I am a SPOKESPERSON
I am a PROBLEM-SOLVER
I am a TEAMWORKER for the SCHOOL

KDI School of Public Policy and Management
85 Hoegiro Dongdaemun Gu, Seoul 130-722, Korea

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT **STUDENT HANDBOOK**

KDI SCHOOL
KDI School of Public Policy and Management

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

STUDENT HANDBOOK

YEAR TWO THOUSAND FOURTEEN

KDI SCHOOL
KDI School of Public Policy and Management

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◇ 2014 Academic Calendar ◇

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Term		Schedule		Remarks
Preliminary Session (4 Weeks) (Jan.6~Jan.29)		Jan.06(Mon)~Jan.29(Wed)	Winter Semester	**Jan.30~Feb.1** Lunar New Year*
		Jan.27(Mon)~Feb.07(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement/ Course Evaluation	
		Feb.03(Mon)~Feb.07(Fri)	Spring Semester Tuition Payment Due(Continuing Students)	
		Feb.03(Mon)/Feb.08(Sat)	New Student Orientation/Course Presentation Session (For Part time students)	
		Feb.04(Tue)~Feb.08(Sat)	New Student Orientation/Course Presentation Session (For Full time students)	
		Feb.05(Wed)~Feb.08(Sat)	Spring Semester Course Registration	
Spring Semester (12 Weeks) (Feb.10~May 3)		Feb.10(Mon)	Start of Spring Semester	**Mar.1** Independence Movement Day*
		Feb.10(Mon)~Feb.15(Sat)	Course Add & Drop Period	
		Feb.28(Fri)	Research Project Submission	
		Mar.03(Mon)~Mar.08(Sat)	POS Committee Composition	
		Feb.24(Mon)~Mar.14(Fri)	Application for Graduation (For students completed all graduation requirements)	
		Apr.07(Mon)~Apr.18(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	
		Apr.17(Thu)~Apr.26(Sat)	Course Evaluation	
		Apr.18(Fri)	Summer Semester Course Presentation Session	
		Apr.21(Mon)~Apr.26(Sat)	Summer Semester Course Registration	
		Apr.21(Mon)~Apr.26(Sat)	Reading Period, Research Plan Submission Period	
		Apr.28(Mon)~May03(Sat)	Final Examinations	
Spring Break (1 week) (May.5~May.10)		May05(Mon)~May10(Sat)	Spring Break	**May 5** Children´s Day **May 6** Buddha´s Birthday
		May03(Sat)~May09(Fri)	Summer Semester Tuition Payment Due	
Summer Semester (12Weeks) (May12 ~ Aug.2)	1st Session	May12(Mon)	Start of 1st Summer Session	**Jun.6** Memorial Day*
		May12(Mon)~May14(Wed)	Course Add & Drop Period	
		May26(Mon)~May30(Fri)	Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)	
		May26(Mon)~Jun.13(Fri)	Application for Graduation (For students completed all graduation requirements)	
		May30(Fri)	Research Plan Submission Period	
		Jun.02(Mon)~Jun.07(Sat)	POS Committee Composition	
		Jun.09(Mon)~Jun.14(Sat)	Course Evaluation	
		Jun.16(Mon)~Jun.17(Tue)	Reading Period	
		Jun.18(Wed)~Jun.21(Sat)	Final Examinations	
	2nd Session	Jun.23(Mon)	Start of 2nd Summer Session	
		Jun.23(Mon)~Jun.25(Wed)	Course Add & Drop Period	
		Jul.07(Mon)~Jul.18(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	
		Jul.18(Fri)~Jul.26(Sat)	Course Evaluation	
		Jul.21(Mon)~Jul..26(Sat)	Fall Semester Course Registration	
		Jul.28(Mon)~Jul.29(Tue)	Reading Period, Research Plan Submission Period	
		Aug.01(Fri)	Completion Ceremony	
		Jul.30(Wed)~Aug.02(Sat)	Final Examinations	
Summer Break (6 Weeks) (Aug.4~Sep.13)		Aug.04(Mon)~Sep.13(Sat)	Summer Break	**Aug.15** Independence Day **Sep.7~Sep.10** Korean Thanksgiving Day
		Aug.05(Tue)~Aug.08(Fri)	Korea Field Research & Study (KFRS)	
		Aug.27(Wed)~Sep.05(Fri)	International Field Research & Study (IFRS)	
		Sep.06(Sat)~Sep.12(Fri)	Fall Semester Tuition Payment Due	
Fall Semester (12 Weeks) (Sep.15~Dec.6)		Sep.15(Mon)	Start of Fall Semester	**Oct.3** The National Foundation Day of Korea* **Oct.9** Hangul Proclamation Day* **Dec.5** KDI School Foundation Day*
		Sep.15(Mon)~Sep.20(Sat)	Course Add & Drop Period	
		Sep.22(Mon)~Oct.10(Fri)	Application for Graduation (For students completed all graduation requirements)	
		Sep.29(Mon)~Oct.03(Fri)	Fall Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)	
		Oct.02(Thu)	Research Project Submission	
		Oct.06(Mon)~Oct.11(Sat)	POS Committee Submission	
		Oct.25(Sat)	Admission Application Deadline for 2015	
		Nov.03(Mon)~Nov.21(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	
		Nov.24(Mon)~Nov.29(Sat)	Course Evaluation	
		Nov.24(Mon)~Nov.29(Sat)	Reading Period, Research Plan Submission Period	
		Dec.01(Mon)~Dec.06(Sat)	Final Examinations	
Winter Break		Dec.12(Fri)	2014 Commencement	

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

2014 Master Program Course List

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Spring	Analysis of Market and Public Policy	1	Park, Jin	Core		3	D
	Analysis of Market and Public Policy	2	Nam, Il-Chong	Core		3	D
	Analysis of Market and Public Policy	3	Nam, Il-Chong	Core		3	D
	Analysis of Market and Public Policy	4	Baek, Ji Sun	Core		3	D
	Analysis of Market and Public Policy	5	Lee, Siwook	Core		3	D
	Analysis of Market and Public Policy	6	LIM, Youngjae	Core		3	D
	Analysis of Market and Public Policy	7	Tabakis, Chrysostomos	Core		3	D
	Introduction to Development Policy	1	Jeong, Hyeok	Core		3	D
	Introduction to Development Policy	2	Wang, Shun	Core		3	D
	Introduction to Development Policy	3	Han, Baran	Core		3	D
	Introduction to Research Methods	1	Jung, Kwon	Core		3	D
	Introduction to Research Methods	2	Jung, Kwon	Core		3	D
	Introduction to Research Methods	3	Choi, Seulki	Core		3	D
	Korean Economic Development [G20]	2	Jin, Nyum	Core	TI/DT	3	D
	Quantitative Method	1	Cho, Yoon Cheong	Core		3	D
	Quantitative Method	2	Lin, Shu-Chin	Core		3	D
	Quantitative Method	3	Lin, Shu-Chin	Core		3	D
	Quantitative Method	4	Shin, Jaeun	Core		3	D
	Korean Human Development		Lee, Ju-Ho	DT	PF	3	D
	Financial Accounting		Choi, Tae-Hee	FM	EN	3	D
	Macroeconomic Policy		KANG, Moonsoo	FM	DT	3	D
	International Relations and Economic Globalization in 21st Century		Ahn, Byung-Joon	IR		3	D
	Understanding the World Economy		You, Jong-Il	IR		3	D
	Labor Economics and Public Policy		Jeong, Insoo	PF		3	D
	Introduction to Public Management	1	Choi, Changyong	PM		3	D
	Urban Economics and Public Policy		Kim, Jeong-Ho	RE	DT	3	D
	Korean Economic Development	1	Yoo, Jungho	TI	DT	3	D
	Understanding the World Trading System	1	Lee, Sung-Joo	TI	DT	3	D
	Basic Economics	1	Kim, Sun jin			1	D
	Basic Economics	2	Hyun, Jin Young			1	D
	Basic Mathematics and Statistics	1	LIM, Youngjae			1.5	D
	Basic Mathematics and Statistics	2	ARSHAD, Muhammad			1.5	D
	Analysis of Market and Public Policy	8	Tabakis, Chrysostomos	Core		3	E
	Corporate Financial Policy		LEE, Young-Ki	FM	EN	3	E
	Financial Accounting		Choi, Tae-Hee	FM	EN	3	E
	Introduction to Financial Analysis		Ryu, Si Wang	FM	EN	3	E
	Comparative Study of Leadership in East Asia		Chung, Chong Wook	IR		3	E
	Middle Powers in Global Governance		Jeffrey Robertson	IR		3	E
	Cultural Policy		CHUNG, Hongik	PF		3	E
	Social Security and Welfare Policy		Yeon, Hacheong	PF		3	E
	Change Management		Michell, Anthony	PM		3	E
	Introduction to Public Management	2	Choi, Changyong	PM		3	E
	Resource and Energy Policy		Jung, Tae Yong	RE	DT	3	E

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Spring	Understanding the World Trading System	2	Shadikhodjaev, Sherzod	TI		3	E
	Analysis of Market and Public Policy	9	Lee, Jinsoo	Core		3	W
	Introduction to Development Policy	3	Han, Baran	Core		3	W
	Quantitative Method	5	Lee, Jinsoo	Core		3	W
	Private Sector Development in Korea		Lee, Seung-Joo	EN	DT	3	W
	Aid and Development		Lee, Kye-Woo	FM	DT	3	W
	Planning and Managing Development Projects		Choi, Songsu	RE	DT	3	W
	Real Estate and Development		Cho, Man	RE	DT	3	W
Summer	Introduction to Development Policy		Park, Jin	Core		3	D
	Introduction to Research Methods		Cho, Yoon Cheong	Core		3	D
	Natural Resources and Development		Han, Baran	DT		3	D
	Entrepreneurship and Development		Lee, Seung-Joo	EN	DT	3	D
	Foreign Direct Investment		Lee, Seung-Joo	EN	TI	3	D
	Finance and Development		Lin, Shu-Chin	FM	DT	3	D
	Financial Instruments and Markets		Sohn, Wook	FM		3	D
	International Financial Management		Hahm, Sang-Moon	FM		3	D
	Macroeconomic Policy		Hahm, Sang-Moon	FM	DT	3	D
	Macroeconomic Policy		Cho, Dongchul	FM	DT	3	D
	Macroeconomic Policy		KANG, Moonsoo	FM	DT	3	D
	Institutional Reform in Developing Countries		Choi, Changyong	PM	DT	3	D
	International Relations in East Asia		Park, Hun Joo	IR		3	D
	Resource Diplomacy		Jeffrey Robertson	IR		3	D
	Gender and Development		Kim, Eun Kyung	PF	DT	3	D
	Human Capital and Economic Development		Paik, Sung-Joon	PF	DT	3	D
	Mornitoring and Evaluation for Public Policy		Paik, Sung-Joon	PF		3	D
	Public Finance and Public Policy		Kim, Taejong	PF		3	D
	Human Resource Management in Government		Kim, Soon-Hee	PM		3	D
	Public Management Innovation and Reform		Park, Jin	PM		3	D
	Introduction to Environmental Policy		Jung, Tae Yong	RE		3	D
	Assessing Regulation and Competition Policies		LIM, Youngjae	TI		3	D
	Comparative Study among South East Asias		Katsuji Okachi	TI	DT	3	D
	Game Theory and Strategy		Nam, Il-Chong	TI		3	D
	Korean Economic Development		Yoo, Jungho	TI	DT	3	D
	Market Economy and Government		Yoo, Jungho	TI	PF	3	D
	The Role of the Industrial Policy in Korea's Economic Development		Lee, Kyung Tae	TI	DT	3	D
	Theory and Policy of International Trade		Tabakis, Chrysostomos	TI	DT	3	D
	Theory of Competition		Nam, Il-Chong	TI		3	D
	Trade Law and Policy in Practice		Shadikhodjaev, Sherzod	TI		3	D
	G20 Global Issues		Kim, Ji-Hong	Core		3	E
	Productivity and Economic Growth		Pyo, Hak Gil	FM	DT	3	E
	Capital Markets and Investment		LEE, Young-Ki	FM		3	E
	Global Governance and Diplomatic Practice		Jeffrey Robertson	IR		3	E
	Theory and Practice of Political Economy		Park, Hun Joo	IR		3	E
	Understanding the World Economy		You, Jong-Il	IR		3	E
	Civil Society and Social Capital		Shragge, Abraham	PF		3	E

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Summer	Leadership and Ethics		Lee, Yong Shik	PM		3	E
	Population and Development		Choi, Seulki	**RE**	DT	3	E
	Korean Economic Development		Jwa Sung Hee	TI	DT	3	E
	Science and Technology Policy		Lee, Ju-Ho	TI	PF	3	E
	Introduction to Research Methods		Cho, Yoon Cheong	Core		3	W
	Private Sector Development in Developing Countries		Sakai, Stanley	EN	DT	3	W
	Financial Instruments and Markets		Sohn, Wook	FM		3	W
	Welfare Service Implementation		Suh, Sangmok	PF		3	W
	Economic Analysis of Investment Operations		Lee, Kye-Woo	RE	DT	3	W
	Trade and Development		Rhee, Sung Sup	TI	DT	3	W
	Understanding the World Trading System		Lee, Sung-Joo	TI	DT	3	W
Fall	Analysis of Market and Public Policy		Baek, Ji Sun	Core		3	D
	Analysis of Market and Public Policy		LIM, Youngjae	Core		3	D
	Introduction to Development Policy		Lin, Shu-Chin	Core		3	D
	Introduction to Research Methods		Paik, Sung-Joon	Core		3	D
	Korean Economic Development[KOICA]		Park, Jin	Core		3	D
	Quantitative Method		Wang, Shun	Core		3	D
	Development Policy in the Global Economy		You, Jong-Il	DT		3	D
	Korean Human Development		Lee, Ju-Ho	DT	PF	3	D
	Topics in Political Economy of Development		Han, Baran	DT		3	D
	Topics on Chinese Economy		Wang, Shun	DT		3	D
	Global Strategic Management		Evgeni Evgeniev	EN		3	D
	Financial Statement Analysis and Valuation		Choi, Tae-Hee	FM	EN	3	D
	International Financial Policy		Cho, Dongchul	FM		3	D
	Macroeconomic Policy		Hahm, Sang-Moon	FM	DT	3	D
	Policies for Development		José Ramón Perea	IR	DT	3	D
	Analysis of Education Policy in Comparative Perspectives		Paik, Sung-Joon	PF		3	D
	Foundations of Free Market Economy		Chang, Oh-Hyun	PF		3	D
	Global Health and Development		Shin, Jaeun	PF	DT	3	D
	Labor Market Institutions and Practices		Jeong, Insoo	PF		3	D
	Social Stratification and Inequality		Choi, Seulki	PF	DT	3	D
	Dispute Resolution & Negotiation		Kim, Dong-Young	PM		3	D
	Future Foresight and National Strategy: Methodology and Cases		WOO, Cheonsik	PM			D
	Public Management for International Development		Choi, Changyong	PM	DT	3	D
	Technology Strategy and Public Policy		Chang, Yu-Sang	PM	EN	3	D
	Environmental Policy and Sustainable Development		Jung, Tae Yong	RE	DT	3	D
	Local Administration and Finance		Kim, Jeong-Ho	RE		3	D
	Industrial Policy and International Trade Regulation		Shadikhodjaev, Sherzod	TI		3	D
	Market Economy and Government		Yoo, Jungho	TI	PF	3	D
	Trade and Development		Tabakis, Chrysostomos	TI	DT	3	D
	Understanding Regional Trade Agreements		Shadikhodjaev, Sherzod	TI		3	D
	FDI Marketing and Promotion		Michell, Anthony	EN		3	E
	IT for Development		Sakai, Stanley	EN	DT	3	E
	Negotiation for Management		Kim, Ji-Hong	EN		3	E
	Issues in Macro-economic Policy of Korea		Jwa Sung Hee	FM		3	E

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Fall	Pension and Personal Finance		LEE, Young-Ki	FM		3	E
	Foreign Policy Analysis		Jeffrey Robertson	IR		3	E
	Globalization and National Identity		Park, Hun Joo	IR		3	E
	North Korean Economy and Inter Korean Economic Cooperation		Yeon, Hacheong	IR		3	E
	Development and Social Change in Korea		Choi, Seulki	PF	DT	3	E
	Policy Issues in Labor Market		Kim, Yongseong	PF		3	E
	Taxation and Fiscal Management		Roh, Keesung	PF		3	E
	Participatory Governance in Public Decision Making		Kim, Dong-Young	PM		3	E
	Seminar on project appraisal and evaluation cases		김강수	RE	DT	3	E
	Urban Transportation Policy		Kim, Jeong-Ho	RE		3	E
	Economic and Social Transformation of Korea		LIM, Youngjae	TI	PF	3	E
	Theory and Policy of International Trade		Tcha, MoonJoong	TI	DT	3	E
	Customer Relationship Management		Cho, Yoon Cheong	EN		3	W
	Private Sector Development in Korea		Lee, Seung-Joo	EN	DT	3	W
	Social Entrepreneurship for Development		Shim SangDal	EN	DT	3	W
	Aid and Development		Lee, Kye-Woo	FM	DT	3	W
	Central Banking and Financial Regulation		Sohn, Wook	FM		3	W
	Credit Markets and Risk Management		Cho, Man	FM		3	W
	Political Economy of Chinese Development		Chung, Chong Wook	IR	DT	3	W
	Urbanization in Economic Development		Choi, Songsu	RE	DT	3	W
	Trade Law and Policy in Practice		Lee, Sung-Joo	TI	DT	3	W

2014 Ph.D. Program Course List

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Spring	Econometrics Ⅰ		Kim, Taejong	Ph.D.	AA	3	E
	Microeconomics Ⅰ		Baek, Ji Sun	Ph.D.	AA	3	E
	Mathematical Economics		You, Jong-Il	Ph.D.	AA	3	D
Summer	EconometricsⅡ		Shin, Jaeun	Ph.D.	AA	3	TBA
	Microeconomics Ⅱ		Baek, Ji Sun	Ph.D.	AA	3	TBA
	Development Economics		Wang, Shun	Ph.D.	AA	3	TBA
Fall	Advanced Macroeconomic Policy		Hahm, Sang-Moon	Ph.D.	AA	3	TBA
	Advanced Topics in Development Economics		Jeong, Hyeok	Ph.D.	AA	3	TBA

2014 Foundation Skills Course List

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Spring	Academic Writing	1	Schuckman, Hugh Erik			3	D
	Academic Writing	2	Lim, Lisa			3	D
	Chinese for Global Studies and Practice Ⅰ		Kim, Ju A			3	D
	English Speaking Skills		Georges Kim			3	D
	Korean Language and Culture (Advanced Ⅰ)		Park, Jung Woo/Lee Hyun Jung			3	D
	Korean Language and Culture Ⅰ	1	Park, Jung Woo			3	D
	Korean Language and Culture Ⅰ	2	Park, Jung Woo			3	D
	Korean Language and Culture Ⅰ	3	RYU, Juhyun			3	D
	Korean Language and Culture Ⅰ	4	Lee Hyun Jung			3	D
	Korean Language and Culture Ⅲ		RYU, Juhyun			3	D
	Language in Public Policy and Management	1	Schuckman, Hugh Erik			3	D
	Language in Public Policy and Management	2	Yun, Hai-young			3	D
	Language in Public Policy and Management	3	LEE, Gina			3	D
	Language in Public Policy and Management	4	LEE, Gina			3	D
	Language in Public Policy and Management	5	Lim, Lisa			3	D
	Language in Public Policy and Management	6	Georges Kim			3	D
	Academic Writing	3	Shragge, Abraham			3	E
	Language in Public Policy and Management	7	Schuckman, Hugh Erik			3	E
	Academic Writing	4	Shragge, Abraham			3	W
	Language in Public Policy and Management	8	Lim, Lisa			3	W
Summer	Academic Writing	1	Shragge, Abraham				D
	Academic Writing	2	Shragge, Abraham				D
	Academic Writing	3	Lee, Yong Shik				D
	Academic Writing	4	LEE, Gina				D
	Academic Writing	5	LEE, Gina				D
	Chinese for Global Studies and Practice Ⅱ		Kim, Ju A				D
	Communication and Public Policy	1	Schuckman, Hugh Erik				D
	Korean Language and Culture Ⅰ	1	Park, Jung Woo				D
	Korean Language and Culture Ⅰ	2	RYU, Juhyun				D
	Academic Writing	6	Schuckman, Hugh Erik				E
	Academic Writing	8	Lim, Lisa				D
	Academic Writing	9	Lim, Lisa				D
	Academic Writing	10	Schuckman, Hugh Erik				D
	Academic Writing	11	Shragge, Abraham				D
	Korean Language and Culture (AdvancedⅡ)		Lee Hyun Jung				D
	Korean Language and Culture Ⅰ	3	RYU, Juhyun				D
	Korean Language and Culture Ⅱ		Park, Jung Woo				D
	Communication and Public Policy	2	Schuckman, Hugh Erik				E
	Academic Writing	7	LEE, Gina				W
	Korean Language and Culture Ⅰ(KOICA)		Lee Hyun Jung				D
	Korean Language and Culture Ⅰ(KOICA)		RYU, Juhyun				D

Term	Course Title	Sectiion	Professor	Con.1	Con.2	Credits	Time
Fall	Academic Writing	1	Schuckman, Hugh Erik				D
	Academic Writing	2	Schuckman, Hugh Erik				D
	Academic Writing	3	LEE, Gina				D
	Chinese for Global Studies and Practice Ⅲ		Kim, Ju A				D
	Korean Language and Culture (AdvancedⅢ)		RYU, Juhyun				D
	Korean Language and Culture Ⅰ	1	Park, Jung Woo				D
	Korean Language and Culture Ⅰ	2	RYU, Juhyun				D
	Korean Language and Culture Ⅱ		Lee Hyun Jung				D
	Korean Language and Culture Ⅲ		Park, Jung Woo				D
	Language in Public Policy and Management	1	Schuckman, Hugh Erik				D
	Language in Public Policy and Management	2	Yun, Hai-young				D
	Language in Public Policy and Management	3	LEE, Gina				D
	Language in Public Policy and Management	4	Lim, Lisa				D

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

I commit to live by these principles

Develop Integrity

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

Exercise Respect

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

Lead by Example

- Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative offices.

Overview of Academic Rules and Regulations for the 2014 Calendar Year

- **Objective**

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2014 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).

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 2014 may substantively change upon the School Executive Committee's approval, which will soon be notified and made official.

■ MASTER'S PROGRAM

The Master's degree program consists of two programs: **MPP** (Master of Public Policy) and **MDP** (Master of Development Policy).

Concentration of Master's Program

- **FM** (Finance and Macroeconomic Policy)
- **TI** (Trade and Industry Policy)

- **PF** (Public Finance and Social Policy)
- **RE** (Regional Development and Environment)
- **IR** (International Relations and Political Economy)
- **EN** (Entrepreneurship and Private Sector Development)
- **PM** (Public Management and Leadership)

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.

Course Category		Remarks
1. Regular Courses	1-A. Core Courses	Mandatory courses for each program
	1-B. Concentration and Development Track Courses	Other regular courses in each concentration or development track
	1-C. Research Projects	Thesis, Capstone, SRP, ELP
2. Foundation Skill Courses		English, Korean, Chinese language courses
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 and 3 core courses for MDP 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 FM must complete the required number of FM concentration

courses for the MPP program. Courses categorized under a different concentration, such as TI or IR, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration. Please note that only one concentration will be recognized from one course.

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

Formation of POS Committee

Students are required to form a Program of Study Committee (hereinafter referred to as "POS Committee") to guide them through their research project. The POS Committee members must be 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 the final thesis, it will be evaluated by 3 professors including the Committee members and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

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

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

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

<Research Project Procedure>

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

<table>
<tr><th colspan="2">Time \ Project</th><th>Thesis Project</th><th>Capstone Project</th><th>SRP</th><th>*ELP</th></tr>
<tr><td rowspan="2">2nd Semester</td><td>4th week</td><td colspan="4">Formation of the POS Committee</td></tr>
<tr><td>10th week</td><td colspan="4">Submission of the Research Plan (Prospectus)
Submission of Capstone Project Proposal only required for those who write a Capstone</td></tr>
<tr><td rowspan="3">3rd Semester</td><td></td><td colspan="2">ARS*
(Advanced Research Seminar)</td><td>3-credit Course*
(other than ARS)</td><td rowspan="3">GMP**</td></tr>
<tr><td>12th week
(Final Week)</td><td colspan="3">Oral Presentation</td></tr>
<tr><td colspan="3">Submission of the 1st Full Draft</td></tr>
<tr><td>Second-year</td><td>3rd week</td><td colspan="4">Submission of the Final Report</td></tr>
</table>

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

<table>
<tr><th colspan="2">Time \ Project</th><th>Thesis Project</th><th>Capstone Project</th><th>SRP</th></tr>
<tr><td rowspan="2">4th Semester</td><td>4th week</td><td colspan="3">Formation of the POS Committee</td></tr>
<tr><td>10th week</td><td colspan="3">Submission of the Research Plan (Prospectus)
Submission of Capstone Project Proposal only required for those who write a Capstone</td></tr>
<tr><td rowspan="3">5th Semester</td><td></td><td colspan="2">ARS*
(Advanced ResearchSeminar)</td><td>3-credit Course*
(other than ARS)</td></tr>
<tr><td>12th week
(Final Week)</td><td colspan="3">Oral Presentation</td></tr>
<tr><td colspan="3">Submission of the 1st Full Draft</td></tr>
<tr><td>6th Semester ~3rd year</td><td>3rd week</td><td colspan="3">Submission of the Final Report</td></tr>
</table>

* ARS will only be offered in Summer and Fall.

※ Students who write thesis or capstone paper are required to submit a bound hardcopy to the Academic Affairs Division. International students who have submitted or plan to submit their work in digital form are required to pay a binding fee before they leave Korea (KRW 120,000 for thesis, KRW 90,000 for capstone project).

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 fall	**Yes** (Mandatory)
Academic writing	3	A~F	spring summer fall	**Yes**
English Speaking Skills	3	A~F	winter spring	No
Communication and Public Policy	3	A~F	summer	**Yes**
Korean Language and Culture I	3	A~F	spring summer fall	**Yes** (Mandatory for Int'l)
Korean Language and Culture II	3	A~F	winter summer fall	No
Korean Language and Culture III	3	A~F	springr fall	No
Korean Language and Culture (Intermediate)	3	A~F	winter	No
Korean Language and Culture (Advanced Ⅰ)	3	A~F	spring	No
Korean Language and Culture (AdvancedⅡ)	3	A~F	summer	No
Korean Language and Culture (AdvancedⅢ)	3	A~F	fall	No
Chinese for Global Studies and Practice I	3	A~F	spring	No
Chinese for Global Studies and Practice II	3	A~F	summer	No
Chinese for Global Studies and Practice III	3	A~F	fall	No

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

① ***English Courses:***

English courses focus on reading, comprehension, public speaking and academic writing. Students should complete at least 3 credits from a basic level English course unless they are waived from the course. 6 credits that a student earned in the English courses will be counted toward their

graduation requirements. The students are strongly recommended to make their selection among the following courses:

A. Basic Course: **Language in Public Policy and Management (LPM)**
This course is required of all new students in master's programs unless waived. The waiver is determined by the text-out exam (held during the first class of LPM course). If waived, a student may take an advanced English course.

B. Advanced Courses
- **Academic Writing**
This course will be offered in the spring, summer, and fall semesters and will count towards graduation requirement credits. It is not mandatory; however, all students are strongly recommended to take this course.
- **Communication and Public Policy**
This course will be offered in the summer semester and will count towards graduation requirement credits.

C. Other Courses
- **English Speaking Skills**: This course will be offered in the spring semester. However, it will NOT count towards graduation requirement credits.

② ***Korean Courses:***

A. Basic Course: ***Korean Language and Culture I***
This course will be offered in the spring, summer, and fall semesters and will count towards graduation requirement credits. International students who want to be waived from this course are requested to apply to the Academic Affairs Division.

B. Advanced Courses
- ***Korean Language and Culture II:*** This course will be offered in the summer and fall semesters. However, it will NOT be count towards graduation requirement credits.

- ***Korean Language and Culture III:*** This course will be offered in the spring and fall semesters. However, it will NOT be count towards graduation requirement credits.
- ***Korean Language and Culture(Advanced I, II, II):*** These courses will be offered in the spring, summer and fall semesters respectively. However, they will NOT count towards for graduation requirement credits.

③ ***Chinese Courses:***

A. Basic Course: ***Chinese for Global Studies and Practice I***

This course will be offered in the spring semester. However, they will NOT be count towards graduation requirement credits.

