KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Student Handbook

2026

KDI SCHOOL
KDI School of Public Policy and Management

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Ⅰ. Academic Information

- 2026 Academic Calendar
- Code of Honor and Conduct of KDI School of Public Policy and Management
- Overview of Academic Rules and Regulations for the 2026 Academic Year
- Courses and Research Projects
- Graduation Requirements for Each Program
- Course Plan for Master's Degree Program

2026 Academic Calendar

□ 2026 Academic Calendar □

Term		Schedule		Remarks
Spring Preliminary Session (3 weeks) (Jan. 02 ~ Jan. 21)		**January 02(Fri.) ~ Jan. 21(Wed.)** Jan. 12(Mon.) ~ Jan. 23(Fri.) Jan. 13(Tue.) ~ Jan. 16(Fri.) Jan. 19(Mon.) ~ Jan. 23(Fri.) Jan. 24(Sat.) Jan. 26(Mon.) Jan. 27(Tue.) ~ Jan. 29(Thu.) Jan. 27(Tue.) ~ Jan. 30(Fri.)	**Spring Preliminary Session** Application for Leave of absence & Reinstatement 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 Student Orientation (Full-time)	**Jan. 16(Fri.)** No Class **[Spring Orientation]** Jan. 24(Sat.) (Part-time) Jan. 26(Mon.) (Full-time)
Spring Semester (13 weeks) (Feb. 02 ~ May 02)		Feb. 01 **Feb. 02(Mon.)** Feb. 02(Mon.) ~ Feb. 07(Sat.) Feb. 09(Mon.) ~ Feb. 13(Fri.) Feb. 23(Mon.) ~ Mar. 06(Fri.) Mar. 23(Mon.) ~ Mar. 27(Fri.) Mar. 30(Mon.) ~ Apr. 03(Fri.) Apr. 10(Fri.) Apr. 16(Thu.) ~ Apr. 22(Wed.) Apr. 20(Mon.) ~ Apr. 25(Sat.) Apr. 27(Mon.) ~ May. 02(Sat.) Apr. 27(Mon.) ~ May 08(Fri.)	Spring Semester **Start of Spring Semester** Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission Application for Graduation Research Plan Submission Sports Day Course Evaluation Reading Period Final Examinations Application for Leave of absence & Reinstatement of Summer Semester	**Feb. 16(Mon.)~Feb. 21(Sat.)** Lunar New Year Holiday (No class for the whole week: No make-up needed) **Mar. 02(Mon.)*** Substitute Holiday(Independence Movement Day)
Spring Break (2 weeks) (May 04 ~ May 16)		**May 04(Mon.) ~ May 16(Sat.)** May 06(Wed.) ~ May 12(Tue.) May. 11(Mon.) ~ May 13(Wed.) May. 13(Wed.) ~ May 15(Fri.)	**Spring Break** Summer Semester Tuition Payment Due Summer Semester Course Registration Korea Field Research & Study (KFRS)	**May 31(Sun.)** Graduation Date
Summer Semester (12 weeks) (May 18 ~ Aug. 08)	**1st Session** (May 18 ~ June 27)	**May 18(Mon.)** May 18(Mon.) ~ May 19(Tue.) May 18(Mon.) ~ May 23(Sat.) May 26(Tue.) ~ May 29(Fri.) June 01(Mon.) ~ June 12(Fri.) June 17(Wed.) ~ June 23(Tue.) June 22(Mon.) ~ June 23(Tue.) June 24(Wed.) ~ June 27(Sat.)	**Start of 1st Summer Session** Course Add & Drop Period (1st session) Course Add & Drop Period (12-Week) /Application for Declaring Concentration POS Committee Composition Research Project Submission Course Evaluation (1st session) Reading Period (1st session) Final Examinations (1st session)	**May 25(Mon.)*** Substitute Holiday(Buddha's Birthday) **June 03(Wed.)*** Local Election Day **June 06(Sat.)*** Korean Memorial Day
	2nd Session (June 29 ~ Aug. 08)	**June 29Mon.)** Jun. 29(Mon.) ~ Jun. 30(Tue.) Jun. 29(Mon.) ~ Jul. 03(Fri.) Jul. 06(Mon.) ~ Jul. 10(Fri.) Jul. 23(Thu.) ~ Jul. 29(Wed.) Jul. 27(Mon.) ~ Aug. 01(Sat.) Aug. 03(Mon.) ~ Aug. 04(Tue.) Aug. 03(Mon.) ~ Aug. 08(Sat.) Aug. 05(Wed.) ~ Aug. 08(Sat.) Aug. 10(Mon.)	**Start of 2nd Summer Session** Course Add & Drop Period(2nd session only) Application for Graduation Research Plan Submission Period Course Evaluation (12-Week, 2nd session) Reading Period (12-Week) Reading Period (2nd session) Final Examinations (12-Week) Final Examinations (2nd session) Completion Ceremony	**July 17(Fri.)*** Constitution Day
Summer Break (4 weeks) (Aug. 10 ~ Sep. 05)		**Aug. 10(Mon.) ~ Sep. 05(Sat.)** Aug. 18(Tue.) ~ Aug. 28(Fri.) Aug. 24(Mon.) ~ Aug. 26(Wed.) Aug. 24(Mon.) ~ Aug. 28(Fri.) Aug. 31(Mon.) Aug. 26(Wed.) ~ Sep. 04(Fri.) Aug. 29(Sat.) Aug. 31(Mon.) Sep. 01(Tue.) ~ Sep. 03(Thu.) Sep. 01(Tue) ~ Sep. 04(Fri.)	**Summer Break** Application for Leave of absence & Reinstatement of Fall Semester Fall Semester Course Registration(Continuing Students) Fall Semester Tuition Payment Due (Continuing Students) End of Summer Semester International Field Research & Study (IFRS) New Student Orientation (Part-time) New Student Orientation (Full-time) Fall Semester Course Registration (New Students) New Student Orientation	**August 31(Mon.)** Graduation Date **[Fall Orientation]** Aug. 29(Sat.) (Part-time) Aug. 31(Mon.) (Full-time)
Fall Semester (13 weeks) (Sep. 07 ~ Dec. 05)		Sep. 01 **Sep. 07(Mon.)** Sep. 07(Mon.) ~ Sep. 12(Sat.) Sep. 14(Mon.) ~ Sep. 18(Fri.) Sep. 28(Mon.) ~ Oct. 08(Thu.) Oct. 23(Fri.) Oct. 26(Mon.) ~ Oct. 30(Fri.) Nov. 02(Mon.) ~ Nov. 06(Fri.) Nov. 19(Thu.) ~ Nov. 25(Wed.) Nov. 23(Mon.) ~ Nov. 28(Sat.) Nov. 30(Mon.) ~ Dec. 05(Sat.)	Fall Semester **Start of Fall Semester** Course Add & Drop Period / Application for Declaring Concentration POS Committee Composition Research Project Submission International Culture Festival Application for Graduation Research Plan Submission Period Course Evaluation Reading Period Final Examinations	**Sep. 21(Mon.)~Sep. 26(Sat.)** Korean Thanksgiving Holiday (No Class for the whole week: No make-up needed) **Oct. 03(Sat.)*** National Foundation Day **Oct. 05(Mon.)*** Substitute Holiday **Oct. 09(Fri.)*** Hangeul Proclamation Day
Winter Break		**Dec. 11(Fri.)** 2027 Jan. 31(Sun.)	Graduation and Completion Ceremony End of the Fall Semester	**Dec. 05(Sat.)** 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.

KDI School

Code of Honor and Conduct of KDI School of Public Policy and Management

I commit to live by these principles

Develop Integrity

- Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- Respect the personal liberties of fellow students, professors, and other people.

Exercise Respect

- Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

Lead by Example

- Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office.

Overview of Academic Rules and Regulations for the 2026 Academic Year

- **Objective**

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2026 calendar year. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will receive advice on general school life by the Program Chair and their academic advisor. Each administrative division will also help students adjust to life on campus.

2. (Personal Information) Students should update their personal information through MIS (https://mis.kdischool.ac.kr) to ensure they receive pertinent 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) All academic information and forms can be downloaded from the official school website (https://www.kdischool.ac.kr) and e-Education (http://www.ekdis.ac.kr). As the School is not responsible for informing each student of every notice, it is the students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.

4. (Regulation Change) When occasion demands, the rules and regulations may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.

Courses and Research Projects

Please refer to the following description for further categorization of courses. These names will be used throughout the year, and it is important for you remember these names to avoid any confusion.

Course Category	Remarks
1. Core Courses	Mandatory courses for each program
2. Concentration Courses	Courses in each concentration
3. Research Projects	Thesis, Capstone
4. Foundation Skill Courses	English, Korean language courses

KDI School offers four master's programs in English: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy), **MPM** (Master of Public Management), and **MDS** (Master of Data Science for Public Policy and Management), as well as one master's program in Korean: **MPPM** (Master of Public Policy and Management)

Concentration of Master's Program (English)

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

MDP
- **DP** (Development Policy)*
- **IP** (Intellectual Property and Innovation Policy)**

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

MDS
- **DS** (Data Science for Public Policy and Management)

* From Fall 2026, the ID and SD concentrations will be integrated into DP (Development Policy). Students admitted in Spring 2026 or earlier may still choose ID or SD, and all DP-listed courses will be recognized as both ID and SD.

** IP concentration is only for the students who are admitted through MIPD admission process and will be awarded the MIPD degree.

※ Certain scholarship groups, such as NIIED GKS Global Network Scholarship, and Part-time GMP, must/can choose specific concentration as their 1st concentration. Please refer to page 168 for further details.

※ **Once admitted into one of KDI School Master's programs, a student is not permitted to transfer to a different Master's program.**

1. Core Courses

The number of core courses in each program is as follows: 2 core courses for MPP, MDP, and MPM students, and 4 core courses for MDS students. MIPD, K-water, KOICA and NIIED GKS Global Network Scholarship students have their own core courses. These courses are scheduled to be offered at least once annually, and it is mandatory for all students to enroll in them during a specified term, unless specific arrangements have been established with the Academic Affairs Division. The timing of course offerings is informed at the beginning of each year, and it is essential for students to ascertain when their respective core courses are scheduled. However, please be aware that these timings may be subject to changes based on the academic term and unforeseen circumstances. Additionally, certain core courses may provide students with the option of an online waiver test to obtain a waiver.(Please refer to page 12 for further details).

2. Concentration Courses

Concentration courses consist of courses in one's own concentration as well as outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in FM must complete the required number of FM concentration courses for the MPP program. Courses categorized under a different concentration, such as TI or PS, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration. Please note that only one concentration will be recognized from one course.

3. Research Projects: Thesis and Capstone Project

Requirement: Optional

Types of Research Projects

There are two types of research projects: the Thesis (3 credits) and the Capstone Project (3 credits).

- **Thesis**: The thesis option involves conducting rigorous, empirical research to advance generalizable knowledge in a field, typically through testing hypotheses using quantitative or qualitative methods.
- **Capstone Project**: The capstone project is practical, problem-solving research focused on addressing real-time policy or management issues faced by a specific agency or community.

Formation of POS Committee

To begin the Research Project, students are required to form a Program of Study Committee (hereinafter referred to as the "POS Committee") to guide them through their research project. The POS Committee must consist of two faculty members: one designated as the Major Supervisor and the other the Second Supervisor. At least one member of the POS Committee must be a tenure-track faculty member.
To form your POS Committee, you must first determine the type of research project, the title, an abstract, the names of your committee members, and the research plan.

Advanced Research Seminar (ARS)

Students who have formed their POS Committee must take the Advanced Research Seminar (ARS) course (3 credits) offered by their Major Supervisor in the following semester.

Final Research Project Submission

The final research project submission period is during the 3rd to 4th week of each semester. It will be evaluated by three professors, including the Committee members, and will be graded on a pass/no pass basis (P/NP).

Registration

The Research Project (Thesis, Capstone) that passes the final evaluation will be submitted to the following libraries: the National Library of Korea, the National Assembly Library of the Republic of Korea, and KDI School Library.

Students may also submit three hard copies of the paper if desired. Please note that it is not possible for a student to refuse disclosure of his or her Thesis without KDI school's express permission. Meanwhile, a Capstone Project can be registered as private or limited disclosure, considering the need for security, as Capstone Projects involve information from certain institutions.

※ If students do not register their Thesis/Capstone Project, all certificates, including graduation certificates, can not be issued.

Note

- Please check the announcements on e-Education for information regarding the POS Committee application and final research project submission each semester for more detailed procedures.
- Students who do not wish to write a Thesis or Capstone Project but would like to complete an individual research paper under the guidance of a professor may enroll in the Supervised Research Course (SRC, 3 credits) after forming their POS Committee for SRC.
- For more details and to download the research project guidelines, please refer to the following link: Click here

<Recommended Research Project Time Frame>

Students may submit their final research projects in semesters earlier than those specified below. However, please note that any delay may result in a delayed graduation. Additionally, students can enroll in the Advanced Research Seminar course in the semester following the formation of their POS Committee, and they must earn 3 credits from the Advanced Research Seminar course before submitting their final Thesis or Capstone project.

Time \ Project			POS Committee Composition (9th week)*	Advanced Research Seminar (ARS) course	Final Research Project Submission (3rd to 4th week)
All Students except GMP** students	Full time (except NIIED GKS Scholarship (6 semesters))	Thesis	1st or 2nd Semester	2nd or 3rd Semester	3rd or 4th Semester
		Capstone	1st Semester	2nd Semester	3rd or 4th Semester
	Part time, NIIED GKS Scholarship (6 semesters)		4th Semester	5th Semester	6th Semester
GMP students**	Students on a 2+3+1 Schedule		1st Semester	2nd Semester	3rd-6th Semester
	Students on a 1+1 Schedule		1st or 2nd Semester	2nd or 3rd Semester	4th-6th Semester

* POS Committee Composition Period: 9th week. Although the academic schedule lists it as the 2nd week, incoming students for the Fall 2026 semester should submit their applications in the 9th week of the Fall 2026 semester.

** GMP (Global Master's Program): Korean students who study one year at KDI School and one year at overseas universities

4. Foundation Skill Courses

	Course Title	Credits	Grading	Term Offered	Graduation Requirement Credits (Y/N)
English (Basic)	Language in Public Policy and Management	3	A~F	All	Yes (Mandatory)
English (Advanced)	Academic Writing	3	A~F	All	Yes (Optional)
	Public Speech and Debate	3	A~F	Summer Fall	Yes (Optional)
Korean (Basic)	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)
Korean (Advanced)	Korean Language and Culture II	3	A~F	All	No
	Korean Language and Culture III	3	A~F	Summer Fall	No
	Advanced Oral Communication and Composition in Korean	3	A~F	Fall	No
	Korean Proficiency through TV Drama and Movie	3	A~F	Spring	No

※Courses are subject to change depending on the circumstances.

① ***English language courses:***

The English language courses focus on reading, comprehension, public speaking, and academic writing. Students must complete at least 3 credits from the English language courses, except for MIPD international students, for whom it is optional. Up to 6 credits earned for the English language course can count toward a student's graduation requirements.

The following English language courses are available:

A. Basic course: Language in Public Policy and Management (LPM)

This course is required for all students in Master's programs unless they have received a waiver. All students must take an online waiver test. If students receive a waiver, they are not allowed to take the course and must instead enroll in at least one advanced English language course.

* Students who do not take the online waiver test by the specified deadline will not be able to register for the LPM course.

B. Advanced courses

Credits earned for the English language courses can count toward the graduation requirement for up to 6 credits (LPM + one advanced English language course; and, if a student receives a waiver, two advanced English language courses).

- **Academic Writing**

The 'Academic Writing' course is offered every term and counts toward students' graduation requirement credits. The course is intended to help students improve their skills in academic writing. It is strongly recommended that students take this course when writing their research project.

- **Public Speech and Debate**

The 'Public Speech and Debate' course is offered in the summer term and counts toward students' graduation requirement credits. The main objective of the course is to help students become effective and persuasive public policy presenters in a variety of public settings.

② ***Korean language courses (for international students):***

Full-time international students must complete at least 3 credits from the Korean language courses. Up to 3 credits earned for the Korean language courses can count toward a student's graduation requirements.

The following Korean language courses are available:

A. Basic course: Korean Language and Culture I (KLC I)

With the exception of the students who receive a waiver for KLC I, all full-time international students are required to take this course. The waiver is determined on the basis of an interview with a professor of the Korean language courses. If students receive a waiver, they are not allowed to take this course and must instead enroll in one of the advanced Korean language courses recommended by the professor that conducted their interview.

Students from the NIIED GKS scholarship group will automatically receive a waiver for KLC I.

- They are required to submit the application form for the waiver and all relevant documents to the Academic Affairs Division. They are also required to enroll in one of the two following advanced courses: 'Advanced Oral Communication and Composition in Korean' or 'Korean Proficiency through TV Drama and Movie'.

B. Advanced courses

Advanced Korean language courses generally do not count toward graduation requirement credits. However, students who receive a waiver for KLC I are required to take one advanced Korean language course, which will count toward their graduation requirement credits for up to 3 credits. Courses are subject to change depending on the circumstances of school or instructors.

- ***Korean Language and Culture II:*** This course is offered every term.
- ***Korean Language and Culture III:*** This course is offered in the summer and the fall term.
- ***Advanced Oral Communication and Composition in Korean:*** This course is offered in the fall term.
- ***Korean Proficiency through TV Drama and Movie:*** This course is offered in the spring term.

5. Waiver Test

If students receive a waiver, they are not allowed to take that course. However, receiving a waiver does not mean that the students will receive 3 credits for the course. They are still required to take other course(s) to earn 3 regular credits.

① Core course waiver test (Optional)

Students can take a waiver test for their core course(s), which is conducted online. If students receive a waiver, they are required to take other courses to fulfill their graduation requirements and are not allowed to enroll in the waived course.

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

B. Quantitative Methods (MPP & MDP & MPM Core) except for those with certain scholarships such as G20 Scholarship students.

C. Programming Fundamentals using Python, R Fundamentals for Public Policy and Statistical Foundations for Data Science (MDS Core)

D. Programming Fundamentals using Python and R Fundamentals for Public Policy (For students from non-MDS programs who wish to apply for DS (Data Science) as their 2nd concentration)

② **English language course (Language in Public Policy and Management) waiver test**

The English language course waiver test consists of three components: reading, listening and writing, and it is conducted online. Students who receive a waiver are instead required to take one advanced English language course. If you do not take the LPM Waiver Test, you cannot enroll in the LPM course. Unlike other optional waivers, the LPM Waiver is a mandatory requirement for graduation, except in certain cases (e.g., MPPM program students, NIIED GKS Global Network, Exchange students).

③ **Korean language course (Korean Language and Culture I) waiver test**

International students who have studied Korean previously must apply for an interview with a professor of the Korean language courses to receive a waiver. Students who receive a waiver must submit the application form for the waiver and all relevant documents to the Academic Affairs Division. Even if they receive a waiver, they are still required to take one of the advanced Korean language courses recommended by the professor who conducted their interview.

Graduation Requirements for Each Program

The graduation requirements stated in this handbook apply to students entering in Fall 2026. Students who entered in earlier semesters should refer to the student handbook provided at the time of their admission

In order to graduate from KDI School with a Master's degree, all master's students must complete a minimum of 36 credits from graduation requirement courses.

※ *Certain groups, such as NIIED GKS Global Network Scholarship, must follow their own graduation requirements.*

- NIIED GKS Global Network Scholarship: Please refer to the page 22.

1. Full-time

① Students must take their core courses unless waived.

Category	MPP	MDP	MPM	MDS
	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 12 credits (4 courses)
Core Courses	• Analysis of Market and Public Policy • Quantitative Methods	• Development Economics • Quantitative Methods	• Public Organizations and Management • Quantitative Methods	• Programming Fundamentals using Python • R Fundamentals for Public Policy • Statistical Foundations for Data Science • Introduction to Computational Social Science

※ G20 Global Leader's Program students must take ‘Korean Economic Development’ course instead of ‘Quantitative Methods’ as a core course. They are also required to take an exclusive ‘G20 and Global Governance’ course in Spring.

② students must take at least 3 courses (9 credits) for the program concentration.

Category	MPP	MDP	MPM	MDS
1st Concentration	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory)			
	• **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industrial Policy) • **PS** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy)	• **DP** (Development Policy)	• **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)	• **DS** (Data Science for Public Policy and Management)

③ Students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional, but it is mandatory for NIIED GKS Global Network Scholarship students.

※ To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course.

※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits); however, this does not apply to the Data Science (DS) concentration.

④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).

⑤ International students must take 'Korean Language and Culture I'. This course will count towards graduation requirement credits. However, those who were waived from 'Korean Language and Culture I' must take an advanced level of Korean language course that will count towards graduation requirement credits. Advanced level of Korean language course will count towards graduation requirement credits for up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.

⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 2nd or 3rd term. They must then submit their final paper during the 3rd to 4th week of the 3rd or 4th term.

⑦ If a student has fulfilled all credit requirements for completion by the end of their 3rd semester, the course registration requirement for the 4th semester may be waived as an exception. Please be advised that even with this waiver, paying tuition is still required to remain 'enrolled' for the final semester. Note that early graduation is only available to eligible students with a CGPA of 3.9 or higher.

※ In the semester in which they expect to complete 36 or more graduation requirement credits, including the research project (for students who plan to submit it), students must apply online

for graduation eligibility review through KDI School MIS (https://mis.kdischool.ac.kr) at the indicated period of each term.

The following table summarizes majoring students' graduation requirements.

MPP / MDP / MPM	Core Courses	Concentration	Language Courses	ARS + Thesis or Capstone (Optional)	Electives	Total Credits
Credits (Korean)	6	9	3	0-6	12-18	36
Credits (Int'l)	6	9	6	0-6	9-15	36

MDS	Core Courses	Concentration (DS)	Language Courses	ARS + Thesis or Capstone (Optional)	Electives	Total Credits
Credits (Korean)	12	9	3	0-6	6-12	36
Credits (Int'l)	12	9	6	0-6	3-9	36

2. Part-time

① Students must take their core courses unless waived.

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)	Requirement: 6 credits (2 courses)
	• Analysis of Market and Public Policy	• Development Economics	• Public Organizations and Management
	• Quantitative Methods	• Quantitative Methods	• Quantitative Methods

② students must take at least 3 courses (9 credits) for the program concentration.

Category	MPP	MDP	MPM
1st Concentration	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory)		
	• **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industrial Policy) • **PS** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy)	• **DP** (Development Policy)	• **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)

※ Part-time GMP students can declare RP(Real Estate and Public Policy) as their first concentration regardless of their major.

③ Students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional.

※ DS(Data Science for Public Policy and Management) concentration is available to be declared only as the 2nd concentration. To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course.

※ One Advanced Analytic (AA) course will be counted as a concentration course (maximum 3 credits); however, this does not apply to the Data Science (DS) concentration.

④ Students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).

※ If students get waived basic level English course, students are required to take one of advanced courses at least.

⑤ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 4th or 5th term. They must then submit their final paper during the 3rd to 4th week of the 5th or 6th term.

⑥ If a student has fulfilled all credit requirements for completion by the end of their 5th semester, the course registration requirement for the 6th semester may be waived as an

exception. Please be advised that even with this waiver, paying tuition is still required to remain 'enrolled' for the final semester. Note that early graduation is only available to eligible students with a CGPA of 3.9 or higher.

※ In the semester in which they expect to complete 36 or more graduation requirement credits, including the research project (for students who plan to submit it), students must apply online for graduation eligibility review through KDI School MIS (https://mis.kdischool.ac.kr) at the indicated period of each term.

The following table summarizes majoring students' graduation requirements.

MPP / MDP / MPM	Core Courses	Concentration	Language Courses	ARS + Thesis or Capstone (Optional)	Electives	Total Credits
Credits	6	9	3	0-6	12-18	36

3. Others

① ***(Concentration Application):*** All students must apply in KDI School MIS (https://mis.kdischool.ac.kr) to declare their concentrations during the indicated period. Concentration can be declared when the combined total of the graduation requirement credits previously completed and currently being taken is above 27 credits, and only after completing all Core courses and Language courses. Students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

② ***(Graduation Application):*** In the semester in which they expect to complete 36 or more graduation requirement credits, including the research project (for students who plan to submit it), all students must apply for graduation eligibility review through KDI School MIS (https://mis.kdischool.ac.kr) at the indicated period of each term.

③ ***Ceremony***

1. ***Completion ceremony***

- Requirements: Enrolled students in a Master's degree, meet minimum credits requirements inclusive of the courses being taken currently.
- Date: August, December (Refer to the academic calendar of each year)

  * Certificate of Coursework Completion will be awarded at the Completion ceremony

  * Certificate of Coursework Completion is different from the Certificate of Completion

    - Certificate of Coursework Completion is issued when you acquire minimum of 30 graduation credits regardless of study period.

    - Certificate of Completion is issued when you enroll for at least 4 semesters (Full-time) or 6 semesters (Part-time) but have not yet graduated

- Students will be invited to the Completion ceremony only once, regardless of their attendance.

