
Course Registration Information for 2017 Summer Semester

Please refer to the following information on the summer intensive term and course registration for the 2017 summer semester.

☐ **Course Registration Period :**

April 17th (Mon.) 10:00 AM ~ April 22th(Sat.) 22:00 PM

* Please note that you will not be able to register for summer courses if you do not complete course evaluations which start from April 13(~ April 19) for the Spring courses that you're taking.

- Registration will be done through the KDI School website: <http://mis.kdischool.ac.kr>.
 - "First Come, First Served" principle will be applied.
 - Part-time students will be given one day priority to register for the evening and weekend courses during the first day of the course registration.
 - Also, Ph.D. students will be given one day priority to register for the Ph.D. courses during the first day of the course registration.
 - Full-time students will be able to register for evening and Saturday courses from the second day of course registration (April 18th(Tue), 10:00AM).
- ※ Once you finish the course registration, please check if it is successfully completed through the course confirmation menu in the MIS. Please refer to "How to Register for Courses".

☐ **Course Add and Drop Period (Online)**

May 8(Mon.) 10:00 AM ~ May 10(Wed.) <u>22:00 PM</u>	All summer courses
May 8(Mon.) 10:00 AM ~ May 13(Sat.) <u>22:00 PM</u>	12 week courses
June 19(Mon.) 10:00 AM ~ June 21(Wed.) <u>22:00 PM</u>	2nd session courses

- ※ KDI School will count attendance during the add and drop period.
- ※ Any request for course registration will not be accepted after the period specified above.

☐ **Course Information for 2017 Summer Semester**

- For the course list & schedule, please refer to the attached files.
- For the course syllabus, please visit the e-Education menu at the KDI School homepage.
 - ※ All syllabi for the Summer will be available from **Apr.11(Tue.)**.

Guide to Summer Intensive Term

A. What is a Summer Intensive Term?

- The summer intensive term has been designed to enhance the quality of education by inviting distinguished scholars from institutions world-wide, offering high quality courses to students.
- The summer intensive term will consist of two of 6-week length sessions.
- For intensive courses, a total of 8 hours of lectures will be offered each week, and all coursework will be completed within the allotted 6 weeks.
- The summer intensive term will be based on three types of time frames.
 - Courses in the 1st period (from 8:30 a.m. to 10:10 a.m.) will be held 4 times a week for 80 minutes each.
 - Courses from 2nd to 4th period will be held 2 times a week for 3 hr. and 30 min each.
 - Courses on Friday, Saturday courses will follow the 12 weeks format.
 - Also, some courses in the evening follow 12 week format. You can find 12 week courses in the timetable attached.

Period	Time	Day of the Week	Number of Classes
1 st	08:30~10:10	Mon. through Thu.	4 times a week (1st or 2nd session)
2 nd 3 rd	10:20~14:20 (12:00-12:40 lunch) 14:30~18:00	Mon. & Wed. or Tue & Thu.	2 times a week (1st or 2nd session)
4 th	19:00~22:30	Mon.& Wed. or Tue. & Thu. or Mon/Tue./Wed./Thu.	2 times a week (1st or 2nd session) or once a week (12 weeks)
	09:00~12:30 14:00~17:30 19:00~22:30	Fri.	Once a week (12 weeks)
	09:00~12:30 14:00~17:30	Sat.	Once a week (12 weeks)

B. Period for Each Summer Session

- ☐ 1st Half of Summer Semester: May 8(Mon.) ~ June 17(Sat.)
- ☐ 2nd Half of Summer Semester: June 19(Mon.) ~ July 29(Sat.)
- ☐ Weekly Schedule for Summer Intensive Courses: 6 Weeks each
 - 1st~ 5th week: Lecture Schedule
 - 6th week: Reading Period & Final Examinations

1st summer session	2nd summer session
6 weeks May 8(Mon.) ~ June 17(Sat.)	6 weeks June 19(Mon.) ~ July 29(Sat.)
<u>Friday / Saturday courses (12 week courses)</u> Some courses in the evening follow 12 week format. You can find 12 week courses in the timetable.	