B. Advanced Courses

- ***Chinese for Global Studies and Practice II, III:*** These courses will be offered in the summer and fall semesters respectively. However, they will NOT be count towards 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 do NOT count towards the 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

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

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

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

※ One advanced analytic(AA) courses(Ph.D. Courses) will count as a concentration course (maximum 3 credits).

③ MPP students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

④ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.

⑤ 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 an SRP must take one elective course instead of the seminar course.

※ ARS Courses will be offered in Summer and Fall, NOT Spring.

※ MPP students must apply online to declare their concentrations through the KDI School website in the 1st 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). MPP students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

<Second Year>

① In the 4th semester of the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week: a final thesis, a final report for the capstone project, or one SRP (3 credits each).

※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

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

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

2. Requirements for Completing the Part-time MPP Program

<First Year>

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

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

※ One advanced analytic(AA) courses (Ph.D. Courses) will count as a concentration course (maximum 3 credits).

③ MPP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

④ International students must take Korean Language and Culture I. This course will count towards graduation requirement credits.

※ MPP students must apply online to declare their concentrations through the KDI School website in the 1st week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MPP students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

<Second Year>

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

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

※ ARS course will be offered in Summer and Fall, NOT Spring.

※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

※ Basically, courses for the three following concentrations are offered to part-time students: Finance and Macroeconomic Policy, Trade and Industry Policy, and Entrepreneurship and Private Sector Development.

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

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

3. Requirements for Completing the Full-time MDP Program

<First Year> - 42 credits

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

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

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

③ MDP students can choose 1 concentration and take up to 3 courses (9credits) from the concentration. Choosing a concentration is optional for MDP students.

※ One advanced analytic(AA) courses (Ph.D. Courses) will count as a concentration course (maximum 3 credits).

④ MDP students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course)).

⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.

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

※ To declare the concentration, MDP students must apply online through the KDI School website in the 1st 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). MDP students must declare DT(Development Track) first and are allowed to declare an additional concentration. Please note that only one concentration will be recognized from one course.

<Second Year>

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

※ After completing 45 graduation requirement credits or more including the research project, MDP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

e.g.) An MDP student must complete the following requirements to complete the program.

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

4. Requirements for Completing the Part-time MDP Program

<First Year>

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

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

③ MDP students can choose 1 concentration and take up to 3 courses (9credits) from the concentration. Choosing a concentration is optional for MDP students.

※ One advanced analytic(AA) courses (Ph.D. Courses) will count as a concentration course (maximum 3 credits).

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

⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.

※ To declare their concentrations, MDP students must apply online through the KDI School website in the 1st week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MDP students must declare DT(Development Track) first and are allowed to declare an additional concentration. Please note that only one concentration will be recognized from one course.

<Second Year>

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

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

※ After completing 45 graduation requirement credits or more including the research project, MDP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

※ Basically, courses for the following three concentrations are offered for part-time students: Finance and Macroeconomic Policy, Trade and Industry Policy, and Entrepreneurship and Private Sector Development.

e.g.) An MDP student must complete the following requirements to complete the program.

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

<Graduation Requirements for 2014 MPP & MDP Student>

Category	MPP	MDP
Core Courses	**Requirement**: 6 credits (2 courses)	**Requirement**: 9 credits (3 courses)
	▪ Analysis of Market and Public Policy ▪ Quantitative Methods	▪ Analysis of Market and Public Policy ▪ Introduction to Development Policy ▪ Introduction to Research Methods
Development Track	**Elective**	**Requirement**: 9 credits (3courses)
	※ Please refer to the 2014 Course list. (The courses are marked as DT in the list)	
Concentration	**Requirement**: at least 9 credits (3courses) from 1 concentration ※ One advanced analytic(AA) courses (Ph.D. Courses) will count as a concentration course (maximum 3 credits).	**Elective**: up to 9 credits (3courses) from 1 concentration (Optional) ※ MDP students can declare a maximum of 1 concentration.
	▪ Finance and Macroeconomic Policy (FM) ▪ Trade and Industry Policy (TI) ▪ Public Finance and Social Policy (PF) ▪ Regional Development and Environment (RE) ▪ International Relations and Political Economy (IR) ▪ Entrepreneurship and Private Sector Development (EN) ▪ Public Management and Leadership (PM)	
Research Project	**Requirement**	
	▪ ARS (3 credits) + Thesis (3 credits) ▪ ARS (3 credits) + Capstone (3 credits) ▪ 1 course (3 credits) + SRP (3 credits)	
Language	**Requirement**	
	▪ Language in Public Policy and Management (3 credits) ▪ Korean Language and Culture I (3 credits) (only for international students)	
Total	45 credits	

[Course Plan for Master's Degree Program]

1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at 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 9 credits of regular courses each semester for full-time students or 6 credits for part-time students. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each semester.

<Recommended Course Plan for Master's Degree Program>

Semester / Period of Residency		First Year				Second Year		
		Winter Session	1st Semester	2nd Semester	3rd Semester	1st Semester	2nd Semester	3rd 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 course (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 course (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 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis Capstone SRP)	--	--
2 Years	Track 1	1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)	1 course Thesis Capstone SRP (6 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis Capstone SRP (3 credits)	Student Exchange Program	

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

<Recommended Graduation Plan for Master's Degree Program>

1. Research Project

	First Year			Second Year		
	1st Sem.	2nd Sem.	3rd Sem.	4th Sem.	5th Sem.	6th Sem.
Full Time		POS application (4th week) + Research Plan (10th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper with application Form to Academic Affairs * Int'l Student: you submit your final paper to Academic Affairs before you leave the country		
Part Time				POS application (4th week) + Research Plan (10th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper with Application Form

2. Graduation

Semester	Online-application Period for graduation	Graduation Date	Remark
Spring	3rd~5th week of spring semester	- May 31st	
Summer	3rd~5th week of summer semester	- August 31st	
Fall	3rd~5th week of fall semester	- Commencement Day - January 31st	

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

III. Course Registration

1. Course Registration

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

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

<Program Chair>

Program	Office	Program Chair
Ph.D.	9506	YOU, Jongil
MPP	9606	SHIN, Jaeun
MDP	9417	Park, Jin

③ ***Registration Period:*** Students should register for their courses during the designated period.

④ ***Methods of Registration:*** Students may only register for courses online. Please refer to the "How to Register for Courses" section for further information.

⑤ ***Course Size:*** 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.

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

⑦ ***Add/Drop Period:*** Registration changes are only allowed within the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes.

⑧ ***Course Drop (with form):*** Should the student decide to drop a course within the first five weeks after classes begin, he/she may fill out the course drop form and submit it to the Academic Affairs Division to drop a course. In this case, the cancellation will not appear on the official transcript.

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

⑩ ***Attendance*:** Students are required to attend at least $^{5}/_{6}$ 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 $^{5}/_{6}$ of each course they are enrolled in to receive credits and grades for the courses.

2. Course Presentation Session (CPS)

① Introduction to Course Presentation Session:

- The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2014 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.

② Schedule for Course Presentation Session

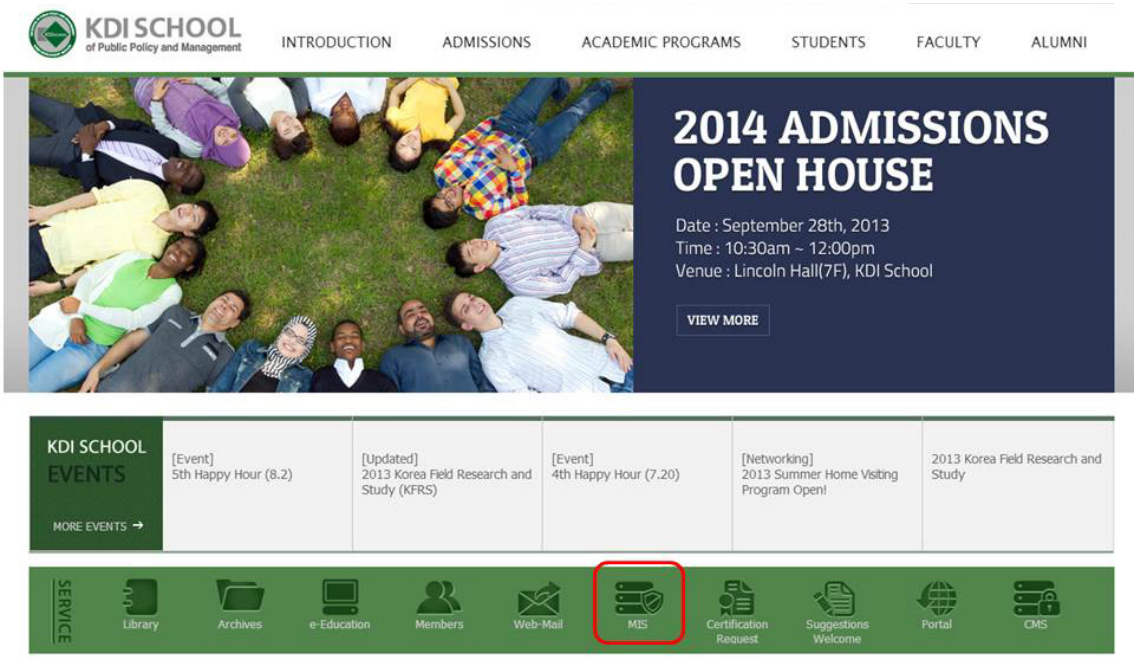
e.g.) Spring Semester Schedule

Course Presentation Session	Full-time Students: February 4
	Part-time Students: February 3
Advising Session	Full-time Students: February 7, 10:10~15:00
	Part-time Students: February 4, 16:00~17:00
Course Registration	February 5, 15:00 ~ February 8, 15:00

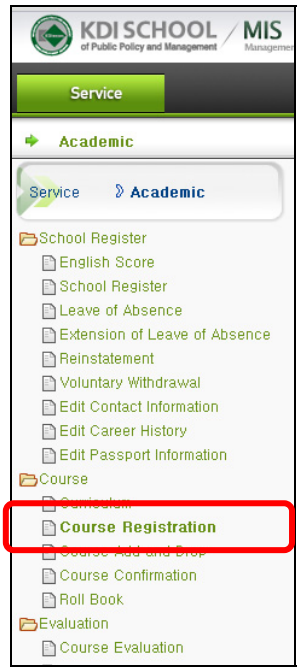
3. How to Register for the Courses

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

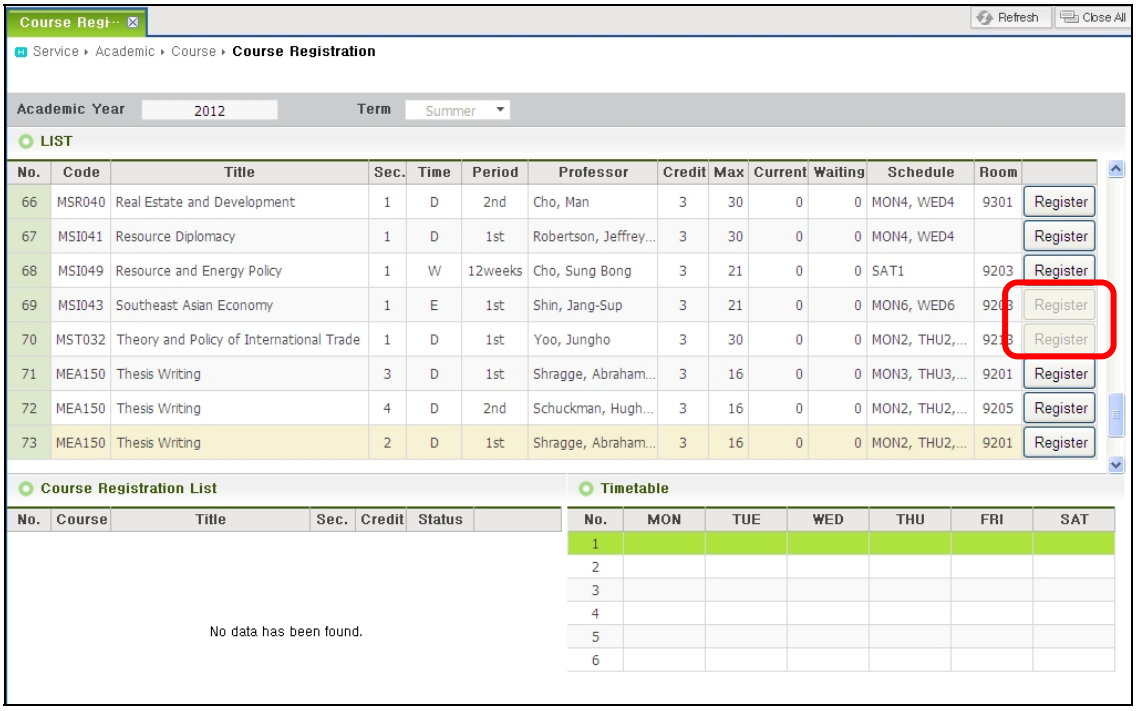
2. Click the **"MIS"** on the right of the KDI School Service menu.



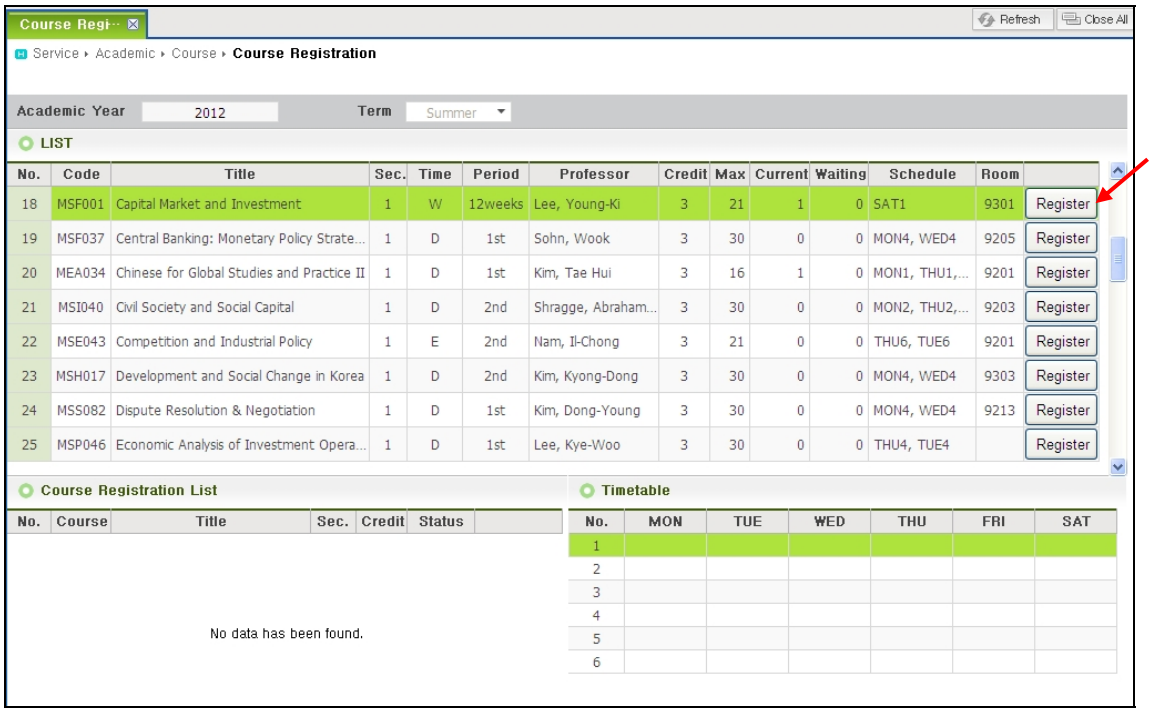
3. Find **"Course Registration"** in the left side menu and click "Course Registration". You may access the menu during the course registration period.



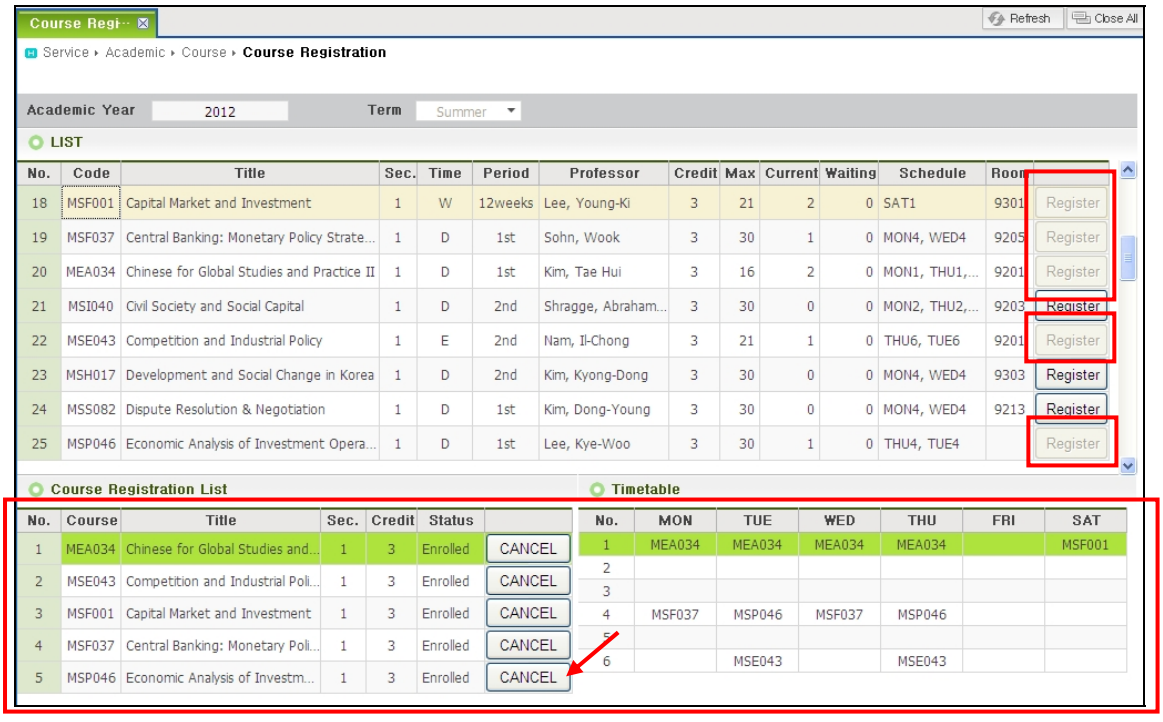
4. You will see course titles in alphabetical order. Register button will be inactivated for courses you've already taken.



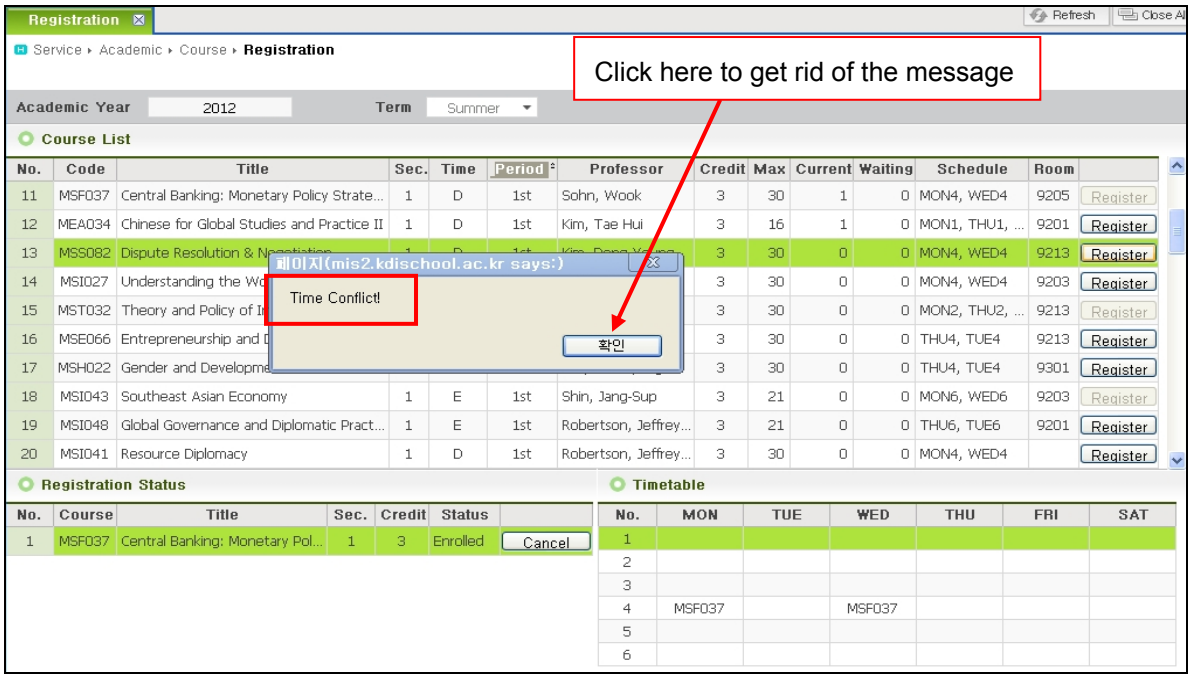
5. Click **"Register"** on the courses that you want to register.



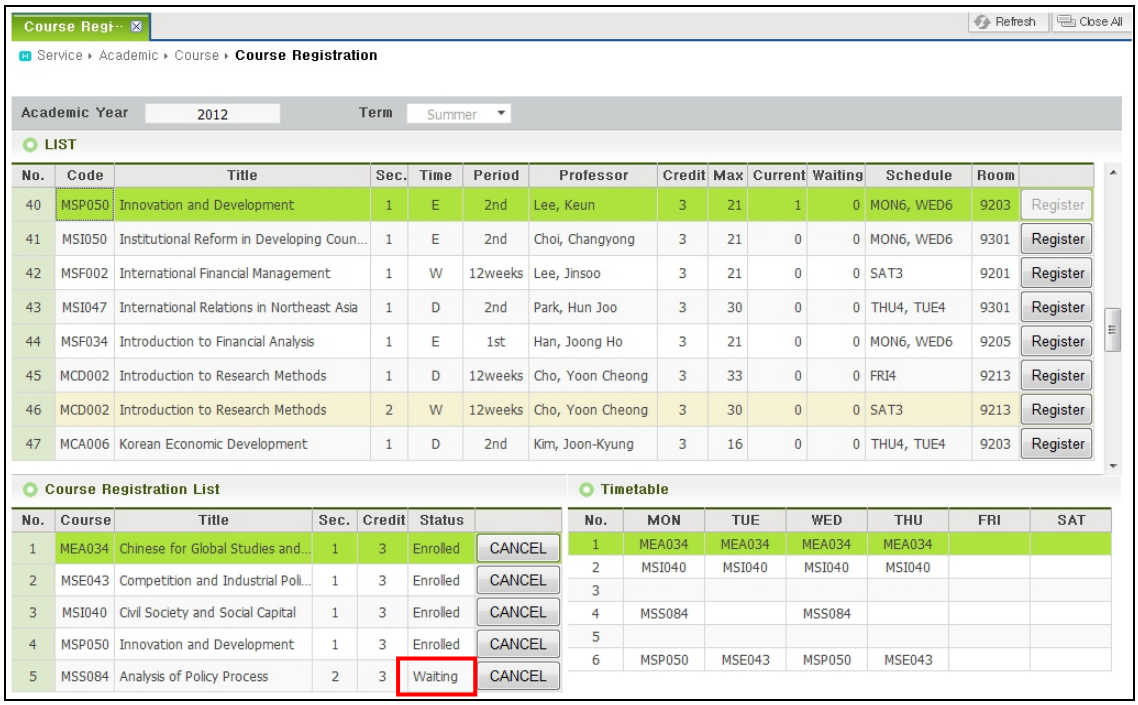
6. Registered courses will appear in the course registration list and time table. Once you registered for any courses, "Register" buttons of the courses will be inactive. You may drop the course by clicking **"CANCEL"** button.



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

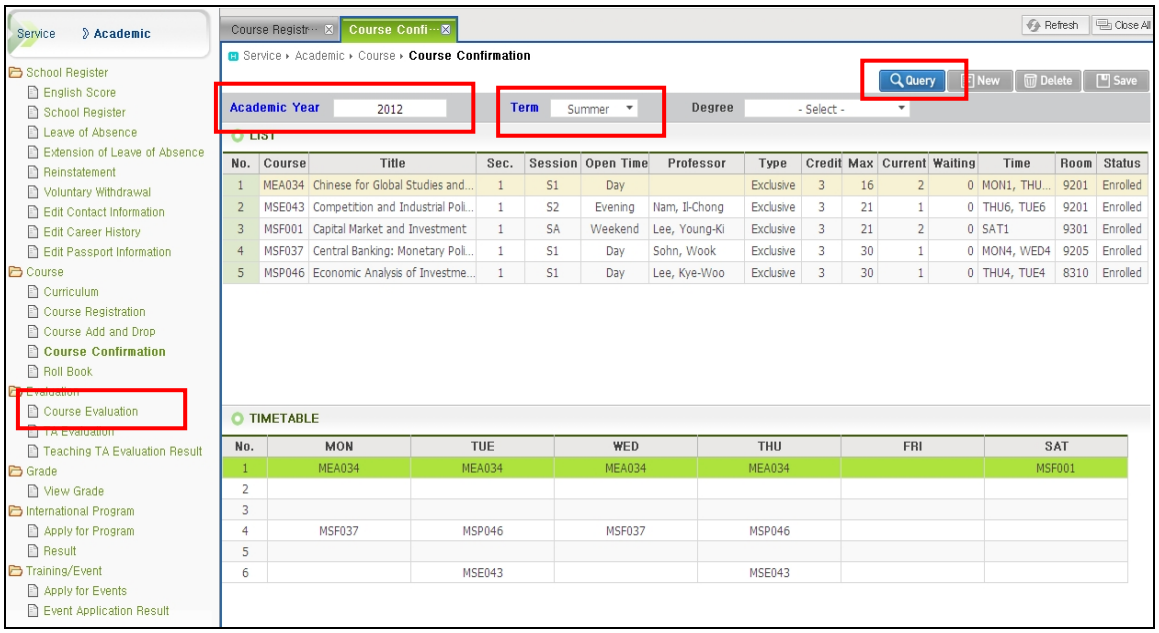


8. **If you choose a course which is full**, the course will be shown as **"waiting"** in the registration status. This does not mean that you've registered for the course. If one drops out the course, first person on waiting will be automatically registered for the course. And the status will be changed from "waiting" to "enrolled".



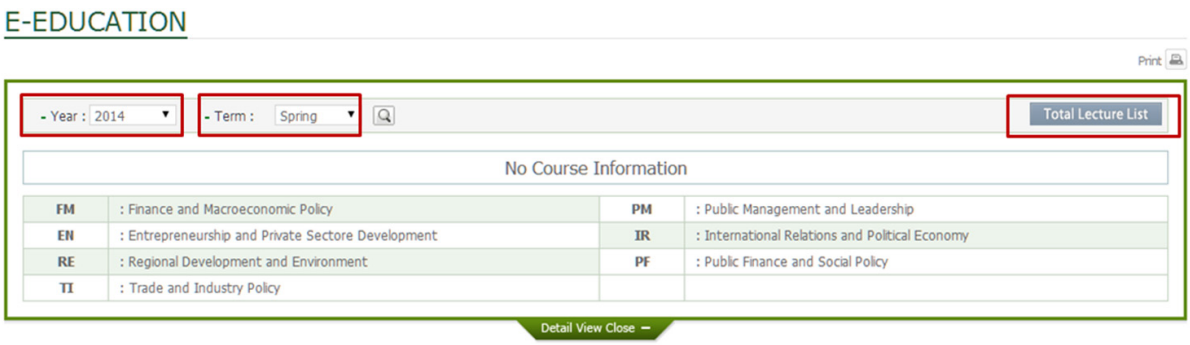
Please note that you can register for up to 5 courses (15 credits) including courses on waiting

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



< E-education >

You may access to the syllabi of the each semester's courses in the E-education Menu of the school website. Please select "Year/Term" for 2014 Spring Semester and click "Total Lecture List". Please note that you may access to lecture notes of the courses that you're registered for.



IV. Grading

1. Acknowledgement of Credits

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

② ***Attendance:*** All students must attend at least $^{5}/_{6}$ 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

① ***"I":*** An "I" stands for *"Incomplete"* and is given to students who have not completed their course requirements by failing to submit assignments, reports, papers, and/or missed tests. It is up to the instructor to give an "I" to students who did not meet the requirements; however, students who received an "I" must be graded no later than four weeks after all grades are submitted to the Academic Affairs Division. The maximum grade that can be achieved is an A-. If grades are not received by the Academic Affairs Division 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.

