Ph.D. Program Handbook

2019

KDI SCHOOL
KDI School of Public Policy and Management

Contents

(Attached) Appendix

Program Features

KDI School offers two fields of study in the program:

· **Public Policy**

· **Development Policy**

■ **Curriculum Tailored to Your Research Topic**

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

■ **Faculty Involvement**

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

■ **Target Students**

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

Program Goals and Objectives

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

- Providing lectures in English in the field of specialization so as to be able to pursue a teaching career, and;

- Conducting quality policy research using scientific methods that meet the highest international standards.

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

- Serve as a Teaching Assistant for at least one semester, and;

- Present research paper in KDI School Research Seminars at least twice and publish them in KDI School Working Paper Series.

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

- It must be relevant to or have implications for public policy and development policy;

- It must make a meaningful contribution to the relevant policy field;

- It must demonstrate candidates' expertise in using cutting-edge social science research methods.

Courses

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

Course Category	
Ph.D. Courses	Mathematical Economics
	Econometrics I
	Econometrics II
	Microeconomics
	Game Theory in Public Policy
	Foundations of Public Policy
	Development Economics I
	Development Economics II
	Governance and Institutions
	Policy Design and Evaluation
Master Plus Course (MPC)	Master Courses (Concentration Courses)
Supervised Research Course (SRC)	If a student is interested in an area in which the course(s) offered do(es) not cover, he/she may choose to take a Supervised Research Course (SRC).

A. Ph.D. Courses

Following courses are offered for Ph.D. students. According to their major fields, students must complete course requirements as follows;

Field	Development Policy	Public Policy
Optional(Basic)	Mathematical Economics	
Common Required	Foundation of Public Policy	
	Econometrics I	
	Econometrics II	
	Microeconomics	
	Game Theory in Public Policy	
Field Required	Development Economics I	Governance and Institutions
	Development Economics II	Policy Design and Evaluation

- **Optional(Basic) Course:** Mathematical Economics course aims to equip students with essential mathematical concepts and tools for understanding literature and conducting research in Economics. It is a foundation course for other advanced Ph.D. courses. Although it is not a mandatory course for Ph.D. students, it is strongly recommended that all Ph.D. students take the course during the first semester.

- **Common Requirements**: Both Public Policy and Development Policy students have to take 5 common requirement courses.

- **Field Requirements**: There are two additional required courses for each field; *Development Economics I and Development Economics II* are requirements for Ph.D. in Development Policy students, whereas *Governance and Institutions* and *Policy Design and Evaluation* are for Ph.D. in Public Policy students.

B. Master Plus Course

Master Plus Courses (MPC) refers to Concentration Courses in Master's Program that Ph.D. students can take as additional work. Ph.D. students may take any Master's program concentration courses in which they are interested in. Master's program courses are classified into three categories: 1) regular courses; 2) foundation skill courses and; 3) field research and study courses. Regular courses consist of core courses and concentration courses. **It is important to note that only concentration courses will qualify as Master Plus Courses.**

Once a student decides to take one of the concentration courses (Please refer to the course list to confirm its classification as a concentration course), he/she needs to submit an application form **[Appendix 1]** to the Academic Affairs Division with the course professor's approval in order to take the course as an MPC.

[Enrollment Procedure for Master's Courses for Ph.D. Students]

① Register for courses during the registration period.

② Acquire professor's approval and signature on the application form.

③ Submit the application form to the Academic Affairs Division during the first week of the semester.

C. Supervised Research Course

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

Students can take up to SRCs for a maximum of 9 credits; 3 credits per one SRC.

[Procedures for taking SRC]

① Identify a research topic related to your research fields of interests.

② Fill out the SRC application form [Appendix 2-1] & write a Proposal for Supervised Research [Appendix 2-2].

③ Select a course supervisor for your SRC and receive approval from the course supervisor and Ph.D. program chair.

※ *The course supervisor must be a regular faculty or visiting faculty member. In extraordinary cases, an external expert may act as a course supervisor upon approval of the Associate Dean of Academic Affairs.*

④ Submit the application form and proposal to the Academic Affairs Division during the first week of each semester.

⑤ Submit the final SRC report to the course supervisor and to the Academic Affairs Division by the end of 11th week of each semester.

⑥ After running the plagiarism test, Academic Affairs Division will be sending the SRC grading paper to the course supervisor.

⑦ You will receive the grades and credits by the end of the semester.

