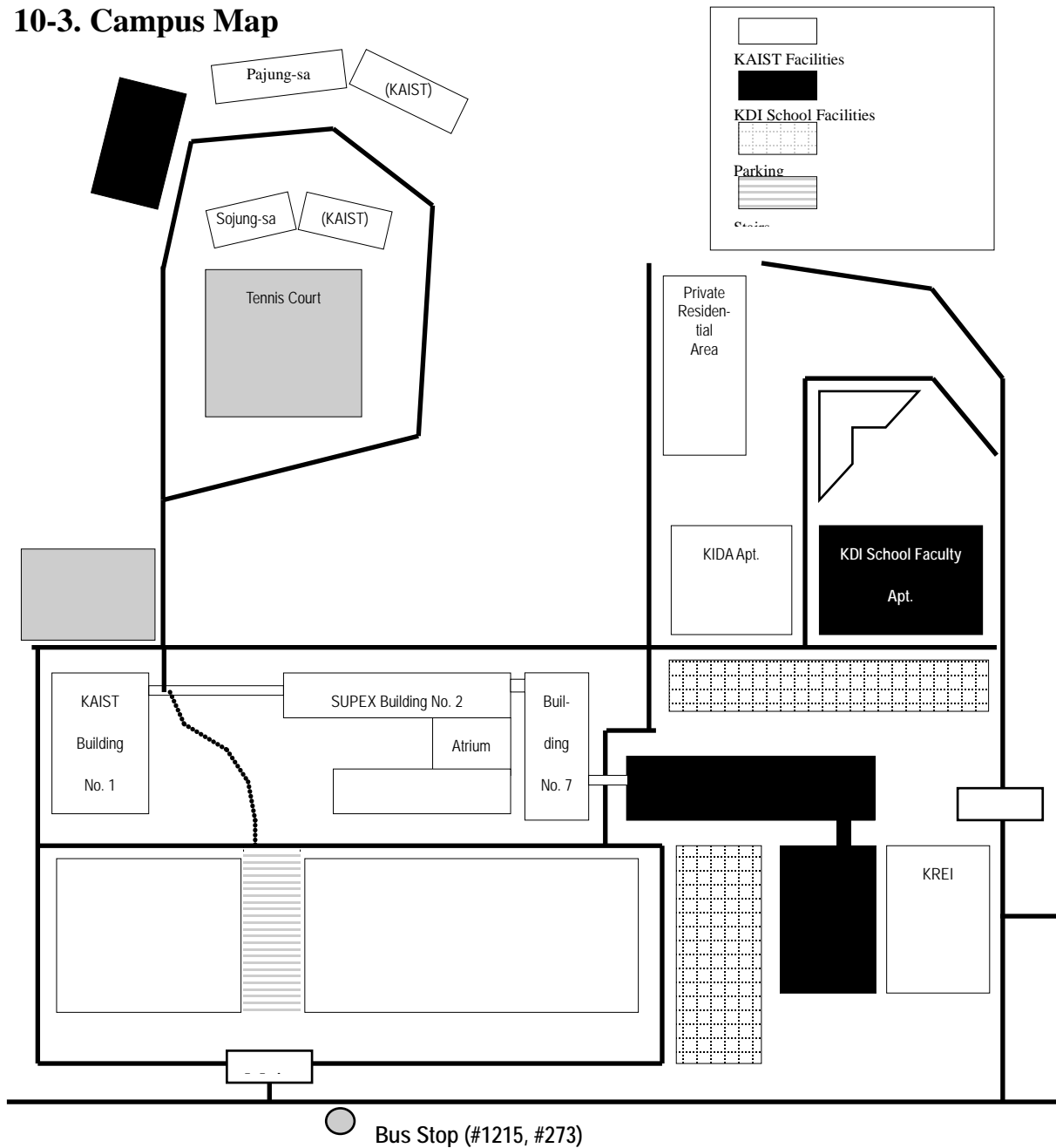
## **10-2. Faculty Support Offices**

The faculty offices are located on the fourth, fifth and sixth floors. To support faculty members, there is one faculty support office for each of these floors. The offices are staffed from 9:00a.m to 6:00 p.m. from Monday to Friday.

Contact information:

- Faculty Support Office (fourth floor): *Ms. CHOI, Ji-Ye* ( 3299-1254)
- Faculty Support Office (fifth floor): *Ms. JANG, Nam-Hee* ( 3299-1256)
- Faculty Support Office (sixth floor): *Ms. SON, Da-Un* ( 3299-1215)

### 10-3. Campus Map



- KDI School Yulgok Building (Building No.9)
- KDI School Dasan Building (Building No.8)
- Student Union Building(shared with KAIST students)
- KDI School Dormitory - Haejungsa (Building No. 10)

## **Floor Guide of Each Building**

### □ *[KDI School Yulgok Building (Building No.9)]*

<b>7F</b>	Ambassador Hall/ Lincoln Hall/Chunji Sky Lounge
<b>6-4F</b>	Faculty Offices/Faculty Support Offices/ Lecture Rooms
<b>3F</b>	Computer Laboratory/ Printer Room/Lecture Rooms Student Association Room/ Video Conference Room
<b>2F</b>	Lecture Rooms/Student Lounge
<b>1F</b>	Reception Desk, Lobby, A.T.M(Woori Bank)