② ***"W":*** A "W" stands for *"Withdrawal"* and is given to students who withdraw from a class(es) within the first five to ten weeks after classes begin.

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

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

3. Transcripts

① ***Transcripts:*** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division 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" on page 49.

② ***Making an Appeal:*** Should students have any doubts about their grades, they may make an appeal to their course professor within a given period of each semester. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation/Expulsion

① ***Academic Probation:*** Those students whose GPA falls below B- (2.67) shall be placed on an academic probation. Once they are placed on an academic probation, all financial aids in the form of scholarships, living allowances, and tuition waivers, etc., will be terminated, and such students will no longer be eligible to apply for CA (Class Assistant) and AA (Administrative Assistant) positions.

② ***Academic Expulsion:*** If a student is placed on an academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

V. Academic Status

1. Enrollment

① ***Failure to Enroll:*** Students who fail to enroll during the enrollment period are considered as not returning to the School. These students are strongly advised to report to the Academic Affairs Division and file for 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.

② ***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

① ***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 "School Register" on the KDI School MIS System.

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.

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

3. Completed

All master's students who have been enrolled at the KDI School for at least 5 semesters 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 half years(minimum 5 semesters)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 "School Register" on the KDI School MIS System.

6. Voluntary Withdrawal

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

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

① **Payment by Semester:**

	2014			2014			Total
	Spring	Summer	Fall	Spring	Summer	Fall	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

② **Payment by Credits:** In case a student has difficulty 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 2nd and 3rd year, 5,000,000 won should be paid. If a student has yet to fulfill the graduation requirement by the end of the 3rd year, he/she must pay 1,000,000 won each year from the 4th year and beyond.

VII. Financial Aid and Scholarships

1. Maintaining Admission Scholarship

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

- Full-time students must take a minimum of 9 credits of regular courses per semester except for the last one (the 4th semester). These 9 credits should include at least 3 credits from daytime courses.
- Part-time students must take a minimum of 6 credits of regular courses per semester, except for the last (6th) semester.

2. Special Financial Aid to New Students:

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

② However, if the students are placed on an academic probation or are enrolled in less than 6 credits of regular courses, they may not be considered for financial aid in such forms as tuition waivers, living allowances, TA and 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.

③ 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.

④ General students who received half 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.

⑤ General students who received quarter 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.

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

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

* Regular course is a course that counts for graduation requirement

3. Scholarship for Academic Excellence:

① 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.

② 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.

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

4. Work Study Scholarship

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

<Selection Process>

① There will be a notice before work study students are selected.

② ***Selection of Work Study Students:*** The work study students are selected

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

<CA Job Description>

① Prepare for class (make room reservations, set-up presentation tools: microphone, pointer, etc.**)**
② Submit a copy of Student Roster (every 3 weeks)
③ Check class attendance, send an e-mail notice
④ Collect assignments
⑤ Upload lecture notes
⑥ Act as an emergency contact point
⑦ Conduct miscellaneous duties upon teacher's request
⑧ Notify the class schedule at the end of a semester to the Academic Affairs Division and students
(By the end of 10th week, the remaining class schedule should be notified.)

VIII. Exchange Program

Exchange students are selected in their 3rd semester, and their exchange semester begins in the following semester – from their 4th semester. (For the part-time students, they are selected in their 4th semester, and their exchange semester begins from their 6th 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**

<USA>

- Hawaii Pacific University (USA)
- Saint Louis University, John Cook School of Business (USA)
- University of California at San Diego (USA)

<Others>

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Escuela de Administracion de Empresas de Barcelona (Spain)
- Pontificia Universidad Catolica de Chile (Chile)
- Fudan University (China)
- Institut Superieur de Commerce (France)
- Institut Superieur de Commerce International de Dunkerque (France)
- Leipzig Graduate School of Management (Germany)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- Universidad de las Americas Puebla (Mexico)

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

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

4. Application Period:

- February/March for 2014 Fall Semester
- August/September for 2015 Spring Semester

5. Application Requirements

① Application Form
② Curriculum Vitae
③ Statement of Purpose
④ Transcript of Academic Records of the KDI School
⑤ TOEFL/ IELTS Score *(Native English Speakers and Students who are taking their degree program in English are exempted)*
⑥ ID Picture (3 cm x 4 cm)
⑦ 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:

① Document Review
② Interview

7. Benefits of Exchange Program:

① Credits earned from the host university can be transferred if the program chair recognizes the equivalency of the courses.
② Except for the GLI program at UCSD, no extra tuition will be charged.
③ 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 is subject to change without prior notice.*

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

A. CAMPUS Asia Program

Students can now take classes and earn credits and/or a degree in Japan and China, sponsored by the newly introduced, inter-governmental scholarship called CAMPUS Asia.

Designed to promote cooperation among Asian universities, CAMPUS Asia is a pilot program in which the Korean, Chinese and Japanese governments select and support 10 university consortiums to develop trilateral student exchange.

This will allow our students to obtain an additional master's degree while enjoying the rare experience of living and studying in the three Northeast Asian countries. Tuition shall be waived at the partner schools, and participating students will receive financial support for living expenses.

1. Consortium Partners

<JAPAN>

Graduate Institute for Policy Studies (GRIPS), Japan

Having formed partnership with the KDI School last April, GRIPS is our closest counterpart you could find in Japan. Committed to train public policy leaders who can serve on the world stage, GRIPS aims to educate mid-career government officials from various fields and offers an interdisciplinary policy studies in both master's and doctoral levels. Students who study at GRIPS will find themselves at a beautifully designed building situated in the heart of Tokyo.

<CHINA>

School of Public Policy and Management (SPPM), Tsinghua University, China

The first graduate school in public administration in China, SPPM in Tsinghua University is where policy studies meet real policymaking.

Located in Beijing, policy brief made by SPPM is sent to government agencies in China, and their research center produces research that bridges natural science and technology (Tsinghua's traditional strength) to social science and management.

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

3. Application Period (tentative):

- February/March for 2014 Fall Semester
- August/September for 2015 Spring Semester

* Subject to change

4. Number of Exchange Students

- Maximum 20 students annually, per institution (10 outbound + 10 inbound)

5. Available Programs

- GRIPS, Japan: Master of Public Policy (MPP), Master of Public Administration (MPA)
- Tsinghua University, China: Exchange program at the School of Public Policy and Management

B. GLiMPSE Program (Korea – EU Industrialized Countries Instrument - Education Cooperation Program)

The Korea – EU ICI ECP is an educational cooperation between the EU and the Republic of Korea in the field of higher education. The consortium of the KDI School, Seoul National University Graduate School of International Studies, ESSEC Business School, and KU Leuven collectively known as the GLiMPSE (Global Leaders in Management and Policy in South Korea and Europe), has been selected to participate in the program and starting from 2014, Korean students will be able to study at all four of

the institutions across Korea, France, and Belgium to gain two master's degrees with funding support from the EU and Korean government.

A student will have the opportunity to study at one of the European partner schools for an academic year to gain an additional degree, as well as short-term studies at the SNU-GSIS and the other, non-degree European partner school. The student will receive tuition waiver from the partner school, as well as full return airfares and living costs for the duration of the academic stay in Europe.

1. Consortium Partners

<Korea>

Seoul National University Graduate School of International Studies – Master of International Studies

SNU-GSIS offers a Master's Degree program in International Studies (MIS) with four areas of specialty: International Commerce, International Cooperation, International Area Studies and Korean Studies. The International Area Studies track is the richest in contents offering more than sixty courses per year with a main focus on East Asian studies. The MIS program, through its multi-disciplinary approach, aims to train international and area specialists capable of adapting to changes and meeting challenges in this era of globalization.

<France>

ESSEC Business School – Master of Science in Management

Founded on the acknowledged academic excellence of ESSEC and its faculty, the MSc in Management program allows students to design their own course of study by selecting and planning their courses, seminars and professional experiences every trimester. The MSc in Management program makes the corporate world the focus of its coursework and offers a strong international perspective, through both its multicultural student body and an experience abroad of at least nine months, as well as a rich and varied range of student associations.

<Belgium>

KU Leuven – Master of European Policies & Politics, Master of European Studies

The Master in European Studies: Transnational and Global Perspectives (MAES) at KU Leuven offers an interdisciplinary approach to international students coming from various academic backgrounds, while the internationally accredited Master of European Politics and Policies (MEPP) at KU Leuven offers a combination of European public administration and European policies analysis. Its mission is to

bring academic excellence in the comparative study of public sector structures, policy-making and administration within Europe together.

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
- TOEFL
  - ESSEC: iBT 100 / IELTS 7.0 / TOEIC 850 or above
  - KU Leuven: iBT 100 / IELTS 7.0~7.5 or above
- GMAT 600 or above (only for ESSEC)

3. Application Period (tentative):

- February/March for 2014 Fall Semester
- August/September for 2015 Spring Semester

* Subject to change

4. Number of Exchange Students

- Maximum 3 students annually, per institution (outbound)

5. Available Programs

- ESSEC : MSiM
- KU Leuven: MoEP, MoES

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):
   ① Master's Degree
   ② Non-Degree of Certificate Program

2. **Type of GMP Program**

1) 1+1 GMP Program

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

② Qualifications:
- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of three 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

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

② Qualifications:
- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of two 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
1+1 GMP Program	1 course	4 courses	4 courses	4 courses	Study Abroad Program			6 credits transfer + Experiential Learning Project	Graduation	Commencement
2+3+1 GMP Program	1 course	4 courses	4 courses	Study Abroad Program			4 courses	6 credits transfer + Experiential Learning Project	Graduation	Commencement

<u> GMP students must take more than nine credits of regular courses including at least one day-time course in the first two semesters (A regular course is a course that counts towards graduation requirement) and must take at least six credits of regular course in the third semester.</u>**

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.

<USA>

- 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)
- Syracuse University, The Maxwell School of Syracuse (USA)
- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy (USA)

- University of California at San Diego, Graduate School of International Relations and Pacific Studies (USA)
- University of Chicago, Harris School of Public Policy (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 Southern California, School of Policy, Planning and Development (USA)
- University of Washington, Evans School of Public Policy (USA)

<Others>

- Australian National University, Crawford School of Economics and Government (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Lancaster University Management School (UK)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- SDA Bocconi School of Management (Italy)
- University of British Columbia, Sauder School of Business (Canada)
- University of Nottingham, School of Sociology and Social Policy (UK)
- University of Sydney (Australia)

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

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

5. Benefits of the GMP Program:

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

6. GMP Application for non-GMP students

Non-GMP students may apply for the GMP program.

Qualifications:

① CGPA of at least 3.5 or above

② TOEFL: CBT 250/iBT 100, IELTS 7.0 or above
(Native English Speakers and Students who is taking their degree program in English are exempted)

③ 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)

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

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)

① ***Applicable to:*** Korean students

② ***Cost:*** Vary by countries (Details will be available at a later date.)

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

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

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

⑥ **Sample Schedule**

<Brief Itinerary of the IFRS 2013>

Date	Countries & Cities	Activity
Wed. Aug.21	Incheon	Departure: Incheon Airport, Incheon, Korea Arrival: Heathrow Airport, London, United Kingdom
Thur. Aug. 22	London	Visit to the DFID(Department for International Development) Visit to the Bank of England Visit to the Canary Wharf
Fri. Aug. 23	London	Visit to the Lloyd's Building Visit to the KOTRA London Office Visit to the Olympic Park
Sat. Aug.24	Paris	Transit: London - Paris (Eurostar)
Sun. Aug. 25	Paris	City Survey
Mon. Aug. 26	Paris	Visit to the OECD Visit to the UNESCO
Tue. Aug. 27	Brussels	Transit: Paris-Brussels (Thalys) Visit to the European Commisons
Wed. Aug. 28	Stuttgart	Visit to the KU LEUVEN University Transit: Brussels-Stuttgart
Thurs. Aug.29	Frankfurt	Visit to the Rudesheim Am Rhein
Fri. Aug.30	Incheon	Departure: Frankfurt Airport, Frankfurt, Germany Arrival: Incheon Airport, Incheon, Korea

2. Korea Field Research and Study (KFRS)

① ***Applicable to:*** International students

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

② ***Cost:*** Students and the School will share the cost (Detailed figures will be available at a later date)

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

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

⑤ ***Sample Schedule***

<Brief Itinerary of the Korea Field Research in 2013>

Date	Activity
Aug. 6	Departure/ Hyundai Motor Company / Sudeoksa Temple Stay
Aug. 7	Chungnam Provincial Office /Baekje Cultural Land
Aug. 8	Pohang Iron and Steel Company Manufacturing line/Gyeongju Cultural Heritage
Aug. 9	Gyeongju Cultural Heritage /Arrival

XI. General Information

1. Certificate Issuance

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

① Type of Certificates Available

Type	Language		Method	
	English	Korean	Online	Postal /Pick-up
Certificate of Enrollment (재학증명서)	○	○	○	○
Certificate of Leave of Absence (휴학증명서)	○	○	○	○
Certificate of Completion (수료증명서)	○	○	○	○
Certificate of Graduation (학위증명서)	○	○	○	○
*Certificate of Expected Graduation (졸업예정증명서)	○	○	○	○
Certificate of Tuition Payment (수업료납입증명서)	X	○	○	○
Academic Transcript (성적증명서)	○	X	○	○

② Online Service

i. Request Method

Log-in at http://www.kdischool.ac.kr→ Click "Certification Request" on the right→ Choose "English" or "Korean" (System menu language) under "Certification Request" on the left→ Click "Certificate Application System" → Print the test page or click "Next" if you want to skip→ Choose your "Degree"→ Click "English" or "Korean" (Please check which certificate is available in which language in "Type of Certificates" table)→ Enter certificate type and number of copies→ Make payment→ Print (Color Printer)

ii. Fee & Payment Method

First Sheet: KRW 1,000/copy

Second sheet and onwards: KRW 500/copy

③ **Postal Service /Pick-up Service**

i. Request Method(MIS)

Log-in at http://mis.kdischool.ac.kr→ Click "Certificate Request" under Certificate folder on the left→ Click "New" button and fill out the applicable blank→ Click "Save" button→ If you want to request more than one type of certificate, please click "New" button and repeat the procedure

ii. Delivery

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

KDI School of Public Policy and Management

85 Heogiro Dongdaemun, Seoul 130-722, Korea

No.: :

Date: : January 21, 2014

CERTIFICATE OF GRADUATION

Name in Full : KIM, Jung Eun

Date of Birth : February 25, 1972

Country : Korea, South

Date of Admission : February 11, 2012

Date of Graduation : December 6, 2013

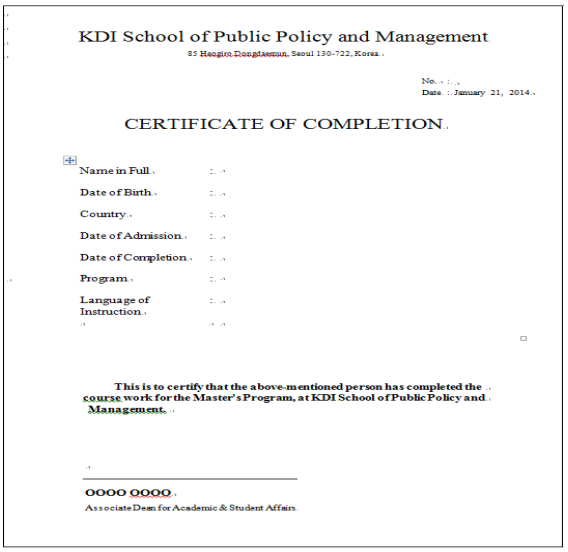
Degree : Master of Public Policy

Language of Instruction : English

This is to certify that the above-mentioned person graduated from KDI School of Public Policy and Management.

Kwon Jung

Associate Dean for Academic & Student Affairs



KDI School of Public Policy and Management

85 Heogiro Dongdaemun, Seoul 130-722, Korea

No.: :

Date: : January 21, 2014

CERTIFICATE OF COMPLETION

Name in Full :

Date of Birth :

Country :

Date of Admission :

Date of Completion :

Program :

Language of Instruction :

This is to certify that the above-mentioned person has completed the course work for the Master's Program, at KDI School of Public Policy and Management.

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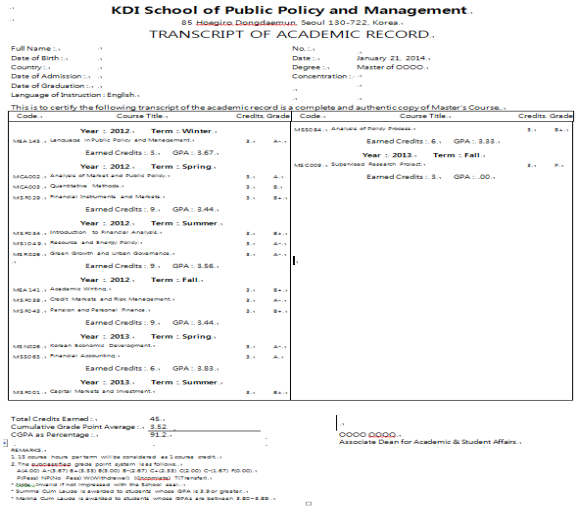
Associate Dean for Academic & Student Affairs



KDI School of Public Policy and Management

85 Heogiro Dongdaemun, Seoul 130-722, Korea

TRANSCRIPT OF ACADEMIC RECORD

Full Name :

Date of Birth :

Country :

Date of Admission :

Date of Graduation :

Language of Instruction : English

No.:

Date : January 21, 2014

Degree : Master of OOOO

Concentration :

This is to certify the following transcript of the academic record is a complete and authentic copy of Master's Course.

Code	Course Title	Credits	Grade
	Year : 2012 Term : Winter		
MEA 145	Language in Public Policy and Management	2	A-
	Earned Credits : 3 GPA : 3.67		
	Year : 2012 Term : Spring		
MCA002	Analysis of Market and Public Policy	3	A
MCA003	Quantitative Methods	3	B
MSF029	Financial Instruments and Markets	3	B+
	Earned Credits : 9 GPA : 3.44		
	Year : 2012 Term : Summer		
MSF034	Introduction to Financial Analysis	2	B+
MSI040	Resource and Energy Policy	3	A-
MSF028	Green Growth and Urban Governance	2	A-
	Earned Credits : 9 GPA : 3.56		
	Year : 2012 Term : Fall		
MEA 141	Academic Writing	3	B+
MSF038	Credit Markets and Risk Management	2	A-
MSF043	Pension and Personal Finance	3	B+
	Earned Credits : 9 GPA : 3.44		
	Year : 2013 Term : Spring		
MSF026	Korean Economic Development	3	A-
MSS065	Financial Accounting	3	A
	Earned Credits : 6 GPA : 3.83		
	Year : 2013 Term : Summer		
MSF001	Capital Markets and Investment	2	B+
MSS084	Analysis of Policy Process	3	B+
	Earned Credits : 6 GPA : 3.33		
	Year : 2013 Term : Fall		
MSC009	Supervised Research Project	2	P
	Earned Credits : 3 GPA : .00		

Total Credits Earned : 45

Cumulative Grade Point Average : 3.52

CGPA as Percentage : 91.2

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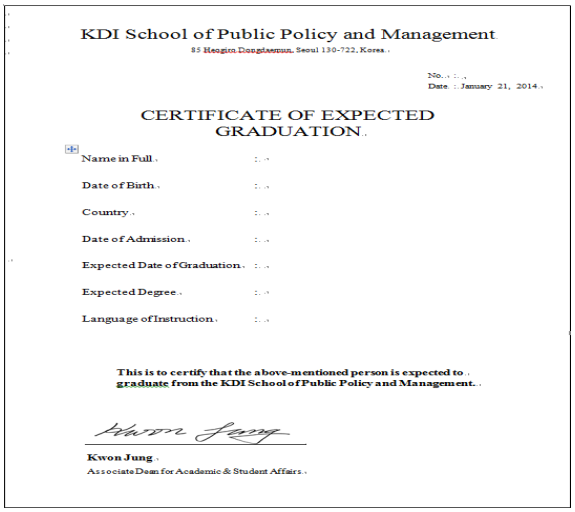
Associate Dean for Academic & Student Affairs

REMARKS

1. 15 course hours per term will be considered as 1 course credit.
2. The subcasted grade point system is as follows.
A(4.00) A-(3.67) B+(3.33) B(3.00) B-(2.67) C+(2.33) C(2.00) C-(1.67) F(0.00)
P(Pass) NP(No Pass) W(Withdrawal) I(Incomplete) T(Transfer)
* Sigma Omega Phi not impressed with the Sigma seal.
* Summa Cum Laude is awarded to students whose GPA is 3.9 or greater.
* Maxima Cum Laude is awarded to students whose GPAs are between 3.80~3.89.



KDI School of Public Policy and Management

85 Heogiro Dongdaemun, Seoul 130-722, Korea

No.: :

Date: : January 21, 2014

CERTIFICATE OF EXPECTED GRADUATION

Name in Full :

Date of Birth :

Country :

Date of Admission :

Expected Date of Graduation :

Expected Degree :

Language of Instruction :

This is to certify that the above-mentioned person is expected to graduate from the KDI School of Public Policy and Management.

Kwon Jung

Associate Dean for Academic & Student Affairs

2. Degrees

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

① **Master's Degree**

i. MPP (Master of Public Policy)

ii. MDP (Master of Development Policy)

② **Ph.D. Degree**

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

ii. Development Policy: Ph.D. in Development 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 instructions in English in the field of specialization so as to be able 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 relevant to 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 conducting a scholarly case study.

D. **Dissertation Format and Conditions**

- Dissertation Formats: Dissertation must adhere to one of the following formats:
  i) Dissertation as an integrated format: Dissertation is developed based on a single research theme in an integrated format (i.e., Chapters such as literature review, hypothesis, methodology, data collection, and results are formed based on the proposed research theme).
  ii) Dissertation in multiple parts: Dissertation consists of separate papers under a broad title(i.e., Each chapter is a separate research paper, which in turn includes literature review, hypothesis, methodology, data collection, analysis and results concerning its own research theme).

- Dissertation Conditions: Dissertation must fulfill one of the following conditions:

i) The dissertation must have been published or is scheduled to be published in international academic or commercial print publications.

ii) The dissertation must have been published or accepted for publication in a peer-reviewed academic journal.

iii) The dissertation results are recognized by the dissertation advisor and committee to have fulfilled 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.

※ Co-authoring with advisor and/or committee members based on the above conditions is allowed.

II. Curriculum and Program Completion Requirements

A. Thesis Supervisor (Dissertation Advisor)

- Students confirm their thesis supervisor.
  - ✓ Period: the orientation and the first week of spring semester.
  - ✓ Once students confirm their thesis supervisor, 'Thesis Supervisor Confirmation Form' should be submitted to the Academic Affairs Division.
  - ✓ Students hold a consultation with each thesis supervisor about acadmic affiars including coursework and thesis writing plan.

B. Ph.D. Program Course Map

<table>
<tr><th></th><th colspan="2">PP</th><th colspan="2">DP</th></tr>
<tr><td rowspan="3">Spring</td><td>Microeconomics Ⅰ</td><td>Required</td><td>Microeconomics Ⅰ</td><td>Required</td></tr>
<tr><td>Econometrics Ⅰ</td><td>Required</td><td>Econometrics Ⅰ</td><td>Required</td></tr>
<tr><td>Mathematical Economics</td><td>Required</td><td>Mathematical Economics</td><td>Required</td></tr>
<tr><td rowspan="4">Summer</td><td>Microeconomics Ⅱ</td><td>Required</td><td>Microeconomics Ⅱ</td><td>Required</td></tr>
<tr><td>Econometrics Ⅱ</td><td>Required</td><td>Econometrics Ⅱ</td><td>Required</td></tr>
<tr><td>Development Economics</td><td>Recommended</td><td>Development Economics</td><td>Required</td></tr>
<tr><td>Foundations of Public Policy*</td><td>Required</td><td colspan="2">-</td></tr>
<tr><td rowspan="4">Fall</td><td rowspan="2">Advanced Macroeconomic Policy</td><td rowspan="2">Required</td><td>Advanced Macroeconomic Policy</td><td>Recommended</td></tr>
<tr><td colspan="2">Master Level Class + Additional Work/SRC</td></tr>
<tr><td>Advanced Topics in Development Economics</td><td>Recommended</td><td rowspan="2">Advanced Topics in Development Economics</td><td rowspan="2">Required</td></tr>
<tr><td colspan="2">Master Level Class + Additional Work/SRC**</td></tr>
</table>

* This course is subject to change depending on the circumstances of the school or instructors.

** SRC(Supervised Research Course): If a student has a specific interest in a field in which courses are not offered, he/she may opt to take a supervised research course. Those students who want to take a SRC must submit their proposal for supervised research to the Academic Affairs Division during the first week of each semester.

C. Schedule: Qualifying Exam(QE)

- Requirements
  - ✓ 27 credits (9 courses).
  - ✓ All 9 courses must be Ph.D.-level courses.
  - ✓ 4 types of Ph.D.-level courses are offered:
    - ① core Ph.D. courses (mandatory)
    - ② regular Ph.D. courses (electives)
    - ③ Ph.D.-level supervised research courses(SRC)
    - ④ Master's-level courses with additional Ph.D.-level requirements
  - ✓ Students who previously enrolled in another Ph.D. program may be exempt from a maximum of 6 elective courses, subject to approval.
  - ✓ Students may petition to enroll in a Ph.D.-level course outside of the KDI School which, if approved, qualifies as an SRC.
  - ✓ Petitions are approved by the students' advisor and the Ph.D. Program Chair.
- QE Subject

Common Subject	**Econometrics (Ⅰ, Ⅱ)** ※ Ⅱ: Choose one between Panel and Time Series
	Microeconomics(Ⅰ,Ⅱ) ※ Microeconomics may be exempted if a student receives at least A- in both Microeconomics Ⅰ and Ⅱ classes.
Main sub-field of Specialization	The subjects are **determined by each thesis supervisor**

- Passing Mark: minimum of 60% mark in every QE subject.
- Exams are graded "Satisfactory" or "Fail."
- One retake is allowed on the subject in which the student received a "Fail" grade.

- Period (2nd academic year)

Subject	Regular	Retake
Common Subject	January	May
Main sub-field of Specialization	End of fall semester	Following winter break

- Only students students who passes the QE are eligible to take a Ph.D. oral examination (OE).

D. **Presentation of Research Paper**

- Students must present their Research Paper in May, 2nd academic year.

E. **Schedule: Oral Examination (OE)**

- Requirement: 36 credits (12 courses)
- Procedure
  - ✓ **Within 1 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.
  - ✓ **Within 2 weeks of the start of each semester**: A student may apply for the Oral Examination(OE) with the presentation to be scheduled within the semester.
  - ✓ **Within 3 years of commencing Ph.D. program studies**: Students should pass the Oral Examination(OE).
- 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.
- Retake
  - ✓ The candidate who fails OE the first time is given one more chance to pass it.
  - ✓ The opportunity will be given within 3 years of commencing Ph.D. program studies.
- Even under extraordinary circumstances, this oral defense of the prospectus must be completed no later than the end of the 3rd year.

F. Progress Report

- The students who pass the OE must submit the Progress Report for their dissertation each year before the Final Oral Dissertation Defense..
- Period: 1st week of January

G. Schedule: Final Oral Dissertation Defense (FODD)

- 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 7 years** to receive the degree, but the ideal candidate will have completed the program **within 3 to 4 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.

H. 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.

III. Scholarship & Stipend Eligibility for 2nd/3rd Year Students

A. 2nd/3rd Year Students' Scholarship Eligibility

- Scholarship will be terminated for those whose GPA are lower than 3.0.
- Scholarship will be reduced to 50% for those whose GPA are between 3.0 ~ 3.4.
- In order to maintain full scholarship, the GPA has to be greater than 3.4.

B. 2nd/3rd Year International Students' Stipend Eligibility

- In order to maintain stipend, 2nd/3rd year international Ph.D. students must serve as a TA, CA, or a RA.

Stipend eligibility for 2nd/3rd year int'l Ph.D students

Option one	serve as a TA once and a CA(or RA) twice a year
Option two	serve as a TA twice a year

※ Must choose one from the above two options.

※ TA and CA is only offered to those who register for the courses unless otherwise approved by a professor.

※ CA and RA requires more than 120 hours (10 hours a week × 12 weeks) in a semester.

Student Activities & Others

1 Student Activities

1-1. 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.

1-2. Conversation with Academic Advisor

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

1-3. Student Retreat

Student Retreat will be organized by each program representative to encourage social networking and raise student morale. 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 (1/2 of Total expenses, up to KRW 20,000/person) and partially charged on students.