※ *Your research paper will be evaluated by the Performance Assessment Criteria [Appendix 2-3] and will be graded accordingly.*

Credit Transfer

Up to three courses (9 course credits) can be waived for students who have previously completed similar courses to those offered in our Ph.D. program, subject to approval.

[Requirements for Credit Transfer Application]

① The language of instruction for the course must be English

② The contents and level of the course must correspond to core courses (common and field requirement courses) offered in our Ph.D. program

③ Course must have been taken no more than five years prior to submission of the credit transfer application form.

④ Final grade of the course must be at least A-.

[Application Procedure]

① Students must submit all of the following documents by the end of the third week of the admitted semester.

※ *A student wishing to apply for a credit transfer for a course offered in the first semester must submit the following documents before the semester begins. The result will be given during the first week of the semester during the course add-drop period.*

> **[Required Documents]**
> -Application for Credit Transfer **[Appendix 3]**
> - Original copy of transcript
> - Syllabus for the relevant course

② Submitted documents will be reviewed by the fifth week by the corresponding course instructor and the Ph.D. program chair.

③ The approved results will be indicated on the transcript.

Graduation Requirements

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

A. Course requirement: Complete a minimum of **36 credits** of graduation requirement courses.

B. After earning 27 credits, students must pass **Qualifying Examinations** (Common subject QE and Field subject QE)

C. Students are required to acquire an additional 9 credits to be eligible for **Oral Examination.**

D. Students will be receiving their doctoral degree after completing the dissertation writing process:
- Passing the Oral Exam
- Passing the **Final Oral Dissertation Defense**

Curriculum

A. Confirmation of and Consultation with a Dissertation Advisor

- Students must confirm their dissertation advisor during the period starting from the orientation period to the third week of spring semester.
- Once students have confirmed their dissertation advisor, students should submit the '*Dissertation Advisor Confirmation Form* [Appendix 4]' to the Academic Affairs Division.
- Students should regularly consult with their respective advisors on academic plans, including coursework and writing a dissertation.

B. Ph.D. Program Course Map 2019

Year	2019		
Term	Spring	Summer	Fall
Optional	Mathematical Economics	-	-
Common Required	Econometrics I	Microeconomics	Foundation of Public Policy
		Econometrics II	Game Theory in Public Policy
Development Policy (Field Required)	-		Development Economics II
	Master Plus Course/Supervised Research Course		
Public Policy (Field Required	-		
	Master Plus Course/Supervised Research Course		

Ph.D. Program Course Map 2020

Year	2020		
Term	Spring	Summer	Fall
Optional	Mathematical Economics	-	-
Common Required	Econometrics I	Microeconomics	Foundation of Public Policy
		Econometrics II	Game Theory in Public Policy
Development Policy (Field Required)	Development Economics I		Development Economics II
	Master Plus Course/Supervised Research Course		
Public Policy (Field Required		Governance and Institutions	Policy Design and Evaluation
	Master Plus Course/Supervised Research Course		

* This course map is only a suggestion. Students may adapt their course work according to their individual requirements.

Qualifying Examinations

A. Requirements

- Complete a minimum of 27 credits (9 Ph.D. level courses): Students can fulfill graduation requirement from Basic Ph.D. Courses, Common requirement Ph.D. courses, Field requirement Ph.D. courses, Ph.D. level supervised research courses (SRC), and Master's level courses with additional Ph.D. level requirements (MPC).

B. QE Subjects

Common Subject	**Econometrics I**
	Econometrics II ※ II: Choose between Panel and Time Series
	Microeconomics I ※ May be waived for students who have earned A or A- grade in the Microeconomics I course
Field Subject	The subjects are determined by each dissertation advisor

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

C. QE Times: 2 times per year (January and August)

- Only students who pass QE are eligible to take Ph.D. Oral Examination (OE).

D. QE with scholarship restrictions (※ QE for Common Subject)

			1st year	2nd year Jan.	2nd year Aug	3rd year Jan.	3rd year Aug	4th year Jan	
QE Trial	100% Scholarship +Stipend Support	Common Subject		1st	2nd				
		Field Subject			1st	2nd			
	80% Scholarship	Common Subject			1st	2nd			
		Field Subject				1st	2nd		
	25% Scholarship	Common Subject				1st	2nd		
		Field Subject					1st	2nd	

* Academic year for Ph.D. program starts from February and ends at January the subsequent year.

* Students must pass Qualifying Exam by their second opportunity. (Students are given two opportunities.)

