



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

# Ph.D. Program Handbook

2024



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# I . Academic Information

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# 2024 Academic Calendar

Term		Schedule	Remarks	
Spring Preliminary Session (3 weeks) (Jan. 03 ~ Jan. 19)		January 03(Wed.)~ Jan. 19(Fri.) Jan. 2(Tue.) ~ Jan. 12(Fri.) Jan. 16(Tue.) ~ Jan. 18(Thu.) Jan. 22(Mon.) ~ Jan. 26(Fri.) Jan. 27(Sat.) Jan. 29(Mon.) Jan. 30(Tue.) ~ Feb. 01(Thu.) Jan. 30(Tue.) ~ Feb. 01(Thu.)	Spring Preliminary Session Application for leave of absence of Spring Semester Course Evaluation for Spring Preliminary Session Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation (Part-time) New Student Orientation (Full-time) Spring Semester Course Registration (New & Continuing Students) New International Student Orientation (Full-time)	[Spring Orientation] Jan. 27(Sat.) (For Part-time) Jan. 29(Mon.) (For Full-time)
Spring Semester (13 weeks) (Feb. 02 ~ Apr. 30)		Feb. 01(Thu.) Feb. 02(Fri.) Feb. 02(Fri.) ~ Feb. 08(Thu.) Feb. 13(Tue.) ~ Feb. 16(Fri.) Feb. 26(Mon.) ~ Mar. 08(Fri.) Mar. 18(Mon.) ~ Mar. 22(Fri.) Mar. 18(Mon.) ~ Mar. 29(Fri.) Mar. 25(Mon.) ~ Mar. 29(Fri.) Apr. 12(Fri.) ~ Apr. 18(Thu.) Apr. 17(Wed.) ~ Apr. 23(Tue.) Apr. 22(Mon.) ~ May 03(Fri.) Apr. 24(Wed.) ~ Apr. 30(Tue.)	Spring Semester Start of Spring Semester Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Application for Reinstatement of Summer Semester Research Plan Submission Course Evaluation Reading Period Application for leave of absence of Summer Semester Final Examinations	Feb. 09(Fri.) ~ Feb. 13(Tue.) - Lunar New Year Holiday (No class; No makeup class needed) Mar. 1(Wed.) - Independence Movement Day* Apr. 10(Wed.) - 22 <sup>nd</sup> National Assembly Election Day
Spring Break (1.5 weeks) (May 01 ~ May 11)		May 1(Wed.) ~ May 11(Sat.) May. 1(Wed.) ~ May 03(Fri.) May 7(Tue.) ~ May 09(Thu.) May 6(Mon.) ~ May 10(Fri.)	Spring Break Korea Field Research & Study (KFRS) Summer semester Course Registration Summer Semester Tuition Payment Due	May 31(Fri.) Graduation Date
Summer Semester (12 weeks) (May 13 ~ August 3)	1st Session (May 13 ~ June 22)	May 13(Mon.) May 13(Mon.) ~ May 18(Sat.)  May 20(Mon.) ~ May 24(Fri.) June 03(Mon.) ~ June 14(Fri.) June 12(Wed.) ~ June 18(Tue.) June 17(Mon.) ~ June 18(Tue.) June 19(Wed.) ~ June 20(Thu.)	Start of 1st Summer Session Course Add & Drop Period(for courses in all sessions) /Application for Declaring Concentration POS Committee Composition Research Project Submission Course Evaluation Reading Period Final Examinations	May 15(Wed.)* Buddha's birthday  June 06(Tue.)* Korean Memorial Day
	2nd Session (June 24 ~ August 03)	June 24(Mon.) Jun. 24(Mon.) ~ Jun. 25(Tue.) Jun. 24(Mon.) ~ Jun. 28(Fri.) Jun. 24(Mon.) ~ Jul. 05(Fri.) Jul. 01(Mon.) ~ Jul. 05(Fri.) Jul. 18(Thu.) ~ Jul. 24(Wed.) Jul. 29(Mon.) ~ Jul. 30(Tue.) Jul. 31(Wed.) ~ Aug. 03(Sat.) Aug. 05(Mon.)	Start of 2nd Summer Session Course Add & Drop Period(for 2nd courses only) Application for Graduation Application for Reinstatement of Fall Semester Research Plan Submission Period Course Evaluation Reading Period Final Examinations Completion Ceremony	
Summer Break (5 weeks) (Aug. 05 ~ Sep. 07)		Aug. 05(Mon.) ~ Sep. 07(Sat.) Aug. 12(Mon.) ~ Aug. 23(Fri.) Aug. 26(Mon.) ~ Aug. 28(Wed.) Aug. 26(Sat.) ~ Aug. 30(Fri.) Aug. 31(Sat.) Aug. 31(Sat.) Sep. 02(Mon.) Sep. 03(Tue.) ~ Sep. 05(Thu.) Sep. 03(Tue.) ~ Sep. 06(Fri.)	Summer Break Application for Leave of Absence of Fall Semester Fall Semester Course Registration(Continuing Students) Fall Semester Tuition Payment Due (Continuing Students) End of Summer Semester New Student Orientation (Part-time) New Student Orientation (Full-time) Fall Semester Course Registration (New Students) New International Student Orientation	August 30(Fri.) Graduation Date  [Fall Orientation] Aug. 31(Sat.) (Part-time) Sep. 02(Mon.) (Full-time)
Fall Semester (13 weeks) (Sep. 09 ~ Dec. 07)		Sep. 1(Sun.) Sep. 09(Mon.) Sep. 09(Mon.) ~ Sep. 14(Sat.) Sep. 23(Mon.) ~ Sep. 27(Fri.) Oct. 07(Mon.) ~ Oct. 18(Fri.) Oct. 28(Mon.) ~ Nov. 01(Fri.) Nov. 04(Mon.) ~ Nov. 08(Fri.) Nov. 18(Mon.) ~ Nov. 29(Fri.) Nov. 21(Thu.) ~ Nov. 27(Wed.) Nov. 25(Mon.) ~ Nov. 30(Sat.) Dec. 02(Mon.) ~ Dec. 07(Sat.)	Fall Semester Start of Fall Semester Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Research Plan Submission Period Application for Reinstatement of Spring Semester Course Evaluation Reading Period Final Examinations	Sep. 16(Mon.) ~ Sep. 21(Sat.) Korean Thanksgiving day (No Class for the whole week; No make-up needed)  Oct. 03(Thu.)* National Foundation Day  Oct. 09(Wed.)* Hangeul Proclamation Day
Winter Break		Dec. 13(Fri.) 2025 Jan. 31(Fri.)	Commencement End of the Fall Semester	Dec. 05(Thu.) KDI School Foundation Day

\* National Holiday (No class, Make-up class should 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 the KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- Respect the personal liberties of fellow students, professors, and other people.

## **Exercise Respect**

- Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- Behave in a professional manner, both on and off 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

## ▪ Objective

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2024 calendar year. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

1. Program Chair & Dissertation Advisor: A student may seek advice on general school life from the Program Chair and their dissertation advisor. Each administrative division will also help students adjust to life on campus.
2. Personal Information: A student should update their personal information through the MIS (<https://mis.kdischool.ac.kr>) to ensure they receive information from the school. If you want to change your name or your date of birth on the system, you should submit an application form to the registrar along with your passport.
3. Notice: Academic information and forms may be found on and downloaded from the school homepage([www.kdischool.ac.kr](http://www.kdischool.ac.kr)) and e-Education([www.ekdis.ac.kr](http://www.ekdis.ac.kr)). As the school is not responsible for informing each student of every notice, it is a student's responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website and e-Education.
4. Regulation Change: When occasion demands, the rules and regulations for 2024 may substantively change upon the School Executive Committee's approval. A student will be notified of any changes to the rules and regulations.



5. Restrictions on Repeating Courses: If a graduate of a KDI School master's program enrolls in a Ph.D. program of KDI School, they may repeat courses they took as part of the master's program that they completed at KDI School. However, the credits for these courses will not count toward the graduation credits.

6. The Minimum Number of Credits Per Term: A Ph.D. student must take at least one regular course\* per term which counts toward the graduation requirements until they earn a minimum of 36 graduation credits.

\*A regular course is a three-credit course. Ph.D. Colloquium is not a regular course.

7. KDI School's Institutional Review Board (IRB) Guidelines: Researchers who wish to conduct research using human participants must have their research plans reviewed by the IRB. The IRB review process (exemption or review) shall be applied to human subject research\* projects only, not to all research projects.

\* Human subject research: Refers to a research project physically involving a human being as a subject; a research project conducted through communication, physical contact or other means of interaction; or a research project conducted by using information with which individuals can be identified (Article 2 (Definitions) of the Operational Regulations of the KDI School of Public Policy and Management Institutional Review Board, hereinafter referred to as the "Operational Regulations").

# Courses

In the Ph.D. program, courses are classified into four categories: Ph.D. Courses, Ph.D. Colloquium, Master Plus Courses, and Supervised Research Courses.

Category	Courses
<b>Ph.D. Courses</b>	Foundations of Public Policy
	Econometrics I
	Econometrics II
	Microeconomics
	Game Theory in Public Policy
	Development Economics: Field Experiments
	Development Economics: Labor and Development
	Essential Math for Ph.D. Students
	Mathematical Economics
	Macroeconomics
	Applied Microeconometrics
	Time Series Econometrics
<b>Ph.D. Colloquium</b>	Ph.D. Colloquium
<b>Master Plus Course (MPC)</b>	Master's Courses (Concentration Courses)
<b>Supervised Research Course (SRC)</b>	If a student is interested in an area not covered by the course(s) offered, they may choose to take a Supervised Research Course (SRC).

## A. Ph.D. Courses

The following courses are offered to Ph.D. students. Based on their field of study. A student must complete the courses specified below:

Category	Course	Program
Common Required	Foundations of Public Policy	PP, DP
	Econometrics I	PP, DP
	Econometrics II	PP, DP
	Microeconomics	PP, DP
	Game Theory in Public Policy	PP, DP
Field Required	Development Economics: Field Experiments	DP
	Development Economics: Labor and Development	DP
Optional	Essential Math for Ph.D. Students	PP, DP
	Mathematical Economics	PP, DP
	Macroeconomics	PP, DP
	Applied Microeconometrics	PP, DP
	Time Series Econometrics	PP, DP

### [Grade Requirements]

- Three Ph.D. courses have a minimum grade requirement.
  - Courses: Econometrics I, Econometrics II, Microeconomics
  - Grade Requirement: B(3.0) or above
- ※ The exam results will not impact the course grades.
- ※ If a student fails to meet the grade requirement, they are required to take an additional examination in the subsequent term. If they fail to pass the additional examination, they will be dismissed.

## **B. Ph.D. Colloquium**

Ph.D. Colloquium is a format where Ph.D. students present and engage in question-and-answer sessions regarding their planned or ongoing research.

All Ph.D. students are required to take the Ph.D. Colloquium for a minimum of three terms in order to graduate. The school strongly encourages students to participate in the Ph.D. Colloquium every term until graduation.

### **[Graduation Requirements]**

- Ph.D. Colloquium is a 1-credit course, and students will earn a maximum of 3 credits until graduation.
- Students are required to attend the Ph.D. Colloquium for three terms during their 2<sup>nd</sup> and 3<sup>rd</sup> years and to present their research progress once per year.
- The Colloquium presentation can substitute for the Research Plan/Progress Presentation if the following conditions are met:
  - The Student's dissertation advisor must attend the presentation during the Ph.D. Colloquium.
  - The student must submit their presentation materials and revision notes\*, which includes how to reflect the feed back and the updated research proposal.

\* Since there is no specific template, they are free to write and submit their plan as they see fit.

### **[Potential Contents of a Colloquium Presentation]**

- Research Topic, Research Question(s)
- Research Background, Significance of Research
- Existing Research, Contribution to the Literature
- Research Methodology
- (Expected/Tentative) Research Findings
- Discussion of the Research Findings
- Research Progress Plan (Procedures, Schedule)

### **C. Master Plus Courses**

A Master Plus Course (MPC) refers to a concentration course in KDI School master's program that a Ph.D. student can take as part of their graduation requirements. A Ph.D. student may take any master's program concentration courses in which they are interested, subject to obtaining prior approval for enrollment. Master's program courses are classified into three categories: core courses, concentration courses, and foundation skill courses; it is important to note that only concentration, K-Water, and MIPD courses will qualify as Master Plus Courses.

#### **[Procedure]**

- ① Write a proposal [Document 1-1] for the master's course that you wish to take as an MPC
- ② Send the proposal to the course professor and their dissertation advisor\* for approval
  - \* For students who have not been assigned a dissertation advisor, obtain approval from the Ph.D. Chair.
- ③ Register for the course during the course registration period
- ④ Submit the proposal with approval from the professors to the Academic Affairs Division before the course add and drop period ends
  - \* Please note that after the due date has passed, the application may not be approved.
- ⑤ Complete the additional assignment in the proposal and receive confirmation [Document 1-2] from the course professor by the end of the term

### **D. Supervised Research Courses**

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

An SRC is a three-credit course. Students can take up to three SRCs during their whole Ph.D. studies.

**[Procedure]**

- ① Register for the course during the course registration period
- ② Identify a research topic related to a student's research field(s) of interest
- ③ Fill out an SRC application form [Document 2-1] and write a Proposal for Supervised Research [Document 2-2]
- ④ Select a course professor for the SRC and receive approval from the course professor and Ph.D. Chair.  
  
*※ The course professor must be a tenure-track or visiting faculty member at KDI School. Exceptionally, an external expert may act as a course professor upon approval from the Associate Dean of Academic Affairs.*
- ⑤ Submit the proposal with approval from the professor to the Academic Affairs Division before the course add and drop period ends.  
  
*\* Please note that after the due date has passed, the enrollment will be cancelled.*
- ⑥ Submit the final SRC report and an anti-plagiarism test report to the Academic Affairs Division by the end of the 11<sup>th</sup> week of the term.  
  
*※ The SRC report is evaluated based on the Performance Assessment Criteria [Document 2-3].*

# Curriculum

## Ph.D. Program Course Map for 2024

	Spring	Summer	Fall
<b>Common</b>	Ph.D. Colloquium	Ph.D. Colloquium	Ph.D. Colloquium
<b>Required - Development Policy (DP)</b>	Foundations of Public Policy	Econometrics II	Game Theory in Public Policy
	Econometrics I	Microeconomics	Development Economics: Labor and Development
	Development Economics: Field Experiments		
<b>Required - Public Policy (PP)</b>	Foundations of Public Policy	Econometrics II	Game Theory in Public Policy
	Econometrics I	Microeconomics	
<b>Optional</b>	Essential Math for Ph.D. Students	Macroeconomics	Applied Microeconomics
	Mathematical Economics		Time Series Econometrics

- ※ The Course Map is subject to change without prior notice.
- ※ As the Course Map is only a suggestion, students should adapt their course work according to their individual needs and circumstances.

# Graduation Requirements

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

## 1. Completion Requirements

A student must meet all of the following requirements within 9 terms for completion, and they will be dismissed if they fail to fulfill these requirements.

- Enrollment: A minimum of 9 terms
- Graduation Credits: A minimum of 36 graduation credits
  - \* These 36 credits must include all mandatory courses and adherence to specified grade criteria.
- Passing Dissertation Prospectus Defense
  - \* In the case of a student preparing a dissertation in multiple parts, they have the option to fulfill the completion requirement through a candidacy paper instead of the dissertation prospectus defense. If a student submits a candidacy paper and receives approval from their dissertation committee within 9 terms, it will be acknowledged as meeting the completion requirements. However, in this case, they must still separately take the dissertation prospectus defense before the Final Oral Dissertation Defense.

## 2. Graduation Requirements:

A student must meet all of the following requirements within 8 years from the year of admission for graduation.

- Fulfilling Completion Requirements
- Passing Final Oral Dissertation Defense

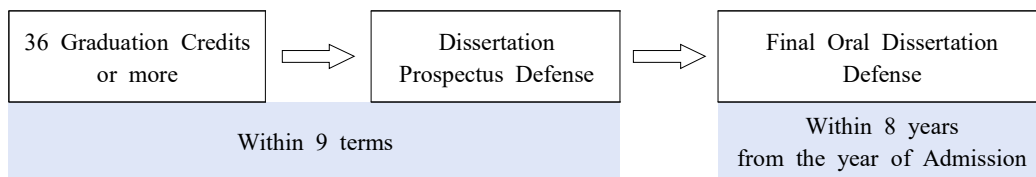


### 3. Notes:

- The duration for completing coursework: A maximum of 9 terms
  - All students must earn their graduation credits within 9 terms.
- The number of years for graduation: A maximum of 8 years from the year of admission
  - If a student who fulfilled the completion requirement has not fulfilled their graduation requirements within 8 years, their academic status will be changed to 'Permanently completed'.

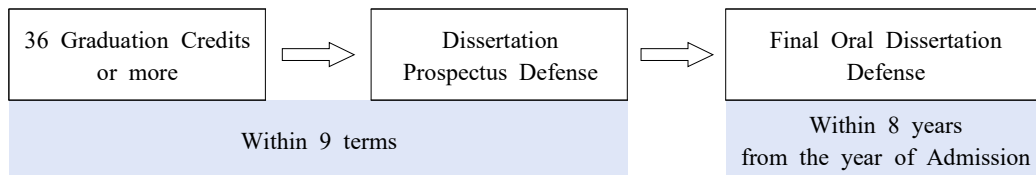
#### [Summary: Graduation Requirements]

##### 1. Dissertation in an integrated format

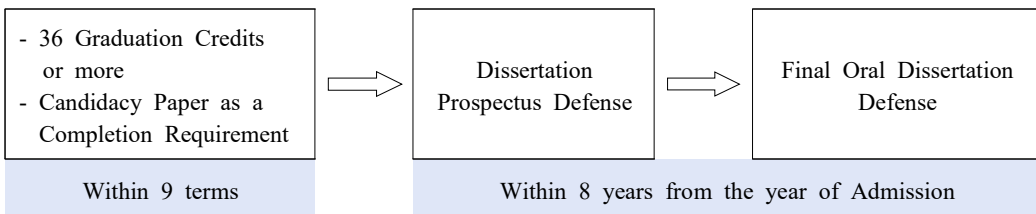


##### 2. Dissertation in multiple parts

(1) The case of choosing the dissertation prospectus defense as a completion requirement



(2) The case of choosing the candidacy paper as a completion requirement



**[Graduation Date]**

- A student will graduate based on the graduation date of the term in which they fulfill all graduation requirements. (Refer to the academic calendar for the graduation dates.)

**[Commencement Ceremony]**

- The Commencement Ceremony is held once a year in December.
- Graduates from the spring, summer, and fall terms are all invited to the December Commencement Ceremony to receive their diploma\*

\*Diploma: The diploma will be awarded only once at the Commencement

- Students unable to attend the commencement ceremony can receive their diploma by postal mail or pick up directly from the Academic Affairs Division or Registrar's office after the commencement ceremony. Those who will graduate on January 31 can receive after that date.

※ The graduation date and commencement ceremony date are indicated in the academic calendar.

※ There is no completion ceremony for the Ph.D. programs.

# Dissertation Advisor

## 1. Academic Advisor - The First Year

- The Ph.D. Chair serves as a general academic advisor during the first year.
- A student should actively seek interactions and consultations with different faculty members to identify a potential dissertation advisor and committee members.
- The Ph.D. Chair can recommend another professor as well.

## 2. Dissertation Advisor – The Second Year

### (i) Confirmation of Dissertation Advisor

- A student must confirm their dissertation advisor by no later than their first winter break.
- Once a student has confirmed their dissertation advisor, they should submit the ‘Dissertation Advisor Confirmation Form [Document 3-1]’ to the Academic Affairs Division by the end of January.

### (ii) Change of Dissertation Advisor

- A student can consider changing their dissertation advisor.
- When considering a change of dissertation advisor, a student should discuss it with both their current advisor and the potential new advisor.
- A student should submit the application form [Document 3-2] for a change of dissertation advisor.

### <Consultation with Advisors>

- A student should consult with the Ph.D. Chair as their academic advisor during the Course Consultation Session on the day of the Orientation.
- A student should regularly consult with the Ph.D. Chair and dissertation advisor on academic matters, including coursework and their research for their dissertation.

# Credit Transfer

If a student has previously completed similar courses to those offered in a Ph.D. program of KDI School, they may apply for Credit Transfer and receive a waiver for up to three courses (9 credits) subject to approval.

## 1. Requirements

- ① The language of the course must be English.
- ② The contents and the level of the course must correspond to core courses (common or field required courses) offered in our Ph.D. program.
- ③ The course must have been taken within the five years prior to the submission of the application form for Credit Transfer.
- ④ The final grade for the course should be at least A-.

## 2. Application Procedure

- ① A student must submit all of the following documents to the Academic Affairs Division by the end of the third week of their first term.
  - Application form for Credit Transfer [Document 4]
  - Original copy of transcript
  - Syllabus of the relevant course

※ *A student who wants to apply for Credit Transfer for a course offered in the first term must submit the documents above before the term begins. The decision will be announced in the 1st week of the term during the course add-drop period.*
- ② Submitted documents will be reviewed by the corresponding course's professor and the Ph.D. Chair by the 5<sup>th</sup> week of their first term.
- ③ The approved credit transfer will be indicated on the transcript as "T (Transfer)" grade.

# Types of Dissertation

As the Ph.D. program accepts two types of dissertations – namely, a dissertation in an integrated format based on one topic or a dissertation in multiple parts consisting of at least three separate parts based on related topics – the requirements are as described below.

## 1. Types of Dissertation

- **Dissertation in an integrated format:** A dissertation that thoroughly explores research on one specific topic
- **Dissertation in multiple parts:** A dissertation that combines independent or interrelated research on multiple topics, comprising at least three chapters

## 2. Guidelines

- **Dissertation in an integrated format**
  - It follows the conventional format and practices of a typical doctoral dissertation.
  - It must be a single-authored dissertation.
- **Dissertation in multiple parts:**
  - It must consist of three or more chapters.
  - At least one chapter among the dissertation chapters must be authored solely by the student, and for co-authored chapters, the author contribution form [Document 6] should be submitted.
  - In all chapters, the student should be designated as the lead author or corresponding author.

### [Co-Authorship]

A student is encouraged to write single-authored chapters for all their dissertation chapters. At least one chapter of a student's dissertation must be single-authored, and at most one chapter of a student's dissertation may be co-authored with other

students. Any co-authorship (including student or faculty collaboration) must receive prior approval from the dissertation advisor.

If a student is the lead co-author of a chapter written in collaboration with others, it is necessary to submit the author contributions form [Document 6] when submitting their dissertation. This form should specify the contributions of each author involved in their dissertation.

A student must first share the file with co-author(s) and ask them to indicate the types of contributions they have made. After collecting their responses, the student should combine them into one file and submit it to the Academic Affairs Division.

- Published papers: Published papers may be included in a student's dissertation if the work was conducted during their Ph.D. studies at KDI School. For a dissertation in multiple parts, a published paper can be included as a chapter pending approval from the dissertation advisor. Additionally, it may also be a co-authored chapter.

# Dissertation Prospectus Defense

The Dissertation Prospectus Defense aims to evaluate the quality of the ongoing dissertation work before the Final Oral Dissertation Defense. It involves answering questions pertaining to the student's dissertation prospectus. The result will be determined based on a joint discussion among the dissertation committee members.

## 1. General Information

- The dissertation prospectus defense consists of a student's presentation and questions from the dissertation committee.
- An electronic presentation is not mandatory and can be used at the student's discretion.
- The decision on whether to make the presentation accessible to faculty and Ph.D. students is determined in consultation with the dissertation advisor.

## 2. Eligibility

- Earning a minimum of 35 graduation credits\* or more.
  - \* This may include the credits for courses taken during the term in which the defense is conducted.

