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◇ 2017 Academic Calendar ◇
KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Term		Schedule		Remarks
Spring Preliminary Session (3 Weeks) (Jan. 02 ~ Jan. 20)	Jan. 02 (Mon.) ~ Jan. 20 (Fri.)		Spring Preliminary Session	Jan. 27 (Fri.) - 30 (Mon.) Lunar New Year
	Jan. 02 (Mon.)		Spring Preliminary Session Orientation	
	Jan. 09 (Mon.) ~ Jan. 20 (Fri.)		Application for Leave of Absence / Extension of Leave of Absence / Reinstatement	
	Jan. 16 (Mon.) ~ Jan. 18 (Wed.)		Course Evaluation for Spring Preliminary Session	
	Jan. 21 (Sat.)		New Student Orientation / Course Presentation Session (for Part time students)	
	Jan. 23 (Mon.) ~ Jan. 24 (Tue.)		New Student Orientation / Course Presentation Session (for Full time students – All)	
	Jan. 25 (Wed.) ~ Feb. 03 (Fri.)		New Student Orientation/Course Presentation Session (for Full time students- International Students only)	
	Jan. 24 (Tue.) ~ Jan. 31 (Tue.)		Spring Semester Course Registration	
	Jan. 27 (Fri.) - Feb. 04 (Sat.)		Spring Semester Tuition Payment Due (Continuing Students)	
Spring Semester (12 Weeks) (Feb. 06 ~ Apr. 29)	Feb. 06 (Mon.)		Start of Spring Semester	Mar. 01 (Wed.) Independence Movement Day*
	Feb. 06 (Mon.) ~ Feb. 11 (Sat.)		Course Add & Drop Period	
	Feb. 24 (Fri.)		Research Project Submission	
	Feb. 27 (Mon.) ~ Mar. 04 (Sat.)		POS Committee Composition	
	Mar. 27 (Mon.) ~ Apr. 07 (Fri.)		Application for Leave of Absence / Extension of Leave of Absence / Reinstatement	
	Apr. 10 (Mon.) ~ Apr. 15 (Sat.)		Research Plan Submission Period	
	Apr. 13 (Thu.) - Apr. 19 (Wed.)		Course Evaluation	
	Apr. 14 (Fri.)		Hiking	
	Apr. 17 (Mon.) ~ Apr. 22 (Sat.)		Summer Semester Course Registration	
	Apr. 17 (Mon.) ~ Apr. 22 (Sat.)		Reading Period	
	Apr. 17 (Mon.) ~ Apr. 28 (Fri.)		Application for Graduation (For students completed all graduation requirements)	
	Apr. 24 (Mon.) ~ Apr. 29 (Sat.)		Final Examinations	
Spring Break (1 week) (Apr. 30 ~ May 07)	Apr. 30 (Sun.) ~ May 07 (Sun.)		Spring Break	May 03 (Wed.) Buddha's Birthday / May 05 (Fri.) Children's Day
	May 01 (Mon.) ~ May 06 (Sat.)		Summer Semester Tuition Payment Due	
Summer Semester (12Weeks) (May 08 ~ Jul. 29)	**1st Session** (May 08 ~ Jun. 17)	May 08 (Mon.)		Start of 1st Summer Session	Jun. 06 (Tue) Memorial Day*
		May 08 (Mon.) ~ May 10 (Wed.)		Course Add & Drop Period (for all courses)	
		May 26 (Fri.)		Research Project Submission	
		May 29 (Mon.) ~ Jun. 03 (Sat.)		POS Committee Composition	
		Jun. 05 (Mon.) ~ Jun. 10 (Sat.)		Course Evaluation	
		Jun. 12 (Mon.) ~ Jun. 13 (Tue.)		Reading Period	
		Jun. 14 (Wed.) ~ Jun. 17 (Sat.)		Final Examinations	
	2nd Session (Jun. 19 ~ Jul. 29)	Jun. 19 (Mon.)		Start of 2nd Summer Session	
		Jun. 19 (Mon.) ~ Jun. 21 (Wed.)		Course Add & Drop Period (for 2nd courses only)	
		Jun. 26 (Mon.) ~ Jul. 07 (Fri.)		Application for Graduation (For students completed all graduation requirements)	
		Jul. 03 (Mon.) ~ Jul. 14 (Fri.)		Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	
		Jul. 10 (Mon.) ~ Jul. 14 (Fri.)		Pre-Fall Semester Course Registration	
		Jul. 10 (Mon.) ~ Jul. 15 (Sat.)		Research Plan Submission	
		Jul. 13 (Thu.) ~ Jul. 19 (Wed.)		Course Evaluation	
		Jul. 17 (Mon.) ~ Jul. 22 (Sat.)		Fall Semester Course Registration	
		Jul. 24 (Mon.) - Jul. 25 (Tue.)		Reading Period	
		Jul. 26 (Wed.) - Jul. 29 (Sat.)		Final Examinations	
		Jul. 31 (Mon.)		Completion Ceremony	
Summer Break (5 Weeks) (Jul. 30 ~ Sep. 03)	Jul. 30 (Sun.) ~ Sep. 03 (Sun.)		Summer Break	Aug. 15 (Tue) Independence Day
	Aug. 01 (Tue.) ~ Aug. 04 (Fri.)		Korea Field Research & Study (KFRS)	
	Aug. 22 (Tue.) ~ Aug. 31 (Thu.)		International Field Research & Study (IFRS)	
	Aug. 28 (Mon.) ~ Sep. 01 (Fri.)		Fall Semester Tuition Payment Due (for Current Students)	
Fall Preliminary Session (3.5 Weeks) (Aug. 03 ~ Aug. 25)	Aug. 03 (Thu.) ~ Aug. 25 (Fri.)		Fall Preliminary Session	
	Aug. 03 (Thu.)		Fall Preliminary Session Orientation	
	Aug. 21 (Mon.) ~ Aug. 23 (Wed.)		Course Evaluation	
	Aug. 21 (Mon.) ~ Sep. 01 (Fri.)		OECD(Policies for Development) Special Lecture (2 weeks)	
	Aug. 28 (Mon.) ~ Sep. 01 (Fri.)		Orientation For Fall Semester	
Fall Semester (13 Weeks) (Sep. 04 ~ Dec. 02)	Sep. 04 (Mon.)		Start of Fall Semester	Oct. 3 (Tue) The National Foundation Day of Korea / Oct. 4 (Wed.) ~ Oct. 6 (Fri.) Korean Thanksgiving Day (No Class for the whole week: Oct. 2 ~ 7, No make-up needed) / Oct. 9 (Mon.) Hangul Proclamation Day*
	Sep. 04 (Mon.) ~ Sep. 09 (Sat.)		Course Add & Drop Period	
	Sep. 22 (Fri.)		Sports Day	
	Sep. 22 (Fri.)		Research Project Submission	
	Sep. 25 (Mon.) ~ Sep. 30 (Sat.)		POS Committee Submission	
	Oct. 30 (Mon.) ~ Nov. 10 (Fri.)		Application for Graduation (For students completed all graduation requirements)	
	Nov. 13 (Mon.) ~ Nov. 18 (Sat.)		Research Plan Submission Period	
	Nov. 16 (Thu.) ~ Nov. 22 (Wed.)		Course Evaluation	
	Nov. 20 (Mon.) ~ Nov. 25 (Sat.)		Reading Period	
	Nov. 27 (Mon.) - Dec. 02 (Sat.)		Final Examinations	
Winter Break	Dec. 08 (Fri.)		2017 Commencement	Dec. 5 (Tue) KDI School Foundation Day
	Dec. 11 (Mon.) ~ Dec. 22 (Fri.)		Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	

* National Holiday (No class, Make-up class has to be arranged)
※ The schedule is subject to change according to the school circumstances.

CODE OF HONOR AND CONDUCT
OF
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 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 KDI School campus, in order to secure my personal reputation and enhance that of 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 office

Overview of Academic Rules and Regulations
for the 2017 Calendar Year

- **Objective**

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2017 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 Websites(mis.kdischool.ac.kr). If you want to change your name on the system, you have to come to the academic affairs division with your passport.

3. (Notice) All academic information and forms can be downloaded from the Websites. 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 Websites.

4. (Regulation Change) When occasion demands, the rules and regulations for the 2017 may substantively change upon the School Executive Committee's approval, which will soon be notified and made official.

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

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)

Concentration 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 Policy)

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 KDI School Master's programs, a student is not permitted to transfer to a different Master's program.

1. Core Courses

These are courses that have to be taken by students in each program, a total of 2 core courses for MPP & MPM students and 3 core courses for: MDP students. These courses are provided only once a year and all students must take them in a given term unless special provisions have been made between the individual student and the Academic Affairs Division.

Methodology core course substitution is possible upon the approval from the program chair. Students who want to substitute a methodology core course are requested to apply to the Academic Affairs Division with the application form.

- (For MPP students) Quantitative Methods → Introduction to Research Methods

- (For MDP&MPM students) Introduction to Research Methods → Quantitative Methods

Also, the core waiver test will be given at the orientation (refer to page 22).

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 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 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 term (Full-time Student)**

Time	Project	Thesis Project	Capstone Project	SRP	ELP
2nd term	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			
3rd term		**ARS** (Advanced Research Seminar)		3-credit Course	**GMP**

		(other than ARS)	
12th week (Final Week)	Oral Presentation		
	Submission of the 1st Full Draft		
Second-year	3rd week	Submission of the Final Report	

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

Time \ Project		Thesis Project	Capstone Project	SRP
4th term	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 term		**ARS** (Advanced Research Seminar)		**3-credit Course** (other than ARS)
	12th week (Final Week)	Oral Presentation		
		Submission of the 1st Full Draft		
6th term ~3rd Year	3rd week	Submission of the Final Report		

※ 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	Term Offered	Graduation Requirement Credits (Y/N)
English	Language in Public Policy and Management	3	A~F	All (including Pre-session)	Yes (Mandatory)
	Academic Writing	3	A~F	All (including Pre-session)	Yes (Optional)
	Public Speech and Debate	3	A~F	All	Yes (Optional)
Korean	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)

Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
Korean Language and Culture Ⅱ	3	A~F	All	No
Korean Language and Culture Ⅲ	3	A~F	Summer Fall	No
Korean Language and Culture (Advanced I)	3	A~F	Spring	No
Korean Language Learning with the Media	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 for all students in the master's programs unless waived. The waiver is determined by the text-out exam (held during the orientation). If waived, a student is not allowed to take this course and recommended to take an advanced English course.

B. Advanced Courses

English courses will count towards graduation requirement credits for **up to 6 credits** (LPM + One English Advanced Course; if waived: Two Advanced English Courses)

• **Academic Writing**

This course will be offered in each term and will count towards graduation requirement credits, but is not mandatory. This course is intended to help students improve skills in academic writing. It is not mandatory; however, students are strongly recommended to take this course.

• **Public Speech and Debate**

This course will be offered in each term and will count towards graduation requirement credits, but is not mandatory. 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(for International Students):*

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

This course will be offered in each term 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 each term. However, it will NOT be count towards graduation requirement credits.

- *Korean Language and Culture Ⅲ:* This course will be offered in the summer and fall terms. However, it will NOT be count towards graduation requirement credits.

- *Korean Language and Culture(Advanced):* This course will be offered in the spring term. However, it will NOT be count towards graduation requirement credits.

- *Korean Language Learning with the Media:* These courses will be offered in the fall term. However, it will NOT count towards for graduation requirement credits.

In principle, advanced Korean courses will NOT count towards graduation requirement credits; however, those who were waived from 'Korean Language and Culture I' could count an advanced Korean advanced course toward graduation requirement credits for **up to 3 credits.** (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

5. Waiver Test

Once students get the waiver, they are not required to take a related course for the graduation requirement. However, getting a waiver does not mean that you can get 3 credits from the waived course; you still need to take other courses to fulfill their graduation requirement.

① **Waiver Test for Core courses:** The test will be given at the orientation.

If waived, students are strongly recommend to take concentration courses instead to fulfill their graduation requirement.

  A. Analysis of Market and Public Policy (MPP, MDP Core)

  B. Quantitative Methods (MPP Core)

  C. Introduction to Research Methods (MDP, MPM Core)

② **English Course (Language in Public Policy and Management) Waiver Test**

The English test consists of three components: reading, listening and writing, and it will be given at the orientation. Based on their English test scores, students can be waived from the basic level course.

③ **Basic Course: Basic Mathematics Test**

The purpose of the basic math test is to evaluate basic knowledge of mathematics and statistics. The test consists of multiple choices and it will last for forty minutes. Those who receive insufficient score from the test should take the "Basic Mathematics and Statistics" course. You can find the related e-course in the E-education (http://www.ekdis.ac.kr/course/view.php?id=1166).

6. 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.

Graduation Requirements of Each Program

In order to graduate from 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) unless waived.

※ 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.