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

F. Field Subject Qualifying Exam

- Four months prior to taking the Field Subject QE, the dissertation advisor will designate two courses that are most relevant to the student's dissertation work among field courses, Supervised Research Courses, and Master Plus Courses the student will have taken by the time of the QE trial. Field Subject QE will be based on these two courses. A written exam prepared by the advisor will be administered at a given date.
- Students who wish to take the Field Subject QE must submit the QE application form [Appendix 5] prior to the exam.

	January QE	August QE
Submission Deadline for Field Subject QE Applications	By end of September	By end of April
Preparation for the test (3 Months)	October to December	May to July

Research Plan Presentations

It is highly recommended that students present their research plan to the dissertation committee members. Contents of the presentation may include students' research ideas/topics, purpose of their research, research questions, theoretical framework based on literature review, and methodology and data to be used, among others. By conducting the research proposal presentation in advance, students will be able to revise and improve their proposals through communication with the committee members and write their dissertation with confidence, thus allowing better preparation for their oral examination. Recommended schedules for the presentation is as follows:

- 100% scholarship recipients: October, 2nd year
- 80% scholarship recipients: March, 3rd year
- 25% scholarship recipients: October, 3rd year

Oral Examination

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

A. Oral Examination Requirements

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

[Procedure for Oral Exam]

① Within a year of passing QEs: The candidate must **assemble a dissertation committee** and is expected to submit and defend a dissertation prospectus in an oral examination.

② Within 2 weeks of the start of each semester: A student may apply for an Oral Examination to be held within the semester.

③ Within 3 years of commencing Ph.D. program study for 100% scholarship recipients or 4 years of commencing Ph.D. program studies for other students.

④ Students should pass the Oral Examination

 * Please refer to the following Timeline Overview for specifics of the requirement that applies to each scholarship level

The Oral Examination involves answering questions pertaining to the candidate's research plan. Pass or fail decision will be made based on joint discussion among the dissertation committee members. A candidate who fails the Oral Examination for the first time will be given one additional opportunity to retake the examination.

Even under extraordinary circumstances, the oral defense of the dissertation prospectus must be completed no later than the end of the 3rd year (100% scholarship) or 4th year (80%, 25% scholarship).

Oral Examination Application form [Appendix 6] should be submitted to Academic Affairs Division by the end of the 2nd week of the semester.

<GUIDELINE FOR ORAL EXAMINATION (OE)>

The purpose of the dissertation oral examination is to evaluate the quality of a dissertation before the final defense. Its requirements, application conditions, schedule, selection of committee, and other details such as evaluation are as follows:

I. Committee Selection

    I) The Committee consists of three members for oral examination, including the student's dissertation advisor.

    ii) It is strongly recommended that all three members are selected from KDI School's full-time professors.

    iii) One committee member may be selected from outside of KDI School or from one of KDI School's part-time professors, contingent upon approval. External committee member(s) for the OE should be the same as an external member(s) for the Final Oral Dissertation Defense (FODD) Committee.

    iv) The chair for the Ph.D. program will consult on the selection of the committee members with the student's dissertation advisor.

II. Details of the Oral Examination

    i) The OE will consist of a student presentation and questions from the evaluation committee.

    ii) The OE may be opened to KDI School members, including faculty and Ph.D. students.

III. Evaluations of Examination

    I) An evaluation committee member can give a student one of the following grades: Satisfactory, Unsatisfactory, or Fail.

    ii) Students cannot pass the examination if he/she gets an unsatisfactory grade from two evaluation committee members or if he/she gets a failing grade from one or more evaluation committee member.

    iii) In case of failure, one additional chance to retake the OE will be given to the students.

    iv) Those students given a chance to retake the oral examination must do so within remaining semester(s).

    v) Students have to pass the oral examination within two years after he/she passes the

qualifying exam (not including leaves of absence).

IV. Evaluation Criteria for Examination

As the Ph.D. program evaluates dissertation based on one of two types (e.g., an integrated format based on one topic or three separated parts based on different and/or relevant topics), the following criteria will be applied in order to determine the success of oral examination. However, the evaluation criteria will be set individually according to the opinion of the dissertation advisor.

Integrated Format:

i) Introduction, Literature Review, Research Questions, Hypotheses Development, and Methodology sections must be defined.

ii) In particular, the methodology section must include a specific plan about data collection for hypotheses testing.

iii) If possible, data collection plan & preliminary results should be presented.

Three Separated Formats:

i) Introduction, Literature Review, Research Questions, Hypotheses Development, and Methodology sections must be defined in at least two of the three parts.

ii) A proposal of a plan for the rest of the parts should be included.

iii) If possible, data collection plan & preliminary results should be presented.

