KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Student Handbook

YEAR TWO THOUSAND FIFTEEN

KDI SCHOOL
KDI School of Public Policy and Management

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I. Program Information

2015 Academic Calendar

2015 Curriculum

Code of Honor and Conduct

Master's Program

I. Courses and Research Projects

II. Graduation Requirements of Each Program

Ph.D. Program

◇ 2015 Academic Calendar ◇

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Term		Schedule		Remarks
Spring Preliminary Session (3.5 Weeks) (Jan.26~Feb.17)		Jan.26(Mon) ~ Feb.17(Tue)	Spring Preliminary Session	
		Feb.09(Mon) ~ Feb.13(Fri)	Course Evaluation	
		Feb.02(Mon) ~ Feb.14(Sat)	Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	
		Feb.16(Mon) ~ Feb.22(Sun)	Spring Semester Tuition Payment Due(Continuing Students)	**Feb.18(Wed)-20(Fri)** Lunar New Year
		Feb.07(Sat)	New Student Orientation/Course Presentation Session (For Part time students)	
		Feb.09(Mon) ~ Feb.13(Fri)	New Student Orientation/Course Presentation Session (For Full time students)	
		Feb.10(Tue) ~ Feb.14(Sat)	Spring Semester Course Registration	
Spring Semester (12 Weeks) (Feb.23~May 16)		Feb.23(Mon)	Start of Spring Semester	
		Feb.23(Mon) ~ Feb.28(Sat)	Course Add & Drop Period	
		Mar.13(Fri)	Research Project Submission	
		Mar.16(Mon) ~ Mar.21(Sat)	POS Committee Composition	
		Mar.23(Mon) ~ Apr.17(Fri)	Application for Graduation (For students completed all graduation requirements)	**Mar.1 (Sun)** Independence Movement Day
		Apr.27(Mon) ~ May09(Sat)	Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	
		May01(Fri)~ ~ May08(Fri)	Course Evaluation	**May 5 (Tue)** Children´s Day*
		May01(Fri)	Summer Semester Course Presentation Session	
		Apr.27(Mon) ~ May02(Sat)	Research Plan Submission Period	
		May04(Mon) ~ May09(Sat)	Summer Semester Course Registration	
		May04(Mon) ~ May09(Sat)	Reading Period	
		May11(Mon) ~ May16(Sat)	Final Examinations	
Spring Break (1 week) (May.18~May.25)		May18(Mon) ~ May25(Mon)	Spring Break	**May 25(Mon)** Buddha's Birthday
		May18(Mon) ~ May25(Mon)	Summer Semester Tuition Payment Due	
Summer Semester (12Weeks) (May26 ~ Aug.17)	1st Session	May26(Tue)	Start of 1st Summer Session	
		May26(Tue) ~ May28(Thur)	Course Add & Drop Period	
		Jun.29(Mon) ~ Jul.12(Sun)	Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)	
		Jun.29(Mon) ~ Jul.17(Fri)	Application for Graduation (For students completed all graduation requirements)	**Jun.6 (Sat)** Memorial Day*
		Jun.15(Mon)	Research Project Submission	
		Jun.16(Tue) ~ Jun.22(Mon)	POS Committee Composition	
		Jun.23(Tue) ~ Jun.29(Mon)	Course Evaluation	
		Jun.30(Tue) ~ Jul.01(Wed)	Reading Period	
		Jul.02(Thu) ~ Jul.06(Mon)	Final Examinations	
	2nd Session	Jul.07(Tue)	Start of 2nd Summer Session	
		Jul.07(Tue) ~ Jul.09(Thur)	Course Add & Drop Period	
		Jul.27(Mon) ~ Aug.08(Sat)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	
		Aug.03(Mon) ~ Aug.10(Mon)	Course Evaluation	**Aug.15 (Sat)** Independence Day*
		Aug.03(Mon) ~ Aug.08(Sat)	Fall Semester Course Registration	
		Jul.28(Tue) ~ Aug.3(Mon)	Research Plan Submission Period	
		Aug.11(Tue) ~ Aug.12(Wed)	Reading Period	
		Aug.14(Fri)	Completion Ceremony	
		Aug.13(Thu) ~ Aug.17(Mon)	Final Examinations	
Summer Break (4 Weeks) (Aug.18~Sep.11)		Aug.18(Tue) ~ Sep.11(Fri)	Summer Break	
		Aug.18(Tue) ~ Aug.21(Fri)	Korea Field Research & Study (KFRS)	
		Sep.01(Tue) ~ Sep.10(Thur)	International Field Research & Study (IFRS)	
		Sep.03(Thur) ~ Sep.11(Fri)	Fall Semester Tuition Payment Due	
Fall Preliminary Session (4 Weeks) (Aug.18~Sep.11)		Aug.18(Tue) ~ Sep.11(Fri)	Fall Preliminary Semester	
		Aug.18(Tue)	Orientation For Fall preliminary Semester	
		Aug.24(Mon) ~ Sep.04(Fri)	OECD Special Lecture (2weeks)	
		Sep.02(Wed) ~ Sep.08(Tue)	Course Evaluation	
		Sep.07(Mon) ~ Sep.11(Fri)	Orientation For Fall Semester	
Fall Semester (13 Weeks) (Sep.12~Dec.12)		Sep.12(Sat)	Start of Fall Semester	**Sep.26(Sat)~Sep.29(Tue)** Korean Thanksgiving Day ※ 3rd Week(Sep.26-Oct.2): No Class (No Make-up needed)
		Sep.12(Sat) ~ Sep.18(Fri)	Course Add & Drop Period	
		Oct.08(Thur)	Research Project Submission	
		Oct.12(Mon) ~ Oct.17(Sat)	POS Committee Submission	
		Oct.26(Mon) ~ Nov.08(Sun)	Fall Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)	
		Oct.26(Mon) ~ Nov.13(Fri)	Application for Graduation (For students completed all graduation requirements)	**Oct.3 (Sat)** The National Foundation Day of Korea*
		Nov.30(Mon) ~ Dec.4(Fri)	Course Evaluation	
		Nov.23(Mon) ~ Nov.28(Sat)	Research Plan Submission Period	**Oct.9 (Fri)** Hangul Proclamation Day*
		Nov.30(Mon) ~ Dec.04(Fri)	Reading Period	
		Dec.07(Mon) ~ Dec.12(Sat)	Final Examinations	
		Dec.07(Mon) ~ Dec.18(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	**Dec.5 (Sat)** KDI school Foundation Day*
Winter Break		Dec.18(Fri)	2015 Commencement	

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

2015 Master Program Course List_Sejong(Main) Campus

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

Campus	Term	Course Title	Section	Professor	Con.1	Con.2	Time
Se Jong	Spring	Analysis of Market and Public Policy	1	Lee, Si Wook	Core		D
		Analysis of Market and Public Policy	2	Baek, Ji Sun	Core		D
		Analysis of Market and Public Policy	3	LIM, Youngjae	Core		D
		Analysis of Market and Public Policy	4	Nam, Il-Chong	Core		D
		Analysis of Market and Public Policy	5	Nam, Il-Chong	Core		D
		Analysis of Market and Public Policy	6	Tabakis, Chrysostomos	Core		D
		Analysis of Market and Public Policy	7	Park, Jin	Core		E
		Analysis of Market and Public Policy	8	Tabakis, Chrysostomos	Core		W
		Introduction to Development Policy	1	Park, Jin	Core		D
		Introduction to Development Policy	2	Han, Baran	Core		D
		Introduction to Development Policy	3	Wang, Shun	Core		D
		Introduction to Development Policy	4	Wang, Shun	Core		W
		Introduction to Research Methods	1	Jung, Kwon	Core		D
		Introduction to Research Methods	2	Jung, Kwon	Core		D
		Introduction to Research Methods	3	Choi, Seulki	Core		D
		Political Economy in the Glocalization Era	1	Park, Hun Joo	Core		W
		Public Organizations and Management	1	Choi, Changyong	Core		D
		Public Organizations and Management	2	Kim, Soon-Hee	Core		E
		Quantitative Method	1	Cho, Yoon Cheong	Core		D
		Quantitative Method	2	Kim, Boo Yeul	Core		D
		Quantitative Method	3	Lee, Jinsoo	Core		D
		Quantitative Method	4	Lin, Shu-Chin	Core		W
		Korean Economic Development [G20 Core]	2	You, Yoon-Ha	TI	ID	D
		Aid and Development		Lee, Kye-Woo	FM	ID	W
		Financial Accounting		Choi, Tae-Hee	FM	SM	D
		Financial Accounting		Choi, Tae-Hee	FM	SM	E
		Financial Instruments and Markets		Sohn, Wook	FM		E
		International Financial Management		Hahm, Sang-Moon	FM	ID	D
		Macroeconomic Policy		Hahm, Sang-Moon	FM	SD	D
		Macroeconomic Policy		KANG, Moonsoo	FM	SD	E
		International Organizations: Norms and Facts		Han, Seunghee	GP	ID	W
		International Relations in East Asia		Park, Hun Joo	GP		E
		Middle Powers in Global Governance		Robertson, Jeffrey Scott	GP	ID	E
		Practicum in Economic Development		William P. Mako	ID		D
		Change Management		Michell, Anthony	PA		E
		Participatory Governance in Public Decision Making		Kim, Dong-Young	PA		D
		Development and Labor Market Policy		Jeong, Insoo	PF	SD	E
		Labor Economics and Public Policy		Shin, Jaeun	PF	SD	D
		Planning and Managing Development Projects		Choi, Songsu	RE	SD	W
		Urban Economics and Public Policy	2	Kim, Jeong-Ho	RE	SD	E
		Urban Economics and Public Policy		Kim, Jeong-Ho	RE	SD	D
		Korean Economic Development	1	Yoo, Jungho	TI	ID	D
		Understanding the World Trading System		Shadikhodjaev, Sherzod	TI	ID	D
Se Jong	Summer	G20 Global Issues [G20 Students Core]		Kim, Ji-Hong	Core	ID	E
		Introduction to Research Methods		Cho, Yoon Cheong	Core		W
		Introduction to Research Methods		Cho, Yoon Cheong	Core		D
		Political Economy in the Glocalization Era		Park, Hun Joo	Core		E
		Strategic Management		Lee, Seung-Joo	Core		D
		Capital Markets and Investment		Yochanan Shachmurove	FM		
		Central Banking: Monetary Policy Strategy		Sohn, Wook	FM		D
		Introduction to Financial Analysis		Yochanan Shachmurove	FM	SM	
		Macroeconomic Policy		Cho, Dongchul	FM	SD	D

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

Campus	Term	Course Title	Section	Professor	Con.1	Con.2	Time
Se Jong	Summer	Global Governance and Diplomatic Practice		Robertson, Jeffrey Scott	GP	ID	E
		Resource Diplomacy		Robertson, Jeffrey Scott	GP	SD	D
		Understanding the World Economy		You, Jong-Il	GP	ID	D
		Democracy, Political Mobilization and Economic Development : Korea's Experience		Kim, Byung Joo	ID		
		Economic Development of the Middle East and North Africa		Han, Baran	ID		D
		Sustainable Development and International Organisations : Issues in African Economic Development		Lee, Jin Sang	ID		
		Topics on Chinese Economy		Wang, Shun	ID		D
		Dispute Resolution & Negotiation		Kim, Dong-Young	PA		D
		Leadership and Ethics		Lee, Yong Shik	PA		D
		Public Management for International Development		Choi, Changyong	PA	ID	D
		Development and Social Change in Korea		Choi, Seulki	PF	SD	E
		Gender and Development		Kim, Eun Kyung	PF	SD	D
		Human Capital and Economic Development		Paik, Sung-Joon	PF	SD	D
		Monitoring and Evaluation for Public Policy		Paik, Sung-Joon	PF		D
		Public Finance and Public Policy		Kim, Taejong	PF		D
		Welfare Service Implementation		Suh, Sangmok	PF		E
		Economic Analysis of Investment Operations		Lee, Kye-Woo	RE	SD	W
		Population and Development		Choi, Seulki	RE	SD	E
		Public-Private Partnerships in Infrastructure Development		Kim, Kang Soo	RE		
		Productivity and Economic Growth		Pyo, Hak Gil	SD		D
		Assessing Regulation and Competition Policies		LIM, Youngjae	TI		D
		Competition: Theory and Practice		Nam, Il-Chong	TI		D
		Game Theory and Strategy		Nam, Il-Chong	TI		D
		Industrial Policy and International Trade Regulation		Shadikhodjaev, Sherzod	TI	ID	D
		Industrial Policy and International Trade Regulation		Shadikhodjaev, Sherzod	TI	ID	W
		Korean Economic Development		Song, Hee Yeon	TI	ID	D
		Korean Economic Development		Yoo, Jungho	TI	ID	D
		Law and Economics		You, Yoon-Ha	TI		D
		Market Economy and Government		Yoo, Jungho	TI	PF	D
		Theory and Policy of Internatioal Trade		Tabakis, Chrysostomos	TI	ID	D
		Understanding Free Trade Agreements		Lee, Sung-Joo	TI	ID	D
Se Jong	Fall	Analysis of Market and Public Policy		Baek, Ji Sun	Core		D
		Analysis of Market and Public Policy		LIM, Youngjae	Core		D
		Analysis of Market and Public Policy		You, Yoon-Ha	Core		D
		Introduction to Development Policy		Han, Baran	Core		D
		Introduction to Development Policy		You, Jong-Il	Core		D
		Introduction to Research Methods		Paik, Sung-Joon	Core		D
		Public Organizations and Management		Lee, Joon Soo	Core		W
		Quantitative Method		Kim, Booyeul	Core		D
		Strategic Management		Lee, Seung-Joo	Core		W
		International Financial Policy		Cho, Dongchul	FM		D
		Macroeconomic Policy		Hahm, Sang-Moon	FM	SD	D
		Pension and Personal Finance		LEE, Young-Ki	FM		E
		Development of Latin America in the Global Economy		Lim Taekyoon	GP	ID	E
		Foreign Policy Analysis		Robertson, Jeffrey Scott	GP		E
		Globalization and National Identity		Park, Hun Joo	GP	ID	E
		North Korean Economy and Inter Korean Economic Cooperation		Yeon, Hacheong	GP	ID	W
		Policies for Development: The OECD Development Center at Work		José Ramón Perea	GP	ID	D
		Understanding Knowledge Sharing and Development Cooperation		Tcha, MoonJoong	ID		D
		Advanced Workshop for Multi-Party Dispute Resolution and Negotiation		Kim, Dong-Young	PA		E
		Human Resource Management in Government		Kim, Soon-Hee	PA	PF	E
		Sustainable Development and Climate Change		Kim, Dong-Young	RE	SD	D
		Analysis of Education Policy in Comparative Perspectives		Paik, Sung-Joon	PF	SD	D
		Global Health and Development		Shin, Jaeun	PF	SD	D

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Campus	Term	Course Title	Section	Professor	Con.1	Con.2	Time
Se Jong	Fall	Korean Human Development		Lee, Ju-Ho	PF	SD	D
		Labor Market Institutions and Practices		Jeong, Insoo	PF	SD	D
		Policy Issues in Labor Market		Kim, Yongseong	PF		W
		Local Administration and Finance		Kim, Jeong-Ho	RE		D
		Population and Development		Choi, Seulki	RE	SD	D
		Seminar on Project Appraisal and Evaluation Cases		Kim, Kang Soo	RE	SD	E
		Urban Transportation Policy		Kim, Jeong-Ho	RE	SD	D
		Urbanization in Economic Development		Choi, Songsu	RE	SD	W
		Agricultural Policy		Kim, Yong Taek	SD		E
		Selected Topics in Political Economy of Development		Han, Baran	SD		D
		Customer Relationship Management		Cho, Yoon Cheong	SM		W
		Negotiation for Management		Kim, Ji-Hong	SM		E
		Economic and Social Transformation of Korea		LIM, Youngjae	TI	SD	E
		Korean Economic Development[KOICA]		TBA	TI	ID	D
		Market Economy and Government		Yoo, Jungho	TI	PF	D
		Science and Technology Policy		Lee, Ju-Ho	TI	SD	D
		Trade and Development		Tabakis, Chrysostomos	TI	ID	D
		Trade and Industrial Policy in the Globalization Era		Lee, Si Wook	TI	ID	D
		Trade Law and Policy in Practice		Lee, Sung-Joo	TI	ID	W
		Trade Law and Policy in Practice		Shadikhodjaev, Sherzod	TI	ID	D
	TBA	Cost-Benefit Analysis on Policy and Project cases		Kim, Jeong Wook	RE		

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2015 Master Program Course List_Seoul Campus

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

Campus	Term	Course Title	Section	Professor	Con.1	Con.2	Time
Seoul	Spring	Understanding the World Trading System	2	Lee, Sung-Joo	TI	ID	E
		Science and Technology Policy		Lee, Ju-Ho	TI	SD	E
		Corporate Financial Policy		LEE, Young-Ki	FM	SM	E
		Social Security and Welfare Policy		Yeon, Hacheong	PF		E
		Financial Instruments and Markets	2	Sohn, Wook	FM		W
		Entrepreneurship and Development		Lee, Seung-Joo	SM	SD	W
Seoul	Summer	Macroeconomic Policy		KANG, Moonsoo	FM	SD	E
		Global Business Management		Kim, Ji-Hong	SM		E
		Finance and Development		Lin, Shu-Chin	FM	SD	E
		FDI Marketing & Promotion		Michell, Anthony	SM	ID	E
		Korean Economic Development		Jin, Nyum	TI	ID	E/W
		Theory and Policy of Internatioal Trade		Nam, Chong Hyun	TI	ID	E/W
Seoul	Fall	Financial Statement Analysis and Valuation		Choi, Tae-Hee	FM	SM	D
		Challenges and Governance in Global Financial Market		Hur, Kyung Wook	FM	ID	E
		Technology Strategy and Public Policy		Chang, Yu-Sang	SM	SD	W
		Aid and Development		Lee, Kye-Woo	FM	ID	W
		TBA		TBA			
		TBA		TBA			

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

2015 Ph.D. Program Course List

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

Campus	Term	Course Title	Professor	Con.1	Con.2	Credit	Time
Se Jong	Spring	Econometrics Ⅰ	Kim, Taejong	Ph.D.	AA	3	E
		Mathematical Economics	You, Jong-Il	Ph.D.	AA	3	E
Se Jong	Summer	EconometricsⅡ	Shin, Jaeun	Ph.D.	AA	3	E/W
		Microeconomics Ⅰ	Baek, Ji Sun	Ph.D.	AA	3	E/W
Se Jong	Fall	Advanced Macroeconomic Policy	Hahm, Sang-Moon	Ph.D.	AA	3	E/W
		Development Economics	Wang, Shun	Ph.D.	AA	3	E/W
		Foundations of Public Policy	You, Jong-Il Choi, Chang Yong	Ph.D.	AA	3	E/W
		Microeconomics Ⅱ	Baek, Ji Sun	Ph.D.	AA	3	E/W

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

2015 Foundation Skills Course List

☐ **English Courses**

Campus	Term	Course Title	Sec.	Professor	Credit	Graduation Requirement Credits (Y/N)
Se Jong	Pre-Spring	Language in Public Policy and Management	1	Yun, Haiyoung	3	Yes (Mandatory)
		Language in Public Policy and Management	2	Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management	3	Yun, Haiyoung	3	Yes (Mandatory)
		Language in Public Policy and Management	4	Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management	5	Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management	6	Stephen Myers	3	Yes (Mandatory)
		Language in Public Policy and Management	7	Milda Zilinskaite	3	Yes (Mandatory)
		Language in Public Policy and Management	8	Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management	9	Stephen Myers	3	Yes (Mandatory)
		Language in Public Policy and Management	10	Milda Zilinskaite	3	Yes (Mandatory)
Se Jong	Spring	Academic Writing	1	Lim, Lisa	3	Yes (Optional)
		Academic Writing	2	Lee, Sora	3	Yes (Optional)
		Academic Writing	3	Chung, Sun Joo	3	Yes (Optional)
		Academic Writing	4	Chung, Sun Joo	3	Yes (Optional)
		Communication Skills	1	Lee, Sora	3	Yes (Optional)
		Language in Public Policy and Management	1	Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management	2	Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management	3	Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management	4	Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management	5	Lee, Gina	3	Yes (Mandatory)
Se Jong	Summer	Academic Writing		Lim, Lisa	3	Yes (Optional)
		Academic Writing		Lim, Lisa	3	Yes (Optional)
		Academic Writing		Lim, Lisa	3	Yes (Optional)
		Academic Writing		Stephen Myers	3	Yes (Optional)
		Academic Writing		Stephen Myers	3	Yes (Optional)
		Academic Writing		Lee, Sora	3	Yes (Optional)
		Academic Writing		Chung, Sun Joo	3	Yes (Optional)
		Academic Writing		Chung, Sun Joo	3	Yes (Optional)
		Communication Skills		Lee, Sora	3	Yes (Optional)
		Communication Skills		Lee, Sora	3	Yes (Optional)
		Language in Public Policy and Management		Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management		Lee, Gina	3	Yes (Mandatory)
		Public Writing		Lim, Lisa	3	Yes (Optional)
Se Jong	Pre-Fall	Language in Public Policy and Management		Lim, Lisa	3	Yes (Mandatory)
Se Jong	Fall	Academic Writing		Lee, Gina	3	Yes (Optional)
		Academic Writing		Chung, Sun Joo	3	Yes (Optional)
		Academic Writing		Chung, Sun Joo	3	Yes (Optional)
		Communication Skills		Lee, Sora	3	Yes (Optional)
		Language in Public Policy and Management		Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management		Lee, Gina	3	Yes (Mandatory)
		Language in Public Policy and Management		Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management		Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management		Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management		Lim, Lisa	3	Yes (Mandatory)
		Language in Public Policy and Management		Lee, Sora	3	Yes (Mandatory)

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

☐ Korean Courses (for International Students)

Campus	Term	Course Title	Sec.	Professor	Credit	Graduation Requirement Credits (Y/N)
Se Jong	Pre-Spring	Korean Language and Culture Ⅱ		Park, Jung Woo	3	No
Se Jong	Spring	Korean Language and Culture Ⅰ	1	Park, Jung Woo	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ	2	Ryu, Ju Hyun	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ	3	Ryu, Ju Hyun	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ	4	Lee, Hyun Jung	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅲ		Park, Jung Woo	3	No
		Korean Language and Culture (Advanced Ⅰ)		Lee, Hyun Jung	3	No
Se Jong	Summer	Korean Language and Culture Ⅰ		Park, Jung Woo	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ		Ryu, Ju Hyun	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅱ		Ryu, Ju Hyun	3	No
		Korean Language and Culture (Advanced Ⅱ)		Park, Jung Woo	3	No
Se Jong	Pre-Fall	Korean Language and Culture Ⅰ		Park, Jung Woo	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ		Ryu, Ju Hyun	3	Yes (Mandatory for Int'l)
Se Jong	Fall	Korean Language and Culture Ⅰ		Lee, Hyun Jung	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ		Lee, Hyun Jung	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅰ		Park, Jung Woo	3	Yes (Mandatory for Int'l)
		Korean Language and Culture Ⅲ		Ryu, Ju Hyun	3	No
		Korean Language Learning with the Media		Ryu, Ju Hyun	3	No

☐ Other Courses

Campus	Term	Course Title	Sec.	Professor	Credit	Graduation Requirement Credits (Y/N)
Se Jong	Spring	Basic Mathematics and Statistics	1	LIM, Youngjae	1.5	No
		Basic Mathematics and Statistics	2	PHAN, Thi Song Thuong	1.5	No
		Basic Economics	1	Kim, Sunjin	1	No
		Basic Economics	2	Hyun, Jin Young	1	No
		Chinese for Global Studies and Practice I		SON, Jung-Eun	3	No
Se Jong	Summer	Chinese for Global Studies and Practice Ⅱ		TBD	3	No
Se Jong	Fall	Chinese for Global Studies and Practice Ⅲ		TBD	3	No

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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 2015 Calendar Year

■ Objective

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2015 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 2015 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 three programs: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy) and **MPM** (Master of Public Management)

Concentrations of Master's Program

MPP
- **FM** (Finance and Macroeconomic Policy)
- **TI** (Trade and Industry Policy)
- **PF** (Public Finance and Social Policy)
- **RE** (Regional Development and Environment)

MDP
- **SD** (Sustainable Development)
- **ID** (International Development)

MPM
- **PA** (Public Administration and Leadership)
- **SM** (Strategic Management)
- **GP** (Global Governance and Political Economy)

Once admitted into one of 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 Courses	Other regular courses in each concentration
	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 & MPM 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 PF, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration. Please note that only one concentration will be recognized from one course.

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

Formation of POS Committee

Students are required to form a Program of Study Committee (hereinafter referred to as "POS Committee") to guide them through their research project. The POS Committee members must be 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 rowspan="2"></td><td colspan="2" rowspan="2">ARS*
(Advanced Research Seminar)</td><td rowspan="2">3-credit Course*
(other than ARS)</td><td rowspan="3">GMP**</td></tr>
<tr></tr>
<tr><td rowspan="2">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)**

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

* 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)
English	Language in Public Policy and Management	3	A~F	Pre-Spring Spring Summer Pre-Fall Fall	Yes (Mandatory)
	Academic writing	3	A~F	Spring Summer Fall	Yes (Optional)
	Communication Skills	3	A~F	Spring Summer Fall	Yes (Optional)
	Public Writing	3	A~F	Summer	Yes (Optional)
Korean	Korean Language and Culture I	3	A~F	Spring Summer Pre-Fall Fall	Yes (Mandatory for Int'l)
	Korean Language and Culture II	3	A~F	Pre-Spring Summer	No

	Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Korean	Korean Language and Culture III	3	A~F	Springr Fall	No
	Korean Language and Culture (Advanced I)	3	A~F	Spring	No
	Korean Language and Culture (Advanced II)	3	A~F	Summer	No
	Korean Language Learning with the Media	3	A~F	Fall	No
Chinese	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 each semesters and will count towards graduation requirement credits. It is not mandatory; however, all students are strongly recommended to take this course.

- Communication Skills

This course will be offered in each semesters and will count towards graduation requirement credits but not mandatory.

- Public Writing

This course will be offered in the summer semester and will count towards graduation requirement credits but not mandatory.

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

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

This course will be offered in each 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 with application form.

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), Korean Language Learning with the Media:*** 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 4 courses(12 credits) from his/her MPP concentration.

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

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

④ 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).

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.