2. ***Commencement***

- Requirements: Enrolled and Completed students in Ph.D. and Master's degree having met all graduation requirements.
- Date: December (Refer to the Academic Calendar of each year)

  * Diploma: Diploma will be awarded only once at the Commencement

<Graduation Requirements for Master's Programs>

Category	MPP	MDP	MPM	MDS
Core Courses	Requirement: 6 credits (2 courses) • Analysis of Market and Public Policy • Quantitative Methods	Requirement: 6 credits (2 courses) • Development Economics • Quantitative Methods	Requirement: 6 credits (2 courses) • Public Organizations and Management • Quantitative Methods	Requirement: 12 credits (4 courses) • Programming Fundamentals using Python • R Fundamentals for Public Policy • Statistical Foundations for Data Science • Introduction to Computational Social Science
1st Concentration	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory) • **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industrial Policy) • **PS** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy)	• **DP** (Development Policy)	• **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy)	• **DS** (Data Science for Public Policy and Management)
2nd Concentration	**Elective**: up to 9 credits (3 courses) from 1 concentration (Optional) • **FM** (Finance and Macroeconomic Policy) • **TI** (Trade and Industrial Policy) • **PS** (Public Finance and Social Policy) • **RE** (Regional Development and Environment Policy) • **DP** (Development Policy) • **PA** (Public Administration and Leadership) • **SM** (Strategic Management) • **GP** (Global Governance and Political Economy) • **DS** (Data Science for the Public Policy and Management)*			
Research Project	Optional • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits)			
Language	Requirement • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits) (only for full-time international students)			
Duration	☐ **Full-time:** 4 terms ☐ **Part-time/NIIED GKS Scholarship/GMP:** 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)			
Total	Minimum 36 credits			

** To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course (Programming Fundamentals using Python, R Fundamentals for Public Policy).*

<Graduation Checklist for Master's Programs>

Category	MPP	MDP	MPM	MDS
Core Courses	6 credits (2 courses) ☐ AMPP ☐ QM(KED_G20) ☐ G20(G20 Only)	6 credits (2 courses) ☐ DE ☐ QM(KED_G20) ☐ G20(G20 Only)	6 credits (2 courses) ☐ POM ☐ QM(KED_G20) ☐ G20(G20 Only)	12 credits (4 courses) ☐ Programming Fundamentals using Python ☐ R Fundamentals for Public Policy ☐ Statistical Foundations for Data Science ☐ Introduction to Computational Social Science
1st Concentration	9 credits (3 courses) from each field (ej) 3 courses from FM) ☐ FM ☐ TI ☐ PS ☐ RE ☐ RP(Part-Time GMP Only)	☐ DP ☐ RP(Part-Time GMP Only)	☐ PA ☐ SM ☐ GP ☐ RP(Part-Time GMP Only)	☐ DS
Research Project	Optional ☐ ARS (3 credits) + Thesis (3 credits) ☐ ARS (3 credits) + Capstone Project (3 credits)			
<GMP Only> Credit Transfer	☐ Full-time: Maximum 6 credits ☐ Part-time: Maximum 12 credits			
English	☐ LPM (3 credits) - If waived, should instead take another advanced course			
Korean	☐ Korean I (3 credits) (only for full-time international students) - If waived, should instead take an advanced course			
Duration and tuition	☐ Full-time: 4 terms ☐ Part-time/NIIED GKS Scholarship/GMP: 6 terms (The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 semesters regardless of their C.G.P.A.)			
Graduation Credits	☐ Minimum 36 credits			
Graduation date	☐ Spring: End of May ☐ Summer: End of August ☐ Fall: Commencement Day (Jan 31 for students taking courses in the Fall term) * The commencement ceremony is held once a year in December for all students graduating in the current year and expected to be graduating the following January.			

<Graduation Requirements and Checklist for NIIED GKS Global Network Scholarship>

- **Core Courses: 2 courses (6 Credits)**

No.	Course Title	Checklist
1	Korean Economic Development	☐
2	One Course from the list that will be provided each semester*	☐

* This course cannot be counted as a concentration course.

- **Concentration: 6 courses (18 Credits)**

Category	MPP	MDP	MPM
1st Concentration (Mandatory) ☐	Requirement: at least 9 credits (3 courses) from 1st concentration (Mandatory)		
	• **TI** (Trade and Industrial Policy) • **RE** (Regional Development and Environment Policy)	• **DP** (Development Policy)	• **GP** (Global Governance and Political Economy)
2nd Concentration: DS (Data Science for Public Policy and Management) (Mandatory) ☐	Requirement: at least 3 credits (1 course) (Mandatory)		
	※To declare 'DS as 2nd concentration, you should take at least 9 credits including minimum 1 basic course. • Programming Fundamentals using Python • R Fundamentals for Public Policy		
	Requirement: at least 6 credits (2 courses) from DS Concentration courses (Mandatory)		

- **Language Course: 1 course (3 Credits)**

No.	Course Title	Checklist
1	Korean Language and Culture I*	☐

* If waived, should instead take another advanced course.

- **Research Project (Optional): 6 credits**

  - Advanced Research Seminar (ARS) Course (3 credits) ☐

  - Thesis or Capstone Project (3 credits) ☐

- **Total Graduation Credits: 36 credits (including research project credits for students who choose to complete the research project)** ☐

- **Duration: 4 terms** ☐

Course Plan for Master's Degree Program

1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at KDI School. However, it is up to each student to plan their course of study.

※ Note: In order for a Master's Degree student to continue receiving financial aid, he/she must be enrolled in a minimum of 9 credits of regular courses* each term for full-time students or 6 credits for part-time students. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each term.

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

<Recommended Course Plan for Master's Degree Program>

Period of Residency \ Term		First Year			Second Year		
		1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
1 Year	Course Only Track	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Maintaining enrollment in your home country		
	Research Project Track	4 courses (12 credits) POS Committee Composition	3 courses (9 credits) ARS (3 credits)	3 courses (9 credits) Thesis/Capstone (3 credits)	Maintaining enrollment in your home country		
1.5 Years	Course Only Track	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)		
	Research Project Track	3 courses (9 credits) POS Committee Composition	2 courses (6 credits) ARS (3 credits)	3 courses (9 credits) Thesis/Capstone (3 credits)	2 courses (6 credits)		
2 Years	Course Only Track	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 course (6 credits)
	Research Project Track	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits) POS Committee Composition	1 course (3 credits) ARS (3 credits)	1 course (3 credits) Thesis/Capstone (3 credits)

Enrolled international students must fulfill an one-year residency requirement. The course plan outlined above marked "1 Year" is the required plan for all international students who plan to spend only one year of residency at KDI School.

GMP students from MPP, MDP, and MPM program should follow their own course plan by referring to page 76. (This does not apply to GMP students from MDS programs)
Students who fulfill all graduation requirements will graduate on the dates designated below.

2. Graduation

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	7th week	End of May	
Summer	7th week	End of August	
Fall	7th week	- Commencement Day - January 31st	Students who registered a course can graduate on January 31st

① ***Graduation Application***: Students who are expected to complete all graduation requirements, including the research project (for students who plan to submit it), are required to apply for Graduation Eligibility Review during that semester. This is a core requirement for graduation. Please access KDI School MIS (https://mis.kdischool.ac.kr) to make the request within the application period.

② ***Graduation period***: The minimum conditions for graduation and to receive a master's degree at KDI School according to the school rules and regulations that student should be enrolled 4 terms for full-time master's program and 6 terms for part-time/NIIED GKS Scholarship/GMP master's program. The study duration may be reduced by a maximum of one term if the C.G.P.A., including the current GPA, is 3.9 or above. However, GMP students must enroll for 6 terms regardless of their C.G.P.A.

Ⅱ. Academic Guides

- Course Registration
- Guidelines for Course Modalities
- 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
- Tuition Fee
- Scholarships
- Attendance
- Certificate Issuance
- e-Education
- Writing Center
- Data Analysis Support(DAS) Center
- Career Support & Internship

Course Registration

1. Course Registration

① ***Minimum/Maximum Credit Application:*** Full-time students can apply for a maximum of 15 credits of regular courses* including one day-time course in each term. Part-time students can apply for a maximum of 9 credits each term.

** A regular course is a course counted towards graduation requirements (graduation credits).*

*** Students may take one additional course beyond the maximum credits per semester (15 for full-time, 9 for part-time), but this is not recommended. Consultation with your academic advisor and an approved application form are required. For questions, contact the Academic Affairs Division.*

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

<Program Chair>

Program	Office	Program Chair
Ph.D.	S341	Baek, Ji Sun
MPP	S331	Lee, Seohyun
MDP	S419	Park, Sungho
MPM	S335	TBD
MIPD	S342	Lee, Dongil
MDS	S431	Park, Jaehyuk

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 may not be offered that term.

* **Note:** Students are advised to register only for the courses and credits they intend to complete. Unnecessary cancellations limit opportunities for other students and create administrative difficulties.

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 (online):*** 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 Retake (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.*

▸ **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 CL" / 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) When your ID card or QR code is successfully recognized, you will hear a "beep" sound, and a pop-up message saying "Attendance confirmed" will appear on the kiosk screen.

▸ ▶ **To see your attendance status: Mobile application or go to web: https://att-admin.kdischool.ac.kr/login or mobile: https://att.kdischool.ac.kr/login**

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 Course Presentation Videos will be uploaded on the e-Education page: https://www.ekdis.ac.kr/course/view.php?id=4983

Guidelines for Course Modalities

□ **In terms of a single "class" during a semester, three types of class modalities are available.**

1) Offline class: Both faculty and students go to the classroom in person.

2) Hybrid class: Faculty and some students are present in the classroom in person, while the rest of the students participate online.

3) Online class: Both faculty and students participate online.

□ **A semester-length course may be offered with one of four course modalities: offline, hybrid, online, or blended.**

1) "Offline" course: All classes during a semester are conducted as offline classes.

2) "Hybrid" course: All classes during a semester are conducted as hybrid classes.

3) "Online" course: All classes during a semester are conducted as online classes.

4) "Blended" course: 70-80% of the semester's classes are online or hybrid, and 20-30% are offline classes.

□ **For courses offered during day-time on weekdays:**

- Principal course modality is "Offline" course.
  - In special cases, such as illness or business trips of faculty and students, faculty may conduct online or hybrid classes.
  - Depending on specific topics for classes and the necessity of specific teaching/learning methods, faculty can choose to conduct online or hybrid classes at their discretion.

- For a core course with more than 40 students registered, its course modality can be “online” course.
- For elective courses, the maximum number of students is 30, but up to 40 can be allowed at the faculty's discretion.

□ **For courses offered on weekday evenings and weekends:**

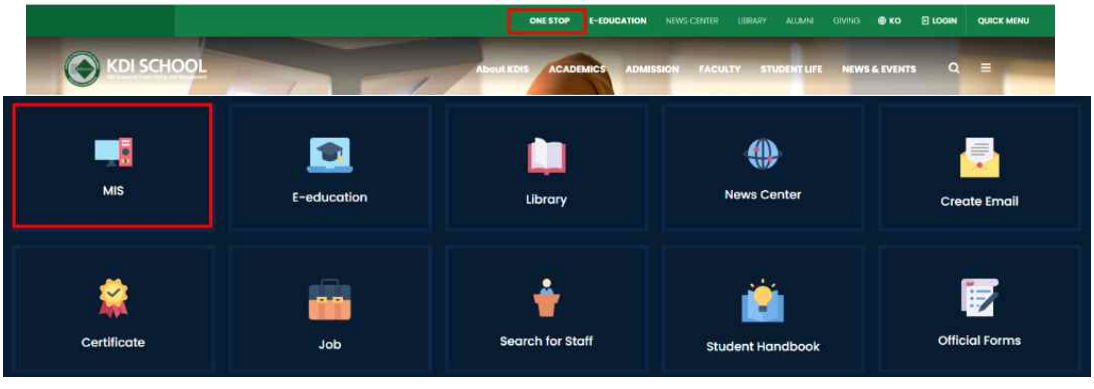
- Principal course modality is “Blended” course.
  - Midterm or final exams can be conducted offline.
  - The scheduling of offline classes during the semester can be determined at the faculty's discretion, but it is recommended to have them at the beginning, middle, or end of the semester.
  - Depending on specific topics for classes and the necessity of specific teaching/learning methods, faculty can choose to conduct offline classes at their discretion.
- For a core course with more than 40 students registered, its course modality can be “online” course.
- For elective courses, the maximum number of students is 30, but up to 40 can be allowed at the faculty's discretion.

▶ Link for the course modalities guidelines (Click)

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 ONE STOP > MIS (https://mis.kdischool.ac.kr) of KDI School Service menu.

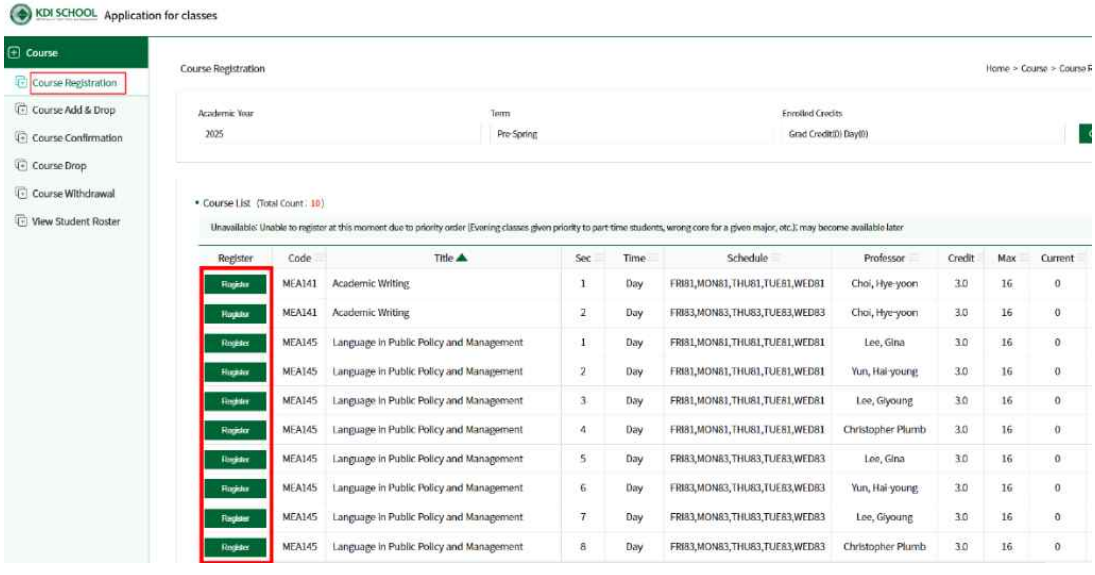


3. Access MIS (https://mis.kdischool.ac.kr) and provide your student ID and password.

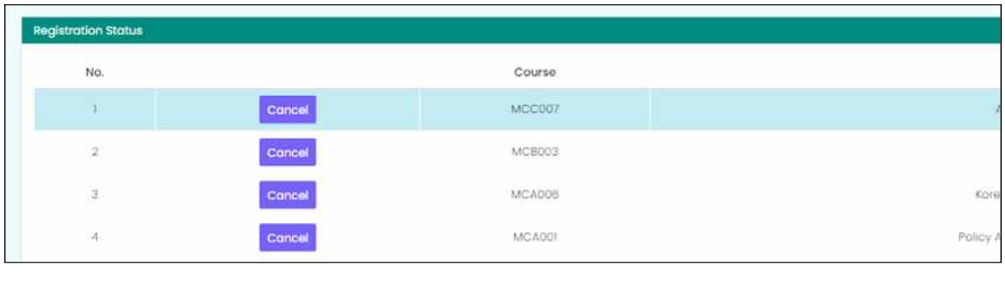
4. Find “Course” in the left side menu and click “Course”, which will redirect you to a new page. Please note that re-login is required on the “Application for classes” page. Find “Course Registration” in the left side menu.

5. You will see course titles in alphabetical order. You can sort the list in alphabetical order or reverse order by double-clicking on the desired column header. 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’.

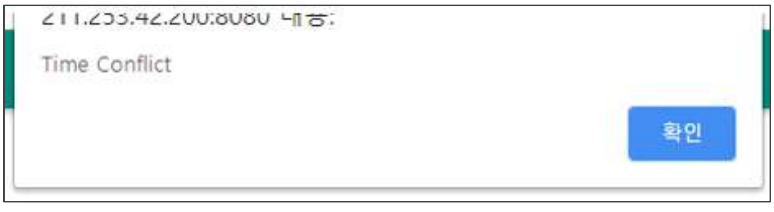
6. Click “Register” on the courses that you want to register.



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.

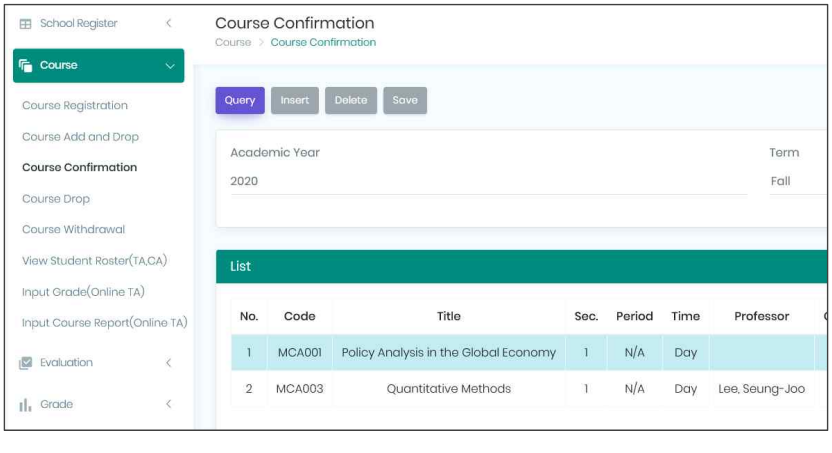


8. If you choose a course which conflicts with a course you registered for, a pop-up message will be shown.



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).*

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



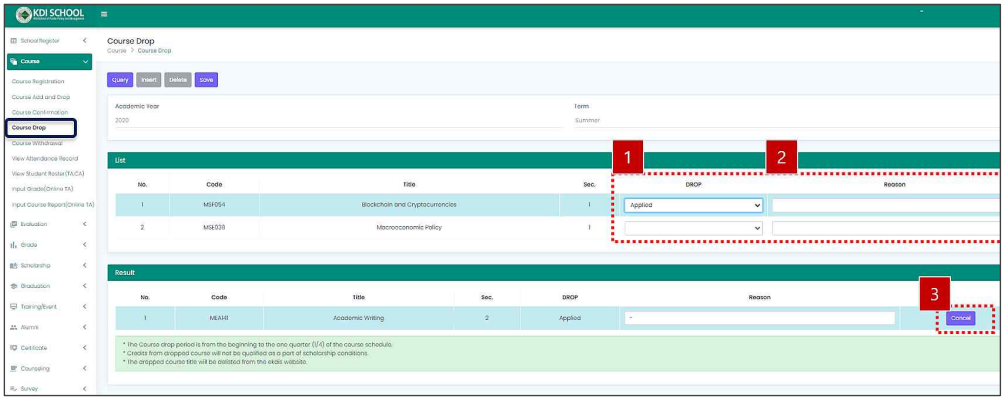
Course Drop Manual for MIS

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

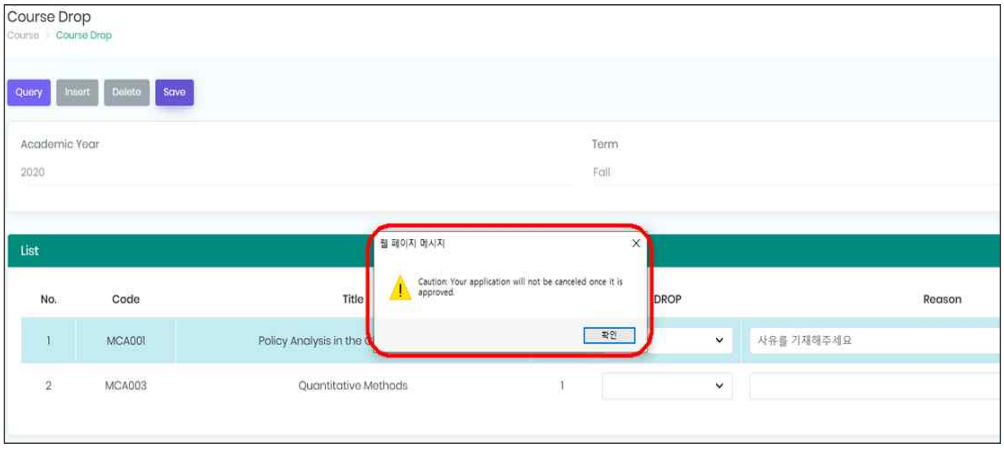
- Access to MIS (https://mis.kdischool.ac.kr): Course → Course Drop
- Course List will be deleted from MIS and e-Education.

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.

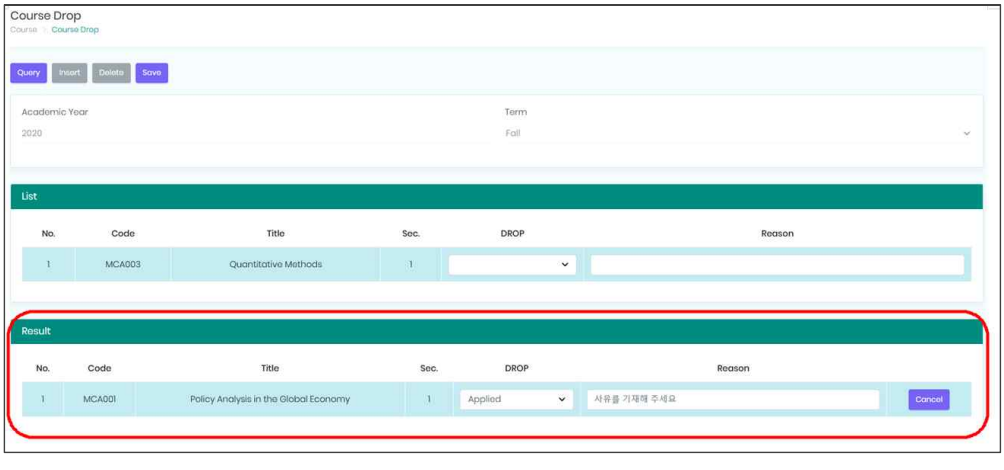


3. A pop-up page could show up. Please be aware that when you drop a course, it's not going to be canceled. You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.



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)

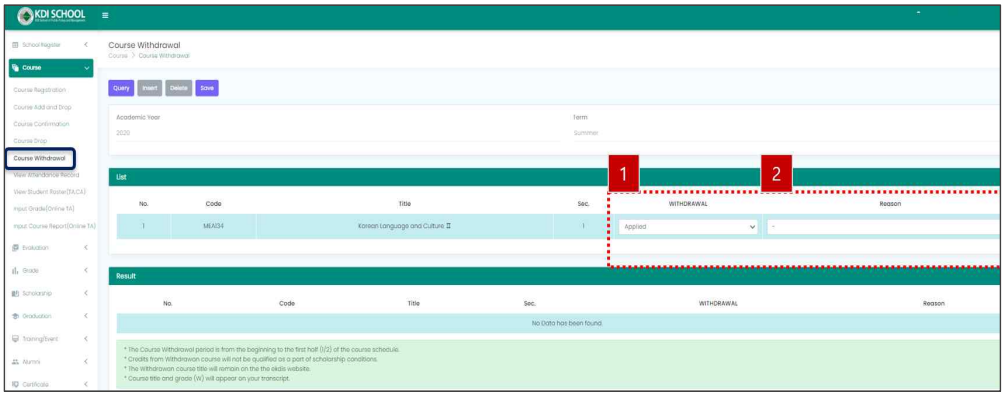


Course Withdrawal Manual for MIS

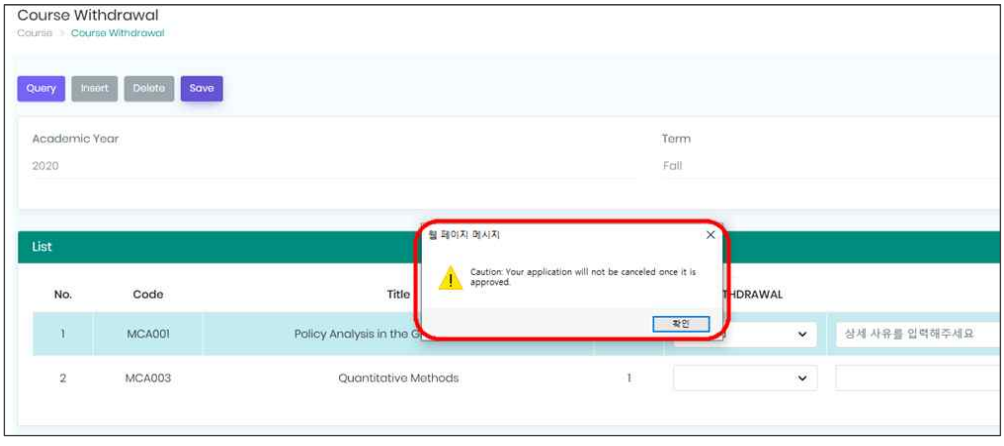
- Available Period: After 1/4 weeks ~ 1/2 weeks.(Application is available only indicated period)
- Access to MIS (https://mis.kdischool.ac.kr): Course → Course Withdrawal
- Course List will not be deleted from MIS and e-Education and a "W" will appear on the official transcript. However, it will not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

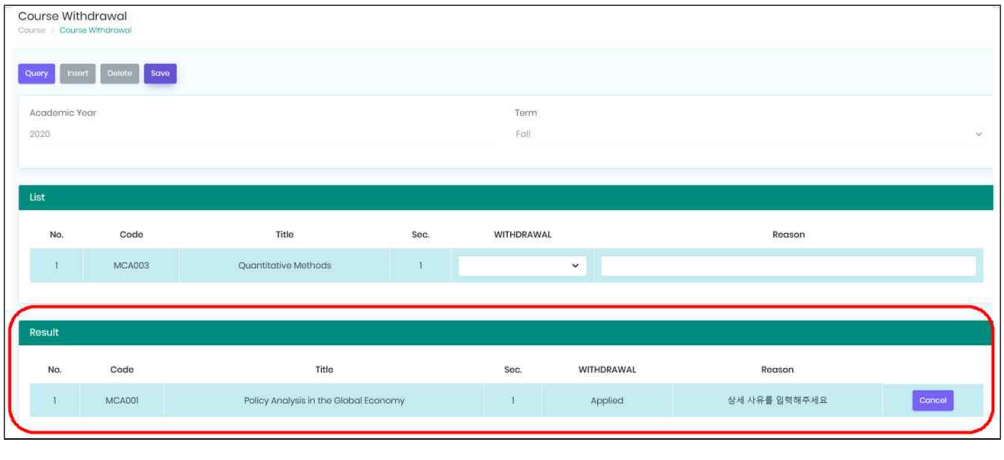


3. A pop-up page will show up and click “confirm” or “확인”. (wording is based on your language setting). You can cancel your withdrawal application, but your application will not be canceled once it is approved by Professor.