※ KOICA Program students must take 'Korean Economic Development' course additionally as core in the designated term.

※ KOICA-MDI Program students must take 'Korean Economic Development' and 'Macroeconomic Policy' course additionally as core in the designated term.

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

③ MPP students can choose 2nd concentration and take up to 3 courses (9 credits) 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 (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

⑤ International students must take 'Korean Language and Culture I'. This course will be counted toward graduation requirement credits. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair 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 term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar course.

<Second Year> - 3 Credits

① In the 1ˢᵗ term of the second year, at least 3 credits must be completed by submitting one of the following by the 3'd 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 KDI School Websites at the indicated period of each term.

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

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

2. Requirements for Completing the Part-time MPP Program

<First Year>

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

② MPP students must take at least 3 courses (9 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 (Language in Public Policy and Management). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

<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 term: 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 term. Students who plan to do a SRP must take one elective course instead of the seminar course.

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

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

※ 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.

※ KOICA program students must take 'Korean Economic Development' course additionally as core in the designated term.

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

③ MDP students can choose 2nd concentration and take up to 3 courses (9 credits) 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 (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course; if waived: Two Advanced English Courses).

⑤ International students must take 'Korean Language and Culture I'. This course will be counted toward graduation requirement credits. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair 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 term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar course.

<Second Year>

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

e.g.) A MDP student must complete the following requirements to complete ID concentration.

MDP	Core Courses	ID Concentration	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) unless waived.

② MDP students must take at least 3 courses (9 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 (Language in Public Policy and Management). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced 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 term: 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 term. Students who plan to do a SRP must take one elective course instead of the seminar course.

e.g.) A MDP student must complete the following requirements to complete ID concentration.

MDP	Core Courses	ID Concentration	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	3	6	18	45

5. Requirements for Completing the Full-time MPM Program

<First Year> - 42 credits

① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods) unless waived.

※ 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 3 courses (9 credits) from the his/her MPM concentration.

③ MPM students can choose 2nd concentration and take up to 3 courses (9 credits) 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 (Language in Public Policy and Management). 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. However, only for those who were waived from 'Korean Language and Culture I' could count advanced Korean advanced course toward graduation requirement credits for up to 3 credits. (Only advanced course designated by the Korean chair 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 term and submit the first draft paper in the seminar. Students who plan to do a SRP must take one elective course instead of the seminar courses

<Second Year>

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

e.g.) A MPM student must complete the following requirements to complete PA concentration.

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

6. Requirements for Completing the Part-time MPM Program

<First Year> - 42 credits

① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods) unless waived.

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 (9 credits) 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 (Language in Public Policy and Management). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).

<Second Year>

① In the second year, at least 3 credits must be completed by submitting one of the following by the 3'd week of each term: 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 term. Students who plan to do a SRP must take one elective course instead of the seminar course.

e.g.) A MPM student must complete the following requirements to complete PA concentration.

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

7. Others

① *(Concentration Application):* all students must apply online to declare their concentrations through KDI School Websites in the indicated period of the term, 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.

② *(Graduation Application):* After completing 45 graduation requirement credits or more including the research project, all students must apply online for graduation eligibility review through KDI School Websites at the indicated period of each term.

<Graduation Requirements for 2017 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: 6 credits (2 courses) • Public Organizations and Management • Introduction to Research Methods
1st Concentration	Requirement: at least 9 credits (3courses) from 1st concentration (Mandatory)		
1st Concentration	• **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industry Policy) • **PF** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy)	• **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 Policy) • **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) • SRP (3 credits) + SRP (3 credits)		
Language	Requirement • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits) (only for full-time 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 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 term 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 term.

<Recommended Course Plan for Master's Degree Program>

Period of Residency	Term	First Year				Second Year		
		Winter Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
1 Year (Int'l Student)	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP		
	Track 2	2 courses (6 credits)	4 courses (12 credits)	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)	4courses (12credits)	5 courses (15 credits)	Thesis, Capstone, SRP		
	Track 2		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 2courses		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 1course		
	Track 3		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			

Period of Residency	Term	First Year				Second Year		
		Winter Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
2 Years	Track 1	1 course (3 credits)	4 courses (12 credits)	3courses (9 credits)	3courses (9 credits)	1 course and Thesis, Capstone or SRP (6 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone or SRP (3 credits)		
	Track 2		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) Experiential Learning Project (1credit) + 6credits transferring from a partner school))		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)			
	GMP (2+3+1)		4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) Experiential Learning Project (1credit) + 6credits transferring from a partner school))			4 courses (12 credits)
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)				4 courses (12 credits)
	Part-time		3courses (9 credits)	3courses (9 credits)	3courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) / Thesis, Capstone or SRP
		1 course (3 credits)	3courses (9 credits)	3courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) / Thesis, Capstone or 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 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

Day	First Year			Second Year		
	1st Term	2nd Term	3rd Term	4rd Term	5th Term	6th Term
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

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	5th~9th week	May 31st	Students who registered a course cannot graduate
Summer	5th~9th week	August 31st	
Fall	5th~9th week	- Commencement Day - January 31st	Students who registered a course can graduate on January 31st

* Course grades are not determined until end of the day for graduation eligibility review except for fall semester.

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

2) (Graduation period): The minimum conditions for graduation and to receive a master's degree in Korea according to the Korean Education Law is that student should be enrolled for 5 terms (one and a half years).

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 term, 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 KDI School Members Websites.

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

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

< Program Chair>

Program	Office	Program Chair
Ph.D.	S341	BAEK, Jisun
MPP	S438	SHIN, Jaeun
MDP	S347	KIM, Dong-Young
MPM	S331	CHOI, Changyong

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:*** 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 term.

*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 term.

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. Attendance will count during the add/drop period.

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 have to attend a minimum of 5/6 of each course they are enrolled in to receive credits and grades for the courses. Students have to touch their ID card or QR code (mobile application) on a kiosk in front of class room when entering their class room.

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 2017 Spring term.

- CPS is an explanatory session for the courses to be offered in the upcoming term.

- 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 term Schedule(※ Subject to change)

Course Presentation Session	Full-time Students: Jan. 23(Mon.)
	Part-Time Students: Jan. 21(Sat.)
Advising Session	Full-time Students: To be announced
	Part-Time Students: To be announced
Course Registration	Jan. 24(Tue.) ~ Jan. 31(Tue.)

3. How to Register for the Courses

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

2. Click the "MIS"(http://mis.kdischool.ac.kr) in the middle of 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
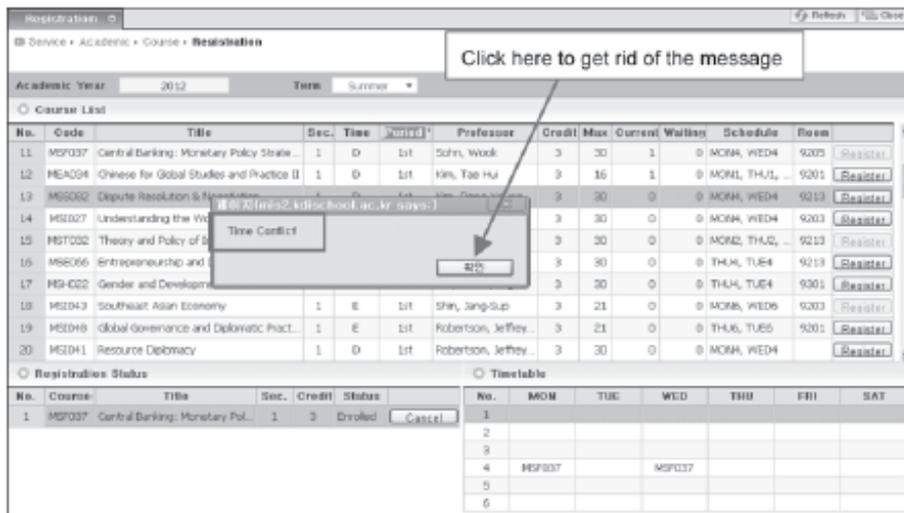
message will be shown.

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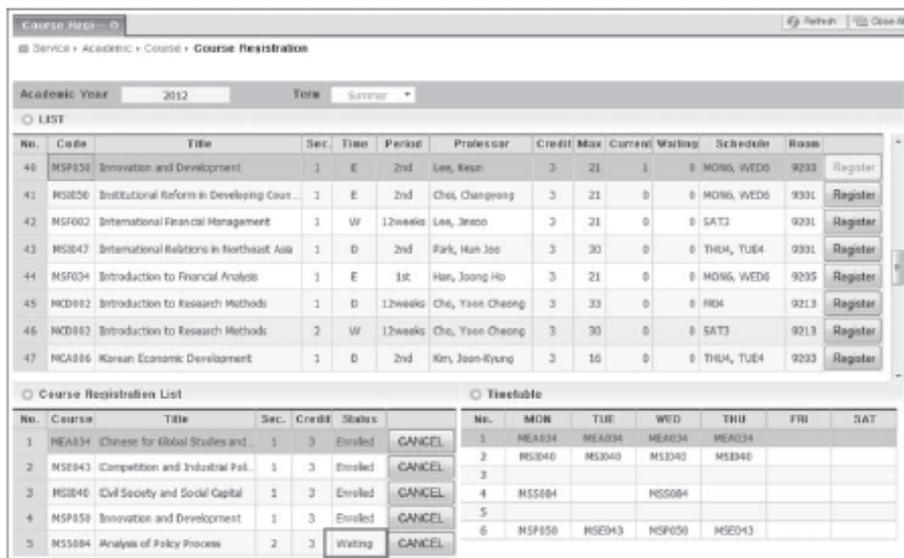
Please note that you can register for up to 5 courses (15 credits) including courses on

waiting

9. You may see registered courses in the "course confirmation" menu once you select **"Academic year/term"** and click **"Query".**
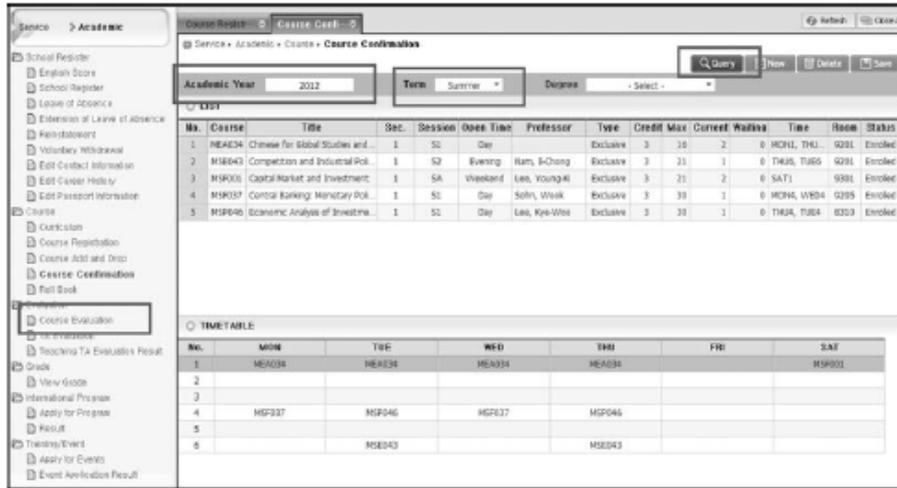
< E-EDUCATION>

You can view the syllabus of all courses in a term through e-Education (http://www.ekdis.ac.kr). Click on "All Courses" in the left navigation bar of the initial screen and select year and term to view the courses and access syllabus on the right-most tab.
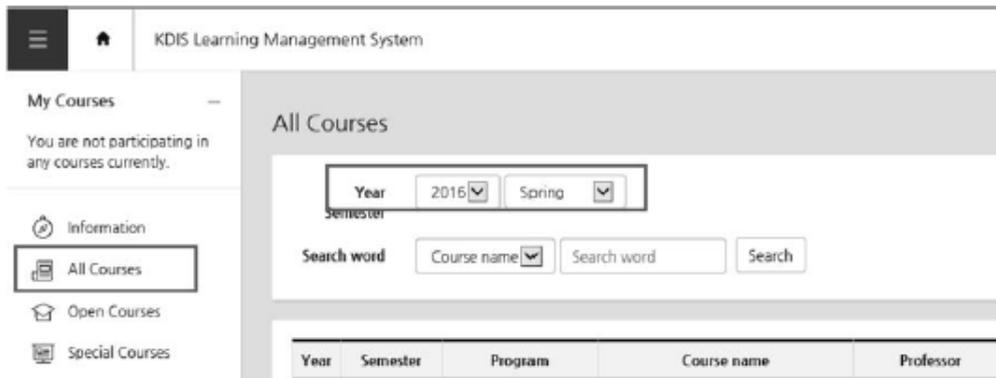
Grading

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 term 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 KDI School Websites and selecting "Certification Request". Refer to the "Certificate Issuance" on page 58.

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 term. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation

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

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

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 terms of leave of absence or an unauthorized leave of absence will not be allowed to enroll.