### □ *[KDI School Dasan Building (Building No.8)]*

<b>4F</b>	Student Chamber, Study Room, Personal Lockers, Fitness room, Shower Rooms
<b>3F</b>	Student Chamber, Lecture Rooms
<b>2F</b>	School Administrative Offices (including the Academic Affairs Division and the Student Affairs Division) * The 3 <sup>rd</sup> floor of the Yulgok Building and the 2 <sup>nd</sup> floor of the Dasan Building are connected by a path.
<b>1F</b>	Library
<b>B1F</b>	Convenience Store, Student Lounge & Study rooms, Student Mail Box

### □ *[Student Union Building (shared with KAIST students)]*

<b>4F</b>	Faculty Restaurant
<b>3F</b>	Woori Bank, Sejong Book Store, Convenience Store
<b>2F</b>	Cafeteria, KAIST Health Center
<b>1F</b>	Table Tennis Room

### □ *[KDI School Dormitory - Haejunga (Building No. 10)]*

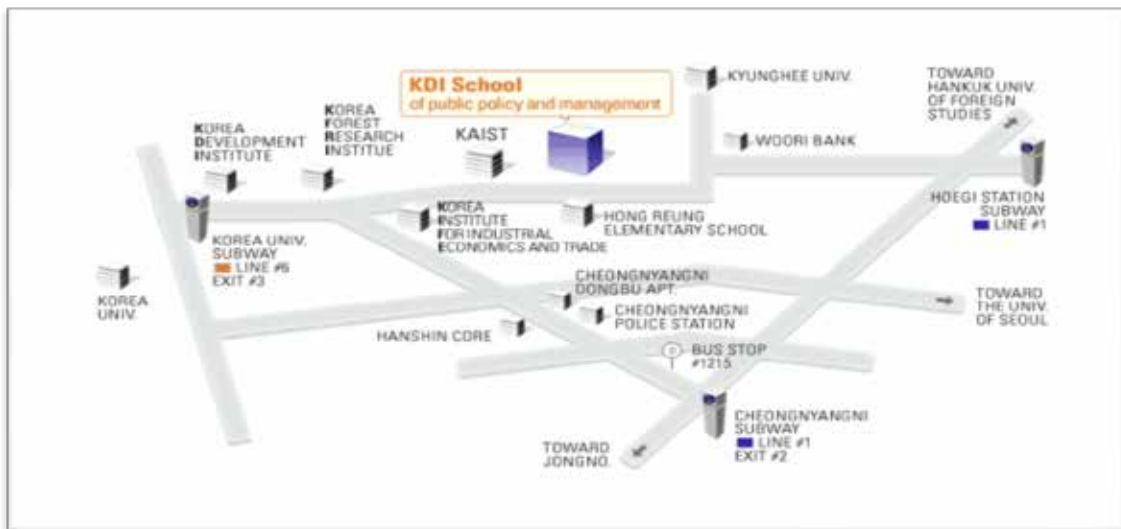
<b>5F</b>	Snack Bar, Rooftop
<b>1~4F</b>	Rooms, Communal Toilets, Communal Shower Room, Washing Machine, Drying Machine
<b>1F</b>	Dormitory Office, Dormitory Lounge



## Around the KDI School

### 1 Directions to the KDI School

- Cheongnyangni Station (Exit #2, Subway Line #1) → take the #1215 bus → get off at Hong Reung Elementary School
- Hoegi Station (Subway Line #1) → 15 minute walk to the KDI School
- Korea Univ. Station (Exit #3,6, Subway Line #6) → take the #273 bus → get off at Hong Reung Elementary School
- *Map of School Vicinity*



### 2 Shops and Restaurants (near Kyung Hee University)

#### Convenience Stores

There are many convenience stores around the campus open 24 hours a day, such as Family Mart, GS 25, By the Way and more. All of the usual convenience goods such as basic grocery items, magazines, gimhap (Dried Seaweed Rolls/rice rolled in dried laver), fried chicken, instant noodles and soft drinks are purchasable.

### **Shops and Other Stores**

Other places near KDI School and Kyung Hee University include a bakery (Paris Baguette), coffee shops (Coffee Bean, Hollys Coffee), KODAK (film developing), a cosmetic shop, “Dunkin Donuts”, and an ice cream shop (Baskin Robbins). They are also good places to visit sometime!

### **Restaurants**

From the rear gate of the KDI School, if you go in the direction of Kyung Hee University, you will find many shops and restaurants. Korean restaurants in the area serve galbi (ribs), bulgogi (thin slices of beef, marinated in a soy sauce, and usually grilled at the table), dolsot-bibimbap (Sizzling Stone Pot Bibimbap -mixed vegetables, beef and rice served in hot stoneware), kalguksu (hot noodle soup), samgyeopsal (Korean Style Bacon -rashers of bacon, grilled at the table and dipped in a mixture of sesame oil and salt). For international students that need some time getting used to Korean foods, western restaurants such as Burger King, Mr. Pizza and Sorento (Italian) are suitable places to dine. Additionally, there is a Thai restaurant called “K-Chang,” an Indian restaurant called “New Dehli,” and numerous Japanese and Chinese restaurants.

### **Lotte Department Store**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Station of Subway line No. 1*  
(Connected to Department store directly from Subway station)
- *Open Hours: 10:30~20:00 (except one Monday of the month)*
- 966-2500

Lotte Department Store is one of the major Korean retail stores. Lotte Department Store offers retail consumer goods and services and is one of the 8 business divisions of Lotte Shopping. Other Lotte companies include discount store Lotte Mart and supermarket Lotte Super.

### **Lotte Mart**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*  
(You will see a sign from the subway station)
- *Open Hours: 9:00 ~24:00 (Mon~Sun)*
- 3298-2500

Lotte Mart is one of the South Korean retail chains with over a hundred branches across the country. Lotte Mart typically offers fresh/processed food, daily goods, home appliances, clothing, and miscellaneous. It also features Toys-R-Us, the world's largest toy store.