※ 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	12	3	6	18	45
Credits (Int'l)	6	12	6	6	15	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 4 courses(12 credits) from his/her MPP concentration.

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

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

④ 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).

※ 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.

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	12	3	6	18	45
Credits (Int'l)	6	12	3	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 4 courses(12 credits) from the his/her MDP concentration.

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

※ One advanced analytic(AA) 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.

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

※ 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 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: 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 4 courses (12 credits) from the his/her MDP concentration.

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

※ One advanced analytic(AA) 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).

※ 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 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, 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	Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	12	3	6	15	45
Credits (Int'l)	9	12	3	6	15	45

5. Requirements for Completing the Full-time MPM Program

<First Year> - 42 credits

① MPM students must take 3 core courses (9 credits: Public Organizations and Management, Strategic Management, and Political Economy in the Glocalization Era).

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

② MPM students must take at least 4 courses(12 credits) from the his/her MPM concentration.

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

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

④ MPM 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.

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

※ To declare the concentration, MPM 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). MPM 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: 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, MPM 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 MPM student must complete the following requirements to complete the program.

MPM	Core Courses	Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	12	3	6	15	45
Credits (Int'l)	9	12	6	6	12	45

6. Requirements for Completing the Part-time MPM Program

<First Year> - 42 credits

① MPM students must take 3 core courses (9 credits: Public Organizations and Management, Strategic Management, and Political Economy in the Glocalization Era).

② MPM students must take at least 4 courses (12 credits) from the his/her MPM concentration.

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

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

④ MPM 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).

※ To declare the concentration, MPM 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). MPM 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, MPM 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 MPM student must complete the following requirements to complete the program.

MPM	Core Courses	Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	12	3	6	15	45
Credits (Int'l)	9	12	3	6	15	45

<Graduation Requirements for 2015 MPP & MDP & MPM Student>

Category	MPP	MDP	MPM
Core Courses	**Requirement:** 6 credits (2 courses) • Analysis of Market and Public Policy • Quantitative Methods	**Requirement:** 9 credits (3 courses) • Analysis of Market and Public Policy • Introduction to Development Policy • Introduction to Research Methods	**Requirement:** 9 credits (3 courses) • Public Organizations and Management • Strategic Management • Political Economy in the Glocalization Era
1st Concentration	**Requirement:** at least 12 credits (4courses) from 1 concentration • **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industry Policy) • **PF** (Public Finance and Social Policy) • **RE** (Regional Development and Environment)	• **SD** (Sustainable Development) • **ID** (International Development)	• **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)
2nd Concentration	**Elective:** up to 9 credits (3courses) from 1 concentration (Optional) • **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industry Policy) • **PF** (Public Finance and Social Policy) • **RE** (Regional Development and Environment) • **SD** (Sustainable Development) • **ID** (International Development) • **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)		
Research Project	Requirement • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • 1 course (3 credits) + SRP (3 credits)		
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	--	--

<table>
<tr><th colspan="2" rowspan="2">Semester
Period of Residency</th><th colspan="4">First Year</th><th colspan="3">Second Year</th></tr>
<tr><th>Winter Session</th><th>1st Semester</th><th>2nd Semester</th><th>3rd Semester</th><th>1st Semester</th><th>2nd Semester</th><th>3rd Semester</th></tr>
<tr><td rowspan="2">1.5 Years</td><td rowspan="2">Track 3</td><td></td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>5 courses (15 credits)</td><td>Student Exchange Program (SRP)</td><td>--</td><td>--</td></tr>
<tr><td>1 course (3 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>Student Exchange Program (Thesis Capstone SRP)</td><td>--</td><td>--</td></tr>
<tr><td rowspan="6">2 Years</td><td rowspan="2">Track 1</td><td>1 course (3 credits)</td><td>4 courses (12 credits)</td><td>3 courses (9 credits)</td><td>3 courses (9 credits)</td><td>1 course Thesis Capstone SRP (6 credits)</td><td colspan="2">Student Exchange Program</td></tr>
<tr><td></td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>Thesis Capstone SRP (3 credits)</td><td colspan="2">Student Exchange Program</td></tr>
<tr><td rowspan="2">Track 2</td><td></td><td>5 courses (15 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td colspan="3">Student Exchange Program (Thesis, Capstone or SRP)</td></tr>
<tr><td>1 course (3 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td colspan="3">Student Exchange Program (Thesis, Capstone or SRP)</td></tr>
<tr><td rowspan="2">GMP (1+1)</td><td></td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>5 courses (15 credits)</td><td colspan="3">Study Abroad Program (SAP) (ELP(1credit + 6 credits transferring from a partner school))</td></tr>
<tr><td>1 course (3 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td colspan="3">Study Abroad Program (SAP) (ELP(1credit + 6 credits transferring from a partner school))</td></tr>
<tr><td rowspan="2">GMP (2+3+1)</td><td></td><td>4 courses (12 credits)</td><td>5 courses (15 credits)</td><td colspan="3">Study Abroad Program (SAP) (Experiential Learning Project(1credit + 6 credits transferring from a partner school))</td><td>4 courses (12 credits)</td></tr>
<tr><td>1 course (3 credits)</td><td>4 courses (12 credits)</td><td>4 courses (12 credits)</td><td colspan="3">Study Abroad Program (SAP) (Experiential Learning Project(1credit + 6 credits transferring from a partner school))</td><td>4 courses (12 credits)</td></tr>
</table>

Period of Residency \ Semester		First Year				Second Year		
		Winter Session	1st Semester	2nd Semester	3rd Semester	1st Semester	2nd Semester	3rd Semester
2 Years	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.

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 is recommended to:

- 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.

II. Curriculum

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

	Spring	Summer	Fall
Common Requirements	Mathematical Economics	Microeconomics I	Foundations of Public Policy
	Econometrics I	Econometrics II	
Public Policy	Advanced Macroeconomic Policy		Microeconomics II
	Master Courses + Additional Work / SRC		
Development Policy	Advanced Topics in Development Policy		Development Economics
	Master Courses + Additional Work / SRC		

* 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. Required Courses

Specializations	Public Policy	Development Policy
Common Requirements	- Econometrics I & Econometrics II - Microeconomics I - Foundations of Public Policy	
Major Requirements	- Microeconomics II - Advanced Macroeconomic Policy	- Development Economics - Advanced Topics in Development Policy

III. Qualifying Exam

A. 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 (Covers I & II) ※ II: Choose one between Panel and Time Series
	Microeconomics I ※ Microeconomics may be exempted if a student receives at least A- in Microeconomics I class.
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."

B. QE Operation: 2 times yearly (January and August)

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

C. QE with scholarship restrictions

		QE Pass Deadline	1st QE Taking	2nd QE Taking
1	Stipend support + 100% Scholarship	1.5 years (by 2nd year Aug.)	2nd year Jan.	2nd year Aug.
2	80% Scholarship	2 years (by 3rd year Jan.)	2nd year Aug.	3rd year Jan.
3	25% Scholarship	2.5 years (by 3rd year Aug.)	3rd year Jan.	3rd year Aug.

* In case of a change, the benefits will apply retroactively
* In case of failure of Qualifying Exam for two times, there are two options from which a student can choose: 1) withdrawal or 2) deprival of scholarship for additional exam chance. When choosing an additional chance for Qualifying Exam, scholarship will act retroactively to lower scholarship level from the enrollment.(e.g. 80% of scholarship will be applied to 100% scholarship recipients with return of the scholarship difference from the enrollment, likewise, 25% will be applied to 80% recipients, 0% will be applied to 25%)

D. Presentation of Research Paper

- Students must present their Research Paper

✓ 100% scholarship: 2nd year May

✓ 80% scholarship: 3rd year January

✓ 25% scholarship: 3rd year May

IV. Dissertation

A. 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 to 4 years of commencing Ph.D. program studies:** Students should pass the Oral Examination(OE).
    * Please refer to the『IV. Timeline』for each scholarship level
- 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 for full time students and 4 years for other students.
- Even under extraordinary circumstances, this oral defense of the prospectus must be completed no later than the end of the 3rd year.

B. 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

C. 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 8 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.

D. Dissertation Committee

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

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

E. 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.

V. Timeline Overview

A. 100% Scholarship with stipend support

		1st year	2nd year		3rd year
Requirements		27 Credits	9 Credits		
Qualifying Exam (QE) Schedule	Common Subject		1st (Jan.)	2nd (Aug.)	
	Main Sub-field				
Dissertation Evaluation Schedule	Research Paper		2nd year May		
	Oral Exam				Within 3rd year
	Final Defense				From 3rd year

* Students must acquire 27 credits by the 1st academic year in order to take QE

B. 80% Scholarship

		1st year	2nd year		3rd year		4th year
Requirements		18 Credits	9 Credits		9 Credits		
Qualifying Exam (QE) Schedule	Common Subject			1st (Aug.)	2nd (Jan.)		
	Main Sub-field						
Dissertation Evaluation Schedule	Research Paper				3rd year Jan.		
	Oral Exam						Within 4th year
	Final Defense						From 4th year

* Students must acquire 27 credits by the summer semester of the 2nd academic year in order to take QE

C. 25% Scholarship

		1st year	2nd year		3rd year		4th year
Requirements		18 Credits	9 Credits		9 Credits		
Qualifying Exam (QE) Schedule	Common Subject				1st (Jan.)	2nd (Aug.)	
	Main Sub-field						
Dissertation Evaluation Schedule	Research Paper				3rd year May.		
	Oral Exam						Within 4th year
	Final Defense						From 4th year

* Students must acquire 27 credits by the 2nd academic year in order to take QE

VI. 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.

II. Academic Guides

Course Registration

Grading

Academic Status

Tuition Fee

Financial Aid and Scholarships

Certificate Issuance

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.	S336	YOU, Jongil
MPP	S438	SHIN, Jaeun
MDP	S440	Park, Jin
MPM	S441	Soonhee

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 2015 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

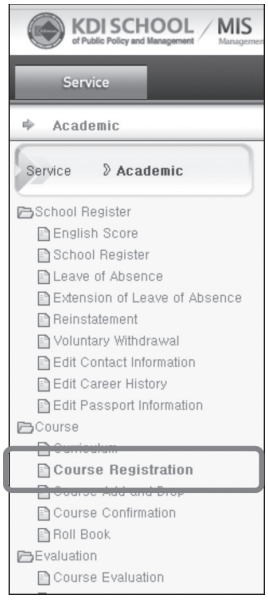
Course Presentation Session	Full-time Students: February 9
	Part-time Students: February 7
Advising Session	Full-time Students: February 7, 10:10~15:00
	Part-time Students: February 4, 16:00~17:00
Course Registration	February 10, 15:00 ~ February 14, 15:00

3. How to Register for the Courses

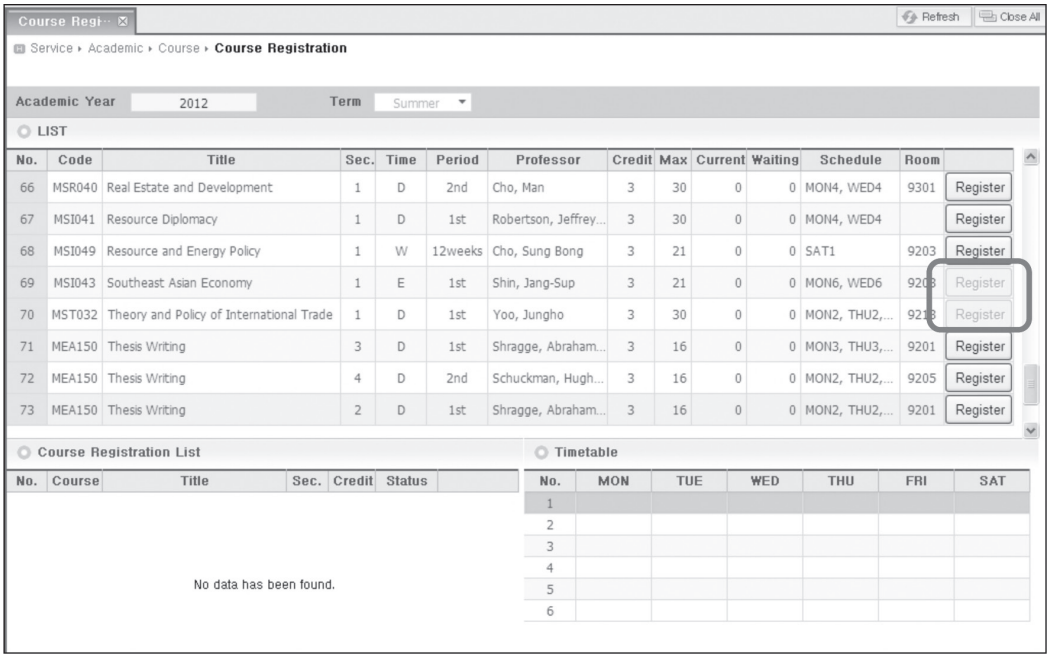
1. Click the **"Login"** button on the top side of KDI School Homepage and provide your student ID and password.

2. Click the **"MIS"** in the middle of the KDI School Service menu.

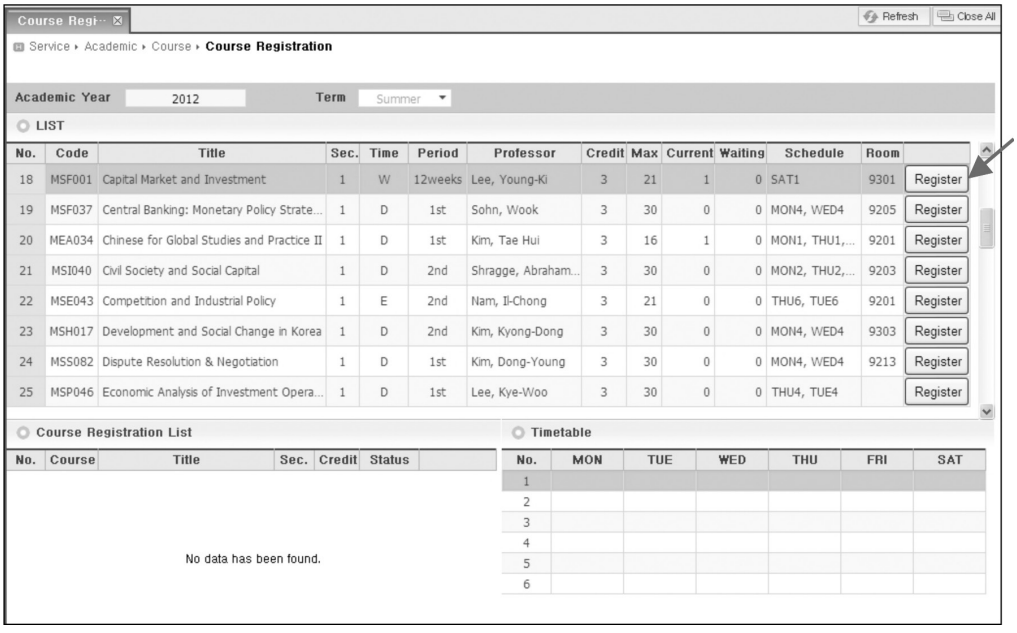
3. Find **"Course Registration"** in the left side menu and click "Course Registration". You may access the menu during the course registration period.



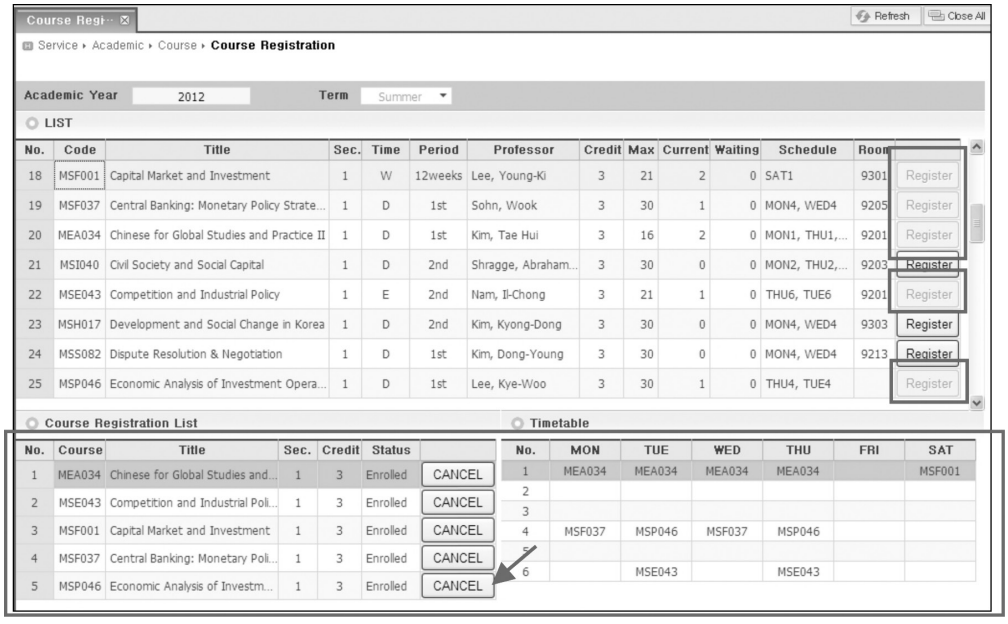
4. You will see course titles in alphabetical order. Register button will be inactivated for courses you've already taken.



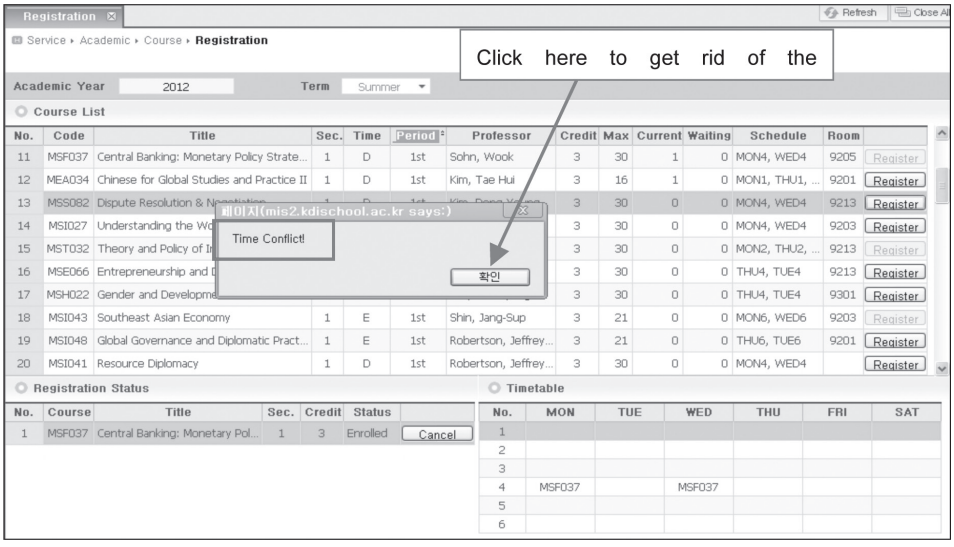
5. Click **"Register"** on the courses that you want to register.



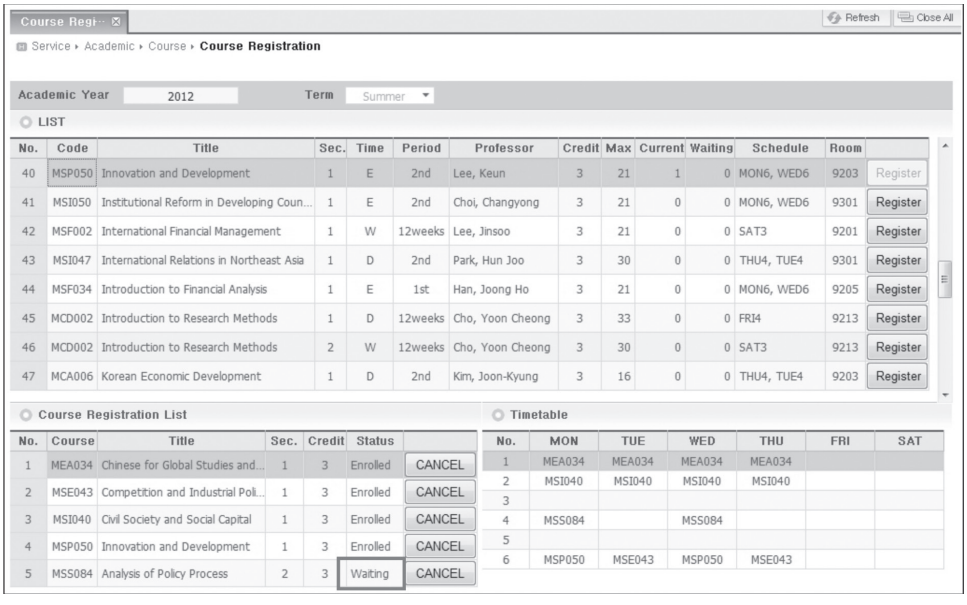
6. Registered courses will appear in the course registration list and time table. Once you registered for any courses, "Register" buttons of the courses will be inactive. You may drop the course by clicking **"CANCEL"** button.



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

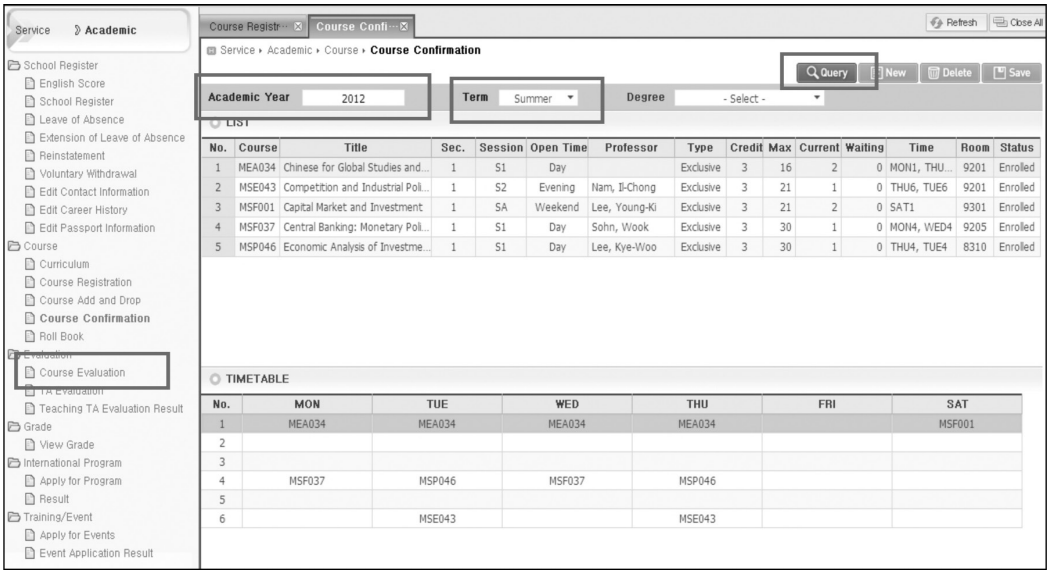


8. **If you choose a course which is full**, the course will be shown as **"waiting"** in the registration status. This does not mean that you've registered for the course. If one drops out the course, first person on waiting will be automatically registered for the course. And the status will be changed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



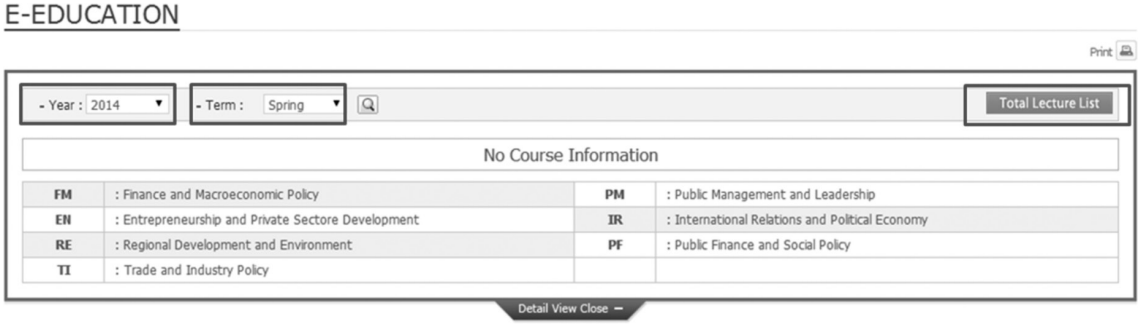
Please note that you can register for up to 5 courses (15 credits) including courses on waiting

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 2015 Spring Semester and click "Total Lecture List". Please note that you may access to lecture notes of the courses that you're registered for.



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 64.

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.

① ***Academic Expulsion:*** If a student is placed on an academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

Academic Status

1. Enrollment

① ***Failure to Enroll:*** Students who fail to enroll during the enrollment period are considered as not returning to the School. These students are strongly advised to report to the Academic Affairs Division and file for 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 their application online through "School Register" on the KDI School MIS System within the given period of time.
Application Period: Students are not allowed to take a leave of absence in their first 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 must 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 must apply for reinstatement. Students must 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.

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:**

	2015			2016			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.

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.)

Certificate Issuance

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)	×	○	○	○
Certificate of English Proficiency (영어능력 증명서)	○	×	×	○
Academic Transcript (성적증명서)	○	×	○	○

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

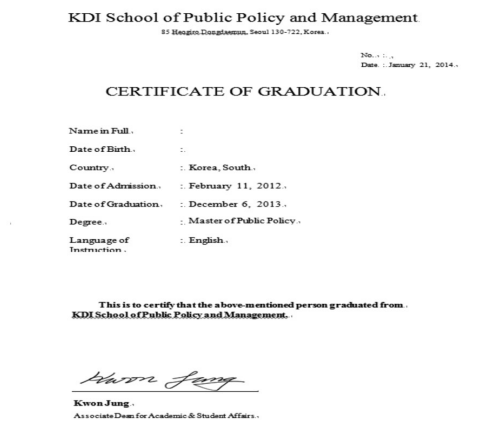
③ **Postal Service /Pick-up Service**

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 Hoegiro Dongdaemun, Seoul 130-722, Korea

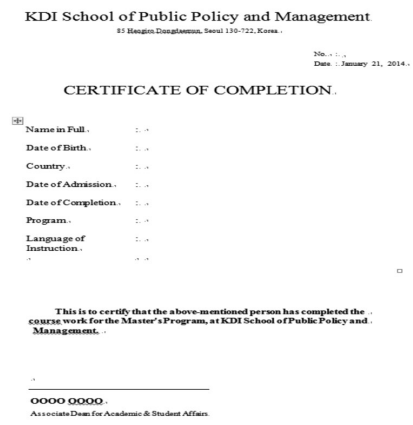
No. :
Date : January 21, 2014

CERTIFICATE OF GRADUATION

Name in Full :
Date of Birth :
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 Hoegiro Dongdaemun, Seoul 130-722, Korea

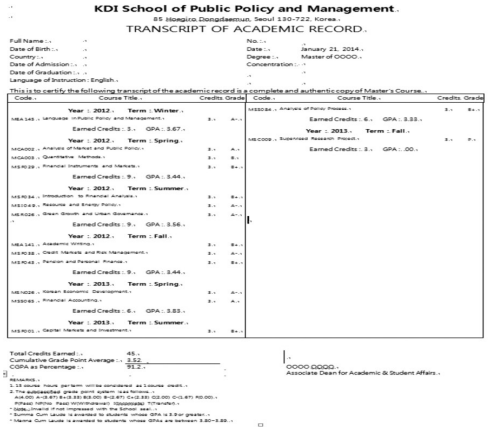
No. :
Date : January 21, 2014

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.