※ Students must take lecture courses (except for ARS course) within 2 years(6 terms) 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 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 term.** Students may apply for a leave of absence starting in their second term. Students should apply during the given period, which will be announced every term.

Duration: Students may not take a leave of absence for more than 3 terms 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 terms of leave of absence. Students can extend their leave of absence by 1 term each. Students must apply online through "School Register" in KDI School MIS System.

3. Completed

All master's students who have been enrolled at KDI School for at least 5 terms 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 terms)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 should apply online for reinstatement through "School Register" on KDI School MIS System.

6. Withdrawal

① *Voluntary Withdrawal*: Students desiring to withdraw may do so by obtaining permission from the Dean of KDI School after submitting their application online through "School Register" on KDI School MIS System.

② *Expulsion:* Students who fails to pay tuition fee on time or fails to register a course before coursework completion are subject to expulsion.

7. Coursework Completion

Coursework completion reveals that students acquired 39 credits (including taking courses) regardless of their minimum enrollment. They can receive a coursework completion certificate only once at the completion ceremony.

Tuition Fee

1. Master's Program

Students may choose to pay by term 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 term 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 KDI School Websites. The payment slip will be issued on request by a student.

① **Payment by term:**

Day	2017			2018			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 term 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 term. 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 term). 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 3'd year, he/she must pay 1,000,000 won each year from the 4'h year and beyond. Please refer to the details in the Ph.D. handbook.

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 term except for the last (the 4th) term. 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 term, except for the last (6th) term.

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 term. 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 or 75% scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.67 GPA or above each term. 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 term.

④ General students who received half scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.5 GPA or above. If less, they will receive no scholarship for the following term.

⑤ General students who received quarter scholarships upon admission will continue to receive the same amount each term on the condition that they achieve and maintain a 3.4 GPA or above. If less, they will receive no scholarship for the following term.

⑥ Full-time general students who received scholarships upon admission must take a minimum of 9 credits of regular courses* per term except for the last (4th) term. 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 minim urn of 6 credits of regular courses* courses per term, except for the last (6th) term.

* 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 term and achieved excellent academic performance are considered for this scholarship.

② Regardless of the financial aid package received for the first term, non-sponsored students in the top 10% will be reviewed and be eligible to receive full scholarship for the following term.

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 term, 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 term. It will not count as graduation requirement credit. Please keep in mind that students may be excluded in CA/AA Candidates of next term 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(e-attendance and MIS), 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 term to the Academic Affairs Division and students

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

⑨ Input cancel and make-up class information immediately through d-Attendance.

Certificate Issuance

1. Certificate Issuance

KDI School graduates, current KDI School students, and students on leave can request academic certificates on the school Websites 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	Offline
Certificate of Enrollment (재학증명서)	O	O	O	O
Certificate of Leave of Absence (휴학증명서)	O	O	O	O
Certificate of Completion (수료증명서)	O	O	O	O
Certificate of Graduation (학위증명서)	O	O	O	O
*Certificate of Expected Graduation (학위수여 예정 증명서)	O	O	O	O
Certificate of Tuition Payment (수업료납입증명서)	X	O	O	O
Academic Transcript (성적증명서)	O	X	O	O
Certificate of English Proficiency (영어능력증명서)	O	X	O	O

* Certificate of Expected Graduation: Only for students who are approved by school executive committee.

② **Digital Certificate Service**

　　i. Request Method

　　　Log-in at http://www.kdischool.ac.kr → Click "Students" on upper side → Click

　　　"Certificate" → Choose Digital Certificate → Click "View More"

　　ii. Fee & Payment Method

- 2 copies of each type of certificate per month for free.

- Anything above three copies will cost KRW 500.

- It should be paid by credit card.

③ **Offline Service (Sealed envelope certificates and letters only)**

   i. Request Method

       Log-in at http://www.kdischool.ac.kr → Click "Students" on upper side → Click "Certificate"

       → Choose Offline Service → Click "View More"

   ii. Delivery

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

       Estimated time of Arrival: upon place of destination

   iii. Fee & Payment Method

       Mailing Fee

          - Domestic Express Service: KRW 2,000

          - International Express Service: Estimated KRW 20,000(It can be changed upon the destination you requested)

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

Exchange Program

Global Master's Program (GMP)

Field Research and Study Program

Exchange Program

Exchange students are selected in their 3rd term, and their exchange term begins in the following term – from their 4th term.(For fall students are selected in their 2nd term, and their exchange term begins in their 4th term.) For the part-time students, they are selected in their 4th term, and their exchange term begins from their 6th term. They will be able to enroll in the partner school starting in the Spring or Fall term, and may stay on the program for one term 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 terms depending on their program(Priority will be given to Korean students). 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 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 KDI School is 18 credits for a year.

1. Exchange Partner Schools

[USA]

- Saint Louis University, John Cook School of Business (USA)

- Hawaii Pacific University (USA)

[Europe]

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)

- Institut Superieur de Commerce (France)

- Institut Superieur de Commerce International de Dunkerque (France)

- HHL-Leipzig Graduate School of Management (Germany)

[Others]

- Pontificia Universidad Catolica de Chile (Chile)

- Fudan University (China)

- Universidad de las Americas Puebla (Mexico)

2. Qualifications

- Completion of three terms for full-time program students and five terms for part-time program students (by the time of departure)
- At least 24 credits completed including core courses.
  · Fall Students: by the time of application
  · Spring Students : by the time of departure
- 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 term or one full academic ye

4. Application Period

- The First Week of September for Spring term Outbound
- The First Week of March for Fall term Outbound
  * It may be subject to change with prior notice.

5. Application Requirements

① Application Form
② Curriculum Vitae
③ Statement of Purpose
④ Transcript of Academic Records of KDI School
⑤ TOEFL/ IELTS Score (Native English Speakers and Students who are taking their degree program in English are exempted)
⑥ ID Picture (3cm x 4cm)
⑦ GMAT/GRE depending on the program
   ※ Those applying for the dual degree program at Leipzig Graduate School of Management must have a TOEFL iBT 100/ IELTS 7.5 and GMAT score of 600 (minimum) or higher.

6. Application Procedure

① Document Review

② Interview(If needed)

7. Benefits of Exchange Program

① Credits earned from the partner 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 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 term.

** 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.

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 KDI School and one year abroad at a partner institution, enabling them to acquire two degrees during their period of study.

GMP students can choose from the following:

① Master's Degree

② Non-Degree Certificate Program

1. 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 terms (by the time of departure)

- For Full-time Students, at least 39 credits completed including core courses (by the time of departure)

- For Part-time Students, at least 27 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 terms (by the time of departure)

- At least 27 credits completed including core courses (by the time of departure)

<div align="center"><Recommended Course Plan for GMP Program></div>

Semester & Year / Type of GMP	Preliminary Session	First Year			Second Year			Third Year		
		Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
1+1 GMP Program (Full Time)	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			6 credits transfer + 1 credit ELP	Graduation	Commencement
1+1 GMP Program (Part Time)	1~2 course* (3~6 credits, optional)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	Study Abroad Program			12 credits transfer + 1 credit ELP + 1~2 SRP (3~6 credits, optional)	Graduation	Commencement
2+3+1 GMP Program	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program		4 courses (12 credits)		6 credits transfer + 1 credit ELP	Graduation	Commencement

* For Part-time Students, it is optional to choose whether taking 12 courses in preliminary session or submitting 12 SRPs in third year. (Taking 2 Courses I Taking 1 Course+ Submitting 1 SRP I Submitting 2 SRPs)

** GMP students must take for the first two terms more than nine credits of regular courses including at least one day-time course (Regular course is a course that counts for graduation requirement) and must take at least six credits of regular course for the first third term.

2. 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

- Hawaii Pacific University

- Hult International Business School

- Michigan State University, Eli Broad Graduate School of Management

- Michigan State University, School of Planning, Design and Construction

- New York University, Robert F. Wagner Graduate School of Public Service

- Rutgers University, Edward J. Blaustein School of Planning and Public Policy

- Rutgers University, School of Public Affairs and Administration

- Saint Louis University, College of Public Service and the University's Graduate School

- Syracuse University, The Maxwell School of Syracuse

- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy

- University of California, San Diego, Graduate School of International Relations and Pacific Studies

- University of California, Berkeley, College of Natural Resources

- University of Chicago, Harris School of Public Policy

- University of Colorado Denver, Graduate School of Public Affairs

- University of Illinois at Urbana-Champaign, Department of Economics

- University of Kentucky, Martin School of Public Policy and Administration

- University of Missouri, Harry S Truman School of Public Affairs

- University of Southern California, School of Policy, Planning and Development

- University of Washington, Evans School of Public Policy

<UK>

- Lancaster University Management School

- University of Birmingham, Schools of Social Policy and Government and Society

- University of Nottingham, School of Sociology and Social Policy

<Others>

- Australian National University, Crawford School of Economics and Government (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- SDA Bocconi School of Management (Italy)
- University of Sydney (Australia)

3. 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 GREIGMAT (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

4. Benefits of the GMP Program

① Credits earned from the partner 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.

5. 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 term depending on the enrolled program at KDI School (by the time of departure)

- At least 39 credits (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) and tuition will be recalculated based on credits taken.

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 2016>

Date	Countries & Cities	Activity
Aug. 23	Incheon	Departure: Incheon Airport, Korea Arrival: Heathrow Airport, London
Aug. 24	UK	Visit to DFID & Bank of England
Aug. 25	UK	Visit to The Lloyd's
Aug. 26	Switzerland	Visit to WTO
Aug. 27	Switzerland	Visit to UNOG
Aug. 28	Germany	City Tour
Aug. 29	Germany	Visit to DIW & Berlin City Hall
Aug. 30	Germany	Visit to HHL
Aug. 31	The Czech Republic	City Tour
Sep. 01	Incheon	Departure: Vaclav Havel Airport Prague, the Czech Republic Arrival: Incheon Airport, 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 KFRS in 2016>

Date	Activity
Aug.2(Tues.)	· Gyungsangbukdo Provincial Office
Aug.3(Wed.)	· POSCO in Pohang City
Aug.4(Thur.)	· Hyundai Heavy Industry in Ulsan City
Aug.5(Fri.)	· Samsung Smart Center in Gumi City

Ⅳ. Student Life

Student Activities & Others

Life at KDI School

Around KDI School

Visa & Immigration

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 term 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. 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 (112 of Total expenses, up to KRW 20,000/person) and partially charged on students.

1-4. Student Clubs

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 term.

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

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

1-5. Buddy Program

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

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

1-6. Happy Hour

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate student network at KDI School. With this purpose, the School supports Happy Hour. Activities that can involve as many students as possible are welcome. Students may propose and organize Happy Hour activities. All students currently enrolled in school can make a proposal to the Student Council for a review. Any kind of beneficial and interactive activities can be proposed by students for Happy Hour. 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; 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. Series of School Events

Throughout the year, the School arranges various cultural events & site visits for students. Students can apply and participate with some fees. The event announcement and registration will be made through the School Websites.

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

KDI School welcomes any suggestions and opinions via "Suggestions Welcome" board on KDI School webpage that students may have and tries to integrate them into the school's administration as much as possible. Suggestions will remain confidential. 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 Schools development

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. 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

KDI School provides Counseling Services for our esteemed students. While the new term 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 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 KDI School. If you are interested in using the program, please refer to the following information.

What are some common concerns?

□ Academic issues

□ Cultural adjustment issues

□ Homesickness

□ Relationship problems

□ Stress and anxiety

□ Depression

□ Grief and loss

□ Job related concerns

□ Sexual Assault I Abuse

□ Health problems

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 #316 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?

   o Monday   9:00 a.m. - 12:30 p.m.

   o Wednesday   9:00 a.m. - 12:30 p.m.

   o Friday   12:00 p.m. - 15:00 p.m.

It is subject to change every semester with prior notice. If you would like to schedule a counseling session, please contact via email(counseling@kdischool.ac.kr).

Where should I visit? - Office #S316

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 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 academic 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 KDI School

1. First Days at KDI School

1-1. Student ID Card

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

□ Student ID card functions:

- Identification as a KDI School student

- Security Access for all KDI School buildings including on-campus dormitory

- Library Card (when borrowing books)

- Seat Reservation for Library and Student Chamber

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

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

1-2. Campus Tour

Campus tour will be arranged by dormitory assistants(DAs) during dormitory check-in periods. It is the chance for new students to get familiar with KDIS campus and its surroundings. The tour will cover the academic buildings and its facilities, as well as the neighborhood including cafeteria, convenient store and other places.

1-3. 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. KDI School is affiliated with the Woori Bank and helps to issue check cards for bank transactions. International students must attend the orientation to open a bank account. 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: Please call ☎ 044-550-1224(Ms. Minah Park)

1-4. Public Phones

There are three types of payphones: coin-operated phones, card phones, and payphones. Telephone cards can be bought at convenience stores on and off campus and they are chargeable. The prices are depends on countries.