## 3. Procedure

- ① A student must submit an application [Document 7] to the Academic Affairs Division by the 2<sup>nd</sup> week of the term.
  - A student is required to form their dissertation committee and coordinate the schedule of the dissertation prospectus defense with committee members before submitting the application.
  - A student is also required to discuss the format of the dissertation prospectus defense with their dissertation advisor.
- ② The dissertation prospectus should be submitted to the Academic Affairs Division two weeks prior to the dissertation prospectus defense.

- If a student has a co-authored chapter, it is necessary to submit the Author Contributions form [Document 6] when submitting their dissertation.
- ③ The dissertation prospectus defense must be conducted by no later than the 8<sup>th</sup> week of the term.
- If necessary, immediately after the presentation concludes, the committee will engage in discussions to consolidate evaluation feedback and communicate any necessary revisions to the student.
- ④ A student must submit any supplementary materials requested by the dissertation by the 10<sup>th</sup> week of the term.
- ⑤ Final decision will be made by the 11<sup>th</sup> week of the term.

#### **- Detailed Schedule**

<b>Week</b>	<b>Procedure</b>
By the 2 <sup>nd</sup> week	Application
By the 8 <sup>th</sup> week	Dissertation Prospectus Defense
By the 10 <sup>th</sup> week	Submission of Supplementary Materials as Requested by the Dissertation Committee
In the 11 <sup>th</sup> week	Determination of Result

## **4. Guidelines**

### **(1) Composition of Committee**

- The committee for the dissertation prospectus defense should consist of three members, including the student's dissertation advisor.
- It is strongly recommended that all three members be selected from KDI School's full-time faculty members.
- One committee member may be chosen from outside KDI School or from among KDI School's part-time faculty, subject to approval. This member must be included in the Final Oral Dissertation Defense (FODD) Committee.
- A student will consult with their dissertation advisor on the selection of the committee members.



## **(2) Dissertation Prospectus Format**

- The student is required to develop and present detailed plans for the entire thesis and each chapter regarding the following items:
  - (i) Research Topic, Research Question(s)
  - (ii) Research Background, Significance of Research
  - (iii) Existing Research, Contribution to the Literature
  - (iv) Research Methodology
  - (v) (Expected/Tentative) Research Findings
  - (vi) Research Progress Plan (Procedures, Schedule)
  - (vii) Reference

## **(3) Evaluation**

- The evaluation criteria will be set individually according to the opinion of the dissertation advisor.
- An dissertation committee member can give a student one of the following grades: Satisfactory, Unsatisfactory, or Fail.
- A student cannot pass the defense if they receive an 'Unsatisfactory' grade from two or more committee members or a 'Fail' grade from one or more committee member.
- A student has two attempts in total to pass the defense and failing to pass on both attempts will lead to dismissal.
- A student is permitted to attempt the prospectus defense once per term; if a student fails a defense, the student cannot attempt a defense again in the same term..

# Candidacy Paper as a Completion Requirement

*This section only applies to those who write a dissertation in a format with multiple parts.*

A student writing a dissertation in multiple parts has the option to choose a candidacy paper completion as a completion requirement instead of the dissertation prospectus defense. A candidacy paper refers to a research output equivalent to a peer-reviewed publication, undergoing an expert review process. It is recommended to plan and write a candidacy paper as a part of a student's future Ph.D. dissertation.

The decision of whether to take the dissertation prospectus defense or complete a candidacy paper as a completion requirement depends on the guidance of a student's dissertation committee.

## 1. Eligibility

- No eligibility requirement

## 2. Procedure

- ① A student is required to have discussions with their dissertation advisor during the process of writing a candidacy paper.
- ② A student must submit an application [Document 8] to the Academic Affairs Division by the 2<sup>nd</sup> week of the term.
  - The candidate is required to form a dissertation committee before applying.
- ③ A student is required to submit their candidacy paper to the Academic Affairs Division by no later than the 8<sup>th</sup> week of the term.
- ④ A student must submit any supplementary materials requested by the dissertation committee by the 10<sup>th</sup> week of the term.
- ⑤ Final decision will be made by the 11<sup>th</sup> week of the term.

– Detailed Schedule

Week	Procedure
By the 2 <sup>nd</sup> week	Application
By the 8 <sup>th</sup> week	Candidacy Paper Submission
In the 10 <sup>th</sup> week	Submission of Supplementary Materials as Requested by the Dissertation Committee
In the 11 <sup>th</sup> week	Determination of Result

### 3. Guidelines

#### (1) Composition of Committee

The guidelines for committee composition adhere to those outlined in the dissertation prospectus defense guidelines.

#### (2) Evaluation and Other Details

The guidelines for evaluation and other details will follow the announcements made in the future.

# Research Plan/Progress Presentation

A student must present their research plan/progress to the members of their dissertation committee. By conducting the Research Plan/Progress Presentation (RPP), the student will receive feedback on their dissertation work from committee members. This process enables them to write the dissertation with confidence, better preparing for their dissertation prospectus defense and the final oral dissertation defense.

## 1. Presentation Timeline

- A student is required to present their research plan once within the first six terms. Starting from the seventh term, they must give an annual presentation on their research progress until passing the final oral dissertation defense. However, there are specific cases where students are exempted from these presentations. Please refer to the table below for details.

Category	Research Plan Presentation	Research Progress Presentation
<b>Deadline</b>	Once within the first six terms	Once per year (From the seventh term until passing the FODD)
<b>Exemption</b>	Upon passing the dissertation prospectus defense within the specified deadline	Upon passing the dissertation prospectus defense or FODD for the respective academic year

- If a student misses the research plan/progress presentation deadline, their tuition scholarship rate for the following year may be affected.
  - **First review:** The following year's scholarship rate may be reduced by half if a student misses the deadline.
  - **Second review:** The scholarship for the year in question may be withdrawn if the student does not give a presentation by the subsequent terms' deadline.

## **2. Procedure**

- A student must submit an application [Document 5] to the Academic Affairs Division by the 2<sup>nd</sup> week of the term.
    - A student needs to coordinate with their advisor to schedule their presentation before applying.
  - The presentation must be conducted by no later than the 10<sup>th</sup> week of the term.
  - A student must submit the following documents after the presentation.
    - Presentation Materials
    - Revision Notes, which include how to reflect the feedback and the updated research proposal
- \* Since there is no specific template, students are free to write and submit their plans as they see fit.

## **3. Operational Details**

- **Duration**
  - The research plan presentation: A minimum of 20 minutes (10-min presentation, 10-min Q&A)
  - The research progress presentation: A minimum of 40 minutes (30-min presentation, 10-min Q&A)
- **Potential Contents of Presentation**
  - Research Topic, Research Question(s)
  - Research Background, Significance of Research
  - Existing Research, Contribution to the Literature
  - Research Methodology
  - (Expected/Tentative) Research Findings
  - Discussion of the Research Findings
  - Research Progress Plan (Procedures, Schedule)
- **Participation**
  - The presenter's dissertation advisor is required to attend the RPP.
  - The Academic Affairs Division highly recommends that the other members of the presenter's committee also attend the presentation.
  - It is open to all other faculty members and Ph.D. students.

## **4. Evaluation**

- The dissertation advisor and dissertation committee members may provide comments during the presentation.
  - There is no pass or fail grade.
- ※ The Research Plan/Progress Presentation may be substituted with the Ph.D. Colloquium presentation. (Refer to page 8)

# Progress Report

Students in their 4th year or beyond are required to submit an annual progress report until passing the Final Oral Dissertation Defense upon entering a new academic year.

- Submission Date: Two months before the scholarship review
  - By the 1st week of December for scholarship review in the Spring term
  - By the 1st week of March for scholarship review in the Summer term
  - By the 1st week of July for scholarship review in the Fall term

# Final Oral Dissertation Defense

After passing the dissertation prospectus defense, a student attains the status of a Ph.D. candidate. The candidate is expected to complete their dissertation work expeditiously, they must complete the program within eight years from the year of admission to obtain the Ph.D. degree. Ideally, a candidate should aim to complete the program within three to four years from the year of admission.

Upon submission of their dissertation to the dissertation committee, a candidate must schedule a Final Oral Dissertation Defense (FODD). The Ph.D. degree is conferred once the candidate passes the FODD, and the submitted final revised dissertation is approved by the dissertation committee.

## 1. General Information

- The Final Oral Dissertation Defense consists of the Preliminary Evaluation and the Final Evaluation.
- **Preliminary Evaluation:** There will be a presentation, and it involves answering questions. This is open to all KDI school faculty and Ph.D. students.
- **Final Evaluation:** The evaluation will be conducted only by the dissertation committee members and there will be no presentation for the final evaluation.

## 2. Eligibility

- Earning a minimum of 36 graduation credits or more
- Passing the dissertation prospectus defense

## 3. Procedure

- A candidate must submit an application [Document 9] to the Academic Affairs Division by the 2<sup>nd</sup> week of the term.
- Two additional committee members must be invited to join the current dissertation committee, forming a dissertation committee of five members before applying.

- A candidate needs to coordinate with their committee to schedule their final defense.
- The school recommends conducting the preliminary evaluation by no later than the 5<sup>th</sup> week of the term.
- The full draft paper(s) should be submitted to the Academic Affairs Division two weeks prior to the final defense.
- The final evaluation must take place during the 10<sup>th</sup> week of the term, and it cannot be changed.
- Detailed Schedule

Week	Procedure
By the 2 <sup>nd</sup> week	Application
By the 3 <sup>th</sup> week	Anti-plagiarism Test and Paper Submission
In the 5 <sup>th</sup> week	Preliminary Evaluation
In the 10 <sup>th</sup> week	Final Evaluation
In the 12 <sup>th</sup> week	Bound Copy Submission

### 3. Guidelines

#### (1) Composition of the Committee

- The dissertation committee consists of the student's dissertation advisor and four other members.
- Two of the committee members may be from outside KDI School.
- The applicant's dissertation advisor and the Ph.D. Chair will make their own independent recommendations to the Dean as to who would be the best to sit on the dissertation committee.

#### (2) Dissertation Format

- A dissertation must adhere to one of the dissertation formats:
  - **Dissertation in an integrated format:** The dissertation is developed based on a single research theme in an integrated format (i.e., chapters such as literature review, research question(s), methodology, data description (for empirical work), and results



and analysis thereof are all based on a single research theme). A dissertation in an integrated format is required to be single-authored.

- **Dissertation in multiple parts:** The dissertation consists of three or more separate papers under a broad title (i.e., each chapter is a separate research paper, with each chapter including literature review, research question(s), methodology, data description (for empirical work), and results and analysis thereof all based on its own research theme).

### **(3) Evaluation**

#### **– Preliminary Evaluation**

- All attendees, including the committee members, may provide comments.
- There is no pass or fail grade.

#### **– Final Evaluation**

- For the dissertation to be accepted, Ph.D. candidates must obtain approval from all five members of their dissertation committee.
- The result will be reported to the Dean, and the school will decide whether to accept the dissertation based on the result of the Final Evaluation.
- A student has a total of two attempts to defend, and failing to pass on both attempts will lead to dismissal.
- A student is permitted to attempt the Final Oral Dissertation Defense once per term; if a candidate fails to pass, another attempt in the same term is not permitted.

### **(4) Submission of Bound Copy of Dissertation**

- A candidate who passes the final evaluation must submit three bound copies of their dissertation by a given deadline. The copies will be held in the National Assembly Library and in the KDI School library.

### **※ Changing Topics after the Defense**

- If a student decides to change the topic of the dissertation in the case of a dissertation in an integrated format or change the topic of one or more dissertation chapters in the case of a dissertation in multiple parts, they must retake the dissertation prospectus defense.

# Timeline & Important Dates

## 1. Timeline

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year ~
Research Plan Presentation		○	-	-
Dissertation Prospectus Defense	-	-	○	-
Research Progress Presentation	-	-	○	
Progress Report				○
Final Oral Dissertation Defense (FODD)	-	-	○	

## 2. Important Dates

**Spring term: February 2 ~ April 30**

Application Type	Deadline	Course Week
SRC Application	~ February 8 (Thur.)	1 <sup>st</sup> week
MPC Application	~ February 8 (Thur.)	1 <sup>st</sup> week
RPP Application	~ February 20 (Tue.)	2 <sup>nd</sup> week
Dissertation Prospectus Defense Application	~ February 20 (Tue.)	2 <sup>nd</sup> week
Candidacy Paper as Completion Requirement Application	~ February 20 (Tue.)	2 <sup>nd</sup> week
FODD Application	~ February 20 (Tue.)	2 <sup>nd</sup> week
Credit Transfer Application	~ February 27 (Tue.)	3 <sup>rd</sup> week
SRC Report Submission	~ April 23 (Tue.)	11 <sup>th</sup> week
MPC Report Submission	~ April 30 (Tue.)	12 <sup>th</sup> week

**Summer term: May 13 ~ August 3**

Application Type	Deadline	Course Week
SRC Application	~ May 18 (Sat.)	1 <sup>st</sup> week
MPC Application	~ May 18 (Sat.)	1 <sup>st</sup> week
RPP Application	~ May 25 (Sat.)	2 <sup>nd</sup> week
Dissertation Prospectus Defense Application	~ May 25 (Sat.)	2 <sup>nd</sup> week
Candidacy Paper as Completion Requirement Application	~ May 25 (Sat.)	2 <sup>nd</sup> week
FODD Application	~ May 25 (Sat.)	2 <sup>nd</sup> week
MPC Report Submission (1 <sup>st</sup> session)	~ June 22 (Sat.)	6 <sup>th</sup> week
SRC Report Submission	~ July 27 (Sat.)	11 <sup>th</sup> week
MPC Report Submission (2 <sup>nd</sup> session)	~ August 3 (Sat.)	12 <sup>th</sup> week

**Fall term: September 9 ~ December 7**

Application Type	Deadline	Course Week
SRC Application	~ September 14 (Sat.)	1 <sup>st</sup> week
MPC Application	~ September 14 (Sat.)	1 <sup>st</sup> week
RPP Application	~ September 21 (Sat.)	2 <sup>nd</sup> week
Dissertation Prospectus Defense Application	~ September 21 (Sat.)	2 <sup>nd</sup> week
Candidacy Paper as Completion Requirement Application	~ September 21 (Sat.)	2 <sup>nd</sup> week
FODD Application	~ September 21 (Sat.)	2 <sup>nd</sup> week
SRC Paper Submission	~ November 30 (Sat.)	12 <sup>th</sup> week
MPC Report Submission	~ December 7 (Sat.)	13 <sup>th</sup> week

# Tuition Fees

The tuition required to complete the Ph.D. program is a minimum of 25,000,000 KRW. This applies when graduating within a three-year period. Additional tuition fees will be imposed starting from the 4<sup>th</sup> year of study.

- For the 1<sup>st</sup> year of study, the total tuition due is 15,000,000 KRW (5,000,000 KRW per term).
- For the 2<sup>nd</sup> and 3<sup>rd</sup> years, tuition is 5,000,000 KRW per year.
- If a student has not fulfilled the graduation requirements by the 3<sup>rd</sup> year of study, tuition is 1,000,000 KRW per year from the 4<sup>th</sup> year onwards.

- Payment by term:

1 <sup>st</sup> Year			2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year ~
Spring	Summer	Fall			
5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	5,000,000 KRW	1,000,000 KRW per year

# Scholarship Conditions

## **1. General**

- Renewal of benefit of scholarship for the following years will be reviewed at the end of each academic year.
- Any scholarship provision, including but not limited to tuition coverage and monthly stipend, is conditional upon a student's compliance with the scholarship conditions as stated in the certificate of scholarship, as well as with general academic and campus life standards according to the KDI School rules and regulations.
- Failure to satisfy any scholarship conditions and/or KDI School rules and regulations will result in changes to scholarship, such as revocation, suspension, reduction, and/or repayment.

## **2. 1st Academic Year**

- There is no minimum grade standard to maintain the scholarship for the 1st year of study.

## **3. 2nd, 3rd, and 4th Academic Years**

### **[Tuition]**

#### **(1) Grade**

- Students must maintain a cumulative GPA (CGPA) of 3.0 or higher in the previous three terms to renew the tuition scholarship for the following year.
- For a CGPA between 2.67 and 3.0, the tuition coverage will be reduced by half for the following year.
- For a CGPA lower than 2.67, the tuition coverage will be withdrawn for the following year.

#### **(2) Research Plan/Progress Presentation**

- If a student fails to meet the research plan/progress presentation deadline, tuition coverage may be reduced by half for the following year.
- If a student fails to deliver the presentation by the subsequent term's deadline, the tuition coverage will be withdrawn for the following year.

## **[Monthly Stipend Support]**

### **(1) Grade**

- Students must maintain a cumulative GPA (CGPA) of 3.0 or higher in the previous three terms to renew the stipend support for the following year.
- For a CGPA lower than 3.0, the stipend support will be withdrawn for the following year.

### **(2) Employment**

- To receive the monthly stipend, students must serve as a teaching assistant (TA) twice per year (unpaid).
- TA duties may be replaced with RA work if no TA positions are available; a minimum of 120 hours of RA work is counted as equivalent to TA work.
- Stipend support will be maintained only if students maintain their full-time student status (i.e. no other employment or a leave of absence) during their degree period.
- Off-campus employment of any kind is strictly prohibited unless approved by the school.
  - In case of violation of this rule, you must refund the stipend already paid, and stipend payments will be suspended.

## **4. Beyond the 4th Academic Year**

- Tuition waiver may be provided based on the evaluation of students' progress on a yearly basis.
- Research progress presentation: The scholarship conditions are the same as the 2nd, 3rd and 4th Academic Years.
- Stipend support is not guaranteed; students are encouraged to seek opportunities to work in paid RA positions.

## **[Course and Residence Requirements]**

- A student must complete at least one course per term which counts toward the graduation requirement until they earn a minimum of 36 graduation credits.
- An application for a leave of absence may be approved only under special circumstances.
- A student must maintain residency in Korea for a minimum of nine academic terms.
- A student must review their alien registration status each year they are in residence during their degree period.

# Financial Support for International Conferences

KDI School may provide financial support for a student attending top-tier international conferences, subject to review and approval.

## 1. Eligibility for Application

- A student who has met the grade requirements for three courses: Econometrics I, Econometrics II, and Microeconomics (Refer to page 7)
- An enrolled student whose current residency is in Korea.

## 2. Requirements for Financial Support

- The school may provide financial support for presenting a paper at a conference organized by an academic society publishing top-tier journals. A student must obtain prior approval from their dissertation advisor when applying for an international conference.

## 3. Range of Financial Support

- Financial support is available up to twice per student, limited to once per year.
- This includes airfare, conference registration fee (including paper submission fee), and accommodation expenses (during the conference period), with a maximum limit of 2,000,000 KRW per occurrence.
- Other expenses, such as local transportation expenses, will not be reimbursed.
- Expenses will be reimbursed by the school on an actual-expense basis.

## 4. Application Procedure

- Obtain approval from the dissertation advisor [Document 10-1] before submitting the paper to the conference.
- Upon acceptance, submit the application form [Document 10-2] along with the dissertation advisor's approval [Document 10-1] to the Academic Affairs Division, including the acceptance letter and the paper.
- After receiving approval from the Ph.D. Committee, a student will make payments under the guidance and assistance of the school.

## **5. Conference Report**


- A student who participated in an international conference must submit a conference report [Document 10-3] within two weeks from returning to Korea.



# Forms and Applications

## [Document 1-1]

Application for Master Plus Course(MPC)			
Student ID			
Name			
Field		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy
		<input type="checkbox"/> Public Management	
Year	Term		
Course Title			
Additional Assignment			
Proposal for MPC application			
<p>(a) What is the reason for proposing to take this course as an MPC? More specifically, which part of the course content do you believe would be useful for your research? In addition, how will the course contents of the proposed MPC help you to advance your doctoral dissertation research? (Maximum of 300 words)</p>          			
<p>(b) What do you propose to conduct as an additional course assignment (pending instructor approval) that can directly contribute to your doctoral dissertation research? (Maximum of 300 words)</p>          			
<p style="text-align: center;">I hereby accept the above student's application for Master Plus Course.</p>     <div style="text-align: right;"> Date: _____  Student : _____ (Signature)  Course Professor : _____ (Signature)  Dissertation Advisor : _____ (Signature) </div>			


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Korea Development Institute

**[Document 1-2]**

**Confirmation for MPC Assignment**

<b>Student ID</b>				
<b>Name</b>				
<b>Program</b>		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
<b>Year</b>	<b>Term</b>			
<b>Course Title</b>				
<b>Course Professor</b>				
<b>Additional Assignment</b>				
<b>Fulfillment</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Comments</b>				

I hereby confirm that the student successfully completed the additional assignment(s) for the MPC course.

Date : \_\_\_\_\_

Course Professor : \_\_\_\_\_ (Signature)



[Document 2-1]

**Application for Supervised Research Course (SRC)**

<b>Student ID</b>				
<b>Name</b>				
<b>Field</b>		<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
<b>Year</b>	<b>Term</b>			
<b>SRC Number</b>		<input type="checkbox"/> SRC I	<input type="checkbox"/> SRC II	<input type="checkbox"/> SRC III
※ Students can take up to three SRCs (9 credits) during their whole Ph.D. studies.				
<b>Topic to be investigated in the SRC</b>				
<b>Course Professor</b>				

- Documents to submit at the end of semester

- ① SRC Report
- ② Plagiarism Test Report

Date: \_\_\_\_\_

Student : \_\_\_\_\_ (Signature)

Course Professor : \_\_\_\_\_ (Signature)

Ph.D. Chair: \_\_\_\_\_ (Signature)



**[Document 2-2]**

**[Proposal for Supervised Research]**

**1**

**Purpose of your Research**

**2**

**Research Area & Contents**

**3**

**Methods and Strategies of your Research**

**4**

**Schedule of your Research**



**KDI SCHOOL**  
for Research on Public Policy and Management

## Performance Assessment Criteria for Supervised Research Course

Program:	ID:	Student Name:	Date:	
Research Title:		Evaluator:	(signature)	
Goals	4	3	2	Total
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	<input type="checkbox"/>
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.	<input type="checkbox"/>
Methodology	Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	<input type="checkbox"/>
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.	<input type="checkbox"/>
Knowledge of Relevant Discipline	Compelling theories well researched. Controversies outlined and weighed	Compelling theories adequately outlined.	Theoretical outline present	<input type="checkbox"/>
Applications/cases	Applications/cases of theories well explained.	Applications/cases of theories adequately explained.	Applications/cases of theories are not properly explained.	<input type="checkbox"/>
Structuring	Report is well-focused, well-organized, and unified	Report is well-organized, and unified	Report is adequately organized, but poorly-focused.	<input type="checkbox"/>
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 not adequately utilized	<input type="checkbox"/>
Documentation/Citation	Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	<input type="checkbox"/>
Clarity	Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	<input type="checkbox"/>
<Note>	A0: 36-40 points A+: 30-35 points B+: 29-27 points B: 24-26 points C+: 17-20 points C: 14-16 points D: 11-13 points E: 10 points and below			<input type="checkbox"/>
	Grade			<input type="checkbox"/>

**[Document 3-1]**

**Dissertation Advisor Confirmation Form**

1. Student ID: \_\_\_\_\_ Name: \_\_\_\_\_

2. Indicate Field (Check ✓): ☐ Public Policy ☐ Development Policy ☐ Public Management

3. Please describe the topic of your Ph.D. dissertation:

Date : \_\_\_\_\_

Student : \_\_\_\_\_ (signature)

Dissertation Advisor : \_\_\_\_\_ (signature)

Ph.D. Chair : \_\_\_\_\_ (signature)

To the Dean of KDI School of Public Policy and Management



[Document 3-2]

### Change of Dissertation Advisor

Submit to: Academic Affairs Division

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Research Topic(current): \_\_\_\_\_

Reason for Change (Less than 100 words)

[PREVIOUS] dissertation advisor's confirmation

(Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

[NEW] dissertation advisor's confirmation

(Name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_ (signature)

Ph.D. Chair: \_\_\_\_\_ (signature)

To the Dean of KDI School of Public Policy and Management



[Document 4]

### Application for Credit Transfer

1. Academic Year: \_\_\_\_\_ Term: ☐ Spring ☐ Summer ☐ Fall

2. Student ID: \_\_\_\_\_ Name: \_\_\_\_\_

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

4. Title of the course offered at KDI School

5. Previous Course Information

- Title:
  - Grade:
  - Period:

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

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

Date : \_\_\_\_\_

Student : \_\_\_\_\_ (Signature)

Course Professor : \_\_\_\_\_ (Signature)

Ph.D. Chair : \_\_\_\_\_ (Signature)





[Document 5]

**Application for Research Plan/Progress Presentation**

<b>Student ID</b>				
<b>Name</b>				
<b>Program</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management	
<b>Presentation Date</b>		<b>Time</b>		
<b>Dissertation Type</b>	<input type="checkbox"/> Integrated		<input type="checkbox"/> Multiple	
<b>Dissertation Topic</b>				
<b>Dissertation Committee</b>				
<b>Advisor</b>	<b>Member</b>	<b>Member</b>	<b>Member</b>	<b>Member</b>

※ **Rules and Regulations on the Research Plan/Progress Presentation**

- A student must make a research plan presentation once within the first six terms.
- A student must present their research progress once per year from the seventh term before passing the FODD.
- A student who passes the dissertation prospectus defense or FODD within the specified deadline is exempted from these presentation. (Refer to the Ph.D. program handbook)

I read all rules and regulations on the Research Plan/Progress Presentation and agree to them. I hereby request for the Research Plan/Progress Presentation.