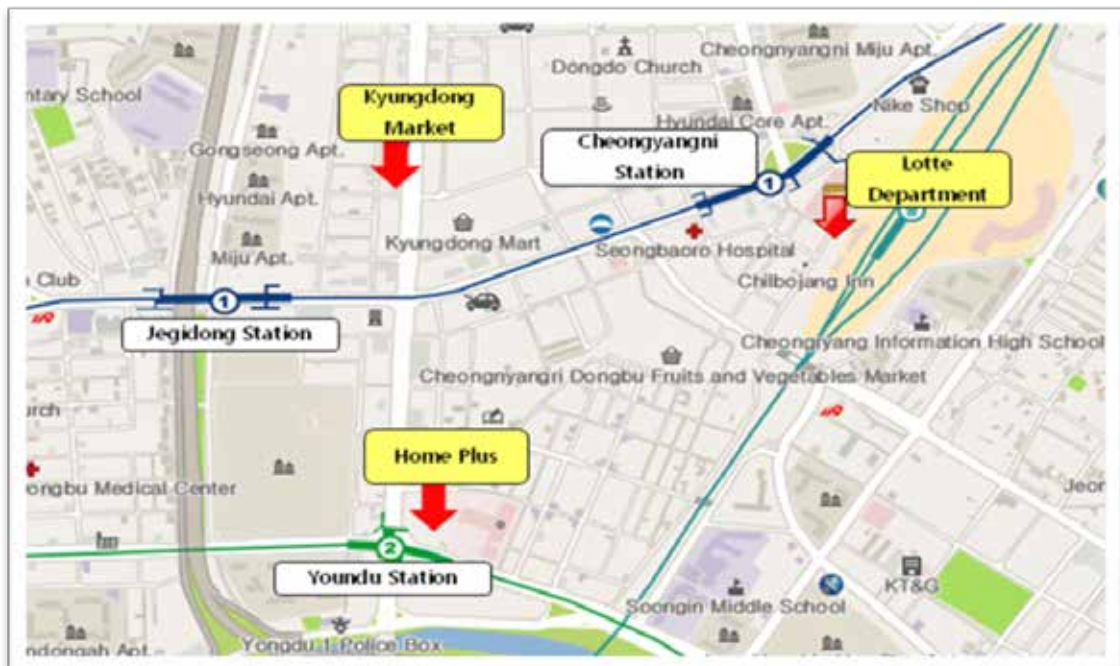
### **Lotte Cinema**

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*  
(You will see a sign from the subway station)
- 1544-8855

Lotte Cinema is a chain run by the Lotte Group operating both stand-alone theaters and theaters inside Lotte Department Store branches. It has a total of 206 screens in 26 leading cities across the nation.

In the same building you can also find Lotte Department Store, Lotte Mart, and small, special-purpose stores such as fast food restaurants. On 6<sup>th</sup> floor is a place called "Digital Park" where you can try some of household appliances before you buy one.

### □ **Map**



### **Kyungdong Market (Shijang)**

- *Location: Jegidong Subway Station (Line No. 1 10 minutes on foot from exit No. 2.)*
- *Open Hours:*
  - Herbal medication 9:00 ~ 19:00(weekdays) / holidays (Sunday)
  - Vegetables, fish, fruits, etc. 4:00 ~19:00 (Mon~Sun)



Kyungdong Shijang is a huge indoor/outdoor traditional market in Seoul, selling an astonishing variety of goods. It's an indescribably unusual place to western eyes, as the market's thousands of stands and stalls and shops offer everything from live reptiles, roasted insects, sea life of every variety, and head-sized fungus. Much of it is consumed for various medicinal benefits.

Kyungdong is one of the largest herbal medicine and ginseng markets in Seoul. Since its establishment in 1960, the market has been supplying 70 percent of the nation's herbal medicine ingredients and has more than 1,000 related shops and oriental medicine clinics in the area. Kyungdong Market also serves as a wholesale and retail market selling agriculture product and fish in about 300,000 square meters.

### **E-Mart**

- *Branch : Imun-dong*
- *Location: Hankuk Univ. of Foreign Studies Station of subway line No. 1*
  - (10 minutes on foot from exit No. 1)
- *Open Hours : 09:30~24:00*
- *02-959-1234*



The E-Mart Imun-dong Branch stands one-storey below (B1), and provides customers with a one-stop shopping experience that meets all of their needs.

This mart sells groceries, fashion apparel, accessories, and a wide selection of other merchandise.

## Staying in Korea

### 1 Location<sup>3</sup>

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (Tumen River) to the northeast which separates Korea from both China and Russia. The country itself is flanked by the Yellow Sea to its west and the East Sea to the east. There are several notable islands that surround the country including Jeju-do, Ulleung-do and Dok-do (Liancourt Rocks). The Korean peninsula is roughly 1,030 km (612 miles) long and 175 km (105 miles) wide at its narrowest point. The land area is 99,200 sq km (38,301 square miles), and it has a population of 48.2 million people (2010). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.