OOOO OOOO
Associate Dean for Academic & Student Affairs



KDI School of Public Policy and Management
85 Hoegiro 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		
MSA145	Language in Public Policy and Management	3	A-
	Earned Credits : 3 GPA : 3.67		
	Year : 2012 Term : Spring		
MGA002	Analysis of Market and Public Policy	3	A-
MGA003	Quantitative Methods	3	B-
MSR039	Financial Instruments and Markets	3	B+
	Earned Credits : 9 GPA : 3.44		
	Year : 2012 Term : Summer		
MSR034	Introduction to Financial Analysis	3	B+
MSI049	Resource and Energy Policy	3	A-
MSR026	Green Growth and Urban Governance	3	A-
	Earned Credits : 9 GPA : 3.56		
	Year : 2012 Term : Fall		
MSA141	Academic Writing	3	B+
MSR038	Credit Markets and Risk Management	3	A-
MSR043	Pension and Personal Finance	3	B+
	Earned Credits : 9 GPA : 3.44		
	Year : 2013 Term : Spring		
MSR028	Korean Economic Development	3	A-
MSS049	Financial Accounting	3	A-
	Earned Credits : 6 GPA : 3.83		
	Year : 2013 Term : Summer		
MSR001	Capital Markets and Investment	3	B+
MSS034	Analysis of Policy Process	3	B+
	Earned Credits : 6 GPA : 3.33		
	Year : 2013 Term : Fall		
MSC009	Supervised Research Project	3	P
	Earned Credits : 3 GPA : .00		

Total Credits Earned : 45
Cumulative Grade Point Average : 3.52
CGPA as Percentage : 91.2

OOOO OOOO
Associate Dean for Academic & Student Affairs

KDI School of Public Policy and Management
85 Hoegiro 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 students who successfully complete their course requirements.

① Master's Degree

i. Public Policy: Master of Public Policy

ii. Development Policy: Master of Development Policy

iii.Public Management: Master of Public Management

② Ph.D. Degree

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

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

III. Study Abroad Program

Global Master's Program (GMP)

Exchange Program

CAMPUS Asia Program

GLiMPSE Program

Field Research and Study Program

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 39 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 27 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	Commenement

** 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.

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>

- 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)

- Rutgers University, School of Public Affairs and Administration (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 California, Berkeley, College of Natural Resources (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 Kectucky, Martin School of Public Policy and Administration
- 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)
- SDA Bocconi School of Management (Italy)
- 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).

Exchange Program

Exchange students are selected in their 3rd semester, and their exchange semester begins in the following semester – from their 4th semester. (For fall student students are selected in their 2nd semester, and their exchange semester begins in 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)

<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)
- HHL (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:

- 2nd Friday of March for Fall Semester outbound
- 4th Friday of September for Spring Semester outbound
  * Subject to change

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 × 4 cm)

⑦ GMAT/GRE depending on the program

※ Those applying for the dual degree program at HHL (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 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.

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):

- March for Fall Semester outbound
- September for Spring Semester outbound
  * 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

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

  * Subject to change

4. Number of Exchange Students

Maximum 3 students annually, per institution (outbound)

5. Available Programs

- ESSEC : MSiM
- KU Leuven: MoEP, MoES

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 2014>

Date	Countries & Cities	Activity
The. Aug.26	Incheon	Departure: Incheon Airport, Incheon, Korea Arrival: Heathrow Airport, London, United Kingdom
Wed. Aug.27	London	Visit to the DFID(Department for International Development) Visit to the Bank of England
Thur. Aug. 28	London	Visit to the Lloyd's Building Visit to the Queen's Elisabeth Park
Fri. Aug. 29	Paris	Transit: London - Paris (Eurostar) Visit to ESSEC (Special Lecture)
Sat. Aug.30	Paris	City Surve
Sun. Aug. 31	Paris	Visit Fontainebleau, Barbizon
Mon. Sep.1	Brussels	Visit to the OECD Visit to the UNESCO Transit: Paris-Brussels (Thalys)
Tue. Sep.2	Stuttgart	Visit to the KU LEUVEN University Visit to the European Commisons
Wed. Sep.3	Frankfurt	Transit: Brussels-Stuttgart Visit to the Rudesheim Am Rhein
Thurs. Sep.4	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 2014>

Date	Activity
Aug. 6	Departure/ Hyundai Heavy Industiries
Aug. 7	Pohang Iron and Steel Company Manufacturing line / Gyeongju Cultural Heritage
Aug. 8	SK Enearge / Gyeongju Cultural Heritage
Aug. 9	Gyeongju Cultural Heritage / Arrival

IV. Student Life

Student Activities & Others

Life at the KDI School

Around the KDI School

Staying in Korea

Student Activities & Others

1 Student Activities

1-1. Student Council

The Student Council will be formed at the beginning of Spring and Fall 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, summer 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 six times a year. Full-time students may propose and organize Happy Hour activities five times; part-time students may coordinate activities once 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 & the 3rd Tunnel Tour, National Assembly and National Assembly Library Tour, Korean Field Research and Study, Mountain Hiking, International Food Festival, NANTA Performance (The list is subject to change.)

2 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, 2015)

□ *Tuesday, Friday 2:30 p.m. - 4:00 p.m.*

* Subject to change subject to change every semester with prior notice.

Where should I visit? - Office #S316

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

□ *For inquiries: ☎ 044)550-1259*

Life at the KDI School

1 First Days at the KDI School

1-1. Student ID Card

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

□ *Student ID card functions:*

- Identification as a KDI School student
- Security Access for all KDI School building and central library including on-campus dormitory
- Library access and Borrowing books
- Seat Reservation for Library and Student Chamber

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

For more inquiries please call ☎ 044)550-1259 (Ms. Yu, Hui-yeong)

1-2. Visa and Immigration

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/pt/InfoDetailR_en.pt)
- 1 Color Photo (3.5×4.5cm)
- Processing Fee : KRW 20,000 (Government Revenue Stamp)
- A Certificate of Enrollment(issued by the Academic Affairs Division)

※ 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, address
- 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 (3.5×4.5cm)
  - Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details
  - Processing Fee: KRW 20,000 (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 Daejeon Branch*

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동16-8).
- ☎: 1345 or 042-254-8811
- The office is open from Monday to Friday from 09:00am until 12:00pm, then from 1:00pm to 6:00pm.
- The office is also closed on Weekends and Holidays
- More information can be found at http://www.exploringkorea.com/daejeon-immigration-office/

To reach the Immigration Office you can take Bus 103, 510, 510-1, or 513 and get off the bus near the Mokdong Sun Hospital, or you can take Bus 107, 317, 601 or 604 and get off at Han Sarang Apartments (한사랑 아파트).

Alternatively the Immigration Office can be easily reached from Oryong Subway Station, being around 1km away on foot or by taxi.

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)

Sejong City Hall(☎ 044-300-2153~4)

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

□ *How to use the service: (44)300-2153 for English, (44)300-2154 for Chinesee*

□ *Hours 09:00~18:00, Mon - Fri*

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

Dasan Call Center(☎ 02-120+9)

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

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

Seoul Global Center(☎ 02-2075-4180)

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

- *Directions : Korea Press Center 3rd Floor*
  - ▷ *From City Hall St. (Line 1 or Line 2) Exit 4 walk 50m to 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*

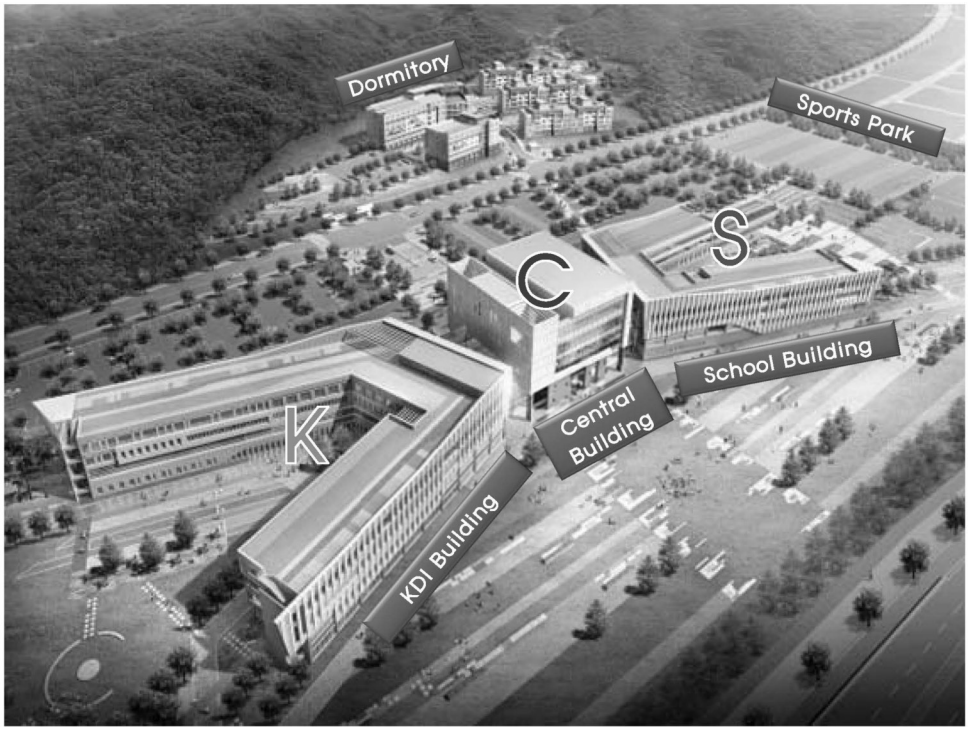
You should bring your Foreign registration card. You also need a copy of your bank book if you want a post-paid option.

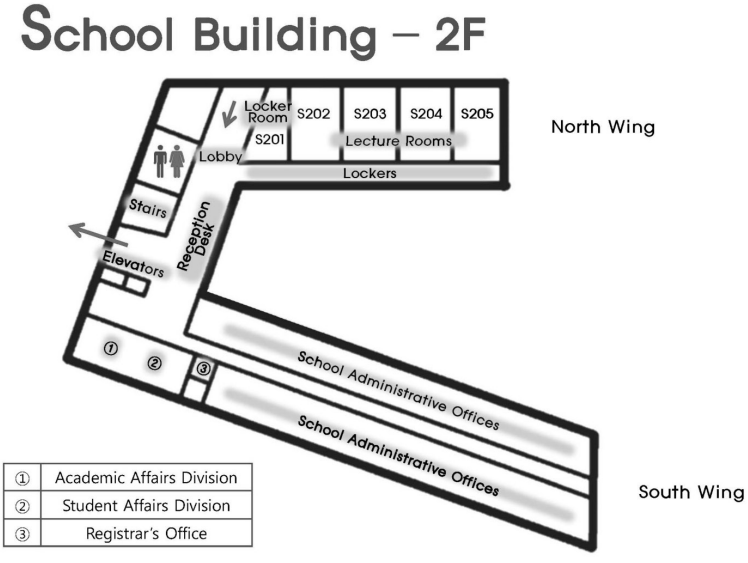
- Second-hand phones are priced at about KRW 30,000~70,000.
- New phones are priced at between KRW 200,000~800,000.

※ The phone need not to be returned once purchased.

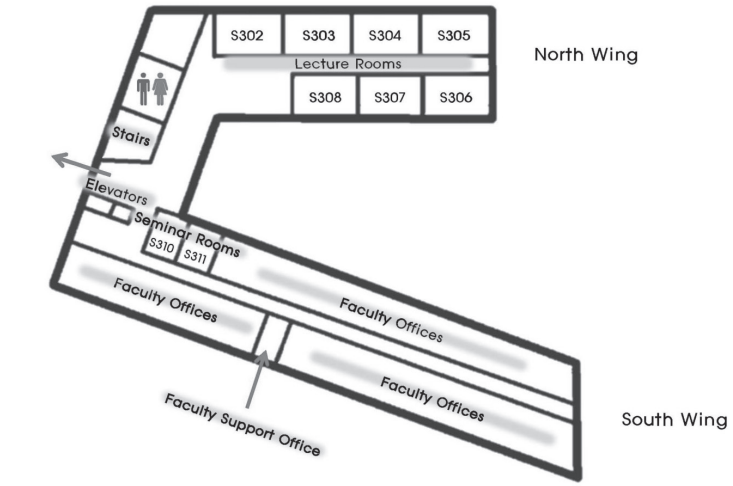
※ The fee will depend on the plan you subscribe to.

2 School Building Information

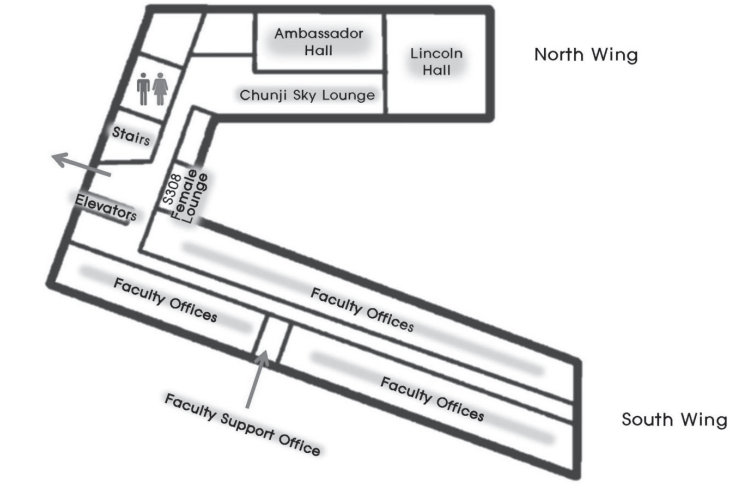




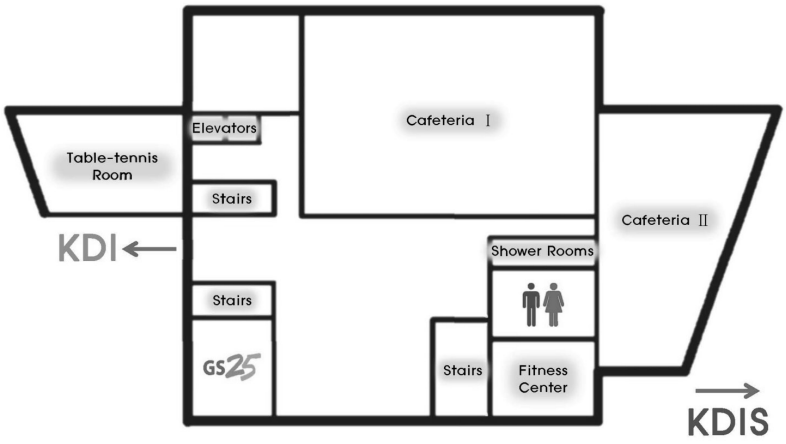
School Building – 3F



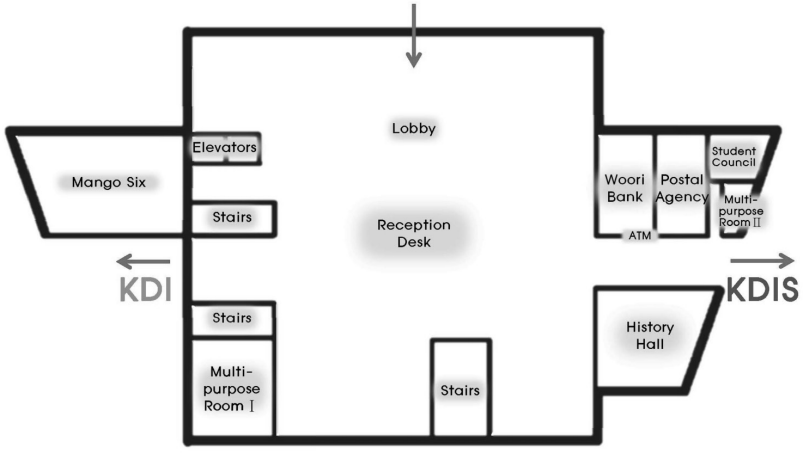
School Building – 4F



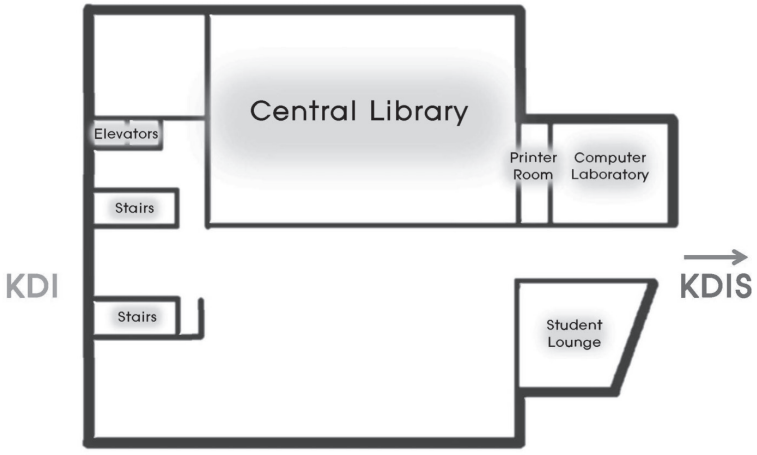
Central Building - 1F



Central Building - 2F



Central Building - 3F



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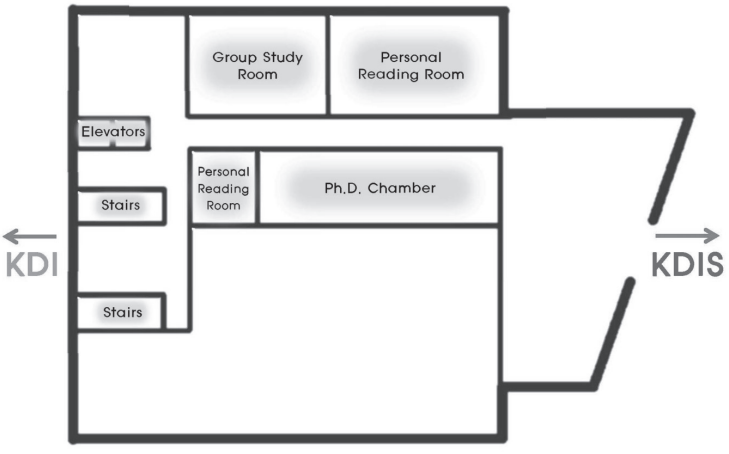
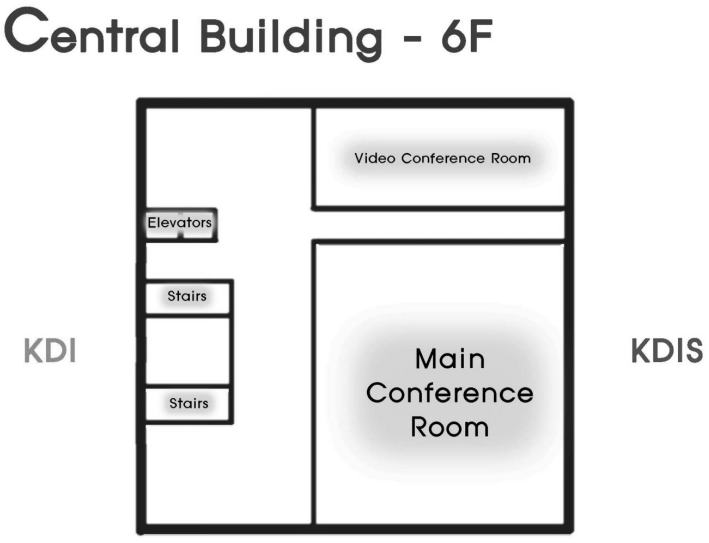


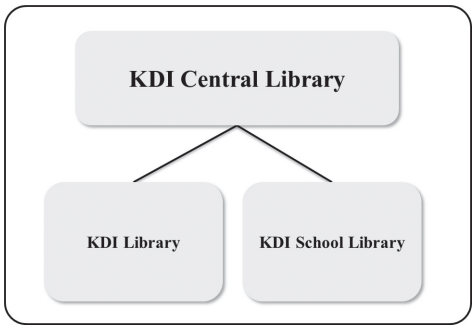


On-campus Dormitory

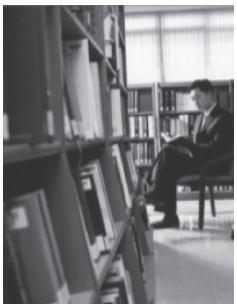
There are two buildings on the opposite side of the school. The dormitory office is located on the 1st floor each building and are staffed 24 hours a day. If you have emergency situation, you can contact house masters. The fisrt aid Kit will be provided by them.

3 Library

3-1. KDI Central Library



KDI Central Library consists of KDI Library and 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***)



□ *Hours*

9:00 – 23:00 (Weekdays)

9:00 – 22:00 (Weekend)Closed : (National holidays)

** 24 hours opening in the* ***Reading Space & Student Chambers***

□ *Collections*

Type of Materials	Number
Books	67,779
Periodicals (Print)	66
e-Journals	9,183
e-Books	288,758
CD, DVD (Online Available)	2,860
Web DB (including statistical DB)	59

□ *Librarians*

Choi, Sung-Jin Position : Director, Head Librarian E-mail : sjchoi@kdischool.ac.kr	**Shin, Mi-Song** Position : Intern E-mail : ms_shin@kdischool.ac.kr
Shin, Yoon-Jung (On leave) Position : Reference/Catalog Librarian E-mail : syj@kdischool.ac.kr	**Nam, ji-Na** (Seoul Campus) Position : Academy and library support E-mail : jn_nam@kdischool.ac.kr
Bae, Eun-Ju Position : Reference/Catalog Librarian E-mail : bej@kdischool.ac.kr	**Seo, Se-Jin** (Seoul Campus) Position : Academy and library support E-mail : sj_seo@kdischool.ac.kr
LEE, Ji-Hye Position : Periodicals/Online Resources E-mail : jh_lee@kdischool.ac.kr	

□ *General Library materials borrowing and return policy*

Classification Position		Books& Non Books		KDI Books	
		LoanPeriod	MaximumNumber	LoanPeriod	MaximumNumber
Student	Ph.D	2 weeks	30 books	2 weeks	3 books
	Master(completed)	2 weeks	30 books	2 weeks	3 books
	Master, Diploma(enrolled)	2 weeks	30 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 borrowers are financially 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.*

	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

□ *Self Checkout*

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

※ **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 central building 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, library main entrance No.2 KIOSK: 4th Floor, central building

□ *Policy*

Seats		Available Hours
Library	main reading (32 seats)	3
	smart table (32 seats)	3
	IT Space (21 seats)	6
	computer lab (40 seats)	6
	seat for multimedia (7 seats)	6
Student Chambers (70 seats)		6

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

□ *Help*

	Name	Contact
No.1 Kiosk	Lee, Ji-hye	ext. 1283/jh_lee@kdischool.ac.kr
No.2 Kiosk	Lee, Ji-hye	ext. 1283/jh_lee@kdischool.ac.kr

4 Study Facilities

4-1. Student Lounge

Student Lounge is located on the way to the lecture rooms on the 3rd floor. There is a student lounge equipped with comfortable sofas, a wide screen TV, and colorful chairs. The lounge is a suitable place for students to relax while enjoying a snack or beverage and chatting with pleasant company.

4-2. Group Study Rooms

There is a Group Study Room with newly equipped facilities, the Group Study Room is located on the 4th floor of the common area.

4-3. Personal Reading Room

□ *Open hours: 24 hours*

The student chambers are located on the 4th floor of the Central 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: ☎ 044)550-1283 (Ms.Lee, Ji-hye)

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. 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. ☎ 044)550-1259 (Ms.Yu, Hui-yeong)

4-5. Female Student Lounge

- *Location: 4th floor of School Building, next to Data Unit 2 office*
- *Setting: couches, bed, fridge, microwave oven, television set, audio set*
- *Available to: all female students are welcome*

4-6. Student Council

- *Location: 2nd Floor of Central Building*
- *Setting: Desks, Computer, Beam projector set*
- *Available to: all student union member are welcome*

4-7. Multi-purpose Room I (Club Activities)

- *Location: 2nd Floor of Central Building, next to the post office*
- *Setting: Ondol, Korean floor heating system room*
- *Available to: all student club members are welcome*

4-8. Multi-purpose Room II (Prayer Room)

- *Location: 2nd Floor of Central Building, next to the post office*
- *Available to: Muslim students who wants to pray*

5 IT Service Information

5-1. Data Unit 2

□ *Functions of the Data Unit 2*

- 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 Data Unit 2 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 Data Unit 2 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 Data Unit 2*

- The Data Unit 2is not allowed to lend out any software or programs due to software licensing restrictions.
- Problems with networking are the responsibilities of the Data Unit 2. In the case of any network problems please consult with the Data Unit 2.
- The Data Unit 2 provides for the creation and maintenance of the School's e-mail accounts.
- The Data Unit 2 provides support for faculty, staff and students during the School's office hours.
- Staff members are Mr. SONG, Chang-Yong at ☎ 044)550-1275, Mr. NA, Dong-Jin at ☎ 044)550-1052, Mr. Hyun, Minsung at ☎ 044)550-1116, and Mr. KIM, Solomon at ☎ 044)550-1241.

※ Please note that the Data Unit 2 does not provide support and / or troubleshooting for personal computers.