Student : \_\_\_\_\_ (Signature)

The above-mentioned student is eligible to proceed with the research plan/progress presentation and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: MM/DD, YYYY

Dissertation Advisor : \_\_\_\_\_ (Signature)



## Author Contributions

Use this form to specify the contribution of each author of your manuscript. A distinction is made between five types of contributions: Conceived and designed the analysis; Collected the data; Contributed data or analysis tools; Performed the analysis; Wrote the paper.

For each author of your manuscript, please indicate the types of contributions the author has made. An author may have made more than one type of contribution. Optionally, for each contribution type, you may specify the contribution of an author in more detail by providing a one-sentence statement in which the contribution is summarized. In the case of an author who contributed to performing the analysis, the author's contribution for instance could be specified in more detail as 'Performed the computer simulations', 'Performed the statistical analysis', or 'Performed the text mining analysis'.

If an author has made a contribution that is not covered by the five pre-defined contribution types, then please choose 'Other contribution' and provide a one-sentence statement summarizing the author's contribution.

**Manuscript title:** Enter manuscript title

**Author 1:** Enter author name

- ☐ **Conceived and designed the analysis**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Collected the data**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Contributed data or analysis tools**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Performed the analysis**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Wrote the paper**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Other contribution**  
Specify contribution in more detail (required; no more than one sentence)

**Author 2:** Enter author name

- ☐ **Conceived and designed the analysis**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Collected the data**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Contributed data or analysis tools**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Performed the analysis**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Wrote the paper**  
Specify contribution in more detail (optional; no more than one sentence)
- ☐ **Other contribution**  
Specify contribution in more detail (required; no more than one sentence)

### Application for Dissertation Prospectus Defense

<b>Student ID</b>			
<b>Name</b>			
<b>Program</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	
<b>Dissertation Topic</b>			
<b>Outline of your paper</b>	Please write a brief outline of your paper (The purpose of your Dissertation, the Methods and strategies of your research, tentative chapter headings, etc.)		
<b>Dissertation Type</b>	<input type="checkbox"/> <b>Multiple</b>	Please Mark in the chapter you are co-authoring and list the names of the co-authors.  <input type="checkbox"/> Chapter 1: <input type="checkbox"/> Chapter 2: <input type="checkbox"/> Chapter 3:	
	<input type="checkbox"/> <b>Integrated</b>	Single-authored	
<b>Dissertation Committee</b>			
<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact</b>
1	Advisor		
2	Member		
3	Member		

☐ **Expected Date of Dissertation Prospectus Defense:** \_\_\_\_\_

I read all rules and regulations on the Dissertation Prospectus Defense and agree to them. I hereby request for the Dissertation Prospectus Defense.

Student: \_\_\_\_\_ (Signature)

The above-mentioned student is eligible to take the Dissertation Prospectus Defense and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: \_\_\_\_\_

Dissertation Advisor : \_\_\_\_\_ (Signature)

Ph.D. Chair : \_\_\_\_\_ (Signature)

[Document 8]

### Application for Candidacy Paper as Completion Requirement

<b>Student ID</b>			
<b>Name</b>			
<b>Program</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	
<b>Dissertation Topic</b>			
<b>Outline of your paper</b>	Please write a brief outline of your paper (The purpose of your Dissertation, the Methods and strategies of your research, tentative chapter headings, etc.)		
<b>Dissertation Type</b>	<input type="checkbox"/> <b>Multiple</b>	Please Mark in the chapter you are co-authoring and list the names of the co-authors.  <input type="checkbox"/> Chapter 1: <input type="checkbox"/> Chapter 2: <input type="checkbox"/> Chapter 3:	
	<input type="checkbox"/> <b>Integrated</b>	Single-authored	
<b>Dissertation Committee</b>			
<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact</b>
1	Advisor		
2	Member		
3	Member		

I read all rules and regulations on the Candidacy Paper as a Completion Requirement and agree to them.  
I hereby request for the Candidacy Paper as a Completion Requirement.

Student: \_\_\_\_\_ (Signature)

The above-mentioned student is eligible to take the Candidacy Paper as a Completion Requirement and I hereby recommend the stated committee members for the above-mentioned student's evaluation.

Date: \_\_\_\_\_

Dissertation Advisor : \_\_\_\_\_ (Signature)

Ph.D. Chair : \_\_\_\_\_ (Signature)



[Document 9]

**Request for Ph.D. Final Oral Dissertation Defense (Preliminary and Final)**

<b>Student ID</b>					
<b>Name</b>					
<b>Program</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management		
<b>Email</b>					
<b>Dissertation Topic</b>					
<b>Dissertation Type</b>	<input type="checkbox"/> <b>Multiple</b>	Please Mark in the chapter you are co-authoring and list the names of the co-authors. <input type="checkbox"/> Chapter 1: <input type="checkbox"/> Chapter 2: <input type="checkbox"/> Chapter 3:			
	<input type="checkbox"/> <b>Integrated</b>	Single-authored			
<b>Dissertation Topic</b>					
<b>Dissertation Committee</b>					
<b>No.</b>	<b>Name</b>	<b>Affiliation/Position</b>	<b>Phone</b>	<b>Email</b>	<b>Signature</b>
1	Advisor				
2	Member				
3	Member				
4	Member				
5	Member				

• **Expected Date of Final Oral Dissertation Defense:** \_\_\_\_\_

I read all rules and regulations on the Final Oral Dissertation Defense and agree to them. I hereby request for the Final Oral Dissertation Defense.

Student : \_\_\_\_\_ (Signature)

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

Date: \_\_\_\_\_


Dissertation Advisor : \_\_\_\_\_ (Signature)

Ph.D. Chair : \_\_\_\_\_ (Signature)


To the Dean of KDI School of Public Policy and Management



[Document 10-1]

Approval for International Conference		
<b>■ Student Information</b>		
1. Student ID: _____ Name: _____		
2. Program (Check <input checked="" type="checkbox"/> )		
<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Development Policy
<b>■ Conference Information</b>		
3. Conference: _____		
4. Conference Period: _____		
5. Co-Authors: _____		
6. Title of the Paper: _____		
*Please attach your paper.		
Date: _____		
Submitted by _____ (signature)		
Dissertation Advisor _____ (signature)		
 <b>KDI SCHOOL</b> <small>KDI School of Public Policy and Management</small>		

[Document 10-2]

Application for International Conference			
Student ID			
Name			
Program	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
Conference Information			
<div style="margin-bottom: 10px;"><input type="checkbox"/> Conference:</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Conference Schedule:</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Presentation Title:</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Co-Authors:</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Duration of Stay: ____ days</div>			
<hr/> <p>*Please attach your paper and other relevant documents (Conference Acceptance Letter, Conference Schedule) for participating in the conference.</p> <hr/>			
Date: _____ Student: _____ (signature) Dissertation Advisor: _____ (signature)			
<hr/>			
 <b>KDI SCHOOL</b> <small>Korea Development Institute School of Public Policy and Management</small>			


[Document 10-3]

Conference Report			
<b>Student ID</b>			
<b>Name</b>			
<b>Program</b>	<input type="checkbox"/> Public Policy	<input type="checkbox"/> Development Policy	<input type="checkbox"/> Public Management
<b>Conference</b>			
<b>Period</b>			
<b>Title</b>			

Please submit a report including the following details.

1. Presentation Materials (e.g. PPT)
  
2. Comments received during the session
  
3. Other sessions attended
  
4. Further comments

Date: \_\_\_\_\_  
Student: \_\_\_\_\_ (signature)  
Dissertation Advisor: \_\_\_\_\_ (signature)


**KDI SCHOOL**  
Korea Development Institute School of Public Policy and Management





## II . Academic Guides

- Course Registration
- Course Registration Manual for MIS
- Course Drop Manual for MIS
- Course Withdrawal Manual for MIS
- Syllabus Manual for e-education
- Course Reserves Service
- Grading
- Academic Status
- Certificate Issuance
- e-Education
- Writing Center
- Data Analysis Support(DAS) Center

# Course Registration

## 1. Course Registration

- ① **Minimum for Credit Application:** Students must complete at least one course per term which counts toward the graduation requirement until they earn a minimum of 36 graduation credits.
- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

- Program Chair

Program	Program Chair	Office
Ph.D.	Back, Ji Sun	S341

- ③ **Registration Period:** Students should register for 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 **Class 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 fewer than 6 students, it will not be offered that term.
- \* **Note:** Due to the limit 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 opportunities from those who are serious about taking the course and causes inconvenience not only to the students, but the administration as well. We would like to ask 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 finishes the course registration, he/she needs to make sure that the registration has been completed, and confirm the courses before attending classes by checking the course confirmation menu in MIS.
- ⑦ **Add/Drop Period:** Registration changes are only allowed during 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 (online):** Should a student decide to drop a course within the first three weeks after classes begin, he/she may fill out the course drop form, and submit it through MIS. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (online):** Should a student decide to withdraw from a class after the first four weeks but within the first six weeks after classes begin, he/she may fill out the withdrawal form and submit it through MIS. In this case, a "W" will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Course Re-registration (online):** Should a student who has previously earned an F grade decide to retake the course, he/she can register for the same subject during the registration period. Only one opportunity is allowed per course, and the retaken course grade can be at most an A-.
- ⑪ **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 tag their ID card or QR code (mobile application) at the kiosk\* in front of the class room when entering their classroom.
- \* The kiosk will be activated 30 minutes before the beginning of the class

#### <4 Types of Course Format>

##### 1) **100% Offline course**

- The professor and all students are physically present in the lecture room for the entire semester.

##### 2) **100% Online course**

- The professor and all students participate online for the entire semester.

##### 3) **Hybrid A course**

- On certain days, the professor and students meet in person (offline class days), while on other days, they meet online only. (Combination of offline and online class days)
- Less than 70% (At least 4weeks offline) of the classes can be offered online.

##### 4) **Hybrid B course**

- Professor teaches in the lecture room, and students are allowed to participate both offline in the lecture room or online through a live streaming program.
- Combination of students' participation offline and online



► **Two ways to check in for class on the Kiosk\***

Tag STUDENT ID CARD or Tag QR CODE from mobile application

1) How to Install QR CODE

Step 1. Search the application from the app store.

(Android - “KDI” / Apple - “KDI CL”)

Step 2. Login with your ID and Password which are same as MIS.

2) How to Use QR code

Click “e-ID & e-Pay” at the top of the screen and tag the QR code on the Kiosk.

3) Login Check

You will hear ‘beep’ sound once you tag ID successfully and see the “Logout” button at top right of the kiosk screen.

4) Select a seat

Step 1. Select a seat among ‘white chairs’ on the screen. (Yellow ones are occupied seats.)

Step 2. Press “SET” button after selecting your seat and click “OK” button after confirming your name and photo.

► ► **To see your attendance status: Mobile application or go to:**

[http://mlib.kdischool.ac.kr/KDI\\_ATTENDANCE/login.do](http://mlib.kdischool.ac.kr/KDI_ATTENDANCE/login.do)

## 2. Course Presentation Session (CPS)

① What is a Course Presentation Session?

- The Course Presentation Session aims to assist new students in course registration.
- CPS is an information session for the courses that will be offered in the upcoming term.
- CPS consists of a brief course introduction

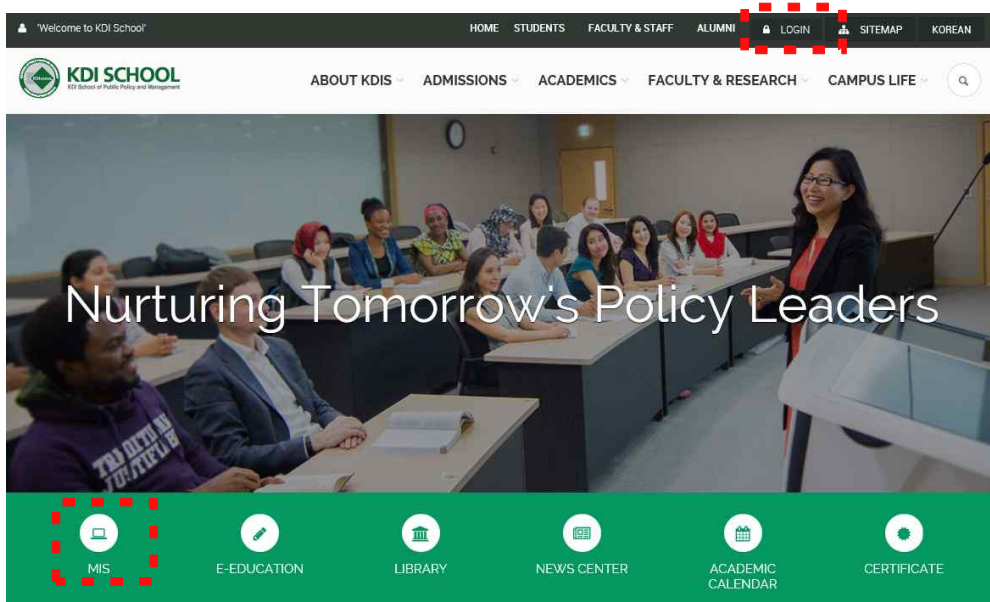
② Schedule for Course Presentation Session: During the orientation week for new students

- CPS videos will be shared the page:

<https://www.ekdis.ac.kr/course/view.php?id=5147#section-3>

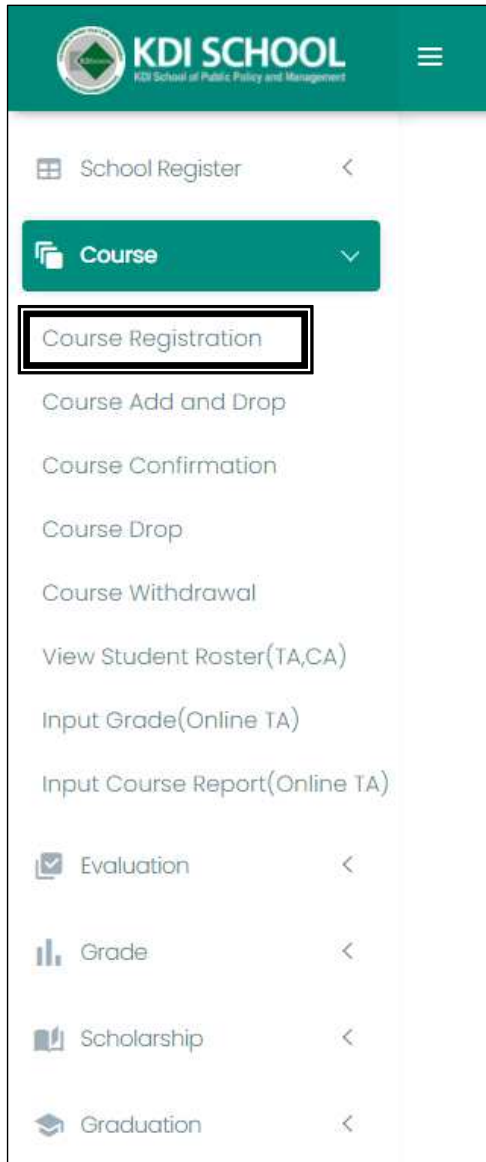
# Course Registration Manual for MIS

1. Click the "Login" button on the top of KDI School website and provide your student ID and password.
2. Click the MIS (<https://mis.kdischool.ac.kr>) in the middle of KDI School Service menu.



3. Access MIS (<https://mis.kdischool.ac.kr>) and provide your student ID and password.

4. Find “Course Registration” in the left side menu and click “Course Registration”. You may access the menu during the course registration period.



5. You will see course titles in alphabetical order. Register button will be inactivated for courses you've already taken or which time schedules are same with others you have registered. Courses which will open later on priority (such as degree, major, day, etc) will be shown as 'Unavailable'.

Course List											
No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0		
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0		
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204
5	MCA006	Korean Economic Development	1	Day	Shin, Jaesun	3	30	1	0		S203

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

Course Registration

Course Add and Drop

Course Confirmation

Course Drop

Course Withdrawal

View Student Roster(TA,CA)

Input Grade(Online TA)

Input Course Report(Online TA)

Evaluation

Grade

Scholarship

Graduation

Training/Event

Academic Year

2020

Term

Fall

Course List

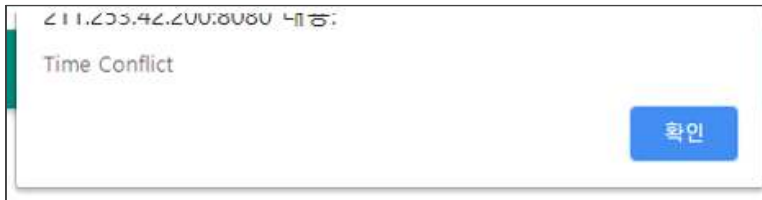
No.	Code	Title	Sec.	Time	Professor	Credit	Max	Current	Waiting	Schedule	Room	
1	MCC007	Accounting and Finance	1	Day		3	30	0	0		307	Register
2	MCA002	Analysis of Market and Public Policy	1	Day		3	30	0	0			Register
3	MCA002	Analysis of Market and Public Policy	2	Day		3	30	0	0			Register
4	MCB003	Financial Accounting	1	Day	Baek, Ji Sun	3	15	0	0		S204	Register
5	MCA006	Korean Economic Development	1	Day	Shin, Jaesun	3	30	1	0		S203	Register

7. Registered courses will appear in the course registration list and timetable. Once you register for a course, "Register" button for the said course will be inactive. You may drop the course by clicking the "CANCEL" button.

Registration Status			
No.	Course		
1	MCC007		
2	MCB003		
3	MCA006		
4	MCA001		



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



9. 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 of the course, first person on the waiting list will be automatically registered and the status will be changed from “waiting” to “enrolled”. Please note that you can register for up to 5 regular courses\* (15 credits) including courses on waiting.

*\*Regular course is a course counted towards graduation requirements(graduation credits).*

Registration Status			
	Sec.	Credit	Status
	1	3	Waiting(2)
	3	3	Enrolled
	1	3	Enrolled

10. You may check your courses in the “Course Confirmation” menu once you select appropriate “Academic Year/Term” and click “Query”.

# Course Drop Manual for MIS

Available Period: From the beginning of the semester to 1/4 weeks. (Application is available only during the indicated period)

- Access to MIS (<https://mis.kdischool.ac.kr>): Course → Course Drop
- Course List will be deleted from MIS and e-kdis.

1. Course → Course Drop (Check your registered course list of this semester)
2. Click 'Applied' on a course want to drop, specify a detailed reason, and click 'Save'. For approval from the school, you must write specify a detailed reason in the right column.

**Course Drop**

Academic Year: 2020 Term: Summer

No.	Code	Title	Sec.	DROP	Reason
1	MIS054	Blockchain and Cryptocurrencies	1	Applied	
2	MIS055	Microeconomic Policy	1		

**Result**

No.	Code	Title	Sec.	DROP	Reason
1	MIS056	Academic Writing	2	Applied	

\* The course drop period is from the beginning to the one quarter (1/4) of the course schedule.  
 \* Credit from dropped course will not be qualified as a part of scholarship conditions.  
 \* The dropped course fee will be assessed from the next semester.

**Save**

3. A pop-up page could show up. Please be aware that when you drop a course, it's not going to be canceled. You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.

The screenshot shows the 'Course Drop' interface. At the top, there are buttons for 'Query', 'Insert', 'Delete', and 'Save'. Below these are fields for 'Academic Year' (set to 2020) and 'Term' (set to Fall). A 'List' table is visible with columns: No., Code, Title, DROP, and Reason. The table contains two rows: 1. MCA001, Policy Analysis in the Global Economy, and 2. MCA003, Quantitative Methods. A red box highlights a pop-up window with a yellow warning icon and the text: 'Caution: Your application will not be canceled once it is approved.' with a '확인' (Confirm) button.

4. Contact the professor to inform your drop application to get an approval.
5. Check your status
  - 1) “Applied” : Your application is successfully applied.
  - 2) “Approved” : Your application is successfully approved (if professor approves your course drop then status will be changed).

The screenshot shows the 'Course Drop' interface with the 'Result' section highlighted by a red box. The 'Result' table has columns: No., Code, Title, Sec., DROP, and Reason. It contains one row: 1. MCA001, Policy Analysis in the Global Economy, with a status of 'Applied' and a reason of '사유를 기재해 주세요'. A 'Cancel' button is visible next to the row.

# Course Withdrawal Manual for MIS

- Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)
- Access to MIS (<https://mis.kdischool.ac.kr>): Course → Course Withdrawal
- Course List will not be deleted from MIS and e-kdis and a “W” will appear on the official transcript. However, it will not affect the GPA.

1. Course → Course Withdrawal (Check your registered course list of this semester)
2. Click ‘Applied’ on a course want to withdraw, specify a detailed reason, and click ‘Save’.  
For approval from the school, you must write specify a detailed reason in the right column.

**KDI SCHOOL**

Course Withdrawal

Academic Year: 2020 Term: Summer

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MS204	Korean Language and Culture II	1	Applied	

**Result**

No Data has been found.

\* The Course Withdrawal period is from the beginning to the first half (1/2) of the course schedule.  
 \* Credits from Withdrawal course will not be qualified as a part of scholarship conditions.  
 \* The Withdrawal course title will remain on the the school website.  
 \* Course title and grade (N) will appear on your transcript.

3. A pop-up page will show up and click “confirm” or “확인”. (wording is based on your language setting.) You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.

The screenshot shows the 'Course Withdrawal' interface. At the top, there are buttons for 'Query', 'Insert', 'Delete', and 'Save'. Below these are fields for 'Academic Year' (set to 2020) and 'Term' (set to Fall). A table titled 'List' contains two rows of course information:

No.	Code	Title	WITHDRAWAL
1	MCA001	Policy Analysis in the G	[Dropdown]
2	MCA003	Quantitative Methods	[Dropdown]

A red box highlights a pop-up window with a yellow warning icon and the text: 'Caution: Your application will not be canceled once it is approved.' Below this text is a button labeled '확인' (Confirm).