### 2 Seoul<sup>4</sup>

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

<sup>3</sup> [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_1.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp)

<sup>4</sup> <http://www.visitseoul.net/>

### 3 Climate<sup>5</sup>

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

### 4 Food<sup>6</sup>

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various



side dishes, mostly seasoned vegetables, soup, pot stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while others are prepared without red chili peppers or are soaked in a tasty liquid. However, garlic is always used in kimchi to add to its flavor. In late November or early December, Korean families used to prepare enough kimchi to last the long winter. The kimchi was stored in large clay jars partially buried to maintain temperature and retain flavor. In modern Korea, housewives often don't have time to make kimchi or the outdoor space needed to store large amounts. But kimchi is still a vital part of the Korean lifestyle: companies making the fermented dish and others selling special kimchi refrigerators enjoy brisk sales. In

<sup>5</sup> [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_1\\_2.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp)

<sup>6</sup> [http://www.korea.net/korea/kor\\_loca.asp?code=U03](http://www.korea.net/korea/kor_loca.asp?code=U03)



addition to kimchi, doenjang (soybean paste), with its anti-cancer attributes, has attracted the attention of modern-day nutritionists. Koreans used to make doenjang at home by boiling yellow beans, drying them in the shade, soaking them in salty water, and fermenting them in sunlight. However, only a few families go through this process anymore; the majority buys factory-made doenjang. Among meat dishes, seasoned bulgogi (usually beef) and galbi (beef or pork ribs) are the most favored by both Koreans and foreigners.

## 5 Currency

The unit of Korean currency is the won, usually written as a simple capital W preceding the amount, as ₩ 1,000. As coins, the won is minted in 10-, 50-, 100-, and 500-won denominations; as banknotes, it is issued in 1,000-, 5,000-, 10,000-, and 50,000won bills. Banks also issue checks in ₩ 100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Jan., 2011) the rate is approximately 1130 won to the one U.S. dollar.

### Bills

#### Old Bills



10,000 won  
man won



5,000 won  
ocheon won



1,000 won  
cheon won

#### New Bills



10,000 won  
man won



5,000 won  
ocheon won



1,000 won  
cheon won



50,000 won  
oman won

### Coins



500 won  
obaek won



100 won  
baek won



50 won  
osip won



10 won  
sip won

## 6 Transportation

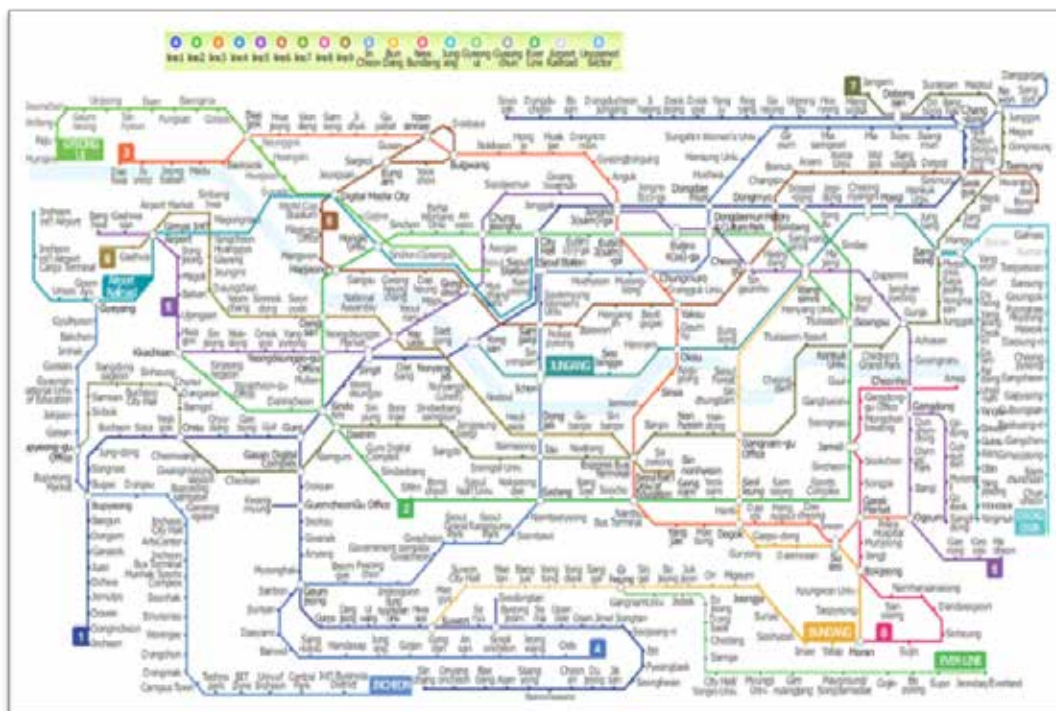
### Subway

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

The fare for Zone 1 is KRW1000, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

The nearest subway stations are Hoegi station and Cheongnyangni station on Line Number 1 and Korea University station on Line Number 6. You can catch a City Bus #1215 or #273 from the main gate of the KDI School campus to Cheongnyangni station or you may walk to Hoegi station or Korea University station.

#### □ *Subway map*





## **Bus**

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

### □ ***Blue Bus***

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

### □ ***Green Bus***

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

### □ ***Red Bus***

- The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.
- This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

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

### □ ***Bus Routes & Destinations***

# 1215(Green): Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST - Hongnung – Cheongnyangni

# 273(Blue): Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST- Hongnung - Korea Univ.

## **Free transfer**

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

## Taxi

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 2,400 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 4,500 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