V. Other Information

i) Submission Format: Students are required to submit a full draft paper.

ii) Electronic presentation is not mandatory and may be utilized at the student's own discretion.

iii) Full draft paper should be distributed to OE evaluators at least one week prior to the Oral Examination.

Progress Report

Students who pass OE must submit a Progress Report for their dissertation each year before the Final Oral Dissertation Defense.

- Submission date: 1st week of January

Final Oral Dissertation Defense (FODD)

A student who passes 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 eight years to receive the degree, but ideally completes the program within three to four years.

After submitting his or her dissertation to the dissertation committee, the candidate must schedule a Final Oral Dissertation Defense (FODD). Ph.D. degree is conferred after 1) the candidate passes FODD and 2) the submitted final revised dissertation wins the approval from the dissertation committee.

A. Outline

   - The Schedule of Evaluation is decided by the chairman of the Dissertation Committee.
   - The Dissertation Evaluation consists of 1) preliminary evaluation and 2) final evaluation.
   - Students can apply for the Dissertation Evaluation every term.
   - If students do not initially pass their evaluation, they can resubmit their dissertation only after at least one term has passed. However, they must retake the Ph.D. Oral Examination if they choose to change the topic of their dissertation.

B. Dissertation Formatting Requirements and Conditions

   - Dissertation Formats: Dissertation must adhere to one of the following formats;

1) Dissertation in 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). This format is required to be single-authored.

2) Dissertation in multiple parts: Dissertation consists of separate papers under a broad title (i.e., each chapter is a separate research paper, where each chapter includes literature review, hypothesis, methodology, data collection, analysis and results concerning its own research theme). As long as each individual student has at least one single-authored chapter, the remaining chapters may be co-authored.

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

C. Requirements for Submitting Dissertations
   - Candidates must pass the Ph.D. Qualifying Examinations.
   - 36 field credits must be completed.
   - Candidates must also pass the Ph.D. Oral Examination.
   - Candidates must submit a Dissertation Progress Report every year by the 1st week of
     January, starting one year after passing the Ph.D. Oral Examination.
   * *Ph.D. Students must pass the Dissertation Evaluation within 8 years from their
     enrollment.* (Note: Maximum Academic Residence limit for Ph.D. students: 8 years)

D. Application
   - Applicants should submit the three forms to the Academic Affairs Office during the
     designated application period of the beginning of the term.

   > **[Required Documents]**
   >
   > - Request for Ph.D. Dissertation Evaluation [Appendix 7-1]
   >
   > - Recommendation for Ph.D. Dissertation Evaluation Committee Members [Appendix 7-2]
   >
   > - Recommendation from the Advisor for Ph.D. Dissertation Evaluation [Appendix 7-3]

E. Evaluation Committee Composition

- The Evaluation Committee includes the student's primary advisor and 4 other members.
- Two of the Committee members may be from outside KDI School.
- The applicant's advisor and the Ph.D. Chair will make their own independent recommendations to the Dean as to who would be best to sit in the Dissertation Evaluation Committee.

F. Dissertation Evaluation

- **Preliminary Evaluation**
  · The Preliminary Evaluation will be conducted based on a series of recorded measures from each of the committee members, and the result will be reported to the Dean.
- **Final Evaluation**
  · School will decide whether to accept the dissertation based on the result of the Final Evaluation.
  · The Final Evaluation will be conducted only by the dissertation committee members. For the dissertation to be accepted, candidates must get the approval from all five members of the dissertation committee.
  · There will be no presentation for the final evaluation.

G. Bound Copy of Final Dissertation Submission

A Ph.D. candidate who passes final evaluation must submit two bound copies of his or her dissertation within 1 month from the pass. One copy will be stored in the National Assembly Library and the other in KDI School library.

H. Schedule for Dissertation Evaluation

Process	Period	Note
Application	2nd Week of Each Semester	
Anti-plagiarism Test	3rd Week of Each Semester	
Preliminary Evaluation	5th Week of Each Semester	Open to all students
Final Evaluation	10th Week of Each Semester	
Bound Copy Submission	within 1 month from passing date	

Timeline Overview

1) 100% Scholarship with stipend support

		1st year	2nd year		3rd year		4th year ~
Requirements		27 Credits	9 Credits				
Qualifying Exam(QE) schedule	Common Subject	-	○ 1st (Jan)	○ 2nd (Aug)	-		-
	Field Subject	-	-	○ 1st (Aug)	○ 2nd (Jan)	-	
Dissertation Evaluation Schedule	Research Paper		Oct. of 2nd year				
	Oral Exam (OE)	-	-		○		
	Final Oral Dissertation Defense (FODD)	-	-		○		○

1) Students are required to complete 27 credits by the end of first academic year in order to take the QE
2) Students have two attempts to pass the QE, held in January and August.
3) Students are required to commence work on writing their theses once they pass the QE in order to take the OE
4) Students are required to apply for the OE within one (1) year of passing the QE
5) Students have two attempts to pass the OE. Should a student fail to pass the first attempt, he/she is required to retake the exam within three (3) years of the first attempt.