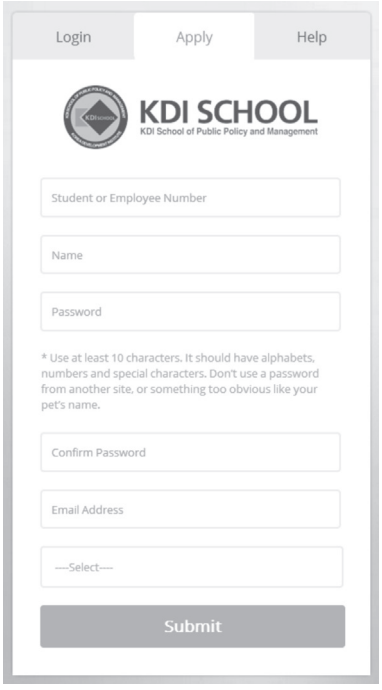
5-2. IT Services

Internet Access (LAN cable or Wireless)

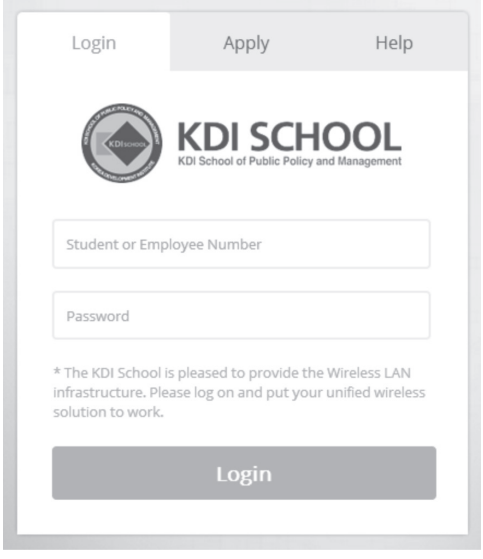
Students can access the internet everywhere on campus via cable and wireless LAN.

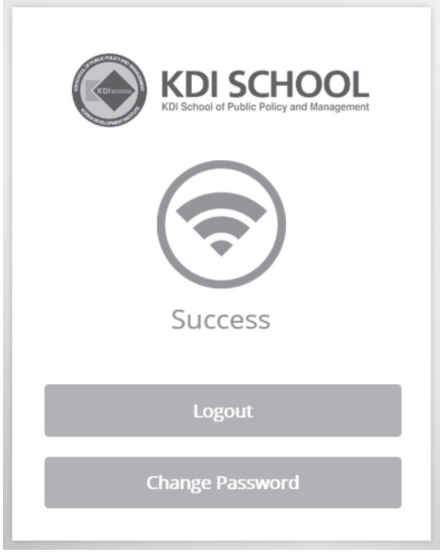
□ *How to wireless access*

- Search for wireless network available in the range, and connect to [KDIS Green, KDIS Center]
- **Create Account :** Open Internet Browser(Internet Explorer, Chrome Etc.), and In the Apply tab enter your information.



- **Login:** Open Internet Browser(Internet Explorer, Chrome Etc.), and enter your ID(Student Number) and password.



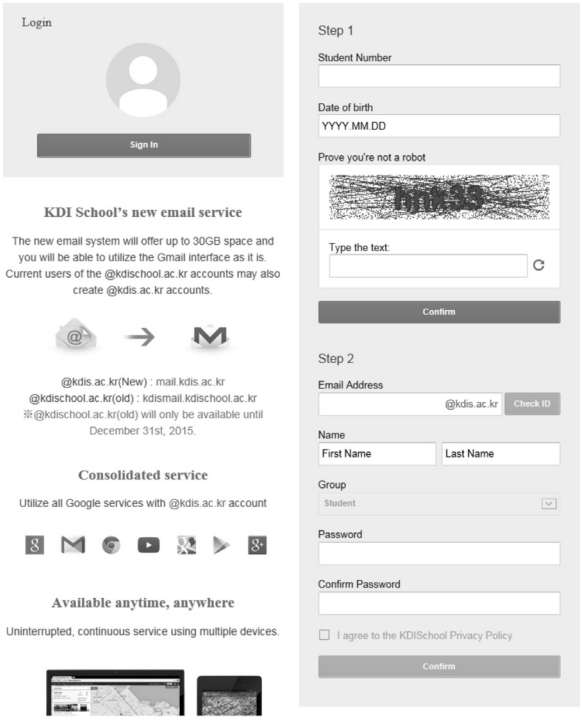


※ Please note that if you forgot your password at the 'Help' menu. For information on your password, please contact Mr. Song, Chang Yong(☎ 044)550-1275).

School Email Account

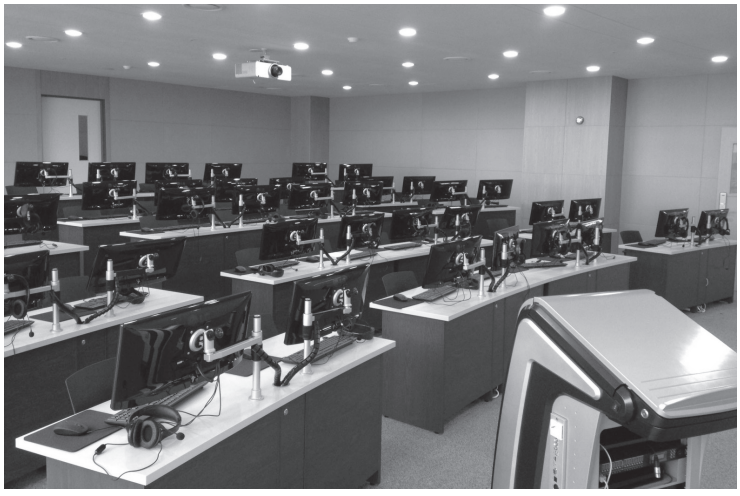
□ *Create to Email Account*

- Visit the website (http://kdischool.ac.kr)
- Click “Web Mail” on the KDI School website.
- Click “Confirm” after filling in the information (http://accounts.kdis.ac.kr/)



- PW should be 10 or more letters and numbers
- Ensure Student Number and Date of birth is correct, click Number Check to confirm
- Click ID Check to confirm the availability of the ID

Computer Laboratory

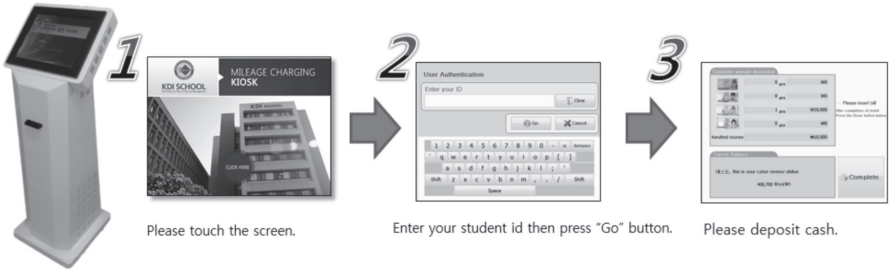


The KDI School computer lab is located on the 3rd floor of the library. The lab is open 24 hours a day seven days a week. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

Printer Room (Charging / Copying / Printing)

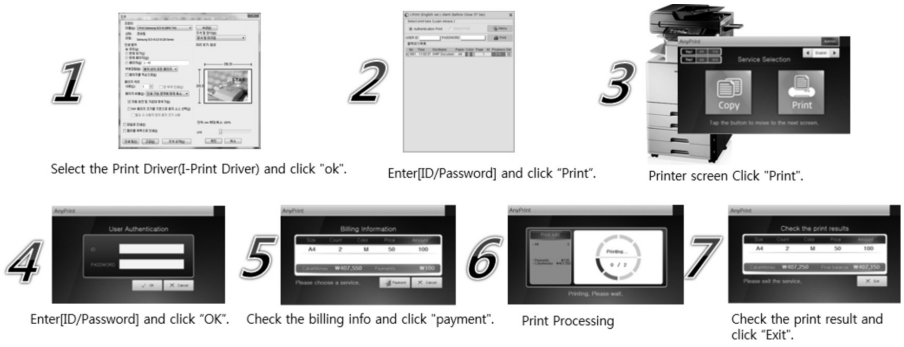
In the left of the computer lab, there is a printer room where students can use a copy machine and printers. Your Student ID card can be used to access them.

★ How to use the Charge Machine



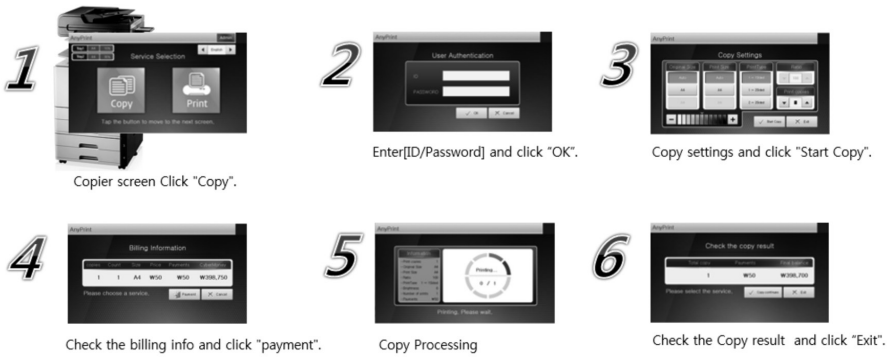
1. Please touch the screen.
2. Enter your student id then press “GO’ button
3. Please Deposit cash.

★ How to Print



1. Select the Print Driver(I-Print Driver) and click “OK”
2. Enter[ID/Password] and click “Print”
3. Printer screen Click “Print”.
4. Enter[ID/Password] and click “OK”.
5. Check the billing info and Click “payment”.
6. Print Processing.

★ How to Copy



1. Copier screen Click ”Copy”
2. Enter[ID/Password] and click “OK”
3. Copy settings and click “Start Copy”.
4. Check the billing info and click “payment”.
5. Copy Processing.
6. Check the result and click “Exit”.

6 On-campus Restaurants & Stores

6-1. Cafeteria

- *Location: 1st floor, Central Building*
- *Open Hours: Breakfast 8:00-09:00*
  Lunch Weekday 11:40-13:00 Weekdend 11:00-13:00
  Dinner 17:40-19:00

The cafeteria mainly serves Korean dishes for a fairly low price (KRW 2,000 for breakfast, KRW 4,000 for lunch and dinner). It is a good place to visit when students don't have much time to go outside due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. ☎ 044)550-4372

6-2. Convenience Store

- *Location: 1st floor, Central Building*
- *Open Hours: Weekdays 08:00~22:00*
  Weekend and Holiday 11:00~16:00

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

6-3. Mango Six (Coffee Shop)

- *Location: 1st floor, Central Building*
- *Open Hours: Weekdays only 08:00~18:30*

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

7 Banking Information

7-1. Woori Bank (On-Campus)

- *Location: 1st floor, Central Building*
- *Hours of Operation: 09:00~16:00*

(A.T.Ms 7:00-23:30)

You may open your bank acount, deposit money, transfer money overseas, and other bank services are available. ☎ 044)862-6741

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 the 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 ☎ 044)550-1253(Ms. Kaithy Hyun Joo Kim)***

8 Health Care Information

8-1. Nursing Room

For minor injuries and ailments, you can go to the on-campus nursing room located on the 1st floor of the central Building. You can get over-the-counter medicines from the health care center.

8-2. Hospital & Health Insurance Information(for international students)

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

Sun Healthcare International in Deajeon City

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

- ***Reduced Waiting Time:*** They 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*
  - ☎ 010-3614-0817 (Chris Han, English)
  - ☎ 010-5531-9398 (Oh yunerden, Mongolian)
  - ☎ 010-4943-3111 (Kulibaeva Svetlana, Russian)
  - Website: http://eng.sunhospital.com/sunhealth/

- Location: 928, Jijok-dong, Yuseong-gu, Daejeon, Korea
- Take 15 min. via Taxi from the school

※ You must make an appointment.

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

Dental Care Service

Dental Care Service for KDI School international students

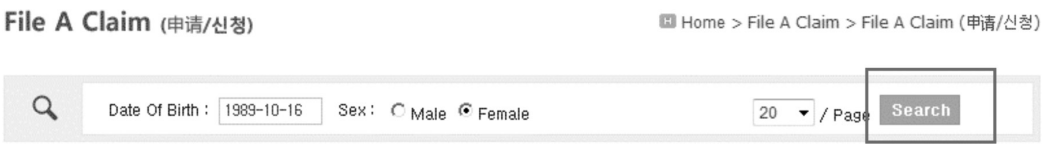
- Hospital Information
  - Blossom Dentistry(Dentist KIM, Dong Hyun, 2005 alumnus)
  - Address: SW Tower 11th Fl. Samsung-dong 141-3 Seoul
  - (Seolleung station Exit 8)
  - Work Hours: 10:00 ~ 19:00 (Mon ~ Fri)
    10:00 ~ 14:00 (Sat)
- Services for free of charge
  - Dental Check-up and X-ray taking
  - Cleaning
  - Root Canal Treatment
  - Extraction
- Pre-reservation Required
  - through Student Affairs Division
  - http://smileblossom.com/

8-3. How to Claim the Health Insurance

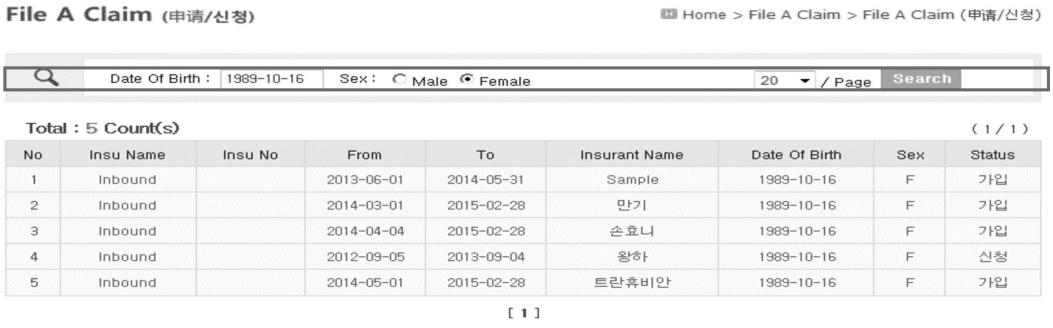
1) **Visit web site www.foreignerinsu.com –sub menu-[Claim]**

2) **Following the 5 steps.**

① Fill in the “Date of birth” and choose gender, then click “Search”

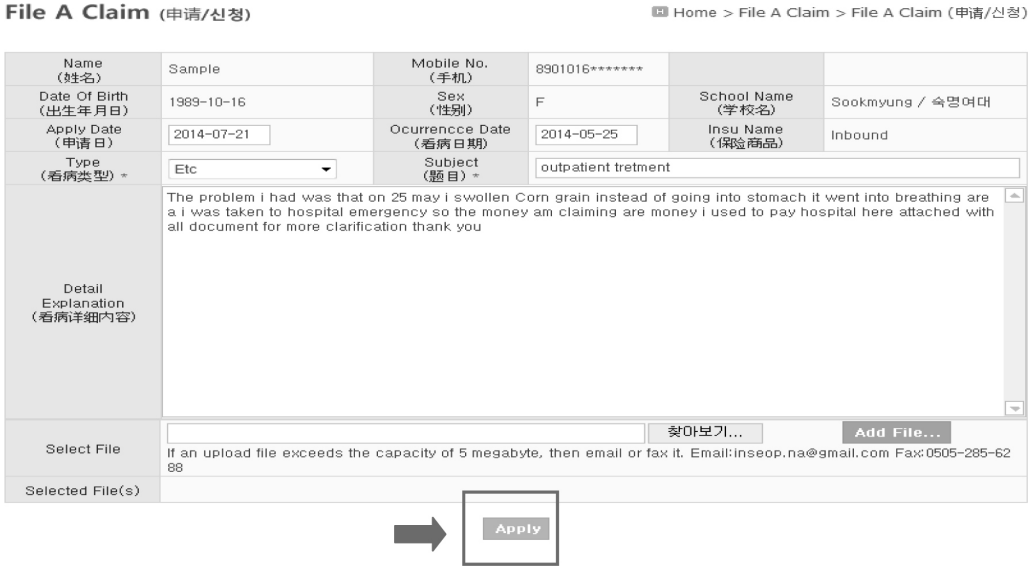


② Click your own data among the retrieved datas

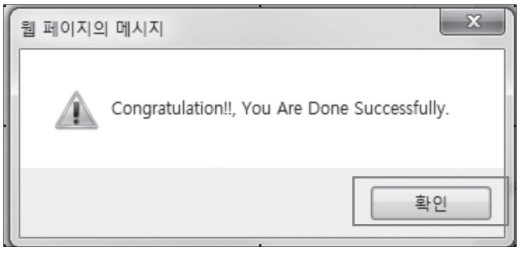


③ Fill out the claim form and click the “Apply” button

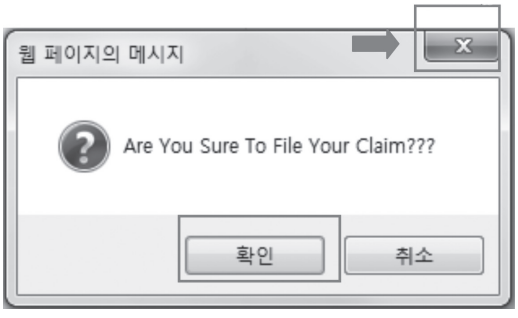
We prefer to receive your claim documents through email



④ Click “확인” when you can see the message box below



⑤ Click “확인” again when you can see another message box below

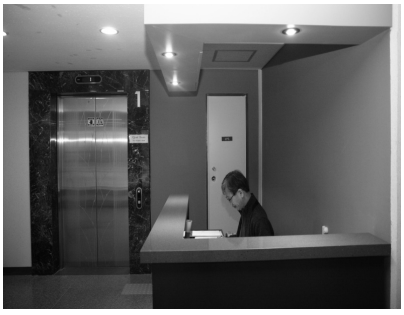


Congratulation!!, you are done successfully.

9 KDI School Dormitories & Mailing Services

9-1. Sejong Dormitory (On-Campus)

Information Desk



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. If you have an emergency situation, you can contact the security officers. The fisrt aid Kit will be provided by them. 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 permitted to enter. (☎ 044)550-1800)

Check-In Procedure

- *Visit the dormitory information desk or dormitory office(RM.2129)*
- *Check the assigned room*
- *Contact your dormitory assistant*
- *Carefully read the Dormitory Rules and Regulations in the Dormitory Check-in Form*
- *Complete and sign the form*

Check-Out Procedure

- *Clean your room and change the passcode of the doorlock to 1111**
- *Have your room inspected by your Dormitory Assistant at least 3days prior to check out.*
- *Fill in the Application for Check out form*
- *Visit the dormitory office to submit the form*
- *Visit the Student Affairs Division and get a refund for your deposit*

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

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

Every resident of the KDI School Dormitory is expected to observe the following dormitory guidelines to maintain an orderly and respectful residential community.

<KDI School Dormitory Guidelines for Residents>

Room	• Visitors are not expected to allow guests to stay overnight. Overnight sleeping in common areas of the building is strongly prohibited. • Members of the opposite gender should not enter each other's rooms and hallways. • Students must change the door lock combination upon check-in, and reset to 1111 when checking-out. If the door lock has low batteries, you may request the House Master for new sets of batteries. • Students are responsible for personal toiletries and bathroom repairs when damaged. Students will compensate for the toilet repair if they are responsible for the damage (Ex. Clogged toilets and faucets, broken tiles, sinks, and mirrors, and others). • Students are not allowed to move furniture or to use non-occupied beds in dorm rooms. In addition, students must maintain and clean their room prior to check out. • Turn off lights, heating, and air conditioners before leaving your room everyday. Students are responsible for the payment of excessive energy usage. • Students should have separate indoor shoes. Do not wear outdoor shoes inside the room. If the flooring is damaged upon your check-out, you may be charged for the replacement. • Refrigerator: Do not put perishable food in the room refrigerator. Please keep the refrigerator clean and sanitary.
Room Inspection	• The supervising staff may inspect student rooms without prior notice for emergency. The supervising staff reserves the right to enter any room in the dorms and investigate if there is reason to believe a rule infraction is taking place.
Room Change	• Room change is not allowed except during the official room change period (February/September but dates are subject to change). Students can request a room change with payment for cleaning upon School's notice during the designated period.
Communal Kitchen & Dining Area	• Kitchen use should end by midnight (12:00 am): Please inform the House Master before use. • Students must use a personal container box when using the public refrigerator. The container box must be label with the following information (Name, Room Number). Non-labeled goods can be removed without permission. • Individuals are responsible for their personal appliances and belongings. In addition, they are expected to keep the kitchen clean and sanitary at all times. • Student should turn off the lights and appliances after use. • Students must dispose waste accordingly (Garbage; Recycle; Food Waste only). • Students are expected to use the kitchen in a timely manner.

Laundry Rooms	• Students should use the appropriate gender-designated rooms accordingly. • Students should conserve water and energy by washing and drying when fully loaded. • Detergent and fabric softeners are not provided by the KDI School. • Students must timely collect their laundry after use for other residents. • Students should use the clothing rack provided in the dormitory rooms. Please limit the use of dryer machines due to high electricity fees. • Students should leave the washing machines door open after use. • Students should avoid using the laundry machines during the quiet hours (10:00 PM – 8:00 AM).
Damage / Liability	• Students agree to be fully responsible and liable for any damages that may occur to the KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Also, residents are fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged not to bring items of value.
Alcohol / Drugs	• The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.
Quiet Hours	• Quiet Hours are between 10:00 P.M and 8:00 A.M. Please respect your neighbors during this time.
Maintenance Service	• For maintenance service, you may request on our KDI School website board to the House Master directly. If you need assistance for other dormitory issues, you may ask your Dormitory Assistant for guidance.
Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.	

Rate Information & Deposit (Per Person)

Accommodation	Type	Rate per 30days	Rate Per day	Maintenance Fee	Deposit (Refundable)
Sejong Dorm	Double	KRW 180,000	KRW 6,000	KRW 50,000 One time payment	KRW 100,000
	Single	KRW 350,000	KRW 10,000		

- Deposit and maintenance fee will be charged only once at check in.
- Refund may vary according to the room condition & fee payment of check out.
- Sejong Dormitory fee for single room 28 days is KRW330,000 and KRW 360,000 for 31days.
- Overuse of Utility Fees & Payment: *The residents will be responsible for the compensation and payment of the excess amount of utility fees. The overuse of utility such as electricity, water, heating, air conditioning, and other sources of energy will be charged. Please save energy and be mindful of your energy use in your dormitory rooms and communal areas.*

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

Maintenance Fee includes:

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

Rooms

- *Double Room*

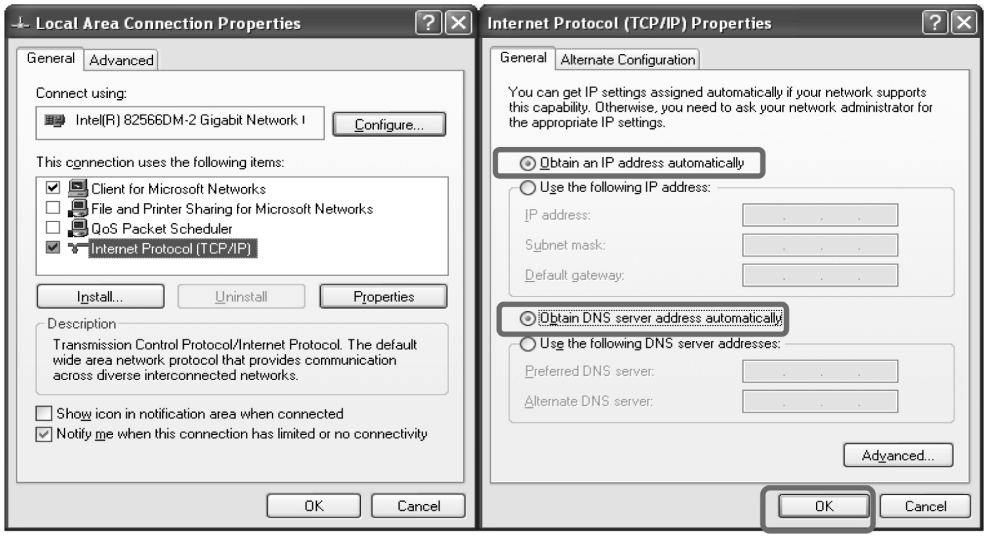
All double rooms are equipped with beds, wardrobes, desks, a bookshelves, an air conditioning and heating system, and an internet system (electrical outlets: 220V). Each room has its own shower and toilet inside. A set of bedding (blanket 2, pillow, pillow cover) are provided for students when they check in to their rooms. While staying in the dormitory, it is the responsibility of the residents to keep their room and bedding clean.

- *Single Room*

Sejong dormitory has 40 single rooms. 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, bookshelves, an air conditioning and heating system (electrical outlets: 220V).

Connecting to the Internet in Your Dormitory Room

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



Communal Dormitory Lounges

□ *Communal Lounges on the 3, 5 floors*

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

printer, and a water dispenser.

□ *Communal Exercise Rooms on 2nd, 4th, and 6th floors*

The communal exercise rooms are located on the 2nd, 4th and 6th floors. There are running machines and step machines with a weight scale.

Laundry Room

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

Communal Kitchen

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

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 food waste bin in Kitchen. 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

The city of Sejong sells waste disposal bags specifically for food waste and for non-recyclable garbage. Disposal bags are sold in GS25 convenience store or supermarkets. KDI School does not provide waste disposal bags.
There are four categories of recyclable material:

- Paper: newspapers, calendars, magazines, or anything of paper material.
- Glass: containers made from glass like wine bottles, medicine bottles, and etc. (Please wash out all containers before disposal)
- 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.

9-4. DormitoryAssistants

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

Accommodation	Number of Assistants	Work List	Remark
Sejong Dorm	1 (Head DA)	- 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	3 Koreans, 5 Internationals
	7 (Floor DA)		

9-5. Mailing Service Information

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

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

Mailing Address:

□ *On-Campus Dormitory*

- Dormitory Building&Room No. / Student Name
- Dormitory Address
  17(Bangok-dong, KDI SCHOOL), Giljae-gil, Sejong-si 339-007, Korea

Inquiries: ☎ 550-1800 (Dormitory Information Desk)

Mail Delivery Service

The KDI School supports mail service for students. Collections are made between 09:00 and 18:00. Thus, items must be ready before 17:00. The school mail service office is located on the 1st floor of Central Building. Service fees are subject to change depending on the type of mail.