1-5. 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.

□ Where and How to buy Sim Card

 Take Bus 991 at the bus stop across the road, get at 첫마을(한솔동), Cheotmaeul(Hansol-dong) and then cross the road, turn right, walk 2 blocks and turn left to Olleh Shop. The store's business hours are from 10:00 to 20:30.

 Requirements: Passport and l0,000KRW

2. School Building Information

School Building – 2F

North Wing

Locker Room S201, S202, S203, S204, S205 — Lecture Rooms — Lockers

Lobby, Stairs, Elevators, Reception Desk

① ② ③ School Administrative Offices / School Administrative Offices

South Wing

① Academic Affairs Division
② Student Affairs Division
③ Registrar's Office
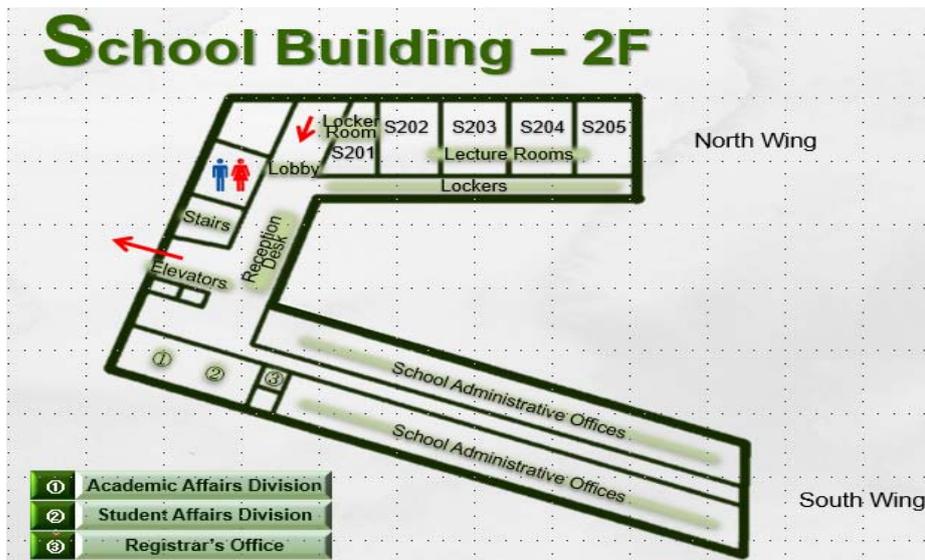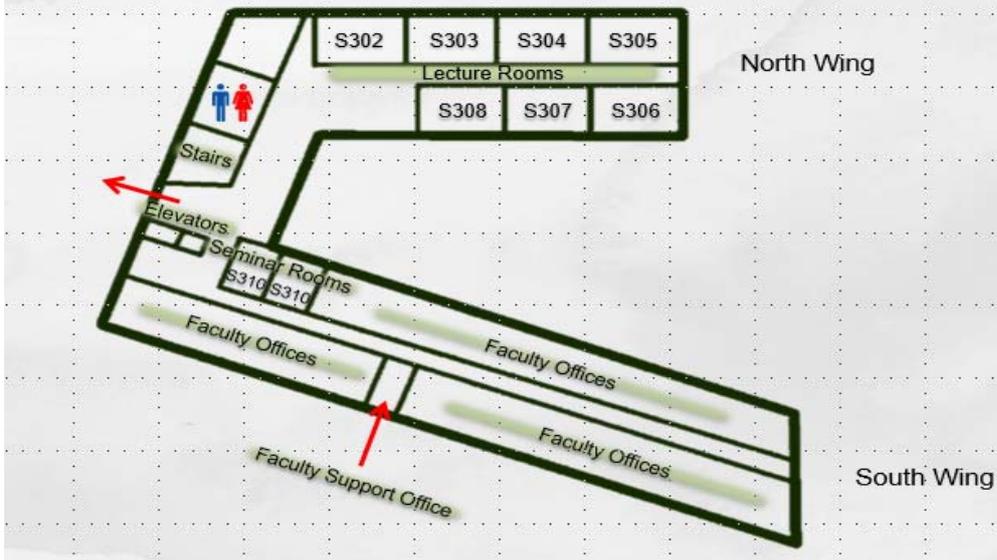
School Building – 3F

School Building – 4F

Central Building - 1F

- Table-tennis Room
- Elevators
- Cafeteria I
- Stairs
- Cafeteria II
- KDI ←
- Shower Rooms
- Stairs
- Fitness Center
- Stairs
- GS25
- KDIS →

Central Building - 2F

- Mango Six
- Elevators
- Lobby
- Stairs
- Reception Desk
- Woori Bank
- Postal Agency
- Student Council
- ATM
- Multi-purpose Room II
- KDI ←
- Stairs
- KDIS →
- Stairs
- Multi-purpose Room I
- Stairs
- History Hall
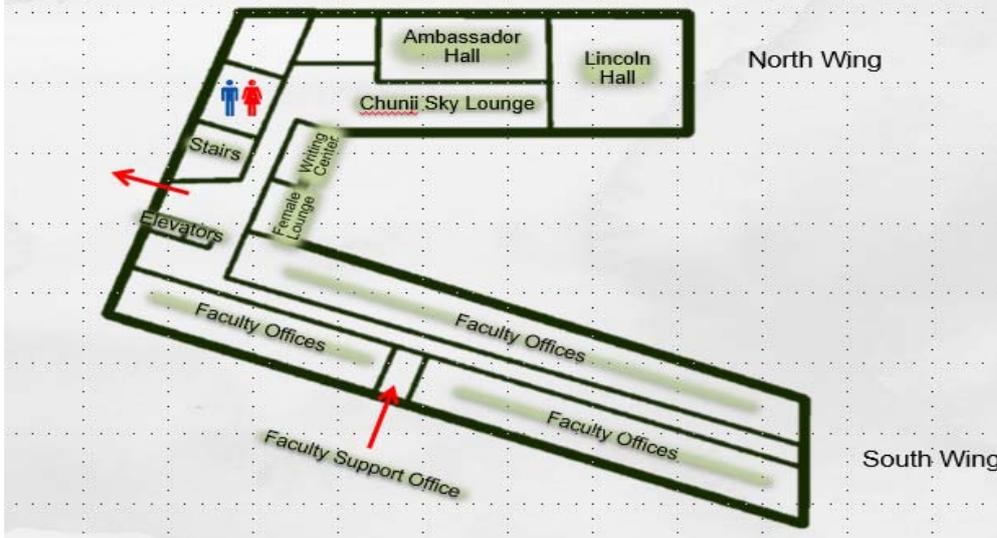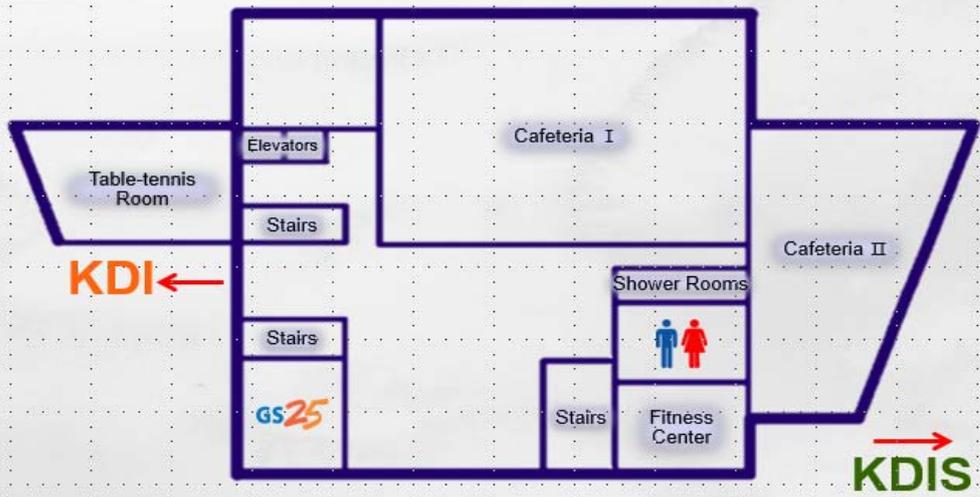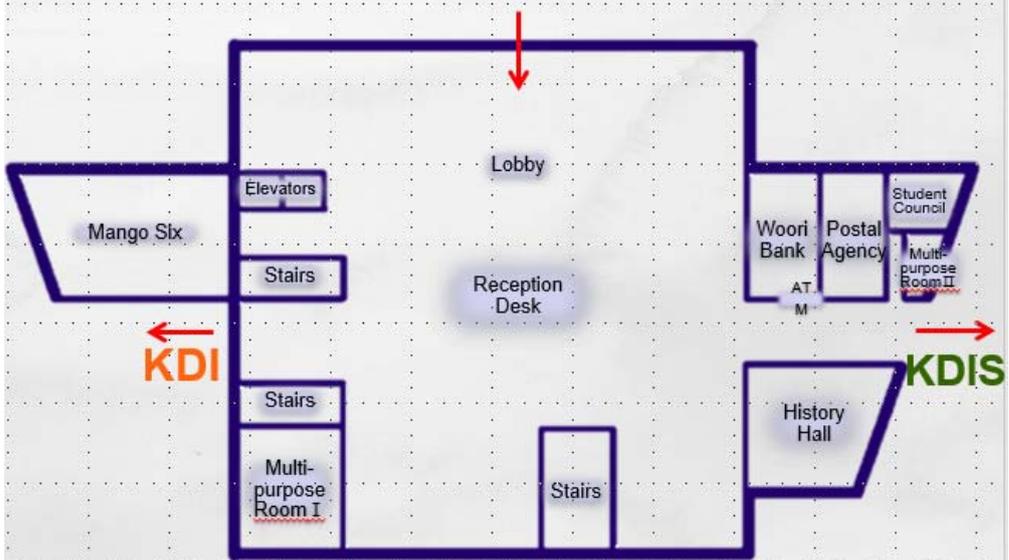
Central Building - 3F

- Central Library
- Elevators
- Stairs
- Stairs
- Printer Room
- Computer Laboratory
- Student Lounge
- KDI
- KDIS

Central Building - 4F

- Group Study Room
- Personal Reading Room
- Elevators
- Stairs
- Personal Reading Room
- Ph.D. Chamber
- Stairs
- KDI
- KDIS

Central Building - 6F

Video Conference Room

Elevators

Stairs

KDI

Stairs

Main Conference Room

KDIS
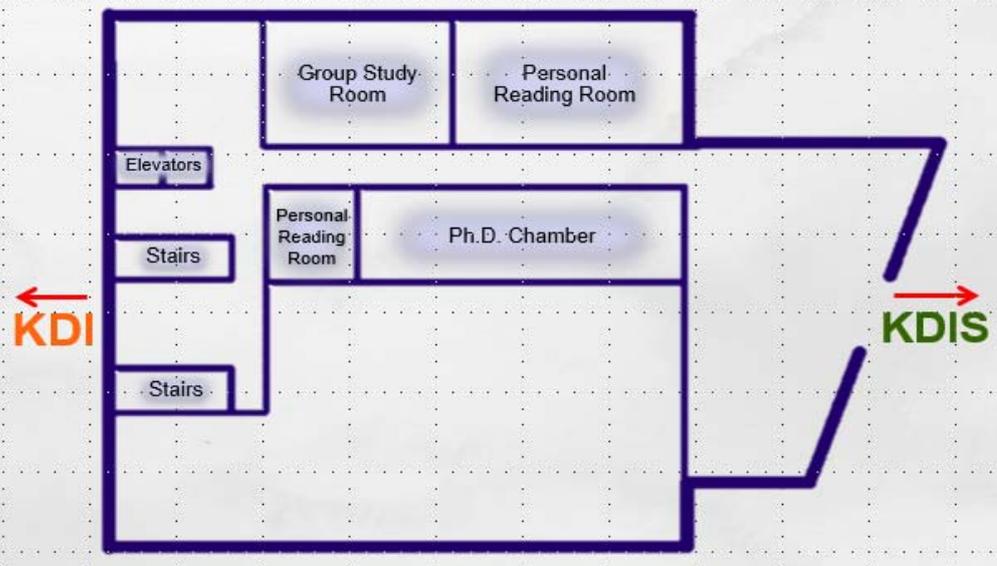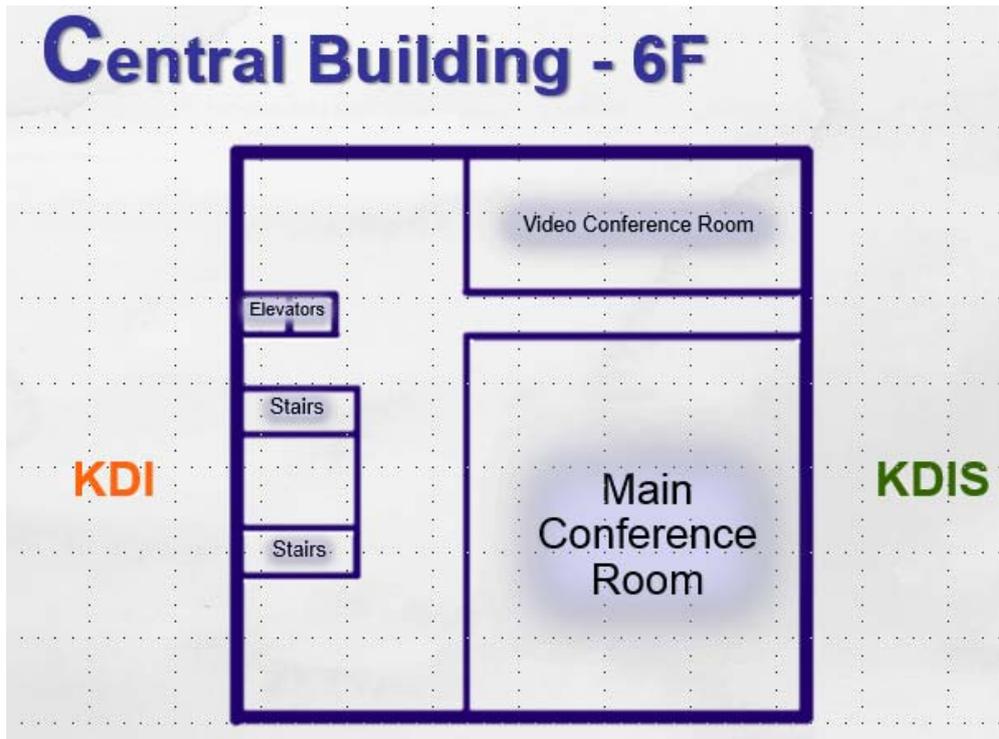
Dormitory