4. Contact the professor to inform your drop application to get an approval.
5. Check your status
  - 1) “Applied” : Your application is successfully applied.
  - 2) “Approved” : Your application is successfully approved.(if professor approves your course drop then status will be changed)

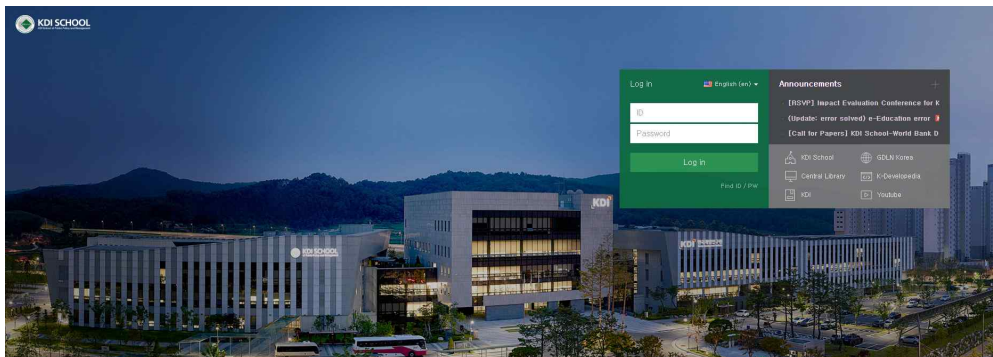
The screenshot shows the 'Course Withdrawal' interface with the 'Result' section highlighted by a red box. The 'List' table from the previous screenshot is still visible. Below it, the 'Result' table shows the status of the application:

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MCA001	Policy Analysis in the Global Economy	1	Applied	상세 사유를 입력해주세요

A 'Cancel' button is visible next to the 'Reason' field in the 'Result' table.

# Syllabus Manual for e-education

1. Access and Log in at e-Education (<http://www.ekdis.ac.kr>)



- ## 2. View and search syllabus

**KDI SCHOOL**

Oh, Yeongsun

View a list of syllabus of selected year / semester / concentration / keyword / filter

### Course Syllabus

Year: 2022 Semester: Pre Fall Program: English Program Concentration: All

Search: Course title Keyword [Search]

Filter: ☐ 6 Weeks ☐ 12 Weeks ☐ Weekend ☐ Day ☐ Evening

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Info Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (2)	5 Classes / Week			Mon-Fri	13:00~16:00	TBA	Lik, Hyeonjae	[Bookmark] [View]	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture I (1)	5 Classes / Week			Mon-Fri	09:00~12:00	TBA	Choi, Suwon	[Bookmark] [View]	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00~12:00	TBA	LEE, Gina	[Bookmark] [View]	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00~16:00	TBA	LEE, Gina	[Bookmark] [View]	

Select up to 3 items and ... [Compare] [PDF Download]

### 3. Select Your Syllabi

The screenshot shows the KDI SCHOOL Course Syllabus page. A red box highlights the 'Bookmark' and 'View' buttons for each syllabus entry. Another red box highlights the 'Compare' and 'PDF Download' buttons at the bottom of the table.

**-Bookmark:** you may choose syllabus by your own interest

**-View:** You may click and view a single syllabus

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hanjung	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	

Select up to 3 items and ... [Compare](#) [PDF Download](#)

### 4. Compare Syllabi and Download PDF

The screenshot shows the KDI SCHOOL Course Syllabus page. A red box highlights the 'Compare' and 'PDF Download' buttons at the bottom of the table. Another red box highlights the 'Bookmark' and 'View' buttons for each syllabus entry.

**-Compare:** Compare the chosen syllabi

**-PDF download:** Download chosen syllabi

<input type="checkbox"/>	Semester	Course Title	Type	Con1	Con2	Day	Time	Room	Professor	ETC	Intro Video
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	Lee, Hanjung	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Korean Language and Culture 1 (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	Choi, Sujong	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (1)	5 Classes / Week			Mon-Fri	09:00-12:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	
<input type="checkbox"/>	Pre Fall	Language in Public Policy and Management (2)	5 Classes / Week			Mon-Fri	13:00-16:00	TBA	LEE, Gina	<a href="#">Bookmark</a> <a href="#">View</a>	

Select up to 3 items and ... [Compare](#) [PDF Download](#)

# Course Reserves Service

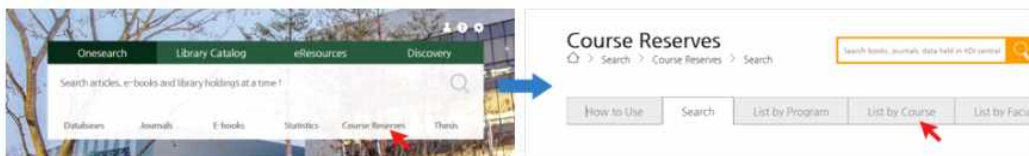
## What is the Course Reserves?

The KDI Central Library provides a Course Reserves Service to support and help the KDI School students with access to course materials. Course Reserves is created in accordance with the syllabus of each course. There are physical items and electronic one. In the case of textbooks, there is a copyright policy to use: when usage exceeds 10%, it is not covered under the copyright policy. This is why uploading scanned files from the entire book, to the library website, is not allowed.

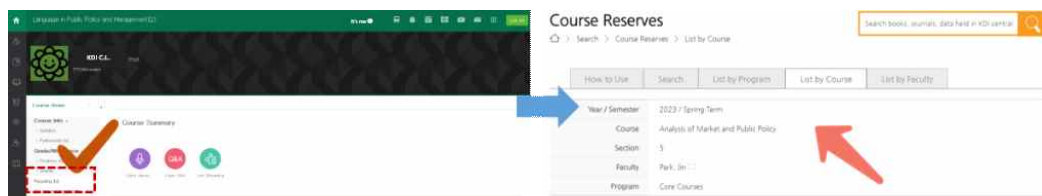


## 1. Search course readings (required to login-in with school account)

① Library Website: Click the “Course Reserves” ► <https://library.kdischool.ac.kr>





② eKDIS' Website: Course Home → Click the “Reading Lists” ► <https://ekdis.ac.kr>





## 2. Guide to use by material type


- ① **【Original Text】** Download PDF files (book chapters or articles)

The Arab Spring uncoiled [electronic resource] 	Kurzman, Charles	Mobilization: An International Quarterly : 17(4)	2012		Original Text 
--	------------------	--	------	--	---

- ② **【URL】** Direct jump to the website (eBook or articles)

Essentials of development economics [electronic resources]. 3rd ed 	Taylor, J. Edward	University of California Press	2020	eBook	URL 
--	-------------------	--------------------------------	------	-------	---

- ③ **【Book title】** Visit the library and borrow the course book from the Course Reserves shelves

The Economics of poverty : history, measurement, and policy 	Ravallion Martin	Oxford University Press	2016	HC 79 .P6 R19 2016
---	------------------	-------------------------	------	--------------------

## 3. Library rules and regulations for the Course Reserves service

	Operation Hours	Available Hours
DayTime	9 a.m. - 6 p.m.	3 hours
Overnight	6 a.m. - 10 p.m.	6 a.m. - 10 p.m.

- ① Avoid fines by returning materials in time. In case of overnight check out, late fee will be charged from 10 o'clock.
- ② Renewals and continuously check-out is also not allowed. Once borrow the course book, you can check out again after 3 hours.
- ③ You can return library items around the clock thorough the 24/7 Library equipment (self-return & pick-up machines).
- ④ Library Website <https://library.kdischool.ac.kr/htmlmanager/service/17>

#### 4. All Guides for library users

① Library services <https://kdischool.libguides.com/c.php?g=940896>

② Newcomers guide <https://kdischool.libguides.com/newtokdicl>

- ◆ Our library respects copyright law and adheres to regulations regarding educational materials, which means we cannot offer electronic files of more than 10% of a single book.

# Grading

## 1. Acknowledgement of Credits

- ① **Registration:** Credits are only given from courses for which students have officially registered through the standard registration procedure. Students will not earn credits for audited courses.
- 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-	I	W	IW	T	R	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 on 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 indicated period after the 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.

- ⑤ “**R**”: stands for "Re-registered" and indicates that for courses previously taken where the grade was an F, the original grade has been replaced with an "R" upon successful re-registration and completion of the course.

### 3. Transcripts

- ① **Transcripts**: Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division through “Certificate in KDI School Website. Refer to the "Certificate Issuance" on page 75.
- ② **Consultation**: Should students have any doubts about their grades, they may have a consultation with 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 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. Also, 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 the 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.

- ※ Enrollment: In principle, enrollment requires tuition payment and credit acquisition. However, a student who has acquired the necessary credits for completion during the immediately preceding semester may be waived from the credit acquisition requirement.

- 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 earn their graduation credits within the first 9 terms, except for the period of leave of absence; otherwise, they are subject to additional tuition based on credits.

## 2. Leave of Absence

- ① **Leave of Absence:** Students who wish to take a leave of absence must submit an “Application for Leave of Absence” through “School Register” on the KDI School MIS System.

**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 must 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.

※ Students who receive the scholarships and monthly stipend may be deprived of the scholarships and monthly stipend if you take a leave of absence.

### 3. Reinstatement

Students wishing to re-enroll after completing their leave of absence period must apply for reinstatement. Students may apply online for reinstatement through "School Register" on KDI School MIS System within the given period of time.

### 4. 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.

# Certificate Issuance

## 1. Certificate Issuance

KDI School graduates, current KDI School students, and students on leave can receive academic certificates from the KDI School One-Stop Page for online delivery or on the school's MIS system for postal / pick-up service.

### ① Type of Certificates Available

Type	Language	
	English	Korean
Certificate of Enrollment (재학증명서)	O	O
Certificate of Leave of Absence (휴학증명서)	O	O
Certificate of Completion (수료증명서)	O	O
Certificate of Graduation (학위증명서)	O	O
*Certificate of Expected Graduation (학위수여 예정 증명서)	O	O
Certificate of Tuition Payment (수업료납입증명서)	X	O
Academic Transcript (성적증명서)	O	X
Certificate of English Proficiency (영어능력증명서)	O	X

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

### ② General Certificate Service (Download files, Print documents)

#### i. Request Method

- Log-in at ONE STOP (<https://kdischool.ac.kr/one-stop/>)
- Click "Certificate" icon

- Scroll down, and click “View More” below “Certificate Application System“
- Click “Certificate application System”
- The page will move to internet certificate system.

## ii. Fee & Payment Method

- Free of charge

## ③ Email request

- Applicants may submit a request for certificate(s) by filling in all applicable blanks and sending it as below in an email to the office at [registrar@kdischool.ac.kr](mailto:registrar@kdischool.ac.kr) .

Certificate Request Form				KDI School of Public Policy and Management 283, Namseong-ro, Sejong-si Republic of Korea Phone: 82-44-550-1294, 1020 Fax: 82-44-550-1200	
<b>I. PERSONAL INFORMATION</b>					
▶ Name		_____		▶ Student ID	
▶ Program		_____		▶ Date of Birth	
<b>II. CERTIFICATE REQUEST</b>					
<b>ENGLISH</b>		<b>Seal</b>	<b>Quantity</b>	<b>KOREAN ONLY</b>	<b>Seal</b>
<input type="checkbox"/> Transcript		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment (Enrolled Students only)	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Leave of Absence		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Completion (Not available to graduates)		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Completion (Not available to graduates)	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Graduation		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>
<input type="checkbox"/> Certificate of Expected Graduation		<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Expected Graduation	<input type="checkbox"/>
<input type="checkbox"/> Certificate of English Proficiency		<input type="checkbox"/>	_____		
<input type="checkbox"/> Other letters		<input type="checkbox"/>	_____		
(To issue a letter, please fill out exactly what should be stated below)					
_____					
<b>III. PURPOSE OF CERTIFICATE REQUEST</b>					
<input type="checkbox"/> Graduate School (M.A. or Ph.D.)		<input type="checkbox"/> Transfer Reason			
<input type="checkbox"/> Professional Certification		<input type="checkbox"/> Other (Specify) _____			
<b>IV. METHOD OF RECEIPT</b>					
<b>DOMESTIC</b>		<b>Cost</b>	<b>INTERNATIONAL</b>		<b>Cost</b>
<input type="checkbox"/> Regular Post		Free of Charge	<input type="checkbox"/> Regular International Post		Free of Charge
<input type="checkbox"/> Express Registered Post		KRW 3,000	<input type="checkbox"/> EMS		Depends on the Destination
<input type="checkbox"/> Pick-up		-	* Please contact person in charge first before request to check the exact amount of charge or must be delivered to same address via EMS Premium (it could charge extra fee)		
<b>OFFICE USE ONLY:</b>		<b>Total copies</b>	<b>Amount received</b>	<b>Date of receipt (mm/dd/yy)</b>	
		_____	_____	_____	
<b>V. MAILING &amp; CONTACT INFORMATION (either in Korean or English)</b>					
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 (It can be omitted if same as the applicant)		_____			
Total amount of fee wire transferred		_____			
Notes		_____			
<p>▶ Please write 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.</p> <p>▶ 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 property or test.</p> <p>◆ <b>Wire Transfer Information</b>  Bank Name: Wooribank KDI Subbranch  Bank Account Number: 1005-500-959249  SWIFT Code: HVBKRPSE00X  Bank Address: 283, Namseong-ro, Sejong-si, Republic of Korea  Bank Tel: 82-44-862-6741</p>					

- The form can be downloaded online (<https://www.kdischool.ac.kr>) from the certificate section.



#### ④ Sealed enveloped certificates and letters only

- i. Request Method : by MIS or Email request
  - Log-in at MIS (<https://mis.kdischool.ac.kr>)
  - Scroll down and click "Certificate" icon → Click "Sealed Enveloped"
  - Click "Insert" → fill out the form → Click "Save"
- ii. Delivery
  - Pick-up : Visit the Academic Affairs Division & Registrar's office
  - Monday to Friday : 09:00-12:00 & 13:00-17:00 & 19:00-21:00
  - Saturday : 09:00-12:00 & 13:00-17:00  
(evening of weekdays and Saturdays are only available during semesters)
  - Postal : Upon place of destination and mailing service type (Regular or EMS)
- iii. Fee & Payment Method (Mailing Fee)
  - Regular (Domestic, International): Free of charge
  - Express (Domestic) : KRW 3,000
  - Express (International) : It depends on 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
- iv. Intellectual Property and Innovation Policy: Master in Intellectual Property and Development Policy

#### ② Ph.D. Degree

- i. Public Policy: Doctor of Philosophy in Public Policy
- ii. Development Policy: Doctor of Philosophy in Development Policy
- iii. Public Management : Doctor of Philosophy in Public Management

### 3. Diploma

**Diploma can be awarded only once per degree.**

- ① Graduates from the Spring semester, summer semester and fall semester can all receive diplomas at the commencement ceremony in December.
- ② Students unable to attend the commencement ceremony can receive their diploma by postal mail or pick up directly from the Academic Affairs Division or Registrar's office after the commencement ceremony. Those who will graduate on January 31 can receive after that date.

### 4. Apostille

\* KDI SCHOOL does not have any authority related to apostille. It should be worked by students themselves.

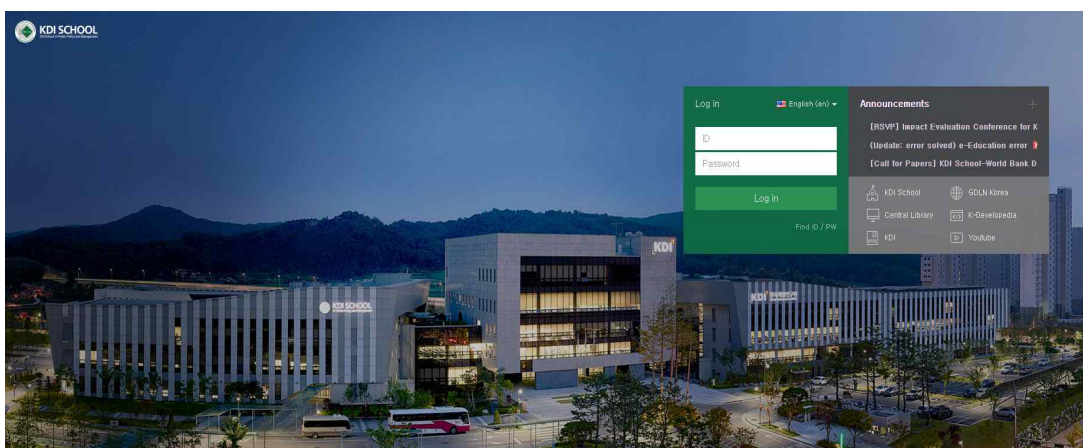
**Apostille is a certificate that authenticates the origin of public document. The document issued in a signatory country of the Apostille Convention can be certified for legal purposes in all the other signatory states.**

- ① International students usually request this service to submit their diplomas to their governments. It is also used by those considering another degree program abroad
- ② Visit the following websites for more information.
  - i. **KDI SCHOOL Website : Student - Certificate**  
- <https://kdischool.ac.kr/one-stop/>
  - ii. Wikipedia "Apostille Convention" (Eng)  
- Link: [https://en.wikipedia.org/wiki/Apostille\\_Convention](https://en.wikipedia.org/wiki/Apostille_Convention)
  - iii. ROK e-Apostille Service (Eng)  
- Link: <https://www.apostille.go.kr/index.do?language=en>
  - iv. List of apostille convention members  
- Link: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
  - v. Apostille Consular Service (Kor)  
- Link: [http://www.0404.go.kr/consulate/consul\\_apo.jsp](http://www.0404.go.kr/consulate/consul_apo.jsp)

# e-Education

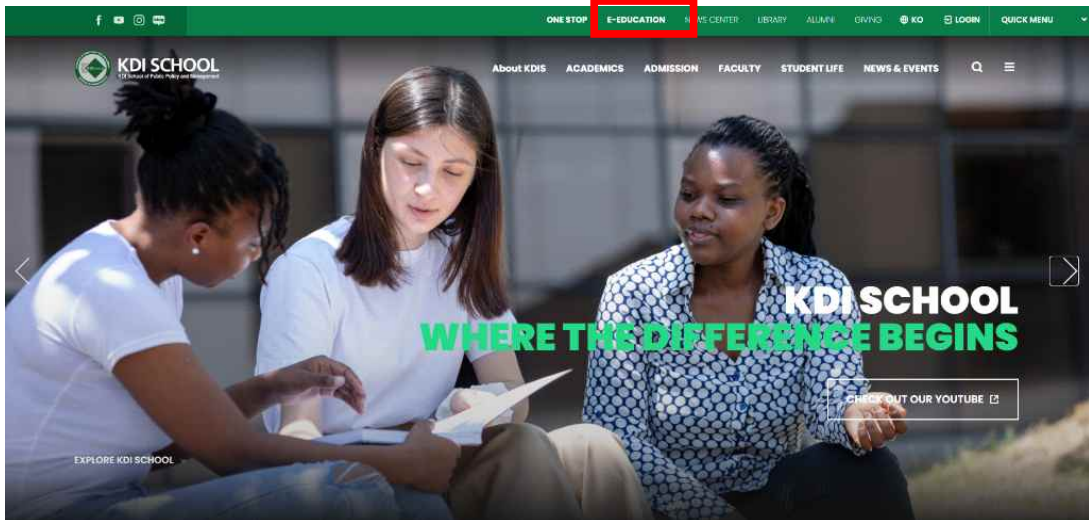
## 1. What is e-Education?

The e-Education is a virtual classroom intended to help students in their studies. Every course offered at KDI School has a virtual classroom of its own on e-Education, where important materials such as lecture notes, handouts, assignments, and other relevant activities are uploaded regularly throughout the semester.



## 2. Accessing e-Education

You can simply use the web address (<https://www.ekdis.ac.kr>) on your favorite web browser to access e-Education or use the e-Education link from KDI School Website (<https://www.kdischool.ac.kr/>) located in the green band on the top of the screen:



### 3. How to use e-Education

[A detailed e-Education manual](#) is available once you log in to e-Education.

For additional help in using e-Education, you should contact the Learning Innovation Division.

# Writing Center

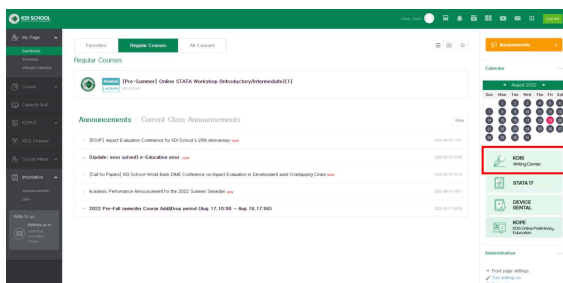
## 1. Introduction of the Writing Center

The KDIS Writing Center aims to help students develop as writers and is a resource that students can use to receive feedback on their writing at any stage in the writing process – from planning to completion. Our writing consultants have broad experience in professional writing, tutoring, and editing. Consultants are not editors for students, so they will not extensively proofread or edit the final copy of your work. Instead, they are available to help you work on the structure and organization of your paper, the development of your argument or focus on the assignment requirements, and use of academic language. They are also able to help you work on academic skills like citing, referencing, paraphrasing, and summarizing. In a 1:1 meeting, you will also be able to ask your consultant to draw your attention to a few grammar and punctuation problems, if you wish. In addition to term papers, theses, capstone projects, and SRPs, consultants are also able to consult on resumes, statements of purpose, and cover letters.

## 2. Consulting Service Information

- Available sessions per semester : 3 sessions (credits) per semester (3 additional sessions are allowed for your SRP, thesis, ELP, or capstone)
- Service Time: 30-minute service (1:1 consultation)
- Service Method: Online service (Zoom)
- Booking Website: [http://www.supersaas.com/schedule/kdiswritingcenter/KDIS\\_Writing\\_Center](http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center)

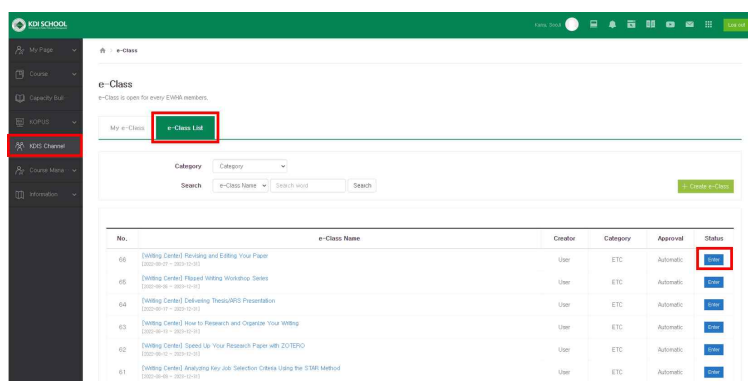
For more information on the Writing Center, please visit the Writing Center page on e-Education.



### 3. Workshop Service Information

- Service Type: Standard or Flipped Workshop
- Service Time: 1 hour or 2 hours
- Service Method: Online Platform (Zoom)
- Booking Method: Register at MIS
- Workshop materials: KDIS Channel -> e-Class List -> Enter (Self-enrollment)

For more information on the writing workshop materials, please visit KDIS Channel on e-Education.



### 4. Walk-in Service Information

The walk-in service provides an in-person consultation (offline) for students seeking advice on their writing. The service is intended for brief feedback on short pieces of writing. The service is first-come, first-served.

- How to use: First-come, First-served(No appointment required)
- Service Time: Within 30 minutes
- Service Method: Offline (in-person)
- Venue: Writing Center (4th floor, KDI School building)
- Service time: The schedule will be announced in the beginning of each semester.
- This service is designed for students with short documents (e.g., resume/ 1-2 page essay) and students can use it without any remaining credits.

# Data Analysis Support (DAS) Center

## 1. Introduction of the DAS Center

The Data Analysis Support (DAS) Center aim to improve students' data analysis skills by offering statistical workshops and providing tutors feedback and advice on properly practicing statistical methods. The center can help students fully understand relevant contents in the classroom, and improve their statistical expertise.