2) 80% Scholarship with stipend support

		1st year	2nd year		3rd year		4th year ~	5th year~
Requirements		18 Credits	9 Credits		9 Credits			
Qualifying Exam(QE) schedule	Common Subject	-	-	○ 1st (Aug)	○ 2nd (Jan)		-	
	Field Subject	-	-	-	○ 1st (Jan)	○ 2nd (Aug)		
Dissertation Evaluation Schedule	Research Paper				March of 3rd year			
	Oral Exam (OE)	-	-		-		○	
	Final Oral Dissertation Defense (FODD)	-	-		-		○	○

1) Students are required to complete 27 credits by the summer semester of 2nd academic year in order to take the QE
2) Students have two attempts to pass the QE, held in January and August.
3) Students are required to commence work on writing their theses once they pass the QE in order to take the OE
4) Students are required to apply for the OE within one (1) year of passing the QE
5) Students have two attempts to pass the OE. Should a student fail to pass the first attempt, he/she is required to retake the exam within three (3) years of the first attempt.

3) 25% Scholarship with stipend support

		1st year	2nd year		3rd year		4th year ~	5th year~
Requirements		18 Credits	9 Credits		9 Credits			
Qualifying Exam(QE) schedule	Common Subject	-	-	-	○ 1st (Jan)	○ 2nd (Aug)	-	
	Field Subject	-	-	-	-	○ 1st (Aug)	○ 2nd (Jan)	
Dissertation Evaluation Schedule	Research Paper				Oct. of 3rd year			
	Oral Exam(OE)	-	-		-		○	
	Final Oral Dissertation Defense (FODD)	-	-		-		○	○

1) Students are required to complete 27 credits by the 2nd academic year in order to take the QE
2) Students have two attempts to pass the QE, held in January and August.
3) Students are required to commence work on writing their theses once they pass the QE in order to take the OE
4) Students are required to apply for the OE within one (1) year of passing the QE
5) Students have two attempts to pass the OE. Should a student fail to pass the first attempt, he/she is required to retake the exam within three (3) years of the first attempt.

Academic Agenda for 2019

Spring Semester: February 11 ~ May 4

Application Type	Deadline	Course Week	Applied to
Credit Transfer Application	~Feb. 1 (Fri.)	before the semester starts	Applicable students
RA Application	~Feb. 1 (Fri.)	before the semester starts	2nd and 3rd year international students with stipend support
SRC Application	~Feb. 15 (Fri.)	1st week	All
MPC Application	~Feb. 15 (Fri.)	1st week	All
Oral Examination Application	~ Feb. 22 (Fri.)	2nd week	OE Candidates
Final Oral Dissertation Defense Application & Submission of Dissertation	~ Feb. 22 (Fri.)	2nd week	FODD Candidates
Thesis Supervisor Confirmation Form	~March. 9 (Sat.)	4th week	1st year students
SRC Paper Submission	~April. 27 (Sat.)	11th week	SRC students
Field Subject QE Application	~May. 4 (Sat.)	12th week	QE Candidates

Summer Semester: May 13 ~ August 3

Application Type	Deadline	Course Week	Applied to
RA Application	~May. 3 (Fri.)	before the semester starts	2nd and 3rd year international students with stipend support
SRC Application	~May. 18 (Sat.)	1st week	All
MPC Application for Summer Session 1	~May. 18 (Sat.)	1st week	All
Oral Examination Application	~May. 24 (Fri.)	2nd week	OE Candidates
Final Oral Dissertation Defense Application & Submission of Dissertation	~May. 24 (Fri.)	2nd week	FODD Candidates
Credit Transfer Application	~May. 31 (Fri.)	3rd week	Applicable students
MPC Application for Summer Session 2	~June. 29 (Sat.)	7th week	All
QE Application	~July. 5 (Fri.)	8th week	QE Candidates
SRC Paper Submission	~July. 27 (Sat.)	11th week	SRC students