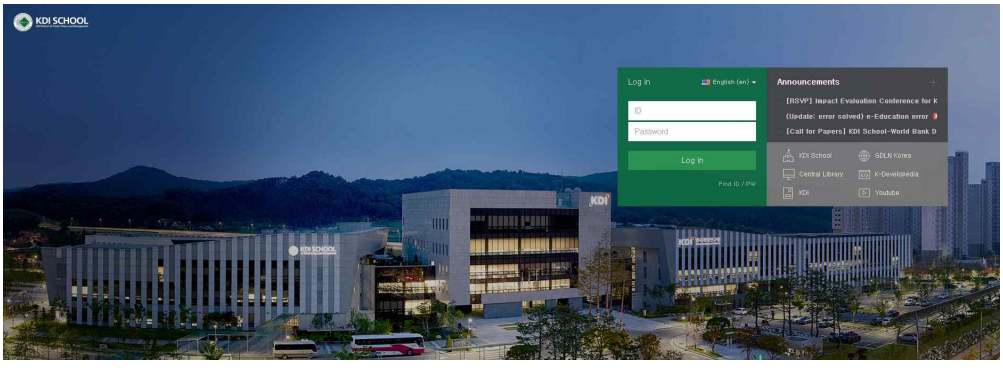
4. Contact the professor to inform your drop application to get an approval.

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)

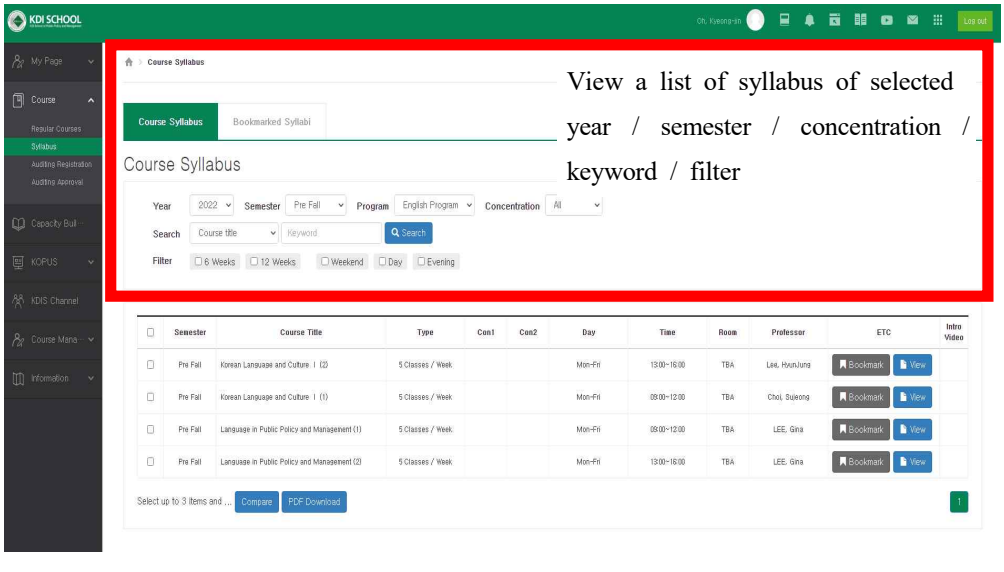


Syllabus Manual for e-Education

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

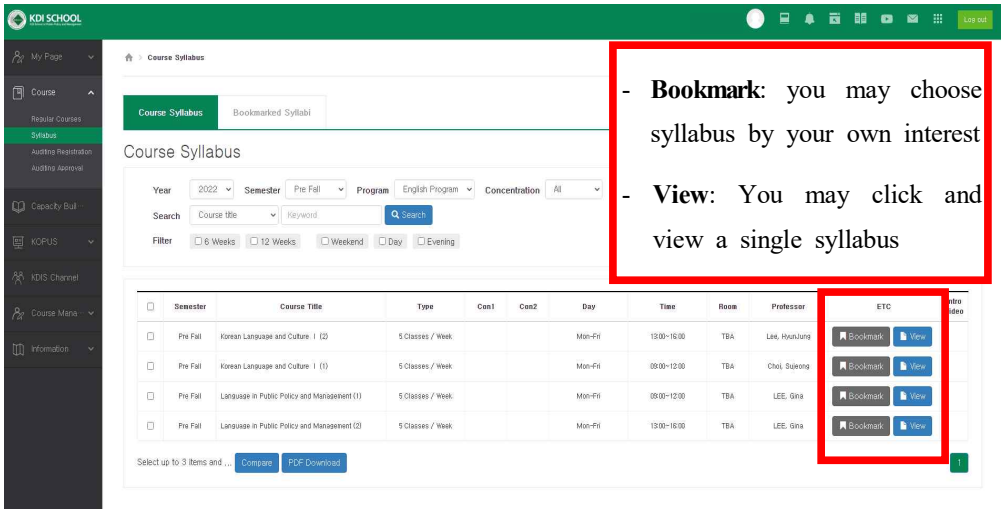


2. View and search syllabus

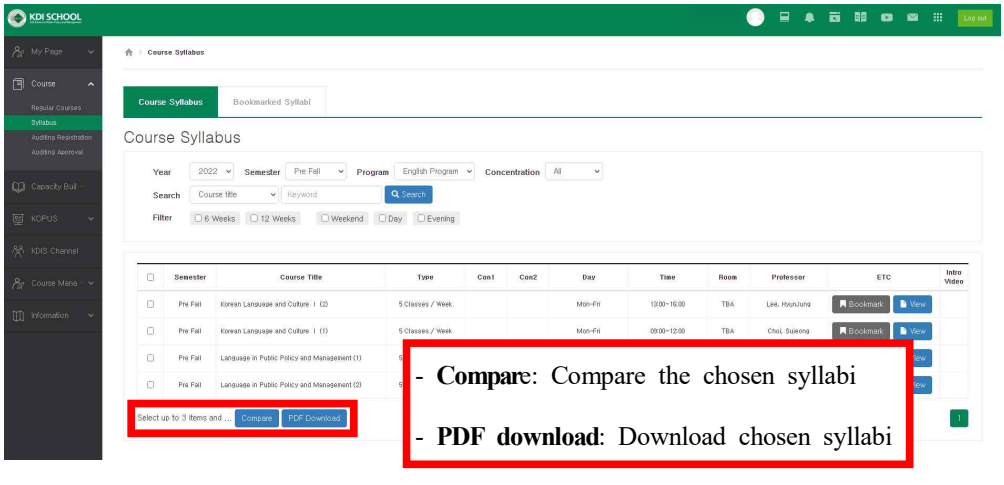


View a list of syllabus of selected year / semester / concentration / keyword / filter

3. Select Your Syllabi



4. Compare Syllabi and Download PDF



Course Reserves Service

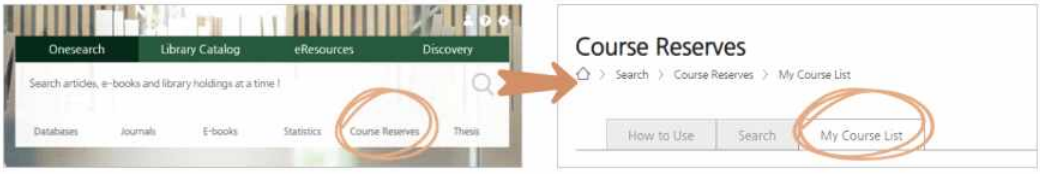
What is the Course Reserves?

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" menu and select the "My Course List" tab

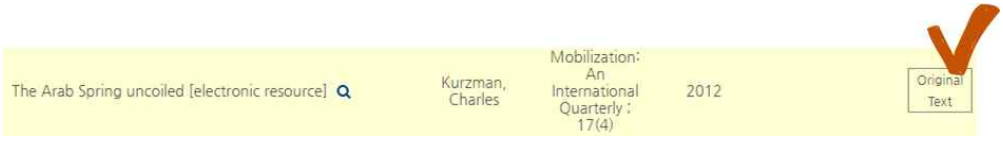
▶ https://library.kdischool.ac.kr



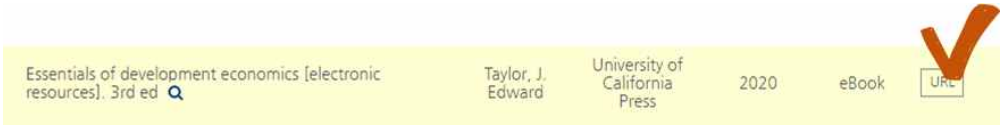
② e-Education' Website: Course Home → Click the "Reading Lists" ▶ https://ekdis.ac.kr

2. Guide to use by material type

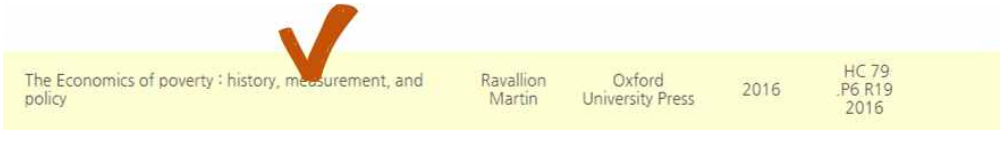
① 【Original Text】Download PDF files (book chapters or articles)



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



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



3. Library rules and regulations for the Course Reserves service

	Course Reserves	General
Loan Limit	Up to 3 items	Up to 30 items
Loan Period	14 days	14 days
Hold (Reserve)	Allowed	Allowed
Renewals	No renewals	Up to 2 times (Unless requested or overdue)

① Consecutive checkouts of the same course book are not allowed.

② Reserved items (Holds) can be picked up at the 24/7 Library. (Returns are available 24/7.)

③ Overdue items are subject to penalties.

④ Library Website https://library.kdischool.ac.kr/htmlmanager/service/17

4. All Guides for library users

① Library services: http://kdischool.libguides.com/libraryatoz

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

5. Library Service by Academic Status

Academic Status	Availability Library Service*
Enrolled	O
Completed**	O
Graduated	X
Permanent Completed	X
Withdrawal	X

* Including access to the library website and facilities

** International students whose academic status has changed to "completed" must submit an "application check form" if they wish to borrow library items. They can use library materials until they leave Korea, and access to the library website remains available after they return to their home country.

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 have their final grade submitted 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 the final grade is not submitted to the Academic Affairs Division by the deadline, an "IW" will appear on the student's transcript permanently. Students who receive an "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 through MIS (https://mis.kdischool.ac.kr) and download by oneself through the "Certificate Application System (https://kdischool.ac.kr/menu.es?mid=a60401010000)". Students can also receive a sealed transcript issued by the Academic Affairs Division through "Certificate in KDI School Website. Refer to the "Certificate Issuance" on page 58.

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 either file for a leave of absence or notify the Division of their intention to withdraw. Obtaining approval from the Academic Affairs Division will prevent difficulties with future enrollment.

Students who receive a full tuition exemption scholarship shall be considered enrolled upon course registration.

② ***Failure to be Reinstated:*** Students who fail to return to the School after 3 terms of leave of absence or an unauthorized leave of absence will not be allowed to enroll.

※ Students must take lecture courses within 2 years of admission without leave of absence, otherwise they are required to pay additional tuition based on credits.

2. Leave of Absence

① ***Leave of Absence:*** Students wishing to take a leave of absence must submit an application via the MIS(https://mis.kdischool.ac.kr) under the "School Register" menu.

- **Eligibility:** Students are not permitted to take a leave of absence during their first term. Applications may only be submitted starting from the second term.
- **Application Period:** Applications must be submitted within the designated period announced each term.
- **Duration:** The total leave of absence period cannot exceed 3 terms during enrollment. Exceptions may be granted only for special circumstances, such as illness, childcare, or military service.

② ***Extension of Leave of Absence:*** Students who have not yet used the maximum of 3 terms of leave may apply for an extension. Extensions are granted in 1-term

increments and must be applied for via the MIS(https://mis.kdischool.ac.kr) under the "School Register" menu.

※ **Important Note:** Scholarship recipients should be aware that taking a leave of absence may result in the suspension or forfeiture of their scholarship and monthly stipend.

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 MIS (https://mis.kdischool.ac.kr) within the designated period announced each term.

4. Completed

Full-time students who have been enrolled at KDI School for at least 4 terms and part-time students who have been enrolled for at least 6 terms, and who have earned the required 30 graduation credits, will be considered to have completed their coursework. Those students who do not complete the graduation requirements within 4 years from their date of admission will be permanently designated the status of "Permanent Completed" Students.

* Coursework completion indicates that students have fulfilled only credit requirements(30 credits) regardless of their study period. They can receive a certificate of coursework completion only once at the completion ceremony.

5. Graduated

Upon meeting the graduation requirements and passing the graduation eligibility review, students will be granted the status of 'Graduated' on the designated dates each semester.

Students may be eligible to graduate up to one term early should they meet the following requirement, which must be verified by the graduation eligibility review committee.

- Students who have achieved an overall GPA at least 3.9 for 3 terms (full-time students) or 5 terms (part-time/NIIED GKS Scholarship students).
- GMP students from all programs are not eligible for early graduation.

Once a student's academic status is changed to **'Graduated'**:

- The student can no longer access certain services, such as the library and CL application. Therefore it is recommend to use up the remaining balance on your e-Pay before the graduation, as charged amount will no longer be available for use afterward.
- The storage capacity for "@kdis.ac.kr" email accounts will be reduced to 1GB. It is exceeds 1GB, the account will be locked.

6. Withdrawal

① ***Voluntary Withdrawal***: Students desiring to withdraw may do so by obtaining permission from the Dean of KDI School after submitting their application online through "School Register" on the MIS (http://mis.kdischool.ac.kr). Applications are only accepted during each semester.

② ***Expulsion***

- Students who fail to pay tuition fee on time or fails to register a course before coursework completion are subject to expulsion with the approval of the Dean of t KDI School.
- If a student is placed on academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

Tuition Fee

Master's Program

Students may choose to pay by term or by credits. Regardless of the payment method, students will pay the same amount of 28,000,000 won to complete a Master's degree program. Once this is paid in full, there will be no additional fees for the first two years. However, if a student has been enrolled in the school for more than two years and has not yet completed the requirements, he/she must register for the courses he/she wishes to take and must pay additional tuition by credits.

Tuition payment notices will be posted on Announcement of e-Education. The payment slip will be issued on request by a student.

<Payment by term>

Day	1st Year			2nd Year			Total
	Fall	Spring	Summer	Fall	Spring	Summer	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	-	-	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

<Tuition Refund>

Prepaid tuition shall be refunded in the following cases.

1. In cases of over payment or erroneous payment, the total amount of the over payment or erroneous payment;
2. Where a student cannot continue his/her study due to illness, death or natural disaster, or due to a requirement under Acts and subordinate statutes;
3. Where a person who has been approved for admission to the KDI School submits a letter of relinquishing his/her admission;
4. Where a registered student submits an application for termination of studies from the KDI School;

5. Where a student cannot continue his/her studies due to other extenuating circumstances.

* The amount of refund in cases 2 to 5 will be decided following the schedule

Amount to be Refunded	Amount to be Refunded
Before admission date or the semester starts	Full amount of paid tuition
Before 4weeks (28 days) of the semester starts	Five Sixths(5/6) of paid tuition
After 4weeks (28 days) but before 7weeks (49 days) of the semester	Two thirds(2/3) of tuition
After 7weeks (49 days) but before 10weeks (70 days) of the semester	half(1/2) of tuition
After 10weeks (70 days) of the semester has passed	No refund

<Student Loan information>

If you need to apply for a student loan, please visit https://www.kosaf.go.kr/ (Korean Citizens only).

Scholarships

1. Maintaining Admission Scholarship

To continue receiving the scholarship award is necessary to meet the respective GPA criteria spelled out in your scholarship certificate. Stated below are the course requirements that are common to every admission scholarship recipient:

- Full-time students must take a minimum of 9 credits of regular courses* per term except for the last (4th) term. **These 9 credits should include at least 3 credits from daytime courses.**

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

2. Scholarship for Academic Excellence

① Within the allocated amount of budget, students, who have taken at least 9 credits or more of regular courses(which credits are counted towards graduation requirements) in a term and achieved excellent academic performance, are considered for this scholarship.

② Regardless of the Admission Scholarship received in the first term, non-sponsored students with a GPA of 3.9 or above will be reviewed for full scholarship eligibility. However, the scholarship is provided in the form of a tuition deduction for the following semester, and the total amount, when combined with the Admission Scholarship, shall not exceed the actual tuition fees.

③ Selection for this scholarship is based on academic performance, existing financial aid, conduct as a member of the School community, and the availability of the School's budget.

3. Work Study Scholarship

Students interested in the Work Study Scholarship can choose to apply for either a **Class Assistant (CA)** position or an **Administrative Assistant (AA)** position during the designated application period. The scholarship payments will be disbursed after the working period.

At the close of the semester, students are required to submit a work confirmation form, signed by their professor, to the Academic Affairs Division. Meeting the submission deadline is crucial, as any delay will result in the forfeiture of the scholarship for the corresponding week.

It is important to keep in mind that students who do not fulfill their duties adequately risk being excluded from consideration as CA/AA candidates for the subsequent term. Make the most of this opportunity to contribute to your academic community while benefitting from the Work Study Scholarship.

<Selection Process>

① There will be a notice for recruiting students to the work-study positions.

② The work study students are selected from among the interested applicants. CA/AA positions will be assigned based on applicants' admission scholarship, experiences, and willingness to serve in each area. If there are many applicants, some students may not get the opportunity to be a CA or AA.

<CA Job Description>

① Prepare for the class (set up the teaching materials: electronic lecture desk, microphone, pointer, etc.)

② Check and manage the class e-attendance

③ If required, send out e-mail notices, collect the assignments, and upload lecture notes

④ Register cancellations or make-up classes on the e-attendance

(Procedure: Approval Management > Register > Cancelled / Make-up Class)

*Requests may be rejected due to a reserved classroom or scheduling conflict, in which

case the Academic Affairs Division will provide separate contact and guidance.

⑤ Act as an emergency contact point

⑥ Conduct miscellaneous duties upon the professor's request

⑦ Submit the Student Roster and work confirmation sheet at the end of the semester via the e-attendance system

(Procedure: Approval Management > Register > Attendance Sheet Generation

<AA Job Description>

The AA duties may vary according to the teams and divisions to which applicants are assigned.

Attendance

Attendance Policy

Attendance requires real-time participation. Students must attend at least 5/6 of the total classes for their grades to be recorded. If absences exceed 1/6 of the scheduled classes, an automatic 'F' will be given.

Absences within the 1/6 limit won't affect grade recording, but they may impact your final grade depending on your professor's policy. For more details, please reach out to your professor directly.

Excused Absences Policy

Excused absences are allowed for up to 1/6 of the total classes. If excused absences go over this limit, they will count as regular absences.

To request an excused absence, submit the official form along with any required supporting documents. Approval criteria are strict, so make sure to review the guidelines carefully before applying.

1. How to check attendance

① Offline : Tap your card or scan the QR code using the KIOSK outside each classroom before class starts. If you forget or encounter technical issues, inform your CA to manually update your attendance.

② Online : Attendance is tracked by the CA using Zoom connection logs. Students must attend at least 90% of the class time (requirements may vary by professor). Only real-time participation counts as attendance; watching recorded lectures is not accepted unless explicitly approved by the professor.

③ Common Campus : Tap your card or scan the QR code using the KIOSK outside each classroom before class starts. If you forget or encounter technical issues, inform your CA to manually update your attendance.

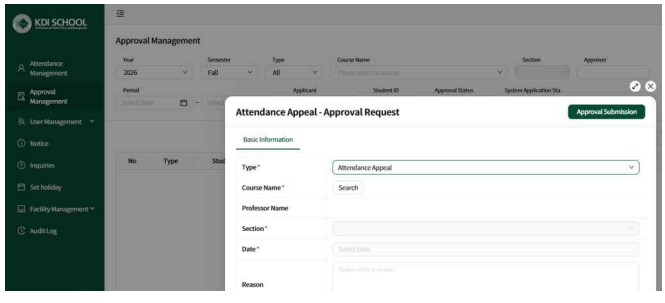
2. Attendance management

① Students are responsible for managing their own attendance. Be sure to contact **CAs** responsible for recording attendance if your attendance status is incorrect.

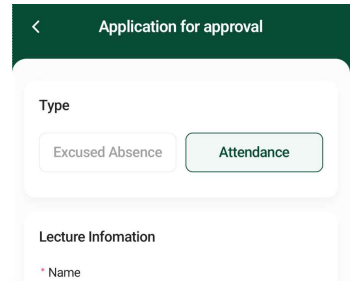
(To request attendance changes, please use “Approval Management - Attendance Appeal” in the E-attendance system. Submit your approval request form through the system.

- Web Link: https://att-admin.kdischool.ac.kr/login
- Mobile Link: https://att.kdischool.ac.kr/login

<Attendance Appeal: Web>



<Attendance Appeal:Mobile>



② The absences during Add & Drop period will still be considered as absences once you get enrolled. Please *audit* the course that you are interested in enrolling in, or if you are on the waiting list to be recognized as attendance once enrolled.

③ If you have unavoidable reasons and cannot attend class, apply for excused absences if your reason qualifies as an official excusable reason.

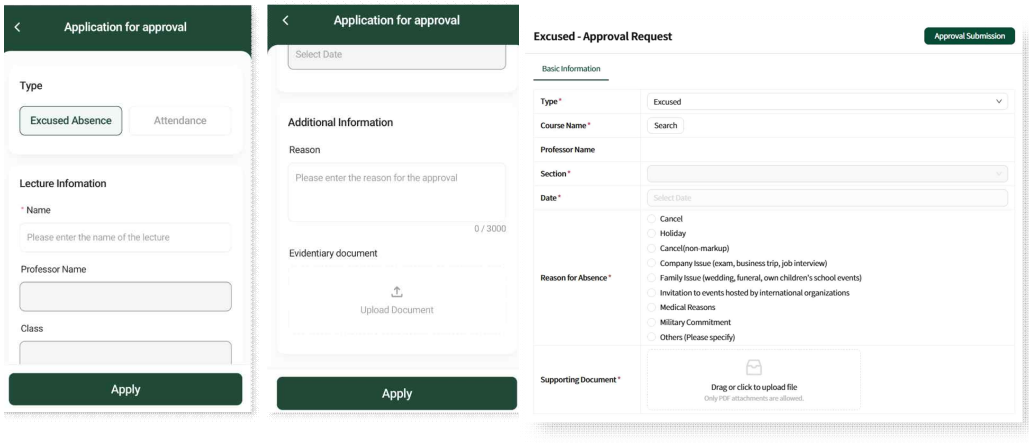
3. How to apply Excused Absences

Excused absences can be submitted on E-attendance via “Approval Management - Excused Absent” Submit your approval request form through the system.

※ E-mail submission is not valid.

- Web Link: https://att-admin.kdischool.ac.kr/login
- Mobile Link: https://att.kdischool.ac.kr/login

<Excused Absence : Mobile> <Excused Absence : Web>



① On the Approval Request page, please select the course and the corresponding date. Supporting documents must be attached.

② Inform the professor about your application before the submission date and get their approval.

③ When you apply for an excused absence via the website or mobile, an email is sent to the course professor. Once the professor approves, the request is forwarded to the Academic Affairs Division, where the validity of supporting documents is reviewed.

* Approval or rejection is notified via email. (Can also be checked on the website)

④ Submit the forms and supporting documents: Upload the completed forms along with official documents that include the student's name, date of absence, reason, and issuing authority via the provided link.

*Please submit/attach the document

⑤ Approval and record update: Once approved, the E-attendance record will be updated to reflect "Excused absence."

* Excused absence approval cannot be granted for reasons not listed under "4. Reasons of Excused Absences."

* Please note that you cannot apply for events you have RSVP'd for, and you will not be excused from events that you voluntarily chose to attend.

1. Student: Submit excused absence request through E-Attendance
2. Academic Affairs Division: Verify documents and determine approval or rejection
3. Professor: Makes the final approval or rejection decision
4. Completion: Excused absence recorded

* Rejected if supporting documents are insufficient

4. Reasons of Excused Absences

Please refer the exact regulations for Excused Absences at the link.

① Medical Reasons: Only legal infectious diseases or serious illnesses, surgery, emergency medical treatment are valid. Visits to the school healthcare room or company medical checks are not accepted.

② Military Commitments: Includes army reservist training.

③ Personal Events:

- Marriage: Requires a wedding invitation card, marriage or family relations certificate, and flight e-ticket. Limited to the student's own wedding or that of their child is recognized.
- Childbirth: Requires a birth certificate and Family Relations Certificate.
- Funeral: Requires a death certificate and Family Relations Certificate.
- Children's Official School Events: Requires public documents like an invitation card and Family Relations Certificate.

④ Company Issues (Including job interviews, business trips)

- Job application exams, interviews or pre-employment medical check-ups: Requires official participation confirmation issued by the company

* Part-time job interviews, visa interviews, AA work, and any certification exams taken voluntarily by the student are not considered valid reasons for excused absences.

- Business Trips/On-Call Duties: Requires official documents from the company/organization, including the name, student name, date, and reason.

⑤ Official Invitations: Only officially Invited to an academic-related events/programs organized

by international organizations or Korean government are valid.