## 2. Stata 1:1 Tutoring Service Information

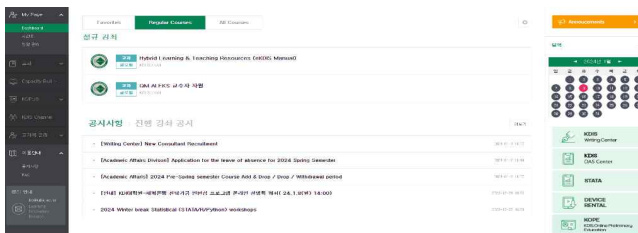
- Available sessions: 3 sessions(appointments) per semester
- Service Time: 30-minute editing service
- Service Method: Online(Zoom)
- Booking Website:

[https://www.supersaas.com/schedule/kdiswritingcenter/KDIS\\_DAS\\_Center\\_1:1\\_Tutoring](https://www.supersaas.com/schedule/kdiswritingcenter/KDIS_DAS_Center_1:1_Tutoring)

## 3. Statistical Workshop Information

- Period: Every Winter(January), Summer(August) Break
  - \* Spring (May) Break may open short workshops other than Stata, R, Python
- Subject: Stata, R, Python (introductory & intermediate level)
- Type: Offline or Hybrid / Booking Method: Register at eKDIS

For more information on the DAS Center, please visit [the DAS Center page](#) on e-Education.





## Ⅲ. Student Life

- Student Activities & Others
- Alumni Network
- Life at KDI School
- IT Service
- Around KDI School



# Student Activities & Others

※ The following student activities are subject to change due to the COVID-19 and Korean government's social distancing levels

## 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 Club

KDI School student clubs aim to provide students with ample opportunities to mingle and get to know other students through various social, academic and athletic activities. Students are highly encouraged to get involved a student club that holds their interest. This will provide them with opportunities to meet and interact with like-minded students.

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

#### **1-4. Buddy Program**

KDI School offers a Buddy Program to promote and encourage interaction and friendship between both international students and Korean students, as well as faculty & staff members at KDIS. This program aims to match international students with Korean students or faculty & staff members on a one-to-one basis. Through this program, we aim to provide international students with the opportunity to not only 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 outlook in life and enhancing their communication skills.

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

#### **1-5. Happy Hour**

Happy Hour allows all students to actively exchange and interact with one another in order to consolidate the student networks at KDI School. The school aims to support Happy Hour with activities that can involve as many students as possible and all are welcomed to join. Students may propose and organize Happy Hour activities. All students currently enrolled in school can make a proposal to the Student Affairs Division for their review. Any kind of beneficial and interactive activities that can involve a large number of students are always more than welcome.

- Period: Completion Ceremony and Commencement Day

#### **1-6. 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. Hosts may choose to either invite international students to their home, or to arrange outdoor activities.

- Period: May, August, December (during vacations)

#### **1-7. Cultural Events and Site Visit**

Throughout the year, the school arranges various cultural events and site visits for students. Students can apply and participate. The event announcement and registration will be made through the school homepage.

- e.g.) National Research Institutes Visits, K-Water Site Visit, Gyungbok Palace Field Trip,

Korean Field Research and Study, Mountain Hiking, Sports Day, Song and Dance Festival, International Food Festival (The list is subject to change.)

### **1-8. Student Forum**

The KDI School Student Forum is a student-driven gathering for academic research.. Students team up to form a research group based on their region or policy area of interest. Each research group will discuss and choose a thematic issue, and perform various research activities: interview, seminar, conference, case study, literature analysis, ect.

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

## **2. Student Counseling Program**

KDI School provides Counseling Services for our 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 and abuse

☐ Health problem

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.

### **What Service Does the Counseling Center Offer?**

#### **1. 1:1 Counseling for Individuals**

Individual counseling sessions are designed to talk through your concerns in-depth and to then work out a way forward with advice and support from a member of our team of professional counselors. With your counselor, you can share all your worries, such as careers, relationships, college life and anything else that's on your mind.

#### **2. Group Therapy/Workshop**

Group Therapy/Workshop is a process to improve your understanding of the issue and some potential next steps through a shared conversation between a group of people with similar interests/issues, ably facilitated by a professional counselor.

### **Is the Counseling Service Completely Confidential?**

#### **Confidentiality**

The Counseling Service is bound by a strict ethical and legal code of conduct to protect your rights to confidentiality. No information, either written or oral, is released to anyone in a case of emergency or without your prior consent.

### **Who will help?**

#### **- Soli Choi (Art Therapist, KDI School human rights center counselor)**

She takes care of overall human rights grievances and psychological counselings. She will be happy to assist you with your various concerns. During each session, she will respond to you with

much respect and comfort, so feel free to tell your concerns to her.

**- Gina Lee (Visiting Professor, 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 to 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 Can I Make An Appointment?**

**1. Individual 1:1 Counseling**

- Step 1. Contact the center via Phone, Visit, Email, Kakaotalk Ch(@counselingkdis)  
(the KDI School Counseling Service)
- Step 2. Set up the Schedule with a Counselor
- Step 3. Arrive On Time for Your Appointment

**2. Group Therapy/Workshop\***

- Step 1. Wait For the Group Therapy/Workshop to Be Announced  
(this will come via email, homepage, bulletin board etc)
- Step 2. Apply for the Therapy Session of Your Choice  
(download the document and fill in the application form)
- Step 3. Add the Session Date(s) to Your Schedule
- Step 4. Come Along, Contribute to and Get the Most Out of Your Session

\* Group Therapy/ Workshop program is subjected to change depending on the circumstances of the center

**How Can I Reschedule or Cancel An Appointment?**

Please ensure that you always arrive on time for your appointment. Your appointment is the time that your counselor has put aside just for you. In the event that you need to cancel and/or reschedule, please notify our office as soon as possible by phone or email.

### **Inquiries?**

VISIT: office S311 the KDI school human rights center

EMAIL: [counseling@kdis.ac.kr](mailto:counseling@kdis.ac.kr)

PHONE: 044-550-1840

KAKAO CHANEL: counselingkdis

OFFICE HOUR: 9AM ~ 6PM (MON ~ FRI)

## **3. Others**

### **3-1. Parking Space**

KDI School students can use any parking space available on campus. For registration of vehicle, submit your official vehicle registration certificate as scanned PDF file on the designated [bulletin board of E-KDIS](#). One vehicle can be registered per an enrolled student for 2 years.

- For inquiries: ☎ 044-550-1294

### **3-2. Campus Emergency Bell**

Emergency bells are newly installed on campus to prevent crime and emergency situations and enhance security on the perimeter of the KDI School building. Please read carefully the following information regarding emergency bell system

## [Emergency Bell System]

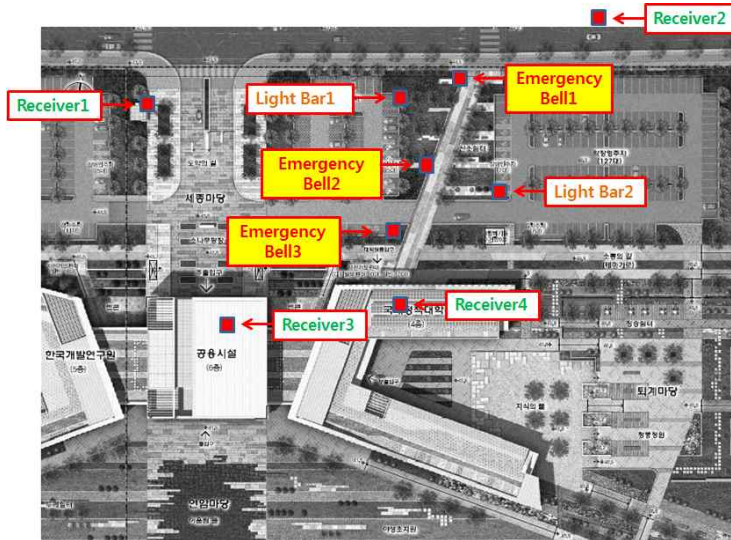


- ☐ When emergency situation occurs, push the emergency bell(left) then the wireless light bars(right) go off.

Wireless long-range emergency bell	Wireless light bar
	

☐ Installation Location

- Main streets connecting the School and the Dormitory



☐ Installation Photos

Emergency Bell #1	Emergency Bell #2	Emergency Bell #3
Light Bar #1	Light Bar #2	Receiver #1 (Main Entrance Checkpoint)
Receiver #2 (Dormitory Checkpoint)	Receiver #3 (Central Lobby)	Receiver #4 (KDIS Lobby)



### **3-3. Disability Awareness Guide**

As a higher-education institution, KDI School is taking further steps to raise disability awareness on campus and to promote an inclusive society. There are some videos on the e-Education (<https://www.ekdis.ac.kr>) which are presented in this course and are some of the best informational YouTube videos on the topic of disability awareness. We hope that with the help of this course, all members of the KDI School community can work together to build a culture in which no one is harassed or discriminated against because of his or her disability, nationality, social identity, gender, sexual orientation, or any other personal factors, and in which consideration and respect are practiced in everyday life.

### **3-4. Sexual Violence Prevention Education**

KDI School is doing its utmost to educate our students regarding harassment, including sexual harassment and violence. To address this issue, a sexual violence prevention class is provided through online e-Education (<https://www.ekdis.ac.kr>) and offline lectures. This class is mandatory for all students. Along with the class, the school is also providing relevant information resources, dedicated counselors and an incident reporting system.

# Alumni Network

## 1. Student & Alumni Profile

KDI School is home to a vast student and alumni network that stretches across the world. There are over 4,200 Korean alumni members in government ministries, public organizations, private corporations, the finance sector, media corporations, and NGOs. The network is equally diverse with the international alumni. The international alumni network is made up of over 2,900 people from 141 countries; those who are working in key government ministries and departments. Such an extensive network creates synergy and helps KDI School and its students build a unique and diverse support structure that provides mutual support in various fields.

As the foremost asset of KDI School, we have put great effort into managing our alumni network to keep it active and solid. With 57 official alumni associations, alumni from different countries can easily communicate with each other, and the shared news is spread across online channels such as KDI School website, News Center, and social network services such as Facebook, Instagram, WhatsApp, and Telegram. You can utilize these channels to reach KDI School alumni all over the world, and also share your recent updates with them.

## 2. Alumni Associations

No.	Region	Country	Representative	Organization Date
1	Africa	Algeria	Benseghir, Karim (2009 MPP)	Sep. 19, 2012
2		Botswana	MOLELEKE, Michael (2013 MPP)	Jan. 19, 2022
3		Cameroon	MBEINTA, Lambert Chia (2017 MPP)	Aug. 27, 2021

No.	Region	Country	Representative	Organization Date
4		Cote D'Ivoire	Pythagore Legbre Charles Guigui (2010 MPP)	Jan. 23, 2015
5		Egypt	Gamal Eldin, Engi Mohammed Mostafa (2013 MDP)	Aug. 23, 2014
6		Ethiopia	Gebregziabher, Ermias Haile (2010 MPP)	Jul. 9, 2011
7		Ghana	Ogbey, Patrick (2015 MPM)	Aug. 23, 2013
8		Gambia	Jammeh Fabba (2013 MDP)	Dec. 16, 2017
9		Kenya	Kipkirui, Gilbert Cheruyot (2008 MPP)	May 27, 2011
10		Liberia	KAPEE, Emmanuel (2018 MDP)	Sept. 17, 2020
11		Malawi	Neba, Albert Chindikani (2011 MPP)	Jun. 25, 2015
12		Madagascar	MIALY, Nomenjanahary (2019 MDP)	Oct. 4, 2021
13		Morocco	CHAOUNI, Nada(Representative) (2018 MDP) LAGHMARI, Safae(Manager) (2015 MDP)	May. 18, 2020
14		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
15		Rwanda	NKUNDIMANA, Vincent (2016 MPP)	Jan. 20, 2020
16		Sierra Leone	FOFANA, Ibrahim (2020 MPP)	Jul. 13, 2021
17		Somalia	TOHOW, Sayid Ali Hassan (2018 MPP)	Sep. 18, 2019
18		Sudan	ELRYAH ALI, Yagoub Ali (2017 MDP)	Aug. 10, 2019
19		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
20		Uganda	Kiwumulo, Lydia (2013 MDP)	Sep. 30, 2015
21		Zambia	MWANSA, Maggie Chulu (2021 MPP)	Jul. 22, 2022
22		Zimbabwe	MADANHIRE, Brighton (2019 MDP)	Sep. 7, 2021
23	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
24		Chile	BIZAMA, Daniela(Representative) (2019 MPP) ROMERO, Melvin(Manager) (2014 MDP)	June. 2, 2020
25		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
26		Ecuador	CARVALLO, Rigoberto(Rep.) (2015 MPP) PAREDES, Daniela(Manager) (2019 MPM)	May. 2, 2020
27		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019
28		Guatemala	DELGADO, Marcelo (2009 MPP)	Jun. 16, 2013
29		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
30		Jamaica	Jonelle Murray(Rep.) (2017 MPM) Doranie Sergeant(Manager) (2014 MDP)	June. 10, 2020
31		Mexico	COVARRUBIAS OLGUIN, Sarai (2018 MPP) CAMACHO ORIHUELA, Omar Jesus (2016 MPP)	Mar. 7, 2020

No.	Region	Country	Representative	Organization Date
32		Peru	CANCHARI HERMITANO, Beatriz (2019 MDP)	Jan. 15, 2020
33	Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)	Jan. 02, 2013
34		Bangladesh	UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
35		Bhutan	Chhoden (2008 MBA)	Jul. 15, 2013
36		Cambodia	Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
37		China	Chen Ping (1998 MPP)	Mar. 26, 2011
38		India	MRIDHA, Sujit Kumar (North)* (2013 MDP) RAY, Sudeshna (South) (2015 MDP)	Sep. 5, 2019
39		Indonesia	Darmansyah (2010 MPP/PM)	Dec. 12, 2011
40		Kazakhstan	Mukatayeva Aizhan (2011 MPP)	May. 20, 2021
41		Laos	Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
42		Malaysia	Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
43		Mongolia	LKHAGVASUREN, Khorolsuren (2013 PP)	Jun. 28, 2012
44		Myanmar	Swe, Htay Htay (2009 MPP)	Nov. 14, 2012
45		Nepal	Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
46		Pakistan	SARFARAZ, Hafiz Nadar (2020 MPM)	Apr. 4, 2020
47		Philippines	Campipi, Joel Jr (2015 MDP)	May 18, 2012
48		ROK	SHIM, Tong Wook (2001 MBA)	Oct. 1, 2002
49		Sri Lanka	Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012
50		Thailand	Khansiri Chalee (2001 MPP)	Jul. 16, 2013
51		Timor-Leste	Felizberto Araujo Duarte(2020 MPP)	Sep. 4, 2020
52		Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012
53		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
54	Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)	Apr. 1, 2014
55		Czech Republic	ROUSOVA, Sabina (2011 MPP/PM)	Sep. 19, 2014
56		Russia	KONOVALOV, Sergey (2003 MBA)	Jun. 3, 2021
57	Oceania	Australia	MUSICKI, Luka (2014 MPP)	Sep. 15, 2021

\*South East Europe Group: Serbia, Bosnia and Herzegovina, Croatia, and Bulgaria

### 3. Alumni Events

#### 3-1. Alumni Gathering

In order to create more opportunities along with our alumni distributed all over the world, KDI School holds alumni gathering events where our faculty and staff members go on business trips abroad. Alumni members also voluntarily hold gathering events on their own and share these meaningful moments through photos. You can enjoy these events by visiting our alumni page in the school website.

#### 3-2. KDIS Alumni Working Partner Program

KDI School annually holds the *KDIS Alumni Working Partner Program* which aims to connect alumni as working partners and to enhance international cooperation by acting as a control center for global partnerships. In 2023, 60 projects were submitted and 47 successful partnerships were created. When the program is over and the joint projects are finished, we select the best teams and invite them to Korea to share their project outcomes with all the other alumni.

### 4. Sharing News

#### 4-1. Sharing News

KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Alumni's outstanding achievements are also included in our school newsletters, the *Globe* and *e-Globe*. On the news of an alum's marriage or demise, KDI School Alumni Office sends an 'Alumni Association Flag' to show solidarity and support. (For Korean alumni only) Please share any pertinent news with us by email at [alumni@kdischool.ac.kr](mailto:alumni@kdischool.ac.kr).

If you have any questions or comments, please contact Ms. Suzy Shin, who belongs to KDI School's Public Relations Division (044-550-1274 / [ha\\_shin@kdischool.ac.kr](mailto:ha_shin@kdischool.ac.kr)).

# 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 ☎ 044-550-1182

### 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 dormitory, academic buildings 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 form for the Bank Account
- Certificate of Enrollment in Korean
- Certificate of Residence
- Copy of Passport and ID card of your home country

For more inquiries: Please call contact Ms. Jiyoung Hwang ([jy\\_hwang@kdischool.ac.kr](mailto: jy_hwang@kdischool.ac.kr))

#### **1-4. Public Phones**

There are three types of payphones: 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**

☐ **Mobile Services**

- There are three mobile phone carriers in Korea: SK Telecom (SKT), KT, and LG Uplus.

☐ **NOTE**

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a SIM Card. You will need a passport and 10,000 KRW when you buy it.
- To sign up for subscription plans, be sure to take your Foreign Registration Card (ARC) and bank details.

☐ **Prepaid Service**

- This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with your prepaid service.

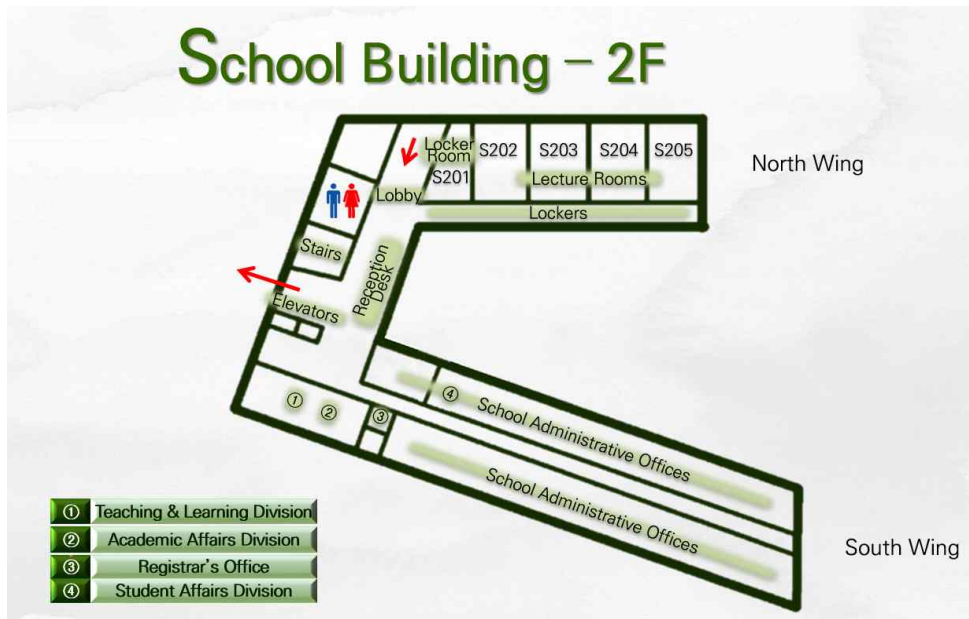


☐ Postpaid Subscription Plan

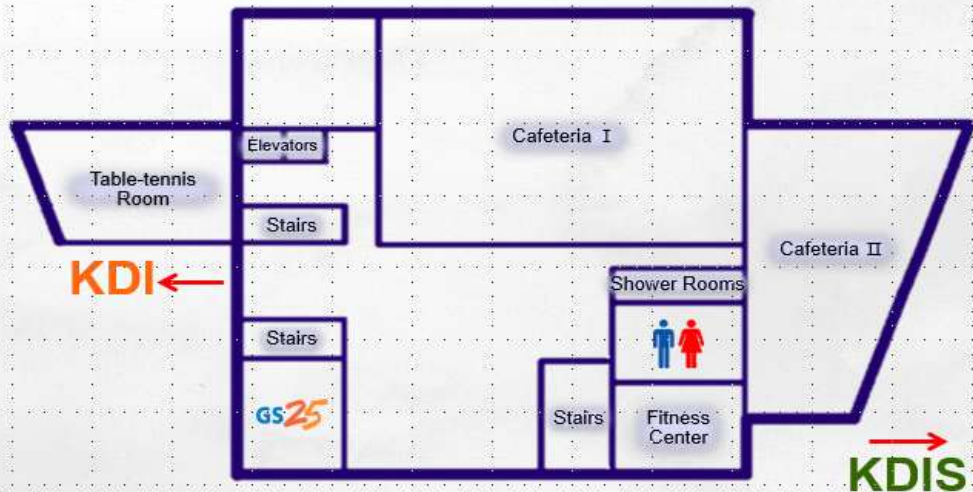
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but you will have to pay for the remaining months and a penalty. For the first few months, certain registration fees will be added onto your monthly payments.
- To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

## 2. School Building Information

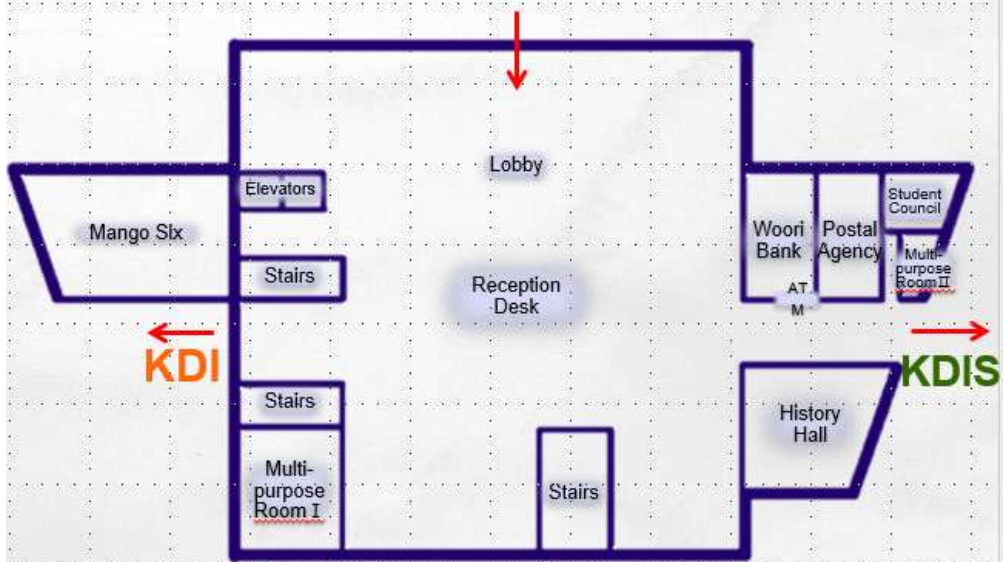
- KDI School Virtual Tour: [Directly jump to the virtual tour.](#)