Fall Semester: September 2 ~ November 30

Application Type	Deadline	Course Week	Applied to
RA Application	~Aug. 31 (Fri.)	before the semester starts	2nd and 3rd year international students with stipend support
SRC Application	~Sep. 7 (Sat.)	1st week	All
MPC Application for Summer Session 1	~Sep. 7 (Sat.)	1st week	All
Oral Examination Application	~Sep. 13 (Fri.)	2nd week	OE Candidates
Final Oral Dissertation Defense Application & Submission of Dissertation	~Sep. 13 (Fri.)	2nd week	FODD Candidates
Credit Transfer Application	~Sep. 20 (Fri.)	3rd week	Applicable students
Field Subject QE Application	~Sep. 27 (Fri.)	4th week	QE Candidates
SRC Paper Submission	~Nov. 16 (Sat.)	11th week	SRC students
QE Application	~Nov. 21 (Thur.)	12th week	QE Candidates

Tuition Fee

Tuition is a minimum of 25,000,000 Korean Won (KRW) to complete a Ph.D. degree program. For the first year of their study, tuition is a total of 15,000,000 KRW (5,000,000 KRW per each semester). For the 2nd and 3rd year, tuition is 5,000,000 KRW. If a student has yet to fulfill the graduation requirement by the end of the 3rd year, tuition is 1,000,000 KRW each year from the 4th year and beyond.

Scholarships

A. Maintaining Admission Scholarship for the 1st year

To continue to receive the scholarship award, it is necessary to meet the respective GPA criteria spelled out in your scholarship certificate. Failure to meet any scholarship conditions and/or KDI School's academic standards may result in scholarship amendment such as withdrawal, suspension, reduction, and/or repayment. Stated below are the course requirements that are common to every admission scholarship recipient:

[Condition for the Tuition Support]

First year Ph.D. students will continue to receive the same amount of tuition waiver each term on the condition that they achieve and maintain GPA of 3.4 or above each semester. If the GPA is less than 3.4, the tuition waiver for the following term will be terminated.

[Condition for the Stipend Support]

1) Global Ambassador Scholarship

Students must maintain GPA of 3.0 or above each term to receive the stipend the following term. If the GPA is less than 3.0, the stipend for the following term will be terminated.

2) KDI School Scholarship of Academic Excellence

Students must maintain GPA of 3.67 or above each term to receive the stipend the following term. If the GPA is less than 3.67, the stipend for the following term will be terminated.

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

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

[Scholarship Terms and Conditions]

- Off-campus employment of any kind is prohibited unless arranged by the school.
- Students are required to pass both the Common Subject Qualifying Examination (QE) and the Field Subject QE within two attempts of each. In the event of failing either the Common Subject QE or Field Subject QE two times, students must withdraw from the program.

[Condition for Tuition Support]

- Students are required to maintain a 3.4 cumulative GPA or above for the three terms to receive the tuition waiver in the following three terms.
- If the GPA is between 3.4 and 3.0, the tuition waiver for the following three terms will be reduced by half, and if the GPA is less than 3.0, the tuition waiver for the following three terms will be terminated.

[Condition for Stipend Support]

1) Global Ambassador Scholarship

- In order to maintain your stipend scholarship, you must maintain a cumulative GPA of 3.0 in the previous three terms.
- Students must serve as an RA for a minimum of 120 working hours per a year.

2) KDI School Scholarship of Academic Excellence

- Amount of stipend during your 2nd and 3rd year will be reduced by half depending on budget situation (e.g. 500,000KW per month.)
- To get stipend scholarship during your 2nd and 3rd year, you must maintain a cumulative GPA of 3.67 in the previous three terms.
- Students must serve as an RA for a minimum of 120 working hours per a year.

International Conferences

The KDI School provides financial support for the top-tier international conferences for the Ph.D. students.

1. Eligibility for Application

- Ph.D. students who have passed Qualifying Exam

- Enrolled students whose current residency is in Korea

2. Requirements for the Financial Support

- Expenses for presenting papers at an academic society which is one of the top-tier conferences may be provided by the School on actual-expense basis. When applying for the international conferences, students have to get an approval from the dissertation advisor in advance.

3. Range of the Financial Support

- Once a year, up to twice per student.

- Expenses will be provided by the School on actual-expense basis. Actual-expense refers to expenses incurred for travel and conference participation for a sum of up to 2,000,000KW.

- Expenses cover air fare, hotel accommodation, conference registration fee (including conference paper submission fee) only. Other expenses such as transportations will not be supported.