* **Only officially invitational events are applicable**. Voluntary participation, including any school events, cannot be accepted.

⑥ **Note: The date of the excused absence request must match the date of the class.**

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 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

i. 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 .

Certificate Request Form

KDI School of Public Policy and Management
263, Namsejong-ro, Sejong-si
Republic of Korea
Phone: 82-44-550-1294,1020 Fax: 82-44-550-1200

I. PERSONAL INFORMATION

▶ Name _____ ▶ Student ID _____
▶ Program _____ ▶ Date of Birth _____

II. CERTIFICATE REQUEST

ENGLISH	Seal	Quantity	KOREAN ONLY	Seal	Quantity
☐ Transcript	☐		☐ Certificate of Tuition Payment		
☐ Certificate of Enrollment (Enrolled Students only)	☐		☐ Certificate of Enrollment (Enrolled Students only)	☐	
☐ Certificate of Leave of Absence	☐		☐ Certificate of Leave of Absence	☐	
☐ Certificate of Completion (Not available to graduates)	☐		☐ Certificate of Completion (Not available to graduates)	☐	
☐ Certificate of Graduation	☐		☐ Certificate of Graduation	☐	
☐ Certificate of Expected Graduation	☐		☐ Certificate of Expected Graduation	☐	
☐ Certificate of English Proficiency	☐				
☐ Other letters	☐				

(To issue a letter, please fill out exactly what should be stated below)
_____
_____

III. PURPOSE OF CERTIFICATE REQUEST

☐ Graduate School (M.A. or Ph.D.) ☐ Transfer: Reason _____
☐ Professional Certification ☐ Other (Specify) _____

IV. METHOD OF RECEIPT

DOMESTIC	Cost	INTERNATIONAL	Cost
☐ Regular Post	Free of Charge	☐ Regular International Post	Free of Charge
☐ Express Registered Post	KRW 3,000	☐ EMS	Depends on the Destination
☐ Pick-up	-		

* Please contact person in charge first before deposit to check the exact amount of charge
* It must be delivered to some contries via EMS Premium (it could charge extra pay)

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

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

Address _____ City and Country _____
Zip Code _____ E-mail Address _____
Phone Number (country code + area code + phone number) _____
Mobile Phone (country code + area code + mobile phone number) _____
Receiver (It can be omitted if same as the applicant) _____
Total amount of fee wire transferred _____
Notes _____

➢ Please wire the exact mailing fee in the applicant's name right after applying for certificates.
If the wire transfer is made in another person's name, it will be difficult to match with the submitted application and delay responding to applicant's request.

➢ Please make the wire transfer in Korean Won.
Applicant must exchange the home country's currency into Korean Won and make the wire transfer.
If not, it will be difficult to receive the applicant's wire transfer properly or fast.

◆ **Wire Transfer Information**
Bank Name: Wooribank KDI Subbranch
Bank Account Number: 1005-500-959249
SWIFT Code: HVBKKRSEXXX
Bank Address: 263, Namsejong-ro, Sejong-si, Republic of Korea
Bank Tel: 82-44-862-6741

ii. 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. Data Science for Public Policy and Management: Master of Data Science for Public Policy and Management

v. 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 : One-stop - Certificate
- Link: https://kdischool.ac.kr/one-stop/

ii. Wikipedia "Apostille Convention" (Eng)
- Link: https://en.wikipedia.org/wiki/Apostille_Convention

iii. ROK e-Apostille Service (Eng)
- Link: https://www.apostille.go.kr/index.do?language=en

iv. Validation of apostille
- Link: https://www.hcch.net/en/instruments/specialised-sections/apostille

v. Apostille Consular Service (Kor)
- Link: https://www.oka.go.kr/web/content.do?menu_cd=000098

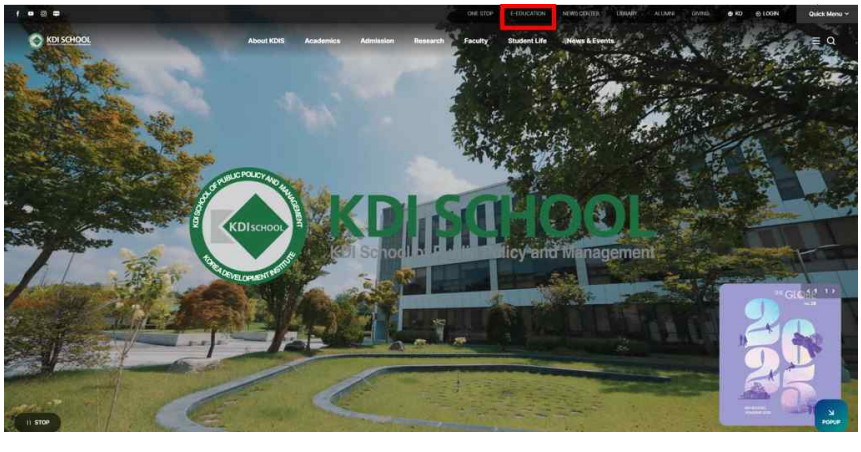
e-Education

1. What is e-Education?

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) 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. You can also click the banners below on the right side of the main page to learn how to use these service.

Click the icon below the banner to access the KDIS AI Assistant. If you have any questions about the Student Handbook or course information, try the KDIS AI Assistant, available 24/7.

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

Writing Center

1. Introduction of the Writing Center

Mission

The Writing Center helps students develop as writers by providing feedback at any stage of the writing process–from initial planning to final completion.

What We Offer

Writing & Presentation Consultation Services

Our experienced consultants assist with:

Structure and Organization: Improving the overall flow and logical arrangement of your paper
Argument Development: Strengthening your thesis and supporting points
Assignment Alignment: Ensuring your work meets specific requirements
Academic Language: Enhancing scholarly tone and expression
Academic Skills: Guidance on citing, referencing, paraphrasing, and summarizing
Grammar and Punctuation: Upon request, consultants can highlight a few specific issues
Structuring your presentation effectively
Decluttering and improving slide design
Refining your delivery style
Overcoming public speaking anxiety

Document Types Supported:

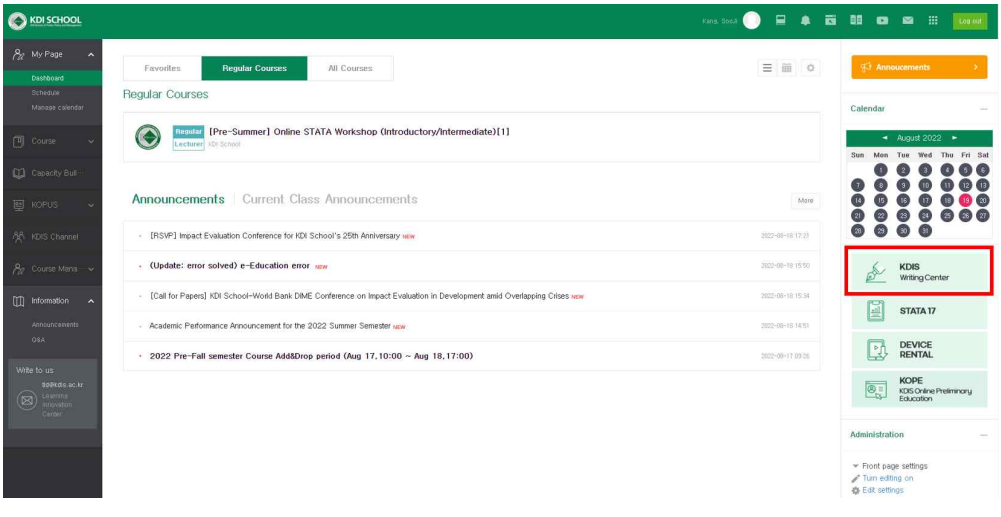
Term papers, Thesis, Capstone projects, Resumes, Statements of purpose, Cover letters

* Important Note: Consultants are not editors. They will not extensively proofread or edit your final copy. Instead, they serve as guides to help you improve your own writing skills and develop stronger academic work independently.

2. Consulting Service Information

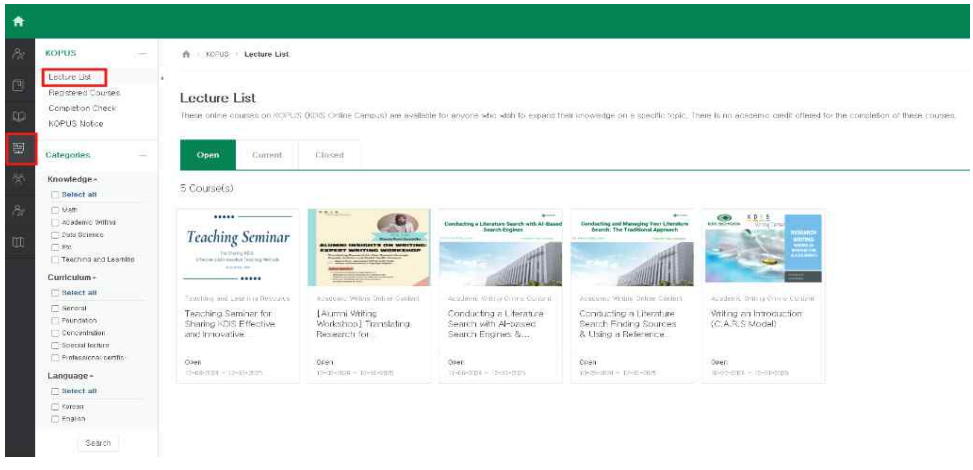
- Available sessions per semester : 10 credits (sessions) per semester
  - The 10 credits provided can be used for consulting services at the Writing Center or STATA tutoring services at the DAS Center, and may be applied not only to course assignments and essays but also to thesis or capstone project work.
  - For information on how to use the services, please log in to e-Education and check the Writing Center and DAS Center menus on the right-hand side.
- Service Time: 30-minute service (1:1 consultation)
- Service Method: Online (Zoom) or Offline service (Central Building, 4th Floor / Group Study Room 6)
- Booking Website:
  - Writing: http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center
  - Presentation: https://www.supersaas.com/schedule/kdiswritingcenter/Presentation_Consulting

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



- Service Type: Standard or Flipped Workshop
- Service Format: Online (Zoom), Offline or Hybrid
- The schedule will be announced on e-Education (Registration required).
- Workshop Recordings: e-Education -> KOPUS -> Available Courses -> Enroll (Self-enrollment)

For more information on the workshop recordings and materials, please visit KOPUS on e-Education.



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 data analysis workshops and providing tutors feedback and advice on properly practicing data analysis methods. The center can help students fully understand relevant contents in the classroom, and improve their data analysis expertise.

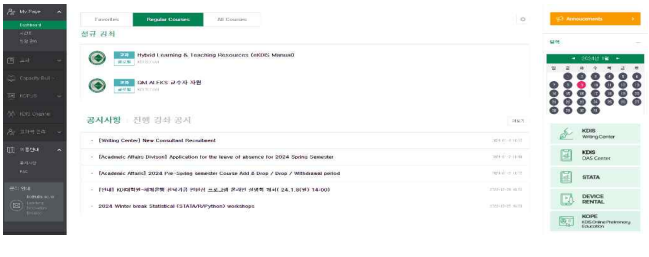
2. Stata 1:1 Tutoring Service Information

- Available sessions: 10 sessions(appointments) per semester
  - 10 credits are allocated for Writing Center and DAS Center services.
- Service Time: 30-minute editing service
- Service Method: Online(Zoom)
- Booking Website:
  https://www.supersaas.com/schedule/kdiswritingcenter/KDIS_DAS_Center_1:1_Tutoring

3. Data Analysis 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 the DAS Center page



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

Career Support & Internship

1. Introduction

KDI School offers an extensive range of career services to help students fulfill their professional aspirations. As part of its career services, the School extends customized career-development support which includes introducing employment opportunities, offering special lectures on career development, and organizing mentoring programs. Additionally, students are invited to a career advising session at the beginning of each semester and they can find daily updates on our career service Website.

Internship opportunities are also offered based on MOU agreements with various public organizations.

For more information, please refer to the career center website.

2. Career Counseling for New Students

KDI School features an exclusive career counseling service for new pre-service students. The initiative helps students prepare for their professional careers. The program will take place at the first semester and cover a variety of topics such as career services, internship programs. Additionally, a survey is conducted to understand the students' career demand to better support them with a tailored career service.

3. Job/Internship Search Support and Career News

Job postings are uploaded on online bulletin boards to help students search for jobs and internships. KDI School provides a link to career services on the School's website. Students are able to find information on employment opportunities and internship placements updated on a daily basis. Also, Students are able to read the latest career news articles on the School's website. Career news is updated periodically to provide useful tips for students who are seeking jobs and to inform students with current trends in the job market.

4. Internship

KDI School actively provides information on internship opportunities to students. A large number of research institutes and public/international organizations contact KDI School to offer opportunities to our students which reflects the excellent quality of our academic programs as well as its outstanding student pool. Internship opportunities are also offered based on MOU agreements with various public organizations.

<Internship programs (as of August, 2026)>

No.	Institution		A volume of recruitment	Working Period	Remark
1		World Bank	1	December~May (6-month)	For Domestic Students
2	KDI	Korea Development Institute	1~3	Each Semester	For Domestic Students
3	UNIDO	United Nations Industrial Development Organization	2	May~November (7-month)	For Domestic Students
4		African Development Bank Group	3	September~November (3-month)	For Domestic Students
5	KIEP	Korea Institute for International Economic Policy	1~3	Each Semester	For Domestic Students
6	KEI	Korea Environment Institute	1~3	September~December (3-month)	For Domestic Students

* The institutions and the participating students may vary.

5. Special Lecture on Career Development

KDI School gives students a chance to attend special lectures on career development. Most of Guest speakers are Korean alumni or professionals employed in various fields. Students are offered the opportunity to obtain detailed information of the field they are preparing for and join in a network with the alumni.

[Inquiry]

Career support: Student Affairs Division (S213),
☎044-550-1078 / job@kdis.ac.kr

Internship program: Academic Affairs Division (S243),
☎044-550-1259 / se_eom@kdischool.ac.kr

Ⅲ. Study Abroad Program

- Exchange Program
- Global Master's Program (GMP)
- Field Research and Study Program

Exchange Program

Exchange students will be able to enroll in the partner school starting in the Spring or Fall term, and may stay on the program for one term/semester or a year depending on the partner school/program they choose. And, international students who are the recipients of the designated scholarship program (which entails receiving a monthly stipend in Korea) are NOT ELIGIBLE to apply for the exchange program, as these students are already pursuing their studies abroad in Korea.

Those who are interested in an exchange program must consult with their academic advisors when selecting the courses. Some credits earned during the exchange program can be transferred to KDI School for credits by submitting an original copy of the official transcript from the exchange partner school and an application for acknowledgement of credits to the Academic Affairs Division. Only credits from courses offered for degree students will be acknowledged for transfer. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits.

1. Exchange Partner Schools

[Europe]

- Freie Universitaet Berlin (Germany)
- HHL-Leipzig Graduate School of Management (Germany)
- Hertie School (Germany)
- Institut Superieur de Commerce International de Dunkerque (France)
- ESSEC Business School (France)
- University of Leuven (Belgium)
- Aarhus University (Denmark)

[Others]

- University of Malaya (Malaysia)
- Universidad de las Americas Puebla (Mexico)
- Nazarbayev University (Kazakhstan)
- The Hong Kong University of Science and Technology(HKUST)

* The school list is subject to change without prior notice.

2. Qualifications

- Academic status
  - At the time of application: ‘Enrolled’ or ‘Leave of Absence’
  - During exchange period: ‘Enrolled’ or ‘Completed’
- Completion status
  - Full-time program students: completion of three terms by the time of departure
  - Part-time program students: completion of five terms by the time of application
- At least 18 credits completed including core courses.
  - Spring Students: by the time of application
  - Fall Students: by the time of departure
- CGPA of at least 3.5 or above (highly recommended)
- TOEFL: iBT 72 / CBT 212 / IELTS 6.0 or above (highly recommended)

3. Exchange Program Application/Departure Timeline

- Timeline for 'Spring Admission' Students

	Spring (1 term)	Summer (2 term)	Fall (3 term)	Spring (4 term)	Summer (5 term)	Fall (6 term)	Spring (7 term)
Full-time			Apply	Depart			
				Apply		Depart	
Part-time				Apply		Depart	
						Apply	Depart

- Timeline for 'Fall Admission' Students

	Fall (1 term)	Spring (2 term)	Summer (3 term)	Fall (4 term)	Spring (5 term)	Summer (6 term)	Fall (7 term)
Full-time		Apply		Depart			
				Apply	Depart		
Part-time				Apply	Depart		
					Apply		Depart

4. Application Period

- Spring Term: 4th & 5th week
- Fall Term: 1st & 2nd week

5. Application Requirements

① Application Form

② Curriculum Vitae

③ Statement of Purpose

④ Transcript of Academic Records of KDI School

⑤ TOEFL/ IELTS Score (Native English speakers and students who are taking their degree program in English are exempted) or Proof of English Proficiency issued by KDI School

⑥ ID Picture (3cm x 4cm)

⑦ GMAT/GRE depending on the program (optional)

6. Application Procedure

① Document Review

② Interview (If needed)

7. Benefits of Exchange Program

① Credits earned from the partner university can be transferred if the program chair recognizes the equivalency of the courses.

② No extra tuition will be charged.

③ Students who are chosen during KDI School's internal selection will be eligible to apply to the exchange partner school. Once students receive admission from the exchange partner school, they will be considered as exchange students for the upcoming term.

* For more information about Exchange Programs, please visit the KDI School One-Stop Page (https://kdischool.ac.kr/one-stop/) > Academics > Study Abroad Program > Exchange Programs

** The number of exchange students is subject to change without prior notice.
Should there be any inquiries, please contact the Student Affairs Division for further information.

Global Master's Program (GMP)

The Global Master's Program (GMP) is a special program for Korean central / local government officials and private sector mid-level managers, in which they spend one academic year at KDI School and one year abroad at a partner institution, enabling them to acquire two degrees during their period of study.

GMP students can choose from the following:

① Master's Degree
② Non-Degree Certificate Program

1. Type of GMP Program

1) 1+1 GMP Program

① Special Features

- A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school which starts second year's Fall.

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of three terms (by the time of departure)
- By the time of departure, **full-time students** must complete at least 30 credits, including required courses, or 27 credits if expected to submit the Research Project; **part-time students** must complete at least 24 credits, including required courses, or 21 credits if expected to submit the Research Project.

2) 2+3+1 GMP Program

① Special Features

- A student who applies for the 2+3+1 GMP Program is able to enroll in an overseas partner school which starts from first year's Fall

② Qualifications

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of two terms (by the time of departure)
- Students who can complete the 36 required graduation credits through following: taking courses in the 6th semester, earning credits through the credit acknowledgment (maximum 6 credits for full-time students), and submitting the Research Project (optional).

<Recommended Course Plan for GMP Program>

<table>
<tr><th colspan="3" rowspan="2">Term
Period of Residency</th><th>First Year</th><th colspan="3">Second Year</th></tr>
<tr><th>Preliminary Session</th><th>1st Term</th><th>2nd Term</th><th>3rd Term</th><th>1st Term</th><th>2nd Term</th><th>3rd Term</th></tr>
<tr><td rowspan="4">GMP
(1+1)</td><td rowspan="2">Full-time</td><td>Course Only Track</td><td></td><td>4 courses
(12 credits)</td><td>3 courses
(9 credits)</td><td>3 courses
(9 credits)</td><td colspan="3">Study Abroad Program (SAP)
Transferring from a partner school (6 credits)</td></tr>
<tr><td>Research Project Track</td><td></td><td>3 courses
(9 credits)</td><td>3 courses
(9 credits)</td><td>2 courses
(6 credits)
Advanced Research Seminar Course
(3 credits)</td><td colspan="3">Study Abroad Program (SAP)
Research Project (3 credits) +
Transferring from a partner school (6 credits)</td></tr>
<tr><td rowspan="2">Part-time</td><td>Course Only Track</td><td>1 course
(3 credits)</td><td>3 courses
(9 credits)</td><td>2 courses
(6 credits)</td><td>2 courses
(6 credits)</td><td colspan="3">Study Abroad Program (SAP)
Transferring from a partner school (12 credits)</td></tr>
<tr><td>Research Project Track</td><td>1 course
(3 credits)</td><td>2 courses
(6 credits)</td><td>2 courses
(6 credits)</td><td>1 courses
(3 credits)
Advanced Research Seminar Course
(3 credits)</td><td colspan="3">Study Abroad Program (SAP)
Research Project (3 credits) +
Transferring from a partner school (12 credits)</td></tr>
<tr><td rowspan="2">GMP
(2+3+1)</td><td rowspan="2">Full-time</td><td>Course Only Track</td><td></td><td>4 courses
(12 credits)</td><td>3 courses
(9 credits)</td><td colspan="2">Study Abroad Program (SAP)
Transferring from a partner school (6 credits)</td><td>3 courses
(9 credits)</td></tr>
<tr><td>Research Project Track</td><td></td><td>4 courses
(12 credits)</td><td>2 courses
(6 credits)
Advanced Resarch Seminar Course
(3 credits)</td><td colspan="2">Study Abroad Program (SAP)
Transferring from a partner school (6 credits)</td><td>2 courses
(6 credits)
Research Project
(3 credits)</td></tr>
</table>

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

* Part-time GMP students must take more than six credits each term.

2. GMP Partner Institutions

A student may apply to any university, institution, state government or business organization willing to host GMP students for any of the above mentioned types of programs. The Student Affairs Division will help in facilitating the process if needed. However, students may apply to only one partner institution during the application period to prevent disadvantage among GMP students in being accepted to the school of their choice.

<USA> (Total of 21 Universities)

- Duke University, Sandord School of Public Policy
- Georgetown University, McCourt School of Public Policy
- Johns Hopkins University, School of Advanced International Studies
- Hult International Business School
- Michigan State University, Eli Broad Graduate School of Management & Visiting International Professional Program
- Rutgers University, Edward J. Bloustein School of Planning and Public Policy
- Syracuse University, The Maxwell School of Citizenship and Public Affairs
- The George Washington University, School of Business
- Pennsylvania State University, School of Public Policy
- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy
- University of California, San Diego, School of Global Policy and Strategy
- University of California, Berkeley International Study Program
- University of Chicago, Harris School of Public Policy
- University of Colorado Denver, Graduate School of Public Affairs
- University of Illinois at Urbana-Champaign, Department of Economics
- University of Kentucky, Martin School of Public Policy and Administration
- University of Missouri, Truman School of Government and Public Affairs
- University of Southern California, School of Advanced International Studies
- Texas A&M University, Bush School of Government and Public Service (Only for MIPD students)
- New York University, Robert F. Wagner Graduate School of Public Service
- University of Georgia, School of Public and International Affairs, Global Leadership and Development Program

<UK> (Total of 9 Universities)

- Lancaster University Management School
- University of Birmingham, Schools of Social Policy and Government and Society
- University of Leeds, School of Politics and International Studies
- University of Nottingham, School of Sociology and Social Policy
- University of Reading, School of Politics, Economics, and International Relations & School of Law
- King's College London, Department of European and International Studies
- University College London, Institute for Global Prosperity
- University of Sussex, Institute of Development Studies
- University of Sussex, School of Global Studies

<Others> (Total 6 Universities)

- Australian National University, Crawford School of Economics and Government (Australia)
- The University of Queensland, Humanities and Social Sciences (Australia)
- University of Sydney, Faculty of Arts and Sciences (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Prague University of Economics and Business, Department of Economics (Czech Republic)

3. Application Requirements (varies depending on the institution)

① Application Form (of partner institution)

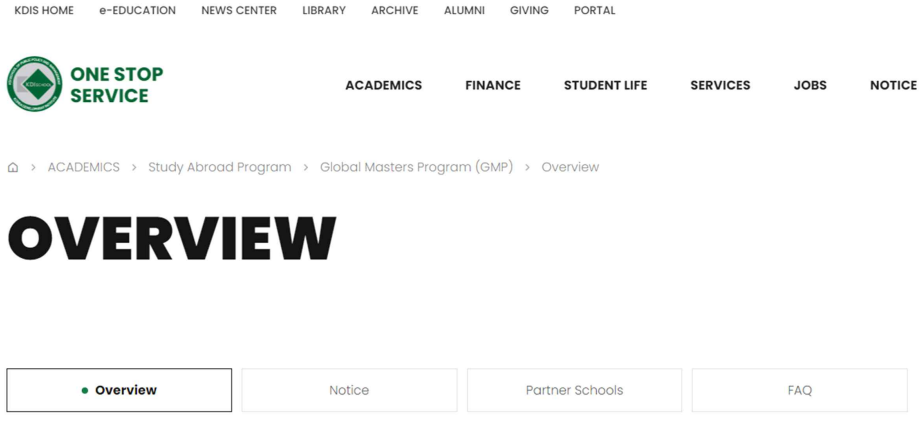
② TOEFL: CBT 213 250 / iBT 80~100 or above

③ GRE·GMAT (depending on the institution or program)

④ Sealed Transcript and Certificate of Graduation of Undergraduate School

⑤ Statement of Purpose, Recommendation Letters, etc.

⑥ Affidavit of Support



* For more information about partner schools, click “One stop” on the top side → Academics → Global Master’s Program -> click “Partner School“ tab

4. Benefits of the GMP Program

① Credits earned from the partner university can be transferred if the Program Chair recognizes the equivalency of the courses.

② Depending on the partner institution or program of choice, students can earn a dual degree.

③ Many partner universities have a designated staff member to help students adjust to the new school.

Field Research and Study Program

1. International Field Research and Study (IFRS)

The purpose of International Field Research and Study course is to provide students with a unique opportunity to experience first-hand international organizations, public and private institutions. While learning about some international best practices through observation and direct interactions with representative leaders in those institutions of excellence, the students are expected to critically think about some of the key issues, problems or challenges that those institutions are confronted with.