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 first aid Kit will be provided by them. Dormitory Assistants are working for each floor's residents. They will help your dormitory life and emergency situation.

3. On-campus Restaurants & Stores

3-1. Cafeteria

□ Location: 1st floor, Central Building

□ Open Hours: Breakfast 8:00-09:00

Lunch Weekday 11:40-13:00 weekend 11:00-13:00

Dinner 17:40-19:00

The cafeteria mainly serves Korean dishes for a fairly low price.

- Breakfast: KRW 2,000 -Lunch: KRW 4,000 or 5,000 -Dinner: KRW 4,000

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

3-2. Convenience Store

□ Location: 1st floor, Central Building

□ Open Hours: Weekdays 08:30~23:00

Weekend and Holiday 11:0018:00

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

3-3. Mango Six (Coffee Shop)

□ Location: 1st floor, Central Building

□ Open Hours: Weekdays only 08:0019:30

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

3-4. CAFE VOBIS CUM (Coffee Shop)

☐ Location: 3rd floor, Library

☐ Open Hours(Preliminary terrm): Weekdays 08:30~19:30

☐ Open Hours(Spring term): Weekdays 08:30~19:00, Saturday 8:30~16:00

You can buy beverages like coffee, juice and a various kind of snacks and breads.

Cost ranges from KRW 1,000 to KRW 3,500 per beverage and snacks.

Inquiries: ☎ 044-550-1306

4. Banking Information

WooriBank - (On-Campus)

□ Location: 2nd FL, KDIS Building

□ Hours of Operation: 09:00-16:00

　　　　　　　　(A.T.Ms 7:30-23:30)

You may open your bank account, deposit money, transfer money overseas, and other bank services are available. For more inquiries: Please call ☎ 044-862-6741

5. Health Care Information

5-1. Healthcare Room

The nursing staff provides students with free of charge medications and simple treatments for any health issues. Advising students regarding health condition and insurance matters.

□ Location: 2nd FL, Central Building(near Mango Six)

□ Open Hours: Weekdays (Mon~Fri.) 09:00~18:00

　※ Closed during national holidays and lunch hours (12:00~13:00)
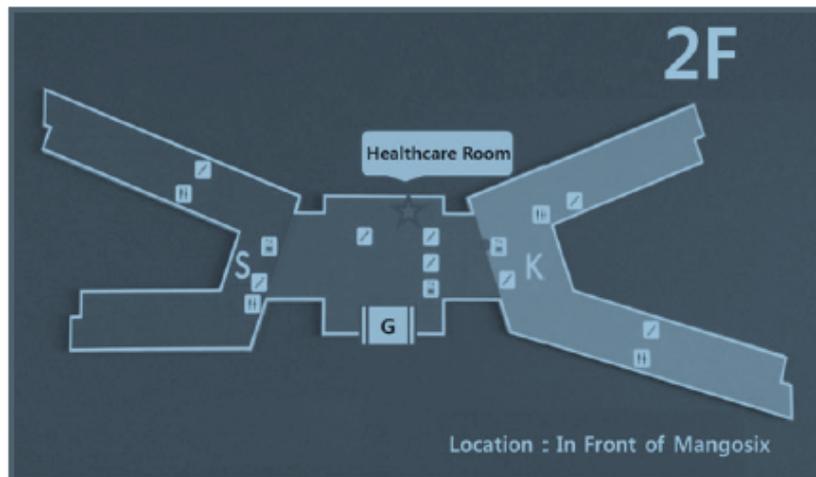
1) Online-Counseling

You can get online-counseling via e-mail. It is highly recommended to have an online-counseling before visiting off campus hospital.

If you have any question regarding to the health checkup result, you can also contact the person in charge via healthcare@kdis.ac.kr

2) Main Services

① Medication: Pain-Killer, Digestive Aid, Anti-Diarrhea / Anti-Constipation, Nausea/ Vomiting, Cold & Cough Relief, Nasal Inflammation, Calamine Lotion (itching and discomfort), Muscle Pain Patch, Burn Treatment, Eye Drop, Stomatitis Treatment etc.

② Simple injury treatment

③ Emergency treatment

④ Medication supply to dormitories

⑤ Recovery room

⑥ Prevention on epidemics

⑦ School events medical support

⑧ Student and staff health care record management

⑨ Advising students for health care and health insurance

3) Medical Facilities

① First-aid kit bag(rental)

② Hot / Cold pack(rental)

③ Digital Scale for Height/ Weight/ Body Mass Index

④ Measuring blood pressure

⑤ Blood sugar analyzer

5-2. 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 Daejeon 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

□ 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(by Alumnus)

Special Dental Care Service for KDI School international students by KDIS Alumnus

- Hospital Information

• Blossom Dentistry(Dentist KIM, Dong Hyun)

• 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- ay taking

  • Cleaning

  • Root Canal Treatment

  • Extraction

- Pre-reservation   Required

  • through Student Affairs Division(Room #201)

  • http://smileblossom.com/

5-3. How to Claim the Health Insurance

*Claim process may be different from insurance company

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 data

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
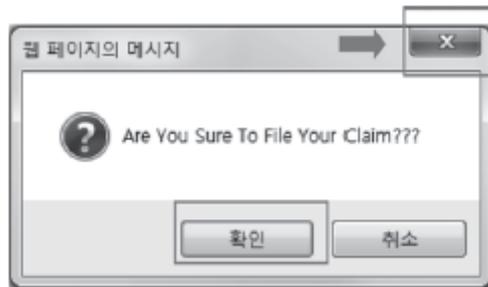
⑤ Click "확인" again when you can see another message box below
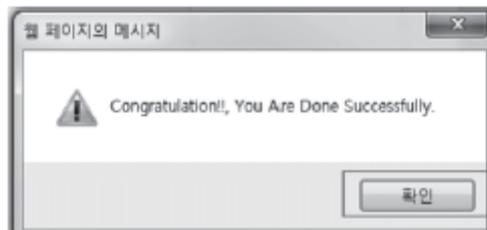
Congratulation!!, you are done successfully.

6. KDI School Dormitories & Mailing Services

6-1. Dormitory

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 first aid Kit will be provided by them. Residents are required by the Housemaster 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 door lock to 1111*

- Fill in the Application for Check out form

- Have your room inspected by your Dormitory Assistant at least 3days prior to check out.

- Visit the dormitory office to submit the form

- Have your room inspected by Housemaster

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

<Rules and Guidelines for Dormitory 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 every day. 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 A.M.): Please inform the House Master before use. • Students must use a personal container box when using the public refrigerator. The container box must be labeled 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 KDI School. • Students should use liquefied detergents. • 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 (11:00 PM-7:00 AM).
Damage / Liability	• Students agree to be fully responsible and liable for any damages that may occur to KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. 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.
Pets	• Pets are not allowed anywhere in dormitory.
Alcohol / Drugs	• The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.
Smoking	• Smoking is not allowed inside the room. • There is smoking area on the top of the 102 building.
Quiet Hours	• Quiet Hours are between 11:00 P.M and 7:00A.M. Please respect your neighbors during this time.
Maintenance Service	• For maintenance service, you may request on our KDI School Websites 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 360,000	KRW 12,000		

□ 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.

□ 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

□ Disinfection for dormitory building and rooms: 2 times a year

□ Annual building cleaning: end of the year

Deduction of Deposit:

□ Damage of Wall or Floor

□ Damage or Loss of Fixtures

□ Bad Cleanliness

□ Unpaid Dormitory Fee & Utility Fee

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. Bedding set is not provided for students, but students can rent it with rental fee. While staying in the dormitory, it is the responsibility of the residents to keep their room.

□ Single Room

Sejong dormitory has 40 single rooms. It has its own shower and toilet inside. Bedding set is not provided for students also. The rooms are equipped with beds, wardrobes, desks, bookshelves, an air conditioning and heating system (electrical outlets: 220V).

Policy for bedding set:

In principal, residents should use their own bedding set. So, rental for bedding set is available within 2 weeks after check in. Rental fee is based on cleaning cost. When borrower do not return the bedding set, it will be regarded as loss. It will be charged for purchasing costs when resident lost the borrower bedding set.

Rental Fee Information for Bedding Set

Item	Rental Fee
Pillow	KRW 2,500
Blanket	KRW 6,000
comforter	KRW 14,000

Compensation Costs Information for Bedding Set

Item	Rental Fee
Pillow	KRW 8,000
Blanket	KRW 12,500
comforter	KRW 30,000

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".
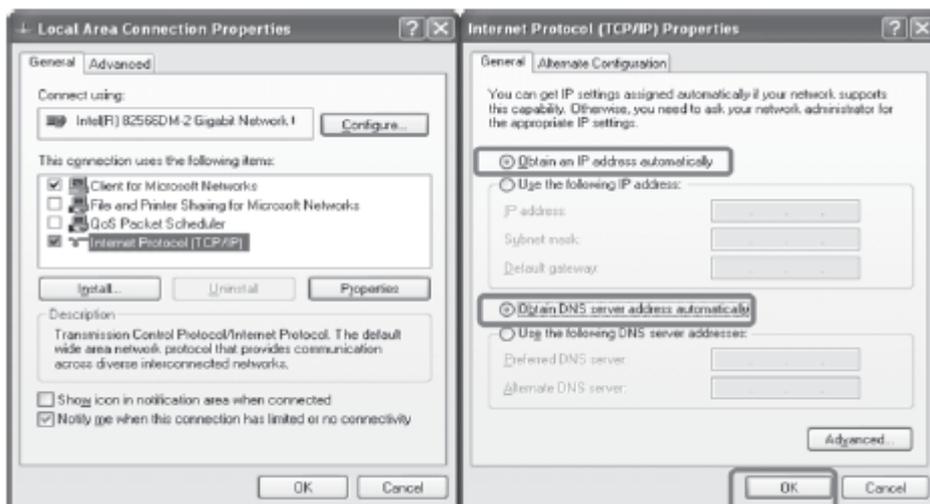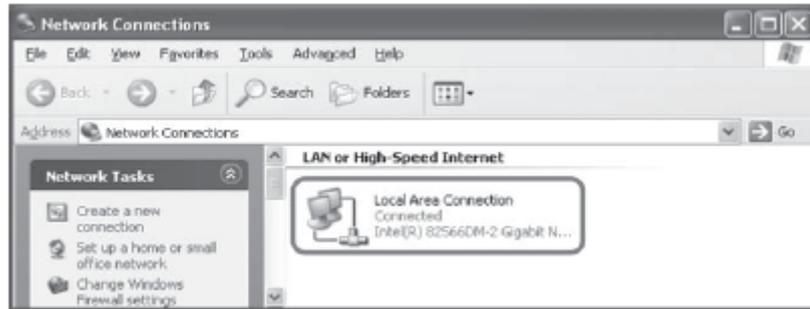
Communal Dormitory Lounges

□ Communal Lounges on the 3,5, and 6th floors

The communal lounges are located on the 3rd, 5th and 6th 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 Gyms on 2nd, 4th floors

The communal exercise rooms are located on the 2nd and 4th 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 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

Guideline for Using Communal Kitchen

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.