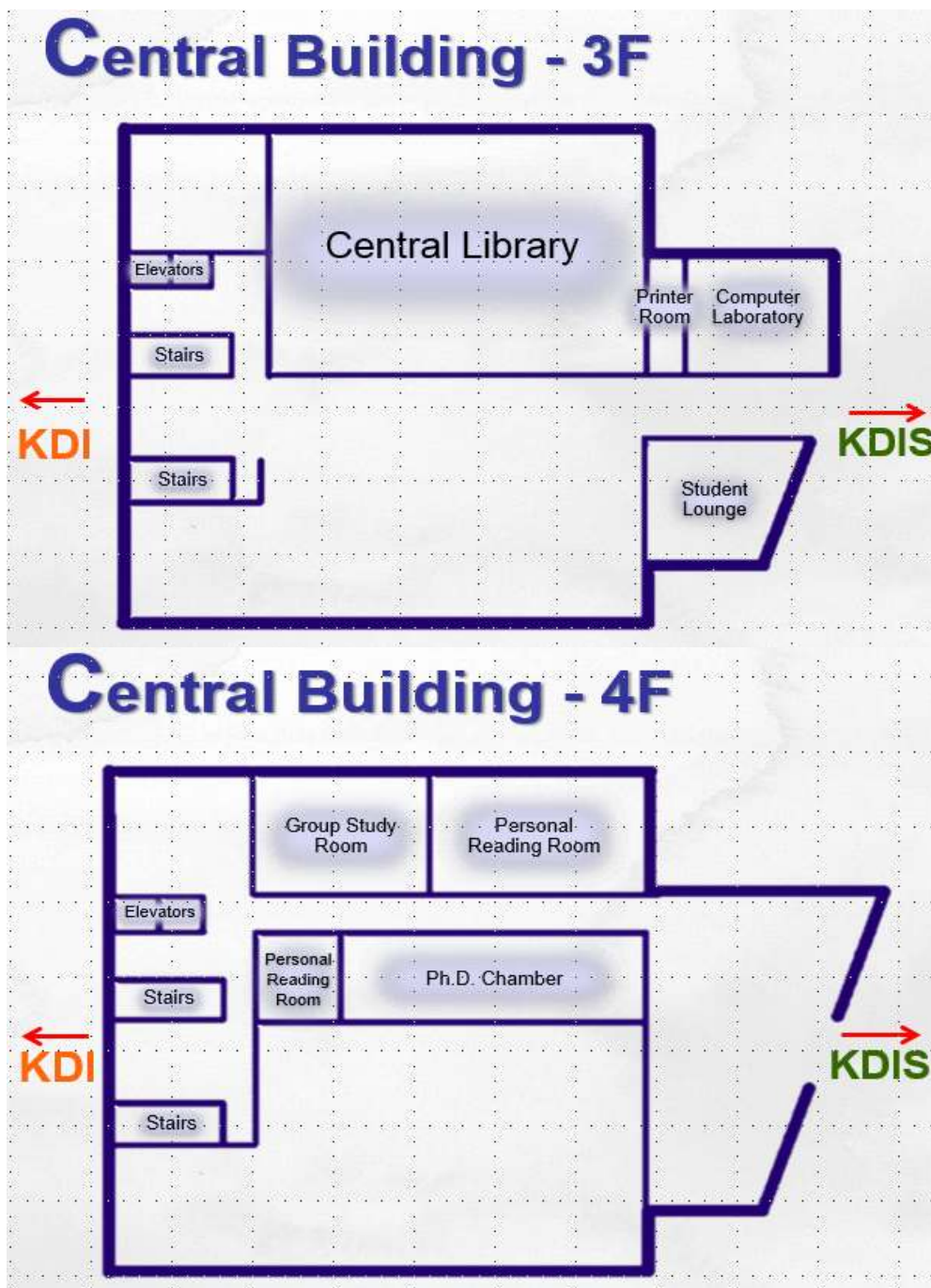


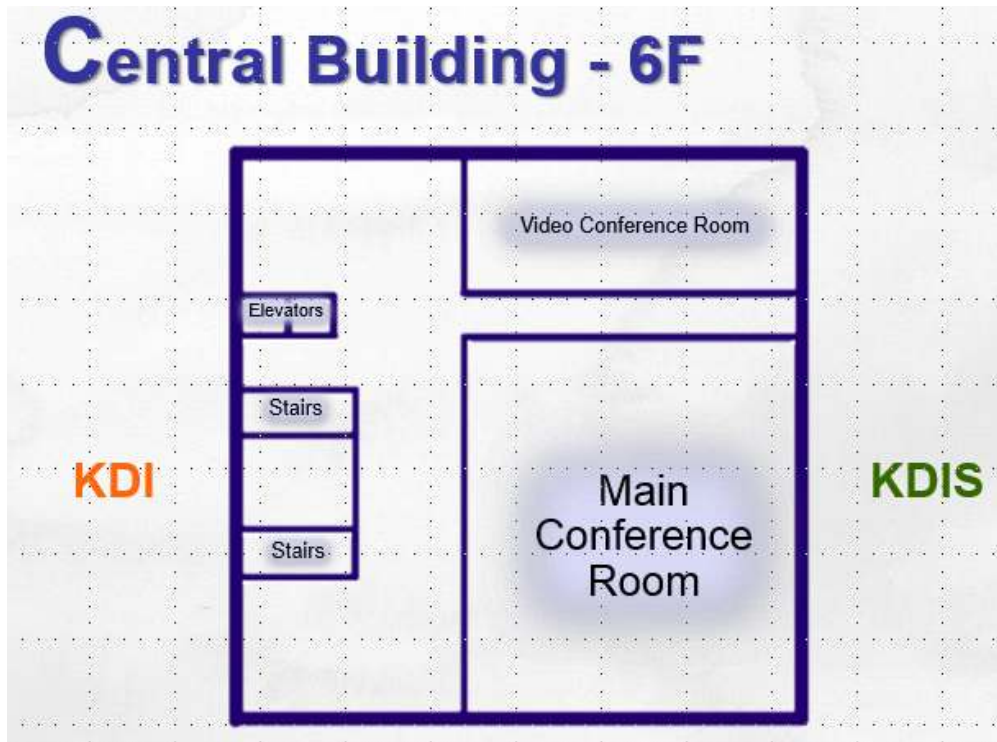
## Central Building - 1F



## Central Building - 2F







### 3. On-campus Restaurants & Stores

#### 3-1. Cafeteria (Nain Prime)

- ☐ Location: 1<sup>st</sup> floor, Central Building
- ☐ Open Hours: Lunch 11:40-13:00 Dinner 17:40-19:30

\* Closed on weekends and public holidays.

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

- Lunch: KRW 5,500 - Dinner: KRW 6,000

- ☐ Operating method : Plated Meals

It is a good place to visit when students don't have much time to go due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. ☎044-550-4372

☐ Payment method

- Please pay points after charging points at e-pay charging kiosk.
- Please purchase a meal ticket at the ticket vending machine.

**3-2. Student Cafeteria (Food for Thought Lounge)**

☐ Location: 1<sup>st</sup> floor, Central Building

☐ Open Hours: Lunch Mon-Fri 11:30-13:30 Dinner Mon-Fri 17:30-19:00

\* Closed on weekends and public holidays.

The cafeteria serves international cuisine. Every meat item served at the Food for Thought Lounge has received Halal certification.

- Lunch: KRW 3,500 for students (KRW 5,500 for others)
- Dinner: KRW 3,500 for students (KRW 4,500 for others)

☐ Payment method

- Please charge your student ID card at e-pay charging kiosk prior to purchasing meals. Students will not receive meal subsidy if he or she purchases meals with cash or credit card

**3-3. E-Mart 24 (Automated Convenience Store)**

☐ Location : 1st floor, Central Building

☐ Opening Hours

- Manned service: Weekdays 09:00 to 17:00.
- Unmanned service: From 17:00 to 09:00 weekdays and at weekends 24 hours.
- To enter convenience store, you need to tag your credit card first for ID check. Snacks and beverages can be purchased here at the convenience store. They also sell international phonecard for calling abroad.



### **3-4. Coffee Shop (COFFEE LAB, CAFE VOBIS CUM)**

a. Location: Coffee Lab (Lobby)

☐ Open Hours: Weekdays 08:30-18:00

b. Location: Cafe Vobis Cum (3<sup>rd</sup> floor, Library)

☐ Open Hours (during regular semester): Weekdays 08:30-18:00

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

Cost ranges from KRW 1,500 to KRW 6,000 per beverage and snacks.

Inquiries: ☎044-550-1306

## **4. Banking Information**

### **WooriBank - (On-Campus)**

☐ Location: 2<sup>nd</sup> floor, KDIS Building

☐ Hours of Operation: 09:00-16:00 (A.T.Ms 7:30-23:30)

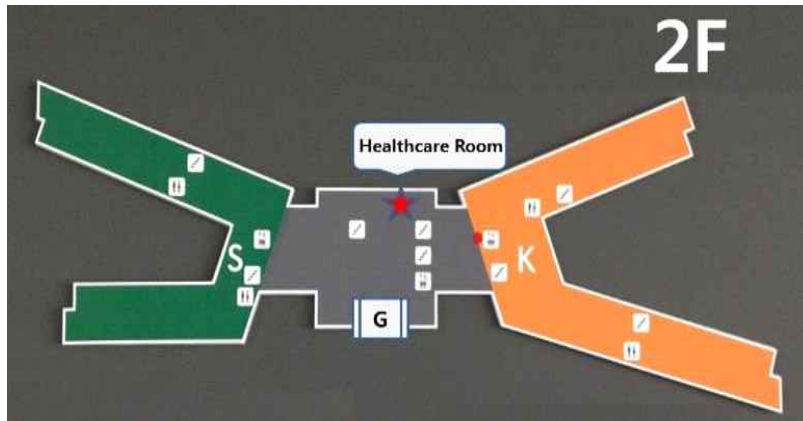
You may open your bank account, deposit money, transfer money overseas, and other bank services are available. For more inquiries: Please call ☎044-862-6741

## **5. Student Health Services**

### **5-1. On-Campus Healthcare Room**

The Healthcare Room provides students with urgent care for common minor illnesses and injuries. Students with minor injuries and ailments can get a medical service at the Healthcare Room located on the 2<sup>nd</sup> floor of the Central Building. For serious or prolonged illnesses or injuries, students are referred to a local hospital or private physician, private medical provider or urgent care.

- Location: 2<sup>nd</sup> floor in the Central Building
- Office Hours: 09:00 - 18:00 during Weekdays (Mon - Fri)
  - \* Lunch Hours 12:00 - 13:00
- ※ Closed during Weekends and National Holidays.
- ※ The nurse might be away to support outpatient visit for students.



### 1) Online-Counseling

It is highly recommended for students to request for online-counseling for health concerns prior to visiting off-campus clinics or hospitals.

If you have any question regarding your health screening results, please contact the Healthcare Room nurse via [ts\\_kim@kdischool.ac.kr](mailto:ts_kim@kdischool.ac.kr).

### 2) Available Health Services

- ① Treatment of minor or acute illnesses such as following symptoms:
  - Common Cold Symptoms (fever, runny nose, sore throat, coughs, etc.)
  - Headaches
  - Nausea & Vomiting
  - Indigestion
  - Constipation & Diarrhea



- Minor Burns
- Muscle Sprains
- Stomach Ache and Abdominal Pains
- Stomatitis
- Minor Skin Problems such as Rashes or Itchy Skin
- Skin Injuries including minor abrasions and cuts

- ② First-aid for minor injuries
- ③ A rest area for students who become ill and need a place to rest
- ④ First-aid kits for dormitories
- ⑤ Infection prevention and control of epidemic
- ⑥ Medical support for school events
- ⑦ Referrals to local medical specialists
- ⑧ Individual health and wellness counseling
- ⑨ Student and staff health care record management

### **3) Available Medical Equipment**

- ① First-Aid Kits (rental)
- ② Hot & Cold Packs (rental)
- ③ Digital Column Scale for Height, Weight, Body Mass Index
- ④ Blood Pressure Monitor
- ⑤ Blood Glucose Monitor
- ⑥ Wheelchair & Crutches (rental)

### **5-2. Medical Insurance & Hospital Information (for International Students)**

Every Student is required to have medical insurance while enrolled at KDI School. The medical insurance policy is to ensure that all students have access to medical services, procedures, and treatments required in the event of illness or medical emergencies.

### **1) Private Insurance**

International students are eligible for National Health Insurance, through it takes about 2 months before they are actually insured. To cover this gap in coverage, KDI School will facilitate temporary private insurance enrollment and bear the insurance expenses for the students' benefit during the period of gap coverage.

※ Click [HERE](#) for more detailed information on private insurance.

※ Not applicable for Exchange students.

### **2) National Health Insurance**

All foreign nationals must be enrolled in the National Health Insurance in accordance with the Ministry of Education and the Ministry of Health and Welfare. Your enrollment in the National Health Insurance will begin from the day your Alien Registration Number is registered in the Ministry of Justice's system, which will be approximately 2 months after your arrival.

## **5-3. Off-Campus Medical Resources for Students**

You may visit one of the following international healthcare centers. For more information, please visit the Healthcare Room. It is strongly recommended that you see the school nurse prior to visiting any hospital unless it is an emergency situation.

### **1) Sejong 365 Clinic (15-min walking distance from campus)**

Sejong 365 Clinic has established a good provider-KDIS student relationships since its foundation past several years offering highest quality medical services including:

- General Medical Care & Prescription Management
- Health check-up (National and Private)
- Vaccination (Hepatitis A & B, MMR, COVID-19 and others)

Multiple English-speaking doctors are available ensuring that you receive the highest quality care in a comfortable, clinical setting. If you need an urgent care immediately when the school nurse is not available, you may visit the clinic without appointment.

☐ Information

- Location: 4<sup>th</sup> Floor, 1958, Hannuri-daero, Sejong-si, Republic of Korea
- Working Hours: 8:00 am - 7:00 pm (Mon – Fri)  
8:00 am - 12:30 pm (Sat)
  - \* Closed during Sundays and National Holidays.
- Contact: ☎ 1661-3561
- Website: <https://sejong365.ad-media.kr>
- ※ **Appointment is NOT required prior to your visit.**

**2) Sejong Chungnam National University Hospital**

The Sejong Chungnam National University Hospital International Healthcare Center provides services to foreign residents not only living in Korea but also foreign residents overseas with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. CNU Hospital will assist you with full medical services including making an appointment and medical interpreter services for foreign patients who cannot speak Korean

☐ Information

- Location: 2<sup>nd</sup> Floor, 20, Bodeum 7-ro, Sejong-si, Republic of Korea
- Working Hours: 8:30 am - 5:30 pm (Mon - Fri)
  - \* Closed during Weekends and National Holidays.
- Contact: ☎ 044-995-3340 (English Service)
- Website: [https://www.cnush.co.kr/eng/sub04\\_01.do](https://www.cnush.co.kr/eng/sub04_01.do)
- ※ **Appointment is required prior to your visit.**
- ※ Emergency Room operates 24 hours including weekends and holidays



### 3) Sejong NK Hospital

NK Hospital provides international healthcare services. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

#### ☐ Information

- Location: 161, Hannuri-daero, Sejong-si
- Working Hours: 9:00 am – 6:00 pm
- ※ No need to make reservation for Ambulatory Care
- ※ Emergency Room operates 24 hours including weekends and holidays.

## 6. KDI School Dormitories & Mailing Services

### 6-1. Dormitory

#### Information Desk

The dormitory office is located on the 1<sup>st</sup> floor of 102 building and is staffed 24 hours a day. Students should visit this office to get your room facility checked when moving in to their assigned rooms. Residents are required to carry their student ID card at all times for security access to the dormitory building. Otherwise they are not permitted to enter. If you have an emergency situation, you can contact the house masters. The first aid Kit will be provided accordingly. (☎044-550-1800)



#### Check-in Procedure

- Step 1. Visit the dormitory information desk, or dormitory office (RM.2129)
- Step 2. Have your assigned room inspect with a Dormitory Assistant and housemasters
- Step 3. Fill out the Check-in Form
- Step 4. Carefully read “Dormitory Welcome Package”

#### Check-out Procedure

- Step 1. Apply for check-out online (<https://dormitory.kdischool.ac.kr>)
- Step 2. Clean your room, and reset the doorlock passcode to 1111\*
- Step 3. Fill out the Check-out Form
- Step 4. Have your room inspected by a Dormitory Assistant at least 3 days prior to check out.
- Step 5. Have your room inspected by the housemasters on the day of your check-out
- Step 6. Submit the Check-out Form to housemasters

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

## <Rules and Guidelines for Dormitory Residents>

<p><b><i>* Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.</i></b></p>	
Room	<ul style="list-style-type: none"> <li>■ Overnight sleeping in common areas of the building is strongly prohibited.</li> <li>■ Members of the opposite gender should not enter each other's rooms and hallways.</li> <li>■ 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.</li> <li>■ 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).</li> <li>■ 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.</li> <li>■ Turn off lights, heating, and air conditioners before leaving your room every day. Students are responsible for the payment of excessive energy usage.</li> <li>■ 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.</li> <li>■ Refrigerator: Do not put perishable food in the room refrigerator. Please keep the refrigerator clean and sanitary.</li> <li>■ Cooking in the rooms is strictly prohibited.</li> <li>■ <b>Use or possession of any unauthorized electric and/or heating appliances (including but not limited to electric blankets, electrical fan heaters, coffee port/makers, ramen ports, gas burners, electric cookers, etc.) that may cause a fire in the dormitory are prohibited.</b> Any infringement will be subject to disciplinary action from the dormitory including a maximum penalty of leaving the dormitory depending on the case determined by the committee. Exceptions to the above include small appliances such as computers, hair dryers, fans, radios, chargers and electric shavers.</li> </ul>
Room Inspection	<ul style="list-style-type: none"> <li>■ 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.</li> </ul>
Room Change	<ul style="list-style-type: none"> <li>■ Room change is not allowed except during the official room change period (February/July/September but dates are subject to change).</li> </ul>
Communal Kitchen& Dining Area	<ul style="list-style-type: none"> <li>■ Kitchen use should end by 11 PM.</li> <li>■ 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.</li> <li>■ Individuals are responsible for their personal appliances and belongings. In addition, they are expected to keep the kitchen clean and sanitary at all times.</li> <li>■ Student should turn off the lights and appliances after use.</li> <li>■ Students must dispose waste accordingly (Garbage; Recycle; Food Waste).</li> <li>■ Students are expected to use the kitchen in a timely manner.</li> </ul>

Laundry Rooms	<ul style="list-style-type: none"> <li>■ Students should use the appropriate gender-designated rooms accordingly.</li> <li>■ Students should conserve water and energy by washing and drying when fully loaded.</li> <li>■ Detergent and fabric softeners are not provided by the school.</li> <li>■ Students should use liquefied detergents.</li> <li>■ Students must timely collect their laundry after use for other residents.</li> <li>■ Students should use the clothing rack provided in the dormitory rooms. Please limit the use of dryer machines due to high electricity fees.</li> <li>■ Students should leave the washing machines door open after use.</li> <li>■ Students should avoid using the laundry machines during the quiet hours (11:00 PM – 7:00 AM).</li> </ul>
Damage/ Liability	<ul style="list-style-type: none"> <li>■ Students agree to be fully responsible and liable for any damages that may occur to the KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Also, residents are fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged not to bring items of value.</li> </ul>
Pets	<ul style="list-style-type: none"> <li>■ Pets are not allowed anywhere in dormitory.</li> </ul>
Alcohol/ Drugs	<ul style="list-style-type: none"> <li>■ The possession of illegal, non-prescription drugs, or alcoholic beverages is not permitted at any time and any place in the dormitory.</li> </ul>
Smoking	<ul style="list-style-type: none"> <li>■ Smoking is not allowed inside the room. There is smoking area on the top of the 102 building.</li> </ul>
Quiet Hours	<ul style="list-style-type: none"> <li>■ Quiet Hours are between 11:00 P.M and 7:00 A.M. Please respect your neighbors during this time.</li> </ul>
Maintenance Service	<ul style="list-style-type: none"> <li>■ For maintenance service, you may request to the House Master directly. If you need assistance for other dormitory issues, you may ask your Dormitory Assistant for guidance.</li> </ul>
Having Visitors	<ul style="list-style-type: none"> <li>■ Visitors are not allowed to stay overnight in the dormitory.</li> <li>■ Visitors must present an identification card and complete the 'Visitor's Information Form' at the housemaster's desk before entering the building.</li> </ul>

**Rate Information (Per Person)**

Accommodation	Type	Rate per 30days	Rate Per day	Maintenance Fee
Dormitory	Double	KRW 180,000	KRW 6,000	KRW 50,000 One time payment
	Single	KRW 360,000	KRW 12,000	

- ☐ Maintenance fee will be charged only once at check in.
- ☐ If we find any damage to the dormitory facilities when check-out, the corresponding amount should be paid in cash.
- ☐ 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.

※ Dormitory rate and payment standard of the excess amount of utility fees can be changed with prior notice

**Maintenance Fee includes:**

- ☐ Mattress and floor cleaning (Anti bacteria, minute dust): 2 times a year
- ☐ Disinfection for dormitory building and rooms: 5~6 times a year
- ☐ Annual building cleaning: end of the year



## **Rooms**

### ☐ Double Room

All double rooms are equipped with beds, wardrobes, desks, chairs, bookshelves, air conditioning and heating system and a Wifi 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 clean.



### ☐ Single Room



There are 40 single rooms in the dormitory. It has its own shower and toilet inside. Bedding set is not provided for students as well. The rooms are equipped with a bed, wardrobe, desk, chair, bookshelf, air conditioning and heating system and Wifi system (electrical outlets: 220V).

## **Policy for Bedding Set:**

In principal, residents should use their own bedding set. However, rental for bedding set is available within 2 weeks following check in. The rental fee is based on its cleaning cost. When borrower does not return the bedding set, it will be regarded as loss and charged for purchasing costs.

### **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

### **Communal Dormitory Lounges**

#### ☐ Communal Lounges

The communal lounges are located on the every 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

The communal exercise rooms are located on the 2<sup>nd</sup> and 4<sup>th</sup> floors in 102 building and the 4 floor in 101 building. There are running machines and step machines with a weight scale.

### **Laundry Room**

The gender-designated laundry room is located on the first floor of each building. 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

### ☐ **Kitchen Use Guidelines**

Communal kitchen users must have a higher sense of responsibility when using the space: please use 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.)

### ☐ **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.

### **Clean Net System**



The Clean Net System is a high tech system which uses automated pressure to suck garbage to the “Auto Clean Net Center” through an underground pipe. This system is designed as a garbage disposal policy implemented by Sejong City.



## ☐ General Waste

Residents are required to dispose garbage to the Clean Net System Area, located next to the dormitory building 102 on the right side. Only 20L general waste inlets must be used along with garbage disposal bags, which can be purchased at convenience store, Homeplus, E-mart, etc.

### <How to use the Clean Net System>

- 1) Check the lamp sign on the general waste inlet
- 2) Tag the card hanging on the inlet
- 3) The inlet will open after audio guidance
- 4) Place your garbage bag inside
- 5) Close the inlet by tagging the card



## ☐ Food Waste

Residents are required to use food waste bin placed in the kitchen in order to dispose of food waste.

## ☐ Recycling Items

Recycling items such as paper, cans, glass, plastics, etc. must be disposed of separately in the recycling area in front of the dormitory building 102.