① ***Applicable to:*** Korean Students Supported by their institutions (GMP and Business & Corporate)

② ***Cost:*** Covered by students' institution

(Detailed figures will be available at a later date)

③ ***Places visited:*** International organizations, global corporations and graduate schools

④ ***Duration:*** Approximately 1-2 weeks during the summer break

⑤ ***Visa and Passport:*** Students are responsible for their own visa and passport application/issuance. Those students who would like to participate in the International Field Study and Research are advised to have your passport valid more than 6 months.

2. Korea Field Research and Study (KFRS)

Korea Field Research and Study aims to help educate the international students with various aspects of Korea in the social, cultural and industrial sectors which they cannot learn in class. To complete this goal, KFRS offers students an opportunity to visit historic places and cultural sites, as well as industrial leading companies in Korea. It will be a great time for participants not only to deepen their understanding of Korea, but also to enjoy respite from busy life in Sejong. They will observe the nature, and strengthen the companionship with their classmates and faculty members.

① **Applicable to:** International students
**Also available to domestic students when seats are left.*

② **Cost:** Students and the School will share the cost
(Detailed figures will be available at a later date)

③ **Places to visit:** Korean industrial complexes, and cultural and historical sites

④ **Duration:** 2 nights and 3 days during the spring break

⑤ **Sample schedule**

<Brief Itinerary of the KFRS>

Date	Activity
Day 1	· POSCO Steelworks in Pohang · Sabang Memorial Park
Day 2	· Korea Energy Economics Institute(KEEI) · Hyundai Motors Ulsan Plant · HD Hyundai Heavy Industries Shipyard · Korea Hydro & Nuclear HQ
Day 3	· Gyeongju Culture Tour · Gumi Saemaeul Movement Theme Park

* The schedule is subject to change without prior notice.

The International Field Research and Study (2 credits) and Korea Field Research and Study (1 credit) are offered during spring or summer. Students who complete these courses will receive a P (Pass) or an NP (Non-Pass) that will be recorded on their official transcript(s). Please note that these credits do NOT count towards the degree.

Ⅳ. Student Life

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

Student Activities & Others

1. Student Activities

1-1. 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.

All students are assigned an academic advisor from the tenured faculty by the school based on their interests and/or programs when they enroll. Students may check their academic advisor assignment result in the MIS - School Register - Basic Info - Academic Advisor starting from designated date. Students may have their first meeting with their academic advisor during the orientation day or at a seperate scheduled time, upon individual consultation with their advisor.

1-2. 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 in 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 every semester.

1-3. Home Visiting +

Home Visiting + is a year-round networking program designed to provide international students with opportunities to experience Korean culture, build friendships, and expand their network. Through this program, KDI School matches the families of Korean students, faculty, and staff with international students. Hosts can choose to invite international students to their homes, or arrange outdoor activities.

- Registration Period: The first two weeks of every semester

1-4. Cultural Events and Field Trip

Throughout the year, the school organizes a variety of cultural programs and field trips, in which students may apply to participate. Announcements and registration details are provided through the school website.

e.g.) Field trip to the Global Knowledge Exchange & Development Center, National Research Institutes, and K-water facilities; Korean Field Research and Study programs; Sports Day; and the International Culture Festival.
(Please note that the list of activities is subject to change.)

1-5. 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, etc.

- Registration Period: The first two weeks of every semester

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 problems

It is also okay if you don't know exactly what you want to cope with or would simply like to have a friendly chat. Whether having a specific problem or not, this is a great opportunity to share those concerns.

What counseling services are available for students?

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?

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?

- Human Rights Center (Counselor): The KDI School Human Rights Center (3rd Floor, Room 311) has a full-time counselor on staff who provides counseling services—including psychological assessments—to support your psychological stability and mental well-being.
- Gina Lee (Visiting Professor, KDI School): A Visiting Professor and a Level 1 Certified Counselor with the Korean Psychological Counseling Association, she will gladly serve as a supportive friend and advisor to help students navigate a wide range of situations.

How Can I Make An Appointment?

1. Individual 1:1 Counseling

Step 1. Contact the center via Phone, Visit, Email (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

PHONE: 044-550-1840

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-Education. One vehicle can be registered per an enrolled student for 2 years.

* ***Note: There is no separate vehicle registration at the Common Campus.***

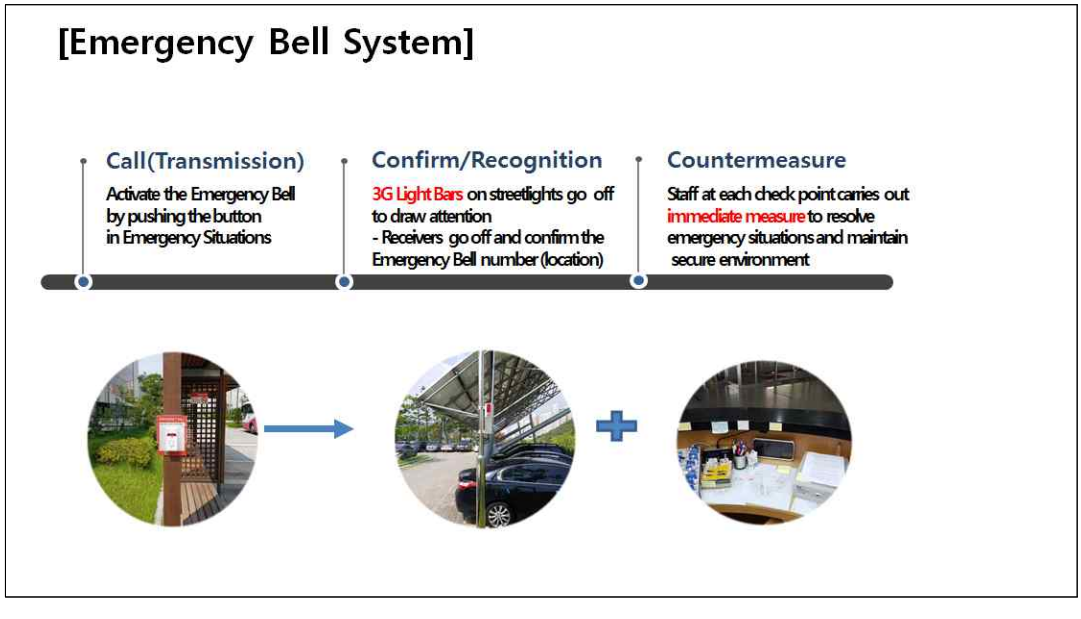
To register for free parking, you must register your vehicle at the Academic Administration Office on the 1st floor of the Common Campus before exiting.

Please refer to the notice board at the Common Campus for details.

- 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

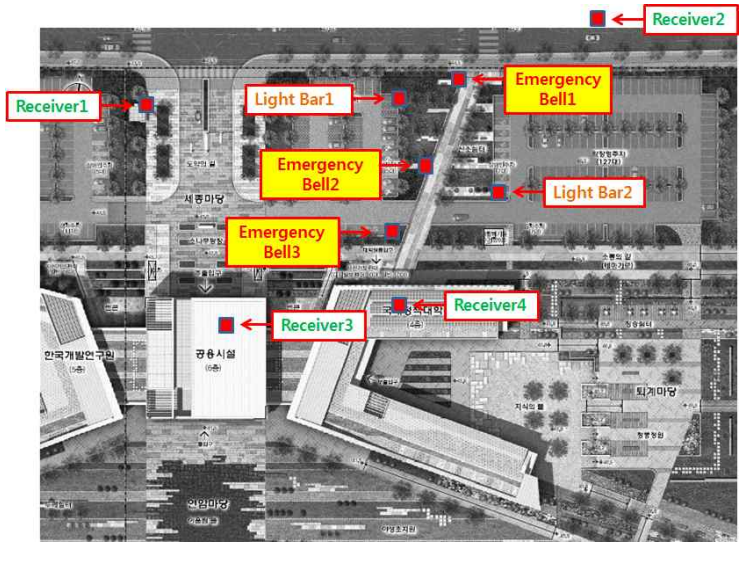


☐ When emergency situation occurs, push the emergency bell(left) then the wireless light bars(right) go off.

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

1-1. Alumni

KDI School is home to a vast student and alumni network that stretches across the world. There are over 4,400 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 3,100 people from 143 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 64 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.

1-2. Alumni Communication App 'KDIS connect'

KDIS CONNECT is a mobile and web-based messaging application designed to support communication and connectivity among KDI School students and alumni.

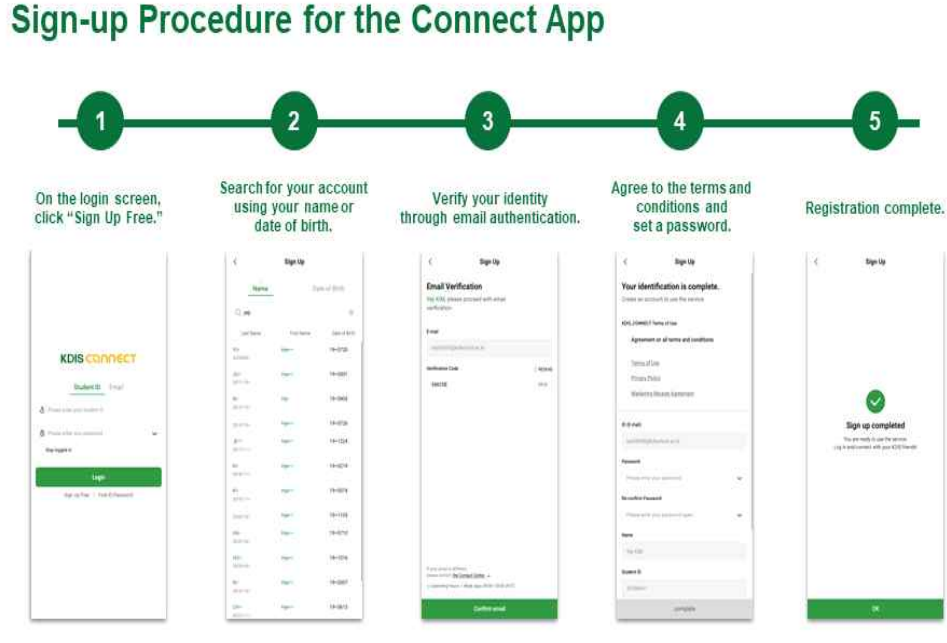
Upon registration, users who consent to share their personal information can view each other's profiles and connect with members of the KDI School community by searching based on name, country, admission year, program, or professional background. The app enables real-time communication through one-on-one and group chats, allowing users to share messages, photos, videos, and document files without relying on email.

In addition to messaging, KDIS CONNECT offers a range of campus life support features. The integrated QR code-based Digital Student ID (E-ID) allows users to access campus facilities, authenticate library entry, and make payments at on-campus locations such as the cafeteria. Users can also view their personal class timetable, check attendance status, and track completed credits by semester.

By subscribing to in-app BOT services—including the [BOT] News Center, e-Education BOT, and Cafeteria BOT—users can receive real-time notifications on school announcements, news updates, and weekly meal information directly within the app.

Available on both mobile devices and web browsers, KDIS CONNECT serves as a comprehensive platform that supports campus life during enrollment and enables continued connection with the KDI School community after graduation.

How to Sign Up



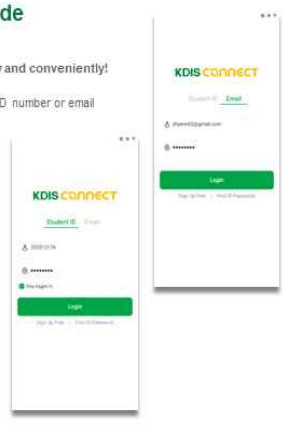
Basic Usage Guide - Chat

Basic Usage Guide

Login Guide

Access our services easily and conveniently!

- Log in using your student ID number or email
- ID/PW recovery available



Use Your E-ID

Make your campus life more convenient with your E-ID!

- Integrated with the electronic attendance system
- Access authentication for the library and on-campus facilities
- Easy payment at the cafeteria
- Fast QR code based verification

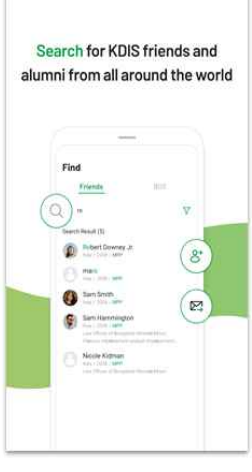
Basic Usage Guide - Search

Basic Usage Guide

Search

Find KDIS alumni!

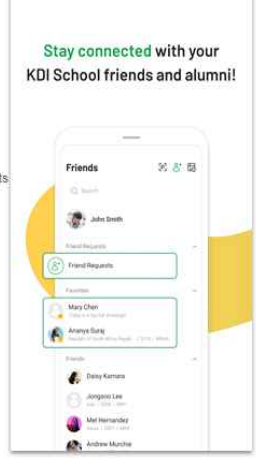
- Search by name or country
- Search by graduation year or program
- Send or cancel friend requests
- View user information
- BOT search



Friends

Connect with KDIS friends and alumni!

- Block or unblock users
- Add or remove favorites
- Accept or decline friend requests
- View or edit profile information



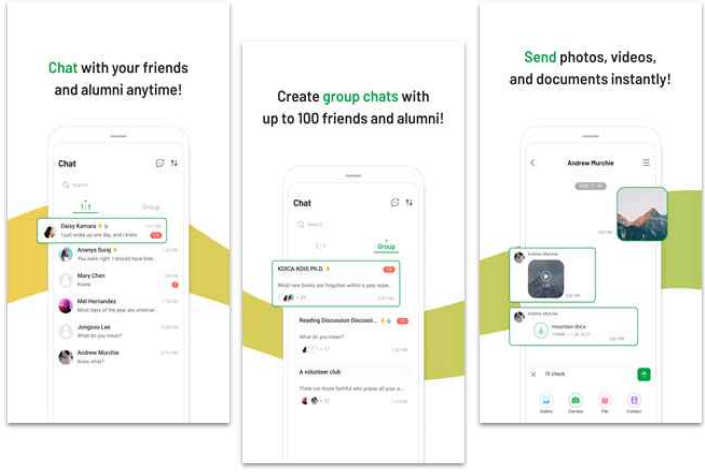
Basic Usage Guide - Chat

Basic Usage Guide

Chat

Communicate easily and share materials!

- 1:1 private chat
- Group chats with up to 100 people
- Send photos and videos
- Share document files
- Notification and pinning features



KDIS Connect for Campus Life

KDIS Connect for a Better Campus Life

Attendance & Academic Records

Check course information and attendance status by semester!

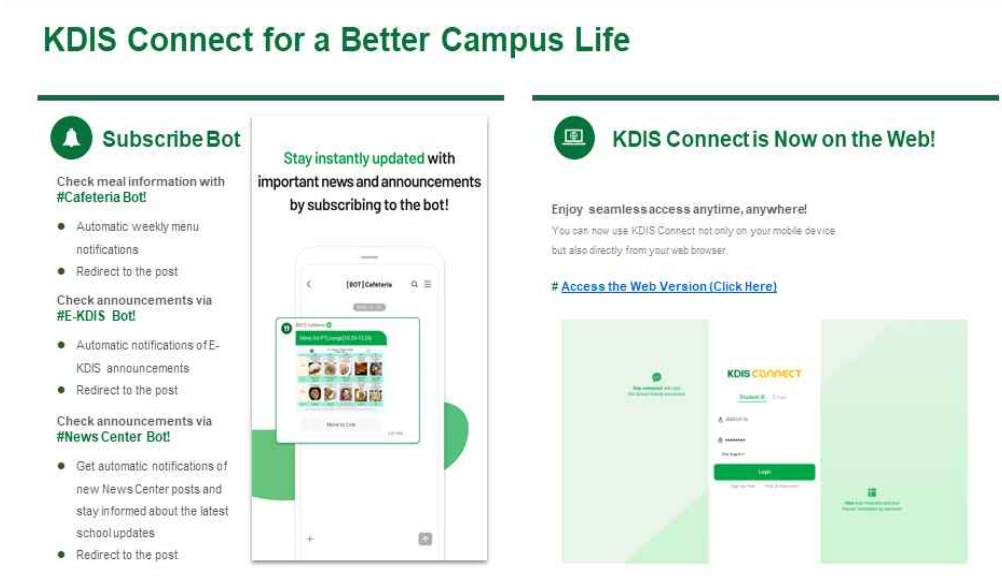
- Major / elective credit breakdown
- Calculation of total completed credits
- Attendance check by course
- Detailed course information

Timetable

View your timetable by semester!

- Color-coded course identification
- Filter by year and semester
- Check your friends' timetable

KDIS Connect for Campus Life



2. Alumni Associations

No.	Region	Country	Representative	Organization Date
1	Africa	Algeria	Benseghir, Karim (2009 MPP)	Sep. 19, 2012
2		Cote D'Ivoire	Pythagore Legbre Charles Guigui (2010 MPP)	Jan. 23, 2015
3		Egypt	Gamal Eldin, Engi Mohammed Mostafa (2013 MDP)	Aug. 23, 2014
4		Ethiopia	Gebregziabher, Ermias Haile (2010 MPP)	Jul. 9, 2011
5		Ghana	Ogbey, Patrick (2015 MPM)	Aug. 23, 2013
6		Gambia	Jammeh Fabba (2013 MDP)	Dec. 16, 2017
7		Kenya	Kipkirui, Gilbert Cheruyot (2008 MPP)	May 27, 2011
8		Liberia	KAPEE, Emmanuel (2018 MDP)	Sept. 17, 2020
9		Malawi	Neba, Albert Chindikani (2011 MPP)	Jun. 25, 2015
10		Mali	Ousmane Mahamane (2018 MPM)	Aug 15, 2024
11		Morocco	CHAOUNI, Nada(Representative) (2018 MDP) LAGHMARI, Safae(Manager) (2015 MDP)	May. 18, 2020
12		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
13		Rwanda	NKUNDIMANA, Vincent (2016 MPP)	Jan. 20, 2020
14		Somalia	TOHOW, Sayid Ali Hassan (2018 MPP)	Sep. 18, 2019

No.	Region	Country	Representative	Organization Date
15		Sudan	ELRYAH ALI, Yagoub Ali (2017 MDP)	Aug. 10, 2019
16		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
17		Uganda	Kiwumulo, Lydia (2013 MDP)	Sep. 30, 2015
18		Sierra Leone	Fofanah, Ibrahim (2020 MPP)	Jul. 13, 2021
19		Cameroon	Mbeinta, Lambert Chia (2017 MPP)	Aug. 27, 2021
20		Madagascar	MIALY, Nomenjanahary (2019 MDP) RATSIRIMPADY, Ines (2013 MDP)	Oct. 4, 2021
21		Botswana	(Chair) Letlhogonolo Moremi (2022 MIPD) (Vice Chair) MOSEKI LOWANI, Tendani (2017 MPP)	Jan. 19, 2022
22		Zambia	MWANSA, Maggie Chulu (2021 MPP)	Jul. 22, 2022
23		Zimbabwe	MADANHIRE, Brighton (2019 MDP)	Sep. 7, 2021
24	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
25		Chile	BIZAMA, Daniela(Representative) (2019 MPP) ROMERO, Melvin(Manager) (2014 MDP)	June. 2, 2020
26		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
27		Ecuador	CARVALLO, Rigoberto(Rep.) (2015 MPP) PAREDES, Daniela(Manager) (2019 MPM)	May. 2, 2020
28		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019
29		Guatemala	DELGADO, Marcelo (2009 MPP)	Jun. 16, 2013
30		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
31		Jamaica	Jonelle Murray(Rep.) (2017 MPM) Doranie Sergeant(Manager) (2014 MDP)	June. 10, 2020
32		Mexico	COVARRUBIAS OLGUIN, Sarai (2018 MPP) CAMACHO ORIHUELA, Omar Jesus (2016 MPP)	Mar. 7, 2020
33		Peru	CANCHARI HERMITANO, Beatriz (2019 MDP)	Jan. 15, 2020
34		Saint Lucia	Stephie Anderson (2020 MDP)	Aug 4, 2024
35		Dominican Republic	Ranci Yanel Danis Veras (2022 MDP)	Jul. 05, 2024
36		Nicaragua	DIAZ, Erick Miguel (2024 MDP)	Jun. 10, 2026
37		Panama	FERGUSON BALOYES, Alberto Alexander	Jun. 10, 2026
38	Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)	Jan. 02, 2013
39		Bangladesh	UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
40		Bhutan	Chhoden (2008 MBA)	Jul. 15, 2013
41		Cambodia	Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
42		China	Chen Ping (1998 MPP)	Mar. 26, 2011

No.	Region	Country	Representative	Organization Date
43		India	MRIDHA, Sujit Kumar (North)* (2013 MDP) RAY, Sudeshna (South) (2015 MDP)	Sep. 5, 2019
44		Indonesia	Darmansyah (2010 MPP/PM)	Dec. 12, 2011
45		Iran	Niloufar Alimardarian (2015 MPM)	May. 24, 2024
46		Iraq	Redar Amjed Abdlsalam (2013 MDP)	Jul. 1, 2024
47		Kazakhstan	Mukatayeva Aizhan (2011 MPP)	May. 20, 2021
48		Laos	Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
49		Malaysia	Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
50		Mongolia	LKHAGVASUREN, Khorolsuren (2013 PP)	Jun. 28, 2012
51		Myanmar	Swe, Htay Htay (2009 MPP)	Nov. 14, 2012
52		Nepal	Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
53		Pakistan	SARFARAZ, Hafiz Nadar (2020 MPM)	Apr. 4, 2020
54		Philippines	Campipi, Joel Jr (2015 MDP)	May 18, 2012
55		ROK	LEE, Eun-hyung (2012 MT)	Oct. 1, 2002
56		Sri Lanka	Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012
57		Thailand	Khansiri Chalee (2001 MPP)	Jul. 16, 2013
58		Timor-Leste	Felizberto Araujo Duarte(2020 MPP)	Sep. 4, 2020
59		Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012
60		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
61	Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)	Apr. 1, 2014
62		Czech Republic	ROUSOVA, Sabina (2011 MPP/PM)	Sep. 19, 2014
63		Russia	KONOVALOV, Sergey (2003 MBA)	Jun. 3, 2021
64	Oceania	Austrailia	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 2025, 69 projects were submitted and 68 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

The KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Outstanding achievements by alumni are also featured in the school newsletter and The Globe.

In the event of an alumnus's marriage or passing, the KDI School Alumni Office sends an "Alumni Association Flag" as a gesture of solidarity and support (for Korean alumni only). Please share any pertinent news with us by email at alumni@kdischool.ac.kr

If you have any questions or comments, please contact us at alumni@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
- e-Pay
- Attendance check

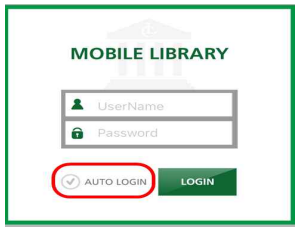
For more inquiries: please call ☎ 044-550-1294

1-2. KDI CL Mobile Application

The KDI Central Library (CL) mobile application is designed to provide convenient access to library services for KDI School students.

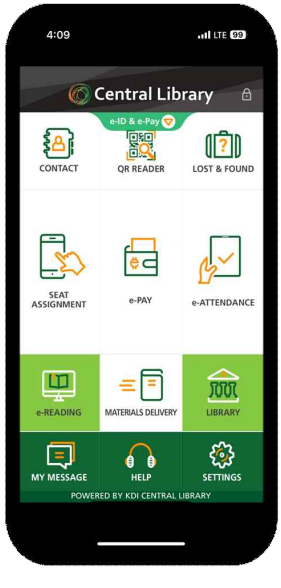
☐ To get started

- Open the App Store (for iOS devices) or Google Play Store (for Android devices)
- In the search bar, type "KDI CL".
- Once installed, open the app and log in using MIS account.
- Note: By enabling the Auto Log-in option in the KDI CL app, you can quickly access it without entering your ID and password each time.
- Tip: Use Auto Log-in only on personal devices to maintain account security.



☐ The KDI CL app offers several useful features, including:

- QR Code e-ID: A QR code-based electronic ID that regenerates every minute for security purposes. Reload at the time of use.
- Seat Assignment: Reserve seats in the 3rd and 4th-floor reading rooms of the library.
- Lost & Found: Check for lost items in the library.
- e-Pay: View transaction history for electronic payments.
- My Message: View push notification history for e-Pay and e-Attendance.



1-3. e-Pay

e-Pay is a prepaid payment system exclusively available within KDI School. Users can recharge their e-Pay balance at designated kiosks using cash. Payments can then be made using the QR code in the KDI CL app or a student ID card.

□ Where can e-Pay be used?

- Cafeteria & Student Cafeteria (FTL) (1F)
- Caf'e Coffee Lab (2F)
- Caf'e Vobiscum (3F)
- Library (3F)
- Important Note: Student meal discounts at the FTL Cafeteria on 1F are available only to enrolled students when payments are made with e-Pay.

□ e-Pay Charge

- To use e-Pay, first charge your account at the e-Pay Charging Kiosk.
- e-Pay Charging Kiosk Locations: In front of the Cafeteria on 1F, Inside the Student Cafeteria(FTL) on 1F
- Important Note: Enter your student ID when recharging e-Pay and confirm your name on the screen. Incorrect verification may recharge another student's account.

□ e-Pay Refund

- The e-Pay system is available only for students with an "enrolled" status. Therefore, we strongly recommend using any remaining balance at the campus cafeteria or café before any changes to your enrollment status.
- Refunds for e-Pay points are available only in exceptional circumstances where commuting to campus is impossible, and the balance cannot be used. Refunds are handled by the General Affairs Division. Please refer the FAQ.
- Please note that once a refund is processed, you will need to use alternative payment methods (e.g., personal credit cards) for using FTL or café services, and student discounts will no longer apply. Consider your refund request date carefully.