## Express bus<sup>7</sup>

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

Terminal	URL	Tel
Dong Seoul Terminal	<a href="http://www.ti21.co.kr">http://www.ti21.co.kr</a>	1688-5979
Nambu Terminal	<a href="http://www.nambuterminal.co.kr">http://www.nambuterminal.co.kr</a>	02-521-8550
Central City Terminal	<a href="http://www.centralcityseoul.co.kr">http://www.centralcityseoul.co.kr</a>	02-6282-0114
Seoul Express Terminal	<a href="http://www.exterminal.co.kr">http://www.exterminal.co.kr</a>	02-535-4151
Sangbong Terminal	<a href="http://www.sbtr.co.kr">http://www.sbtr.co.kr</a>	02-435-2129
Suwon Terminal	<a href="http://www.seosuwonbusterminal.co.kr">http://www.seosuwonbusterminal.co.kr</a>	031-278-8200
Hwajeong Terminal, Goyang, Gyeonggi-do	<a href="http://www.hwajungterminal.co.kr">http://www.hwajungterminal.co.kr</a>	1577-9884
Terminal, Ansan, Gyeonggi-do	<a href="http://www.ansan-busterminal.co.kr">http://www.ansan-busterminal.co.kr</a>	031-403-8251
Gwangju Terminal	<a href="http://www.usquare.co.kr">http://www.usquare.co.kr</a>	062-360-8114
Daejeon Terminal	<a href="http://www.daejeonbustm.co.kr">http://www.daejeonbustm.co.kr</a>	042-625-8792
Busan Terminal	<a href="http://www.bxt.co.kr">http://www.bxt.co.kr</a>	051-508-9200
Express Bus Lines Association <a href="http://www.kobus.co.kr">http://www.kobus.co.kr</a> 535-2860		

<sup>7</sup> Excerpted from Ajou Univ. Guidebook.

## **Train / KTX**

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

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

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

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

- |                              |  |                  |
|------------------------------|--|------------------|
| □ <i>Korea Railroad</i>      | <i><a href="http://www.korail.com">http://www.korail.com</a></i>     | <i>1588-7788</i> |
| □ <i>Korea Train Express</i> | <i><a href="http://ktx.korail.go.kr">http://ktx.korail.go.kr</a></i> | <i>1544-7788</i> |

## **Transportation Card**



While traveling in Seoul, you may have been intrigued by the beeping sounds as people touched a sensor with their wallets, bags or even mobile phone rings when getting on or off the bus or subway.

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 900 versus the KRW 1,000 cash fare. T-money users can also save more money by benefiting from a fare discount for transfers. Transportation card can be used for taxi fare as well.

## **7 Where to Shop**

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

### **Myeong-dong**

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

### **Migliore**



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

### **Dongdaemun Market**

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

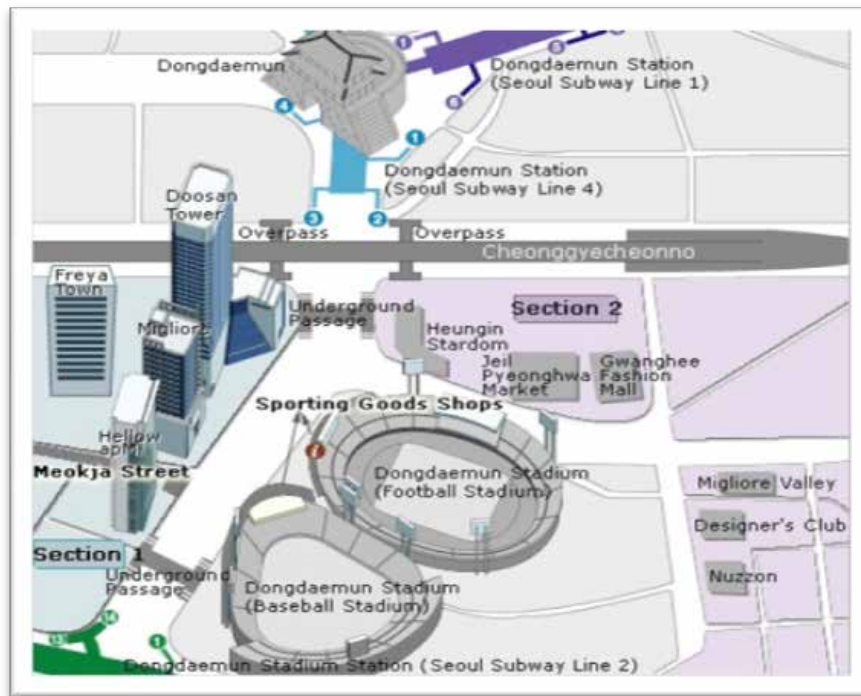


The southern area has more modern buildings, targeting younger shoppers with trendy clothes and fashion accessories. Since most stores are open 24 hours, the area is bustling with shoppers at all hours of the night.

You can get to Dongdaemun Market by taking the dark blue line and getting off at Dongdaemun Station, using exit

14. Dongdaemun Station is a complex structure with many exits, so it may take some time to locate the right one. In that case, feel free to ask locals passing by, who can point you in the right direction.