1-4. 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

1-5. 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.

1-6. Happy Hour

All students currently enrolled at the KDI School can make a proposal to the Students' Association (Representatives of each group) to be reviewed. Any kind of beneficial and interactive activity can be proposed. Activities that can involve as many students as possible are welcome. 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

1-7. Home Visiting Program

Home Visiting Program is created to provide an opportunity for international students to understand Korean culture and develop friendship and networking; 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, December (during Vacations)

1-8. Site Visits and 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 & t he 3rd Tunnel Tour, National Assembly and National Assembly Library Tour, Ko rean Field Research and Study, Mountain Hiking, International Food Festival, NA NTA Performance (The list is subject to change.)

2 Others

2-1. Making a Suggestion

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.)

Suggestions Welcome

The KDI School welcomes any suggestions and opinions via “Suggestions Welcome” board on the KDI School webpage 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. Paying keen attention to the quality of student life, KDI School is always eager to hear about your school experience. When you submit your ideas through the board, the school will give careful consideration to address the issue, and respond individually in a timely manner. You may voice your opinions on:

□ *Academic inconveniences, student services or facilities*
□ *Problems with sexual harassment and other discriminatory incidents you have experienced*
□ *Any productive ideas that can help the School’s development*

Suggestions will remain confidential. However, if a raised issue requires attention from all the School members, we may ask the author’s permission to make it public. With your consent, the suggestion will be posted on the "School Responses" board. We will make our best endeavor to provide the feedback in 7 days.

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.

2-2. Student Counseling Service

The KDI School provides Counseling Services for our esteemed students. While the new semester can be an exciting challenge, some of our students may cope with a variety of issues, including personal and academic concerns. Therefore, this program is dedicated to supporting the KDI School students through counseling services and the goal is to maximize the satisfaction of students so they can take full advantage of the

opportunities and enjoy their stay at the KDI School. If you are interested in using the program, please refer to the following information.

What are some common concerns?

Students may seek counseling for various reasons. No topic is off limits, but common concerns are:

□ *Academic issues*
□ *Cultural adjustment issues*
□ *Homesickness*
□ *Relationship problems*
□ *Stress and anxiety*
□ *Depression*
□ *Grief and loss*

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

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

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

How does this work?

□ *Step 1*

Students may access the program through online and offline meetings with the advisor on an individual basis. In the case of setting up an offline meeting, you must send an e-mail or stop by office #9619 and ask to make an appointment. Upon your request, the advisor will set up a schedule for you.

□ *Step 2*

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

for that situation. Given the particular situation, different services and recommendations will be proposed.

□ *Step 3*

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

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

When are the office hours?(Spring Semester, 2014)

□ *Monday* *3:00 p.m. - 6:00 p.m.*

□ *Thursday* *1:00 p.m. - 4:00 p.m.*

It is subject to change every semester with prior notice.

Where should I visit? - Office #9619

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

2-3. Parking Space

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

□ *For inquiries: ☎ 3299-1111*

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 stude nt 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 ☎ 3299-1088 (Mr. Lee, Hak Bae)

1-2. Visa and Immigration[1]

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)
- 2 Color Photos (3×4cm)
- Processing Fee : KRW 10,000 (Government Revenue Stamp)
- A Certificate of Enrollment(issued by the Academic Affairs Division)

[1] 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*

If you intend to exit and re-enter the country within the permitted period of stay as a registered foreigner, you do not need to get a re-entry permit anymore (the immigration regulation revised in December 2010). If the period of staying abroad is within a year and your passport is valid until your returning date, you do not need to apply for the re-entry permit. However, you should show our passport and Foreigner Registration card at the airport when you leave and re-enter Korea. For more information, you may visit the website (http://www.hikorea.go.kr).

□ *Immigration Office Sejongno Branch*

- 2nd Fl. Seoul Global Center, 64-41 Seorin-dong, Jongno-gu, Seoul
- Exit # 5 or 6, Jonggak Station (Line #1)
- ☎: 1345
- Detailed map next page

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 electroniccivil 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*

Seoul Global Center(☎ 2075-4180)

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

□ *Directions : Korea Press Center 3rd Floor*

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

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

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

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

1-3. Guidelines for External Activities for International students

When you plan to be engaged in external activities (ex. appearance on TV, news interview, etc.), you are recommended to inform the School of the details beforehand. In particular, please note that KDI School does not allow a part-time job off-campus until you complete the coursework (i.e., taken more than 39 credits in 3 semesters). If you have to expose to external activities due to unavoidable circumstances, please make sure to get an approval from the school in advance.

For more information, please contact at studentaffairs@kdischool.ac.kr.

1-4. 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*

	SK Telecom	KT	LG U+
Global Customer Center	N/A	Kyunghee Univ	Taepyeongno 1ga, Jung-gu
English Homepage	http://www.tworld.co.kr/ Select 'English'	http://cs.show.co.kr/eng/ main.jsp	N/A
Tel (English)	080-252-5011	02-2190-1180 02-967-8006 (Kyunghee Univ)	02-2075-4134 (Seoul Global Center)
Free Mobile Phone	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 9th building ofthe 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 3rd floor of the Yulgok Building and the 2nd 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

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 URL:**http://library.kdischool.ac.kr**)*

□ *Collections*

Type of Materials	Number
Books	63,764
Periodicals (Print)	78
e-Journals	11,333
e-Books	213,800
CD, DVD (Online Available)	2,732
Web DB (including statistical DB)	36

□ *Hours*

9:00 - 23:00 (Weekdays) 9:00 – 22:00 (Saturdays)

12:00 - 22:00 (Sundays) Closed (National holidays)

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

□ *Librarians & Archivists*

Choi, Sung-Jin Position : Head Librarian E-mail : sjchoi@kdischool.ac.kr	**Ryu, Shin-Ae** Position : Archivist E-mail : saryu@kdischool.ac.kr
Shin, Yoon-Jung Position : Reference/Catalog Librarian E-mail : syj@kdischool.ac.kr	**Seo, Se-Jin** Position : Librarian for weekends E-mail : sj_seo@kdischool.ac.kr
Bae, Eun-Ju Position : Periodicals/Online Resources E-mail : bej@kdischool.ac.kr	**Eom, Jeong-Yeon** Position : Intern E-mail : jy_eom@kdischool.ac.kr
LEE, Ji-Hye Position : Librarian for evening/DDS E-mail : jh_lee@kdischool.ac.kr	**Choi, Da-Hye** Position : Intern E-mail :dh_choi@kdischool.ac.kr
Nam, ji-Na Position : Intern E-mail : jn_nam@kdischool.ac.kr	

□ *General Library materials borrowing and return policy*

Classification / Position		Books& Non Books		KDI Books	
		Loan Period	Maximum Number	Loan Period	Maximum Number
Student	Ph.D	2 weeks	20 books	2 weeks	3 books
	Master(completed)	2 weeks	15 books	2 weeks	3 books
	Master, Diploma(enrolled)	2 weeks	10 books	2 weeks	3 books

- References, movies, periodicals(except back issues), and course reserves must be used onthe library premises only.

- If checked-out materials are not overdue, one-time renewal can be requestedonline. 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 borrowersarefinancially responsible for lost or damaged library materials in accordance with library procedures and regulations.

□ *Course Reserved Books* may only be used onthe Library premises, for a limited time of 3 hours.

□ *Self Checkout*

Self checkout system allows you to check-out and renew materials on your ow nby 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		₩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
Conditions 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. 2. You may not leave personal belongings unattended. 3. Clean the seat before leaving and return the assigned seat through SMS Kiosk. **How to Use?** 1. Select "Reservation" or "Release" on the Screen 2. Place your ID card to the sensor 3. Choose a seat on the screen 4. Take the receipt	 No.1 KIOSK: 3rd Floor, Yulgok Building No.2 KIOSK: 1st Floor, Dasan Building

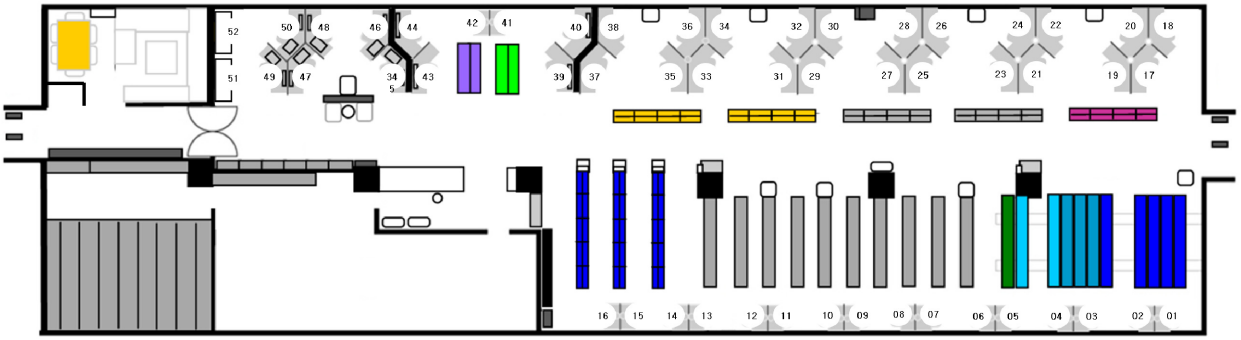
□ *Policy*

Seats		Available Hours
Library	Reading (36 seats)	3
	PC (14 seats)	1
Student Chamber (136 seats)		6

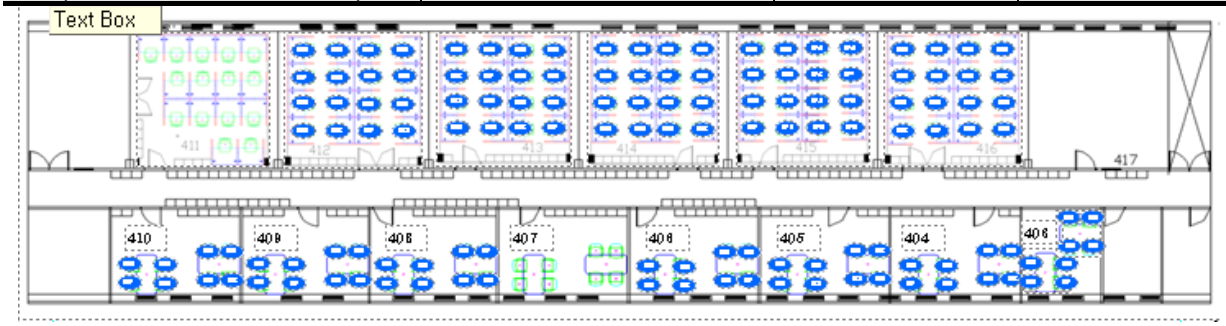
※ Only current, completed, and suspended students are allowed to use the system.

□ *Seating Arrangements*

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



Student Chamber (Dasan Hall 4th Floor)	Seat for Research	136 seats	6 hours



□ *Help*

	Name	Contact
No.1 Kiosk (Yulgok Hall 3rd Floor)	HUR, In-Kyeong	ext. 1258/ik_kur@kdischool.ac.kr
No.2 Kiosk (Dasan Hall 1st Floor)	CHOI, Sung-Jin	ext. 1290/sjchoi@kdischool.ac.kr

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: ☎ 3299-1259 (Ms.Yu,Hui-yeong)*

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: ☎ 3299-1259 (Ms.Yu,Hui-yeong)

4-5. Female Lounge

□ *Location: 1st floor of Building 9(Rm. 9101), across the Archives Office*

□ *Setting: couches, bed, fridge, microwave oven, television set, audio set*

□ *Available to: all female students are welcome*

4-6. Sejong Bookstore

□ *Location: 2nd 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. Administrative 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, Mr. Hyun, Minsung at ☎3299-1116, and Ms. KIM, Hyun-A at ☎3299-1059

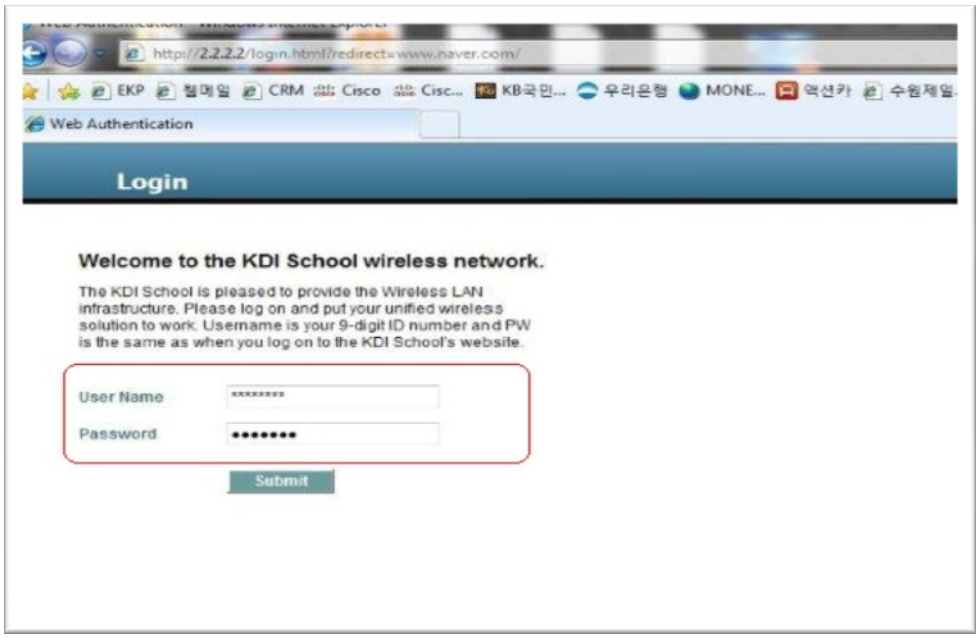
※ Please note that the Administration Division does not provide support and / or troubleshooting for personal computers.

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

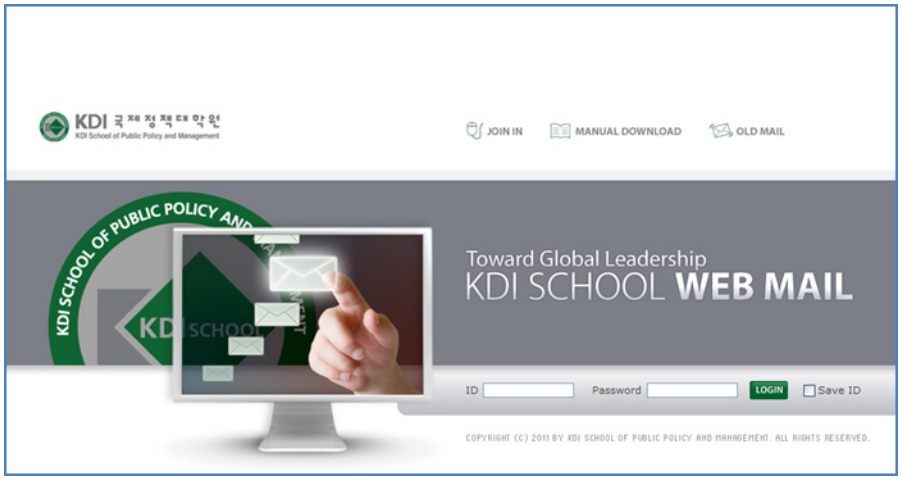


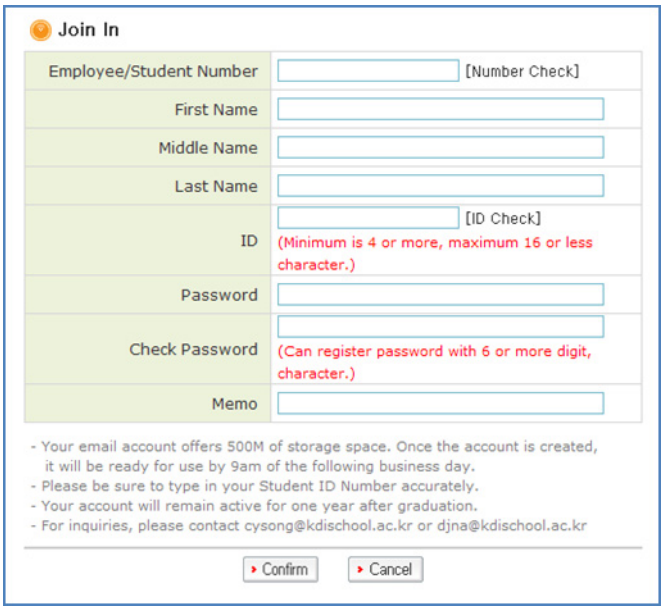
- Search for wireless network available in the range, and connect to [KDIS_ZONE]
- Open Internet Explorer, and enter your ID and password (as used in the School website)

※ 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 "Confirm".





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

Computer Laboratory

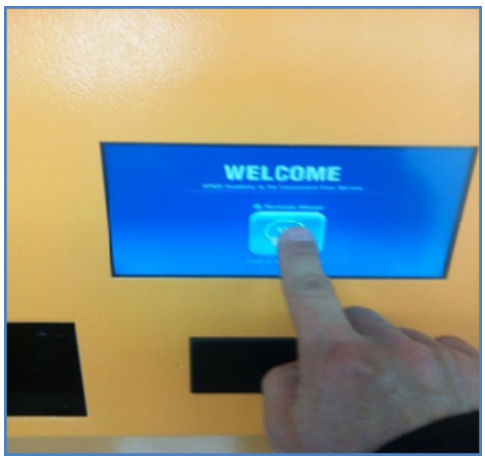
The KDI School computer lab is located on the 3rd floor of the Yulgok Building. The lab is open 24 hours a day seven days a week. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

Printer Room (Charging/Copying / Printing)

In the corner of the computer lab, there is a printer room where students can use a copy machine and printers. Your Student ID card can be used to access them.

★How to use the Charge Machine

1. Click "Welcome" and touch your KDI student ID card to the left sensor box for authentication.



2. Insert a 1,000/5,000/10,000 won bill and the amount will be charged to your account (under your student ID).

★How to Use the Copy Machine

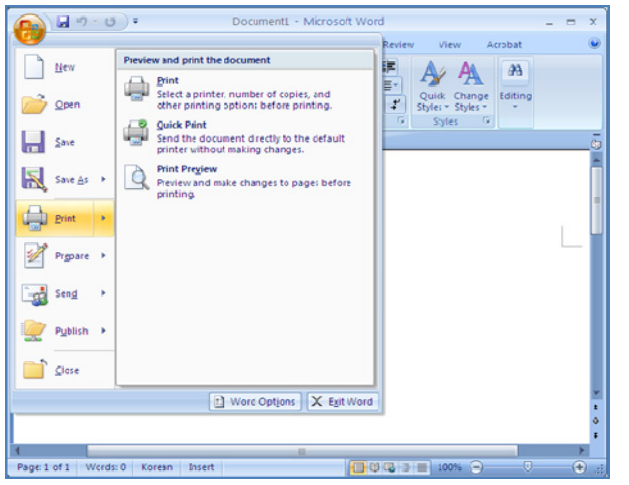
1. Please touch your ID card to the sensor attached to the copying machine. When the authentication is complete, you will be able to see your account balance on the screen and your charged money will be shown.

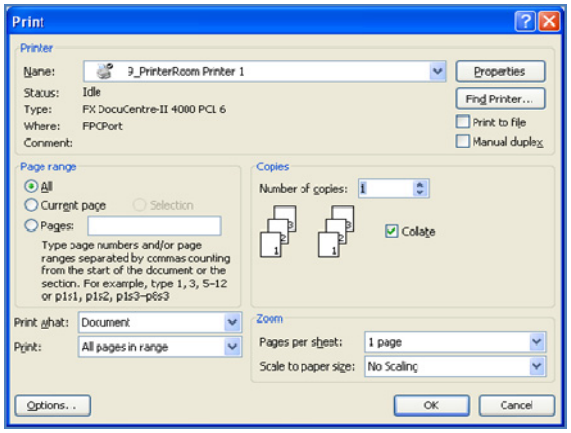
2. Please push the “start button” to copy like picture below as shown on the left.
   - Black & White: 30 won per a page
   - Color : 100 won per a page

Please make sure to press the “Esc” key in order to logoff after you have finished using the machine.

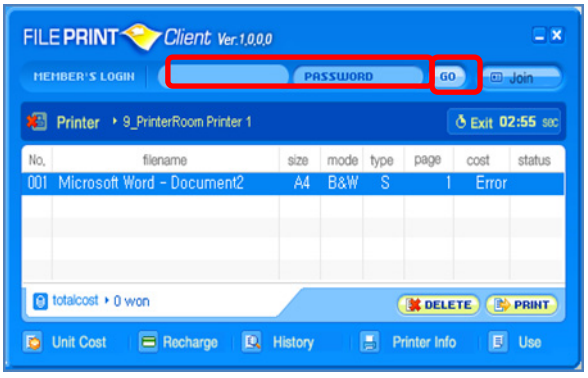
★How to Print

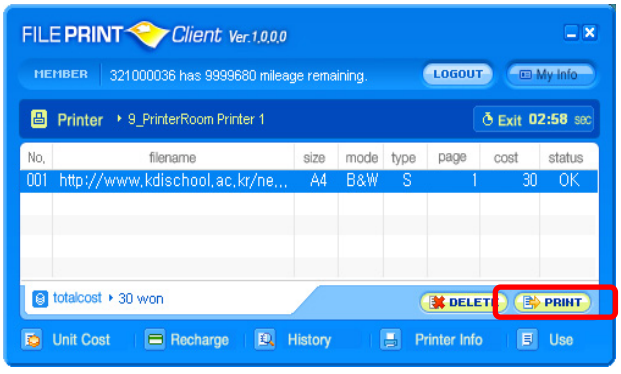
1. Select “Print” on whatever program you’re using MS Word/Excel/PowerPoint.
2. Select the Printer and click “OK”.



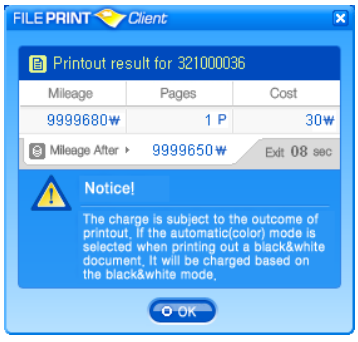


3. Enter [ID/Password] and click [Go].
4. Click [PRINT].





5. Confirm the pages and cost.
   (Black & White: 30 won, Color: 100 won)



6 On-campus Restaurants & Stores

6-1. Cafeteria

□ *Location: 2nd 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 4,000 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 5,000~ KRW 12,000 depending on the food. ☎ *958-3935*

6-2. Convenience Store

□ *Location: 3rd 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

6-3. KDI School Convenience Store

□ *Location: 1st 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: 2nd 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 1st 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 ☎ 3299-1021(Ms. Christine Saheun Leigh)***

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 & Health Insurance Information(for international students)

It is difficult to find English speaking doctors in Korea. If you are not confidentin 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.

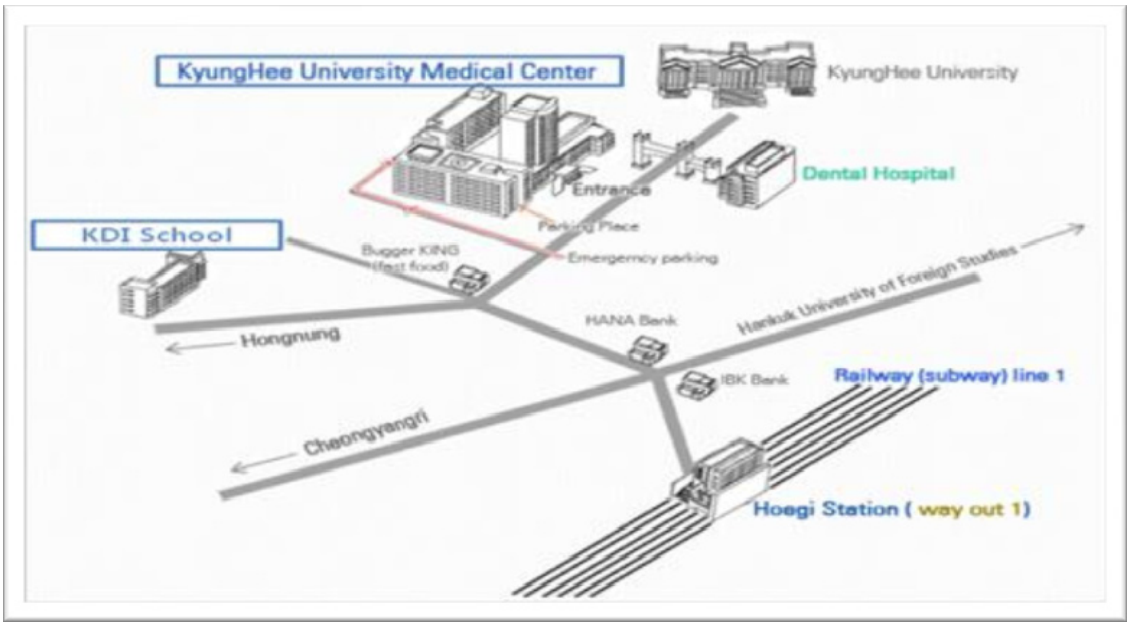
Kyunghee University Hospital

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.