For more inquiries: General Affairs Division (ga@kdischool.ac.kr, 044-550-1095)

1-4. 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.

1-5. 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 contact Ms. Boyoung Kim (by_kim@kdischool.ac.kr)

1-6. 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.

1-7. 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

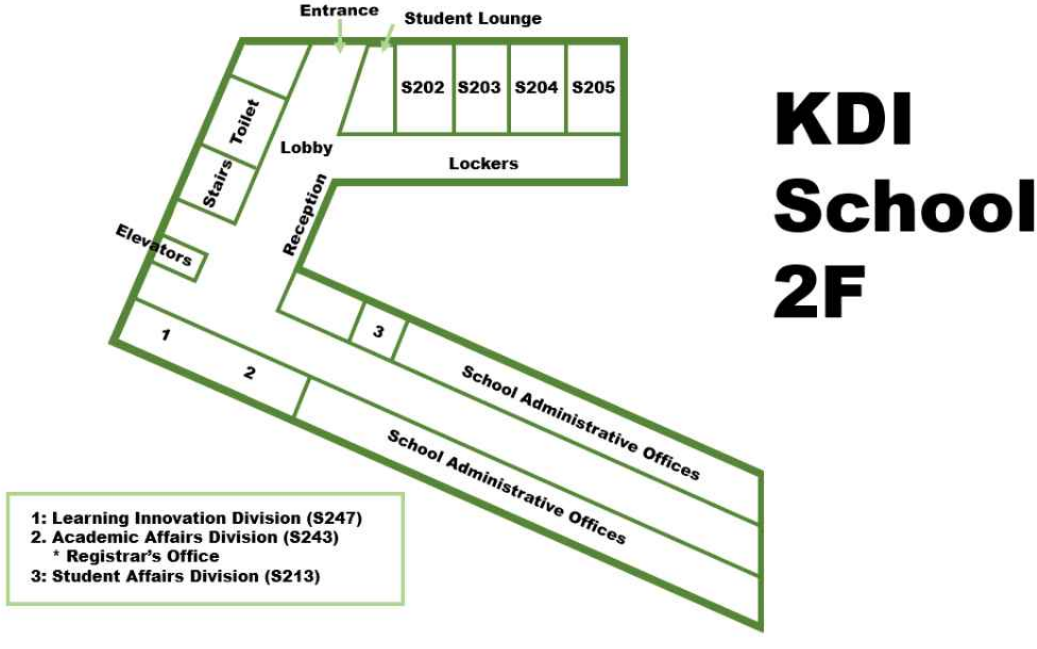
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but 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.

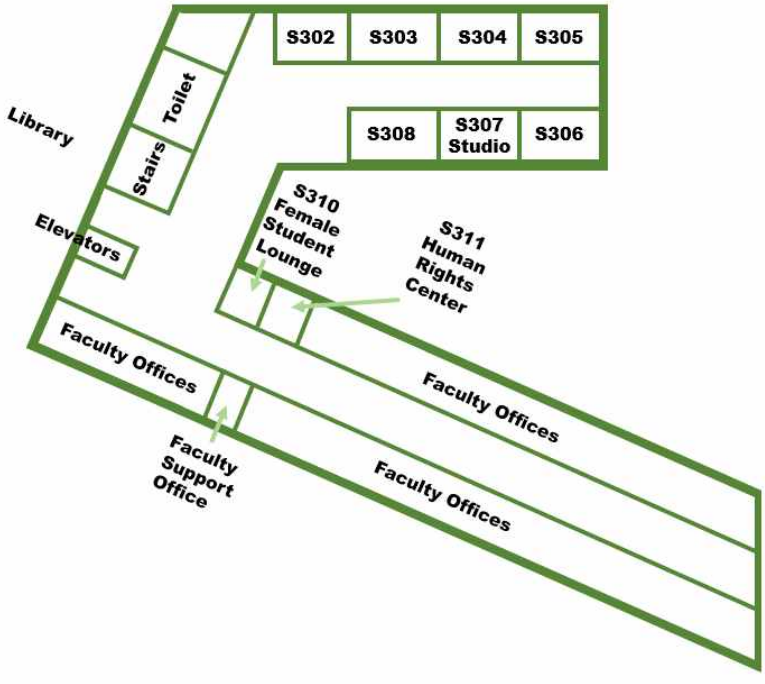
- To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

2. School Building Information

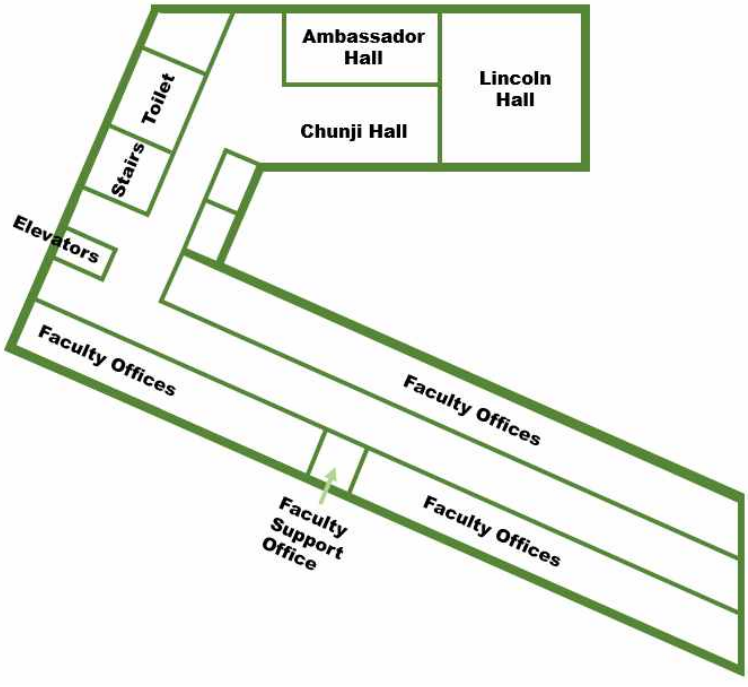
2-1. KDI School

- KDI School Virtual Tour: Directly jump to the virtual tour.

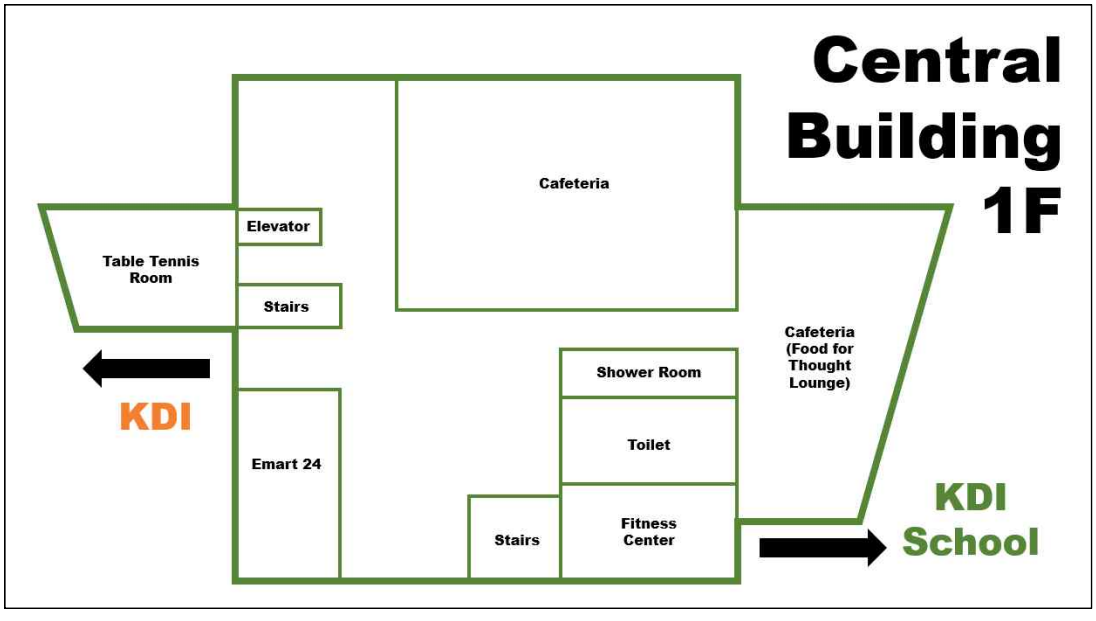


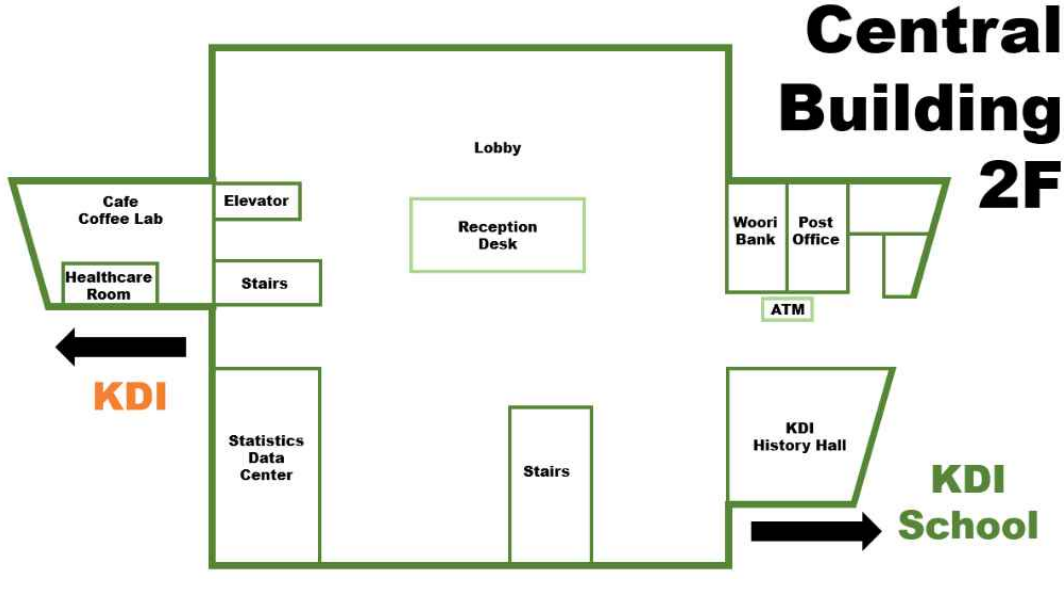


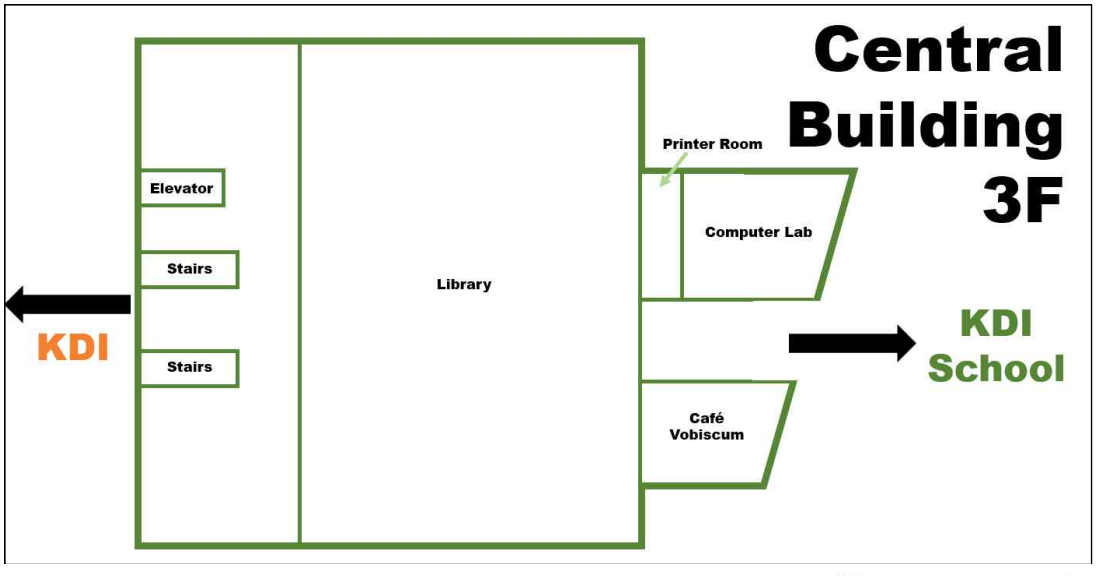
KDI School 3F

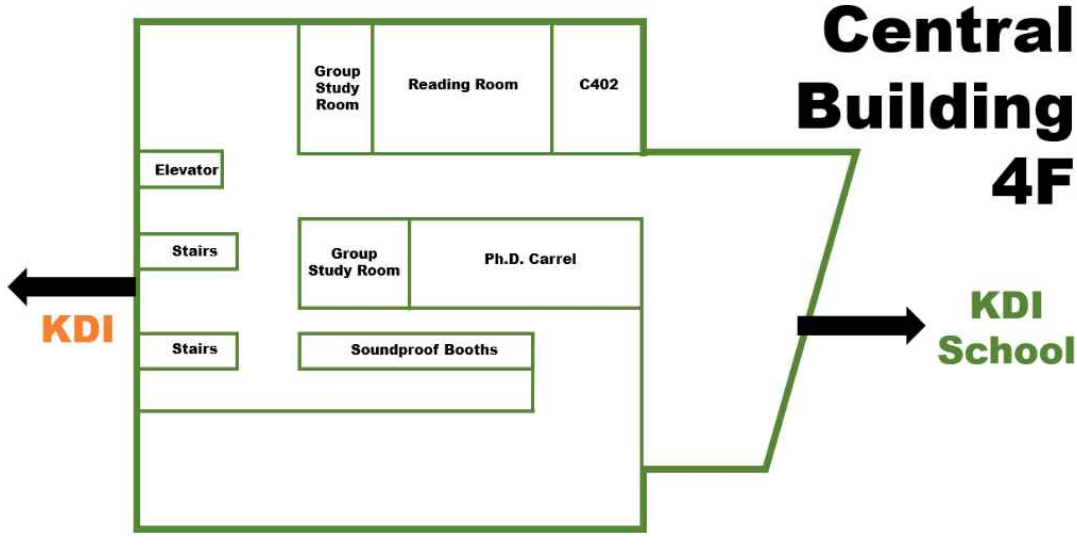


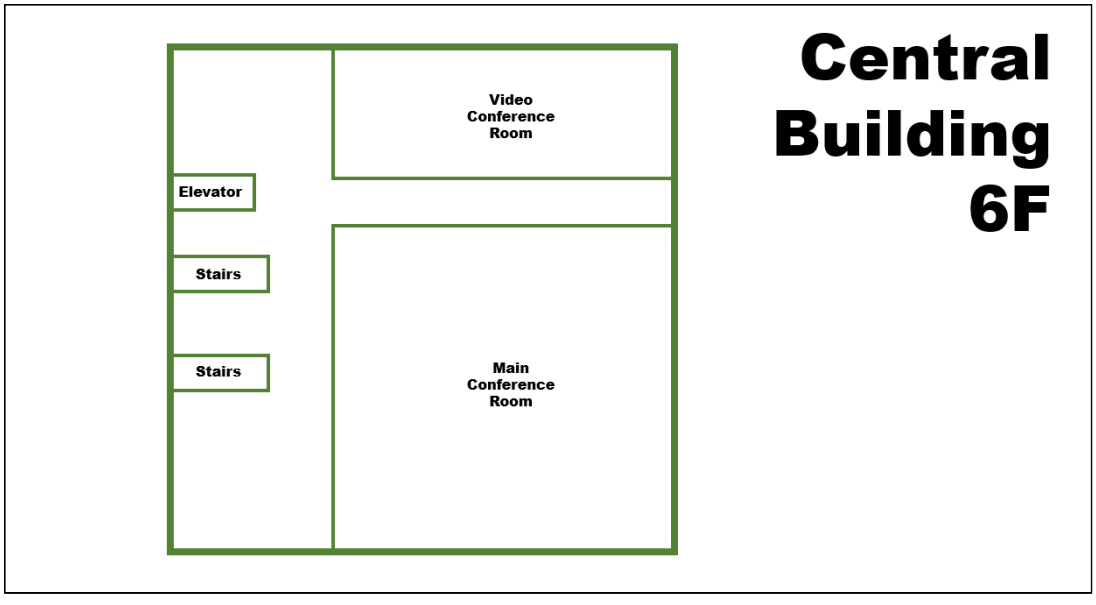
KDI School 4F


Central Building 1F
Cafeteria
Elevator
Table Tennis Room
Stairs
KDI
Emart 24
Shower Room
Toilet
Fitness Center
Stairs
Cafeteria (Food for Thought Lounge)
KDI School


Central Building 2F
Lobby
Cafe Coffee Lab
Elevator
Reception Desk
Woori Bank
Post Office
ATM
Healthcare Room
Stairs
KDI
Statistics Data Center
Stairs
KDI History Hall
KDI School


Central Building 3F
Printer Room
Elevator
Stairs
Stairs
Library
Computer Lab
KDI
KDI School
Café Vobiscum

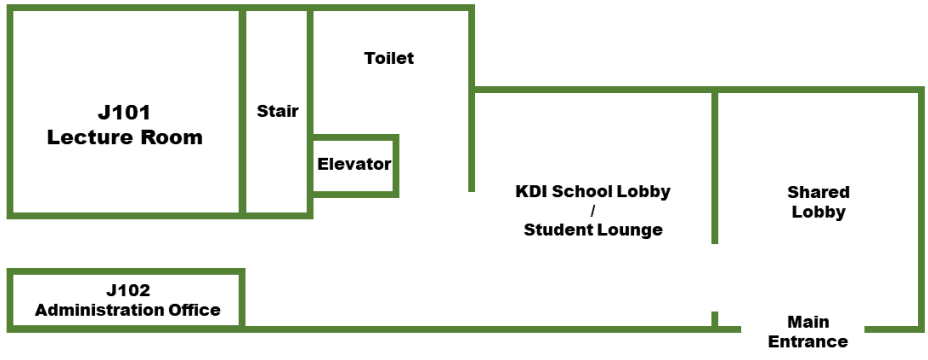

Central Building 4F
Group Study Room
Reading Room
C402
Elevator
Stairs
Group Study Room
Ph.D. Carrel
KDI
Stairs
Soundproof Booths
KDI School


Central Building 6F
Video Conference Room
Elevator
Stairs
Stairs
Main Conference Room

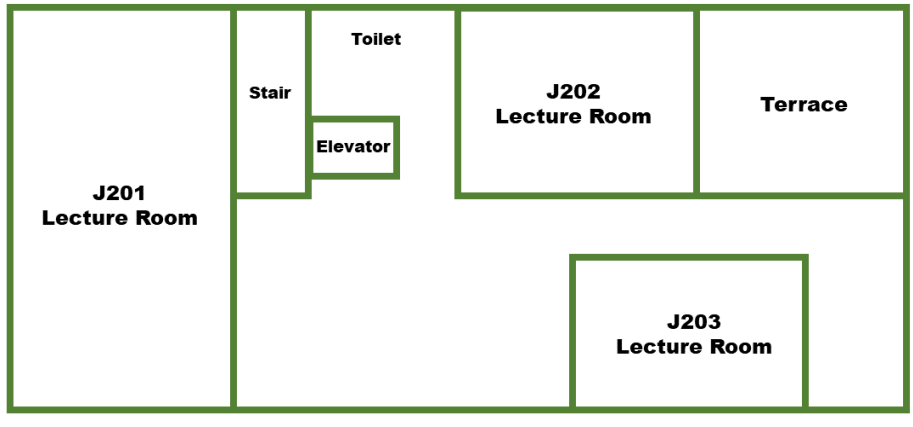
2-2. Common Campus

①: Academic and Cultural Support Center
②: Student Union Building
③: Gymnasium
④: Welcome Plaza and Underground Parking Lot
⑤: Dormitory
⑥: KDI School
⑦: Biotechnology Support Center

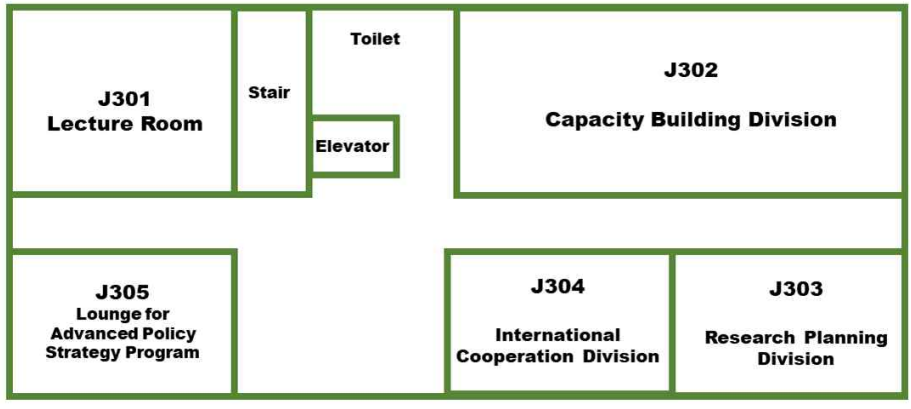
1F KDI School Area in Common Campus



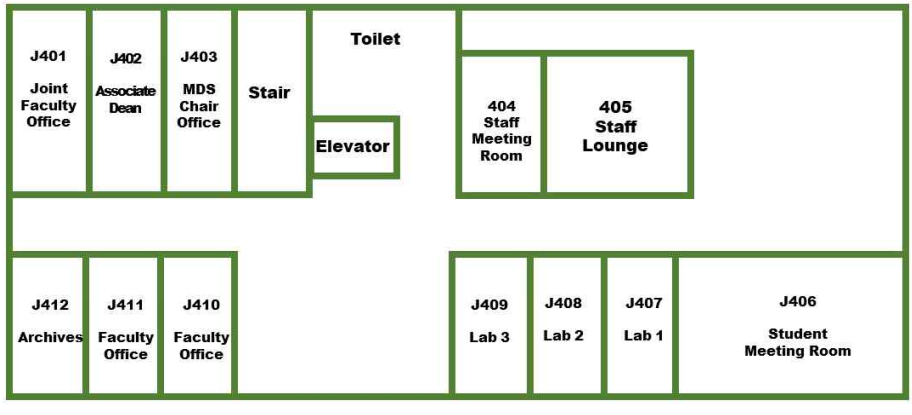
2F KDI School Area in Common Campus



3F KDI School Area in Common Campus



4F KDI School Area in Common Campus



3. Main campus Restaurants & Stores

3-1. Cafeteria

☐ Location: 1st floor, Central Building

☐ Open Hours: Lunch 11:40-13:00 Dinner 17:40-19:00

* Closed on weekends and public holidays.

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

- Lunch: KRW 5,500 - Dinner: KRW 8,000

☐ 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: 1st 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 4,000 for 'Enrolled' students (KRW 6,000 for others)
- Dinner: KRW 3,500 for 'Enrolled' students (KRW 5,500 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
- If you need a refund for your meal ticket, please inform the chef directly.

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 VOBISCUM)

a. Location: Coffee Lab (Lobby)

☐ Open Hours: Weekdays 08:30-18:00

b. Location: Cafe Vobiscum (3rd 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: 2nd floor, KDI School 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 2nd 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.

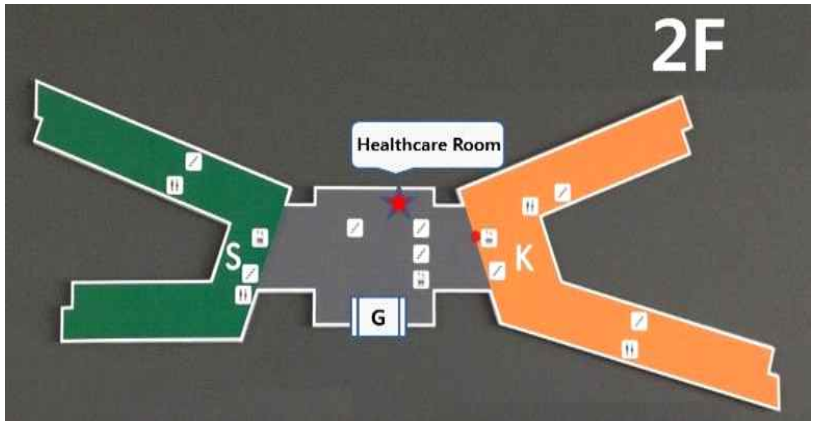
☐ Location: 2nd floor in the Central Building

☐ 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.

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

The National Health Insurance (NHI) system in Korea provides medical insurance for all residents, including foreigners and international students. Students staying in Korea for over six months, particularly those with a D-2 visa, are required to enroll in the system. Enrollment begins automatically once your Registration Number is registered with the Ministry of Justice, typically about two months after your arrival.

The monthly National Health Insurance premium for students is approximately 80,000 KRW. With this insurance, you receive coverage for various medical services, such as hospital visits, pharmacy usage, hospitalization, surgeries, emergency treatments, health check-ups, and vaccinations, significantly reducing out-of-pocket costs.

Timely payment of the insurance premium is essential to maintain your benefits. If your stay in Korea is extended, you must ensure your coverage is also renewed. For more information, visit the National Health Insurance Service (NHIS) website or contact their foreigner help desk for assistance with language support. The NHI system is a vital program for

international students, helping ensure their health and well-being during their time in Korea.

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 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: 4th 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: http://www.sejong365.co.kr/main

※ **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: 2nd 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

※ **Appointment is required prior to your visit.**

※ 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 1st floor of 102 building and is staffed from 8:30 a.m. to midnight everyday. 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;
- Step 2. Have your assigned room inspected by a Dormitory Assistant and housemasters
- Step 3. Fill out the Check-in Form and submit it to housemaster
- Step 4. Throughly review the dormitory rules and guidelines provided in the 'Dormitory Welcome Package.'