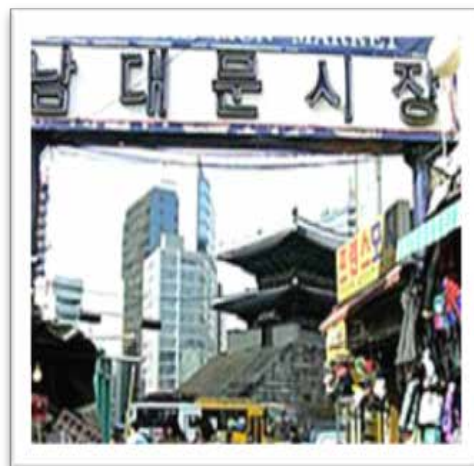
□ *Map of Dongdaemun Market Area*



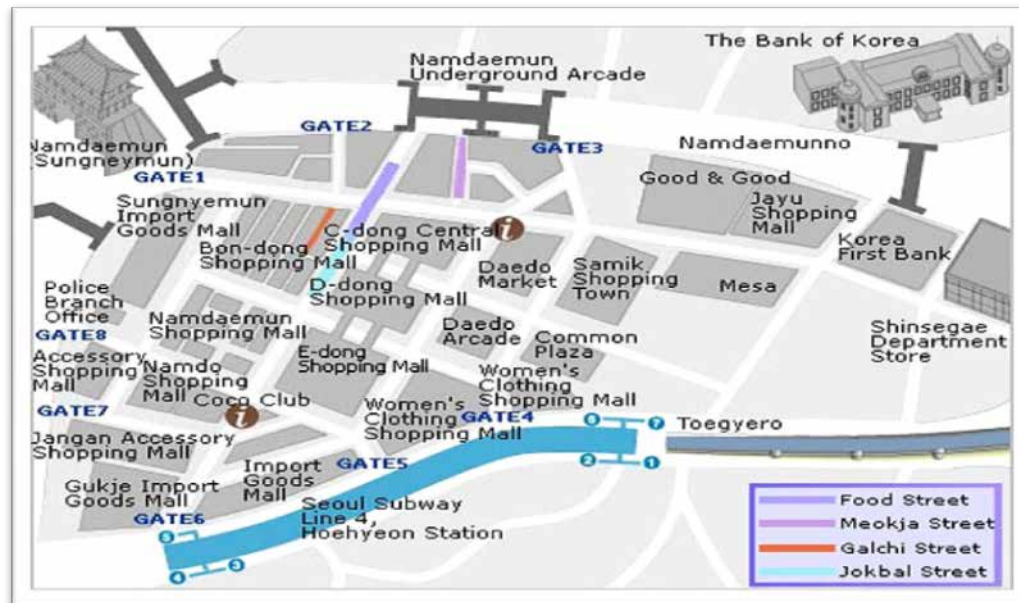
**Namdaemun Market**

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

Transportation - Subway Line 4, Hoehyeon Station Exit 5



□ *Map of Namdaemun Market Area*



**COEX**

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



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



## Itaewon

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

Transportation - Subway Line 6, Itaewon Station Exit #1,2,3 or 4



### □ *Map of Itaewon's main street*



## Insadong



Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yangban aristocratic class. The antique art shops that were established here during the Japanese Colonial Period carried everyday items of the privileged class as these items became antiques in the face of modernity. Since then, Insadong has been home to dozens of art galleries and antique shops.

Insadong's narrow alleys branch out into all directions from one main street.

Korea's antique shops display and sell quality antiques such as old paintings, ceramics, woodenware, metalware, old furniture and many other items. Galleries in Insadong display and sell modern art pieces as well as antiques. Exhibitions are held frequently in these galleries and give good chances for Korean artists to gather. Insa Art Center and Gyeongin Art Gallery are famous in Insadong. Transportation is,

- Subway Line 1, Jonggak Station Exit # 3-1, 5 minute walk
- Subway Line 1, Jongno 3-ga Station Exit # 5, 5 minute walk
- Subway Line 3, Anguk Station Exit # 6, 5 minute walk

### **Seoul City Tour Shuttle Bus<sup>8</sup>**

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

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

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

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

## **8 Other Information**

### **8-1. Tourist Information Service**

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

<sup>8</sup> <http://en.seoulcitybus.com/>



### **Seoul KTO Tourist Information Center**

- *Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180*
- *Travel Information: 1330(24 hours)*
- *Center Information: 729-9600*
- *Homepage: <http://english.visitkorea.or.kr/>*

### **Korea Travel Phone 1330**

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

## **8-2. How to Call**

### **International Calls**

#### □ *How to call Korea from overseas*

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

#### □ *How to call overseas from Korea*

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

- Regular International Phone Call Carriers: 001, 002, 008
- Mobile Phone Carriers: 00345, 00365, 00388, 00700, 00727, 00766, 00770.
- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

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

### **Public Phones**

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (KRW2,000, KRW3,000, KRW5,000, and KRW10,000) or coins (KRW10, KRW50,

KRW100). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

### 8-3. Electricity<sup>9</sup>

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



### 8-4. Main Worship Place by Religion<sup>10</sup>

#### □ *Anglican church*

- The Anglican Church of Korea
- <http://www.skho.or.kr> 738-8952
- Seoul Cathedral of the Seoul Diocese
- <http://www.seouldiocese.net>
- 02-738-6597, 3, Jung-dong, Jung-gu, Seoul

#### □ *Buddhism*

- Daewoongjeon (Main building) of Temple Jogye
- <http://www.jogyesa.org> 732-2183
- 45, Gyeonggi-dong, Jongro-gu, Seoul

#### □ *Islam*

- Korea Muslim Federation
- <http://www.koreaislam.org> 793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul 793-6908

<sup>9</sup> Excerpted from Yonsei Univ. Guidebook.

<sup>10</sup> Excerpted from Ajou Univ. Guidebook.

□ ***Protestant church***

- Protestant church believes in Christ as a savior, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.
- ‘Bethel Chapel’ of Chungdong First Church
- <http://chungdong.onmam.com> 753-0001~3

□ ***Roman catholic church***

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- <http://www.mdsd.or.kr> 774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop’s Conference of Korea
- <http://www.cbck.or.kr> 460-7500

□ ***Russian orthodox church***

- Korean Orthodox Mission
- <http://www.korthodox.org> 033-573-5210
- 451-1, Yonghwa-ri, Geunduk-myeon, Samchuck-si, Gangwon-do

## 8-5. Public Holidays

□ ***New Year’s day : January 1***

□ ***Lunar New Year’s day: February 2, 3, 4 (Dec. 31- Jan. 2, Lunar calendar)***

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

□ ***Independence Movement Day : March 1***

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

□ ***Buddha’s Birthday : May 10(April 8, lunar calendar)***

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

□ ***Children’s day : May 5***

- This is a day for children to enjoy themselves.