4. Application Procedure

① Confirmation from the dissertation advisor [Appendix 9-1] before the submission of the paper.

② When accepted, submit the application form [Appendix 9-2] with the confirmation form [Appendix 9-1] to the Academic Affairs Division with the acceptance letter and the paper.

③ After getting an approval from the Ph.D. program committee members, students will be making payments under the school's guidance and help.

5. Conference Report

- A student participated in the international conference must submit a conference report within two weeks of his/her return.

Appendix

Application for the Master Plus Courses

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

2. Name: _____   Student ID: _____

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

4. Course Title

| |
| |
| |

5. Topic (if available)

| |
| |
| |

6. Approval of Course Professor

       I hereby accept the above student's application for additional work.

Date   : _____

Student   : _____ (Signature)

Course Professor : _____ (Signature)

[Appendix 2-1]

Application for the Supervised Research Course

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

2. Name: _____   Student ID: _____

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

4. SRC Number: _____   ☐ SRC I   ☐ SRC II   ☐ SRC III

5. Topic to be researched on the Supervised Research Course

| |
| |
| |

6. Approval of Course Supervisor (This box should be filled out by course supervisor.)

Supervisor's Name		Contact Phone No.	
Position, Organization			
I hereby accept the proposal submitted by the student.			

I have been approved of my supervised research from the above supervisor, and I hereby request my supervised research course this session.

Date   : _____

Course Professor : _____ (Signature)

Ph.D. Chair   : _____ (Signature)

Note 1. Please submit this form with the course supervisor's signature & with your proposal for supervised research.
    2. Students are supposed to submit a final report to Academic Affairs under the advice of the course supervisor by the end of the session.

Proposal for Supervised Research

* The below format is recommended when writing your proposal for supervised research. Please write your proposal in detail.

1. The purpose of your research

2. Research area & contents

3. The methods and strategies of your research

4. Schedule for the research

Performance Assessment Criteria for Supervised Research Course

Program:		ID:		Student Name:		Date:	
Research Title:				Evaluator:		(signature)	
Goals	Traits	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>					Total	☐
					Grade	☐

A0: 36-40 points A-: 30-35 points B+: 29-27 points B: 24-26 points B-: 21-23 points

C+: 17-20 points C: 14-16 points C-: 11-13 points F: 10 points and below

[Appendix 3]

Application for the Credit Transfer

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

2. Name: _____   Student ID: _____

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

4. Title of the course offered in KDI School

| |
| |

5. Previous Course Information

| - Title: |
| - Grade: |
| - Period: |

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

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

Date   : _____

Student   : _____ (Signature)

Course Professor : _____ (Signature)

Ph.D. Chair   : _____ (Signature)

[Appendix 4]

Dissertation Advisor Confirmation Form

1. Name: _____   Student ID: _____

2. Indicate Field (Check ✓)

☐ Public Policy   ☐ Development Policy

3. Please write the topic of your paper that you will present:

Date   : _____

Student   : _____ (signature)

Dissertation Advisor : _____ (signature)

Ph.D. Chair   : _____ (signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 5]

Application for Ph.D. Qualifying Examination

1. Name : _____   Student ID : _____

2. Indicate Field (Check ✓)

☐ Public Policy   ☐ Development Policy

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

	Subjects	Check	
		1st QE	2nd QE
1	Econometrics (I, II) * Please circle if taking parts		
2	Microeconomics I		
3	Main sub-field of Specialization		

* Please write down the name of the main sub-field subject in which you want to take an exam

---

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

Date   : _____

Student   : _____ (Signature)

Ph.D. Chair : _____ (Signature)

Application for the Ph.D. Oral Examination

1. Name: _____   Student ID: _____

2. Indicate Field (Check ✓)

☐ Public Policy   ☐ Development Policy

3. Please write the topic of your paper that you will present:

4. Dissertation Format: ☐ Integrated Format   ☐ Multiple Parts

5. Please write a brief outline of your paper (The purpose of your Dissertation, the Methods and strategies of your research, tentative chapter headings, etc.):

Date   : _____

Student   : _____ (signature)

Dissertation Advisor : _____ (signature)

Ph.D Chair   : _____ (signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 6-2]

Recommendation of Evaluation Committee Members for Ph.D. Oral Examination

1. Student's Name and ID: _____ (   )

2. Student's Field (Check ✓):   ☐ Public Policy   ☐ Development Policy

3. Student's Advisor: _____

4. Topic of Oral Examination: _____

5. Evaluation Committee of Oral Examination

Please write the names of the people you recommend

NAME	POSITION	CONTACT (Phone #)	Signature

※ The advisor is automatically a member of the committee

6. Expected Date of Oral Examination: _____

I hereby recommend the above-mentioned people as Evaluation Committee members for the Oral Examination of the above-mentioned student.