Check-out Procedure

- Step 1. Apply for check-out online (https://dormitory.kdischool.ac.kr)
- Step 2. Clean your room, and have it inspected by a Dormitory Assistant at least 1 day prior to check-out
- Step 3. Reset the door lock passcode with a Dormitory Assistant
- Step 4. Fill out the Check-out Form with a Dormitory Assistant

- Step 5. Have your room inspected by the housemasters on the day of your check-out, at least 2 hours prior to departure.
- Step 6. Submit the completed Check-out Form to the housemaster

6-2. Dormitory Assistants

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

Number of Assistants	Work List	Remark
1 (Head DA)	- Dealing with residents' inconveniences - Guiding through check-in and check-out procedure - Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the school	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: Rm. - , Bldg. - , KDIS Dormitory, 254, Namsejong-ro, Sejong-si, Korea, 30149
- Inquiries: ☎044-550-1800 (Dormitory Information Desk)

□ Mail Delivery Service

KDI School supports mail service for students. Collections are made between 09:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 2nd floor of KDI School building next to Woori Bank. Service fees are subject to change depending on the type of mail. Inquiries: ☎044-550-1820

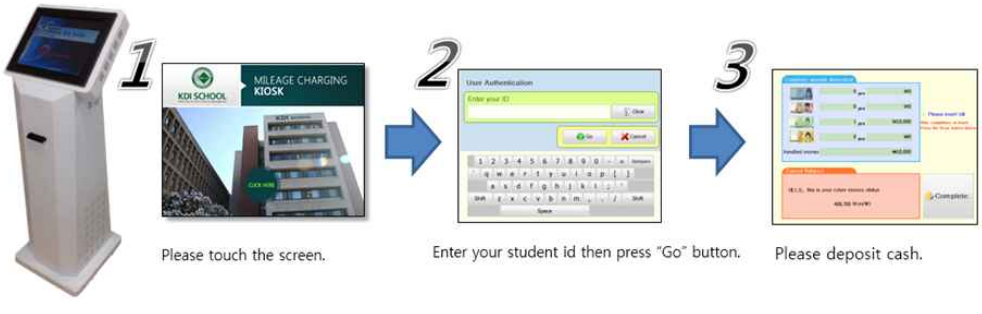
IT Service

1-1. Available Service(it@kdischool.ac.kr)

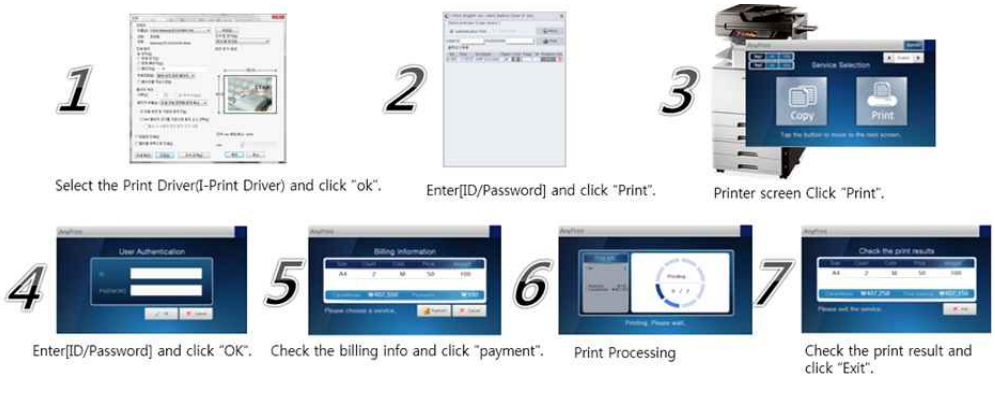
- Support Student e-mail(Google Workspace for Education) and Microsoft Office 365
- Install Anti-virus program

1-2. Charge for using printing machine

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



1-3. Printing



※ **Eligibility and Refund Policy for Printer Use**

Eligibility:

- Only students with the following statuses are eligible to use the printer: Currently enrolled, completion, graduation, or permanent completion.
- Students with expelled status are not allowed to use the printer.

Refund Policy:

- Refunds are available only for graduates, students with permanent completion status, and expelled students.
- Refunds are processed in increments of 1,000 KRW. (For example, if the remaining balance is 2,500 KRW, only 2,000 KRW will be refunded.)
- Refunds are not available for currently enrolled or completion-status students.
- Refund requests will be processed based on the enrollment status on the date of the request.

Refund Application Process:

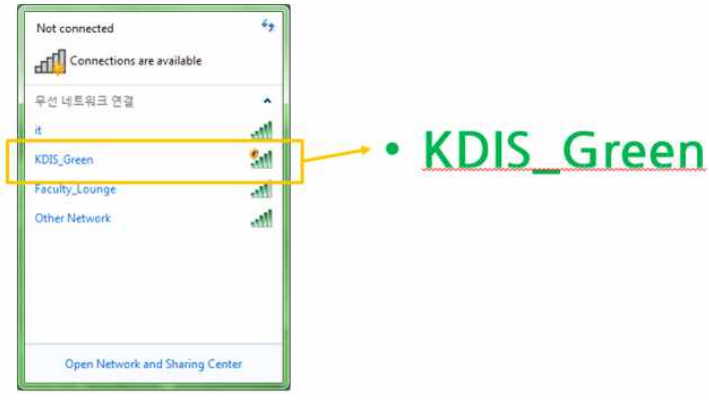
- Refunds can be requested through one of the following methods:

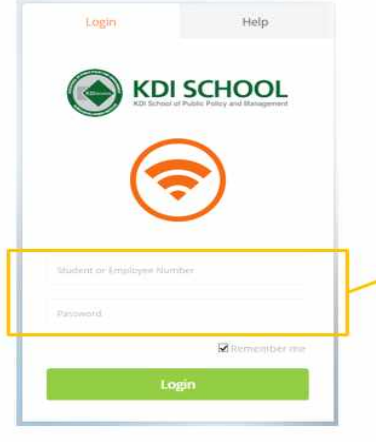
1. Visit IT Service (S405) in person.
2. Send an email to it@kdischool.ac.kr with the following information: Student ID, Full Name, Academic Status, Requested Refund Amount

After submission, the refund eligibility and schedule will be confirmed and communicated.

1-4. Wi-Fi Connection

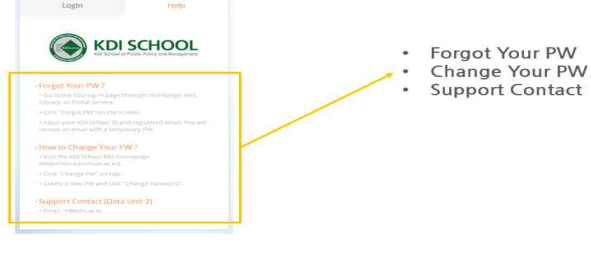
- Find available wireless network within the range, and connect to [KDIS Green]





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

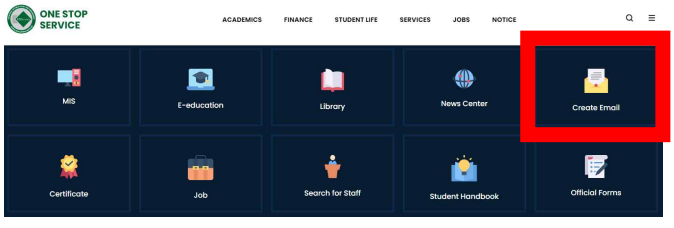
If your password includes “@” or “%”, then it will occur error. please change your password through MIS.



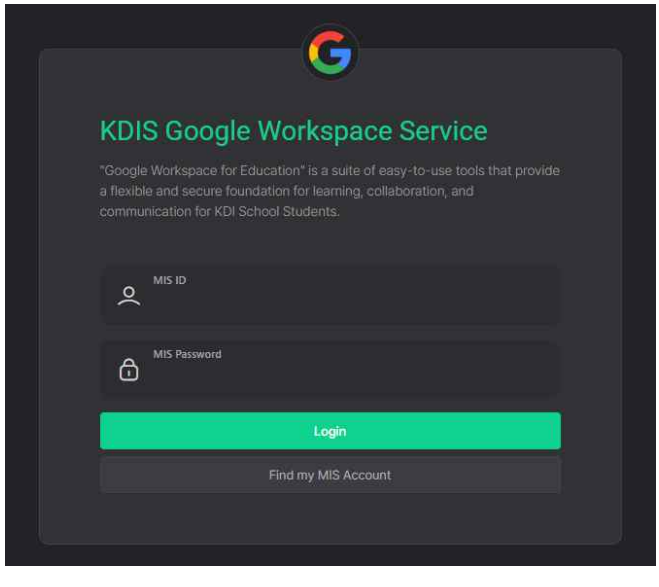
If you wish to reset or change password, please find ‘Help’ menu

1-5. Create E-mail Account

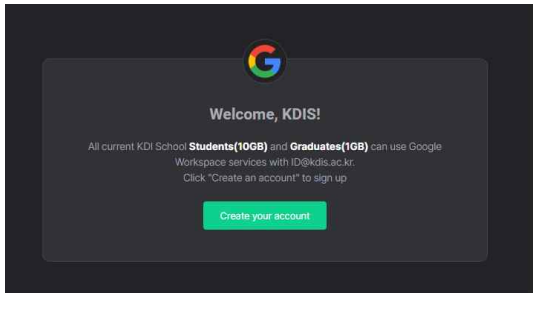
- Navigate to the KDIS Google Workspace Service website at https://accounts.kdis.ac.kr/. Alternatively, go to the KDIS One-Stop Service at https://kdischool.ac.kr/one-stop/ and click on the "Create Email" button.



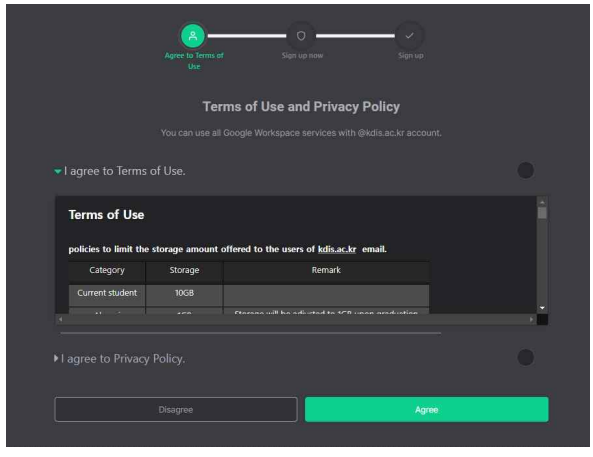
- Log in. (The login credentials are the same as those for MIS.)



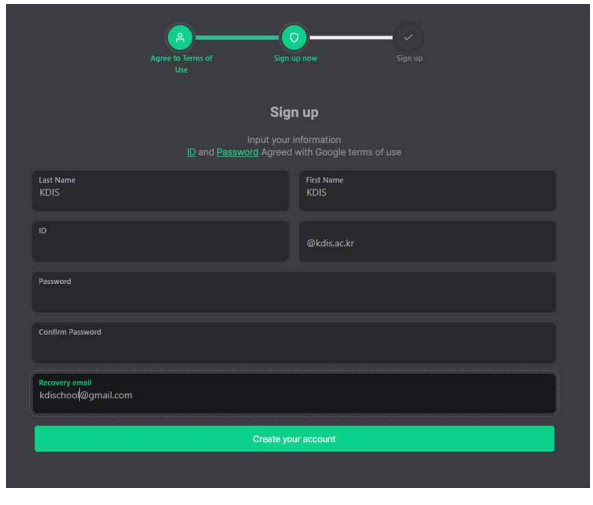
- After reading the instructions, proceed to “Create your account.”



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



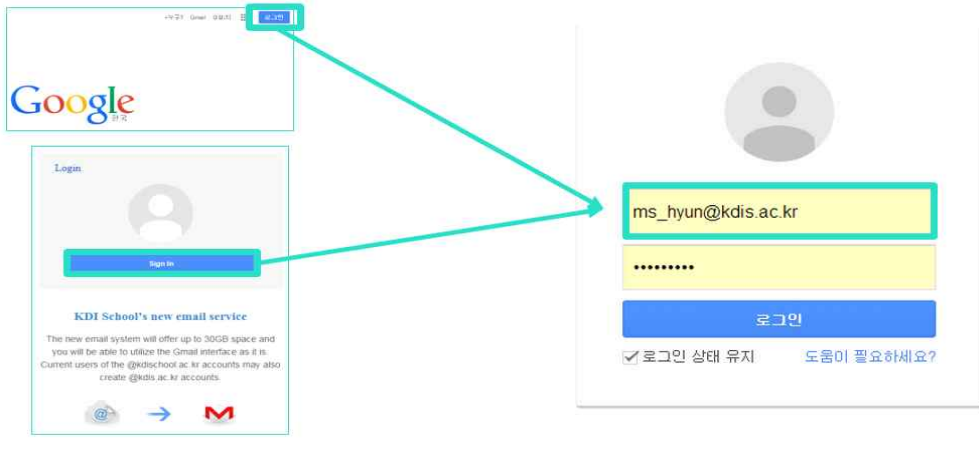
- Enter "User Information" and proceed to the next step.



- 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.

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 notice board of the KDI School dormitory website.

Visa & Immigration

1. D-2 (Overseas Study) Visa

International students MUST have a STUDENT(D-2)VISA to attend the KDI School. Tourist visas and working visas cannot be used. However any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-3, F-4, A-1, E-1~7, etc.). Korea Law requires that you obtain the appropriate visa in your own country. It is each student's responsibility to obtain a student (D-2) visa. This can be done at the nearest Korean consulate and embassy in your country. Please make sure to show *the Letter of Acceptance, the Certificate of Admission and the Certificate of Scholarship, issued by admission division of the KDI School, and you should not have difficulties in obtaining a student visa. Approval usually takes only a few days, but be aware that it may take up to a month in some cases.

Because of the possibility of delays, you are strongly encouraged to initate the student (D-2) visa process promptly by starting the procedure as soon as you receive admission package. You do not need to be concerned if the student visa issued to you has a permitted period of stay that is shorter than your intended study period because a student visa can be extended in Korea. Please note, however, that if you withdraw from the program while you are in Korea, your student visa status would be immediately terminated, as it is contingent upon the KDI School's sponsorship. In addition, regardless of the expiration date on your visa, your student (D-2) visa will no longer be valid after 30 days from the date of academic completion (please refer to your certificate of scholarship to check your academic completion date) and besides, KDI School does not provide a visa change process, support for you family visits and extend D-2 visa.

The D-2 visa is a student visa, and as such, **part-time employment is not allowed.** Only work activities related to academic programs affiliated with the school are permitted. Any short-term part-time jobs unrelated to academic studies are strictly prohibited.

All students must return to their home country within 30 days after the end date of their scholarship. If they remain in Korea beyond this period, their residency status will be

considered "illegal." In such cases, they will be subject to legal action by the Ministry of Justice, which may include fines and travel restrictions.

Immigration Contact Center Information (☎: 1345)

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

□ Immigration Contact Center Service

- Visa related services.
- Immigration services such as re-entry permission, etc.
- Issuing identification card related services such as foreigner registration, etc.
- Sojourn permission services such as extension of sojourn period, status change, etc.
- Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.
- Immigrant's social integration related services such as education, marriage immigrants' society, etc.
- Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.
- Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.

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

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

2. Foreigner Registration

As foreigners intending to stay in Korea for more than 90 days after entry, you are required to register at the local immigration office having jurisdiction over your place of sojourn within 90 days from your arrival date. When you register as a foreigner, you are issued a Foreign Registration Card, which is needed in a variety of circumstances.

※ You will be fined at least KRW 200,000 if you don't register within 90 days of the date of your arrival in Korea.

□ Required documents

1. Copy of Passport
2. Visa Grant Notice
3. Application form for foreigner registration
4. 1 color photo (3cm x 4cm)
5. Proof of Residency
6. Processing Fee: KRW 35,000
7. A Certificate of Enrollment in Korean
8. A Certificate of Scholarship
9. A Certificate of Admission

If your application is accepted, the Immigration officer in charge will issue you a Foreigner Registration Card. If any changes to your registration details, such as your place of sojourn, are made, the details must be reported to the local immigration office within 14 days of the date the change was made.

※ All international students must submit a copy of their Foreigner Registration Card to the Students Affairs Division office after obtaining it from the immigration office.

□ Exceptions to foreigner registration

- Those carrying out Diplomacy (A-1), Official business (A-2), or Conventions/Agreements (A-3) and their family members

- Those undertaking diplomatic, industrial, or other important duties for the national security, their family members, and other foreigners found to be unnecessary to register as foreigners by the Minister of Justice

□ Foreign Registration card carriage and/or present

- All foreigners must carry a passport, visa, or a foreigner registration card while in Korea.
- All foreigners must comply with requests to display passports or foreigner registration card by immigration officers or other such public officers (including public administrators of city, province, or town), if they are performing their official duties. (registration related duties)
- Failure to comply to such requests will result in punishment as according to Immigration Act Article 27.

□ Reasons for returning Foreign Registration Cards

The Foreign Registration Card must be returned to the Immigration Office upon following reasons

- Final departure
- Applicable for Foreigner Registration exemption

□ Immigration Office Daejeon Branch

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동 16-8).
- ☎:1345 or 042-254-8811
- The office is open from Monday to Friday from 09:00am until 12:00pm, Closed for 1 hour between 12:00pm and 13:00pm for lunch.
- The office is also closed on Weekends and Holidays

Location for Daejeon Immigration office

Address: 16-8 Jungchon-dong, Jung-gu Daejeon immigration Office

By Bus

1) Bus #BRT1001 → Take off at Sollangmaeul Apartment Station(솔랑마을아파트)

2) Walk 361m (6minutes) to Dongsan Underpass Station(동산지하차도)

3) Bus #106 or #602

→ Take off at Jungang Middle and High School Station(중앙중고등학교)

4) Walk 558m (9minutes) to the Daejeon Immigration office (대전출입국관리사무소)

By Taxi

1) KDI School → Daejeon Immigration Office (Expected Taxi Fare 29,600 KRW)

2) Sollangmaeul Apartment Station(from KDISCHOOL to Sollangmaeul Apartment by bus #BRT 1001)→ Daejeon Immigration Office(Expected Taxi Fare 2,800 won)

3. Re-issuance of Residence Card

- Reasons for re-issuance
  - Lost or stolen registration cards
  - Damaged registration cards
  - Lack of space for necessary items to be displayed
  - Changes in details on the existing card (name, gender, date of birth and nationality)
- Application for re-issuance must be made within 14 days of the above reasons
- Required documents for re-issuance
  - Passport
  - Application form for re-issuance of Foreign Registration card: You will get it from immigration office

- Document stating reason for re-issuance application (where lost): You will get it from immigration office
- Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details
- Certificate of Enrollment (from school website(www.kdischool.ac.kr))
- Certificate of Scholarship
- Certificate of Residence
- Processing Fee: KRW 35,000 - 60,000 (Government Revenue Stamp)

4. Reporting Changes of Residence Card

If any changes to your registration details, such as your place of sojourn, the details must be reported to the local immigration office within 14 days of the date the change occurred.

If you live in dormitory or anywhere in Sejong City, you can visit Sejong City Hall with following documents and go to No.2 or No.3 gate of public service center located in the 1st floor. It's opened from 9am to 6pm during the weekdays.

- List of documents

- Application form: You will get it from city hall and fill it out on the spot
- Residence Card
- Related documents: discuss with the person in charge

5. Rules of Temporary Leave

Temporary Leave refers to an enrolled international student residing in Korea departing the country **with prior approval** from KDI School.

- **During academic semetster,** termporary leave is generally **not permitted**. Exceptions are granted only for unavoidable circumstances (marriage, chirldbirh, funerals for the student or immediate family member, work-related matters such as job interviews or promotion exams, or participation in events organized by international organizations), and required valid supporting documents. In such cases, the monthly stipend is **fully deducted for the entire leave priod, regardless of the reason.**

- **During vacation period,** termporary leave may be granted only with prior permission from KDI School. **The Request for Temporary Leave must be submitted** during the designated application period, **along with the required documents** such as a round-trip airfare ticket, a certificate of travel insurance, and a signed temporary leave acknowledgement form.
- Each scholarship group has a set number of days exempt from stipend deduction. If your approved leave exceeds the exempted days, prorated deductions apply to the excess. **Exemption terms vary by scholarship [Appendix].**
- After returning to Korea, you must **submit a Certificate of Entry and Exit within 7 days of re-entry**. Failure to do so may result in stipend suspension until the document is received.
- Any departure without prior application and approval, or any change to an approved itinerary without notifying the Student Affairs Division, shall be regarded as **unauthrozied leave.** In such cases, the student **must refund the monthly stipend correspnding to the number or unauthrized leave days, any may face administrative disadvantages.**
- For more details, please refer to click “ONE STOP” on the top side of our School website (https://www.kdischool.ac.kr/) -> STUDENT LIFE -> Guidelines for International Students -> Visa&Immigration -> Temporary Leave.

6. External Activities (Int’l Students) Policy

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

Ⅴ. Appendix

- KDI School Regulations on Student Conduct
- Academic Dishonesty and KDIS Guidelines on the Use of AI-based Tools
- Sexual Violence Prevention Guide
- Guidelines for International Students' Temporary Leave
- Guidelines for International Students' External Activities
- 2026 Course Description
- Information of Declaring Concentrations
- 2026 Course Map by Concentration
- BUS ROUTE MAPS NEAR KDI SCHOOL
- KDIS Sejong Campus - Common campus Shutte 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

□ *Objective*

- To maintain academic integrity and prevent academic dishonesty in all academic activities, including examinations, quizzes, reports, and research projects.

□ *Definition of Academic Dishonesty*

- Academic dishonesty refers to any act that violates the standards of academic integrity, including but not limited to cheating during examinations, plagiarism, unauthorized use of artificial intelligence (AI), and fabrication of data.

□ *Types of Academic Dishonesty*

1. **Academic Dishonesty during Examinations** Conducting any of the following acts during an examination is considered academic dishonesty:

   - Looking at or attempting to look at unauthorized materials (paper, book, note, electronic devices, etc.).
   - Looking at another student's answer sheet or showing answers to another student.
   - Substituting another person's exam or asking for substitution.
   - Attempting to communicate with others including speaking, signaling, and any other actions.
   - Accessing unauthorized websites, applications, or using AI tools (e.g., ChatGPT) during the exam.

- Continuing to write after the examination timeout.
- Disobeying instructions of a proctor, or intentionally interrupting during the examination.
- (Online Exams) Failing to keep the camera on, adjusting the camera angle to hide the face, or leaving the screen during the test without proctor approval.
- (Online Exams) Detection of identical or suspicious IP addresses among students taking the same exam simultaneously, suggesting collusion.

2. Plagiarism and Academic Misconduct in Reports/Papers

- Plagiarism: Presenting another person's work, ideas, or expressions as one's own without proper citation.
- Self-Plagiarism: Submitting the same or substantially similar work for more than one course without the prior approval of the instructors involved.
- Unauthorized Use of AI: Using Generative AI tools to write reports, papers, or research projects and submitting them as one's own original work without proper attribution or instructor permission.
- Fabrication: Falsifying or inventing any information, data, or citation.
- Allowing other people to copy one's report.

※ *Note: The list above is not exhaustive. Any other acts deemed to violate generally accepted social norms or standards of academic integrity may also be subject to review and disciplinary action.*

□ ***Procedure of Disciplinary Action***

- When academic dishonesty is exposed, the proctor or professor should submit evidence and documents to the Academic Affairs Division immediately.
- Documents to be submitted: Report on academic dishonesty, Evidence, and Student's

Personal Statement (optional).

- The Academic Affairs Division refers the case to the Graduate School Committee (or Ethics Committee) for review.

□ ***Disciplinary Action*** When the Committee receives notice on academic dishonesty, depending on the severity, the following punishments can be imposed:

- Coursework: A grade of “0” for the specific assignment/exam or a grade of “F” for the entire course.
- Research Projects: Failure(F) of the project; no credit will be awarded.
- Additional Sanctions: Probation, suspension, or expulsion may be considered for severe or repeated violations.

KDIS Guidelines on the Use of AI-based Tools

The guidelines can be found in the FAQ section of the e-Education (https://www.ekdis.ac.kr).

The emergence of AI-based tools, such as ChatGPT, and Gemini 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, KDIS) 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.

KDIS'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.

6 Essential Self-Check Questions for Students

Permission

☐ Is AI use explicitly permitted for this specific task by the instructor in class?

Privacy

☐ Am I certain that no personal, confidential, or sensitive data will be entered into the AI tool?

Transparency

☐ Can I clearly disclose how AI was used in your work (e.g., searching literature, drafting, brainstorming, analyzing data, etc)

Originality

☐ Is the final work predominantly my own—with my analysis, critical thinking, and personal perspective at the center?

Critical evaluation

☐ Have I independently verified all facts, data, and citations?

☐ Have I reviewed AI outputs for potential biases, superficial reasoning, or inaccuracies?

Reflection and growth

☐ Am I using AI to enhance my learning (knowledge, skills) rather than to replace (shortcut) your learning?

Sexual Violence Prevention Guide

□ ***Types of Sexual Violence***

- Sexual Harassment

Sexual harassment refers to unwelcome conduct of a sexual nature that violates another person's dignity or creates an intimidating, hostile, or offensive environment.

- **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

- **Broad Concept of Sexual Violence**

Any kind of sexual contact against a person's will and without consent

• It includes not only rape or sexual molestation but also verbal sexual harassment, obscene messages, and hidden camera recordings, encompassing all forms of physical and psychological violence inflicted against the will of the other person.