- Paper: Books, newspapers, boxes, paper cups, paper bags, etc.
- Glass: Food and beverage glass, etc.
- Plastic: PET plastic (plastic cups, toothpaste, plastic containers, pens, etc.)
- Metal: Metals, metal cans, aluminum cans



## 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)	<ul style="list-style-type: none"> <li>- Dealing with residents' inconveniences</li> <li>- Guiding through check-in and check-out procedure</li> <li>- Managing dormitory facilities</li> <li>- Handling an emergency situation</li> <li>- Performing various jobs requested from the school</li> </ul>	7 Internationals
6 (Floor DA)		

### 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 2<sup>nd</sup> 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



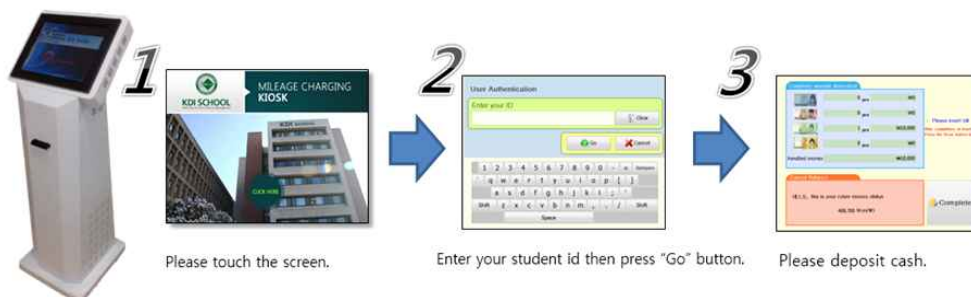
# IT Service

## 1-1. Available Service([it@kdischool.ac.kr](mailto:it@kdischool.ac.kr))

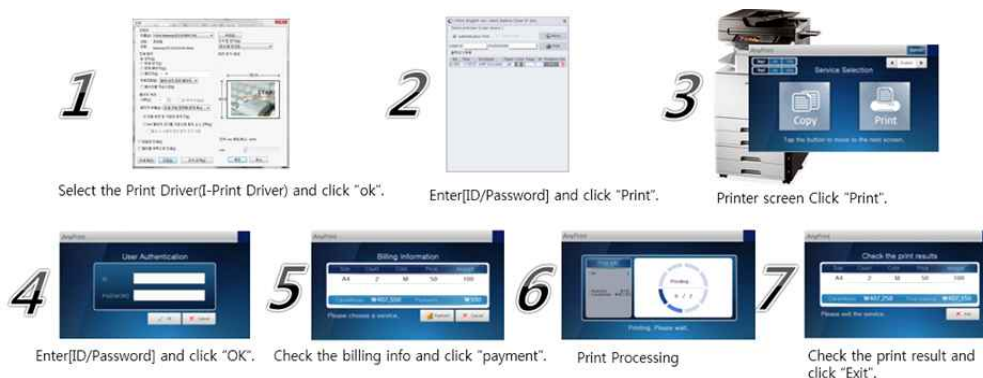
- Support Student e-mail and Google Apps
- Install Anti-virus program

## 1-2. Charge for using printing machine

- Touch the screen
- Write your student ID and press “Go” button
- Deposit Cash

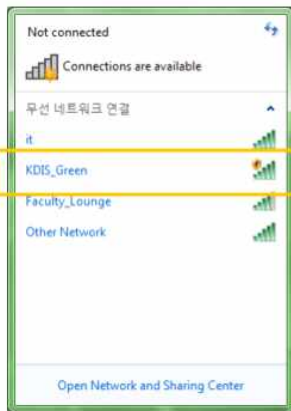


## 1-3. Printing



#### 1-4. Wi-Fi Connection

- Find available wireless network within the range, and connect to [ KDIS Green ]

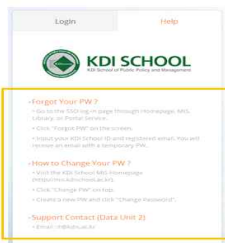


• KDIS\_Green



Open Internet Browser(Internet Explorer/Chrome etc.), and enter your ID(Student number) and password

If your password includes “@” or “%”, then it will occur error. please change your password through MIS.



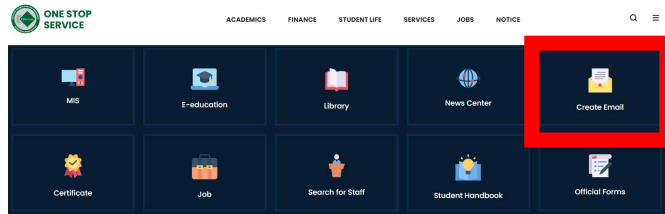
- Forgot Your PW
- Change Your PW
- Support Contact

If you wish to reset or change password, please find ‘Help’ menu

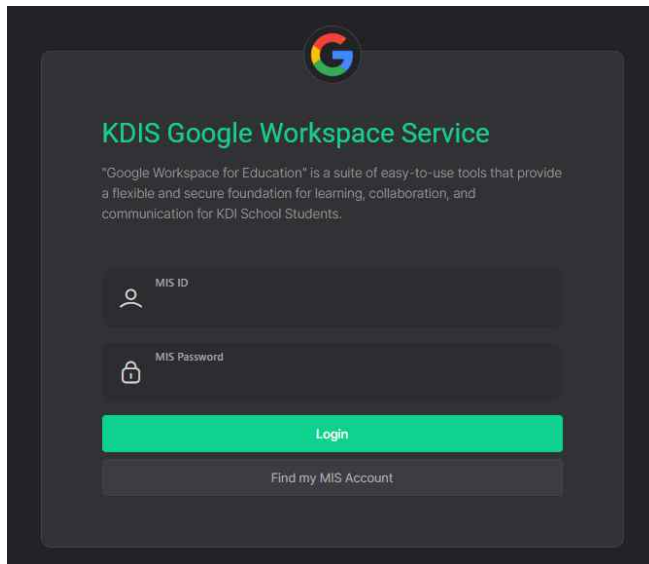


### 1-5. Create E-mail Account

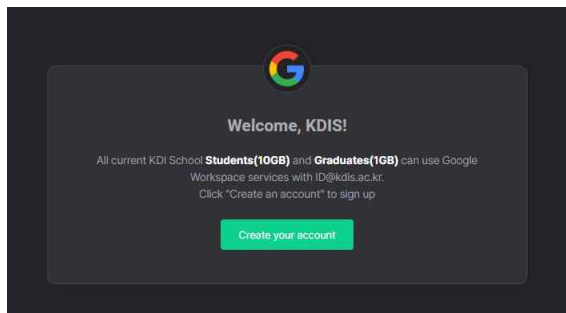
- Navigate to the KDIS Google Workspace Service website at <https://accounts.kdis.ac.kr/>. Alternatively, go to the KDIS One-Stop Service at <https://kdischool.ac.kr/one-stop/> and click on the "Create Email" button.



- Log in. (The login credentials are the same as those for MIS.)



- After reading the instructions, proceed to "Create your account."



- Review the "Agree to Terms of Use" and then move to the next step.

Agree to Terms of Use   Sign up now   Sign up

### Terms of Use and Privacy Policy

You can use all Google Workspace services with @kdis.ac.kr account.

▼ I agree to Terms of Use.

#### Terms of Use

policies to limit the storage amount offered to the users of kdis.ac.kr email.

Category	Storage	Remark
Current student	10GB	
		Storage will be adjusted to 4GB upon graduation

▶ I agree to Privacy Policy.

Disagree   Agree

- Enter "User Information" and proceed to the next step.

Agree to Terms of Use   Sign up now   Sign up

### Sign up

Input your information

ID and Password Agreed with Google terms of use

Last Name: KDIS   First Name: KDIS

ID:   @kdis.ac.kr

Password:   Confirm Password:

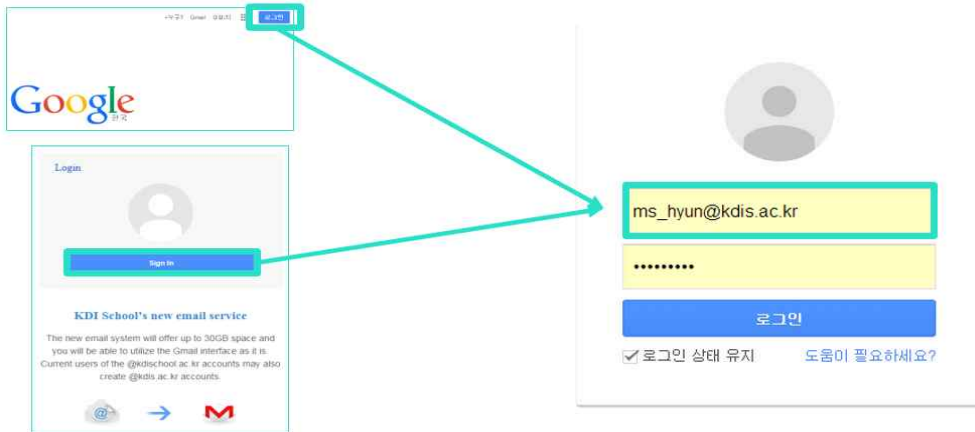
Recovery email: kdischool@gmail.com

Create your account

- Your account creation is now complete.

### 1-6. Sign in E-mail Account

- Go to Google homepage
- Make sure to insert @kdis.ac.kr **after** your ID
- (You can utilize Google services with @kdis.ac.kr account)



# Around KDI School

## 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>

The detailed information regarding transportation, shopping and attraction in Sejong will be announced during dormitory orientation by dormitory assistants and the presentation slides will be posted on the student notice page of the school homepage.x



## IV. Appendix

- KDI School Regulations on Student Conduct
- Academic Dishonesty
- Sexual Violence Prevention Guide
- 2024 Course Description
- Bus Route Maps Near KDI School
- Saturday Shuttle Bus Service

# 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 and KDIS Guidelines on the Use of AI-based Tools

## 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 research projects).

### ☐ *Definition of academic dishonesty*

Academic dishonesty refers to cheating during examinations, and plagiarizing on reports and papers (or research projects).

### ☐ *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.
- Attempting to communicate with each other including speaking, laughing and any other actions.
- Pulling out or using any wireless device (laptop, smart phones, tablets) or technical aids without the approval of the instructor.
- Continuing to write after the examination timeout.
- All students should adjust their cameras so that each student's upper body and face appears on the screen when you take an online exam.
- In the case of similar/same IP exams of the same subject at the same time or with a time difference

- Leaving the screen during the test or use another program
- 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, 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 research projects), when the professor feels that submitted report (or research projects) 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 research projects will fail and not receive credit for the research projects.

## KDIS Guidelines on the Use of AI-based Tools

The guidelines and Frequently Asked Questions for Generative AI Tools can be found in [the FAQ section](#) of the ekdis (<https://www.ekdis.ac.kr>) information bulletin board.

The emergence of AI-based tools, such as ChatGPT, presents new opportunities to enhance education and learning, as well as a significant challenge to academic integrity. As a forwardlooking institution, KDI School of Public Policy and Management (hereafter, KDI School) intends to leverage these tools effectively and carefully. Experience and expertise in using assistive AI-based tools productively and responsibly is likely to become a critical competency in the near future.

The decision to allow students to use AI-based tools for learning in courses will be left to the discretion of individual faculty members. Faculty are encouraged to be explicit about their policy for the use of AI-based tools in their syllabus and to communicate permitted or restricted use of these tools with students. Student assignments and in-class activities can be designed to require critical and creative thinking that cannot be easily achieved using AI-based tools.

The KDIS community values original work, the need to acknowledge the sources of ideas and information, and the learning process itself. Therefore, students should cite the sources of the information obtained through AI-based tools clearly in order to avoid plagiarism. Students may also be required to acknowledge the use of generative AI-based tools, such as ChatGPT, in their assignments and other assessed work.

The KDIS community is encouraged to test the limits of AI-based tools by verifying errors, checking references, and conducting critical reviews of output from AI-based tools since there are concerns about potential problems of those tools, such as biased, outdated, or wrong information, disclosure of personal information, and security breaches. Students are encouraged to engage critically and actively with these assistive tools and explore both their limitations and useful applications.

KDI School's guidelines for the use of AI-based tools will be regularly updated to reflect technological advancements, and these changes will be based on school-wide deliberation. As we expect to receive various inquiries related to the guidelines, supporting materials will be provided by the Office of Academic and Student Affairs.

We are here to provide answers to your questions related to the guidelines. If you have any questions or concerns, please do not hesitate to contact the Learning Innovation Division at [tld@kdis.ac.kr](mailto:tld@kdis.ac.kr).

# 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

Crimes	Scope	Punishment
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 seven years, or a fine not exceeding 30 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.

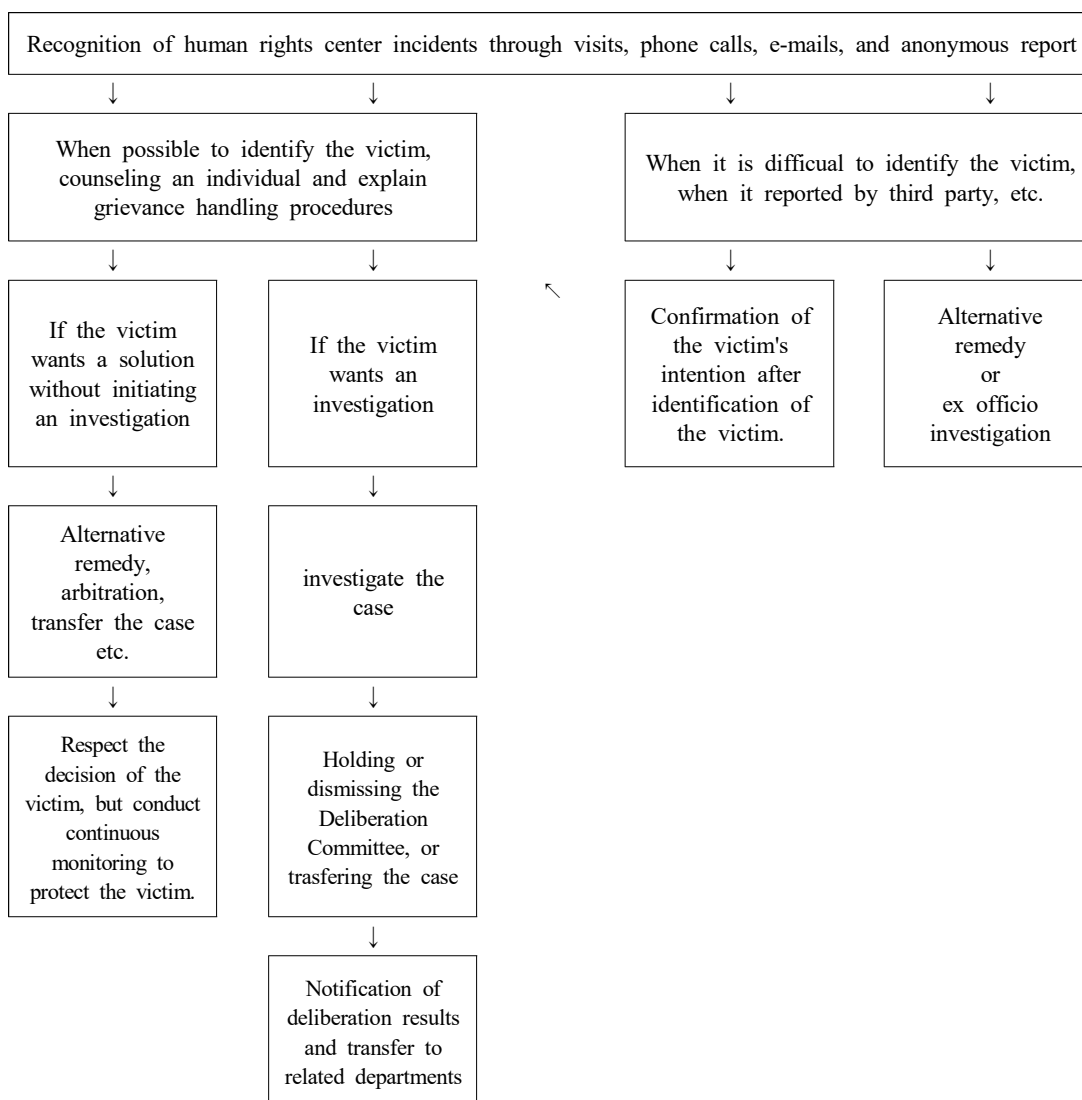
When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.
- The recipient of the objection must stop and apologize.

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 Report and Counseling Service*

The KDI School Human Rights Center

- Location: S311, The KDI School Human Rights Center
- Email: [humanrights@kdis.ac.kr](mailto:humanrights@kdis.ac.kr)

“The Human Rights Center is in charge of human rights related to KDI school member, and we conduct education, counseling service, and grievance handling to strengthen and grow KDI school member’s human rights.”

# 2024 Course Description

## 2024 Course Description

### Course List for Master's Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Analysis of Market and Public Policy	1	Merfeld, Joshua D.	Core	
2	Spring	Analysis of Market and Public Policy	2	Shin, Ja-Eun	Core	
3	Spring	Analysis of Market and Public Policy	3	Tabakis, Chrysostomos	Core	
4	Spring	Introduction to Development Policy	1	Park, Jin	Core	
5	Spring	Introduction to Development Policy	2	Park, Sungho	Core	
6	Spring	Public Organizations and Management	1	Kim, Soonhee	Core	
7	Spring	Public Organizations and Management	2	Lee, Junesoo	Core	
8	Spring	Public Organizations and Management	3	Park, Angela Y.S.	Core	
9	Spring	Quantitative Methods	1	Cho, Yoon Cheong	Core	
10	Spring	Quantitative Methods	2	Kim, Dongseok	Core	
11	Spring	Quantitative Methods	3	Yoon, Chung Eun	Core	
12	Spring	Agriculture and Development	1	Merfeld, Joshua D.	RE	SD
13	Spring	Behavioral / Experimental Economics for Policy research	1	Kim, Jeong Yeol	TI	
14	Spring	Change Management	1	Michell, Anthony	PA	SM
15	Spring	Digitalization and Public Policy Problems	1	Lee, Seohyun	FM	
16	Spring	Economics of Education: Policy Design and Evaluation	1	Park, Jinseong	PF	SD
17	Spring	Financial Accounting	1	Choi, Tae-Hee	FM	SM
18	Spring	Financial Accounting	2	Choi, Tae-Hee	FM	SM
19	Spring	Financial Instruments and Markets	1	Sohn, Wook	FM	
20	Spring	Financial Policy and Crisis Management	1	Sohn, Wook	FM	



No.	Term	Course Title	Sec	Professor	Con1	Con2
21	Spring	FinTech and Financial Regulations	1	Cho, Man	FM	SD
22	Spring	G20 and Global Governance	1	Kim, Byoung-Joo	ID	
23	Spring	Human Capital and Economic Development	1	Paik, Sung Joon	PF	SD
24	Spring	Human Resource Management in Government	1	Kim, Soonhee	PA	PF
25	Spring	International Financial Management	1	Lee, Jinsoo	FM	
26	Spring	International Intellectual Property Law and Development	1	Kamal Puri	IP	
27	Spring	International Macroeconomic Theory and Policy	1	Kim, Hyeon-Wook	FM	ID
28	Spring	Introduction to Competition Policy	1	Kim, Jeong Yeol	TI	
29	Spring	Introduction to Research Design & Methods	1	Jung, Kwon	AA	
30	Spring	Introduction to the International Trade and Investment Systems	1	Shadikhodjaev, Sherzod	SD	TI
31	Spring	Korean Economic Development	1	Lee, Changkeun	ID	TI
32	Spring	Korea's Microdata Analytics for Public Policy	1	Back, Ji Sun	PF	SD
33	Spring	Labor Market and Labor Policy	1	Shin, Ja-Eun	PF	SD
34	Spring	Macroeconomic Policy	1	JUNG, Kyu-Chul	FM	
35	Spring	Network Analysis for Social Scientists	1	Park, Jaehyuk	DS	AA
36	Spring	Policy Process Analysis	1	Park, Angela Y.S.	PA	RM
37	Spring	Political Economy of Development	1	Lee, Dongil	GP	SD
38	Spring	Programming Fundamentals using Python	1	Park, Jaehyuk	DS	AA
39	Spring	R Fundamentals for Public Policy	1	Kim, ByungKoo	DS	AA
40	Spring	Regional Development and Public Policy	1	Cho, Man	RE	SD
41	Spring	Regional Trade Agreements and the International Trading System	1	Choi, Kyonglim	TI	
42	Spring	Social Protection and Work	1	Park, Jinseong	PF	SD
43	Spring	Sovereign Debt and Financial Markets	1	Kim, Jun Il	FM	
44	Spring	Strategic Management	1	Lee, Seung-Joo	SM	
45	Spring	Technological Change and the Environment	1	Kim, Yeong Jae	RE	SD
46	Spring	The United Nations and Global Affairs	1	Oh, Joon	GP	ID
47	Spring	Theories of International Relations	1	Kim, Seungjun	GP	
48	Spring	Theory and Policy of International Trade	1	Tabakis, Chrysostomos	ID	TI

No.	Term	Course Title	Sec	Professor	Con1	Con2
49	Spring	Topics in North Korean Economy	1	Chun, Hong Tack	GP	ID
50	Spring	Trade and Industrial Policy for the 21st century	1	KOO, Kyong Hyun	ID	TI
51	Spring	Trade Law and Policy in Practice	1	Shadikhodjaev, Sherzod	TI	ID
52	Spring	Urban and regional development	1	Joo,Yu Min	RE	SD
53	Spring	Water Policy and Management	1	Kim, Hyungtai		
54	Summer	Analysis of Market and Public Policy	1	Baek, Ji Sun	Core	
55	Summer	Public Organizations and Management	1	Kang, Minsung Michael	Core	
56	Summer	Quantitative Methods	1	Kim, Taejong	Core	
57	Summer	Advanced Impact Evaluation Methods	1	Yoon, Chungun	ID	AA
58	Summer	Analysis of Education Policy in Comparative Perspectives	1	Paik, Sung Joon	PF	SD
59	Summer	Central Banking: Monetary Policy Strategy	1	Sohn, Wook	FM	
60	Summer	Central Banking: Monetary Policy Strategy	1	Sohn, Wook	FM	
61	Summer	Competition, Innovation and Firm Dynamics	1	Ahn, Sanghoon	ID	TI
62	Summer	Cost-Benefit Analysis for Policy Decision Making	1	Kim, Hyunseok	PA	RE
63	Summer	Customer Relationship Management	1	Cho, Yoon Cheong	SM	
64	Summer	Data-Driven Foreign Aid	1	Lee, Dongil	GP	DS
65	Summer	Democracy, Political Mobilization and Economic Development: Korea's Experience	1	Kim, Byoung-Joo	GP	ID
66	Summer	Development in Africa and the Middle East	1	Park, Jong-Dae	GP	ID
67	Summer	Dispute Resolution and Negotiation	1	Kim, Dong-Young	PA	SD
68	Summer	Economic Development in Historical Perspective	1	Lee, Changkeun	ID	TI
69	Summer	Entrepreneurship and Innovation	1	Lee, Seung-Joo	SD	SM
70	Summer	Finance and Economic Development in Korea	1	Kim, Joon-Kyung	FM	SD
71	Summer	Financial Statement Analysis and Valuation	1	Choi, Tae-Hee	FM	SM
72	Summer	Gender and Development	1	Kim, Joeun	PF	SD
73	Summer	Global Energy Policy	1	Kim, Yeong Jae	RE	SD
74	Summer	Global Politics in Transition: Issues & Perspectives	1	Kim, Byoung-Joo	GP	
75	Summer	Human Resource Management in Government	1	Kim, Soonhee	PA	PF
76	Summer	Impact Evaluation Methods	1	Yoon, Chungun	RE	SD