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(☎ 044)550-1257)*
  - Head / General Management of Academic Affairs
- *Academic Program: Ms. LEE, Eun Chong (☎ 044)550-1217)*
  - Course Registration, Concentration Management, Course Evaluation
- *Student Activities: Mr. LEE, Hak Bae (☎ 044)550-1088)*
  - Tuition Management, Student Status, Grauation Management, Certificate Issuance
- *Student Activities: Ms. HUR, In Kyung (☎ 044)550-1088)*
  - Research Project, POS Committee, Grade Management, Writing Center, Special Lecture
- *Student Activities: Ms. KIM, Do Yeun (☎ 044)550-1050)*
  - Ph.D. Program, Faculty Research, Reasearch Assistant Management
- *Student Services: Ms. YU, Hui Yeong (☎ 044)550-1259)*
  - CA, AA, TA, Academic Advisor Assignment, Student Association, Classroom Assignment
- *Student Activities: Ms. CHOI, Yoon Jung (☎ 044)550-1294)*
  - Evening Program Support, Certificate Issuance
- *Student Services: Intern (☎ 044)550-1020/044)550-1182)*
  - Intern Staff, Assistant Coordinator

Student Affairs Division

- *General Management: Ms. LEE, Jae Soon (☎ 044)550-1105)*
  - Head / General Management of Student Affairs

- *Student Services: Ms. KIM, Hyun Joo (☎ 044)550-1253)*
  - KOICA, G20 scholarship Group
  - Monthly Cultural Events, Monthly Stipends
  - Exchange Student, CAMPUS Asia program etc.
- *Student Services: Ms. Christine Saheun Leigh (☎ 044)550-1021)*
  - Spring Term International Student, Global Ambassador, POSCO scholarship Group
  - Student Networking Programs: Club, Buddy, Happy Hour, Home visiting, etc.
  - GMP Student Group
- *Student Services: Ms. PARK, Min Ah (☎ 044)550-1224)*
  - NIIED, KOGAS, IDB scholarship Group
  - Insurance, Monthly Cultural Events, Field Study Program for Korean Students
  - Dormitory
- *Student Services: Intern (☎ 044)550-1010)*
  - Assistant Coordinator
  - Insurance Claim Process, Dormitory Check-in and Check-out

External Relations and Development Affairs Division

- *General Management: Ms. YANG, Hye Jung (☎ 044)550-1055)*
  - Head / General Management of External Affairs
- *Alumni: Ms. OH,Eun Kyung (☎ 044)550-1274)*
  - Alumni, Career Development
- *External Relations: Ms. LEE, Se-Won (☎ 044)550-1019)*
  - International Affairs, Editing

Admissions Division

- *General Management: Ms. KIM, Hee Sun (☎ 044)550-1268)*
  - Head / General Management of Admissions
- *Student Recruiting: Mr. Ji, Woo Tae (☎ 044)550-1263)*
  - PR, Korean Student Admissions
- *Student Recruiting: Ms. SHIN, Chul Hee (☎ 044)550-1281)*
  - International Students Admissions

- *Student Recruiting: Ms. KIM, Lahn Young (☎ 044)550-1211)*
  - Admissions, Document & Interview arrangement

Data Unit 2

- *IT Service: Mr. NA, Dong Jin (☎ 044)550- 1052)*
  - Head / General Management of IT Service
- *IT Service: Mr. SONG, Chang Yong (☎ 044)550-1275)*
  - Computer Lab Management, Network Maintenance, Internet, Wireless
- *IT Service: Mr. HYUN, Min Sung (☎ 044)550- 1116)*
  - Homepage, E-mail Accounts
- *IT Service: Mr. KIM, Solomon (☎ 044)550-1275)*
  - MIS(Management Information System)

Administrative Division

- *Facility Maintenance Service: Mr. CHUNG, Young Sik (☎ 044)550-1260)*
- *Mr. CHO, Kye Bong (☎ 044)550-1273)*
  - School Facilities, Dormitory Facilities

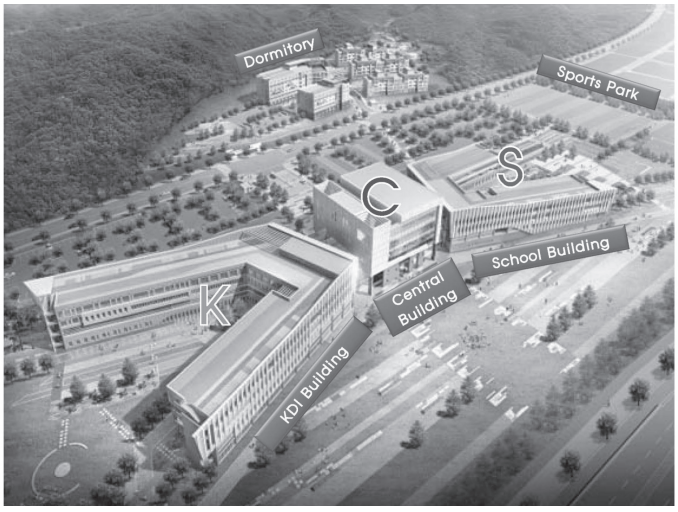
10-2. Faculty Support Offices

The faculty offices are located on the third and fourth 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 (3th fl.): *Ms. SEOL, Minkyung (☎ 044)550-1079)*
- Faculty Support Office (3th fl.): *Ms. HWANG, Ji Seon (☎ 044)550-1256)*
- Faculty Support Office (4th fl.): *Ms. KANG, Yujin (☎ 044)550-1254)*
- Faculty Support Office (4th fl.): *Ms. JEONG, Sooin (☎ 044)550-1215)*

10-3. Campus Map



Floor Guide of Each Building

□ *[KDI School Building]*

4F	Ambassador Hall/Lincoln Hall/Chunji Sky Lounge/Faculty Offices/Faculty Support Office/Female Lounge
3F	Lecture Rooms/ Faculty Offices/Faculty Support Office/Seminar Rooms
2F	Reception Desk/Lobby/Lecture Rooms /Personal Lockers/School Administrative Offices (Academic Affairs Division/Student Affairs Division)

□ *[Central Building]*

6F	Main Conference Room/Video Conference Room
4F	Group Study Room/Personal Reading Room/Ph.D. Chamber
3F	Central Library/Student Lounge/Computer Laboratory/Printer Room
2F	Reception Desk/Lobby/History Hall/Woori Bank/A.T.M(Woori Bank)/Postal Agency/ Multi-purpose Room Ⅰ & Ⅱ /Student Council Room/Mango Six
1F	Cafeteria Ⅰ & Ⅱ /Convenient Store/Fitness Center/Shower Rooms/Table-tennis Room

□ *[KDI School Dormitory]*

101	5F	Laundry Room(Washing Machine, Drying Machine)/Kitchen/Exercise Lounge/Rooms
102	6F	Laundry Room(Washing Machine, Drying Machine)/Kitchen/Exercise Lounge/Rooms
	5F	Communal Lounge/Rooms
	4F	Exercise Lounge/Rooms
	3F	Communal Lounge/Rooms
	2F	Exercise Lounge/Rooms
	1F	Information Desk/Dormitory Office(2129)/Rooms

Around the KDI School

1 Directions to the KDI School

1. Incheon Airport → KDI Sejong Campus (Refer to Appendix)

- **KTX(Train):** Incheon Airport → Airport Limousine Bus → Seoul Station → Osong Satation → Take #990 BRT Bus → Get off at Sejong Express Bus Terminal → Take #992 Bus → Get off at KDI
- **Express Bus:** Incheon Airport → Sejong Express Bus Terminal → Take #992 Bus → Get off at KDI
- **Taxi:** Incheon Airport → Get off at KDI

2. Sejong Local Transportation (last updated 1st Feburary 2015: Refer to Appendix)

- **Bus #215:** Gajae MaEul Apartment (가재마을) → Government Complex-Sejong (정부세종청사) → KDI School (Travel Time : 25 mins / Interval : 30 mins)
  *From Spring Semester, the Bus working hour will extended to 22:40
- **Bus #992:** CheonMaEul(첫마을) → Sejong Express Bus Terminal (세종 고속시외버스터미널) → KDI School (Travel Time : 10 mins / Interval : 20~30 min)

* Transportation information can be updated under the circumstances
* The travel time may change depending on the traffic conditions

2 Around the KDI school

Choenmaeul (Hansol Dong)

Choenmaeul is perhaps the most convenient place for students to go when looking for a place to shop, as it can be easily reached by taking bus 992 from KDI school and getting off at the second stop, with the journey taking around 15 minutes. The area contains a number of medium-sized grocery stores, along with coffee shops, pharmacies, banks, restaurants, and a number of other services.

Dodam-dong

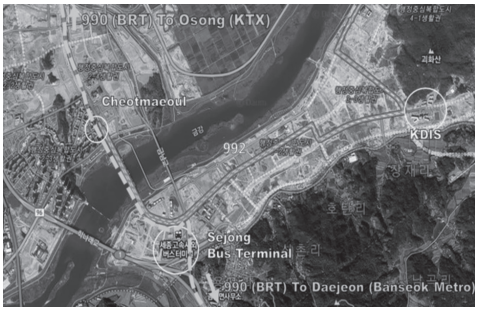
Dodam region is a place for residents with group of apartments and schools. Right next to the Dodam bridge, there is a huge mall with 'Homeplus(Supermarket)' in it where people can purchase almost everything such as groceries, clothes, and electronics. In the same mall, there are many places to eat such as pizza hut and other continental restaurants. Dodam-dong takes around 20 minutes by taxi. We can also get there by bus 992 and then transfer to 990 at Choenmaeul apartment complex 2 and then get off at Dorammaeul Apartment complex stop. By bus it will take around 40 minutes.

Daepyong Traditional Market

Daepyong Traditional Market opens every Saturday, where you can reach the market by riding bus 560 and 655 from Cheon-ma-eul. At Daepyong Traditional market, you can purchase various types of products ranging from vegetables, meat, fisheries, and etc. You can also purchase daily necessities, clothes, beddings, and etc. at a cheap price. You can find World Mart next to Nonghyup bank, which is on the way to the Daepyong Traditional market. World Mart sells Chinese, Vietnamese, and Thai groceries. Please refer to the pictures below to find more about the products that World Mark sells.

Daejeon City

The nearest metropolitan city is Daejeon City which take about an hour from Sejong. It has big departments, "Galleria Department Store Dongbaek Branch" and "Lotte Department" also some movie theaters, religious communities (Church, mosque and ect.) and international food markets. You can take bus 992 and go to express bus terminal and transfer bus 990 to Banseok subway station. The subway goes to every downtown of Daejeon city.



Eunhang dong Shopping District

Eunhangdong Shopping Street have basically everything such as Clothing stores, Restaurants, Entertainment Lounge, Coffee Shop, Bakery/Pastry Shop, Pet Shop, and Jewelry Stores etc. From Banseok Station you would transfer to the subway and get off at Jungang-na station then take exit# 2 to get to the Eunhangdong Shopping Street.

Religious communities

There are English Speaking non-denominational religious communities located in Daejeon

- *Protestant Church (Daejeon)*
  - Daejeon Presbyterian Church
  - http://ddpc.or.kr/xe/
  - 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejon, Korea 304-340
  - Contact Information: Pastor Daniel Lim (EM Pastor) - 010 9542 9666 / danhlim@gmail.com

□ *Islam (Daejeon)*

- Daejeon-Islamic Center
- http://www.koreaislam.org 193, Daehak-ro, Yuseong-gu, Daejeon, Korea ☎ 010 2234-4594

Staying in Korea (Around Seoul)

1 Location[1]

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (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[2]

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/

1 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp

2 http://www.visitseoul.net/

3 Climate[3]

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

4 Food[4]

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

3 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp

4 http://www.korea.net/korea/kor_loca.asp?code=U03

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., 2015) the rate is approximately 1,078 won to the one U.S. dollar.

Bills

Old Bills

1,000 won/cheon won

5,000 won/ocheon won

10,000 won/man won

New Bills

1,000 won/cheon won

5,000 won/ocheon won

10,000 won/man won

50,000 won/oman won

Coins

500 won/oback won

100 won/back won

50 won/osip won

10 won/sip won

6 Transportation of Seoul

Subway

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

The fare for Zone 1 is 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.

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

Bus

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

□ ***Blue Bus***

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

□ ***Green Bus***

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

□ ***Red Bus***

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

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

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

※ Free transfer

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

Taxi

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

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

Express bus[5]

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

5 Excerpted from Ajou Univ. Guidebook.

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 ☎ 02-535-2860

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 1,050 versus the KRW 1,150 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

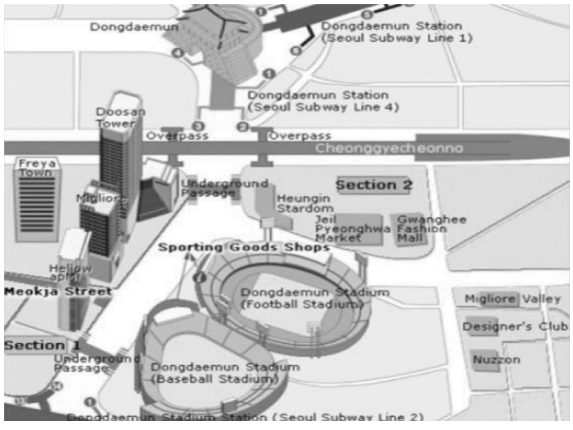
Migliore is a large shopping complex, and most of the shops in this building deal with garments. The location is very convenient because it is directly connected to Myeong-dong subway station (the blue line). The products here always reflect the latest fashion trends while prices are often even lower 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***

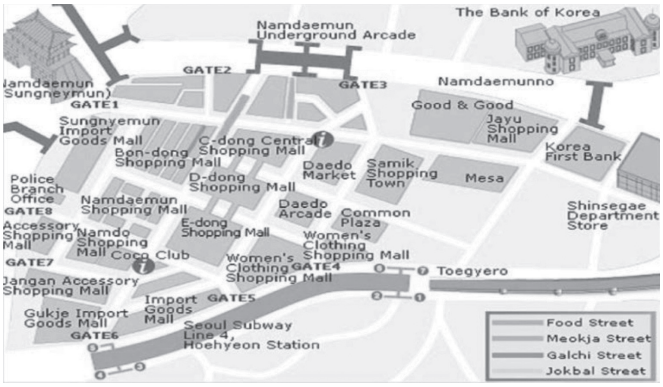


Namdaemun Market

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[5]

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

City Tour is a shuttle bus that circulates the courses, starting with Gwanghwamun.

With a one-day pass, you can get on and off any City Tour Bus for a day.

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

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

8 Other Information

8-1. Tourist Information Service

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

Seoul KTO Tourist Information Center

- *Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180*
- *Travel Information: ☎ 1330(24 hours)*

6 http://en.seoulcitybus.com/

□ *Center Information: ☎ 02-729-9600*

□ *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
- Mobile Phone Carriers: 00365, 00388, 00700, 00727
- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

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

Public Phones

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (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[7]

Voltage level has been converted to 220V in most buildings. If you are using electrical equipment that is not 220V you will need either a converter or a transformer. Converters are the small devices that you attach directly to the plug. Converters can be used for devices with AC Adapters. To be certain, look closely at your plug and see what voltage ranges are supported. Transformers are larger devices that are used when converters falls short. Converters and transformers are can be bought at any hardware store. There are two types of transformers. The small transformer is cheaper and should sell for about KRW 10,000. The larger transformer is also heavier and more expensive. They range from KRW 25,000 to 30,000. For electronics that 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[8]

□ ***Anglican church (Seoul)***

- The Anglican Church of Korea
- http://www.skh.or.kr ☎ 02-738-8952
- 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 ☎ 02-732-2183
- 45, Gyeonji-dong, Jongro-gu, Seoul

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7 Excerpted from Yonsei Univ. Guidebook.

8 Excerpted from Ajou Univ. Guidebook.

□ ***Islam (Seoul)***

- Korea Muslim Federation
- http://www.koreaislam.org ☎ 02-793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul ☎ 02-793-6908

□ ***Islam (Daejeon)***

- Daejeon-Islamic Center
- http://www.koreaislam.org 193, Daehak-ro, Yuseong-gu, Daejeon, Korea ☎ 010 2234-4594

□ ***Protestant church (Seoul)***

- Protestant church believes in Christ as a saver, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.
- 'Bethel Chapel' of Chungdong First Church
- http://chungdong.onmam.com ☎ 02-753-0001~3

□ ***Protestant Church (Daejeon)***

- Daejeon Presbyterian Church
- http://ddpc.or.kr/xe/
- 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejon, Korea 304-340
- Contact Information: Pastor Daniel Lim (EM Pastor) - 010 9542 9666 / danhlim@gmail.com

□ ***Roman catholic church (Seoul)***

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- http://www.mdsd.or.kr ☎ 02-774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop's Conference of Korea
- http://www.cbck.or.kr ☎ 02-460-7500

□ ***Russian orthodox church***

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

8-5. Public Holidays

□ ***New Year's day : January 1***

□ ***Lunar New Year's day: February 18~20***

- 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.

□ ***Children's day : May 5***

- This is a day for children to enjoy themselves.

□ ***Buddha's Birthday : May 25***

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

□ ***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 26~29***

- 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.

V. Appendix

Course Map

Directions to the KDI School

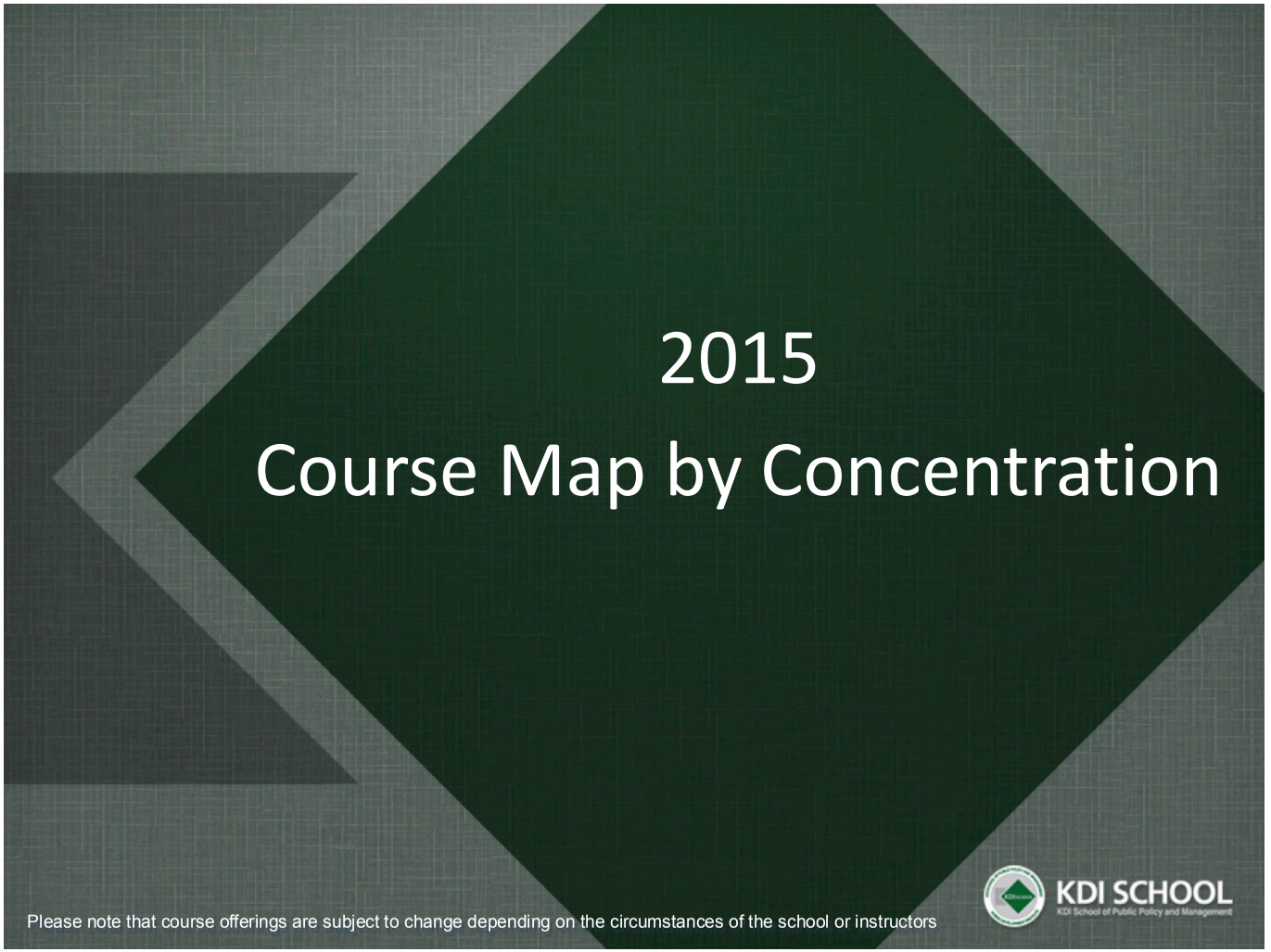
Regulations for Student Guidance

Other Forms and Informations

Foreign Embassies in Korea

Useful Websites

Telephone Directory


2015
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

KDI School of Public Policy and Management KDI SCHOOL

Contents Table

MPP

- **FM** (Finance and Macroeconomic Policy)
- **TI** (Trade and Industry Policy)
- **PF** (Public Finance and Social Policy)
- **RE** (Regional Development and Environment)

MDP

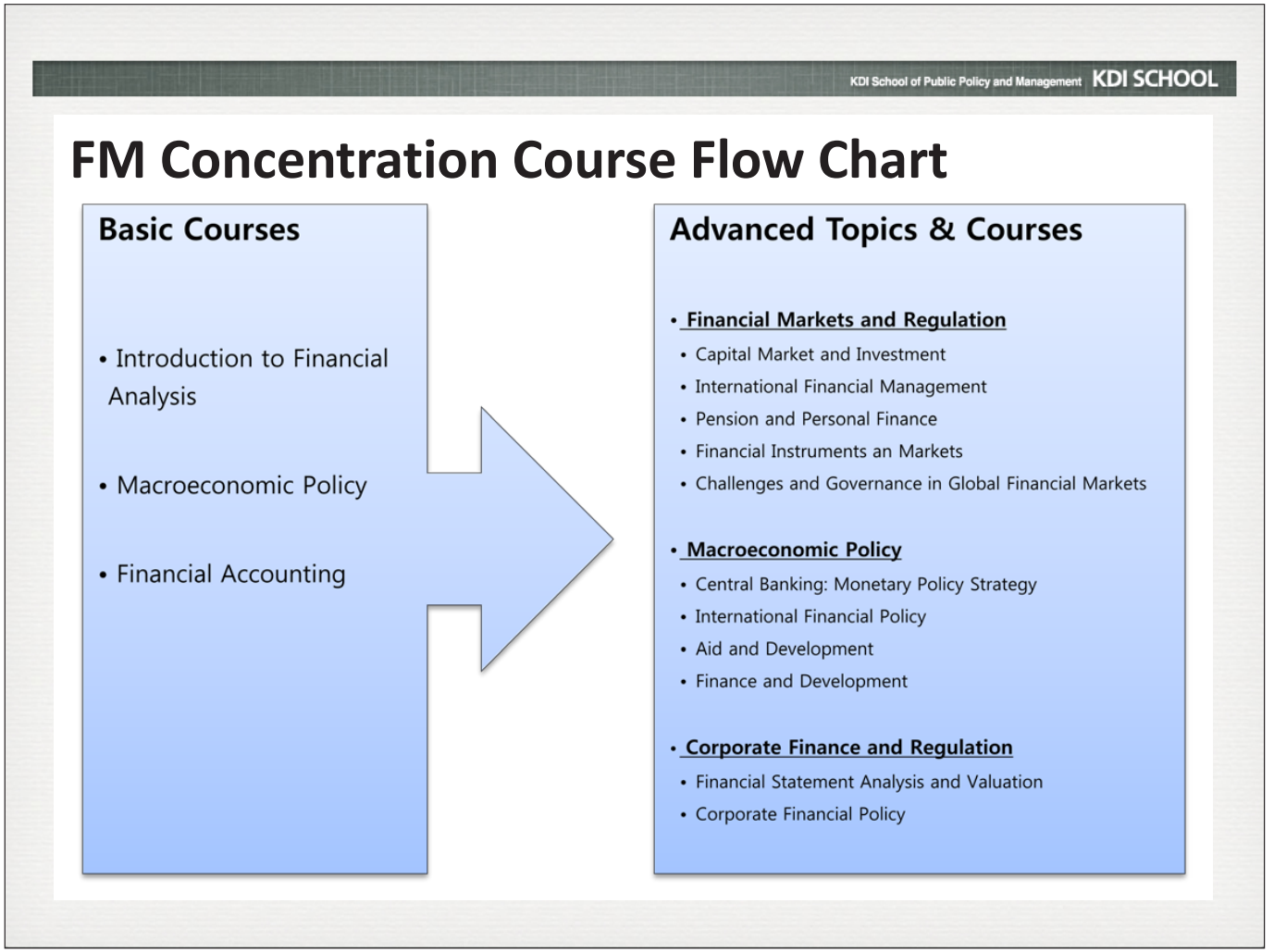
- **SD** (Sustainable Development)
- **ID** (International Development)

MPM

- **PA** (Public Administration and Leadership)
- **SM** (Strategic Management)
- **GP** (Global Governance and Political Economy)

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.