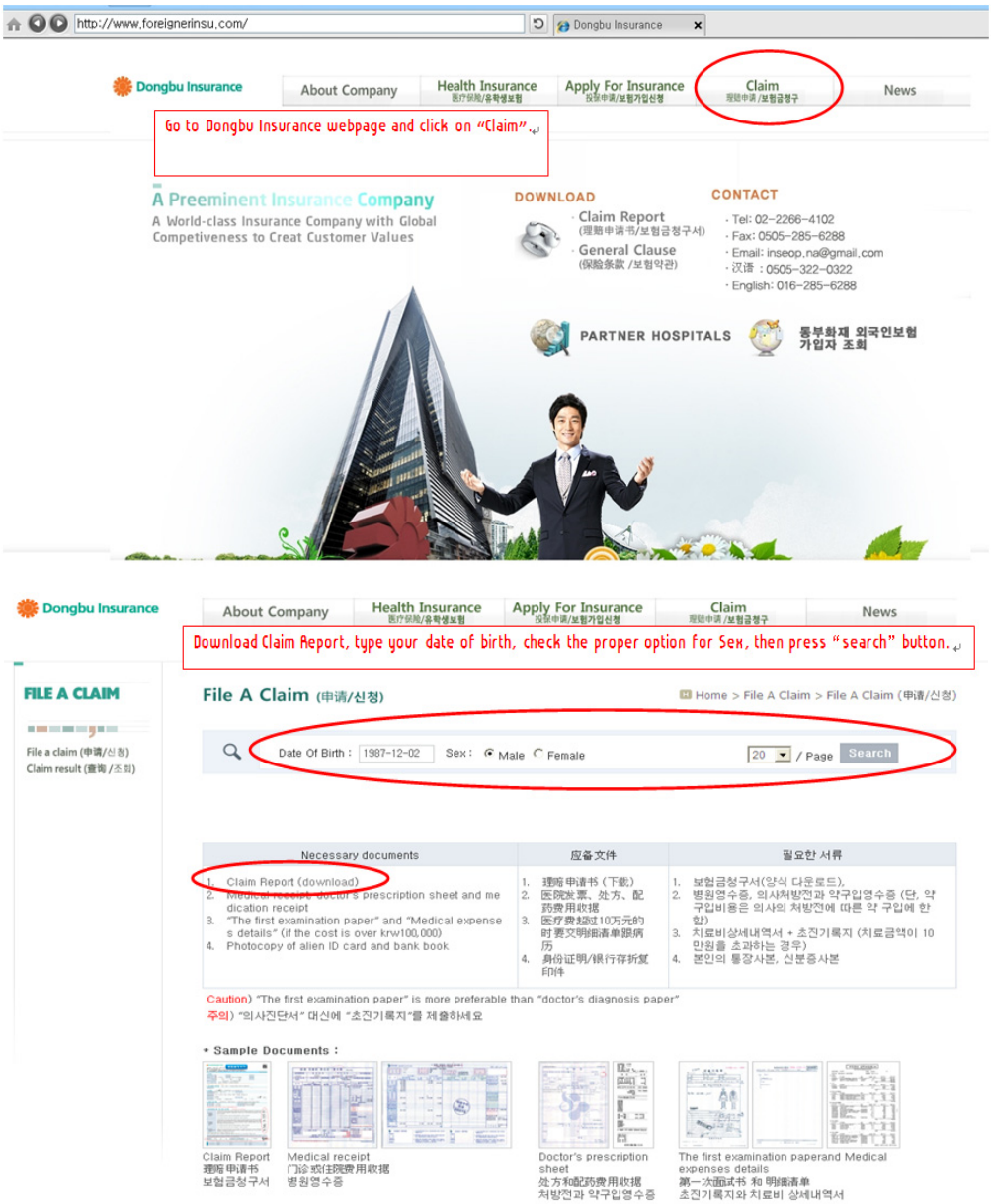
Dental Care Service

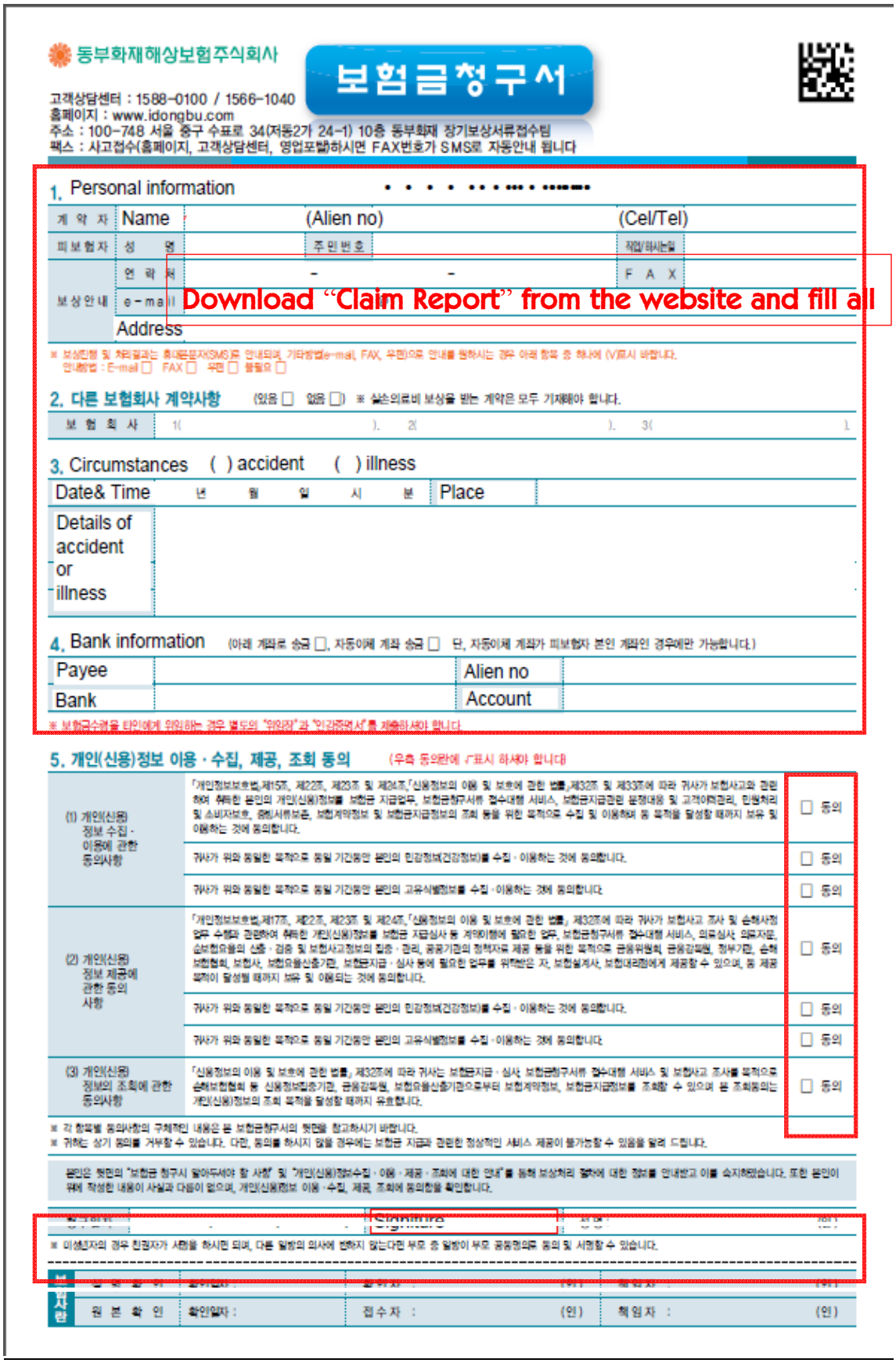
Dental Care Service for KDI School international students

- Hospital Information
  - Blossom Dentistry(Dentist KIM, Dong Hyun, 2005 alumnus)
  - Address: SW Tower 11th Fl. Samsung-dong 141-3 Seoul
  - (Seolleung station Exit 8)
  - Work Hours: 10:00 ~ 19:00 (Mon ~ Fri)
    10:00 ~ 14:00 (Sat)

- Services for free of charge
  - Dental Check-up and X-ray taking
  - Cleaning
  - Root Canal Treatment
  - Extraction
- Pre-reservation Required
  - through Student Affairs Division(Room #201)
  - http://smileblossom.com/

8-3. How to Claim the Health Insurance (http://foreignerinsu.com)





동부화재해상보험주식회사

보험금청구서

고객상담센터 : 1588-0100 / 1566-1040
홈페이지 : www.idongbu.com
주소 : 100-748 서울 중구 수표로 34(저동2가 24-1) 10층 동부화재 장기보상서류접수팀
팩스 : 사고접수(홈페이지, 고객상담센터, 영업포털)하시면 FAX번호가 SMS로 자동안내 됩니다

1. Personal information

계 약 자	Name		(Alien no)		(Cel/Tel)
피보험자	성 명		주민번호		직업/하시는일
보상안내	연 락 처	-	-	F A X	
	e-mail				
	Address				

Download "Claim Report" from the website and fill all

※ 보상진행 및 처리결과는 휴대폰문자(SMS)로 안내되며, 기타방법(e-mail, FAX, 우편)으로 안내를 원하시는 경우 아래 항목 중 하나에 (V)표시 바랍니다.
안내방법 : E-mail ☐ FAX ☐ 우편 ☐ 불필요 ☐

2. 다른 보험회사 계약사항

(있음 ☐ 없음 ☐) ※ 실손의료비 보상을 받는 계약은 모두 기재해야 합니다.

보 험 회 사	1( ). 2( ). 3( ).

3. Circumstances ( ) accident ( ) illness

Date& Time	년 월 일 시 분	Place	
Details of accident or illness			

4. Bank information

(아래 계좌로 송금 ☐, 자동이체 계좌 송금 ☐ 단, 자동이체 계좌가 피보험자 본인 계좌인 경우에만 가능합니다.)

Payee		Alien no	
Bank		Account	

※ 보험금수령을 타인에게 위임하는 경우 별도의 "위임장"과 "인감증명서"를 제출하셔야 합니다.

5. 개인(신용)정보 이용 · 수집, 제공, 조회 동의

(우측 동의란에 √표시 하셔야 합니다)

(1) 개인(신용) 정보 수집 · 이용에 관한 동의사항	「개인정보보호법」제15조, 제22조, 제23조 및 제24조,「신용정보의 이용 및 보호에 관한 법률」제32조 및 제33조에 따라 귀사가 보험사고와 관련하여 취득한 본인의 개인(신용)정보를 보험금 지급업무, 보험금청구서류 접수대행 서비스, 보험금지급관련 분쟁대응 및 고객이력관리, 민원처리 및 소비자보호, 증빙서류보존, 보험계약정보 및 보험금지급정보의 조회 등을 위한 목적으로 수집 및 이용하며 동 목적을 달성할 때까지 보유 및 이용하는 것에 동의합니다.	☐ 동의
	귀사가 위와 동일한 목적으로 동일 기간동안 본인의 민감정보(건강정보)를 수집 · 이용하는 것에 동의합니다.	☐ 동의
	귀사가 위와 동일한 목적으로 동일 기간동안 본인의 고유식별정보를 수집 · 이용하는 것에 동의합니다.	☐ 동의
(2) 개인(신용) 정보 제공에 관한 동의 사항	「개인정보보호법」제17조, 제22조, 제23조 및 제24조,「신용정보의 이용 및 보호에 관한 법률」제32조에 따라 귀사가 보험사고 조사 및 손해사정 업무 수행과 관련하여 취득한 개인(신용)정보를 보험금 지급심사 등 계약이행에 필요한 업무, 보험금청구서류 접수대행 서비스, 의료심사, 의료자문, 순보험요율의 산출 · 검증 및 보험사고정보의 집중 · 관리, 공공기관의 정책자료 제공 등을 위한 목적으로 금융위원회, 금융감독원, 정부기관, 손해보험협회, 보험사, 보험요율산출기관, 보험금지급 · 심사 등에 필요한 업무를 위탁받은 자, 보험설계사, 보험대리점에게 제공할 수 있으며, 동 제공 목적이 달성될 때까지 보유 및 이용되는 것에 동의합니다.	☐ 동의
	귀사가 위와 동일한 목적으로 동일 기간동안 본인의 민감정보(건강정보)를 수집 · 이용하는 것에 동의합니다.	☐ 동의
	귀사가 위와 동일한 목적으로 동일 기간동안 본인의 고유식별정보를 수집 · 이용하는 것에 동의합니다.	☐ 동의
(3) 개인(신용) 정보의 조회에 관한 동의사항	「신용정보의 이용 및 보호에 관한 법률」제32조에 따라 귀사는 보험금지급 · 심사, 보험금청구서류 접수대행 서비스 및 보험사고 조사를 목적으로 손해보험협회 등 신용정보집중기관, 금융감독원, 보험요율산출기관으로부터 보험계약정보, 보험금지급정보를 조회할 수 있으며 본 조회동의는 개인(신용)정보의 조회 목적을 달성할 때까지 유효합니다.	☐ 동의

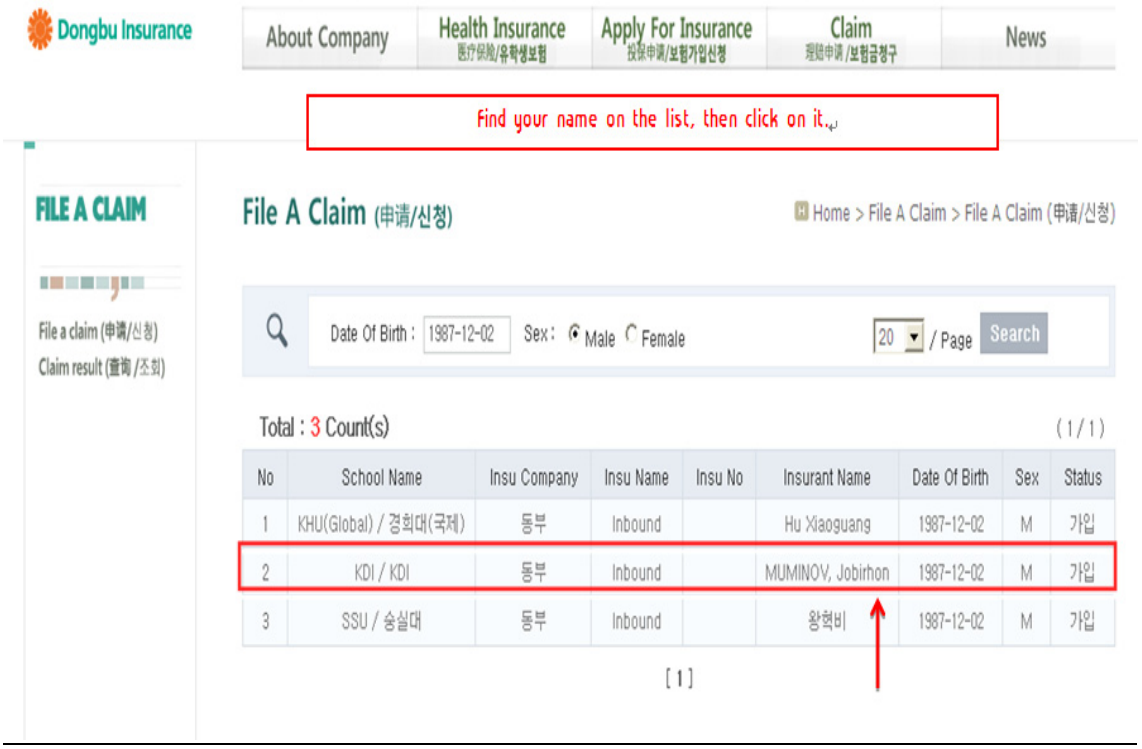
※ 각 항목별 동의사항의 구체적인 내용은 본 보험금청구서의 뒷면을 참고하시기 바랍니다.
※ 귀하는 상기 동의를 거부할 수 있습니다. 다만, 동의를 하시지 않을 경우에는 보험금 지급과 관련한 정상적인 서비스 제공이 불가능할 수 있음을 알려 드립니다.

본인은 뒷면의 "보험금 청구시 알아두셔야 할 사항" 및 "개인(신용)정보수집 · 이용 · 제공 · 조회에 대한 안내"를 통해 보상처리 절차에 대한 정보를 안내받고 이를 숙지하였습니다. 또한 본인이 위에 작성한 내용이 사실과 다름이 없으며, 개인(신용)정보 이용 · 수집, 제공, 조회에 동의함을 확인합니다.

청구일자		Signature	성명 : (인)

※ 미성년자의 경우 친권자가 서명을 하시면 되며, 다른 일방의 의사에 반하지 않는다면 부모 중 일방이 부모 공동명의로 동의 및 서명할 수 있습니다.

보험자란	원 본 확 인	확인일자 :	접수자 : (인)	책임자 : (인)


Dongbu Insurance
About Company
Health Insurance
Apply For Insurance
Claim
News
Find your name on the list, then click on it.
FILE A CLAIM
File a claim (申请/신청)
Claim result (查询/조회)
File A Claim (申请/신청)
Home > File A Claim > File A Claim (申请/신청)
Date Of Birth : 1987-12-02
Sex : Male Female
20 / Page
Search
Total : 3 Count(s)
(1/1)
No
School Name
Insu Company
Insu Name
Insu No
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Date Of Birth
Sex
Status
1 KHU(Global) / 경희대(국제) 동부 Inbound Hu Xiaoguang 1987-12-02 M 가입
2 KDI / KDI 동부 Inbound MUMINOV, Jobirhon 1987-12-02 M 가입
3 SSU / 숭실대 동부 Inbound 왕혁비 1987-12-02 M 가입
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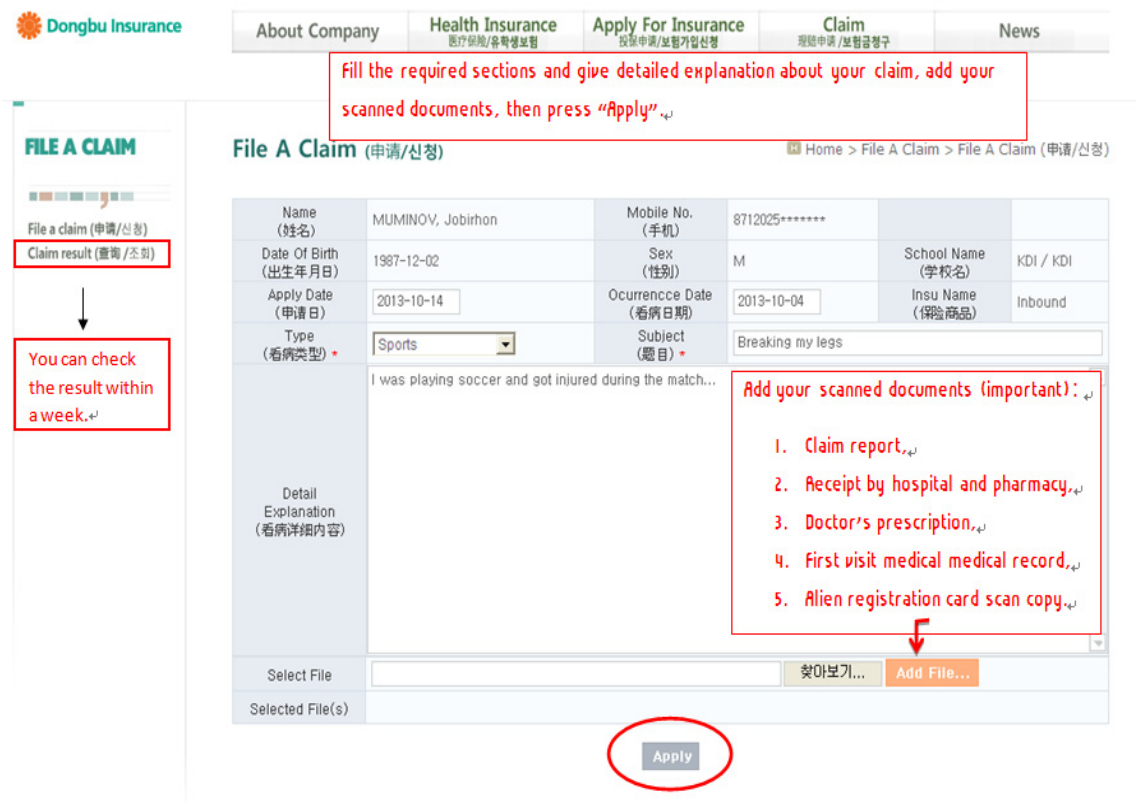

Dongbu Insurance
About Company
Health Insurance
Apply For Insurance
Claim
News
Fill the required sections and give detailed explanation about your claim, add your scanned documents, then press "Apply".
FILE A CLAIM
File a claim (申请/신청)
Claim result (查询/조회)
You can check the result within a week.
File A Claim (申请/신청)
Home > File A Claim > File A Claim (申请/신청)
Name (姓名) MUMINOV, Jobirhon
Mobile No. (手机) 8712025*******
Date Of Birth (出生年月日) 1987-12-02
Sex (性别) M
School Name (学校名) KDI / KDI
Apply Date (申请日) 2013-10-14
Ocurrencce Date (看病日期) 2013-10-04
Insu Name (保险商品) Inbound
Type (看病类型) * Sports
Subject (题目) * Breaking my legs
Detail Explanation (看病详细内容)
I was playing soccer and got injured during the match...
Add your scanned documents (important):
1. Claim report,
2. Receipt by hospital and pharmacy,
3. Doctor's prescription,
4. First visit medical medical record,
5. Alien registration card scan copy.
Select File
찾아보기...
Add File...
Selected File(s)
Apply

9 KDI School Dormitories & Mailing Services

9-1. On-campus (Haejungsa)

Dormitory Office

The dormitory office is located on the 1st 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 5th 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 6,000	KRW 50,000	KRW 100,000
	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 KRW180,000 and KRW186,000 for 31days.

Services included in the Maintenance Fee

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

Rooms

□ *General Rooms*

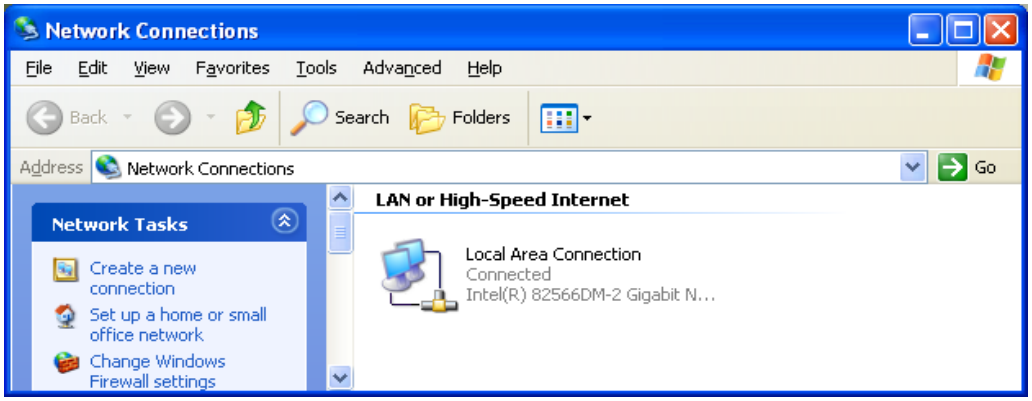
All general rooms are double rooms and are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system, and an internet system (electrical outlets: 220V). A set of bedding (blanket, bed cover, bed sheet, bed pad, pillow) are provided 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.

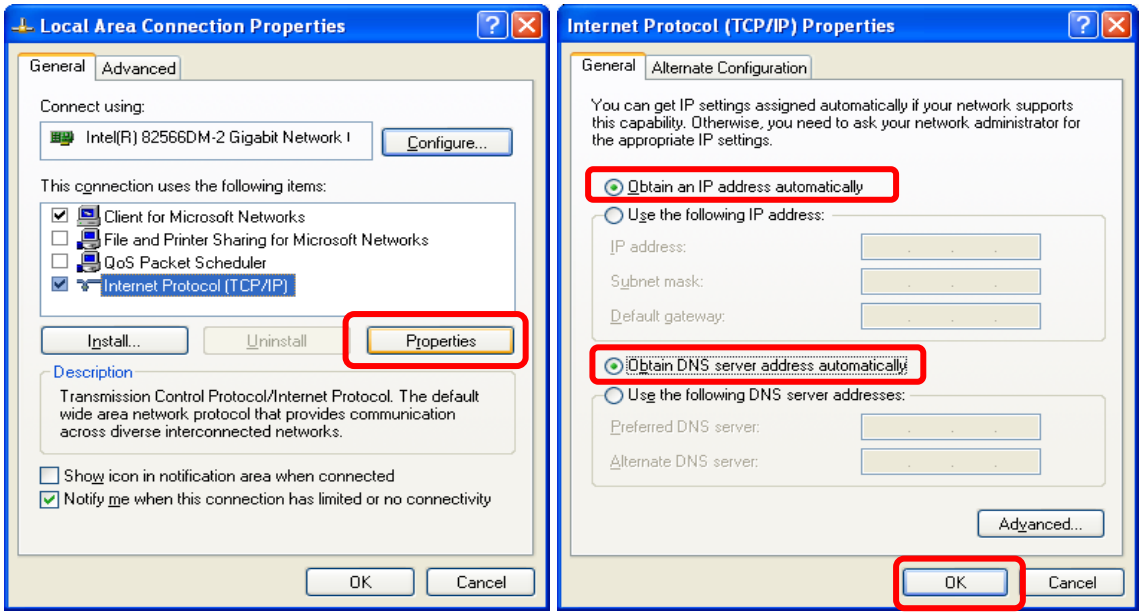
□ *Studio Rooms*

Haejungsa 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.

Communal Kitchen

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

Communal Kitchen

Communal kitchen 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 Processor

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[2](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.

[2] Extracted from Yonsei Univ. Guidebook

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.

9-2. Off-campus (Apartment)

KDI School has 6 various types of apartment around campus. Each apartment ha s kitchen, bathroom and three or four bed rooms. For each apartment the KDI S chool 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 2012)

	Apt. A: ShinHyundai	**Apt. B: Hanshin**	**Apt. C: Hanshin**	**Apt. D: Hyundai**	**Apt. E: Dongbu**	**Apt. F: Dongbu**
Area	105 square meter, 32"	83 square meter, 25"	105 square meter, 32"	152 square meter, 46"	109 square meter, 33"	142 square meter, 43"
How to Commute	on foot or subway Hoegi Station Line #1	subway Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	subway Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	subway Cheongnyangni Station Line #1, #2 (10 minutes on foot from exit No. 2.)	subway Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	subway Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)
Commuting Time	20 minutes to School	20 minutes to School	20 minutes to School	30 minutes to School	20 minutes to School	20 minutes to School
Heating System	Household control					
	Central Gas					

*Dormitory Assistant will be assigned in a single room

Off -Campus Dormitory Rate & Deposit

Accommodation	Type	Rate per person, per day	Maintenance Fee	Deposit (Refundable)*
Apartment	Large Room	KRW 5,000	KRW 10,000 Every Month	KRW 100,000 (One-time Payment at Check-in)
	Medium Room	KRW 5,000		
	Small Room	KRW 6,000		
✓ Communal Facilities : Air conditioner, kitchen facilities, dining table and study table ✓ 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. Off-campus (Single Room)

KDI School has newly secured a furnished, studio-type dormitory located just in front of the campus main gate. It has a private bathroom, kitchen and a refrigerator, a bed, an air-conditioner and adjustable heating system. It takes 2~10 minutes on foot from the KDI School building.

Studio Type Dormitory Rate & Deposit

Accommodation	Type	Rate per person, per month	Maintenance Fee	Deposit (Refundable)*
Single Room	One bed room	KRW 300,000	KRW 50,000 Every Month	KRW 100,000 (One-time Payment at Check-in)
✓ Individual Facilities : Sink, washing machine, hot plate, bathroom, refrigerator, interphone, shelf, desk, chair, bed, air conditioner				

9-4. Dormitory Assistant

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

Accommodation	Number of Assistants	Work List	Remark
On-campus	6 persons (Each Floor)	- Dealing with residents' inconveniences - Guiding through check-in and check-out procedure - Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the KDI school	4 International, 2 Koreans
Off-campus (Apartment)	9 persons (Each Apartment)		DA will be assigned in a single room
Off-campus (Single room)	1 person		

9-5. Mailing Service Information

KDI School students can receive mails on campus using their dormitory address (Haejungsa). If necessary, you may also use the KDI School address to receive your mail. In this case, the Academic Affairs Division will email you when your mail arrives.

Mailing Address:

□ *KDI School Address:*

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

□ *On-Campus Dormitory (Haejungsa)*

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

□ *Inquiries: ☎ 3299-1224 (Ms. KIM, June Hyun-Ju)*

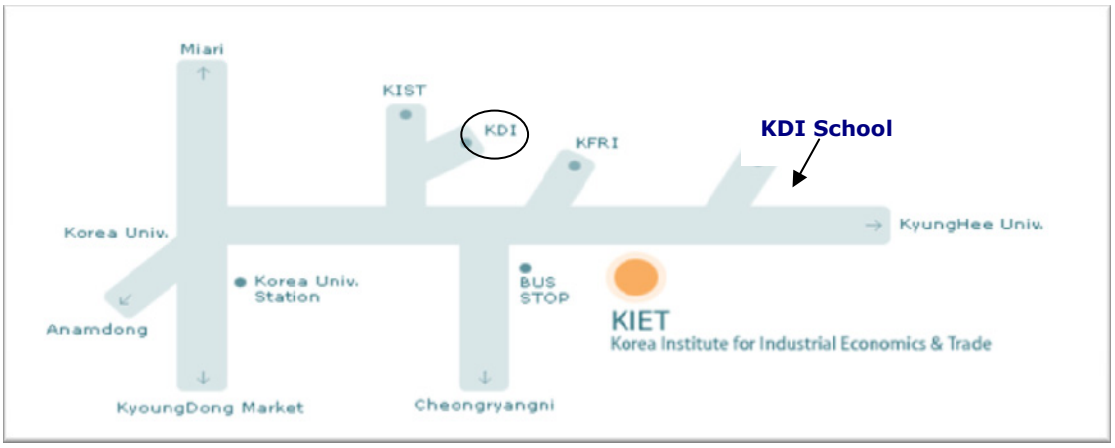
On-campus Mail Delivery Service

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 1st 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 3rd 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, the most frequently visited places by students are the Academic Affairs Division, the Student Affairs Division, and the External Relations and Development Affairs Division. 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. Lee, Eun Chong (☎ 3299-1217)*
- Course Registration, Concentration Management, Course Evaluation, TA

□ *Student Activities: Mr. Lee, Hak Bae (☎ 3299-1088)*
- Tuition Management, Student Status, Grauation Management, Certificate Issuance

□ *Student Activities: Ms. Hur, In Kyung (☎ 3299-1088)*
- Research Project, POS Committee, Grade Management, Class & Administrative Assistants

□ *Student Activities: Ms. Kim, Do Yeun (☎ 3299-1050)*
- Faculty Research(RA Management), Student Association, Special Lecture

□ *Student Services: Ms. Yu, Hui Yeong (☎ 3299-1259)*
- Ph.D. Program, Academic Advisor Assignment, Classroom Assignment

□ *Student Activities: Ms. LEE, Youn Hwa (☎ 3299-1294)*
- Evening Program Support, Certificate Issuance

□ *Student Services: Intern (☎ 3299-1020)*
- Intern Staff, Assistant Coordinator

Student Affairs Division

□ *General Management: Ms. LEE, Jae Soon (☎ 3299-1105)*
- Head / General Management of Student Affairs

□ *Student Services: Ms. KIM, June Hyun-Ju (☎ 3299-1224)*
- NIIED, KOGAS, IDB scholarship Group

- Insurance, Monthly Cultural Events, Field Study Program for Korean Students
- Dormitory

□ *Student Services: Ms. KIM, Hyun Joo (☎ 3299-1253)*

- KOICA, G20 scholarship Group
- Monthly Cultural Events, Monthly Stipends
- Exchange Student, CAMPUS Asia program etc.