Date   : _____

Dissertation Advisor : _____ (Signature)

Ph.D. Chair   : _____ (Signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 7-1]

Request for Ph.D. Dissertation Evaluation

Name: _____   Student ID: _____

Indicate Field (Check ✓)

☐ Public Policy   ☐ Development Policy

Email Address: _____ (Tel:)

Mailing Address: _____

_____

Advisor	
Dissertation Topic	

I hereby request for evaluation of the dissertation.

Date   : _____

Student   : _____ (Signature)

Dissertation Advisor : _____ (Signature)

Ph.D. Chair   : _____ (Signature)

To the Dean of KDI School of Public Policy and Management

Dissertation Submission Receipt

Name: _____   Field: _____

Recipient: _____ (sign)

Date: .   . 20

KDI School of Public Policy and Management, Academic Affairs Division

[Appendix 7-2]

Recommendation for Ph.D. Dissertation Evaluation Committee Members

1. Name: _____   Student ID: _____

2. Student's Field (Check ✓):   ☐ Public Policy   ☐ Development Policy

3. Student's Advisor and Topic of Dissertation

Advisor	
Dissertation Topic	

4. Dissertation Committee of Final Oral Dissertation Defense

Please write the names of the people you recommend

NAME	POSITION	CONTACT (Phone #)	SIGNATURE

※ The supervisor is automatically a member of the committee.

※ Dissertation supervisors should fit 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 one external committee member outside KDI School

5. Expected date of Final Oral Dissertation Defense: _____

I hereby recommend the above-mentioned people as Dissertation Committee members for the Final Oral Dissertation Defense of the above-mentioned student.

Date   : _____

Dissertation Advisor : _____(Signature)

Ph.D. Chair   : _____(Signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 7-3]

Recommendation from the Advisor for Ph.D. Dissertation Evaluation

Name: _____   Student ID: _____

Indicate Field (Check ✓)

☐ Public Policy   ☐ Development Policy

Dissertation Topic	

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

Comments on the Dissertation

Date   : _____

Dissertation Advisor : _____ (Signature)

Ph.D. Chair   : _____ (Signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 8]

Course Drop / Withdrawal Application Form
(☐ Drop   ☐ Withdrawal)

1. Academic Year: _____   201___

2. Term: ☐ Pre-Spring ☐ Spring ☐ Summe ☐ Pre-Fall ☐ Fall

2. Name: _____   Student ID: _____

3. Field: ☐ MPP   ☐ MDP   ☐ MPM   ☐ Ph.D.

4. Time: ☐ Full-time   ☐ Part-time

1. Course Title(Section) : 2. Name of Professor :

I have been approved of my dropping the course from the above professor.

Date   : _____

Student   : _____ (Signature)

Course Professor : _____ (Signature)

Course Drop: Should you decide to drop your course(s) within the first five weeks after classes begin, you may apply to the Academic Affairs Division to drop your course(s). In this case, the cancellation will not appear on your transcript.

Withdrawal: Should you decide to withdraw from a class after the first five weeks and within the first ten weeks after classes begin, you may apply to the Academic Affairs Division to withdraw from the class. In this case, a "W" will appear on your transcript; however, it will not affect your GPA.

[Appendix 9-1]

Approval for International Conference

■ **Student Information**

1. Name: _____ Student ID: _____

2. Program (Check ∨)

☐ Public Policy ☐ Development Policy

■ **Conference Information**

3. Conference:

4. Conference Period:

5. Co-Authors:

6. Title of the Paper:

** Please attach your paper

Date

Submitted by _____(signature)

Dissertation Advisor _____(signature)

To the Dean of KDI School of Public Policy and Management

[Appendix 9-2]

Application for International Conference

■ Student Information

1. Name: _____   Student ID: _____

2. Field (Check ✓)

☐ Public Policy   ☐ Development Policy

■ Conference Information

3. Conference:

4. Conference Schedule:

5. Presentation Title:

6. Co-Authors:

7. Duration of the Stay: days

** Please attach relevant documents for participating in the conference.

Date   : _____

Student   : _____ (signature)

Dissertation Advisor : _____ (signature)

Ph.D. Chair   : _____ (signature)

To the Dean of KDI School of Public Policy and Management