KDI School of Public Policy and Management KDI SCHOOL
FM Concentration Course Flow Chart
Basic Courses
• Introduction to Financial Analysis
• Macroeconomic Policy
• Financial Accounting
Advanced Topics & Courses
• Financial Markets and Regulation
• Capital Market and Investment
• International Financial Management
• Pension and Personal Finance
• Financial Instruments an Markets
• Challenges and Governance in Global Financial Markets
• Macroeconomic Policy
• Central Banking: Monetary Policy Strategy
• International Financial Policy
• Aid and Development
• Finance and Development
• Corporate Finance and Regulation
• Financial Statement Analysis and Valuation
• Corporate Financial Policy

KDI SCHOOL
KDI School of Public Policy and Management
Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
• Macroeconomic Policy
• Financial Accounting
Advanced
• International Financial Management
• Corporate Finance Policy
• Aid and Development
• Financial Instruments and Markets
Summer
Foundation
Basic
• Macroeconomic Policy
• Introduction to Financial Analysis
Advanced
• Capital Market and Investment
• Finance and Development
• Central Banking: Monetary Policy Strategy
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
• Macroeconomic Policy
Advanced
• Pension and Personal Finance
• International Financial Policy
• Financial Statement Analysis and Valuation
• Aid and Development
• Challenges and Governance in Global Fina -ncial Market

KDI School of Public Policy and Management KDI SCHOOL

PF Concentration Overview

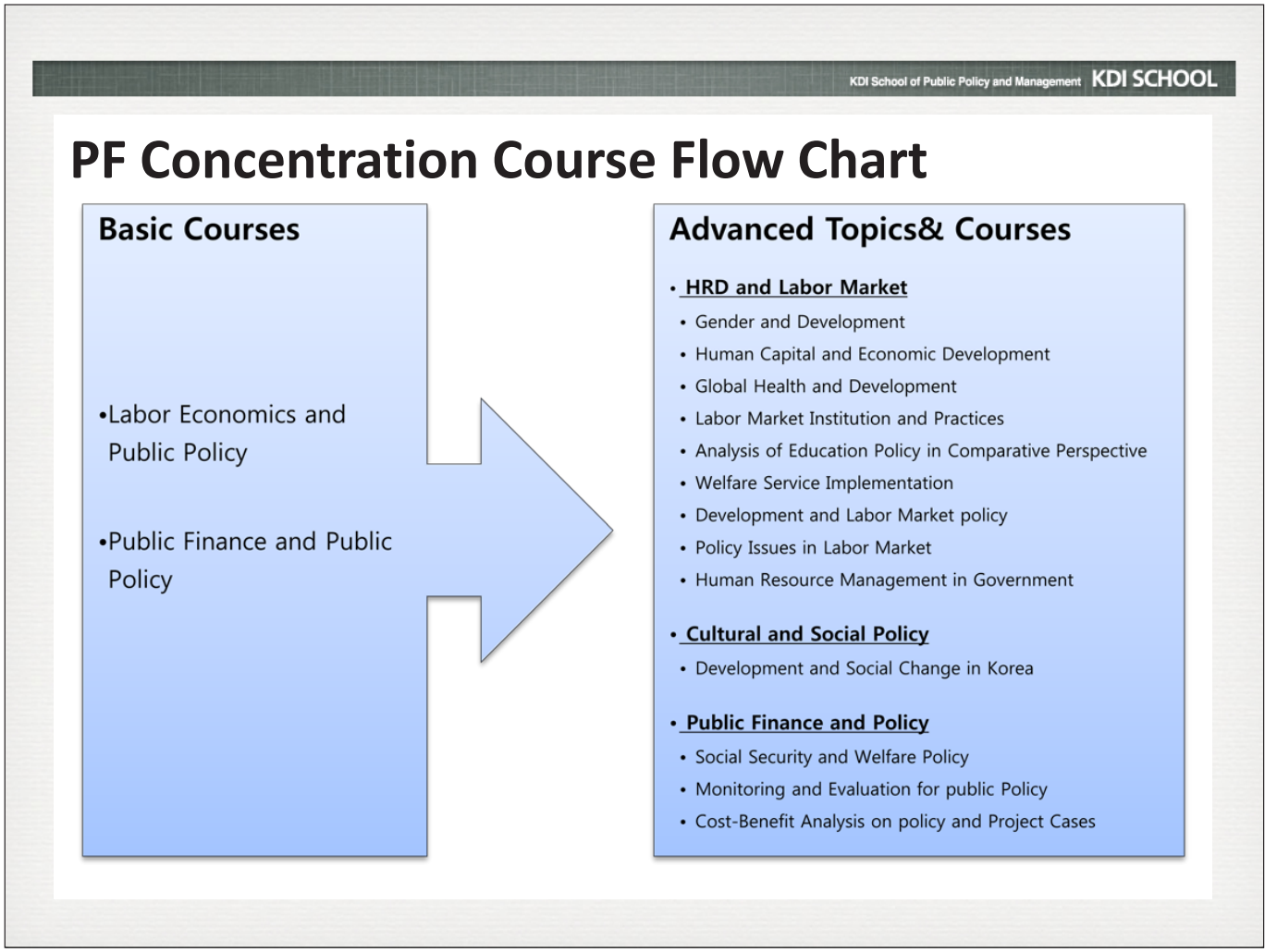
■ Learning Goals:

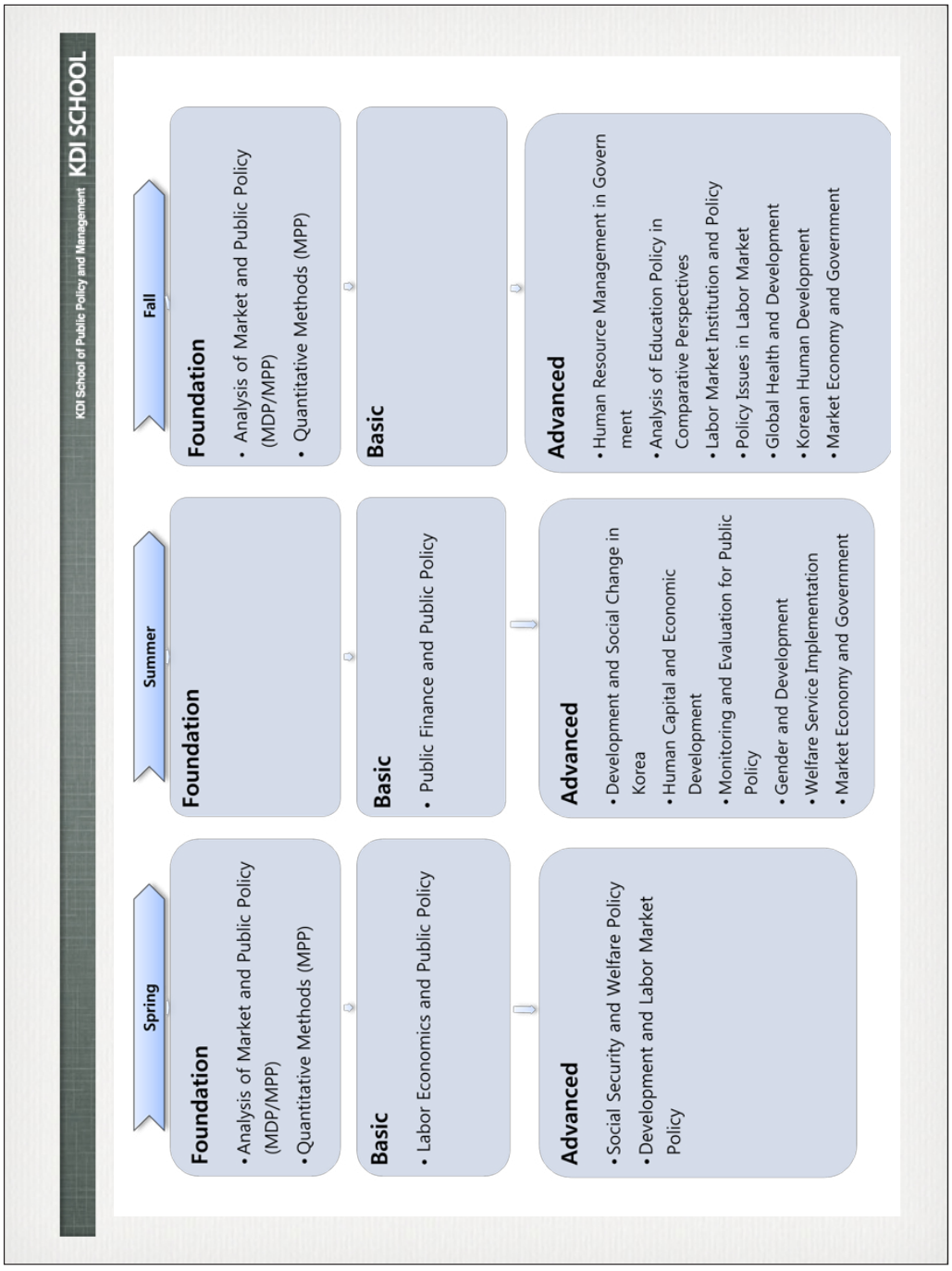
- The market is an indispensable mechanism for efficient resource allocation and long-term growth. The workings of the market, however, are often accompanied by extreme poverty, externalities, information asymmetry, and coordination failures, thereby entrapping vulnerable individuals and communities 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.

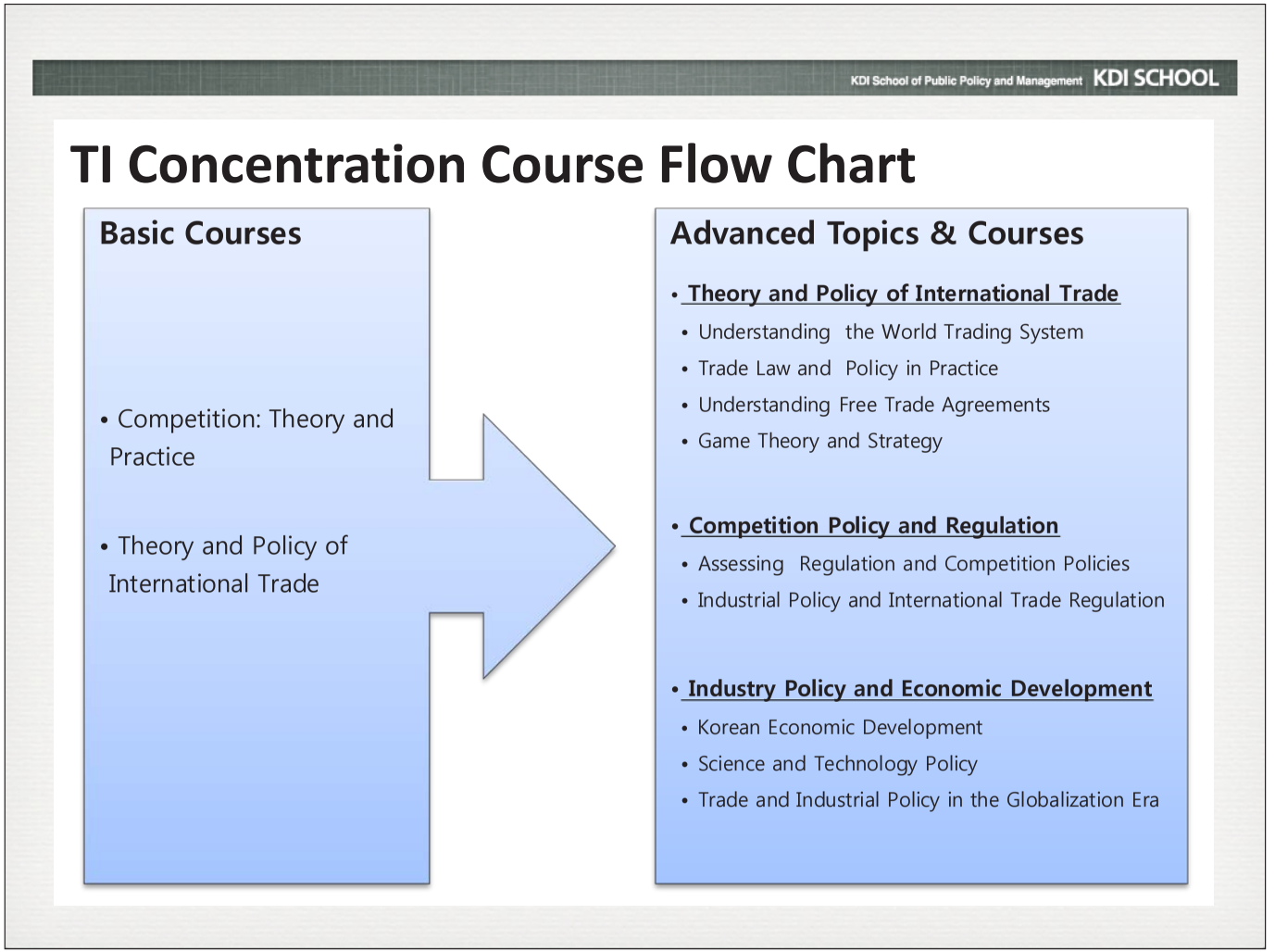
PF Concentration Course Flow Chart

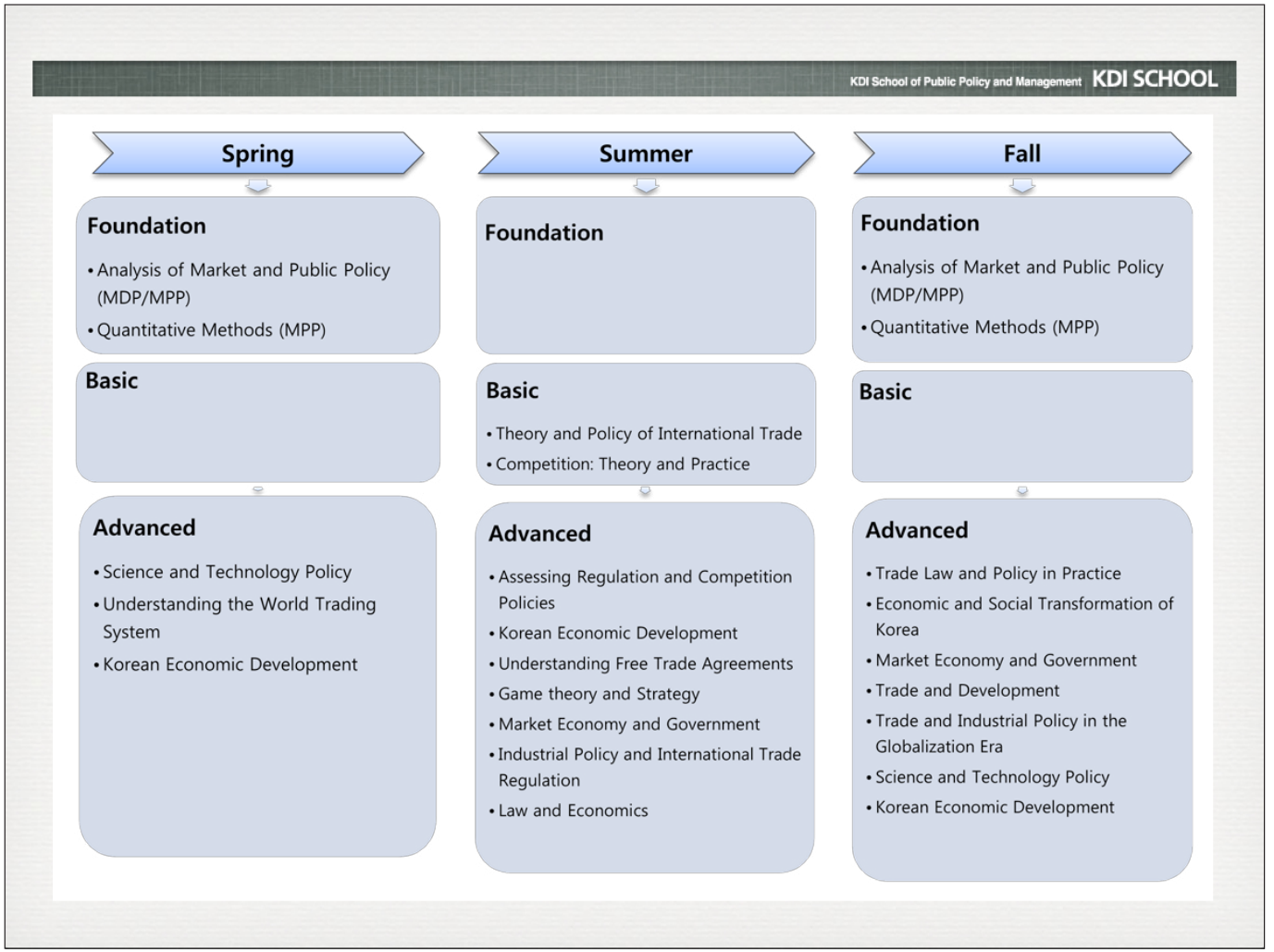



KDI School of Public Policy and Management KDI SCHOOL
Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
• Labor Economics and Public Policy
Advanced
• Social Security and Welfare Policy
• Development and Labor Market Policy
Summer
Foundation
Basic
• Public Finance and Public Policy
Advanced
• Development and Social Change in Korea
• Human Capital and Economic Development
• Monitoring and Evaluation for Public Policy
• Gender and Development
• Welfare Service Implementation
• Market Economy and Government
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
Advanced
• Human Resource Management in Govern ment
• Analysis of Education Policy in Comparative Perspectives
• Labor Market Institution and Policy
• Policy Issues in Labor Market
• Global Health and Development
• Korean Human Development
• Market Economy and Government

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.


KDI School of Public Policy and Management KDI SCHOOL
TI Concentration Course Flow Chart
Basic Courses
• Competition: Theory and Practice
• 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 Free Trade Agreements
• Game Theory and Strategy
• Competition Policy and Regulation
• Assessing Regulation and Competition Policies
• Industrial Policy and International Trade Regulation
• Industry Policy and Economic Development
• Korean Economic Development
• Science and Technology Policy
• Trade and Industrial Policy in the Globalization Era


KDI School of Public Policy and Management KDI SCHOOL
Spring
Summer
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
Advanced
• Science and Technology Policy
• Understanding the World Trading System
• Korean Economic Development
Foundation
Basic
• Theory and Policy of International Trade
• Competition: Theory and Practice
Advanced
• Assessing Regulation and Competition Policies
• Korean Economic Development
• Understanding Free Trade Agreements
• Game theory and Strategy
• Market Economy and Government
• Industrial Policy and International Trade Regulation
• Law and Economics
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
Advanced
• Trade Law and Policy in Practice
• Economic and Social Transformation of Korea
• Market Economy and Government
• Trade and Development
• Trade and Industrial Policy in the Globalization Era
• Science and Technology Policy
• Korean Economic Development

KDI School of Public Policy and Management KDI SCHOOL

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.

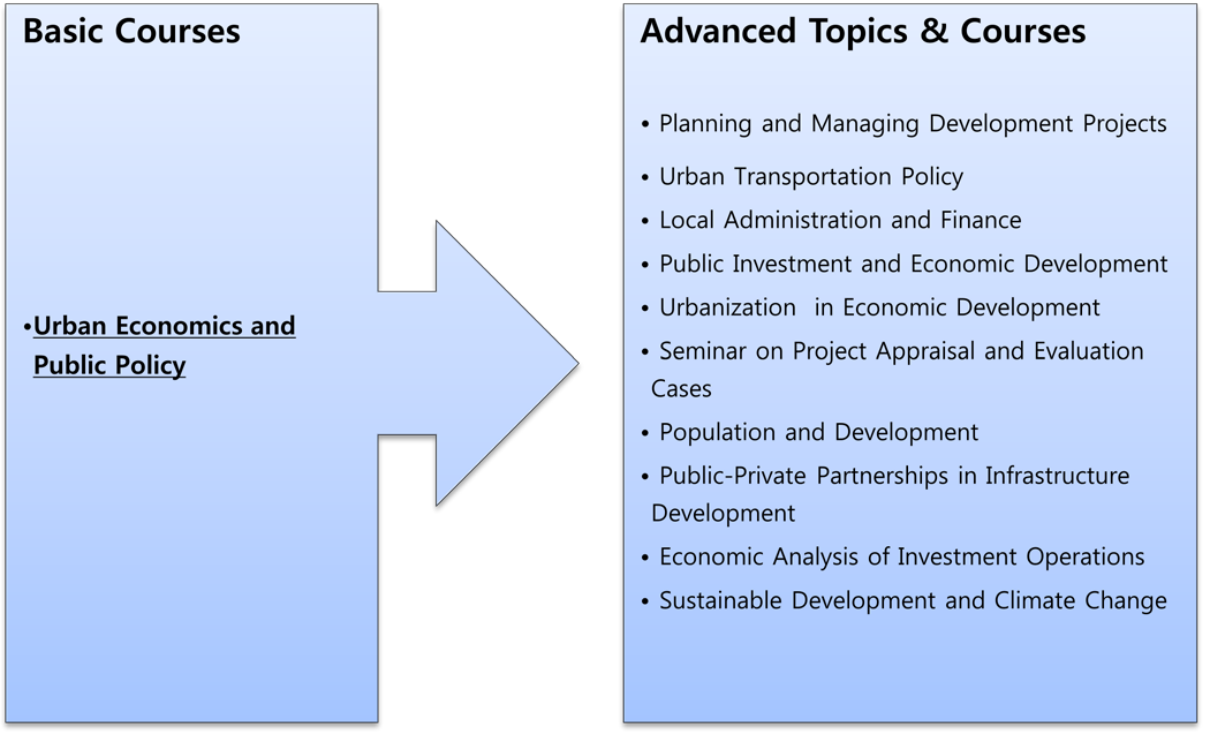
■ Key Issues:

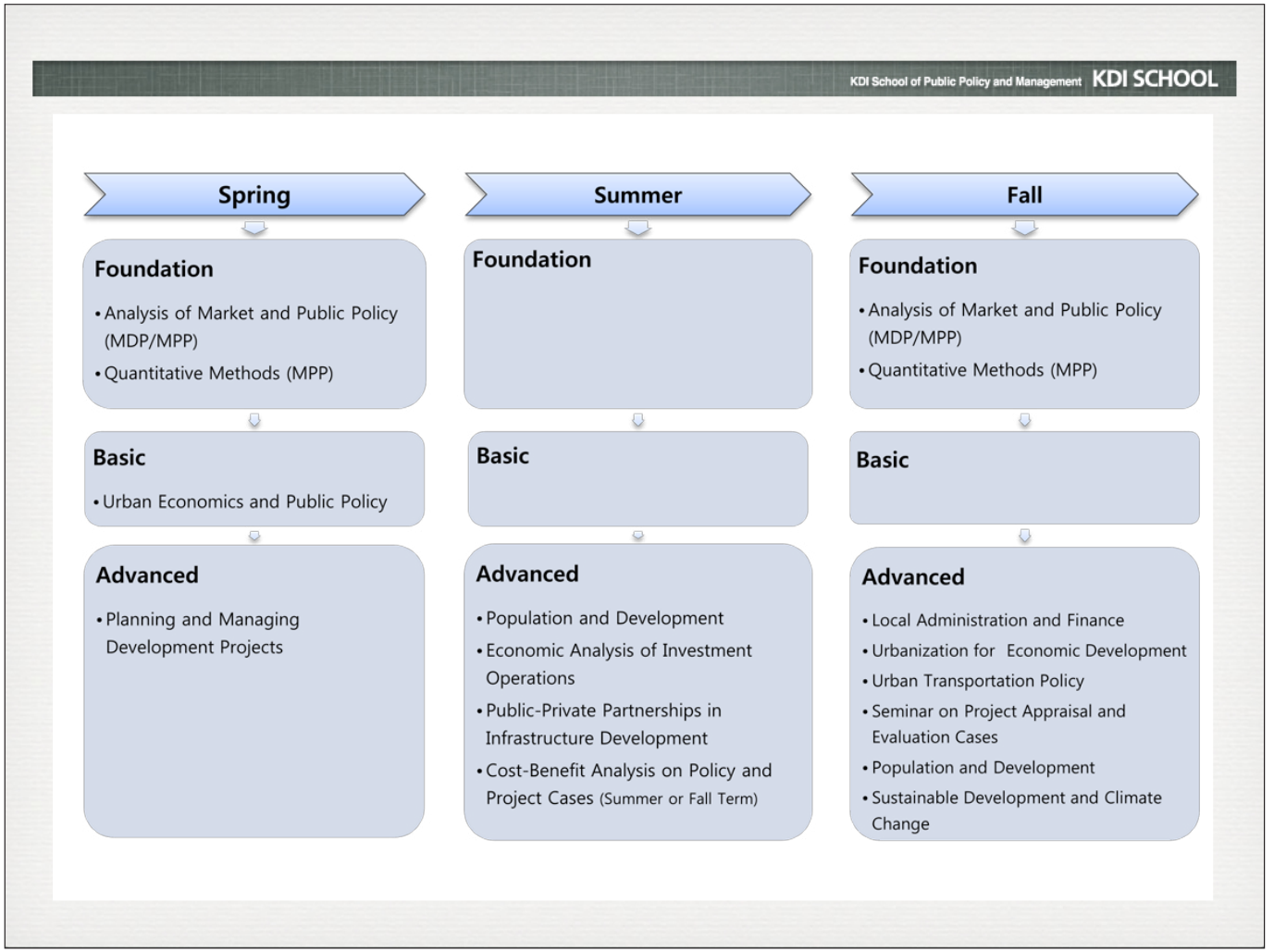
- With this concentration, students develop the knowledge and skills to 1) draft regional development projects and policies considering environmental consequences, 2) conduct environmental impact assessments, 3) facilitate stakeholder participation and orchestrate environmental dispute resolution, and 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




KDI School of Public Policy and Management KDI SCHOOL
Spring
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
• Urban Economics and Public Policy
Advanced
• Planning and Managing Development Projects
Summer
Foundation
Basic
Advanced
• Population and Development
• Economic Analysis of Investment Operations
• Public-Private Partnerships in Infrastructure Development
• Cost-Benefit Analysis on Policy and Project Cases (Summer or Fall Term)
Fall
Foundation
• Analysis of Market and Public Policy (MDP/MPP)
• Quantitative Methods (MPP)
Basic
Advanced
• Local Administration and Finance
• Urbanization for Economic Development
• Urban Transportation Policy
• Seminar on Project Appraisal and Evaluation Cases
• Population and Development
• Sustainable Development and Climate Change

SD 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, human development, environmental protection and societal development.

Key Issues:

- Human development issues such as poverty, labor, population, education, healthcare, human settlement, human rights, social changes.
- Growth issues such as economic growth, productivity, technology, macroeconomics, project evaluation, environment, energy.