C. Course Size

KDI School limits the number of students in each class in order to maximize the quality of learning.

- **For concentration courses**, course capacity is set at **a minimum of 6 students and maximum of 30 students** but for core courses, the number of students can exceed 30 (maximum of 40). If a course reaches its maximum number of students and there is a waiting list, it requires the professors' permission to accept more students. However, even if the professors agree to accept more students, the course CANNOT exceed the classroom size.
(S202~S205: max. 40 students/ S302~S305: max. 31 students)
- **For language courses**, course capacity is set at **a minimum of 6 students and maximum of 16 students**. If the language course reaches its maximum number of students and there is a waiting list, you should move to the other sections which haven't exceeded their prescribed limits unless the courses are not conflicting with other enrolled courses.
If all sections are full and the waiting list remains, they are highly encouraged to take the course in the next semester.
- 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.

D. Minimum/Maximum Credit Application

- Full time student can register up to 5 courses (15 credits) in total (1st, 2nd, 12 week course) including a minimum of one day-time course. Also, students who wish to take one additional course can submit a petition with a detailed study plan for approval of 18 credits of regular courses. The petition form is available at the “Official Forms” at the KDI School website.
 - ※ 5 courses don't include the courses that don't count for the graduation credits.
- Part-time student can register up to 4 courses in total (1st, 2nd, 12week course).
 - ※ 4 courses don't include the courses that don't count for the graduation credits.

E. Course Information

☐ Core courses

○ Introduction to Research Methods (Saturday afternoon, 12 weeks)

This is a core course for MDP&MPM students and they will have the priority to register for the course. The registration for MPP students will be allowed only if there are extra seats remained after the MDP&MPM students' registration. The maximum class size will be up to 40 students.

If MPP students want to register for IRM course, please send an email to ec_lee@kdischool.ac.kr. In this case, registration will be done by the academic affairs after the registration period and could not be registered depending on the circumstances.

○ G20 and Global Governance (G20 core)

This is a core course for the students' scholarship group 'Seoul G20 Global Leader's Fellowship' (Hereafter 'G20'). G20 students must take this course this Summer and the Academic Affairs will register on their behalf before the registration period.

Non-G20 students CANNOT take this course.

☐ **Foundation skill courses**

1) English Courses

: English Courses will count towards graduation requirement credits **for up to 6 credits.**
(e.g. LPM + AW; LPM+PSD; AW+PSD(for waived students))

Level	Course Title	Credits	Grade	Graduation Requirement Credits (Y/N)
Basic	Language in Public Policy and Management	3	A~F	Yes (Mandatory)
Advanced	Academic Writing	3	A~F	Yes (Not Mandatory)
	Public Speech and Debate	3	A~F	Yes (Not Mandatory)

○ **Basic Course: Language in Public Policy and Management (LPM)**

This course is required for all students in master's programs unless waived.

○ **Advanced Courses**

It is not mandatory; however, students are strongly recommended to take this course.

- **Academic Writing**

This course is intended to help students improve skills in academic writing.

- **Public Speech and Debate**

The main objective of this course is to strengthen the capacity of students to be effective and persuasive public policy presenters in various public settings.

2) Korean Courses

Level	Course Title	Credits	Grade	Graduation Requirement Credits (Y/N)
Basic	Korean Language and Culture I	3	A~F	Yes (Mandatory)
Advanced	Korean Language and Culture II	3	A~F	No
	Korean Language and Culture III	3	A~F	No

○ **Basic Course: Korean Language and Culture I**

This course is required for all international students in master's programs unless waived. Those who could not take this course until now are highly recommended to take it in the Summer semester.

○ **Advanced Courses: Korean Language and Culture II & III**

These courses (3 credits) will **NOT** be counted towards graduation requirement credits (45 credits). However, grades received from the course will affect your cumulative GPA.