6-2. Dormitory Assistants

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.

Number of Assistants	Work List	Remark
1 (Head DA)	- Dealing with residents' inconveniences - Guiding through check-in and check-out procedure	2 Koreans, 6 Internationals
8 (Floor DA)	- Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the school	

6-3. 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 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
  KDI SCHOOL, 254 Namsejong-ro, Sejong-si 30149, Korea

- Inquiries: ☎ 044-550-1800 (Dormitory Information Desk)

□ Mail Delivery Service

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 2nd floor of KDI School building next to Woori Bank. Service fees are subject to change depending on the type of mail.

Inquiries: ☎ 044-550-1820

7. Useful Information

7-1. 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: 044-300-2153 for English 044-300-2154 for Chinese

☐ Hours 09:0018:00, Man - Fri

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

7-2. 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

7-3. 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 Gwanghwamun

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

☐ Business Hours: Man- 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.

Around KDI School

1. Sejong City

KDI School is located in Sejong, Multifunctional Administrative City, located in the heart of the Republic of Korea near Daejeon, the fifth largest city. Sejong was conceived to relieve overcrowding in Seoul and promote balanced regional economic development. In addition to relocating the Republic of Korea's ministries and other executive offices from Seoul to Sejong, the Korean government designated Sejong as a center of research, education, and high-tech industry. Sejong is 74-minute away from Seoul and two hours away from other major cities.

For more information, please visit http://www.happycity.go.kr/english.do

2. Transportation in Sejong

Transportation Card(T-money Card)

T-money is a transportation card as well as a device used to pay for taxi fares and, in some cases, transactions at convenience stores. T-money can be used on public buses and subways in several different metropolitan cities and locations including Sejong, Seoul, Gyeonggi-do, Daejeon, Incheon, Daegu and Busan.

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 1,150 versus the KRW 1,200 cash fare in Sejong. T-money users can also save more money by benefiting from a fare discount for transfers.

□ Sales Locations: Convenience stores (GS 25*, CU, 7-Eleven, Mini Stop, With Me, Buy The Way, Story Way) bearing the T-money logo, and ticket vending and card reload devices inside subway stations.

□ Recharge/Refund Locations: All sales locations (*Note: The card purchase amount is not refundable).

□ Price: From 2,500 won and up

  * Refer to the "On-Campus Restaurants & Stores" section in this student handbook.

For more information, please visit http://english.visitkorea.or.kr/enu/TR/TR_EN_5_4.jsp

Sejong City Bus(Major)

In most cases, buses operate between 6:00 22:00. Three buses(#215 ,#991, #990) stops near KDI School.

□ 215(Westbound to Cheotmaeul ↔ Eastbound to KDI)
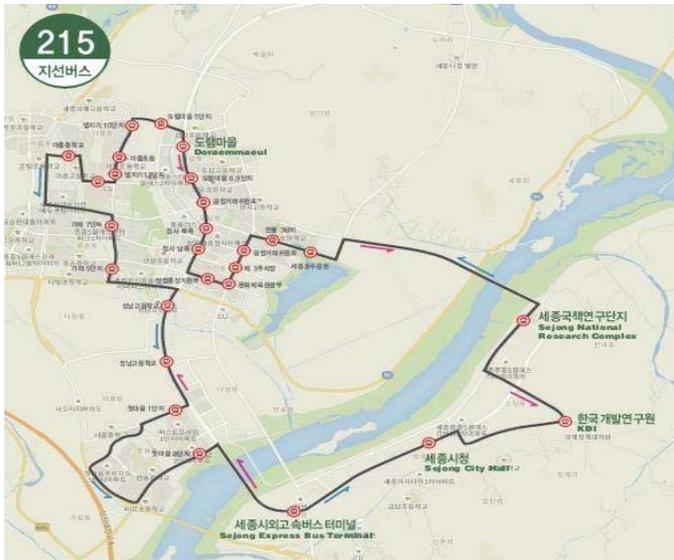
Westbound (to Cheotmaeul)		Eastbound (to KDI)	
6:00	14:20	6:10	14:30
6:20	14:40	6:30	14:50
6:40	15:00	6:50	15:10
7:00	15:20	7:10	15:30
7:20	15:40	7:30	15:50
7:40	16:00	7:50	16:10
8:00	16:20	8:10	16:30
8:20	16:40	8:30	16:50
8:40	17:00	8:50	17:10
9:00	17:20	9:10	17:30
9:20	17:40	9:30	17:50
9:40	18:00	9:50	18:10
10:00	18:20	10:10	18:30
10:20	18:40	10:30	18:50
10:40	19:00	10:50	19:10
11:00	19:20	11:10	19:30
11:20	19:40	11:30	19:50
11:40	20:00	11:50	20:10
12:00	20:20	12:10	20:30
12:20	20:40	12:30	20:50
12:40	21:00	12:50	21:10
13:00	21:20	13:10	21:30
13:20	21:40	13:30	21:50
13:40	22:00	13:50	22:10
14:00	22:20	14:10	22:30

□ 991(Hongik Univ. ↔ Research Complex)
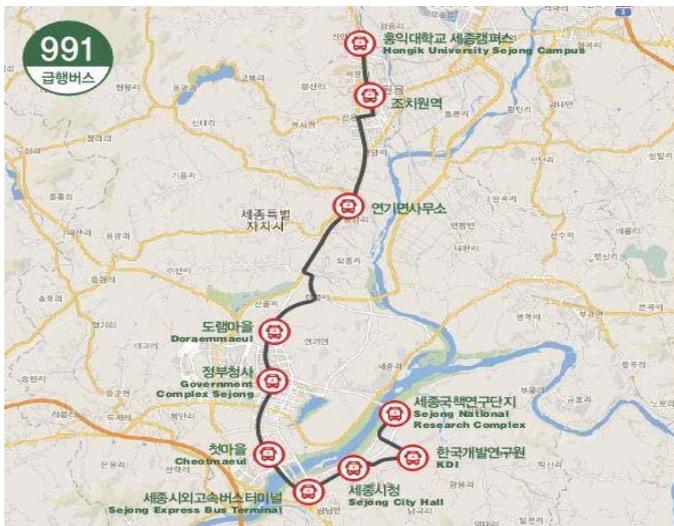
Departure From.	
Hongik Univ.	Research Complex
6:00	6:00
6:50	6:50
7:20	7:20
7:50	7:50
8:40	8:40
9:30	9:30
10:20	10:20
11:10	11:10
12:00	12:00
12:50	12:50
13:40	13:40
14:30	14:30
15:20	15:20
16:10	16:10
17:00	17:00
17:50	17:50
18:10	18:10
18:40	18:40
19:30	19:30
20:20	20:20
21:10	21:10
22:00	22:00

□ BRT 1001(Daejeon Station ↔ Osong Station)

- The Bus Rapid Transit (BRT) bus 1001 is a shuttle bus from Daejoen Station in Daejeon to Osong Station.

- The first bus runs from 5:20 am from Daejeon Station and the service is terminated after 23:40 pm.

- It has the longest operation routes among the other buses in Sejong city.

- Time interval is about 20 minutes.

Departure from.			
Daejeon station	Osong station	Daejeon station	Osong station
5:20	5:20	15:00	14:40
5:40	5:40	15:25	15:05
6:00	6:00	15:50	15:30
6:20	6:20	16:15	15:55
6:40	6:35	16:40	16:20
7:00	6:50	17:05	16:45
7:15	7:15	17:30	17:10
7:30	7:35	17:55	17:35
7:45	7:55	18:10	18:00
8:00	8:15	18:25	18:25
8:15	8:35	18:40	18:45
8:30	8:50	18:55	19:05
8:45	9:05	19:10	19:30
9:00	9:20	19:25	19:45
9:20	9:35	19:40	20:00
9:40	9:50	20:00	20:15
10:00	10:05	20:20	20:30
10:25	10:20	20:40	20:45
10:50	10:40	21:00	21:00
11:15	11:00	21:15	21:25
11:40	11:20	21:30	21:50
12:05	11:45	21:45	22:15
12:30	12:10	22:00	22:40
12:55	12:35	22:20	23:00
13:20	13:00	22:40	23:20
13:45	13:25	23:00	23:40
14:10	13:50	23:20	
14:35	14:15	23:40	

□ BRT 990(Osong Station ↔ Banseok Subway St.)

- The Bus Rapid Transit (BRT) bus 990 runs from Osong all the way to Banseok, the last station north of Daejeon.

- Take Bus 991/215 from KDI bus stop and transfer to 990 at Bus Terminal bus stop. Take it southbound. It's the station after Bus Terminal. (15 minutes from there)

- For more information on bus routes & bus stops in daejeon, please visit traffic.daejeon.go.kr

3. Shopping

There are many places for shopping in Sejong. You will find groceries, basic necessities, clothes, electronics, and so on.

HomePlus Shopping Center

Emart Shopping Center

Daiso

Sejong Traditional Market (Jochiwon)

□ Homeplus(Supermarket)

- Address: 154 Jeoljaero, Sejong (☎ 044-715-8000)

- Open Hours: 10:00~24:00(Closed on Every 2nd&4th Sunday)

- Take Bus 215, get off at "도램마을 6, 9단지" dorammaeul 6,9danji, walk 500m about 8mins to homeplus (Estimated Time by bus is around 30 mins)

- Taxi: takes about 15 mins, costs around 11,000 won

□ Emart(Supermarket)

- Address: 687 Geumsongro, Sejong (☎ 044-902-1234)

- Open Hours: 10:00-23:00(Closed on every 2nd&41h Sunday)

- Take Bus 215, get off at "첫마을 1단지" cheotmaeul 1danji, transfer to 601, get off "첫마을 6단지" cheotmaeul 6danji, walk 881m about 10 mins to emart (Estimated Time by bus is around 45 mins)

- Taxi: takes about 10 mins, costs around 12,000 won

□ Daiso

- A place where customers can obtain a new kind of value that cannot be compared to existing one-dollar store

- Address: 7 Jochiwon 4gil, Jochiwon-eup, Sejong (☎ 041-862-6016)

- Open Hours: 10:00~22:00

- Take 215, get off at "한뜰마을" Handeul maeul, cross the street and transfer to 620 or 610 to the last stop (Estimated Time by bus is around 1hr)

□ Sejong Traditional Market (Jochiwon)

- Same Bus route for Daiso

- Best days for the traditional market is days ending with 4 or 9. Lots more vendors and better prices

- Prices vary during the day. Last stores close around 10-11 pm and may lower down the prices of some things before they close.

- Many halal food locations very close to the Jochiwon Train Station.

4. Restaurants

Choenmaeul (Hansol Dong)

Choetmaeul 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 991 or 215 from KDI school and getting off at the second stop(Sejong Express Bus Terminal), 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 215 or 991 and then get off at Dorammaeul Apartment complex stop. It will take around 40 minutes by bus.

CGV(The Multiplex Theater)

The CGV multiplex theater has 7screens and 1094 seats.

The CGV is located in 7th 8th floor of Mallive shopping center, Jongchon-Dong(종촌동). There are various kind of restaurants, cafe on other floors. You can take the bus 215 to Gajae-maeul 5th complex.

Sejong March & Sejong 1st Avenue

o Sejong March	o Sejong 1st Avenue
- Thai Food	- Starbucks
- Japanese Food	- Pascucci Cafe
- A Twosome Place (Cafe)	- Fried Chicken
- 7-11 convenience store	- Chinese Food
- Italian Food	- Korean food
- Lots of Korean food!!	

You can take 215 and get off at 한뜰마을 "Handeul maeul". Its on the traffic light after you see the lake on the left. (Once the lake is on your left, press the button). It will take 10-15 mins by taking the bus.

5. Daejeon Metropolitan City

The nearest metropolitan city is Daejeon City which takes 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 990 at the Sejong Express Bus Terminal and go to Banseok subway station. The subway goes to every downtown of Daejeon city.
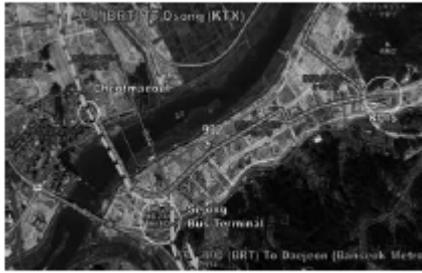
□ Galleria Time World(Department Store)

- Address: 1036 Dunsan 2-dong, Seo-gu, Daejeon (☎ 042-480-5000)

- Open Hours: 10:30 ~ 20:00

- Take 990 to Banseok Station, transfer to the subway and get off at Jeongbucheongsa(Gov. Complex) then take exit #4 and walk for 15mins

□ Eunhang dong Shopping District

- Take 990 to Banseok Station, transfer to the subway and get off at Jungang-na station then take exit# 2 to get to the Eunhangdong Shopping Street

- Clothing stores, Restaurants, Entertainment Lounge, Coffee Shop, Bakery/Pastry Shop, Pet Shop, and Jewelry Stores etc

□ Religious Community

- Daejeon Presbyterian Church http://ddpc.or.kr/xe/

  • 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejon

  • Contact Information: Pastor Daniel Lim (EM Pastor) ☎ 010 9542 9666 / danhlim@gmail.com

- Islam (Daejeon)

  • 193, Daehak-ro, Yuseong-gu, Daejeon

  • Take 991 or 215 to bus terminal, transfer to 990, get off at the next stop at the Daejeon Metro, take the Metro and get off at Wolpyeong Station, get out at exit 3, walk straight and cross the river twice for 15 ruins

  • Contact Information: ☎ 010 2234-4594

  • Daejeon-Islamic Center http://www.koreaislam.org

Visa & Immigration

1. 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 from the completion date and you are not able to re-enter without a visa(check if you are applied to no visa countries to enter to Korea). Students who plan to extend the duration of their stay in Korea (e.g. for employment, language study, etc.) should change the visa status accordingly. However, KDI School does not offer support for the change process.