Target Students:

- mid-career professionals in the relevant field, and others who aspire to work in public sector, NGOs, international organizations

KDI School of Public Policy and Management KDI SCHOOL

SD Concentration Course Flow Chart

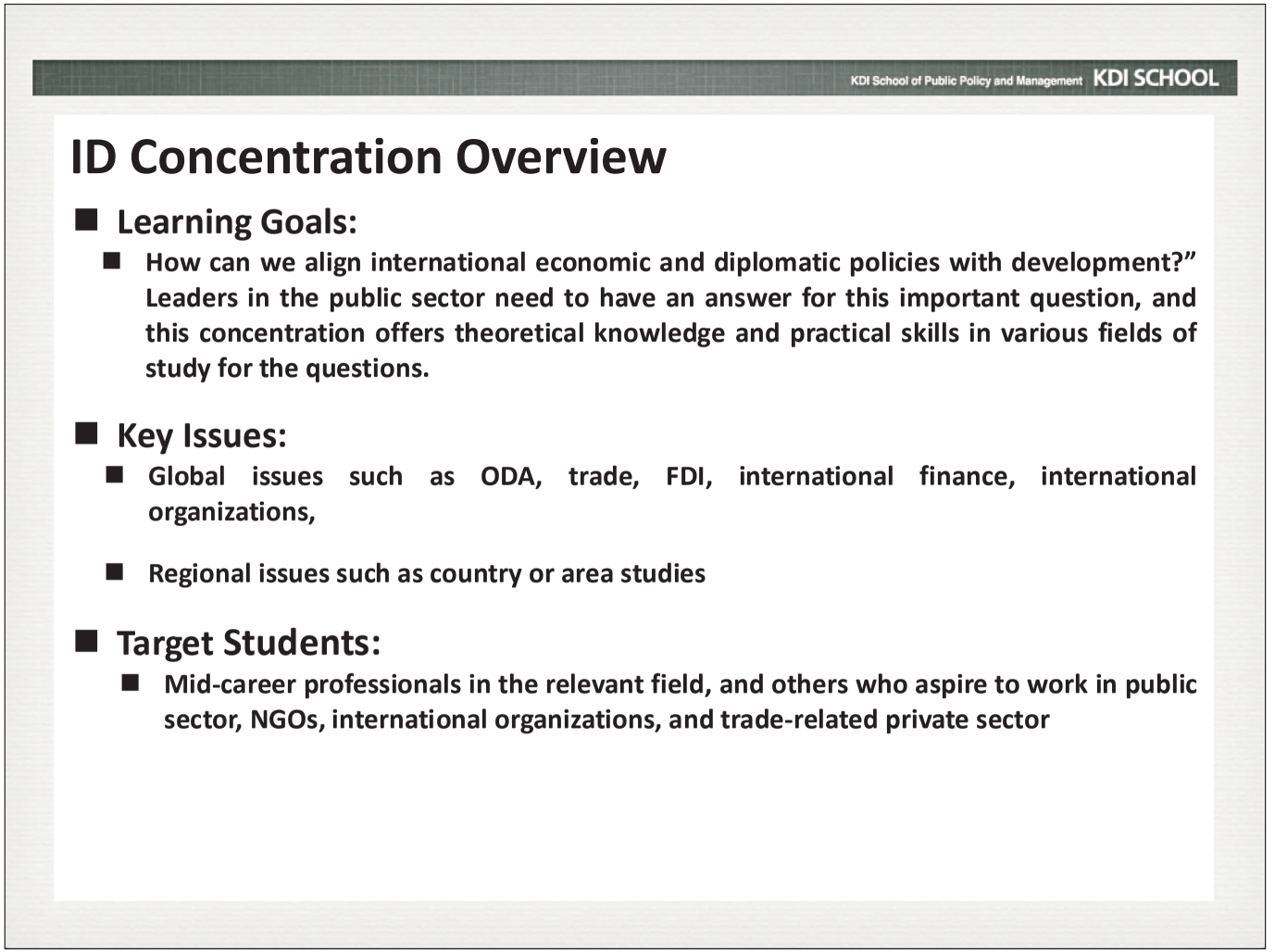
Basic Courses

- Analysis of Market and Public Policy
- Introduction to Research Methods
- Introduction to Development Policy

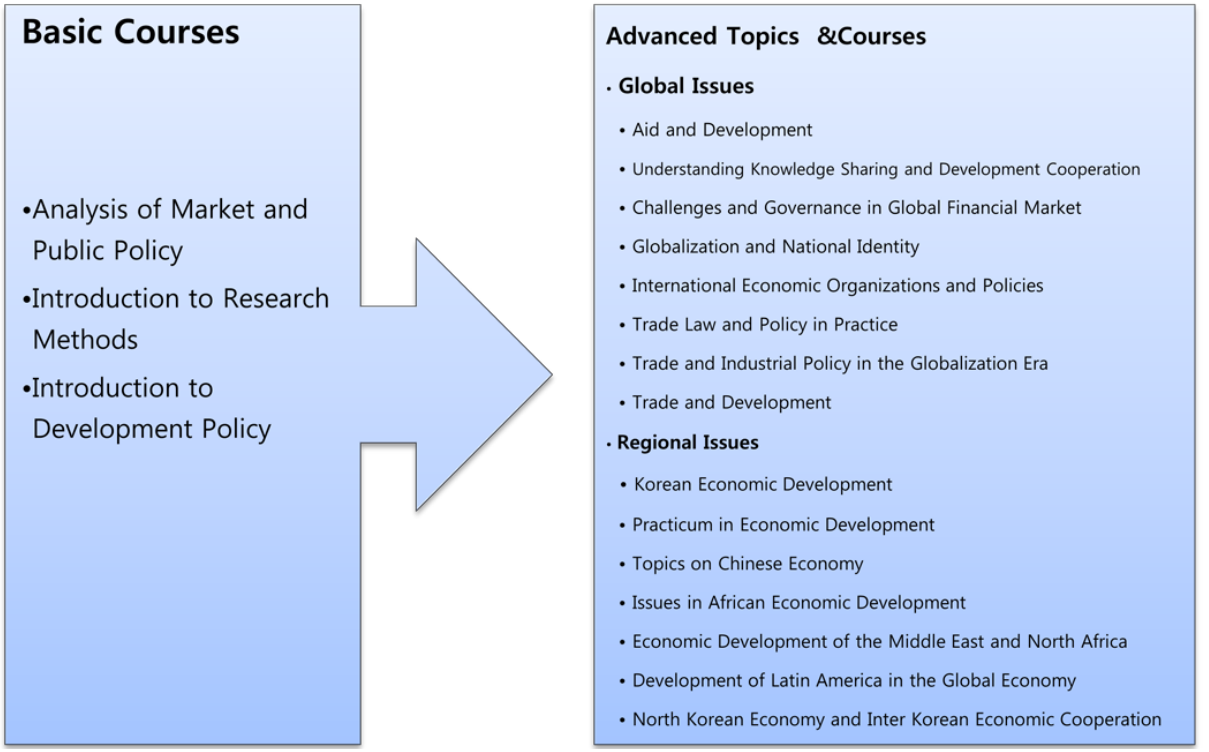
Advanced Topics & Courses

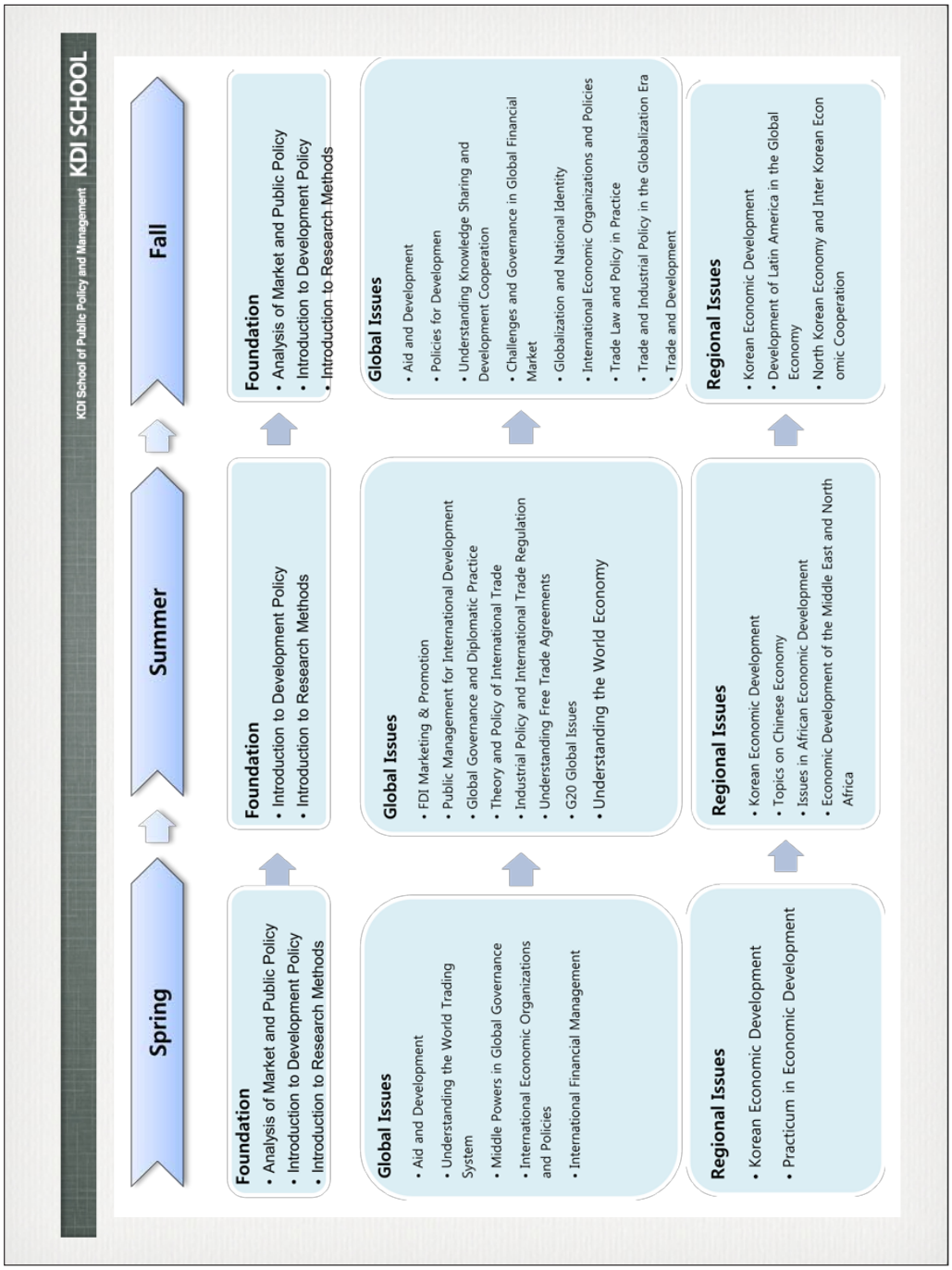
- **Human Development Issues**
  - Urban Economics and Public Policy
  - Development and Labor Market Policy
  - Development and Social Change in Korea
  - Gender and Development
  - Human Capital and Economic Development
  - Population and Development
  - Analysis of Education Policy in Comparative Perspectives
  - Labor Market Institutions and Practices
  - Global Health and Development
- **Growth Issues**
  - Macroeconomic Policy
  - Agricultural Policy
  - Science and Technology Policy
  - Technology Strategy and Public Policy
  - Environmental Policy and Sustainable Development
  - Seminar on Project Appraisal and Evaluation Cases
  - Social Entrepreneurship for Development
  - Resource Diplomacy
  - Productivity and Economic Growth

KDI SCHOOL
KDI School of Public Policy and Management
Spring
Summer
Fall
Foundation
• Analysis of Market and Public Policy
• Introduction to Development Policy
• Introduction to Research Methods
Human Development Issues
• Urban Economics and Public Policy
• Development and Labor Market Poli cy
Growth Issues
• Macroeconomic Policy
• Science and Technology Policy
• Entrepreneurship and Development
• Planning and Managing Development Projects
Foundation
• Introduction to Development Policy
• Introduction to Research Methods
Human Development Issues
•Development and Social Change in Korea
•Gender and Development
•Human Capital and Economic Development
•Population and Development
Growth Issues
• Macroeconomic Policy
• Resource Diplomacy
• Productivity and Economic Growth
• Finance and Development
• Economic Analysis of Investment Operations
• Private Sector Development in Developing Co untries
Foundation
• Analysis of Market and Public Policy
• Introduction to Development Policy
• Introduction to Research Methods
Human Development Issues
• Analysis of Education Policy in Comparative Perspectives
• Labor Market Institutions and Practices
• Global Health and Development
• Population and Development
• Korean Human Development
• Urban Transportation Policy
• Urbanization in Economic Development
• Economic and Social Transformation of Korea
Growth Issues
• Macroeconomic Policy • Agricultural Policy
• Science and Technology Policy
• Technology Strategy and Public Policy
• Sustainable Development and Climate Change
• Seminar on Project Appraisal and Evaluation Cases
• Social Entrepreneurship for Development


KDI School of Public Policy and Management KDI SCHOOL
ID Concentration Overview
Learning Goals:
How can we align international economic and diplomatic policies with development?" Leaders in the public sector need to have an answer for this important question, and this concentration offers theoretical knowledge and practical skills in various fields of study for the questions.
Key Issues:
Global issues such as ODA, trade, FDI, international finance, international organizations,
Regional issues such as country or area studies
Target Students:
Mid-career professionals in the relevant field, and others who aspire to work in public sector, NGOs, international organizations, and trade-related private sector

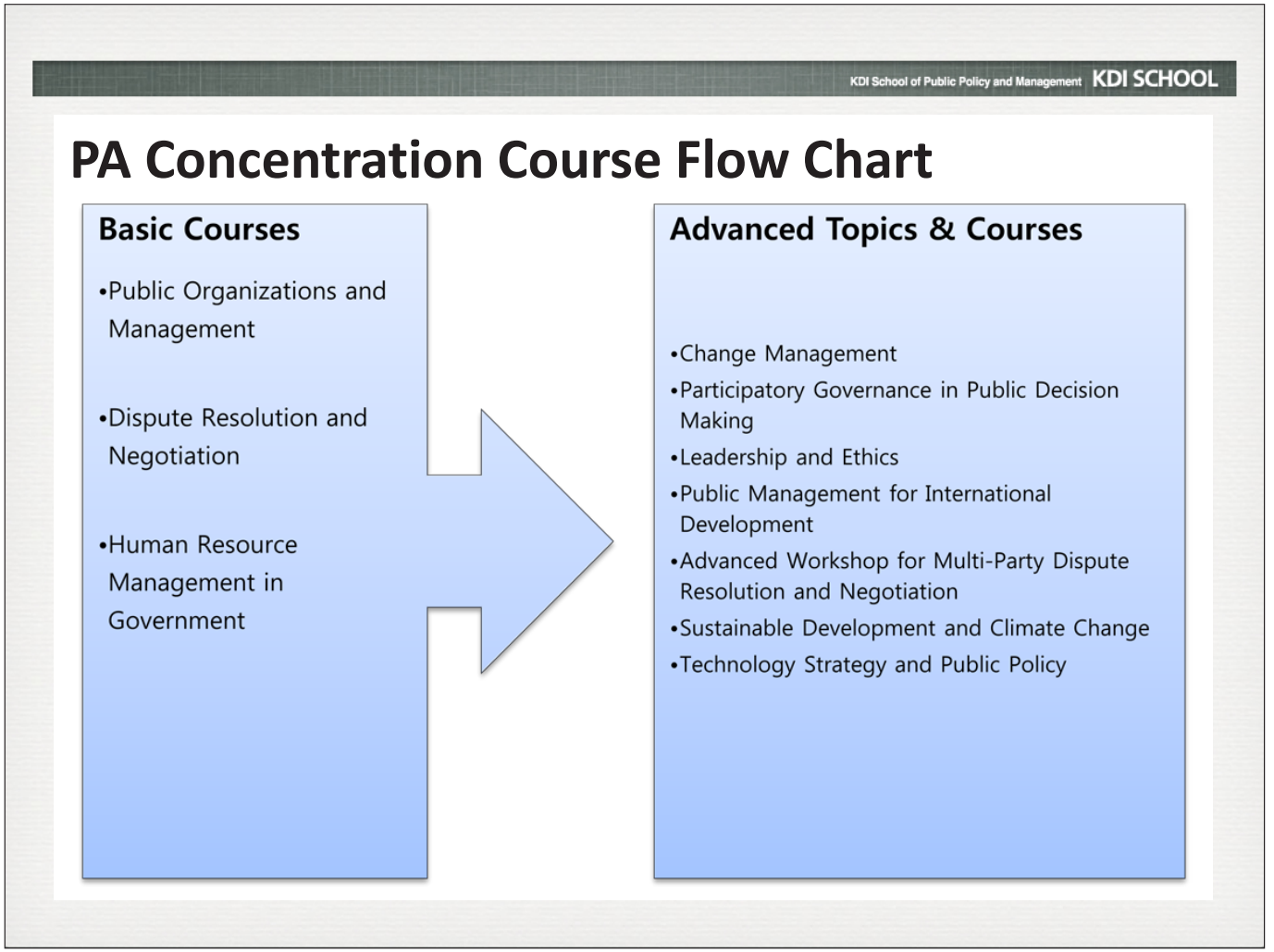
ID Concentration Course Flow Chart

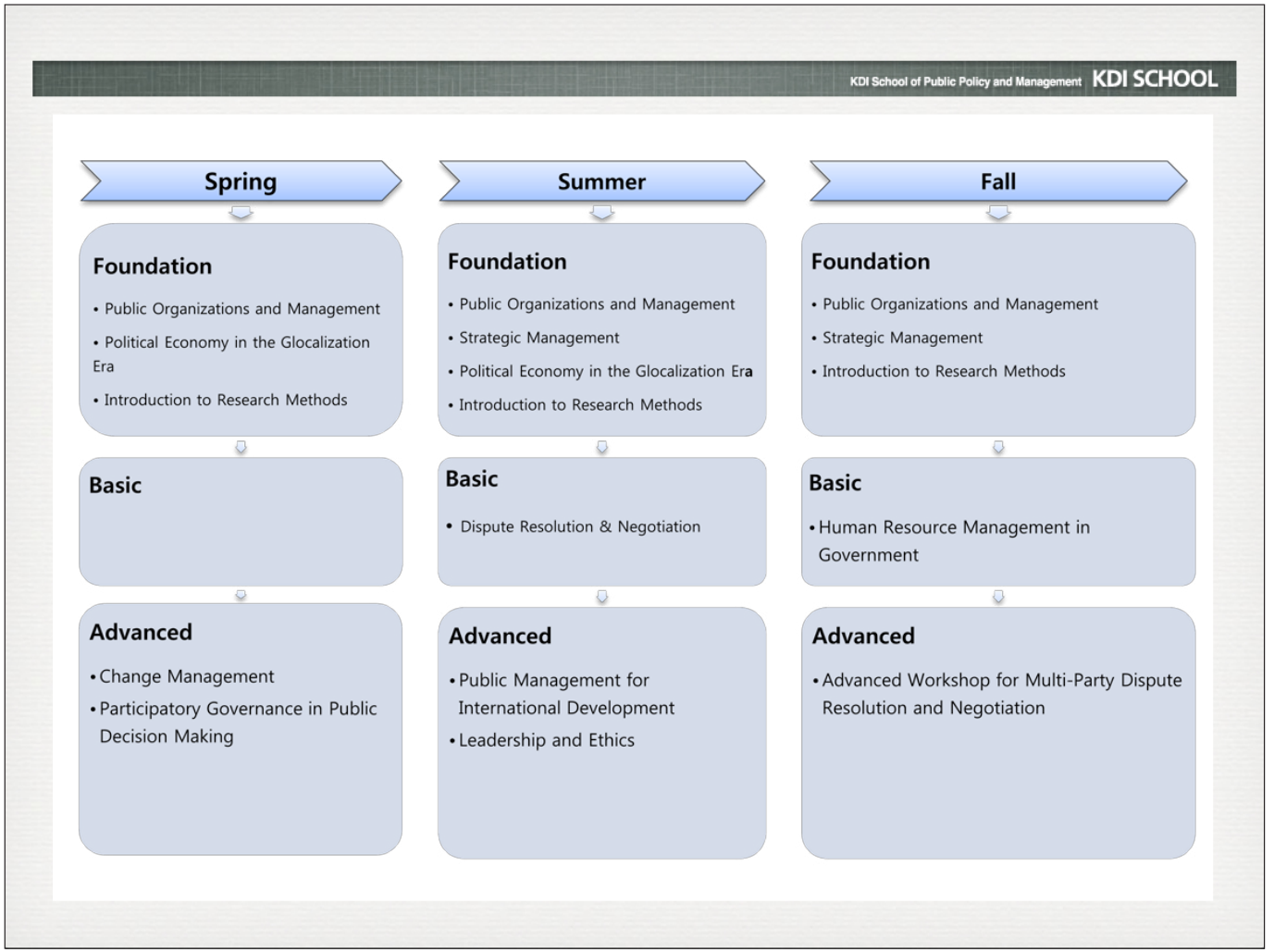



KDI School of Public Policy and Management KDI SCHOOL
Spring
Summer
Fall
Foundation
• Analysis of Market and Public Policy
• Introduction to Development Policy
• Introduction to Research Methods
Global Issues
• Aid and Development
• Understanding the World Trading System
• Middle Powers in Global Governance
• International Economic Organizations and Policies
• International Financial Management
Regional Issues
• Korean Economic Development
• Practicum in Economic Development
Foundation
• Introduction to Development Policy
• Introduction to Research Methods
Global Issues
• FDI Marketing & Promotion
• Public Management for International Development
• Global Governance and Diplomatic Practice
• Theory and Policy of International Trade
• Industrial Policy and International Trade Regulation
• Understanding Free Trade Agreements
• G20 Global Issues
• Understanding the World Economy
Regional Issues
• Korean Economic Development
• Topics on Chinese Economy
• Issues in African Economic Development
• Economic Development of the Middle East and North Africa
Foundation
• Analysis of Market and Public Policy
• Introduction to Development Policy
• Introduction to Research Methods
Global Issues
• Aid and Development
• Policies for Developmen
• Understanding Knowledge Sharing and Development Cooperation
• Challenges and Governance in Global Financial Market
• Globalization and National Identity
• International Economic Organizations and Policies
• Trade Law and Policy in Practice
• Trade and Industrial Policy in the Globalization Era
• Trade and Development
Regional Issues
• Korean Economic Development
• Development of Latin America in the Global Economy
• North Korean Economy and Inter Korean Economic Cooperation

PA 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.


KDI School of Public Policy and Management KDI SCHOOL
PA Concentration Course Flow Chart
Basic Courses
•Public Organizations and Management
•Dispute Resolution and Negotiation
•Human Resource Management in Government
Advanced Topics & Courses
•Change Management
•Participatory Governance in Public Decision Making
•Leadership and Ethics
•Public Management for International Development
•Advanced Workshop for Multi-Party Dispute Resolution and Negotiation
•Sustainable Development and Climate Change
•Technology Strategy and Public Policy


KDI School of Public Policy and Management KDI SCHOOL
Spring
Summer
Fall
Foundation
• Public Organizations and Management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
Foundation
• Public Organizations and Management
• Strategic Management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
Foundation
• Public Organizations and Management
• Strategic Management
• Introduction to Research Methods
Basic
Basic
• Dispute Resolution & Negotiation
Basic
• Human Resource Management in Government
Advanced
• Change Management
• Participatory Governance in Public Decision Making
Advanced
• Public Management for International Development
• Leadership and Ethics
Advanced
• Advanced Workshop for Multi-Party Dispute Resolution and Negotiation

KDI School of Public Policy and Management KDI SCHOOL

SM Concentration Overview

Learning Goals:

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

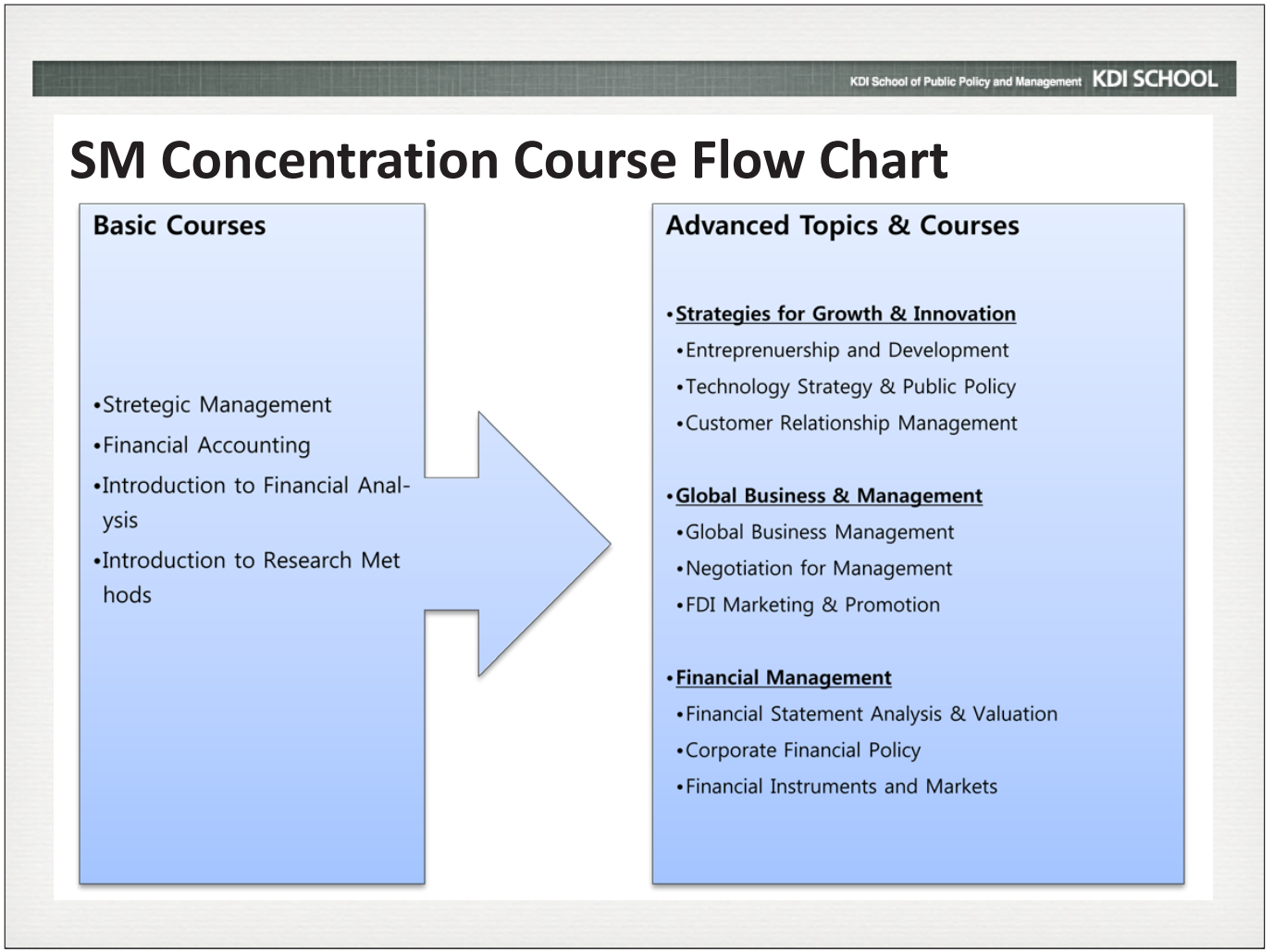
Key Issues:

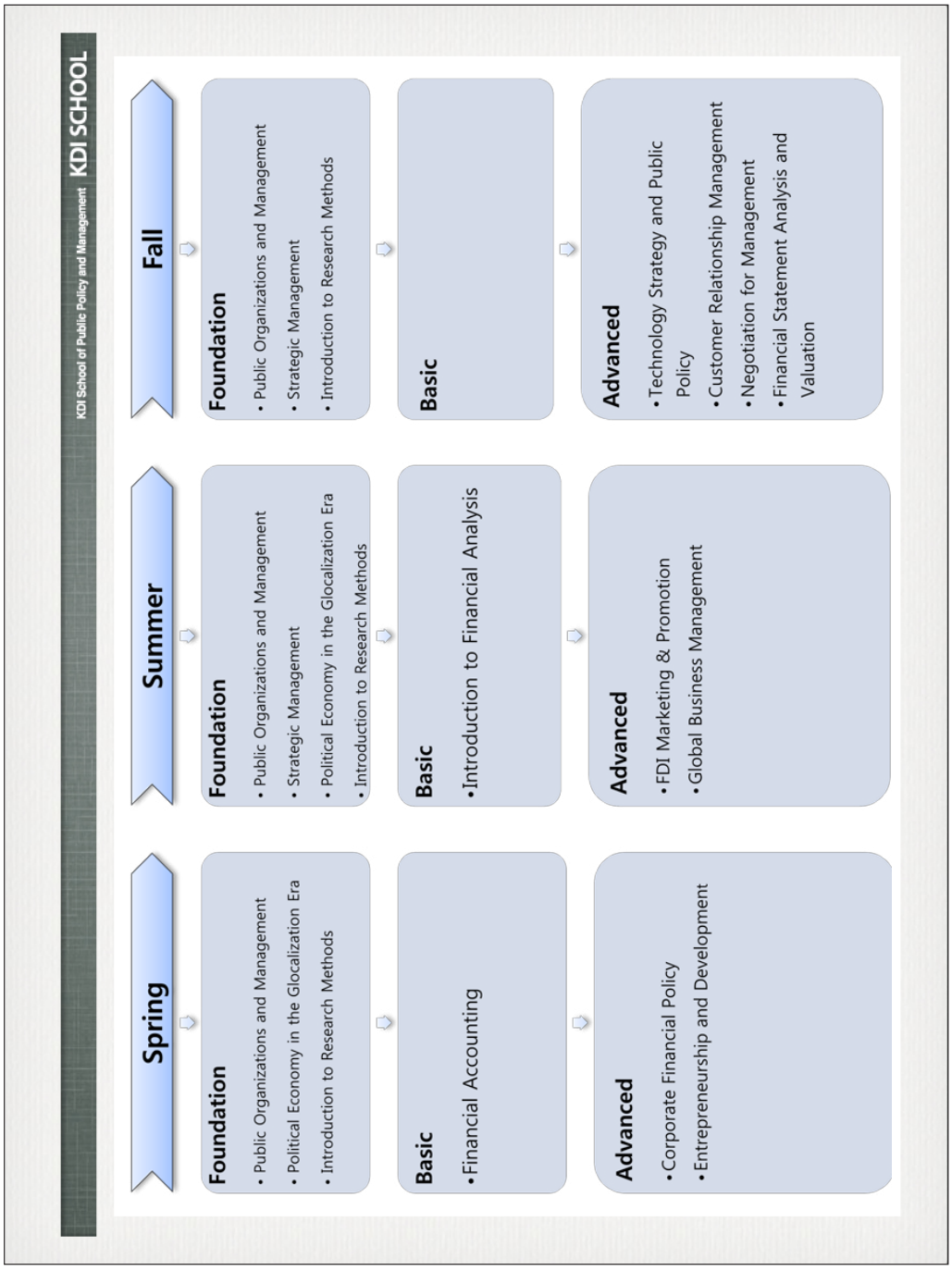
- The role of strategy in public and private sector organizations
- Government policies to promote growth and competitiveness
- Case studies of firm-level strategies for growth and innovation
- International comparison of entrepreneurship policies and strategies

Target Students:

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

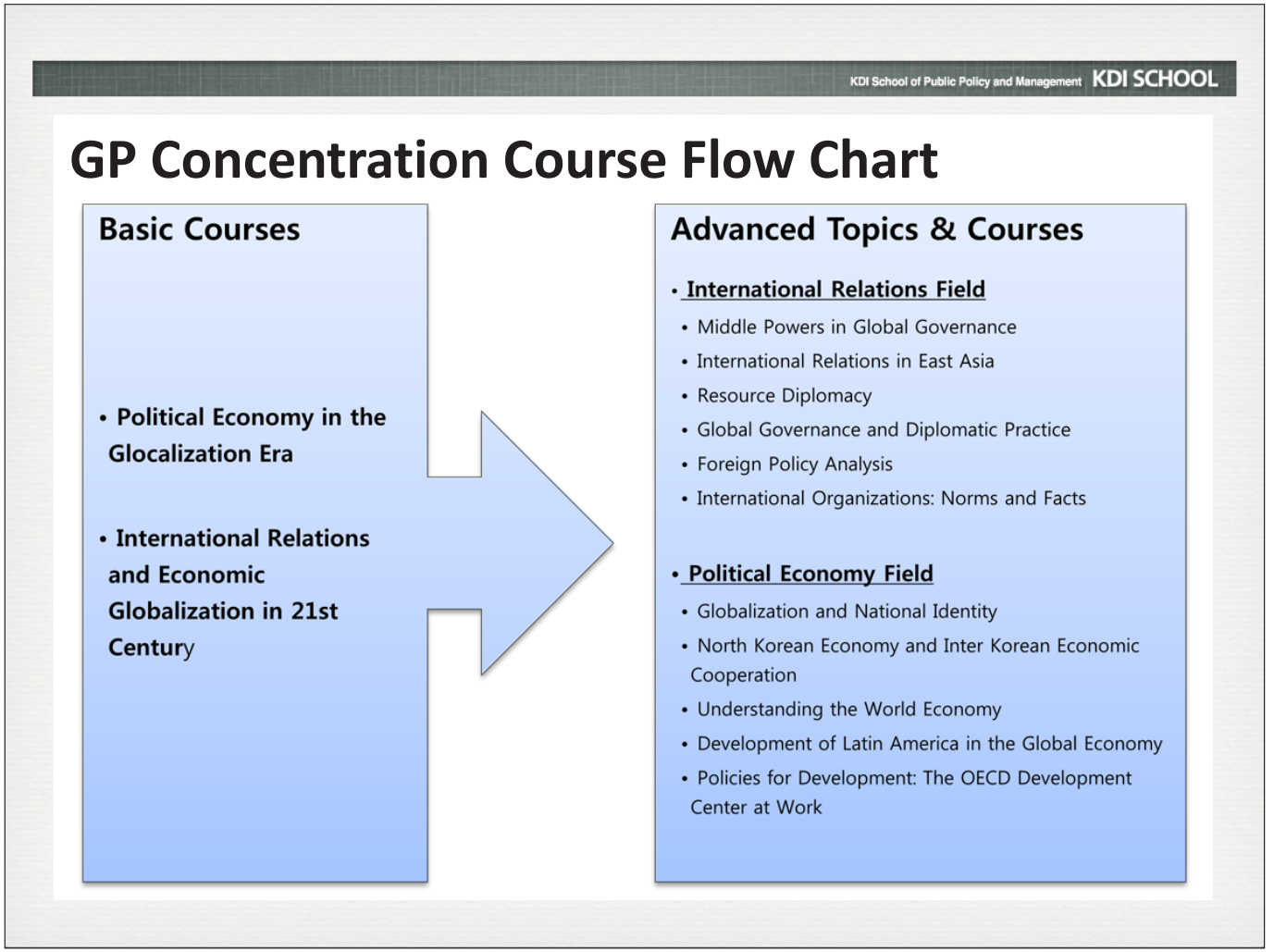
SM Concentration Course Flow Chart

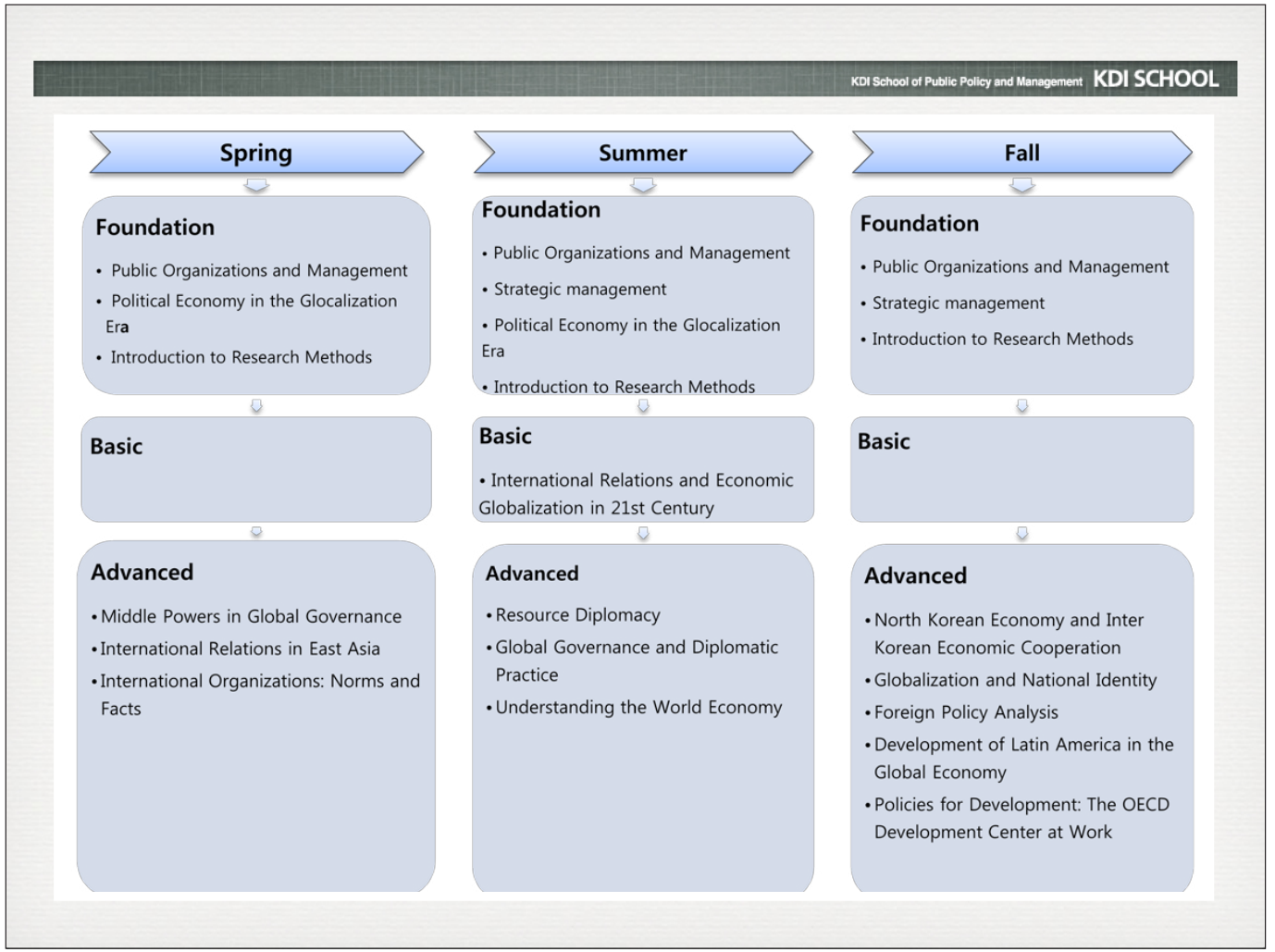



KDI School of Public Policy and Management KDI SCHOOL
Spring
Foundation
• Public Organizations and Management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
Basic
• Financial Accounting
Advanced
• Corporate Financial Policy
• Entrepreneurship and Development
Summer
Foundation
• Public Organizations and Management
• Strategic Management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
Basic
• Introduction to Financial Analysis
Advanced
• FDI Marketing & Promotion
• Global Business Management
Fall
Foundation
• Public Organizations and Management
• Strategic Management
• Introduction to Research Methods
Basic
Advanced
• Technology Strategy and Public Policy
• Customer Relationship Management
• Negotiation for Management
• Financial Statement Analysis and Valuation

GP 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


KDI School of Public Policy and Management KDI SCHOOL
GP Concentration Course Flow Chart
Basic Courses
• Political Economy in the Glocalization Era
• International Relations and Economic Globalization in 21st Century
Advanced Topics & Courses
• International Relations Field
• Middle Powers in Global Governance
• International Relations in East Asia
• Resource Diplomacy
• Global Governance and Diplomatic Practice
• Foreign Policy Analysis
• International Organizations: Norms and Facts
• Political Economy Field
• Globalization and National Identity
• North Korean Economy and Inter Korean Economic Cooperation
• Understanding the World Economy
• Development of Latin America in the Global Economy
• Policies for Development: The OECD Development Center at Work


KDI School of Public Policy and Management KDI SCHOOL
Spring
Foundation
• Public Organizations and Management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
Basic
Advanced
• Middle Powers in Global Governance
• International Relations in East Asia
• International Organizations: Norms and Facts
Summer
Foundation
• Public Organizations and Management
• Strategic management
• Political Economy in the Glocalization Era
• Introduction to Research Methods
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Basic
Advanced
• North Korean Economy and Inter Korean Economic Cooperation
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• Foreign Policy Analysis
• Development of Latin America in the Global Economy
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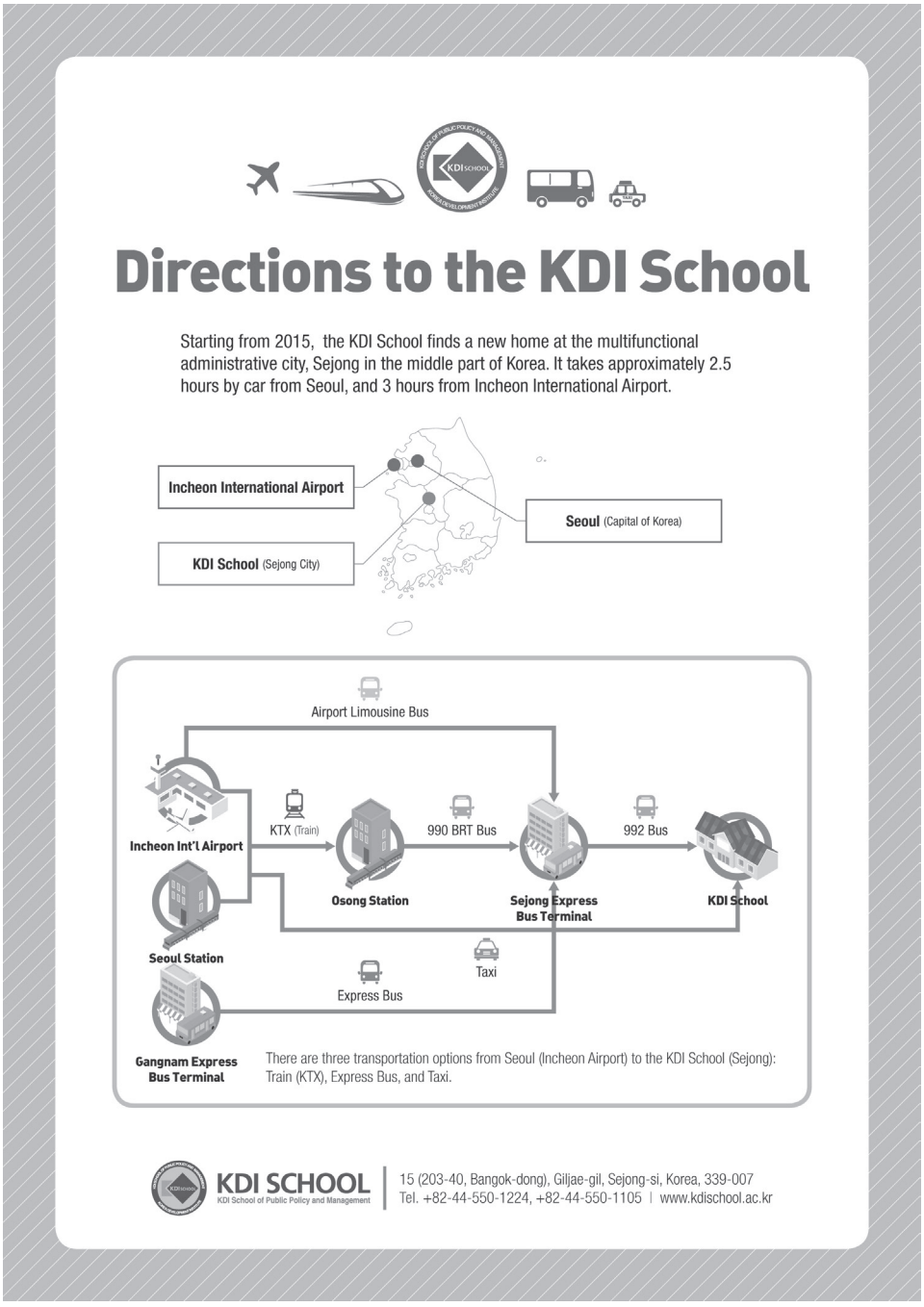
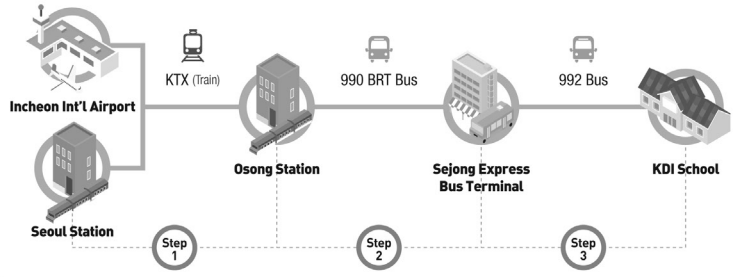
Directions to the KDI School



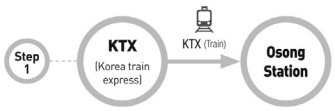
Directions to the KDI School

Train

The nearest train station from KDI School is Osong Station



Step 1 Transportation: KTX (Korea train express)



Seoul Station → Osong Station

DEPART at	ARRIVE at
05:50	06:41
06:40	07:32
07:00	07:52
07:30	08:15
08:00	08:51
08:40	09:22
08:50	09:31
09:10	09:50
10:00	10:45
10:50	11:31

* Fare: 17,200 Won

Incheon Airport KTX Station → Osong Station

DEPART at	ARRIVE at
06:55	08:51
09:07	10:45
12:07	13:41
20:35	22:15

* Fare: 28,800 Won

KDI SCHOOL
KDI School of Public Policy and Management

Directions to the KDI School

Train

Step 2 Transportation: 990 BRT Bus

Step 2 · Osong Station → (990 BRT Bus) → Sejong Express Bus Terminal

Osong Station → Sejong Express Bus Terminal

Travel Time	Interval	Fare
30 mins	12-15 mins (~23:40)	1,600 Won

* When you get out of the platform, follow a BRT sign to reach a bus stop (pic #1).
* Get on #990 BRT (pic #2) at the BRT stop (pic #1).

PIC 1

990 BRT Stop (Osong)

PIC 2

990 BRT

PIC 3

990 BRT Stop (Sejong Express Bus Terminal)

Step 3 Transportation: 992 bus

Step 3 · Sejong Express Bus Terminal → (992 Bus) → KDI School

Sejong Express Bus Terminal → KDI School

Travel Time	Interval	Fare
10 mins	30 mins (~21:00)	1,600 Won

* Get off at Sejong Express Bus Terminal (pic #3)
* Get on #992 bus (pic #4) at the city bus stop (pic #3).

PIC 4

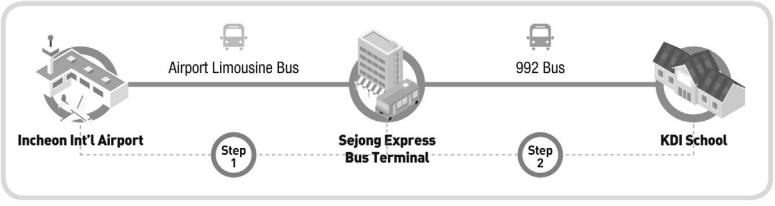
992 Bus

KDI SCHOOL
KDI School of Public Policy and Management

Directions to the KDI School

Express Bus

The nearest express bus terminal from KDI School is Sejong Express Bus Terminal



Step 1 Transportation: Airport Limousine Bus to Daejeon via Sejong

Travel Time	3hrs 41mins		
Dep. Time	08:00	13:20	18:30
Fare	20,600 Won		

* The travel time may change depending on traffic conditions.
* Take Airport Limousine Bus to *Daejeon via Sejong* at **Gate 9D on the 1st Floor**. Make sure the bus stops at Sejong instead of going directly to Daejeon.

Step 2 Transportation: 992 bus

Travel Time	10 mins
Interval	30 mins (~21:00)
Fare	1,600 Won

* Get on #992 bus (pic #2) at the city bus stop. (pic #1).

PIC 1

992 Bus Stop

PIC 2

992 Bus

KDI SCHOOL
KDI School of Public Policy and Management

Directions to the KDI School

Express Bus

The nearest express bus terminal from KDI School is Sejong Express Bus Terminal

* Seoul subway line #3, #7, and #9 stop at the Seoul Express Bus Terminal.

Step 1 Transportation: Express Bus

Travel Time	2 hrs
Interval	30 mins (operates from 06:00 to 22:00)
Fare	10,000 Won

* Take Express Bus to Sejong at Gate 13

Step 2 Transportation: 992 bus

Travel Time	10 mins
Interval	30 mins (~21:00)
Fare	1,600 Won

* Get on #992 bus (pic #2) at the city bus stop. (pic #1).

PIC 1

992 Bus Stop

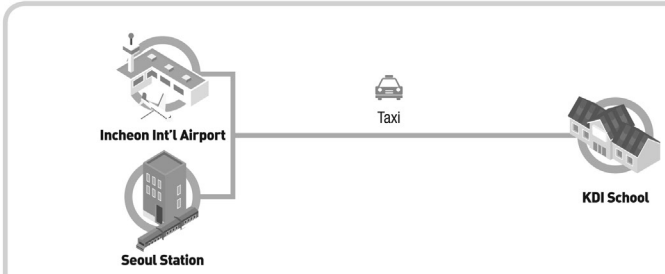
PIC 2

992 Bus

KDI SCHOOL
KDI School of Public Policy and Management

Directions to the KDI School

Taxi



Incheon Int'l Airport

Incheon Int'l Airport → KDI School

Travel Time	2hr 40mins
Fare	Approximately 150,000 Won

* The travel time & Fare may change depending on traffic conditions

Seoul Station

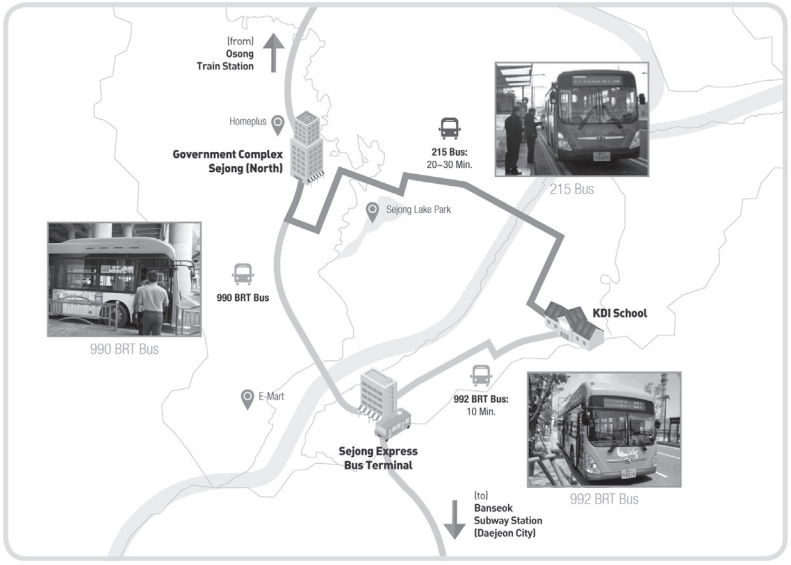
Seoul Station → KDI School

Travel Time	2hr 30mins
Fare	Approximately 120,000 Won

* The travel time & Fare may change depending on traffic conditions

KDI SCHOOL
KDI School of Public Policy and Management

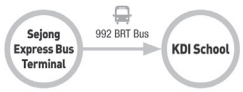
Local Transportation in Sejong City



Please note that every Airport Limousine Bus from Incheon, Express Bus from Seoul(Gangnam Station) and BRT Bus 990 from Osong Station go through **Government Complex Sejong(North)** station before **Sejong Express Bus Terminal**. Please make sure to check which station you are at.

* Please get off at **Sejong Express Bus Terminal**, and transfer to BRT Bus 992. You will be at the KDI School after 10 minutes.
* At **Government Complex Sejong(North) Station**,
  i) If you're on an Airport Limousine from Incheon or an Express Bus from Seoul, transfer to **Bus 215**(the KDI School is it's last stop) **at the stop you get off**.
  ii) If you're on a BRT Bus 990, please **corss the road on the right** and transfer to **Bus 215**(the KDI School is it's last stop).

Travel Time	20~30 mins
Interval	30 mins (~21:30)
Fare	1,200 Won



Travel Time	10 mins
Interval	30 mins (~21:00)
Fare	1,200 Won

KDI SCHOOL
KDI School of Public Policy and Management

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

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
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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

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MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U. N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
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
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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

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

Useful Websites

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

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