□ ***Memorial day : June 6***

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

□ ***Liberation Day : August 15***

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

□ ***Chusok : Sept. 11- 13 (August 15, lunar calendar)***

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

□ ***National Foundation Day : October 3***

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

□ ***Christmas : December 25***

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

## 8-6. Tips on Cultural Etiquette

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

- Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers.
- Koreans do not appreciate an overly outspoken style, and physical contact between acquaintances is limited to a handshake. However, physical contact among close friends is common. For example, it is not uncommon to see two men walking in the street with their arms around each other's shoulder and young women walking hand-in-hand. Public displays of affection between the sexes, however, are regarded as unseemly.
- Koreans traditionally sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. Bare feet are offensive to elderly people, so it is best to wear socks, even in summer, when visiting a family.
- "Going Dutch," though becoming more popular among young people, is not widely practiced in Korea. Be prepared to be either a guest or host.

## Appendix 1. Extension number of dormitory

Extension Number of Dormitory on Campus (02-3299-XXXX)			
Rm Number	Extension	Rm Number	Extension
101	1124	305	1157
102	1122	306	1159
103	1123	307	1160
104	1125	308	1161
105	1127	309	1162
106	1131	310	1164
107	1133	311	1166
108	1135	312	1168
109	1134	313	1173
110	1132	314	1169
111	1130	315	1167
112	1126	316	1165
201	1141	317	1163
202	1139	401	1178
203	1151	402	1176
204	1142	403	1174
205	1143	404	1175
206	1144	405	1177
207	1145	406	1179
208	1147	407	1180
209	1149	408	1186
210	1138	409	1187
211	1153	410	1189
212	1152	411	1194
213	1150	412	1196
214	1148	413	1198
215	1146	414	1197
301	1158	415	1195
302	1156	416	1193
303	1154	417	1188
304	1155		

Just dial the extension number when you make on-campus calls.

Dormitory residents cannot make an outside call. Outbound calls are limited to extension calls only.

## Appendix 2. Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. O. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSung Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)795-6535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. O. Box 4406	02)749-0381	02)797-1688
BOLIVIA	1401, Garden Tower Bldg., 98-78 Unni-dong, Jongnogu	02)742-6113	02)742-6114
BRAZIL	Ihn Gallery Building(4F & 5F) 141 Palpan-dong, Jongno-gu	02)738-4970 02)720-4428	02)738-4974
BRUNEI	7F, Gwanghwamun Bldg., 98-78 Unni-dong, Jongnogu	02)399-3707~8	02)399-3709
BULGARIA	723-42 Hannam 2-dong, Yongsan-gu	02)794-8625~6	02)794-8627
CAMBODIA	657-162, Hannam-dong, Yongsan-gu	02)3785-1041	02)3785-1040
CANADA	10F & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. O. Box 6299	02)3455-6000	02)755-0686
CHILE	14F, Heungkuk Life Insurance Bldg., 226, Sinmunno 1-ga, Jongno-gu	02)2122-2600	02)2122-2601
CHINA	54, Hyoja-dong, Jongno-gu	02)738-1194~6	02)738-1174
COLOMBIA	13F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 1175	02)720-1369	02)725-6959
CONGO(DR)	#702, Daewoo Complex Bldg. 167, Naesu-dong, Jongno-gu	02)6272-7997	02)6272-7997
CZECH REPUBLIC	1-121, Sinmunno 2-ga, Jongno-gu	02)725-6765~6	02)734-6452
DENMARK	5F, Namsong Bldg., Itaewon-dong, Yongsan-gu	02)795-4187	02)796-0986
DOMINICA, REP	19F. Taepyongno 2-ga, Jung-gu	02)756-3513	02)756-3514

## [E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. O. Box 1808	02)312-3272	02)393-6108
GABON	4F, Yuseong Bldg., 738-20 Hannamdong, Yongsan-gu	02)793-9375~6	02)793-9574
GHANA	5-4 Hannam-dong, Yongsan-gu, C.P. O. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo-dong, Yongsan-gu	02)748-4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo-dong, Yongsan-gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052~3
IRELAND	15F, Daehan Fire & Marine Insurance Bldg., 51-1 Namchang-dong, Jung-gu	02)774-6455	02)774-6458
ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
JAPAN	18-11, Jinghak-dong, Jongno-gu	02)2170-5200	02)734-4528
KAZAKHSTAN	13-10 Seongbuk-dong, Seongbuk-gu	02)744-9714~5. 02)744-9731	02)744-9760
KUWAIT	309-15 Dongbinggo-dong, Yongsan-gu	02)749-3688~9	02)749-3687
LEBANON	310-49 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsan-gu, C.P. O. Box 8418	02)797-6001~5	02)797-6007

## [M-S]

Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U. N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2 <sup>nd</sup> Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-2250
QATAR	1-44 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno 2-ga, Jongno-gu C.P.O Box 108	02)739-0631/5	02)723-3110
SINGAPORE	28F, Seoul Finance Bldg., 84 Taepyeongno 1-ga, Jung-gu	02)774-2464~7	02)773-2465
SLOVAKIA	389-1 Hannam-dong, Yongsan-gu	02)794-3981	02)794-3982
SOUTH AFRICA	1-37 Hannam-dong, Yongsan-gu	02)792-4855	02)792-4856