Please refer to the syllabi in the e-education for more details.

☐ **Advanced Research Seminar (ARS)**

- The School offers several sections of a 3-hour credit course, "Advanced Research Seminar" during the regular semesters(Spring, Summer, Fall) to help students complete the full first (rough) draft of their thesis/capstone projects, which is required on the completion of their course work or before your departure from the KDI School.
- Those who have formed POS committee for **thesis or capstone project paper** must take this course. The ARS registration will be only eligible for those who finished their POS committee formation before or in 2017 Spring semester.
- For an ARS faculty member, students **must choose the major professor of their POS Committee** and they should officially register through MIS during the course registration period as other regular courses.
- The seminar has no specific lecture schedule and place. Instead, it runs on a flexible format tailored to the need of each individual or a small group and the ARS faculty member will inform students about the meetings later.
- **In the final week, all students taking ARS are expected to give an oral presentation** of the first draft (or the final draft if it is ready).

☐ **Other courses**

☐ **KDI Policy Lecture Series (2nd Session); 1 credit, Non-graduation credit**

- This course will **NOT** be counted towards graduation requirement credits (45 credits). Also, the grade(N/NP) will not affect your cumulative GPA score as it is N/NP course.
- This course is intended to enhance students' understanding of current issues in the Korean economy based on both theoretical frameworks and practical experiences. The implications and policy issues related to Korean Economy will also be discussed. In each class, the recent trend and issues of the topics will be reviewed and then the actual case of Korea will be studied.
- Participants will be awarded the Certificate of Completion by the KDI & KDI School if the attendance requirement (minimum 5 lectures) is fulfilled.
- The same course(non-credit) will be offered in Korean in the 1st session which will be announced later and please refer to the syllabi in the e-education for more details.

☐ **Understanding Government Reform: Theory And Practice ; 3-credits, Graduation credit**

- This course is a pre-requisite for participation in the school's case-based area studies program. The instructors will screen registration applications relying on a one-page essay on a specific problem involving government failure in service provision as well as the applicant's prior academic performance in the school. Students taking the course will

have chances in the class to design a rigorous field research project to mount back in their home region during the summer recess. The school's area studies program will then vet appropriate research projects and fund interviews and other necessary data collection efforts.

- This course adopts the “flipped learning” model, based on two massive open on-line courses (MOOCs) available on the EdX platform: “Making Government Work in Hard Places” and “Writing Cases: Science of Delivery”. Students taking the course will be expected to immerse themselves in the on-line materials provided in the MOOCs before each class, where instructors will engage the students in discussion and other activities requiring face-to-face interaction.

F. (Offline) Course Drop & Withdrawal Period Information

Period	1 st half course	12 weeks course	2 nd half course
Drop	May 11(Thu.)	May 11(Thu.)	Jun. 22(Thu.)
	May 17(Wed.)	May 27(Sat.)	Jun. 28(Wed.)
Withdrawal	May 18(Thu.)	May 29(Mon.)	Jun. 29(Thu.)
	May 27(Sat.)	Jun. 17(Sat.)	Jul. 08(Sat.)

o (with Form) Course Drop

If you want to drop a course after the online course registration period, you need to fill out the course drop application form and submit it to the Academic Affairs Division (Room.S247). In this case, the course drop will not appear on the official transcript.

o (with Form) Course Withdrawal

If you want to withdraw a course after the course drop period, you need to fill out the course withdrawal application form and submit it to the Academic Affairs Division (Room.S247). In this case, a “W” will appear on the official transcript. However, it will not affect the GPA.

※ All application forms are available at the “Official Forms” at the KDI School website.

G. Attendance

Students are required to attend **at least 5/6 classes** 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 classes of each course they are enrolled in to receive credits and grades for the courses.

- * If you have any questions regarding courses, please contact Ms. LEE, Eun Chong (ec_lee@kdischoo.ac.kr, 044-550-1217) in the Academic Affairs Division.