Immigration Contact Center Information (☎: 1345)

The Immigration Contact Center is a multilingual information counter that offers civil affairs consultation to foreigners living in Korea. Information is provided through online and telephone without any language barriers under the Law on Treatment of Foreigners in Korea. The Immigration Contact Center consists of Hi Korea, which is a portal site for helping foreigners with electronic civil affairs service and online information guidance in 4 languages (Korean, English, Japanese and Chinese), and ☎ 1345 telephone counseling service in 18 languages.

□ Immigration Contact Center Service

- Visa related services.

- Immigration services such as re-entry permission, etc.

- Issuing identification card related services such as foreigner registration, etc.

- Sojourn permission services such as extension of sojourn period, status change, etc.

- Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.

- Immigrant's social integration related services such as education, marriage immigrants'

society, etc.

- Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.

- Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.

□ Available time: 09:00~18:00 on weekday, except Saturday & Sunday

※ Dial to ☎ 1345 anywhere, regardless of local or cellular phone.

2. Foreigner Registration

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 (3.0x4.0cm)

- Processing Fee: KRW 30,000 (Government Revenue Stamp)

- A Certificate of Enrollment (issued by the Academic Affairs Division)

- A Certificate of Scholarship (issued by the Admissions 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 foreig ners by the Minister of Justice

□ 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.

□ 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

□ Immigration Office Daejeon Branch

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동 16-8).

- ☎: 1345 or 042-254-8811

- The office is open from Monday to Friday from 09:OOam until12:00pm, then from 1:OOpm to 6:OOpm.

- 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.

3. Reissuance of Alien Registration Card

- 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: You will get it from immigration office

  • Document stating reason for re-issuance application (where lost): You will get it from immigration office

  • Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details

  • Processing Fee: KRW 30,000 (Government Revenue Stamp)

4. Reporting Changes of Alien 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.

5. Rules of Temporary Leave

Please note that Temporary Leave cannot be granted to students during class terms. Temporary Leave during holidays can be granted only if students obtain permission from KDI School.

'Request for Temporary Leave' should be submitted to the Student Affairs Division at least 2 weeks prior to the holiday period (spring, summer, winter)

  ※ The application form is downloadable from the School Websites

  (www.kdischool.ac.kr > Students > Official Forms)

You may take a temporary leave for a period of up to 19 days during your entire academic year (this condition may differ depending on your scholarship regulation. e.g. NIIED, POSCO, and KOICA).

Prorated reductions will be made to the monthly allowance if your leave of absence with prior application exceeds 19days.

6. External Activities(Int'l Students) Policy

Please note that Off-campus employment of any kind is not allowed, unless it is arranged by the school. Even if the school organizes it, you are required to get permission for part-time work from the immigration office. If you violate this policy, your scholarship may not be maintained. For more information, please contact me at studentaffairs@kdischool.ac.kr.

Staying in Korea

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 (rumen 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 modem 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 modem 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 Websites http://www.visitseoul.net/

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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-cancer attributes, has attracted the attention of modem-day nutritionists. Koreans used

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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

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 W1,000. 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 W100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Jan., 2017) the rate is approximately 1,176 won to the one U.S. dollar.

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 KRW 1,250 in card and KRW 1,350 in cash, 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.

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* 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.

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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 nm 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.

    □ *KoreaRailroad*　　　　　*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.

<u>Myeong-dong</u>

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.

<u>Migliore</u>

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 modem 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
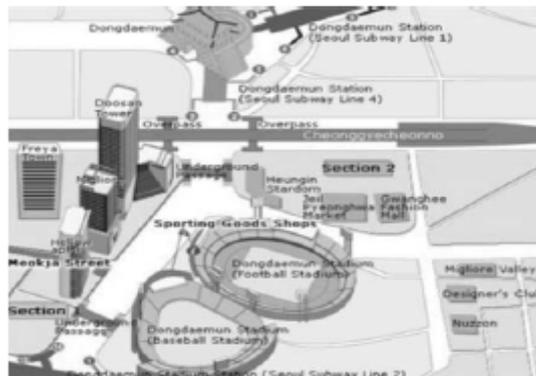
Namdaemun Market

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.

□ Map of Nanulaemwt Market Area
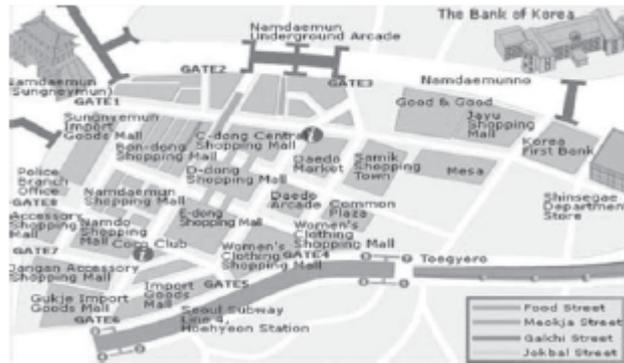
COEX

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 modem furniture shops, plus authentic multi-national restaurants of lndonesian, 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, ltaewon Station Exit #l ,2,3 or 4

□ Map of ltaewon's main street

Insadong

Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yang ban aristocratic class. The antique rut 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, lnsadong has been home to dozens of rut galleries and antique shops. lnsadong'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 lnsadong display and sell modem 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 GyeonginArt 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[6]

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.

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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)

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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 (KRW 2,000, KRW 3,000, KRW 5,000, and KRW 1O,OOO) or coins (KRW 1O, KRW 50, KRW lOO). 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 tun 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: January 27~30**

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

□ **Independence Movement Day: March 1**

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

□ **Buddha's Birthday: May 3**

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

□ **Children's day: May 5**

- This is a day for children to enjoy themselves.

□ **Memorial day: June 6**

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

□ **Liberation Day: August 15**

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

□ **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..

□ **Chusok : October 4~6**

- 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.

□ **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

KDI School Regulations on Student Conduct

Academic Dishonesty

Sexual Violence Prevention Guide

Other Forms and information

Foreign Embassies in Korea

Useful Websites

Directions to KDI School

KDI School Telephone Directory

KDI School Regulations on Student Conduct

Given the importance of maintaining strict ethical standards at KDI School, the School has adopted rules and regulations that emphasize the responsibility of each member (student, staff, and faculty) of the School community is expected to uphold and abide by. These apply to all students, staff, and faculty members.

CHAPTER II. Student Ethics

Article 4. (Regulatory Compliance) As a KDI School student, you shall act according to strict ethical standards stipulated by the School and not engage in behavior or activities that degrade or demean the School.

Article 5. (Mutual Respect & Anti-Discrimination Policy) All members of the KDI School community (students, staff, faculty) shall respect each other and not display any forms of discriminatory behavior based on a person's nationality, ethnicity, sex, socio-economic background, disability, religion, or ideology.

Article 6. (Anti-Harassment)* All members of the KDI School community (students, faculty, staff) shall not engage in any form of harassment that may cause a fellow member of the community to feel uncomfortable, pressured, ashamed, or harassed

CHAPTER III. Reward and Punishment

Article 8. (Disciplinary Action) Anyone found in violation of any of the Rules and Regulations set forth by KDI School is subject to disciplinary action by the President of KDI School following deliberation by the School Committee.

① Academic dishonesty (cheating, plagiarism etc.)
② Damaging school property (including residences)
③ Intentionally disrupting lectures
④ Engaging in any acts of violence
⑤ Discrimination or sexual harassment
⑥ Violation of any school regulations

Article 9. (Types of Disciplinary Action)

① Depending on the severity of the violation, disciplinary action shall be carried out incrementally from warning to probation, suspension, and expulsion.

② Probations shall range from one week to one month, and the student concerned will not be allowed to participate in any school activities during that period.

③ Suspensions shall be classified into finite and indefinite suspensions. The duration for a finite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.

④ The President of KDI School may reduce and/or waive a disciplinary action measure for the student subject to disciplinary action.

⑤ The details of disciplinary actions 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.

Sexual Violence Prevention Guide

□ *Types of Sexual Violence*

 - Sexual Harassment

Any unwelcome sexual behaviors that make a person feel sexually shamed or offended.
  • **Verbal Sexual Harassment**
    · Making offensive jokes of a sexual nature

    · Making sexual comments about a person's body

    · Asking personal questions or spreading rumors about a person's sex life

    · Forcing a person to pour drinks or dance at group dinners

    · Any verbal behavior that would cause a reasonable

    · person to suffer sexual shame or offense

  • **Visual Sexual Harassment**
    · Public display or showing of sexually suggestive photographs, pictures, drawings, publications, etc.(including sending through media)

    · Making sexual gestures such as exposing or touching of one's own body parts

 - Sexual Molestation
Initiating unwanted physical contact for one's own sexual pleasure that results in the other party feeling sexually shamed or offended

  • Physical contact such as kissing, hugging, holding a person while standing behind him/her, etc.

  • Touching of certain body parts such as chest and buttocks

 - Sexual Violence

Any kind of sexual contact against a person's will and without consent
- In law, this refers to rape, sexual assault, and sexual coercion. Recently, any unconsented sexual act has been recognized as rape and molestation, even in the absence of assault and threat.
- Recording video or audio without consent and/or distributing sound or image without consent of all parties involved

□ *Definition of Sexual Violence under Current Korean Law*

In law, sexual violence generally refers to cases of rape or indecent act by compulsion (sexual actions accompanied by physical violence or threats). Recently, there have been cases in which sexual actions committed while ignoring other party's wishes have also been judged to constitute rape or indecent act by compulsion, even when the action is not accompanied by physical violence.

- Article 2 of the Act on the Prevention of Sexual Assault and Protection, etc. of Victims Thereof

- Article 2 of the Act on Special Cases Concerning the Punishment, etc. of Sexual Crimes

- Articles 297, 298, 299, 300, 301, and 303 of the Criminal Act

Crimes	Scope	Punishment
Rape (Articles 297 and 300)	Individuals who have raped or attempted to rape by means of violence or intimidation	Imprisonment for a limited term of at least 3 years
Indecent Act by Compulsion (Articles 298 and 300)	Individuals who have committed or attempted to commit an indecent act by compulsion by means of violence or intimidation	Imprisonment by not more than 10 years or a fine not exceeding 15 million won
Quasi-Rape, Quasi- Indecent Act by Compulsion (Articles 299 and 300)	Includes individuals who have committed or attempted to commit sexual intercourse or molestation taking advantage of the other's condition of unconsciousness or inability to resist	Punished in accordance with the above articles on Rape and Indecent Act by Compulsion
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301)	When a person who has committed the crimes in Articles 297-300 has thereby inflicted or caused the injury of the victim	Imprisonment for life or for at least 5 years
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301-2)	When a person who has committed the crimes in Articles 297-300 has thereby killed or caused the death of the victim	Killing Another or Causing Death of Another by Rape: Punished by death or imprisoned for life Inflicting or Causing Another's Bodily Injury by Rape: Imprisoned for life or at least 10 years

Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than five years, or a fine not exceeding 15 million won

□ *Intimacy and Sexual Harassment*

- How do we distinguish the two?
  • To distinguish between sexual harassment and an expression of intimacy, you must first consider the feelings of the other party.
  • Sexual harassment is one-sided sexual speech or behavior that disregards an individual's sexual autonomy and should be seen as a violation of human rights.
  • When submission to, or rejection of, sexual conduct affects a person's employment, education, and participation in a school activity, the conduct is considered as sexual harassment.

□ *How do you know when you have been given consent?*

- Sexual harassment is determined by the absence of consent.
  It is harmful to apply subjective interpretations to non-verbal acts or silence and construe them as consent. The only way to be sure is to ask: "No" means "No."

- Standards for Consent
  1. YES means YES only when it is OK to say NO.
  • Consent must come from an individual's choice.
  • Consent obtained through coercion is not consent.
  2. A 'yes' said under a state of physical/mental impairment and other situations of impaired judgment is not true consent.
  • Actions or speech made when the other party is intoxicated or not fully conscious is not consent.