## [S-V]

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

### Appendix 3. Useful Websites

Category	Domain
Transportation	<ul style="list-style-type: none"> <li>◦ Incheon International Airport: <a href="http://www.airport.kr/eng/airport/">http://www.airport.kr/eng/airport/</a></li> <li>◦ Gimpo Airport: <a href="http://gimpo.airport.co.kr/eng/index.jsp">http://gimpo.airport.co.kr/eng/index.jsp</a></li> <li>◦ Airport Limousine Bus: <a href="http://www.airportlimousine.co.kr">http://www.airportlimousine.co.kr</a></li> <li>◦ Korea Railroad: <a href="http://info.korail.com/2007/eng/eng_index.jsp">http://info.korail.com/2007/eng/eng_index.jsp</a></li> <li>◦ Express Bus Lines Association: <a href="http://www.kobus.co.kr/web/eng/index.jsp">http://www.kobus.co.kr/web/eng/index.jsp</a></li> <li>◦ Transportation Information in Seoul: <a href="http://english.seoul.go.kr/residents/transport/trans_01map.html">http://english.seoul.go.kr/residents/transport/trans_01map.html</a></li> <li>◦ Seoul Subway: <a href="http://www.seoulmetro.co.kr/">http://www.seoulmetro.co.kr/</a></li> </ul>
Tourist Information	<ul style="list-style-type: none"> <li>◦ Korea Tourism Organization: <a href="http://www.visitkorea.or.kr/">http://www.visitkorea.or.kr/</a></li> <li>◦ Seoul Metropolitan Government: <a href="http://english.seoul.go.kr">http://english.seoul.go.kr</a></li> <li>◦ Seoul Culture &amp; Tourism: <a href="http://english.visitseoul.net/visit2007en/">http://english.visitseoul.net/visit2007en/</a></li> <li>◦ Asiana Airlines: <a href="http://flyasiana.com/english/">http://flyasiana.com/english/</a></li> <li>◦ Korean Air: <a href="http://www.koreanair.com/">http://www.koreanair.com/</a></li> <li>◦ Hana Tour (Travel Agency): <a href="http://www.hanatour.com/eng/index.html">http://www.hanatour.com/eng/index.html</a></li> </ul>
News	<ul style="list-style-type: none"> <li>◦ Korean Overseas Information Service (KOIS): <a href="http://www.korea.net/">http://www.korea.net/</a></li> <li>◦ JoongAng Daily: <a href="http://joongangdaily.joins.com">http://joongangdaily.joins.com</a></li> <li>◦ The Korea Herald: <a href="http://www.koreaherald.co.kr">http://www.koreaherald.co.kr</a></li> <li>◦ The Korea Times: <a href="http://times.hankooki.com">http://times.hankooki.com</a></li> </ul>
Immigration Bureau	<ul style="list-style-type: none"> <li>◦ <a href="http://www.immigration.go.kr/HP/IMM80/index.do">http://www.immigration.go.kr/HP/IMM80/index.do</a></li> <li>◦ <a href="http://www.hikorea.go.kr">http://www.hikorea.go.kr</a></li> </ul>
Others	<ul style="list-style-type: none"> <li>◦ Seoul Global Center: <a href="http://global.seoul.go.kr">http://global.seoul.go.kr</a></li> <li>◦ Life in Korea: <a href="http://www.lifeinkorea.com">http://www.lifeinkorea.com</a></li> </ul>

## **Regulations for Student Guidance and Disciplinary Action**

**Article 5. Disciplinary Action:** The President, upon consultation with the School Executive Committee, may take disciplinary action against students falling under the following categories:

1. A person who has cheated during an examination.
2. A person who has damaged the School's property.
3. A person who has intentionally disturbed a class, or event at the School.
4. A person who has behaved unfavorably in his personal relations with other members of the school, including proven cases of sexual harassment.
5. A person who has lent their Student ID Card to others, or who has abused their ID card privileges.
6. A person who has violated other School Regulations, or has been negligent in their student duties.

**Article 6. Types of Disciplinary Action:**

1. Disciplinary action shall be carried out through: detention, probation, suspension, or expulsion.
2. The probation period shall be range from a week to a month, and the student concerned will not be allowed to participate in any school activities during that period.
3. Suspension shall be classified into definite and indefinite suspensions. The duration for a definite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
4. A student subjected to disciplinary action must submit a letter of reflection on their actions.
5. The President may reduce and/or exempt a disciplinary action measure if the student subjected to the disciplinary action reflects upon their behavior and is a good example to others during the disciplinary action period.
6. The details of disciplinary action shall be recorded in the student's register.

## Academic Dishonesty

### □ *Object of establishing disciplinary action for academic dishonesty*

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

### □ *Definition of academic dishonesty*

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

### □ *Academic dishonesty on examination and report*

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

- Academic dishonesty during examination
  - Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
  - Looking at other student's answer sheet or showing answers to another student.
  - Substituting other people's exam or asking for substitution.
  - Disobeying instruction of a proctor, or intentionally interrupting during the examination.
- Academic dishonesty on reports and papers
  - Partially or entirely copying other student's report.
  - Allowing other people to copy one's report.
  - Inserting ideas from existing research papers without using quotation marks or proper citations.

### □ *Plagiarism on report*

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

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

### □ *Procedure of disciplinary action*

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

### □ *Disciplinary Action imposed on student committing academic dishonesty*

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

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

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