□ *Student Services: Ms. Christine Saheun Leigh (☎ 3299-1021)*

- Spring Term International Student, Global Ambassador, POSCO scholarship Group
- Student Networking Programs: Club, Buddy, Happy Hour, Home visiting, etc.
- GMP Student Group

□ *Student Services: Intern (☎ 3299-1010)*

- Assistant Coordinator
- Insurance Claim Process, Dormitory Check-in and Check-out

External Relations and Development Affairs Division

□ *General Management: Ms. YANG, Hye Jung (☎ 3299-1055)*

- Head / General Management of External Affairs

□ *Alumni: Mr. LEE, MyungEun (☎ 3299-1274)*

- Alumni, Career Development

□ *External Relations: Mr. LIM, Keun-Hyuk (☎ 3299-1019)*

- International Affairs, Editing

Admissions Division

□ *General Management: Ms. Ha, Ho Jung (☎ 3299-1268)*

- Head / General Management of Admissions

□ *Student Recruiting: Mr. Ji, Woo Tae (☎ 3299-1263)*

- PR, Korean Student Admissions

□ *Student Recruiting: Ms. SHIN, Chul Hee (☎ 3299-1281)*

- International Students Admissions

□ *Student Recruiting: Ms. KIM, Lahn Young (☎ 3299-1211)*

- Admissions, Document & Interview arrangement

IT Service Division

□ *IT Service: Mr. NA, Dong Jin* (☎ 3299- 1052*)*
- Head / General Management of IT Service

□ *IT Service: Mr. SONG, Chang Yong (☎ 3299-1275)*
- Computer Lab Management, Network Maintenance, E-mail Accounts, Internet

Administrative Division

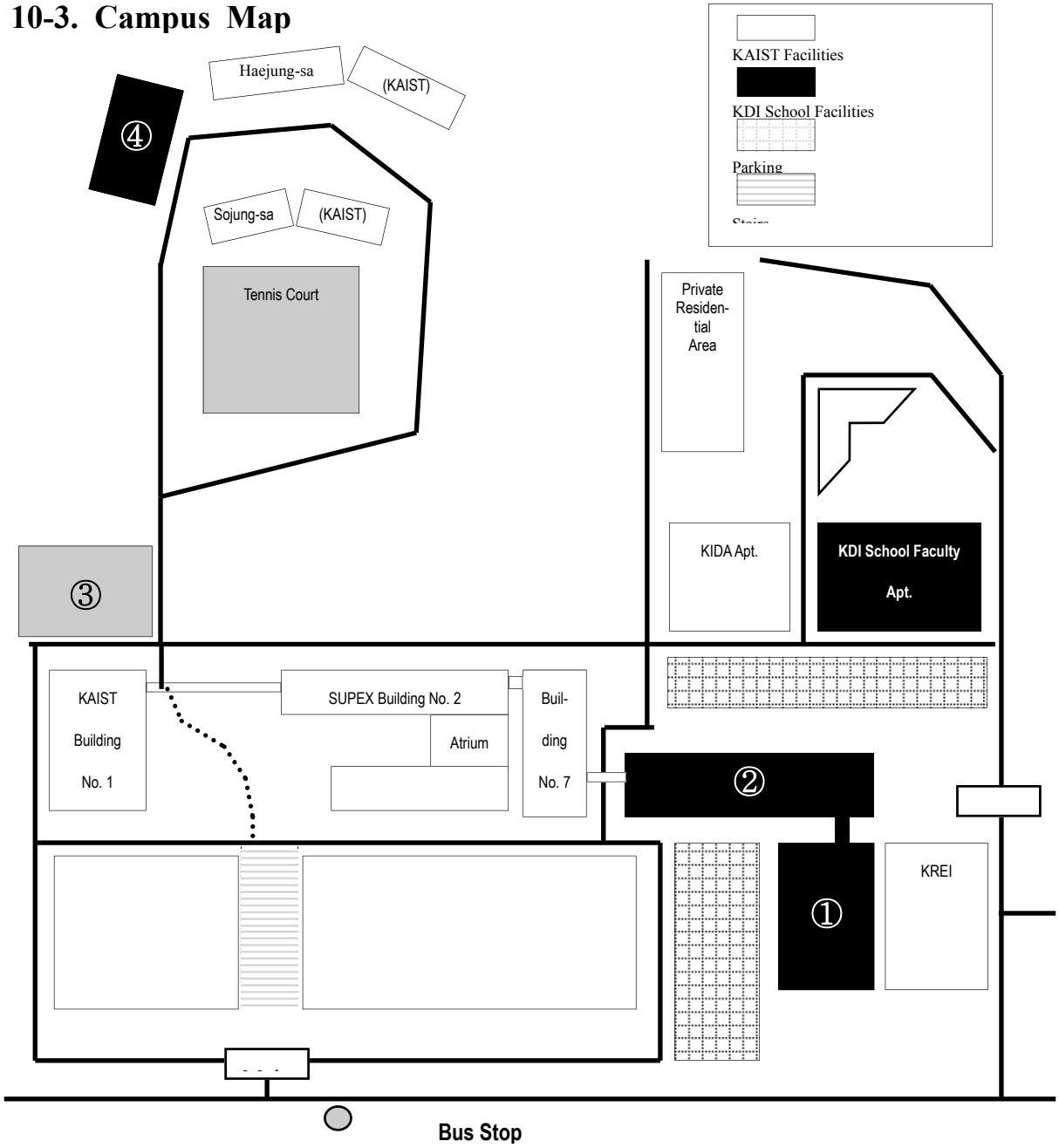
□ *Facility Maintenance Service: Mr. CHUNG, Young Sik (☎ 3299-1260)*
Mr. CHO, Kye Bong (☎ 3299-1273)
- School Facilities, Dormitory Facilities

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 (4th fl.): *Ms. KANG, Yujin (☎ 3299-1254)*
- Faculty Support Office (5th fl.): *Ms. JANG, Nam-Hee (☎ 3299-1256)*
- Faculty Support Office (6th fl.): *Ms. SEOL, Minkyung (☎ 3299-1215)*

10-3. Campus Map



① KDI School Yulgok Building (Building No.9)
② KDI School Dasan Building (Building No.8)
③ Student Union Building(shared with KAIST students)
④ KDI School Dormitory - Haejungsa (Building No. 10)

Floor Guide of Each Building

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

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

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

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

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

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

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

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

Around the KDI School

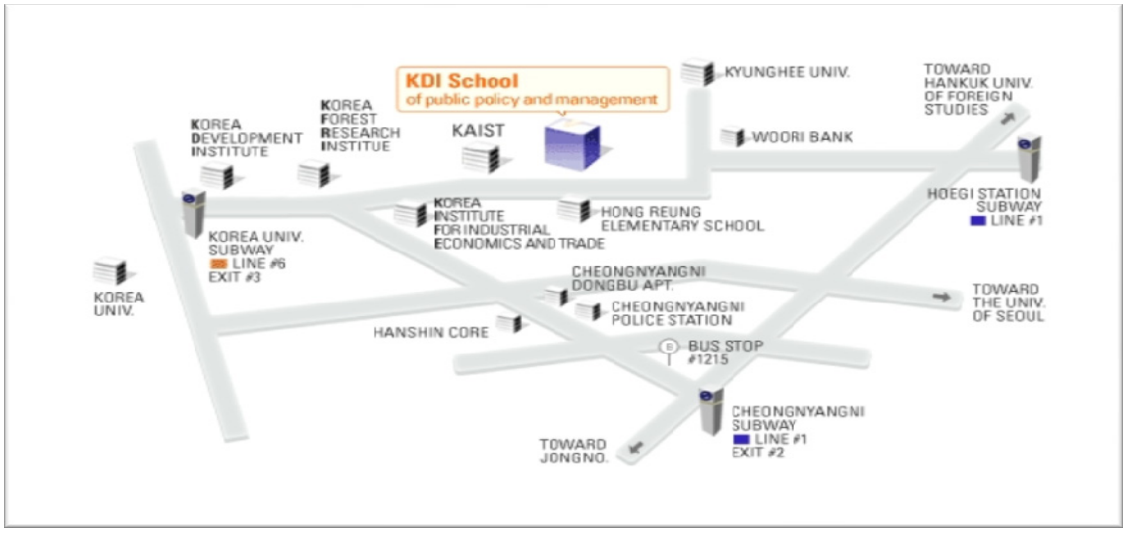
1 Directions to the KDI School

Cheongnyangni Station (Exit #2, Subway Line #1) → take the #201 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, gimbap (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.)*

□ ☎ *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 6th floor is a place called "Digital Park" where you can try some of household appliances before you buy one.

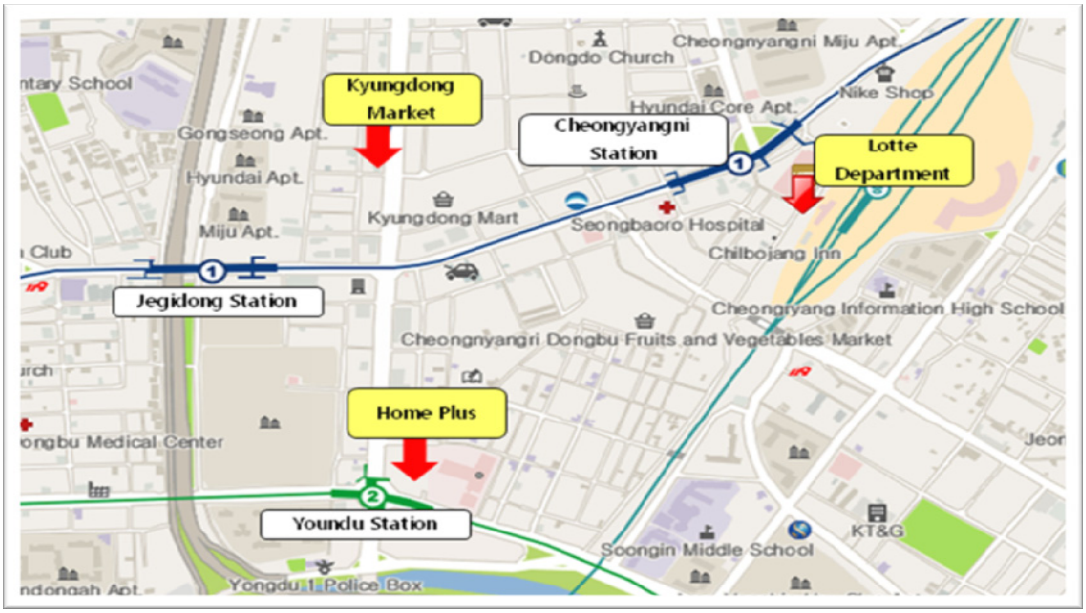
Young Poong Bookstore

□ *Branch: Cheongnyangni*

□ *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*

☎ *3707-1860*

□ ***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[3]

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 50 million people (2012). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.

2 Seoul[4]

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/

3 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp
4 http://www.visitseoul.net/

3 Climate[5]

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[6]

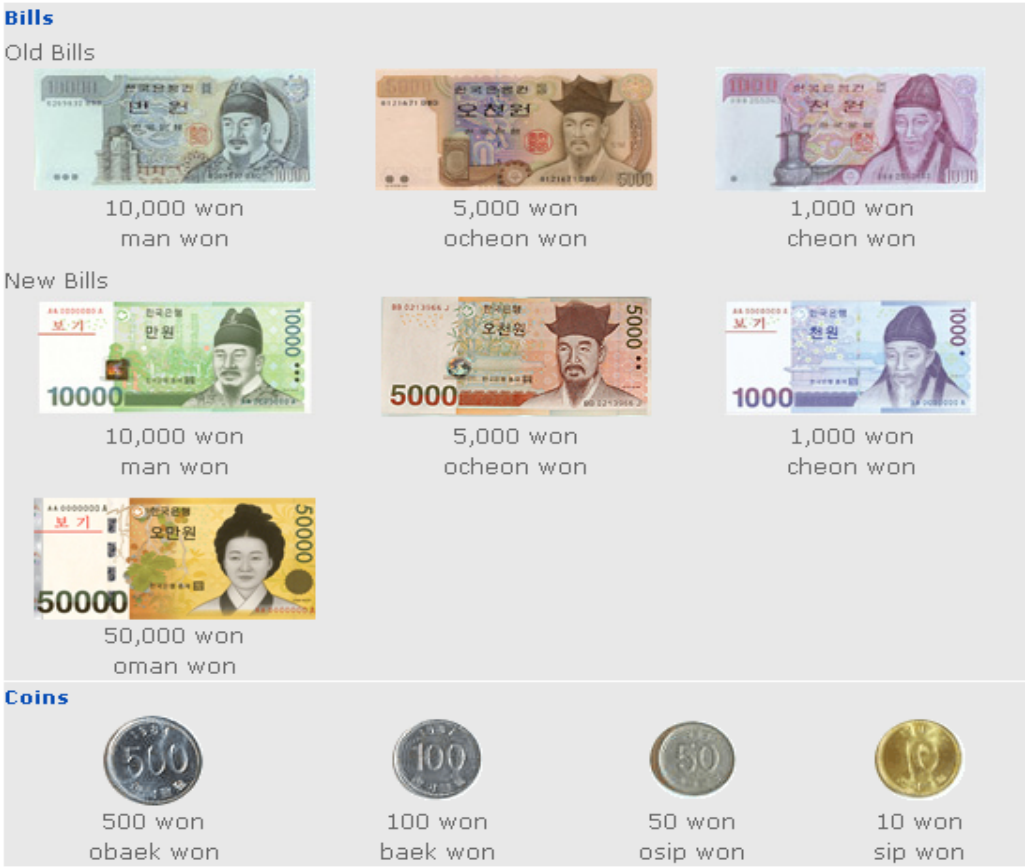
Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various side dishes,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

[5] http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp
[6] 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., 2012) the rate is approximately 1130 won to the one U.S. dollar.



6 Transportation

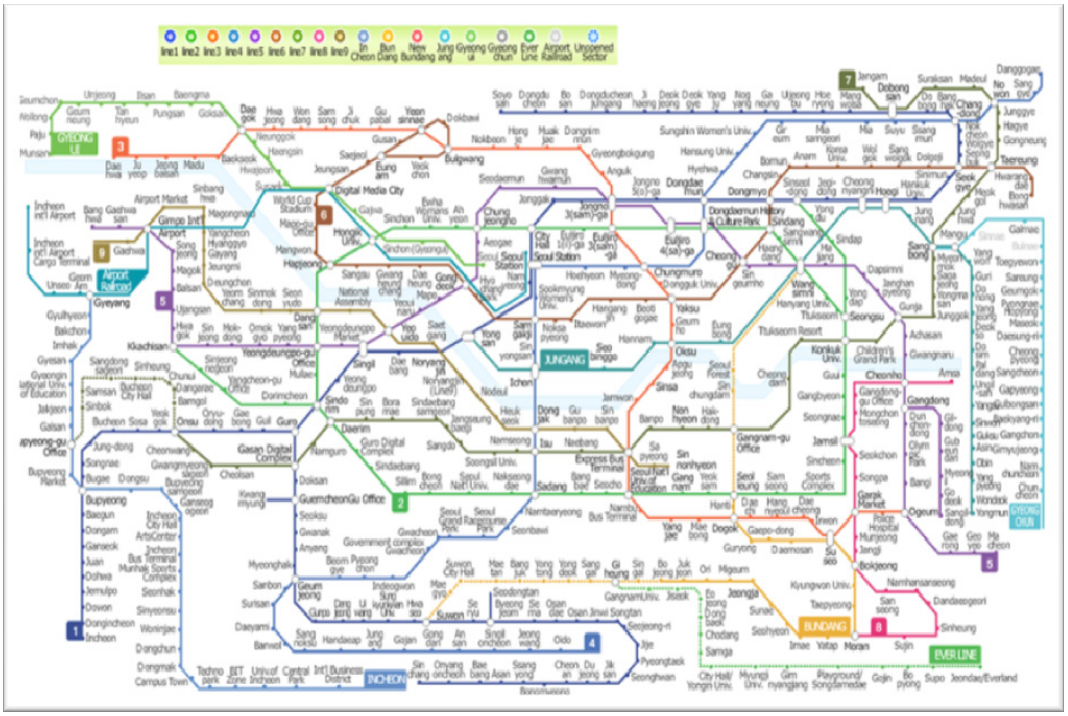
Subway

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 KRW1,150, 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 #273 or #201 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***

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

 # 201(Blue): Guri - Sangbong - Kyung Hee Univ. - KDI School / KAIST - Hongnung - Cheongnyangni - Jongro - Seoul Station - Namdaemun market

※Free transfer

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

Taxi

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 3,000 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 5,000 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

Express bus[7]

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	http://www.ti21.co.kr	1688-5979
Nambu Terminal	http://www.nambuterminal.co.kr	02-521-8550
Central City Terminal	http://www.centralcityseoul.co.kr	02-6282-0114
Seoul Express Terminal	http://www.exterminal.co.kr	02-535-4151
Sangbong Terminal	http://www.sbtr.co.kr	02-435-2129
Suwon Terminal	http://www.seosuwonbusterminal.co.kr	031-278-8200
Hwajeong Terminal, Goyang, Gyeonggi-do	http://www.hwajungterminal.co.kr	1577-9884
Terminal, Ansan, Gyeonggi-do	http://www.ansan-busterminal.co.kr	031-403-8251
Gwangju Terminal	http://www.usquare.co.kr	062-360-8114
Daejeon Terminal	http://www.daejeonbustm.co.kr	042-625-8792
Busan Terminal	http://www.bxt.co.kr	051-508-9200

※ Express Bus Lines Association http://www.kobus.co.kr ☎ 535-2860

[7] 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.

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

※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!

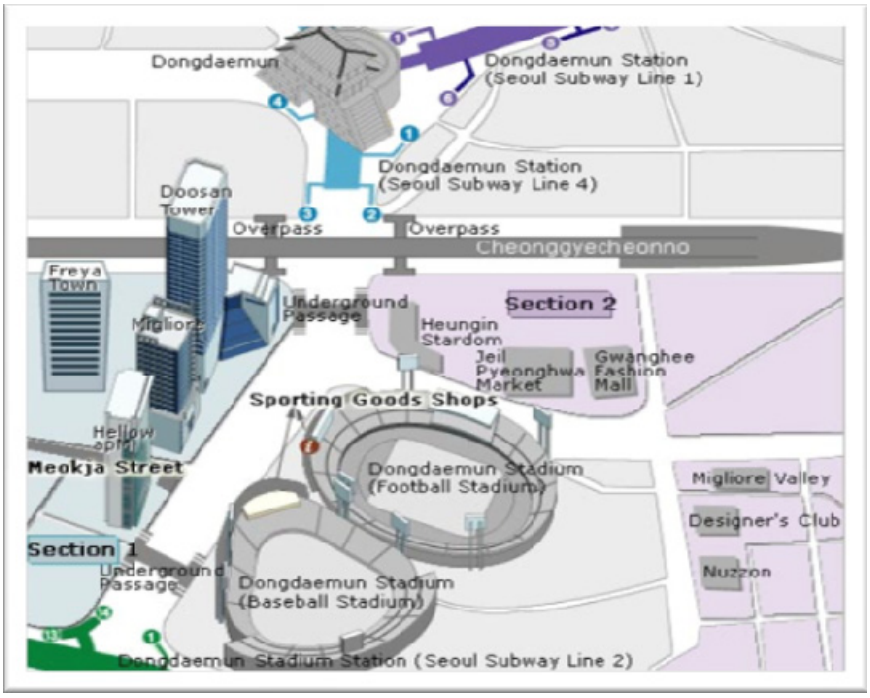
Dongdaemun Market

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*

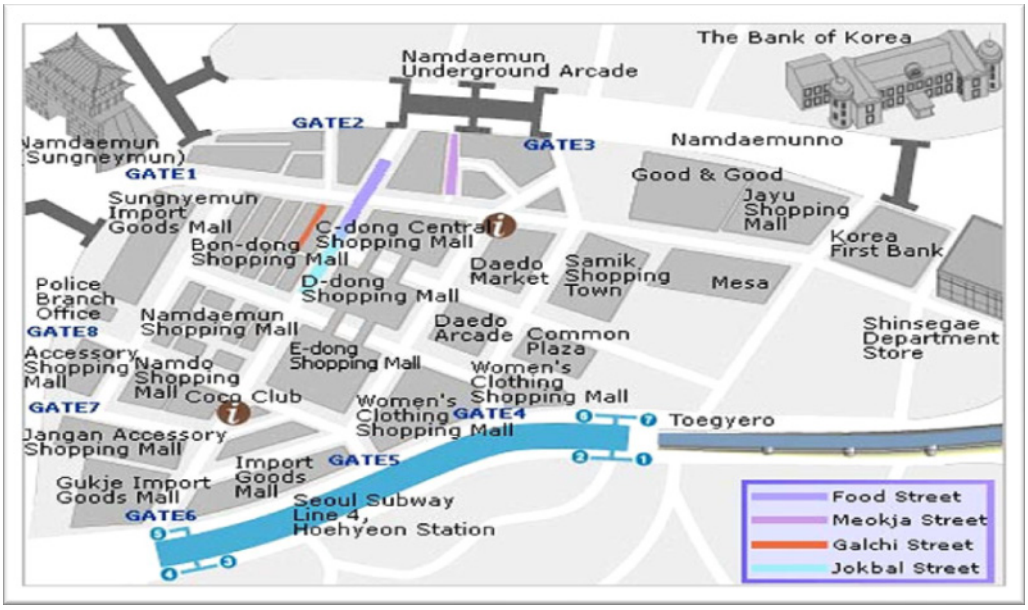


Namdaemun Market

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[8]

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 info rmation on travel, accommodation, tourist attractions and much more.

[8] 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[9]

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[10]

□ ***Anglican church***

- The Anglican Church of Korea
- http://www.skh.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, Gyeonji-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

[9] Excerpted from Yonsei Univ. Guidebook.
[10] Excerpted from Ajou Univ. Guidebook.

□ ***Protestant church***

- Protestant church believes in Christ as a saver, and Korean Protestant chur ch has a number of denominations. Thus, churches are easy to find anyw here.
- '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: January 30, 31, February 1***

- 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 6***

- 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. 7, 8, 9, and 10***

- 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. 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]

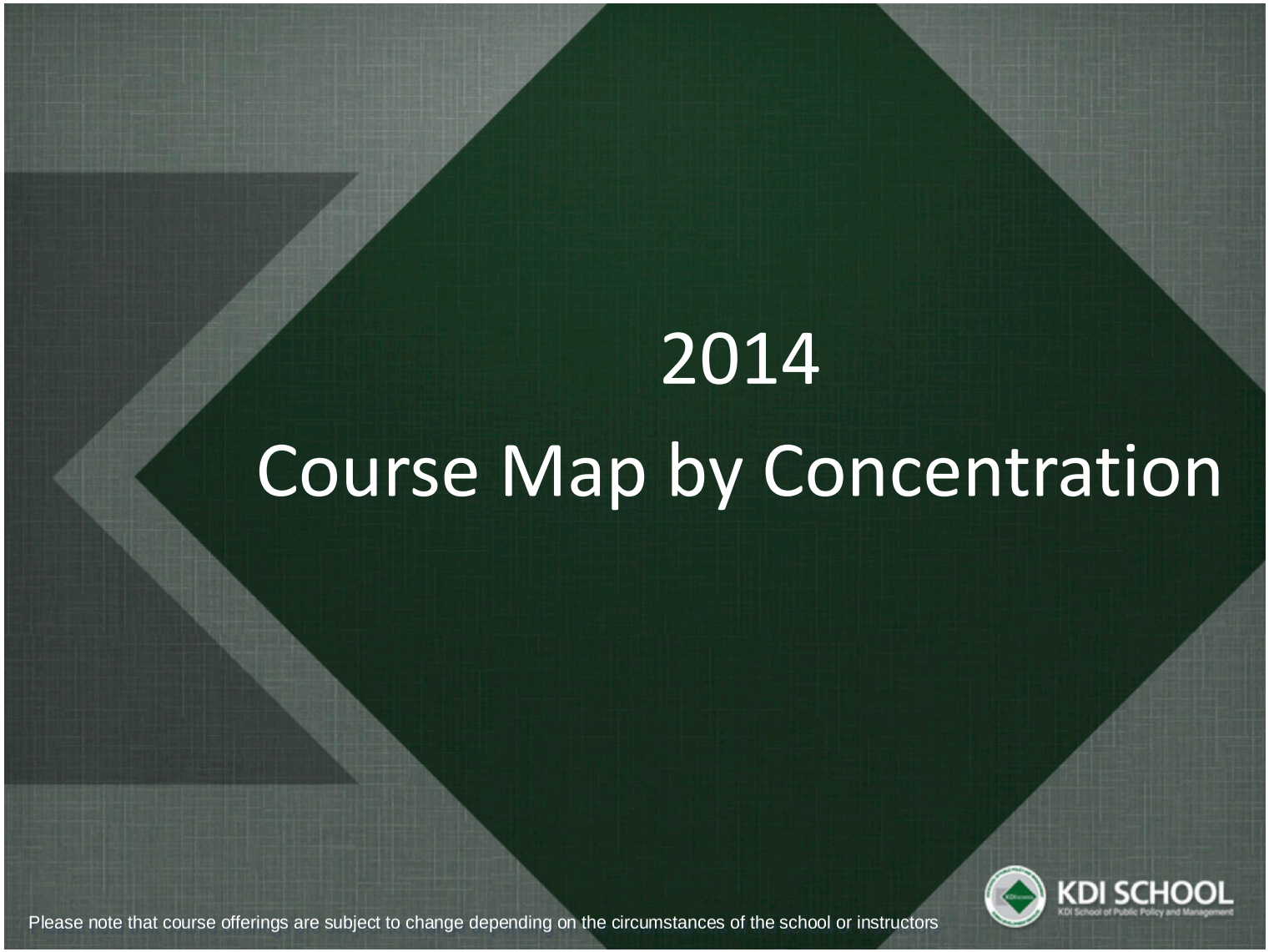
Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U. N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
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	2nd 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 2. Useful Websites

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


2014
Course Map by Concentration
Please note that course offerings are subject to change depending on the circumstances of the school or instructors
KDI SCHOOL
KDI School of Public Policy and Management