□ *How is sexual harassment determined?*

- Victim's Perspective
  • The perspective of the victim is the most important standard to determine sexual harassment. Regardless of the perpetrator's intent, if the victim felt sexually shamed or offended, the act is considered as sexual harassment.

- Reasonable Person Standard
  • Reasonable person standard is also critical in determining sexual harassment. Sexual

harassment includes any conduct that would cause a reasonable person to suffer emotional distress.

□ *Wait! What should I do?*

In situations that feel like sexual harassment
  - Clearly express your objection.
     When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.
  - The recipient of the objection must stop and apologize.
   The offender must take the objection seriously, immediately stop the act in question, and apologize for the offense caused.
   - If it is hard to express your intention directly, make a pained expression or leave the place.
   - Collect evidence of the victimization.

   - Seek help from friends, colleagues, or supervisors

□ *Case Reporting and Processing*

Sexual violence cases are resolved according to the following procedure within the school.
- Case Reporting and Processing
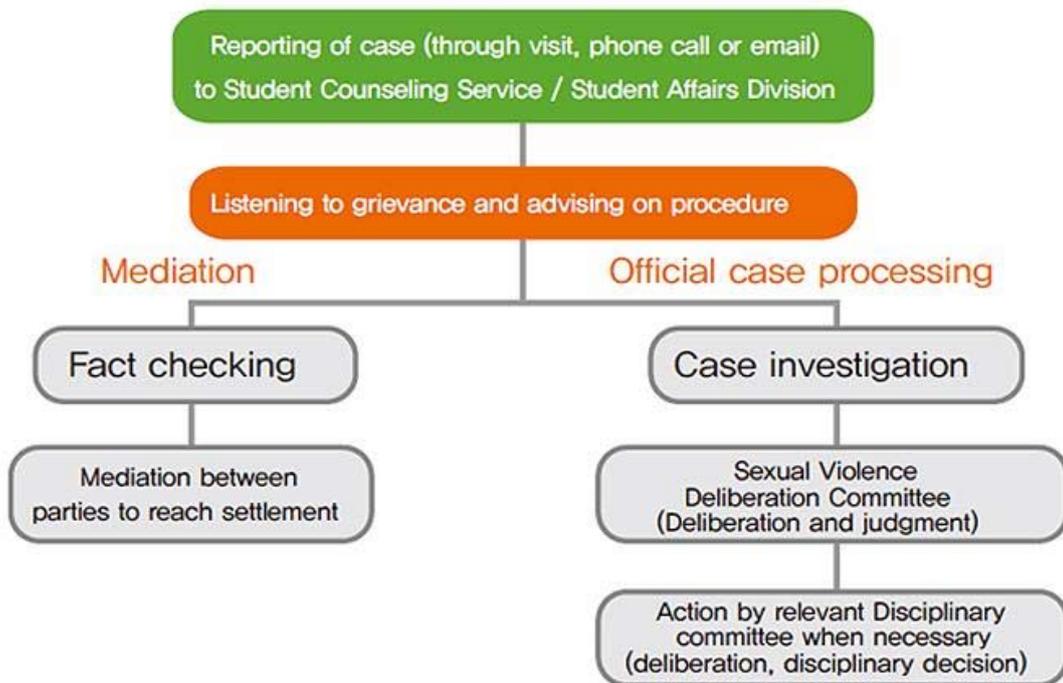
- Case Reporting

  Student Affairs Division
  - Visit in Person : Jaesoon Lee (Head of Student Affairs Division)
  - Location : S247
  - Email : help@kdischool.ac.kr
  - Contact : 044 -550-1105

- Student Counseling Service
  - Visit in Person : Gina Lee (Professor)
  - Location : S 316
  - Email : counseling@kdischool.ac.kr
  - Phone : 044-550-1008

Certificate Request Form

KDI School of Public Policy and Management
263 Namsejong-ro, Sejong-si,
30149, Republic of Korea
Phone: 82-44-550-1088 Fax: 82-44-550-1200

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	-	It must be delivered to some contries via EMS Premium (it could charge extra pay)	

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

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

Address _____   City and Country _____

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: Wooribank KDI Subbranch
Bank Account Number: 1005-500-959249
SWIFT Code: HVBKKRSEXXX
Bank Address: 263 Namsejong-ro, Sejong-si, KOREA
Bank Tel: 82-44-862-6741

> Contact Information: 82-44-550-1088, registrar@kdischool.ac.kr

Performance Assessment Criteria for Research Project

Program: ID: Student Name: Date:

Research Title: Evaluator: , 201

    (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>						Total
						Grade
						PASS NON-PASS

<Note>

PASS: A0 (Excellent): 36-40 points   A- (Good): 30-35 points   B (Satisfactory): 21-29 points

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

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. 0. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSUng Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)7956535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. 0. 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)7204428	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	1OF & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. 0. 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. 0. 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)7563513	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. 0. 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	54 Hannam-dong, Yongsan-gu, C.P. 0. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo dong, Yongsan-gu	02)748 4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo dong, Yongsan gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052-3
IRELAND	15F, Daehan Fire&Marine Insurance Bldg., 51-1 Namchang-dong, Jung-gu	02)774-6455	02)774-6458
ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
JAPAN	18-11, Jinghak-dong, Jongno-gu	02)2170-5200	02)734-4528
KAZAKHSTAN	13-10 Seongbuk-dong, Seongbuk-gu	02)744-9714~5 02)744-9731	02)744-9760
KUWAIT	309-15 Dongbinggo-dong, Yongsan-gu	02)749-3688~9	02)749-3687
LEBANON	31049 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsangu, C.P. 0. Box 8418	02)797-6001~5	02)797-6007

[M-S]

Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U.N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2rd Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-2250
QATAR	144 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno2-ga,Jongnogu 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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Nation	Address	Telephone	Fax
SPAIN	726-52, Hannam-dong, Yongsan-gu	02)793-5703 02)794-3581~2	02)796·8207
SRI LANKA	2002, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1871	02)753-2966~7	02)737·9577
SUDAN	653-24, Hannam-dong, Yongsan-gu	02)793-8692 02)749-1090	02)793·8693
SWEDEN	12F, Hanhyo Bldg., 136 Seorin-dong, Jongno-gu, K.P.O. Box 1154	02)738-0846	02)733-1317
SWITZERLAND	32-10, Songwol-dong, Jongno-gu, C.P.O. Box 2900	02)739-9511/4	02)737·9382
THAILAND	653-7, Hannam-dong, Yongsan-gu	02)795-3098 02)795-0095	02)798·3448
TUNISIA	1·17, Dongbinggo-dong, Yongsan-gu	02)790-4334~5	02)790·4333
TURKEY	4F, Vivien Corporation Bldg., 4-52 Seobinggo-dong, Yongsan-gu	02)794-0255 02)794-3778	02)797·8546
U.A.E	5-5, Hannam-dong, Yongsan-gu	02)790-3235/7	02)790-3238
UKRAINE	904-906, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)578-6910	02)578·5514
UNITED KINGDOM	4 Jeong-dong, Jung-gu	02)3210-5500	02)725·1738
USA	82, Sejongno, Jongno-gu	02)397-4114	02)738-8845
URUGUAY	Rm. 1025, Daewoo Center Building 541, 5-ga, Namdaemunno, Jung-gu	02)753-7893 02)754-0720	02)777-4129
UZBEKISTAN	Room 701, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)574-6554	02)578·0576
VENEZUELA	16Fl. Jaeil Enhang Build., 100 Gongpyeong-dong, Jongno-gu	02)732-1546~7	02)732-1548
VIETNAM	28-58 Samcheong-dong, Jongno-gu	02)738-2318-9	02)739·2064

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

Directions to KDI School

Directions to the KDI School

Starting from 2015, the KDI School finds a new home at the multifunctional administrative city, Sejong in the middle part of South Korea. It takes approximately 2.5 hours by car from Seoul, and 3 hours from Incheon International Airport.

Incheon International Airport

Seoul (Capital of South Korea)

KDI School (Sejong City)

There are three transportation options from Seoul (Incheon Airport) to the KDI School (Sejong) : Train (KTX), Express Bus, and Taxi.

Airport Limousine Bus

1001 BRT Bus

Incheon Int'l Airport

KTX (Train)

Osong Station

990 BRT Bus

Government Complex Sejong

991 or 215 bus

KDI School

Seoul Station

Taxi

Gangnam Express Bus Terminal

Express Bus

Sejong Express Bus Terminal

991 Bus or 215 Bus

KDI SCHOOL
KDI School of Public Policy and Management

263, Namsejong-ro, Sejong-si, Korea, 30149
Tel. +82-44-550-1224, +82-44-550-1105 | www.kdischool.ac.kr

KDI School Telephone Directory

Operator 550-1114	Direct Lines : 550 + Ext.		2016-12-01

President's Office

President KIM Joon-Kyung	4001~2
	1205
Cho Mi Kyung 4004	Fax. (044)550-4900

Dean's Office

| Dean   Chun HongTack   1001~2 |
| Kim Su hyeon 1003~5 | Fax. 550-1007 |

Faculty Office

Name		Ext.	Name		Ext.
BAEK Ji Sun	(3)	1016	KIM Jeong-Ho	(4)	1045
CHO Dongchul	(4)	1018	LEE Gina	(3)	1008
CHO Man	(4)	1280	LEE, Hyunjung	(4)	1122
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CHOI Tae-Hee	(4)	1221	Lisa Lim	(4)	1077
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HAN Baran	(3)	1042	Ryu Juhyun	(3)	1193
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Kim, Byoung-Joo	(4)	1025			
Kim, Kihwan	(4)	1120			

Faculty Support Office

LEE Younhwa	(3)	1256	Fax. 550-1129
Hwang Ji Seon	(3)	1079	Fax. 550-1129
KANG Yu Jin	(4)	1254	Fax. 550-1240
JEONG Sooin	(4)	1215	Fax. 550-1240

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Associate Dean LEE Seung Joo 1015

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(Yoo, Jae Won)	1049	(Song, Hosang)	1048
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Fax. 550-1293

Researcher's Lab

JIN Sae Bom	1287	Ryu, Ji Young	1058

Fax. 550-1069

Development Research and Learning Network

Managing Director KIM Tae Jong 1085

Development Research Team

Head JUNG Young Joo 1214

KWON Hyo Min	1117	Choi, Minji	1297
SEOL Min kyung	1172	(Jeong, Gayoung)	1089
Hwang, Jiyoung	1137		

Impact Evaluation Lab

Head JUNG Young Joo 1214

Lim, Youngju	1071		

Fax. 550-1235

Central Information & Data Office

Data Unit 2

Head NA Dong Jin 1052

SONG Chang Yong	1275	KIM, HyunA	1059
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(Son, Daeseok)	1181		

Fax. 550-1218

Auditing Division

Senior Auditor JUNG Hang Myeon 1212

Fax. 550-1063

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Associate Dean SHIN Jaeun 1037

Academic Affairs Division

Head Lim, Hong Joo 1257

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KOICA-MDI KIM, MinJung 1064

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Associate Dean CHO Man 1280

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JI Woo Tae	1276	KANG Dong Wan	1255
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Shim, Hyunkyung	1281	(Jeong, Suyeon)	1128
(Na, Gunju)	1057		

Fax. 550-1223

Office of Administrative Affairs

Associate Dean CHUNG Seong-Jae 1202

Budget and Accounting Division

Head KHO Dong Seop 1133

GOH Seo Yun	1271	Moon Ju Yeon	1039
Lee, Han Wool	1068	LEE, Gwanghwi	1092
(Jang, Philsoo)	1092		

Fax. 550-1234

Administrative Division

Head SHIN Mi Kyung 1222

CHUNG Young-Sik	1260	CHO Gye Bong	1239
LIM Seoung Il	1289	Lee Eun Hye	1191
(Shin, Boram)	1251		

Fax. 550-1238

Research and Learning Resource Center

Associate Dean CHOI Tae Hee 1221

K-Developedia Team

Head CHUNG Hye Kyung 1261

PARK Hae Kyoung	1244	Jang, Yongsu	1140
Jeong, Hwanhee	1190	Kwon, HyeJune	1298
(Choi, Woohee)	1094		

Fax. 550-1237

e-Learning Team

LIM Keun Hyuk	1108	CHA Ji Hyun	1216
SON So ra	1044	Jang, Jisun	1219
Kim, Suah	1203		

Fax. 550-1245

Central Library

Director CHOI Sung-Jin 1290

Library Unit 2

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Fax. 550-1310

ArchivesRecords Management Unit

Head RYOO Sin Ae 1242

RYU Hyun Jin	4265	Jung Ji Hun	4272
(Kwon, Dokyun)	1082		

Fax. 550-1210

Address : KDI SCHOOL, 263, Namsejong-ro, Sejong-si, Korea 30149   www.kdischool.ac.kr