No.	Term	Course Title	Sec	Professor	Con1	Con2
77	Summer	Industrial Digital Transformation and Global Trading System	1	Kim, Ho Cheol	TI	
78	Summer	Industrial Policy and International Trade Regulation	1	Shadikhodjaev, Sherzod	ID	TI
79	Summer	Input-output Analysis	1	Kim, Dongseok	SD	
80	Summer	International Development in Practice	1	Lee, Changkeun	TBA	TBA
81	Summer	International Macroeconomic Theory and Policy	1	Kim, Hyeon-Wook	FM	ID
82	Summer	Introduction to Computational Social Science	1	Park, Jaehyuk	DS	AA
83	Summer	Investment Project Valuation and Risk Analysis	1	Park, Soojin	RE	ID
84	Summer	IP, Emerging Issues and Sustainable Development	1	Graham Martin Dutfeld	IP	
85	Summer	Leadership in Government	1	Kim, Soonhee	PA	
86	Summer	Machine Learning for Social Scientists	1	Kim, ByungKoo	DS	AA
87	Summer	Managerial Accounting	1	Choi, Tae-Hee	FM	SM
88	Summer	Marketing in the Public Sector	1	Jung, Kwon	SM	
89	Summer	Microeconomics	1	Kim, Jeong Yeol	AA	
90	Summer	Microeconomics of Artificial Intelligence	1	Lee, Changkeun	TI	SD
91	Summer	Patents and Innovation	1	Bryan Mercurio	IP	
92	Summer	Policy Process Analysis	1	Lee, Junesoo	PA	RM
93	Summer	Political Economy of Development	1	Lee, Dongil	GP	SD
94	Summer	Politics of Global Economy	1	Kim, Seungjun	GP	
95	Summer	Population and Development	1	Choi, Seulki	PF	SD
96	Summer	Programming Fundamentals using Python	1	Park, Jaehyuk	DS	AA
97	Summer	Public Investment Management	1	Lee, Jongyearn	PA	RE
98	Summer	Public Sector Innovation and Reform	1	Park, Jin	PA	
99	Summer	Qualitative methods	1	Joo,Yu Min	AA	
100	Summer	Quantitative Analysis with Data	1	Baek, Ji Sun	AA	
101	Summer	Regulation: Theory and Practice	1	Kang,Young-Chul	TI	
102	Summer	Smart Water Grid	1	Lee, Sangho	RE	SD
103	Summer	Social Development and Policy	1	Choi, Seulki	PF	SD
104	Summer	Social Inequalities	1	Kim, Joeun	PF	SD
105	Summer	Social Protection and Work	1	Park, Jinseong	PF	SD

No.	Term	Course Title	Sec	Professor	Con1	Con2
106	Summer	Strategic Foundations for Public Administration	1	Park, Angela Y.S.	TBA	
107	Summer	Technological Innovations in Finance	1	Lee, Kun-Ho	FM	
108	Summer	Text Analysis for Social Scientists	1	Kim, ByungKoo	DS	AA
109	Summer	Welfare Service Implementation	1	Suh, Sang-Mok	PF	
110	Fall	Analysis of Market and Public Policy	1	Park, Jinseong	Core	
111	Fall	Analysis of Market and Public Policy	1	Shin, Ja-Eun	Core	
112	Fall	Introduction to Development Policy	1	Park, Sungho	Core	
113	Fall	Public Organizations and Management	1	Kang, Minsung Michael	Core	
114	Fall	Advanced Development Economics	1	Park, Sungho	SD	PF
115	Fall	Banking and Financial Regulation	1	Hwang,Sunjoo	FM	
116	Fall	Climate Change Economics and Policy	1	Kim, Yeong Jae	RE	SD
117	Fall	Cost-Benefit Analysis for Policy Decision Making	1	Lee, Jongyearn	PA	RE
118	Fall	Data Literacy	1	Yoon, Chungun	DS	AA
119	Fall	Digitalization and Public Policy Problems	1	Lee, Seohyun	FM	
120	Fall	Environmental Economics and Policy	1	Kim, Yeong Jae	RE	SD
121	Fall	Ethical Leadership in the Age of Sustainable Development	1	Jung, Kwon	PA	SM
122	Fall	Gender and Development	1	Kim, Joeun	PF	SD
123	Fall	Global Health and Development	1	Shin, Ja-Eun	SD	PF
124	Fall	Grand Strategy and Statecraft	1	Lee, Seung-Joo	SM	GP
125	Fall	Intellectual Property Management and Practice	1	Jay Erstling	IP	
126	Fall	Introduction to Competition Policy	1	Kim, Jeong Yeol	TI	
127	Fall	Introduction to Research Design and Methods	1	Choi, Seulki	AA	
128	Fall	Korean Economic Development	1	Kim, Joon-Kyung	ID	TI
129	Fall	Korean Social Development: Understanding Korea's Transformation Beyond Economic Growth	1	Kim, Joon-Kyung	PF	SD
130	Fall	Korea's Microdata Analytics for Public Policy	1	Baek, Ji Sun	PF	SD
131	Fall	K-Wave and Cultural Policy	1	Lee, Jongyearn	TI	
132	Fall	Land Policy	1	Sonn,Jung Won	RE	SD
133	Fall	Local Government Management	1	Kang, Minsung Michael	PA	

No.	Term	Course Title	Sec	Professor	Con1	Con2
134	Fall	Macroeconomic Policy	1	Kim, Hyeon-Wook	FM	
135	Fall	Marketing in the Public Sector	1	Cho, Yoon Cheong	SM	
136	Fall	Mind, Behavior and Public Policy	1	Kim, Taejong	SD	
137	Fall	Monitoring and Evaluation for Public Policy	1	Paik, Sung Joon	PF	
138	Fall	Policy Process Analysis	1	Park, Angela Y.S.	PA	RM
139	Fall	Political Reform as Development: Korea's Post-1987 Experience	1	Kim, Byoung-Joo	GP	
140	Fall	Population and Development	1	Choi, Seulki	PF	SD
141	Fall	Productivity and Economic Growth	1	Kim, Dongseok	SD	
142	Fall	Public Finance and Public Policy	1	Kim, Taejong	PF	
143	Fall	Public-Private Partnerships in Infrastructure Development	1	Kim, Kang Soo	RE	
144	Fall	R Fundamentals for Public Policy	1	Kim, ByungKoo	DS	AA
145	Fall	Regulation Reforms and Practices	1	Kang,Young-Chul	PA	TI
146	Fall	Smart Cities	1	Joo,Yu Min	RE	SD
147	Fall	System Engineering, Analysis and Modeling	1	Shin, Eunher	SD	
148	Fall	The United Nations and Sustainable Development	1	Oh, Joon	GP	SD
149	Fall	The United Nations and Sustainable Development	1	Oh, Joon	GP	SD
150	Fall	Theories of International Relations	1	Kim, Seungjun	GP	
151	Fall	Trade and Development	1	Tabakis, Chrysostomos	TI	ID
152	Fall	Trade Law and Policy in Practice	1	Shadikhodjaev, Sherzod	TI	ID
153	Fall	Urban Transportation Policy	1	Lee, Sang Keon	RE	SD
154	Fall	War, Peace, and Politics	1	Kim, Seungjun	GP	
155	Fall	Water Resources Economics	1	Koun, Hyoungjoon	RE	SD

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

### Course List for Ph.D. Program

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Econometrics I	1	Kim, Taejong	Ph.D.	AA
2	Spring	Foundations of Public Policy	1	Lee, Dongil	Ph.D.	AA
3	Spring	Development Economics: Field Experiments	1	Park, Sungho	Ph.D.	AA
4	Spring	Mathematical Economics	1	Hahm, Sang-Moon	Ph.D.	AA
5	Spring	Essential Math for Public Policy	1	Lee, Dongil	Ph.D.	-
6	Spring	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-
7	Summer	Econometrics II	1	Lee, Jongyearn	Ph.D.	AA
8	Summer	Microeconomics	1	Kim, Jeong Yeol	Ph.D.	AA
9	Summer	Macroeconomics	1	Lee, Seohyun	Ph.D.	AA
10	Summer	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-
11	Fall	Game Theory in Public Policy	1	Tabakis, Chrysostomos	Ph.D.	AA
12	Fall	Development Economics: Labor and Development	1	Merfeld, Joshua D.	Ph.D.	AA
13	Fall	Applied Microeconomics	1	Merfeld, Joshua D.	Ph.D.	AA
14	Fall	Time Series Econometrics	1	Lee, Seohyun	Ph.D.	AA
15	Fall	Ph.D. Colloquium	1	Ph.D. Chair	Ph.D.	-

- ▶ Courses are subject to change depending on the circumstances of school or instructors

## Course List for MIPD

No.	Term	Course Title	Sec	Professor	Con1	Con2
<b>Development Policy</b>						
1	Spring	Introduction to Development Policy	1	Park, Sungho	Core	
2	Fall	Korean Economic Development	1	Kim, Joon-Kyung	TI	ID
<b>Intellectual Property</b>						
1	Spring	International Intellectual Property Law and Development	1	Kamal Puri	MIPD	IP
2	Summer	IP, Emerging Issues and Sustainable Development	1	Graham Dutfield	MIPD	IP
3	Summer	Patents and Innovation	1	Bryan Mercurio	MIPD	IP
4	Summer	Trademarks, Designs and Geographical Indications	1	TBD	MIPD	IP
5	Summer (or Fall)	Copyright and Related Rights	1	TBD	MIPD	IP
6	Fall	IP Management and Practice	1	Jay Erstling	MIPD	IP

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

※ MIPD students should take above all courses.

## Course List for K-water

No.	Term	Course Title	Sec	Professor	Con1	Con2
1	Spring	Capstone Project Seminar	1	Lee, Junesoo	K-water	
2	Spring	Water Policy and Management	1	Lee, Seungho Kim, Hyungtai	K-water	
3	Summer	Water Engineering	1	Sohn, Minwoo, Ahn, Kuk-Hyun, Lee, Seungyeob	K-water	
4	Summer	Policy Process Analysis*	1	Lee, Junesoo	RE	SD
5	Summer	Smart Water Grid*	1	Lee, Sangho Park, Young-Gyun	RE	SD
6	Summer	Global Energy Policy*	1	Kim, Yeong Jae	RE	SD
7	Summer	Public Investment Management*	1	Lee, Jongyearn	RE	PA
8	Summer	Investment Project Valuation and Risk Analysis*	1	Park, Soojin	RE	ID
9	Fall	Land Policy*	1	Sohn, Jungwon	RE	SD
10	Fall	Environmental Economics and Policy *	1	Kim, Yeong Jae	RE	SD
11	Fall	Water Resources Economics*	1	Kwon, Hyung Joon	RE	SD
12	Fall	System Modeling*	1	Shin, Eunher	SD	
13	Fall	Public-Private Partnerships in Infrastructure Development*	1	Kim, Kangsoo	RE	

\* Required courses according to student's major

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



## Foundation Skills Course List [English Courses]

No.	Term	Course Title	Sec	Professor
1	Spring	Language in Public Policy and Management	1	Lee, Giyoung
2	Spring	Language in Public Policy and Management	2	Lee, Giyoung
3	Spring	Language in Public Policy and Management	3	Lee, Giyoung
4	Spring	Language in Public Policy and Management	4	Yun, Hai-young
5	Spring	Language in Public Policy and Management	5	Yun, Hai-young
6	Spring	Academic Writing	1	Lee, Gina
7	Spring	Academic Writing	2	Lee, Gina
8	Spring	Academic Writing	3	Christopher Plumb
9	Spring	Academic Writing	4	Christopher Plumb
10	Spring	Academic Writing	5	Christopher Plumb
11	Spring	Public Speech and Debate	1	Choi, Hye-yoon
12	Summer	Language in Public Policy and Management	1	Lee, Gina
13	Summer	Language in Public Policy and Management	2	Lee, Gina
14	Summer	Language in Public Policy and Management	3	Lee, Gina
15	Summer	Language in Public Policy and Management	4	Choi, Hye-yoon
16	Summer	Academic Writing	1	Lee, Giyoung
17	Summer	Academic Writing	2	Lee, Giyoung
18	Summer	Academic Writing	3	Lee, Giyoung
19	Summer	Academic Writing	4	Christopher Plumb
20	Summer	Academic Writing	5	Christopher Plumb
21	Summer	Academic Writing	6	Christopher Plumb
22	Fall	Language in Public Policy and Management	1	Christopher Plumb
23	Fall	Language in Public Policy and Management	2	Christopher Plumb
24	Fall	Language in Public Policy and Management	3	Choi, Hye-yoon
25	Fall	Language in Public Policy and Management	4	TBA
26	Fall	Language in Public Policy and Management	5	TBA
27	Fall	Public Speech and Debate	1	Christopher Plumb
28	Fall	Academic Writing	1	Lee, Gina
29	Fall	Academic Writing	2	Lee, Gina
30	Fall	Academic Writing	3	Lee, Giyoung
31	Fall	Academic Writing	4	Lee, Giyoung

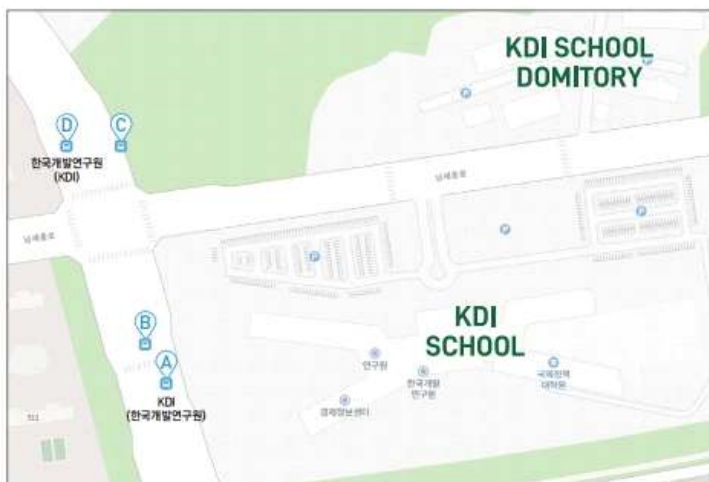
\* Courses are subject to change depending on the circumstances of school or instructors

## Foundation Skills Course List [Korean Courses]

No.	Term	Course Title	Sec	Professor
1	Spring	Korean Language and Culture I	1	Lee, HyunJung
2	Spring	Korean Language and Culture I	2	Lee, HyunJung
3	Spring	Korean Language and Culture I	3	Choi, Sujeong
4	Spring	Korean Language and Culture I	4	Ryu Juhyun
5	Spring	Korean Language and Culture I	5	Ryu Juhyun
6	Spring	Korean Language and Culture II	1	Choi, Sujeong
7	Spring	Korean Proficiency through TV Drama and Movie	1	Lee, HyunJung
8	Summer	Korean Language and Culture I	1	Lee, HyunJung
9	Summer	Korean Language and Culture I	2	Choi, Sujeong
10	Summer	Korean Language and Culture II	1	Lee, HyunJung
11	Summer	Korean Language and Culture III	1	Choi, Sujeong
12	Fall	Korean Language and Culture I	1	Lee, HyunJung
13	Fall	Korean Language and Culture I	2	Lee, HyunJung
14	Fall	Korean Language and Culture I	3	Choi, Sujeong
15	Fall	Korean Language and Culture I	4	Choi, Sujeong
16	Fall	Korean Language and Culture II	1	Ryu Juhyun
17	Fall	Korean Language and Culture III	1	Lee, HyunJung
18	Fall	Advanced Oral Communication and Composition in Korean	1	Choi, Sujeong

\*Courses are subject to change depending on the circumstances of school or instructors

## BUS ROUTE MAPS NEAR KDI SCHOOL



A: [B1] BUS STOP (Direction to sejong Express Intercity Bus Terminal)

B: [B1] BUS STOP (Direction to Daejeon Station)

C: [991] BUS STOP & [221] BUS STOP (Direction to Saesaem Maeul & Last station)

D: [991] BUS STOP & [221] BUS STOP (Direction to sejong City Hall)

Bus Number	First Bus	Last Bus	Interval
B1	5:30	23:40	10 minute
221	6:05	23:00	20 minute
991	5:30	23:00	20 minute

\*First/Last Bus time: Operation time at the point of departure not arrival time at the stop near by KDI

### KTX information of each train station

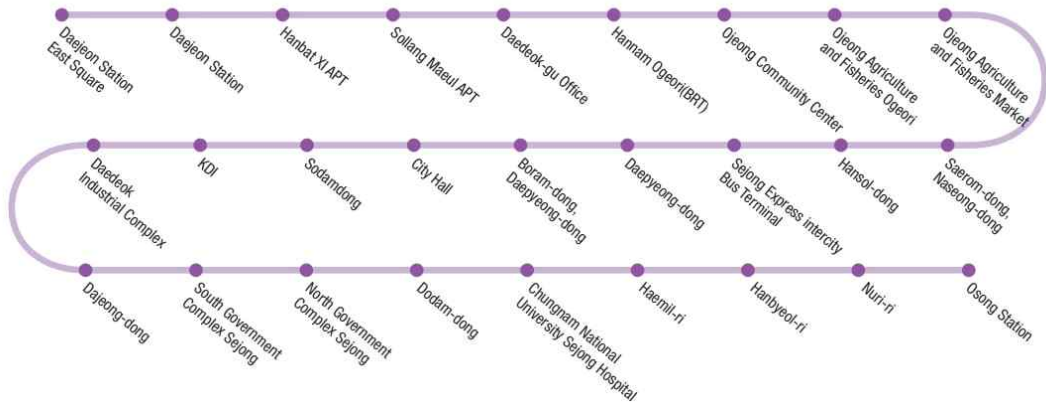
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:12	7:09	57min
Latest Train	23:31	00:21	50min

Price : 18,500Won

Daejeon to Seoul	Departure time	Arrival time	Taking time
Earliest train	5:55	07:09	74min
Latest Train	23:39	00:41	62min

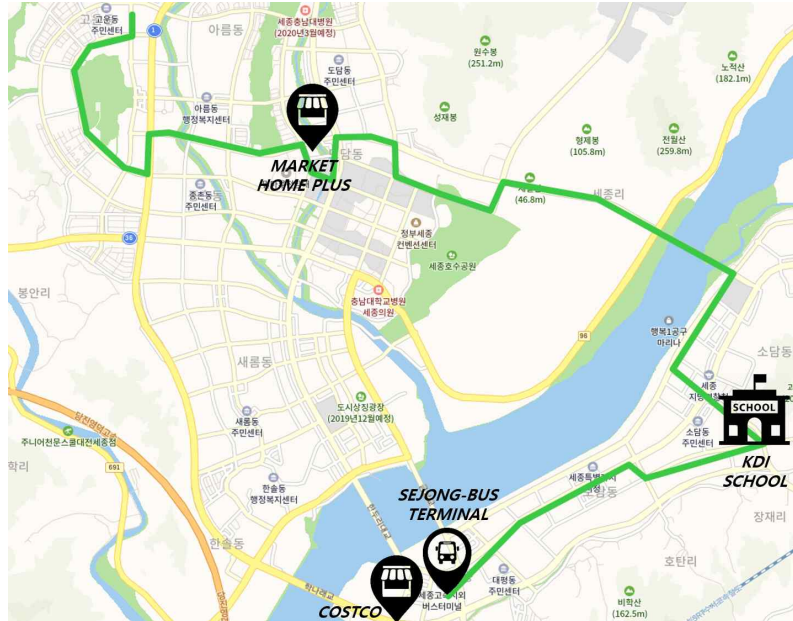
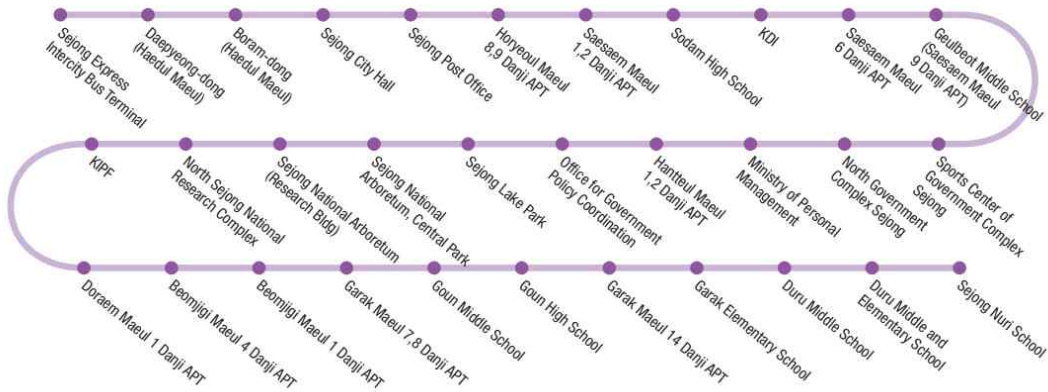
Price : 10,800Won ~ 23,700Won(including Mugunghwa Train)

## [B1] BUS Route



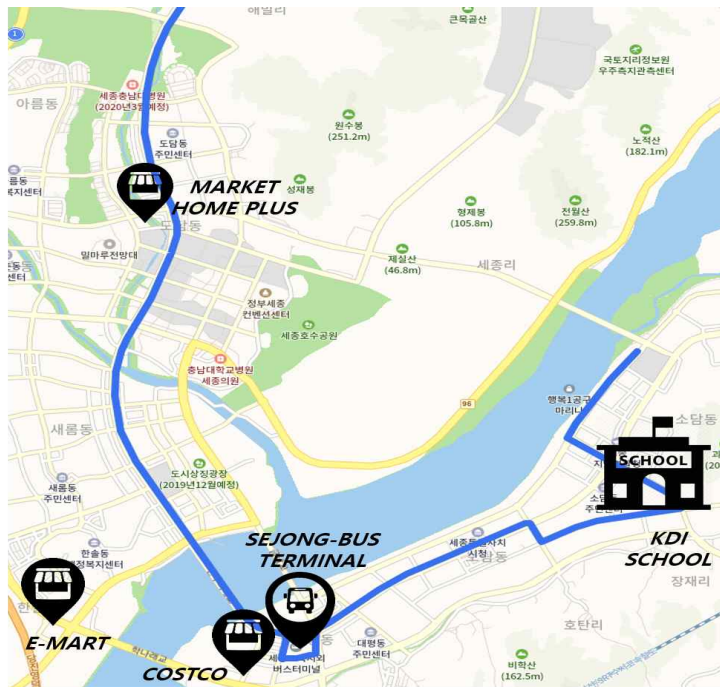
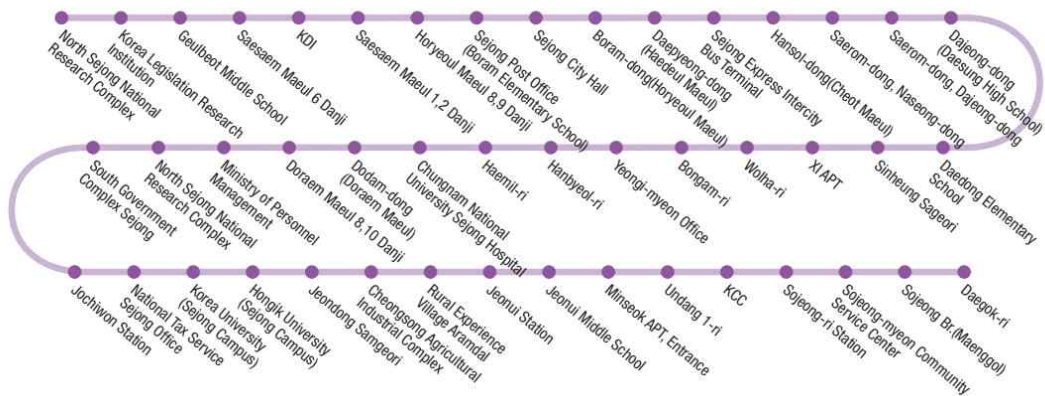
Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 45min to go
Costco	Sejong Express Intercity Bus Terminal	About 35min to go

## [221] BUS Route



Destination	Bus Stop	min
Market Home plus	Doraem Maeul 1 Danji APT	About 30min to go
Costco	Sejong Express Intercity Bus Terminal	About 25min to go

**[991] BUS Route**



<i>Destination</i>	<i>Bus Stop</i>	<i>min</i>
Market Home plus	Ministry of personnel management	About 40min
Costco	Sejong Express Intercity Bus Terminal	About 25min

## Saturday Shuttle Bus Service

The Academic Affairs Division would like to inform you of the complementary Saturday shuttle bus that will travel between Seoul and KDI School for those who have classes on Saturday during the semester. Note that we only have a Saturday shuttle bus, and there is no shuttle bus service during the weekdays. We post the shuttle bus information on e-Education when the service is initiated before every semester begins.

### ☐ Operation Route

- Morning : Donghwa Duty-free shop → Secho-gumin Center (Yangjae) → Sejong Campus Main Gate
- Evening : Sejong Campus Main Gate → Secho-gumin Center (Yangjae) → Donghwa Duty-free shop

※ The time and bus stop may be adjusted every semester depending on the road or traffic conditions.