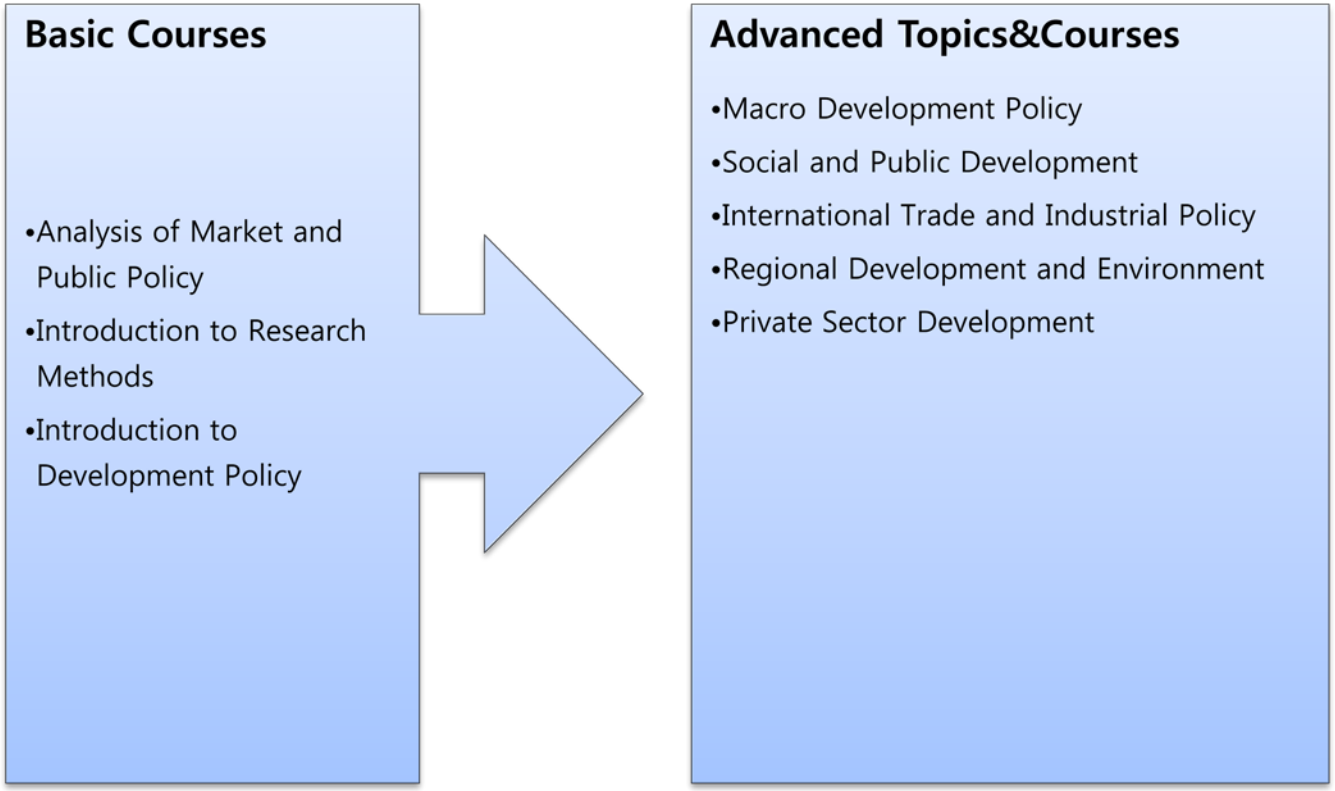
Contents Table

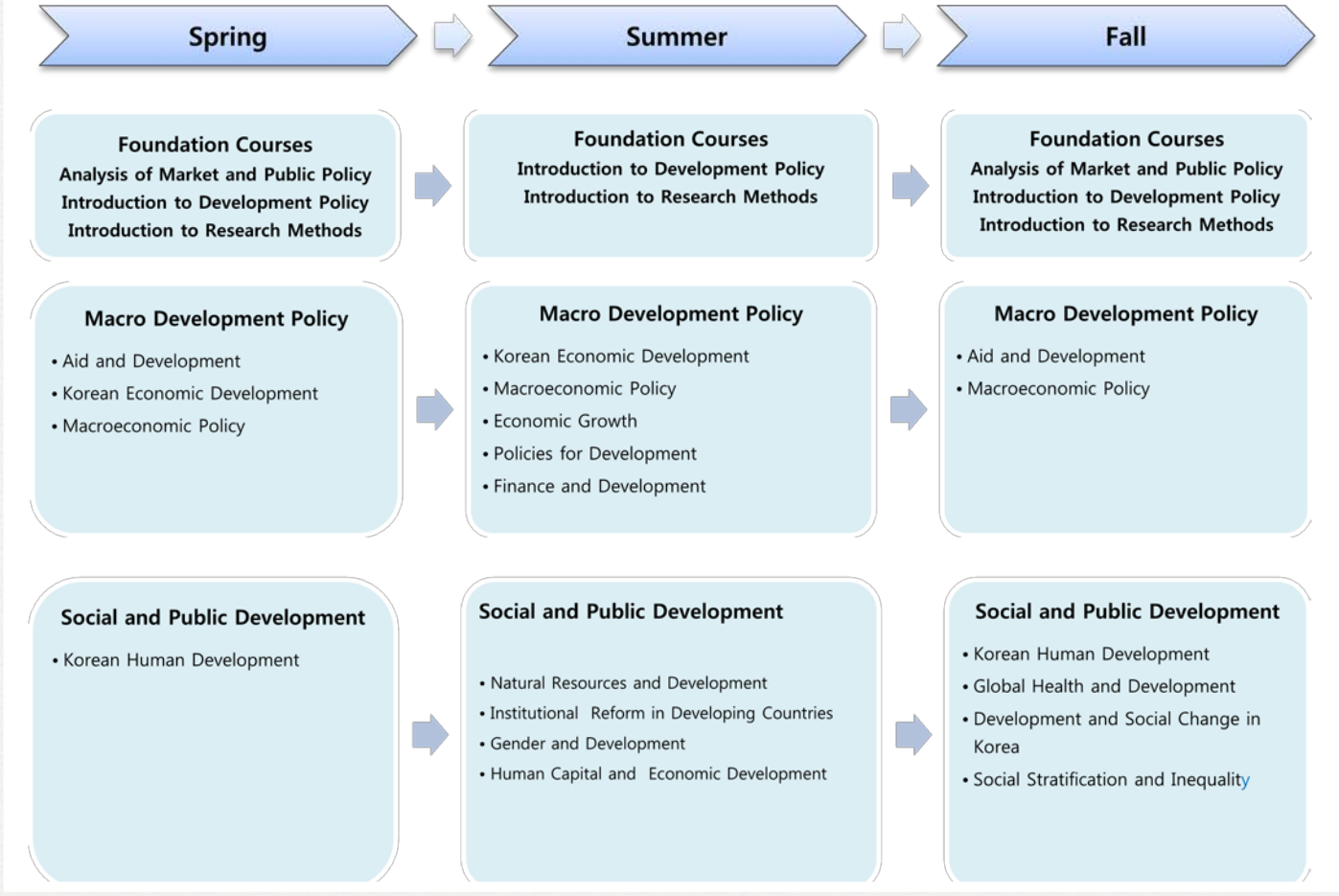
- Development Track (DT)
- Finance and Macroeconomic Policy (FM)
- Public Finance and Social Policy (PF)
- Trade and Industry Policy (TI)
- Regional Development & Environment (RE)
- International Relations and Political Economy (IR)
- Public Management and Leadership (PM)
- Entrepreneurship & Private Sector Development (EN)

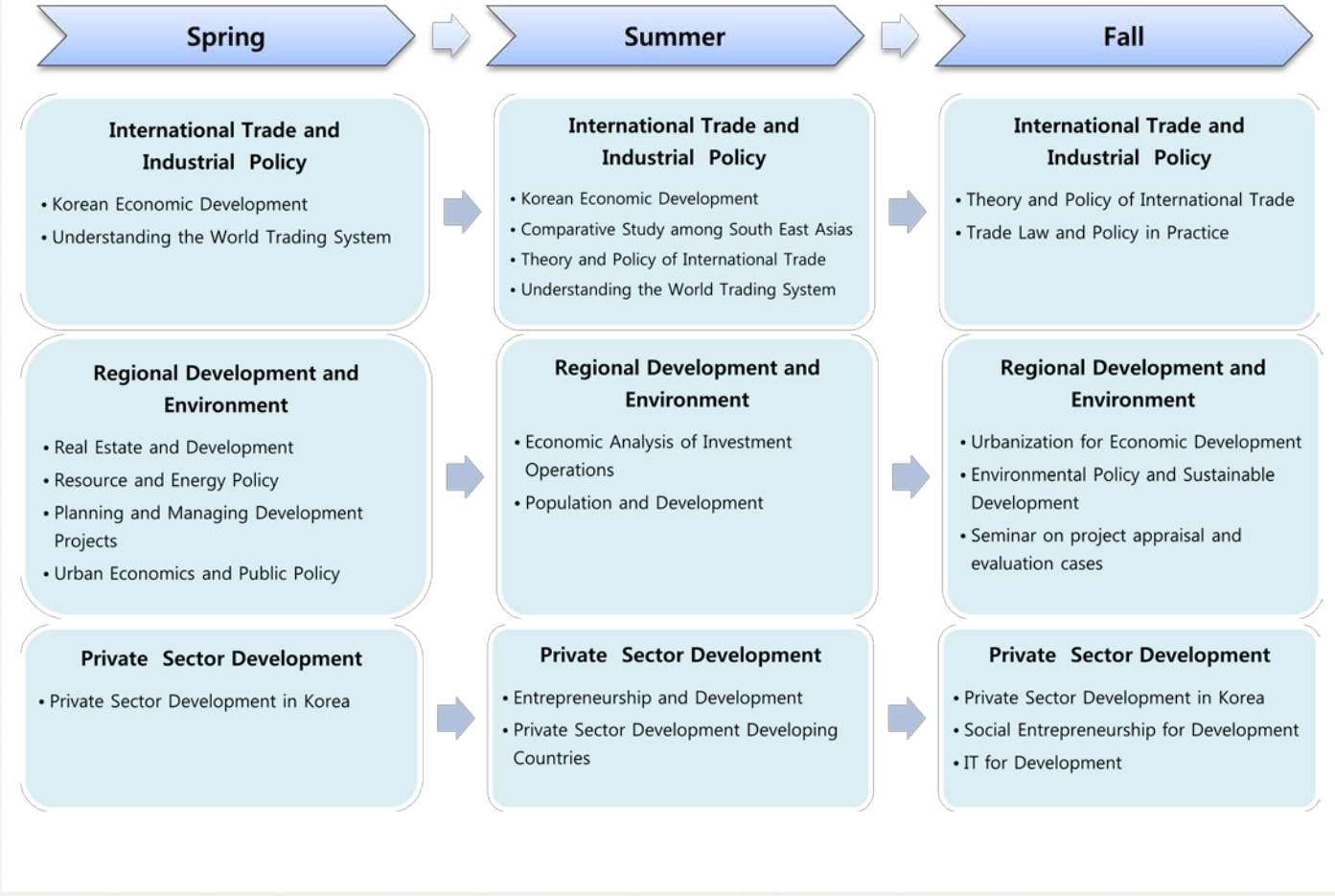
DT Concentration Overview

- **Learning Goals:**
  - Based on KDI's hands-on experience on development policy for more than forty years, the Master of Development Policy (MDP) program offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks.
- **Target Students:**
  - The program is targeted for international professionals, including government officials, development consultants and regional specialists who wish to contribute to development policymaking. The program is also focused on fostering professionals in the field of official development assistance (ODA).
  - Students must take required and some of development track courses, but may also declare a concentration from among 7 concentrations.

DT Concentration Course Flow Chart




Spring
Summer
Fall
Foundation Courses
Analysis of Market and Public Policy
Introduction to Development Policy
Introduction to Research Methods
Foundation Courses
Introduction to Development Policy
Introduction to Research Methods
Foundation Courses
Analysis of Market and Public Policy
Introduction to Development Policy
Introduction to Research Methods
Macro Development Policy
• Aid and Development
• Korean Economic Development
• Macroeconomic Policy
Macro Development Policy
• Korean Economic Development
• Macroeconomic Policy
• Economic Growth
• Policies for Development
• Finance and Development
Macro Development Policy
• Aid and Development
• Macroeconomic Policy
Social and Public Development
• Korean Human Development
Social and Public Development
• Natural Resources and Development
• Institutional Reform in Developing Countries
• Gender and Development
• Human Capital and Economic Development
Social and Public Development
• Korean Human Development
• Global Health and Development
• Development and Social Change in Korea
• Social Stratification and Inequality


Spring
Summer
Fall
International Trade and Industrial Policy
• Korean Economic Development
• Understanding the World Trading System
International Trade and Industrial Policy
• Korean Economic Development
• Comparative Study among South East Asias
• Theory and Policy of International Trade
• Understanding the World Trading System
International Trade and Industrial Policy
• Theory and Policy of International Trade
• Trade Law and Policy in Practice
Regional Development and Environment
• Real Estate and Development
• Resource and Energy Policy
• Planning and Managing Development Projects
• Urban Economics and Public Policy
Regional Development and Environment
• Economic Analysis of Investment Operations
• Population and Development
Regional Development and Environment
• Urbanization for Economic Development
• Environmental Policy and Sustainable Development
• Seminar on project appraisal and evaluation cases
Private Sector Development
• Private Sector Development in Korea
Private Sector Development
• Entrepreneurship and Development
• Private Sector Development Developing Countries
Private Sector Development
• Private Sector Development in Korea
• Social Entrepreneurship for Development
• IT for Development

FM Concentration Overview

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

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

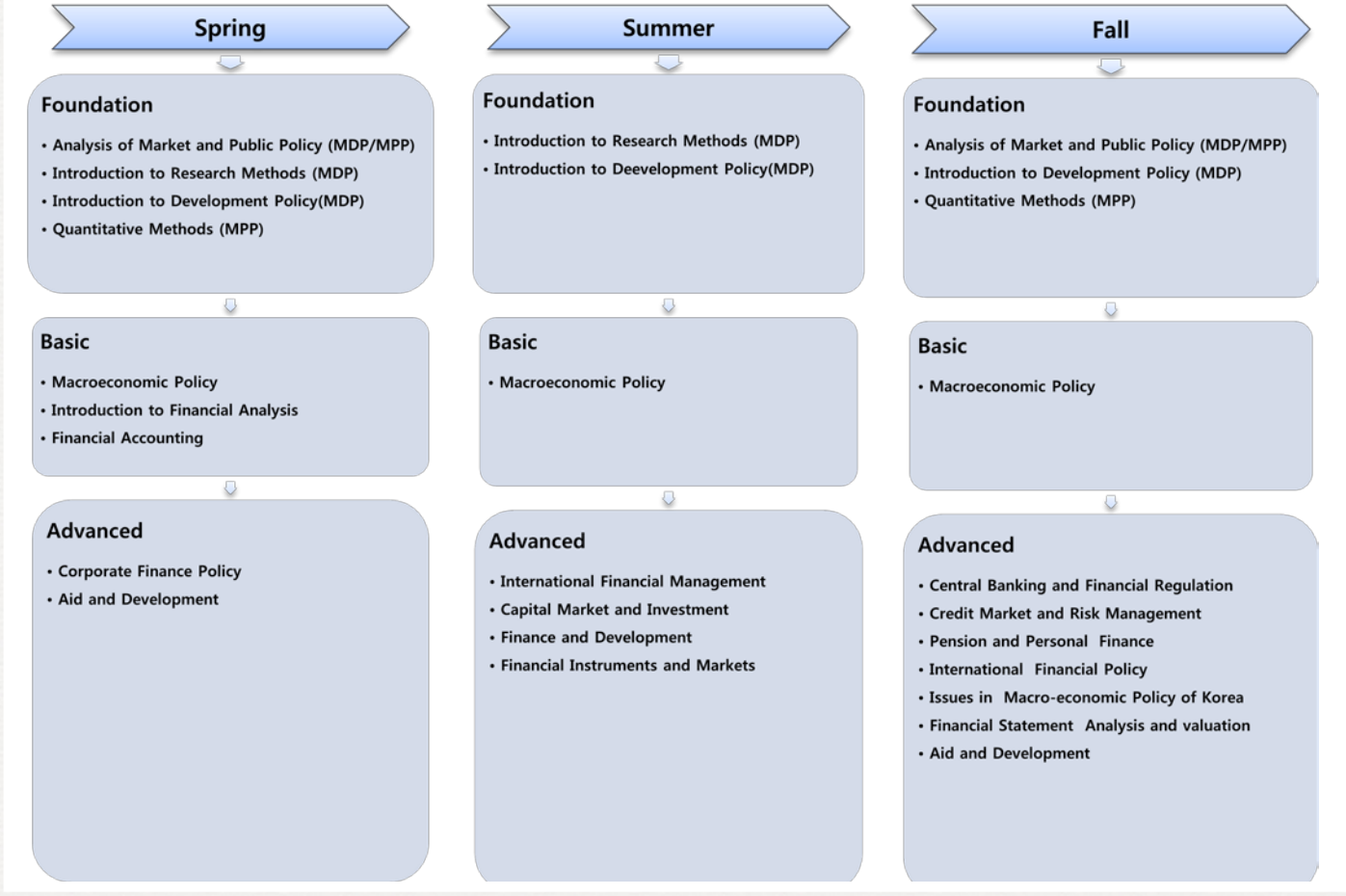
FM Concentration Course Flow Chart

Basic Courses

- Financial Instruments and Markets
- Macroeconomic Policy
- Financial Accounting

Advanced Topics & Courses

- **Financial Markets and Regulation**
  - Capital Market and Investment
  - International Financial Management
  - Credit Markets and Risk Management
  - Pension and Personal Finance
- **Macroeconomic Policy**
  - Central Banking and Financial Regulation
  - International Financial Policy
  - Issues in Macroeconomic Policy of Korea
  - Aid and Development
  - Finance and Development
- **Corporate Finance and Regulation**
  - Introduction to Financial Analysis
  - Corporate Financial Policy
  - Financial Statement Analysis and Valuation


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• Macroeconomic Policy
• Introduction to Financial Analysis
• Financial Accounting
Advanced
• Corporate Finance Policy
• Aid and Development
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Deevelopment Policy(MDP)
Basic
• Macroeconomic Policy
Advanced
• International Financial Management
• Capital Market and Investment
• Finance and Development
• Financial Instruments and Markets
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Basic
• Macroeconomic Policy
Advanced
• Central Banking and Financial Regulation
• Credit Market and Risk Management
• Pension and Personal Finance
• International Financial Policy
• Issues in Macro-economic Policy of Korea
• Financial Statement Analysis and valuation
• Aid and Development

PF Concentration Overview

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

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

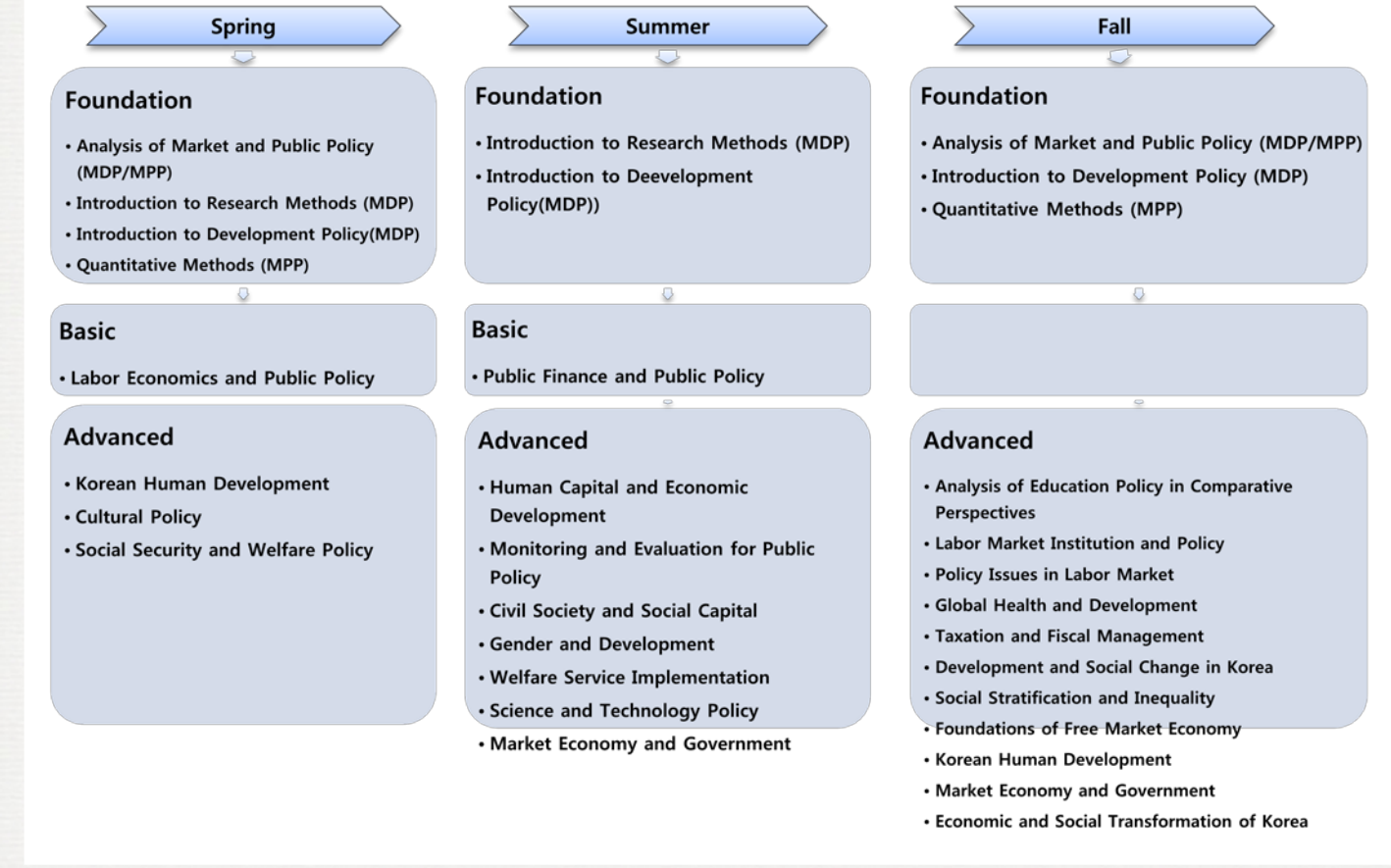
PF Concentration Course Flow Chart

Basic Courses

- Labor Economics and Public Policy
- Public Finance and Public Policy

Advanced Topics& Courses

- **HRD and Labor Market**
  - Gender and Development
  - Human Capital and Economic Development
  - Global Health and Development
  - Labor Market Institution and Policy
  - Analysis of Education Policy in Comparative Perspective
- **Cultural and Social Policy**
  - Development and Social Change in Korea
  - Cultural Policy
  - Civil Society and Social Capital
- **Public Finance and Policy**
  - Social Security and Welfare Policy
  - Monitoring and Evaluation for public Policy
  - Taxation and Fiscal Management
  - Public Choice


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• Labor Economics and Public Policy
Advanced
• Korean Human Development
• Cultural Policy
• Social Security and Welfare Policy
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Deevelopment Policy(MDP))
Basic
• Public Finance and Public Policy
Advanced
• Human Capital and Economic Development
• Monitoring and Evaluation for Public Policy
• Civil Society and Social Capital
• Gender and Development
• Welfare Service Implementation
• Science and Technology Policy
• Market Economy and Government
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Advanced
• Analysis of Education Policy in Comparative Perspectives
• Labor Market Institution and Policy
• Policy Issues in Labor Market
• Global Health and Development
• Taxation and Fiscal Management
• Development and Social Change in Korea
• Social Stratification and Inequality
• Foundations of Free Market Economy
• Korean Human Development
• Market Economy and Government
• Economic and Social Transformation of Korea

TI Concentration Overview

- **Learning Goals:**
  - Theoretical knowledge and practical skills in the field of international trade and industry policy.
  - Legal and institutional arrangements.
- **Key Issues:**
  - In this era of globalization, no country can enjoy economic prosperity without engaging in international trade. While domestic industries struggle to adjust themselves in the global market, industrial policy can facilitate the process.
  - Analysis in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.
- **Target Students:**
  - Mid-career professionals in trade-related ministries and business entities or international organizations, as well as those students who aspire to work in such institutions upon graduation.

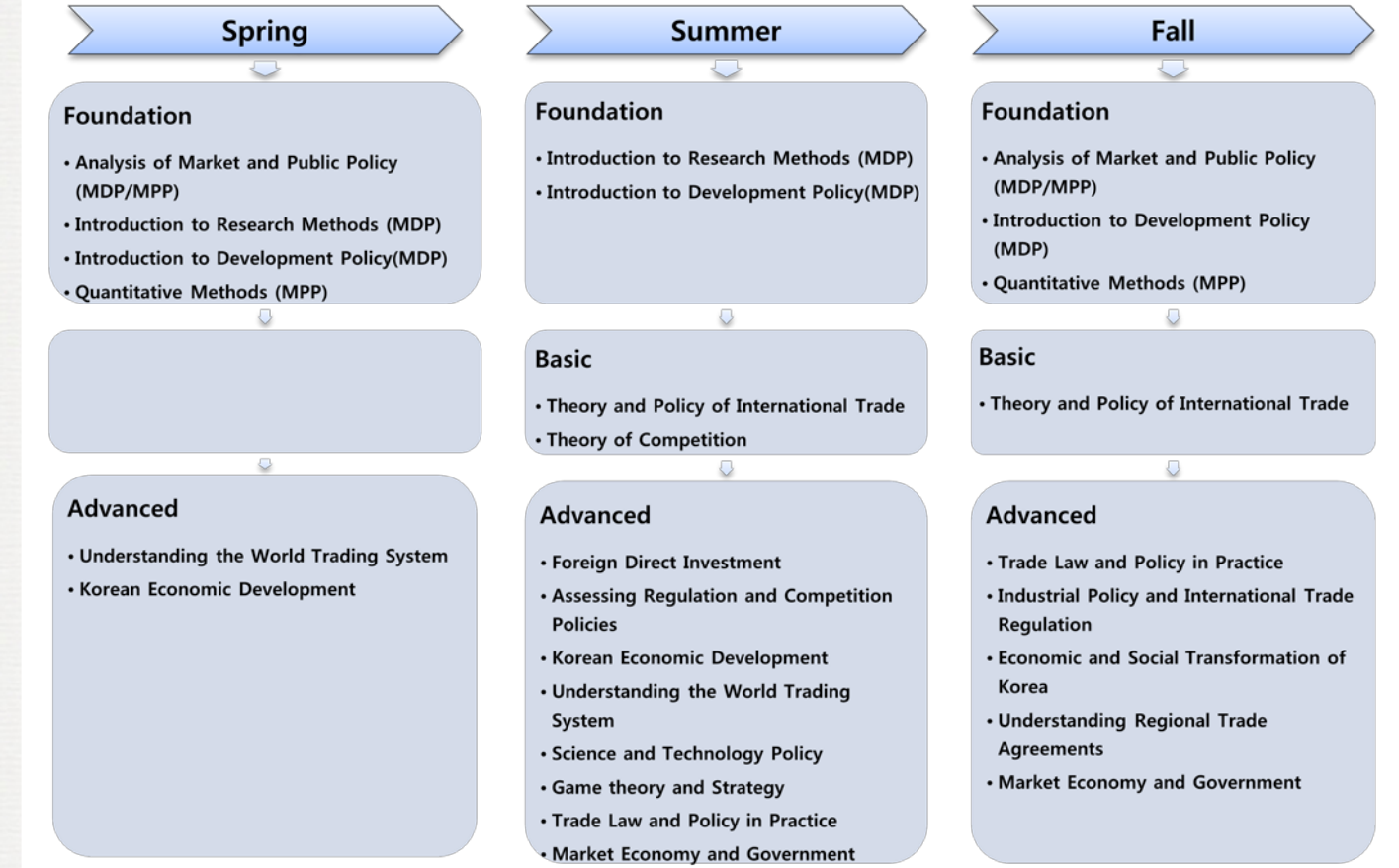
TI Concentration Course Flow Chart

Basic Courses

- Theory of Competition
- Theory and Policy of International Trade

Advanced Topics & Courses

- **Theory and Policy of International Trade**
  - Understanding the World Trading System
  - Trade Law and Policy in Practice
  - Understanding Regional Trade Agreements
- **Competition Policy and Regulation**
  - Assessing Regulation and Competition Policies
  - Industrial Policy and International Trade Regulation
- **Industry Policy and Economic Development.**
  - Korean Economic Development
  - Foreign Direct Investment
  - Science and Technology Policy


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Advanced
• Understanding the World Trading System
• Korean Economic Development
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
Basic
• Theory and Policy of International Trade
• Theory of Competition
Advanced
• Foreign Direct Investment
• Assessing Regulation and Competition Policies
• Korean Economic Development
• Understanding the World Trading System
• Science and Technology Policy
• Game theory and Strategy
• Trade Law and Policy in Practice
• Market Economy and Government
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Basic
• Theory and Policy of International Trade
Advanced
• Trade Law and Policy in Practice
• Industrial Policy and International Trade Regulation
• Economic and Social Transformation of Korea
• Understanding Regional Trade Agreements
• Market Economy and Government

RE Concentration Overview

Learning Goals:

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

Key Issues:

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

Target Students:

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

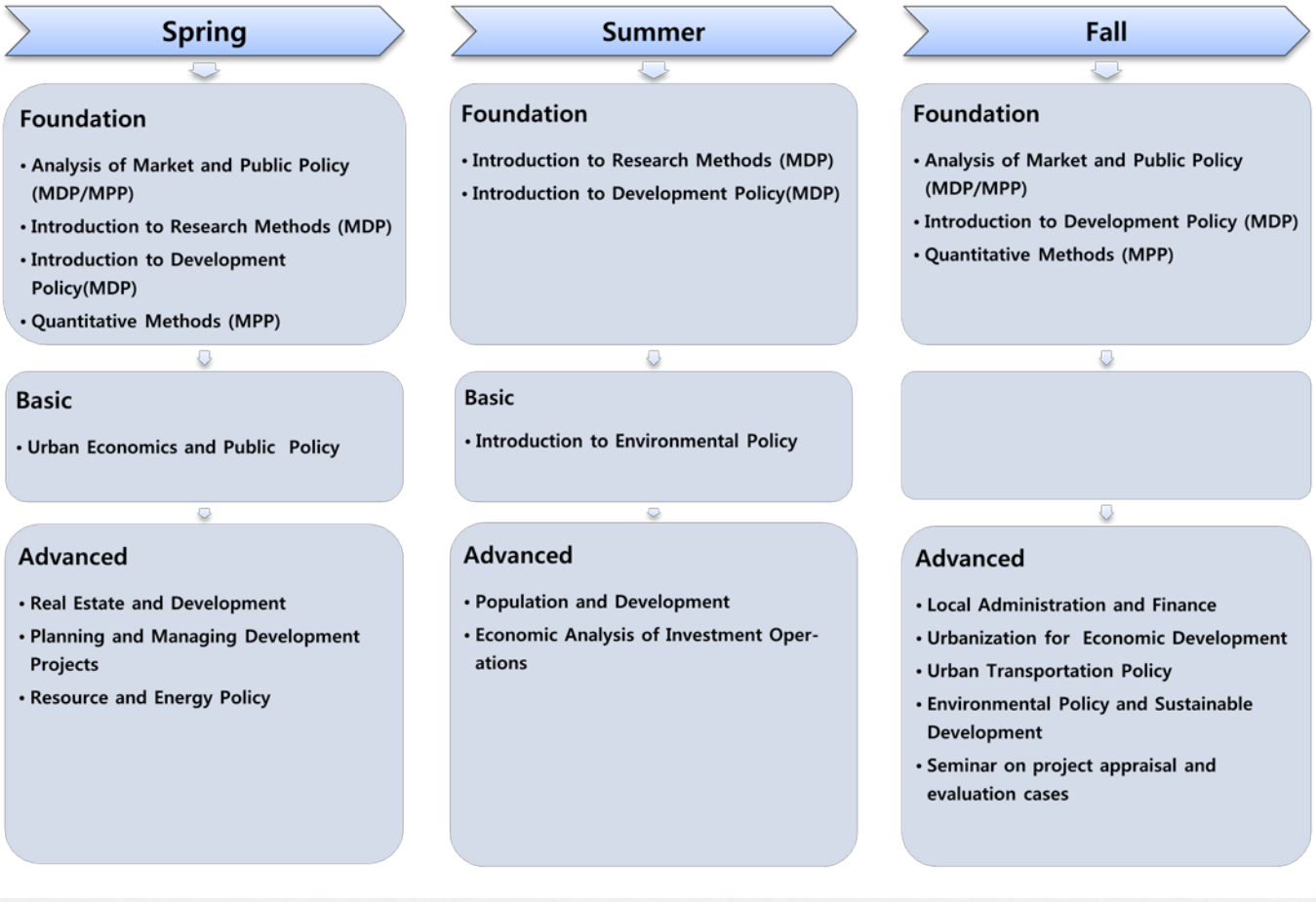
RE Concentration Course Flow Chart

Basic Courses

- **Urban Economics and Public Policy**
- **Environmental Policy**

Advanced Topics& Courses

- Planning and Managing Development Projects
- Real Estate and Development
- Urban Transportation Policy
- Local Administration and Finance
- Public Investment and Economic Development
- Urbanization for Economic Development
- Environmental Policy and Sustainable Development
- Seminar on project appraisal and evaluation cases


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• Urban Economics and Public Policy
Advanced
• Real Estate and Development
• Planning and Managing Development Projects
• Resource and Energy Policy
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
Basic
• Introduction to Environmental Policy
Advanced
• Population and Development
• Economic Analysis of Investment Operations
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Advanced
• Local Administration and Finance
• Urbanization for Economic Development
• Urban Transportation Policy
• Environmental Policy and Sustainable Development
• Seminar on project appraisal and evaluation cases

IR Concentration Overview

- **Learning goals:**
  - Analytical skills, intellectual depth and high public spiritedness, necessary to play a leading role in the increasingly global, interdependent field of policy making.
- **Key issues:**
  - As the challenges of development and public policy are inexorably connected with the forces of globalization, to study them requires an interdisciplinary approach.
  - This concentration focuses on the reciprocity between politics and economics, investigating how political factors influence economic processes and vice versa.
- **Target Students:**
  - Mid-career professionals
  - Future public servants

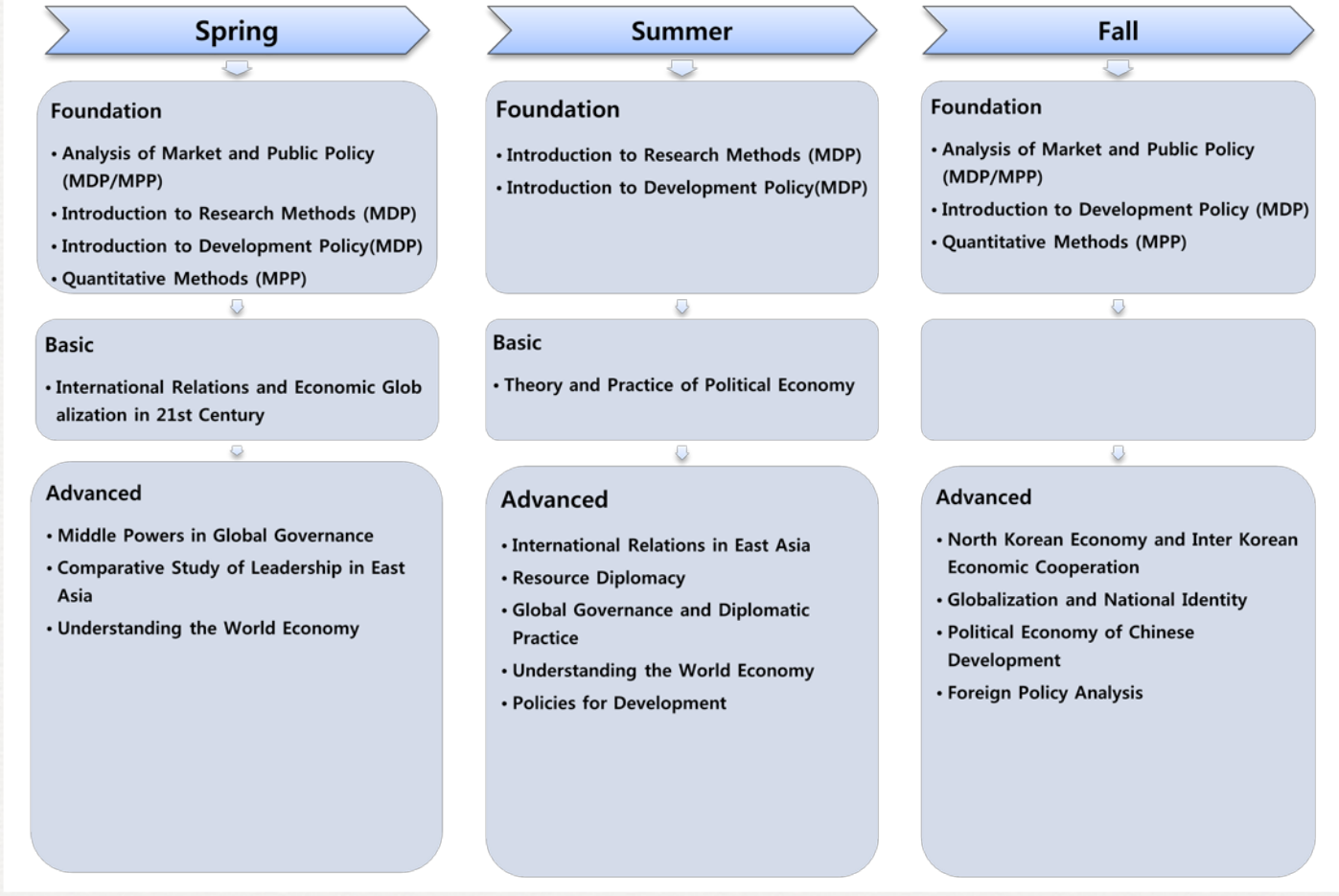
IR Concentration Course Flow Chart

Basic Courses

- International Relations and Economic Globalization in 21st Century
- Theory and Practice of Political Economy

Advanced Topics & Courses

- **International Relations Field**
  - Middle Powers in Global Governance
  - International Relations in East Asia
  - Resource Diplomacy
  - Global Governance and Diplomatic Practice
  - U.S. Foreign and Trade Policy
  - Understanding the World Economy
- **Political Economy Field**
  - Globalization and National Identity
  - Political Economy of Chinese Development
  - North Korean Economy and Inter Korean Economic Cooperation


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• International Relations and Economic Globalization in 21st Century
Advanced
• Middle Powers in Global Governance
• Comparative Study of Leadership in East Asia
• Understanding the World Economy
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
Basic
• Theory and Practice of Political Economy
Advanced
• International Relations in East Asia
• Resource Diplomacy
• Global Governance and Diplomatic Practice
• Understanding the World Economy
• Policies for Development
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Advanced
• North Korean Economy and Inter Korean Economic Cooperation
• Globalization and National Identity
• Political Economy of Chinese Development
• Foreign Policy Analysis

PM Concentration Overview

- **Learning Goals:**
  - Essential management theories and analytical tools
- **Key Issues:**
  - Develop a keen insight through case studies and build up practical skills to solve real-world problems, including conflicts resolution and public sector management.
- **Target Students:**
  - Managing public sector organizations, which are characterized by binding mission and mandates, limited internal capacity, and resources constraints, and external political environment.

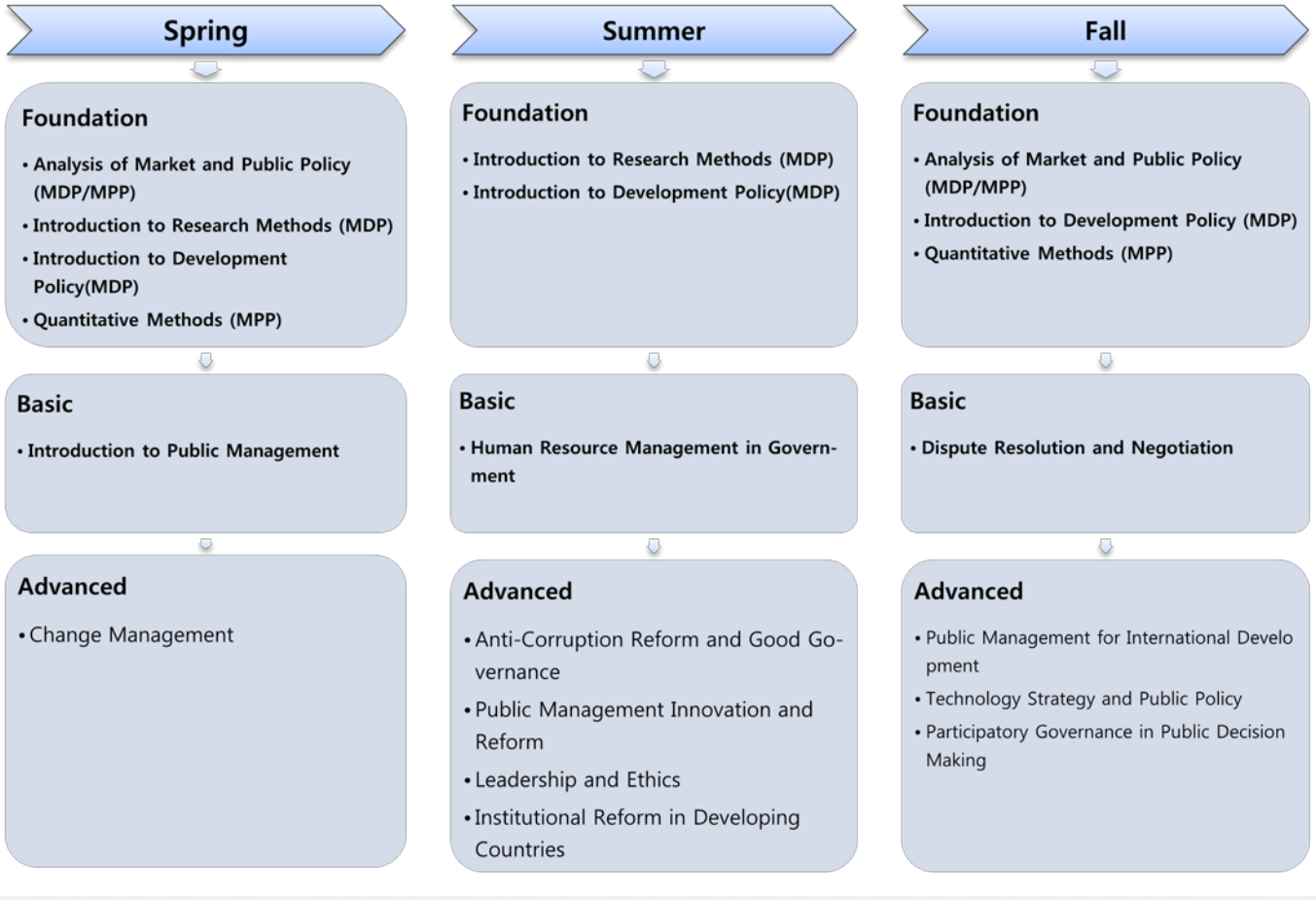
PM Concentration Course Flow Chart

Basic Courses

- Introduction to Public Management
- Dispute Resolution and Negotiation
- Human Resource Management in Government
- Program Evaluation and Performance Measurement

Advanced Topics & Courses

- Change Management
- Participatory Governance in Public Decision Making
- Anti-Corruption Reform and Good Governance
- Advanced Workshop for Multi-Party Dispute Resolution and Negotiation
- Technology Strategy and Public Policy
- Leadership and Ethics
- Public Management for International Development
- Institutinal Reform in Developing Countries


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• Introduction to Public Management
Advanced
• Change Management
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
Basic
• Human Resource Management in Govern-ment
Advanced
• Anti-Corruption Reform and Good Go-vernance
• Public Management Innovation and Reform
• Leadership and Ethics
• Institutional Reform in Developing Countries
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Basic
• Dispute Resolution and Negotiation
Advanced
• Public Management for International Develo pment
• Technology Strategy and Public Policy
• Participatory Governance in Public Decision Making

EN Concentration Overview

Learning Goals:

- The theoretical knowledge,
- Policy perspectives and
- Practical skills in the emerging field of entrepreneurship and private sector development.

Key Issues:

- The role of entrepreneurship in economic development
- Government policies to promote entrepreneurship
- Firm-level strategies for growth and innovation
- International comparison of entrepreneurship policies and strategies

Target Students:

- Government policy makers,
- Public and private sector managers, and
- Future entrepreneurs interested in this dynamic field

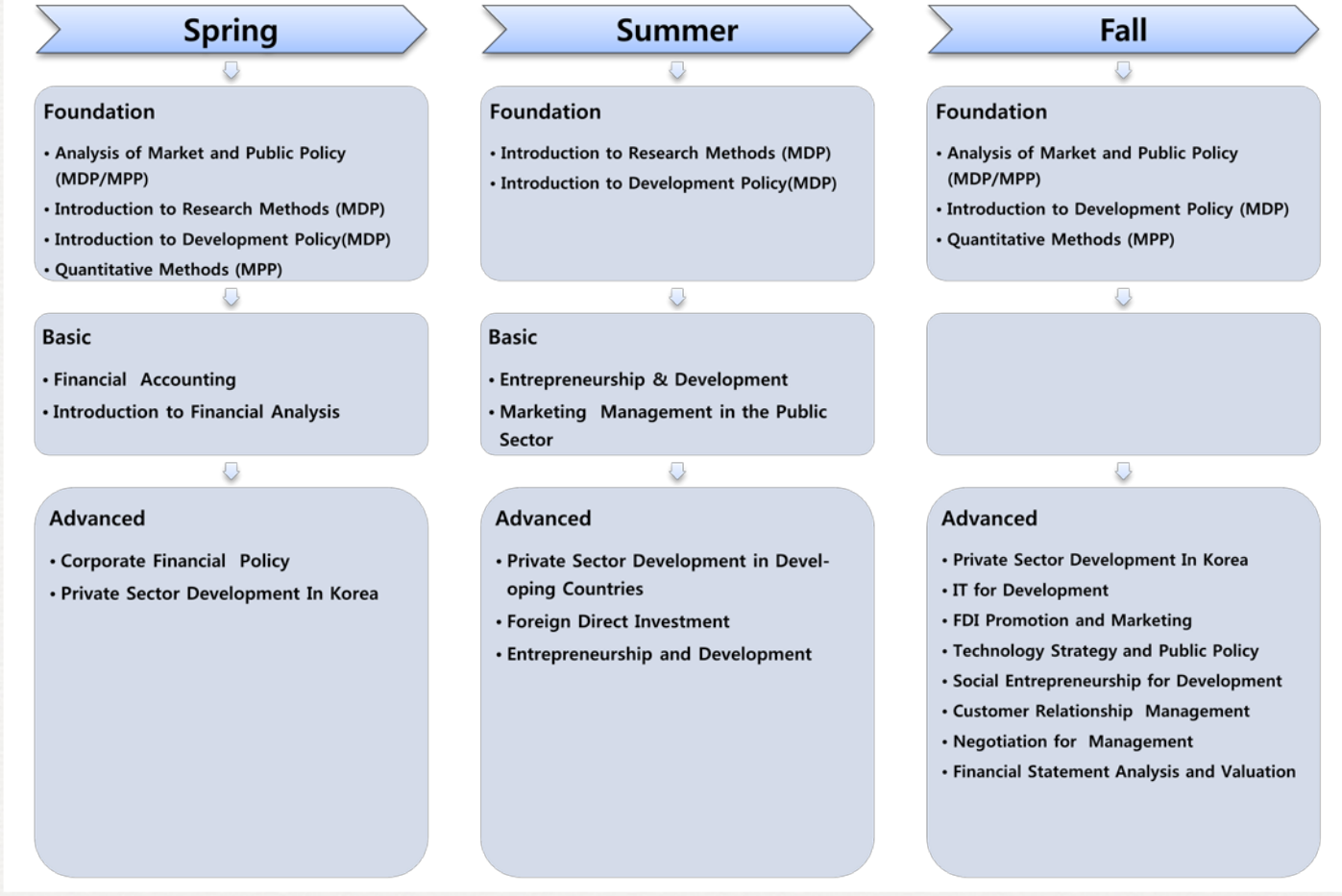
EN Concentration Course Flow Chart

Basic Courses

- **Entrepreneurship Basics**
  - Entrepreneurship & Development
  - Marketing Management in the Public Sector
- **Accounting & Finance Basics**
  - Financial Accounting
  - Introduction to Financial Analysis

Advanced Topics& Courses

- **Private Sector Development**
  - Private Sector Development in Developing Countries
  - Private Sector Development in Korea
- **Foreign Direct Investment (FDI)**
  - Foreign Direct Investment
  - FDI Promotion & Marketing
- **Strategies for Growth & Innovation**
  - Technology Strategy & Public Policy
  - IT for Development
- **Global Entrepreneurship**
  - Global Business Management
  - Customer Relationship Management
  - Negotiation for Management
- **Sustainable Development Strategy**
  - Social Entrepreneurship for Development
- **Financial Management**
  - Financial Statement Analysis & Valuation
  - Corporate Financial Policy


Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
• Quantitative Methods (MPP)
Basic
• Financial Accounting
• Introduction to Financial Analysis
Advanced
• Corporate Financial Policy
• Private Sector Development In Korea
Summer
Foundation
• Introduction to Research Methods (MDP)
• Introduction to Development Policy(MDP)
Basic
• Entrepreneurship & Development
• Marketing Management in the Public Sector
Advanced
• Private Sector Development in Developing Countries
• Foreign Direct Investment
• Entrepreneurship and Development
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Introduction to Development Policy (MDP)
• Quantitative Methods (MPP)
Advanced
• Private Sector Development In Korea
• IT for Development
• FDI Promotion and Marketing
• Technology Strategy and Public Policy
• Social Entrepreneurship for Development
• Customer Relationship Management
• Negotiation for Management
• Financial Statement Analysis and Valuation

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

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

Certificate Request Form

KDI School of Public Policy and Management
85 Hoegi-Ro, Dongdaemun-Gu,
Seoul 130-722, Korea
Phone: 82-2-3299-1020/1294 Fax: 82-2-968-5071

I. PERSONAL INFORMATION

▶ **Name** _____ ▶ **Student ID** _____

▶ **Program** _____ ▶ **Date of Birth** _____

II. CERTIFICATE REQUEST

ENGLISH	Seal	Quantity	KOREAN	Seal	Quantity
☐ Transcript	☐	_____	☐ Certificate of Tuition Payment		_____
☐ Certificate of Enrollment	☐	_____	☐ Certificate of Enrollment	☐	_____
☐ Certificate of Leave of Absence	☐	_____	☐ Certificate of Leave of Absence	☐	_____
☐ Certificate of Completion	☐	_____	☐ Certificate of Completion	☐	_____
☐ Certificate of Graduation	☐	_____	☐ Certificate of Graduation	☐	_____
☐ Certificate of Expected Graduation	☐	_____	☐ Certificate of Expected Graduation	☐	_____
☐ Certificate of English Proficiency	☐	_____			
☐ Other letters	☐	_____			

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
☐ Regular Post	-	☐ Regular International Post	-
☐ Express Registered Post	KRW 2,000	☐ EMS	KRW 20,000
☐ Pick-up	-		

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: HVBKKRSEXXX
Bank Address: 39-1 Hawolgok-dong, Sungbuk-gu, SEOUL, KOREA
Bank Tel: 82-2-967-9079

➢ Contact Information: 82-2-3299-1020/1294, 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> **PASS**: A0 (Excellent): 36-40 points A- (Good): 30-35 points B (Satisfactory): 21-29 points

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

Total	
Grade	
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 it, when you are expressing similar thoughts, make sure you write your sentences so that the elements are in similar or parallel form.
But do not use parallel structure when expressing thoughts that are not truly similar.

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

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

AXIOM

WRITE
REWRITE-
REWRITE

eee Campaign

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

Electronic

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

But that is not enough.

English

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

Ethical

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

LET'S DO eee TOGETHER!

KDI School Telephone Directory

Operator 3299-1114 | Direct Lines : 3299 + Ext. | 2014-01-02

President's Office

President Joon-Kyung KIM		(044)550-4001~2/1205	
Sung Jin JEONG	550-4003	Hyo Seok LEE	550-4392
Choonja CHANG	550-4004	Fax.550-4900	

Dean's Office

Dean Sang-Woo NAM 1001~2			
Ga Young CHOI 1003~5		Fax. 3299 - 1007	

Faculty Office

Baran HAN(4)	1042	Daehee Song(8-3)	1083
Changyong CHOI(6)	1022	Gina LEE(6)	1008
Dongchul CHO(6)	1018	Hacheong YEON(4)	1029
Dong-Young KIM(4)	1067	Hai-Young YUN(6)	1118
Hun Joo PARK(4)	1028	Seunghee HAN(8-3)	1065
Hyeok JEONG(8-3)	1119	Hugh Schuckman(6)	1032
Il-Chong NAM(4)	1183	Insoo JEONG(8-3)	1098
Jaeun SHIN(6)	1037	Jaejin BYUN(8-3)	1074
Ji Sun BAEK(6)	1016	Jeffrey Robertson(4)	1090
Ji-Hong KIM(5)	1011	Jeong-Ho KIM(4)	1045
Jin PARK(6)	1027	Jungho YOO(6)	1046
Jinsoo LEE(5)	1060	Kee Sung ROH(4)	1076
Jong-Il YOU(5)	1014	Kihwan KIM(8-3)	1082
Joong Ho HAN(6)	1061	Kye-Woo LEE(6)	1099
Ju-Ho LEE(4)	1043	Kyung-wook HUR(8-3)	1023
Kwon JUNG(4)	1036	Moon Joong TCHA(8-3)	1031
Man CHO(6)	1280	Moonsoo KANG(8-3)	1064
Sang-Moon HAHM(5)	1012	Nyum JIN(4)	1073
Seulki CHOI(4)	1272	Pil Bae SONG(4)	1096
Seung-Joo LEE(5)	1015	Sang-Dal SHIM(5)	1292
Sherzod(5)	1113	Shu-Chin Lin(8-3)	1077
Shun Wang(6)	1109	Songsu CHOI(5)	1034
Sung-Joon PAIK(6)	1017	Song Chang HONG(4)	1137
Tabakis(5)	1024	Soogil YOUNG(8-3)	1081
Tae Yong JUNG(5)	1075	Stanley Sakai(5)	1219
Tae-Hee CHOI(4)	1221	Sung-Joo LEE(6)	1040
Taejong KIM(5)	1085	Sung-Hee JWA(8-3)	1091
Wook SOHN(6)	1062	Tony Michell(5)	1026
Yoon Cheong CHO(5)	1087	Yong S. LEE(4)	1110
Yoon-Ha YOO(5)	1013	Young-Jae LIM(6)	1030
Abraham Shragge(6)	1051	Young-Ki LEE(4)	1038
Byungho OH(4)	1200	Younguck KANG(4)	1025
Byung-Joon AHN(4)	1035	Yu-Sang CHANG(5)	1063
Chong Wook CHUNG(8-3)	1078	Lisa Lim(5)	1070

Faculty Support Office

Ji-Ye CHOI(4F)	1254	Fax.3299-1240
Nam-Hee JANG(5F)	1256	Fax.968-5072
Minkyung SEOL(6F)	1215	Fax.3299-1129
Yu Jin KANG(8-3)	1079	Fax.3299-1080

Capacity Building Center

Associate Dean Ji-Hong KIM 1011			
Assistant Dean Hai-Young YUN 1118			
Head Gil-Sang WON 1252			
SooEun KIM	1106	Eun Kyung OH	1236
Sung-Mook KAN(	1269	Da Hyun NOH	1295
Na Yun KANG	1291	(Min Ji KIM)	1171
(Hyun Joo PARK)	1095	(Hye Jun LEE)	1049
Fax.3299-1293			

8-3F Researcher's Lab

Woon jeong JAN(	1227	Sungjae OH	1226
Wu-Seop LEE	1225	Myung Shin KO	1048
Hyuk Ju KWON	1058	Hyung Yun PARK	1287
Daehyun KEUM	1267		
Fax.3299-1069			

Development Research and Learning Network

Managing Director Tae Jong Kim 1085

Development Research Team

Head Min Young SEO 1264

Young Joo JUNG	1214	Tae Sik HAHM	1104
Jeong Kyun IM	1089	(Sun Ju KIM)	1172

Impact Evaluation Lab

Head Min Young SEO 1264

Joung Hyun KIM	1071	(Hyo Min KWON)	1117
Fax.3299-1235			

Auditing Division

Senior Auditor Hong-Deuk SEO 1212

Office of Academic & Student Affairs

Associate Dean Kwon JUNG 1036

Academic Affairs Division

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In Kyeong HUR	1258	Doyeun KIM	1050
Youn Hwa LEE	1294	Hui Yeong YU	1259
(Sang Hyon BAEK)	1020	(Ji Heun LEE)	1182
Fax. 968-5071			

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Head Jae-Soon LEE 1105

Hyun-Joo KIM(A)	1224	Hyun Joo KIM(B)	1253
Saheun LEE	1021	(Seon Mi KIM)	1010
Fax. 3299 - 1232			

Library and Archives Division

Head Sung-Jin CHOI 1290

Library

Yoon Jung SHIN	1282	Eun Joo BAE	1283
Hye ji LEE	1285	Sejin SEO	1284
(Jeong Yeon	1284		
Fax.968-5070			

Archives

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(Jina NAM)	1241		
Fax.3299-1210			

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Associate Dean Jin Soo LEE 1060

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Head Hong Joo LIM 1265

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(Bo Bae EOM)	1213		
Fax.3299-1231			

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(Jiye JANG)	1047		
Fax. 3299 - 1223			

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Lahn Young KIM	1211	(Sue Hyun KIM)	1057
(Yi-Joo KIM)	1128		
Fax. 3299 - 1223			

Office of Administrative Affairs

Associate Dean Kwang Woo SOHN 1202

School Relocation Manager Dong-Seop KHO 1233 044-550-4387

Budget and Accounting Division

Head Mi-Kyung SHIN 1222

Hyun Jung KIM	1092	Mi-Sun HAN	1039
Seoung Il LIM	1068	Ji Won CHOI	1271
Fax.3299-1234			

Administrative Division

Head Seong-Jae CHUNG 1273

Young-Sik CHUNG	1260	Gye Bong CHO	1239
Wook HWANG	1289	(Da Young AN)	1054
Fax.3299-1238			

IT Service Division

Head Dong-Jin NA 1052

Chang-Yong SONG	1275	Hyun-A KIM	1059
Min-Sung HYUN	1116		
Fax.3299-1218			

Research and Learning Resource Center

Associate Dean Tae-Hee CHOI 1221

K-Developedia Team

Head Hye-Kyung CHUNG 1261

You Na CHANG	1140	Gichung LEE	1094
	1190		

e-Learning Team

Head Hye-Kyung CHUNG 1261

Ji Hyun CHA	1216	Woo Rin HWANG	1298
Fax.3299-1235			

Address : 85 Hoegiro Dongdaemun Seoul, 130-722, KOREA www.kdischool.ac.kr