□ ***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). Korean courts have broadened the interpretation of violence or intimidation in certain sexual offense cases. In particular, for an indecent act by compulsion, unwanted sexual contact itself may constitute unlawful force even without severe 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 applicable provisions on Rape, Imitative Rape, and Indecent Act by Compulsion
Inflicting or Causing Another's Bodily Injury 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

Crimes	Scope	Punishment
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 by Rape, etc.: Punished by death or imprisoned for life. Causing Death of Another by Rape, etc.: Imprisoned for life or for at least 10 years
Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than seven years, or a fine not exceeding 30 million won

□ ***Intimacy and Sexual Harassment***

- How do we distinguish the two?
  - Whether conduct iswelcome cannot be determined solely from the actor's intention. The otherperson's expressed wishes, boundaries, and the surrounding circumstances mustbe considered.
  - 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?***

- Whether sexual conduct was welcome or consented to is an important factor in determining sexual harassment.

  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.
   • A person who is unconscious or too intoxicated or impaired to make and communicate a voluntary decision cannot give valid consent..

□ ***How is sexual harassment determined?***

- Victim's Perspective
  • The perspective of the victim is an important consideration in determining sexual harassment. Regardless of the perpetrator's intent, the victim's feelings of sexual humiliation or offense should be taken into account.
- Reasonable Person Standard
  • The reasonable person standard is also critical in determining sexual harassment. Sexual harassment includes conduct that would cause a reasonable person in the same position as the victim to feel sexual humiliation or aversion.

□ ***Wait! What should I do?***

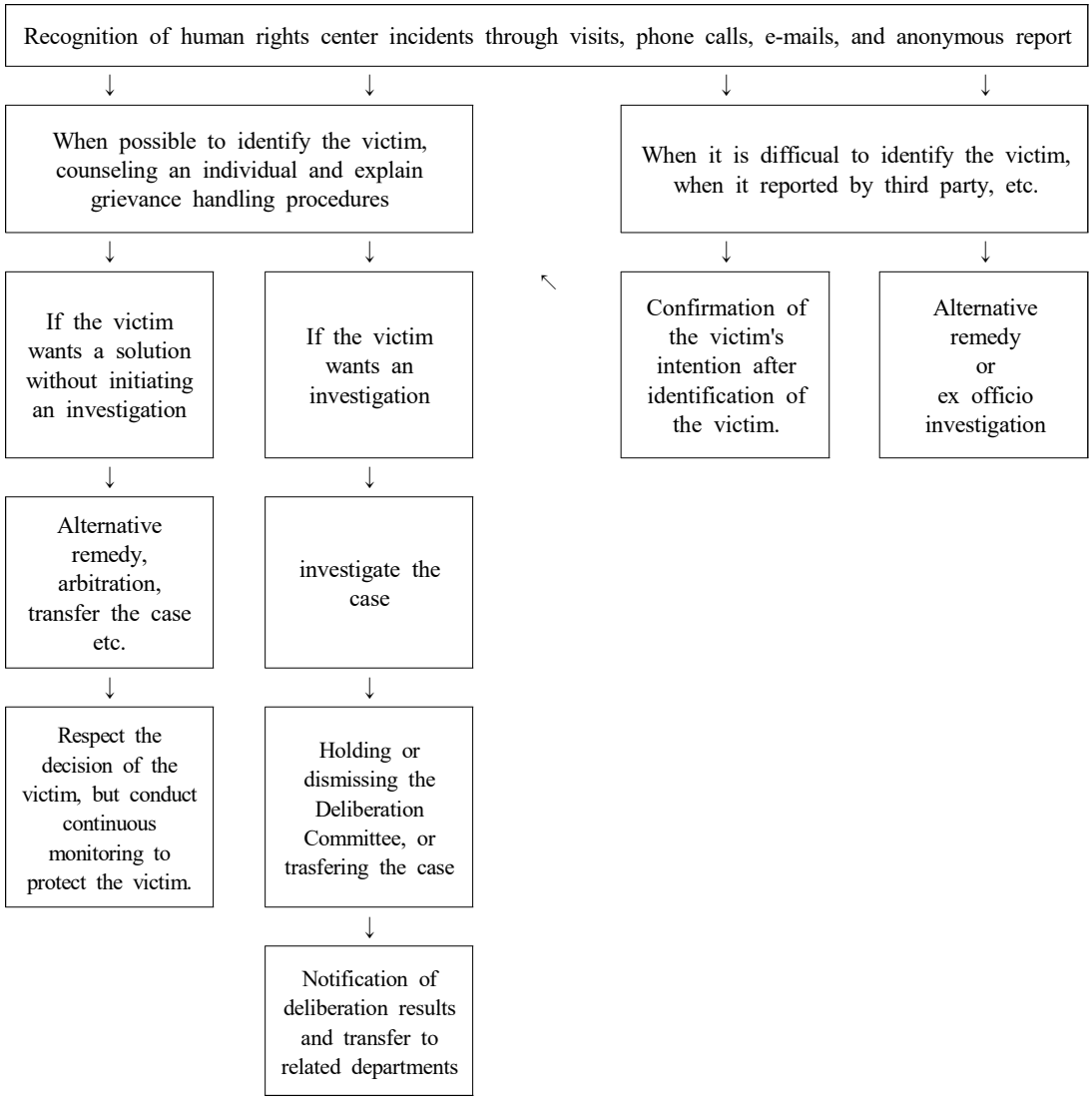
In situations that feel like sexual harassment

- 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.
- If it is hard to express your intention directly, make a pained expression or leave the place.
- Collect evidence of the victimization.
- Seek help from friends, colleagues, or supervisors

□ ***Case Reporting and Processing***

Sexual violence cases are resolved according to the following procedure within the school.

- Case Reporting and Processing



□ ***Case Reporting***

The KDI School Human Rights Center

- Location: S311, The KDI School Human Rights Center
- Email: 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."

Guidelines for International Students' Temporary Leave

Article 1 (Purpose) The purpose of these guidelines is to prescribe matters related to temporary leave from Korea by international students enrolled at the KDI School of Public Policy and Management (hereinafter referred to as "the School").

Article 2 (Responsible Division) Student Affairs Division shall be responsible for receiving and managing applications for temporary leave. Final approval authority shall reside with the Associate Dean of Academic and Student Affairs.

Article 3 (Scope of Application) These guidelines shall apply to enrolled international students currently residing in Korea who apply for temporary leave. All temporary leave shall require prior approval from the School.

Article 4 (Definition of Terms)

a. *Temporary leave during the academic semester* refers to a case in which an international student residing in Korea departs from Korea during a regular semester with prior approval from the School. Applications are accepted year-round.
b. *Temporary leave during breaks* refers to a case in which an international student departs from Korea during the designated vacation periods (from the day following the last day of the semester to the day before the first day of the following semester) with prior approval from the School. In principle, the period of departure shall not exceed the vacation period. Applications shall be submitted through the MIS system beginning 3 to 4 weeks prior to the start of the break.

Article 5 (Temporary Leave During the Semester)

a. As a general rule, temporary leave during the semester is not permitted. Exceptions

shall be granted only under unavoidable circumstances, as specified below, and subject to the submission of valid supporting documentation:

- Marriage, childbirth, and funeral for the student and student's immediate family, own children's official school events
- Work-related issues (e.g., job interviews or promotion exams)
- Invited by and participating in an event organized by international organizations

b. If temporary leave during the academic semester is approved, a deduction shall be applied to the monthly stipend for the entire duration of the leave, regardless of the reason.

Article 6 (Temporary Leave During Breaks)

a. Temporary leave during breaks shall be allowed only with prior approval from the School. The number of days exempt from stipend deduction shall be determined based on the standards outlined in [Appendix 1] by scholarship group.
b. If the total duration of temporary leave during breaks falls within the exemption limit, the monthly stipend shall not be deducted. However, if the leave exceeds the exempted number of days, a deduction shall be applied proportionally to the excess days in accordance with the applicable scholarship guidelines.
c. Students who fail to submit their application for temporary leave within the designated application period shall have their stipend reduced for the entire duration of the leave. Exceptions may be granted only in cases of unavoidable circumstances, such as visa delays or family emergencies, supported by valid documentation.

Article 7 (Application and Approval Process)

a. Students who wish to take temporary leave must submit the following documents to complete their application:
   - A round-trip flight ticket
   - A signed Temporary Leave Guideline Acknowledgement [Appendix 2]
   - Travel insurance documents (for travel to a third country)
   - Supporting documents for the reason for leave (required for leave during the semester)
b. The School may request additional supporting documents if deemed necessary.

c. Applications with all required documents shall be approved upon authorization by the Associate Dean of Academic and Student Affairs.
d. If there is any change or cancellation to the itinerary after approval, the student must immediately notify the Student Affairs Division and submit the relevant supporting documents to obtain re-approval.

Article 8 (Re-entry Confirmation)

Students must submit a Certificate of Entry and Exit covering the verification period designated by the School within seven (7) days of re-entering Korea. Failure to submit the certificate within the specified period may result in the suspension of the following month's stipend until the document is received.

Article 9 (Monthly Stipend)

a. In cases where a student submits only a one-way flight ticket due to unavoidable circumstances, or where the School deems it necessary to ensure the student's re-entry, the payment of the monthly stipend may be temporarily suspended for the duration of the student's leave. In such cases, the stipend for the month of departure shall be calculated and paid on a prorated basis from the first day of the month up to the date of departure.
b. the monthly stipend suspended during the temporary leave shall be settled and disbursed together with the stipend for the following month, upon confirmation of the student's return.
c. The criteria for stipend deductions shall be determined in accordance with [Appendix 1] Scholarship Group Guidelines for Temporary Leave During Breaks.

Article 10 (Unauthorized Leave)

a. *Unauthorized leave* refers to any departure from Korea without prior approval from the School, or any change to an approved leave without notifying the Student Affairs Division. If unauthorized leave is confirmed, the student may be required to reimburse the School for the amount of the monthly stipend corresponding to the number of unauthorized leave days.
b. To verify entry and exit records, all international students enrolled in Master's and

Doctoral programs must submit a Certificate of Entry and Exit covering the entire duration of their stay in Korea prior to their return.

c. Students must submit a Certificate of Entry and Exit corresponding to the verification period designated by the School. Failure to do so may result in restrictions on future scholarship benefits and the issuance of official school documents.

d. If unauthorized leave is confirmed through the submitted Certificate of Entry and Exit, the student shall immediately refund the monthly stipend corresponding to the number of unauthorized leave days. Failure to do so may result in administrative disadvantages, including restrictions on the issuance of official certificates.

[Appendix 1] Scholarship Group Guidelines for Temporary Leave During Breaks

Group	Including of Exit & Entry Dates	Number of Days Exempt from Stipend Deduction (exemption limit)	Deducted Amount per day
Sejong Global Leader	Not Included	Departures during official vacation periods shall not result in any deduction of the monthly stipend.	33,300 KRW
Colombo Plan			40,000 KRW
FSS-KFB-KDIS			40,000 KRW
GAS			40,000 KRW
GAS for Cambodia			40,000 KRW
GLF(G20)			40,000 KRW
Hyundai CMK			40,000 KRW
IBK-KDIS			40,000 KRW
KNOC			40,000 KRW
Ph.D. group excluding KOICA scholars			40,000 KRW
MIPD(WIPO)			40,000 KRW
POSCO			40,000 KRW
ADB-KFP		If departing 30+ days in any single vacation period, one month's monthly sipend is not paid.	subject to change depending on the exchange rate
NIIED(GKS)		30 days during the spring semester-summer break period and 30 days during the fall semester-winter break period shall be exempt from deduction.	prorated based on the number of days in each respective month
KOICA (including Ph.D.)	Included	Since no exemption days apply, the full period of departure shall be deducted.	40,000 KRW

[Appendix 2] Temporary Leave Guideline Compliance Acknowledgement

Temporary Leave Guideline Acknowledgement

In accordance with the Temporary Leave Guideline for International Students enforced by KDI School, I hereby confirm that I have reviewed and understood the stipulations governing temporary leave during the course of my academic enrollment.

I solemnly acknowledge and agree to the following:

1. Prior Authorization Requirement

I shall not depart the Republic of Korea without obtaining prior written approval from the KDI School. I understand that any departure without such authorization, or failure to report itinerary changes post-approval, shall be regarded as unauthorized leave, subject to stipend deduction and/or refund in proportion to the duration of leave.

2. Submission of Certificate of Entry and Exit

I am obligated to submit the Certificate of Entry and Exit within seven (7) days of re-entry. I understand that failure to comply may result in withholding of stipend payments or restrictions on academic and administrative services.

3. Stipend Deduction Policy

I consent to stipend deductions or suspension during the leave period, as prescribed under Stipend Deduction Criteria by Scholarship Group. I further acknowledge that:

(1) Leave taken during the academic semester shall result in full deduction of the monthly stipend, regardless of reason.

(2) Leave during academic breaks shall result in deduction of the monthly stipend for the days exceeding the allowed duration.

(3) Unreported or unapproved leave shall be treated as a breach of guideline compliance.

4. Acknowledgement of Personal Risk

I fully understand that the KDI School shall not be held liable for any incidents, injuries, or losses incurred during the period of my temporary leave. All travel-related risks and expenses shall be borne solely by me.

5. Duty to Report Changes

I shall promptly notify the Student Affairs Division of any deviation from the approved itinerary. I understand that failure to report changes may constitute a breach of the guideline and may affect future stipend eligibility.

By affixing my signature below, I affirm my understanding and agreement to comply fully with the Temporary Leave Guideline, and accept responsibility for any consequences resulting from non-compliance.

- Name:
- Student ID Number:
- Academic Program:
- Scholarship:
- Leave Period (From – To):
- Date of Submission:
- Signature:

Guidelines for International Students' External Activities

Article 1 (Purpose) The guidelines for the external activities of the International Students, including part-time employment, have been established in line with the increased possibility of various external activities and the number of International Students.

Article 2 (Fundamental principle) The external activities for the International Students shall be examined and approved in accordance with the regulations set by the Ministry of Justice.

< Criteria for maximum hours allowed for part-time employment based on proficiency in Korean >

Type	Korean proficiency (TOPIK, KIIP)		Hours allowed (Per week)		Hours allowed (Per week) IEQAS-certified universities[1]
			Weekday	Weekend, Vacation	Weekday
Master/ PhD	Level 4	×	15 hours		15 hours
		○	30 hours	Unlimited	35hours

Article 3 (Scope and terms of external activities) ① International Students may be permitted to engage in external activities only if such activities 1) do not interfere with their academic activities, and 2) have a correlation with their academic studies or Research Projects.

② International Students must complete a minimum of 3 semesters and achieve a minimum of 33 credits to engage in external activities.

Article 4 (Exceptions) Notwithstanding the foregoing in Article 3, international Students may be permitted to engage in external activities within the 'Criteria for the maximum hours

1 Includes KDI School of Public Policy and Management

allowed for part-time employment' specified in Article 2 if the external activity is subject to one of the following conditions.

1. (Allowable areas) The external activities may be permitted if any of the following conditions are met:
   A. External activities which increases the reputation of the School
   B. Participation in a project or an internship executed by the School in cooperation with external organizations
   C. External activities requested by a scholarship sponsor
   D. External activities deemed as contributing to the larger public interest and good
   E. Other external activities which the dean of the School might regard as appropriate
2. (Allowable criteria) The external activities may be permitted in consideration of fulfillment of scholarship requirements and academic progress in each semester.

Article 5 (Approval of external activities) Students must obtain a recommendation letter from their academic advisor and approval from the Associate Dean of Academic and Student Affairs prior to engagement in any external activities.

2026 Course Description

Course List for Master's Program

No	Term	Course Title	Professor	Concentration	
1	Spring	Analysis of Market and Public Policy	Shin, Ja-Eun	Core	-
2	Spring	Analysis of Market and Public Policy	Park, Jinseong	Core	-
3	Spring	Introduction to Development Policy	Park, Sungho	Core	-
4	Spring	Introduction to Development Policy	Park, Sungho	Core	-
5	Spring	Introduction to Development Policy	Pham, Thi Tuyet Trinh	Core	-
6	Spring	Public Organizations and Management	Lee, Junesoo	Core	-
7	Spring	Public Organizations and Management	Park, Angela Y.S.	Core	-
8	Spring	Quantitative Methods	Baek, Ji Sun	Core	-
9	Spring	Quantitative Methods	Cho, Yoon Cheong	Core	-
10	Spring	Quantitative Methods	Yoon, Chungeun	Core	-
11	Spring	Capstone Project Seminar	Kim, Yeong Jae	-	-
12	Spring	Water Policy and Management	Kim, Hyungtai / Lee, Seungho	-	-
13	Spring	Behavioral / Experimental Economics for Policy research	Kim, Jeong Yeol	AA	-
14	Spring	Introduction to Research Design & Methods	Jung, Kwon	AA	-
15	Spring	AI Ethics	Park, Sungkyu	DS	AA
16	Spring	Introduction to Computational Social Science	Park, Jaehyuk	DS	AA
17	Spring	Korea's Microdata Analytics for Public Policy	Baek, Ji Sun	DS	PS
18	Spring	Programming Fundamentals using Python	Park, Jaehyuk	DS	AA
19	Spring	R Fundamentals for Public Policy	Kim, ByungKoo	DS	AA
20	Spring	Statistical Foundations for Data Scientists	Kim, ByungKoo	DS	AA
21	Spring	Digitalization and Public Policy Problems	Lee, Seohyun	FM	DS
22	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM
23	Spring	Financial Accounting	Choi, Tae-Hee	FM	SM
24	Spring	Financial Instruments and Markets	Sohn, Wook	FM	SD
25	Spring	Financial Policy and Crisis Management	Sohn, Wook	FM	PS
26	Spring	International Finance and the Global Economy	Kim, Jun Il	FM	-

No	Term	Course Title	Professor	Concentration	
27	Spring	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
28	Spring	Investment Management	Lee, Jinsoo	FM	-
29	Spring	Macroeconomic Policy	Kim, Hyeon-Wook	FM	SD
30	Spring	Development in Africa and the Middle East	Park, Jong-Dae	GP	ID
31	Spring	G20 and Global Governance	Lim, Wonhyuk	GP	ID
32	Spring	Geopolitics and Business	Andrey Kovsh	GP	-
33	Spring	International Relations in Contemporary Diplomacy	Kim, Byoung-Joo	GP	-
34	Spring	Political Economy of Development	Lee, Dongil	GP	SD
35	Spring	Understanding the World Economy	You, Jong-Il	GP	ID
36	Spring	Economic Development in Historical Perspective	Lee, Changkeun	ID	TI
37	Spring	Impact Evaluation Methods	Yoon, Chungeun	ID	AA
38	Spring	Knowledge Sharing for International Development	Kim, Jungwook	ID	SD
39	Spring	The United Nations and Global Affairs	Oh, Joon	ID	GP
40	Spring	International Intellectual Property Law and Development	Kamal Puri	IP	-
41	Spring	Trademarks, Designs and Geographical Indications	Eleonora Rosati	IP	-
42	Spring	Budgeting and Public financial management	Liu, Cheol	PA	PS
43	Spring	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	PA	RE
44	Spring	Digital Government and Governance	Lee, Taejun	PA	-
45	Spring	Human Resource Management in Government	Kim, Soonhee	PA	PS
46	Spring	Leadership in Government	Kim, Soonhee	PA	-
47	Spring	Policy Process Analysis	Oh, Joonho	PA	-
48	Spring	Tax Policy and Administration	Liu, Cheol	PA	PS
49	Spring	Econometrics I	Kim, Taejong	Ph.D (AA)	-
50	Spring	Foundations of Public Policy	Lee, Dongil	Ph.D (AA)	-
51	Spring	Mathematics for Economics	Kim, Jeong Yeol / Lee, Dongil	Ph.D (AA)	-
52	Spring	Human Capital and Economic Development	Paik, Sung Joon	PS	SD
53	Spring	Labor Market and Labor Policy	Shin, Ja-Eun	PS	SD
54	Spring	Social Protection and Work	Park, Jinseong	PS	SD
55	Spring	Regional Development and Public Policy	Cho, Man	RE	SD
56	Spring	Technological Change and the Environment	Kim, Yeong Jae	RE	SD
57	Spring	Urban Transportation Policy	Lee, Sang Keon	RE	SD

No	Term	Course Title	Professor	Concentration	
58	Spring	Culture, Creativity and Local Development	Lee, Taejun	SD	PA
59	Spring	Environmental Economics in Developing Countries	Pham, Thi Tuyet Trinh	SD	RE
60	Spring	Strategic Management	Lee, Seung-Joo	SM	-
61	Spring	Industrial Policy and International Trade Regulation	Shadikhodjaev, Sherzod	TI	ID
62	Spring	Industrial Policy for Small and Medium Enterprises(SMEs)	KIM, Minho	TI	ID
63	Spring	Input/Output Analysis	Kim, Dongseok	TI	SD
64	Spring	Introduction to Competition Policy	Kim, Jeong Yeol	TI	-
65	Spring	Introduction to the International Trade and Investment Systems	Shadikhodjaev, Sherzod	TI	SD
66	Spring	Korean Economic Development	Lee, Changkeun	TI	ID
67	Spring	K-Wave and Cultural Policy	Lee, Jongyearn	TI	-
68	Spring	Spatial Economics and Quantitative Modeling	Yang, Dongkyu	TI	SD
69	Spring	Trade and Industrial Policy for the 21st Century	KOO, Kyong Hyun	TI	ID
70	Summer	Analysis of Market and Public Policy	Baek, Ji Sun	Core	-
71	Summer	Introduction to Development Policy	Park, Jin	Core	-
72	Summer	Public Organizations and Management	Oh, Joonho	Core	-
73	Summer	Quantitative Methods	Kim, Taejong	Core	-
74	Summer	Public Finance, Public Policy, and Democratic Governance	Liu, Cheol	-	-
75	Summer	Qualitative methods	Joo,Yu Min	AA	-
76	Summer	Introduction to Geospatial Analysis	Lee, Dongil	DS	ID
77	Summer	Machine Learning for Social Scientists	Kim, ByungKoo	DS	AA
78	Summer	Microeconomics of Artificial Intelligence	Suh, Joonghae	DS	TI
79	Summer	Programming Fundamentals using Python	Yoon, Jisung	DS	AA
80	Summer	Quantitative Analysis of Science and Innovation	Yoon, Jisung	DS	-
81	Summer	Quantitative Analysis with Data	Baek, Ji Sun	DS	AA
82	Summer	Text Analysis for Social Scientists	Park, Sungkyu	DS	-
83	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
84	Summer	Central Banking: Monetary Policy Strategy	Sohn, Wook	FM	SM
85	Summer	Financial Statement Analysis and Valuation	Choi, Tae-Hee	FM	SM
86	Summer	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	ID
87	Summer	Macroeconomic Policy	Cho, Dongchul	FM	SD

No	Term	Course Title	Professor	Concentration	
88	Summer	Managerial Accounting	Choi, Tae-Hee	FM	SM
89	Summer	Technological Innovations in Finance	Lee, Kun-Ho	FM	-
90	Summer	Democracy, Political Mobilization and Economic Development: Korea's Experience	Kim, Byoung-Joo	GP	ID
91	Summer	Geopolitics of the Indo-Pacific Region	Andrey Kovsh	GP	-
92	Summer	Political Economy of Development	Lee, Dongil	GP	SD
93	Summer	Politics of Global Economy	Kim, Seungjun	GP	TI
94	Summer	Theories of International Relations	Kim, Seungjun	GP	-
95	Summer	Advanced Development Economics	Park, Sungho	ID	SD
96	Summer	International Development in Practice	Lee, Changkeun	ID	SD
97	Summer	The China Path: Political Economy and Global Impact	HE, Yuan	ID	GP
98	Summer	Copyright and Related Rights	KIM, Hyung-gun	IP	-
99	Summer	IP, Emerging Issues and Sustainable Development	Graham Martin Dutfield	IP	-
100	Summer	Patents and Innovation	Chimdessa Fekadu Tsega	IP	-
101	Summer	Dispute Resolution and Negotiation	Kim, Dong-Young	PA	SD
102	Summer	Human Resource Management in Government	Kim, Soonhee	PA	PS
103	Summer	Policy Process Analysis	Park, Angela Y.S.	PA	SM
104	Summer	Public Sector Innovation and Reform	Park, Jin	PA	-
105	Summer	Regulation Reforms and Practices	Kang,Young-Chul	PA	TI
106	Summer	Science, Technology and Innovation for Sustainable Development	Lee, Taejun	PA	SD
107	Summer	Applied Microeconometrics	Yoon, Chungeun	Ph.D(AA)	ID
108	Summer	Econometrics II	Lee, Jongyearn	Ph.D(AA)	-
109	Summer	Experimental Economics and Research	Kim, Jeong Yeol	Ph.D(AA)	-
110	Summer	Macroeconomics	Lee, Seohyun	Ph.D(AA)	FM
111	Summer	Microeconomics	Kim, Jeong Yeol	Ph.D(AA)	-
112	Summer	Analysis of Education Policy in Comparative Perspectives	Paik, Sung Joon	PS	SD
113	Summer	Economics of Education: Policy Design and Evaluation	Park, Jinseong	PS	SD
114	Summer	Gender and Development	Kim, Joeun	PS	SD
115	Summer	Gender and Development	Kim, Joeun	PS	SD

No	Term	Course Title	Professor	Concentration	
116	Summer	Population and Development	Choi, Seulki	PS	SD
117	Summer	Global Energy Policy	Kim, Yeong Jae	RE	SD
118	Summer	Investment Project Valuation and Risk Analysis	Park, Soojin	RE	ID
119	Summer	Public Investment Management	Lee, Jongyearn	RE	PA
120	Summer	Smart Water Grid	Lee, Sangho	RE	SD
121	Summer	Urban and Real Estate Economics	Kim, Sunwoong	RE	-
122	Summer	Water Engineering	Son, Minwoo	RE	SD
123	Summer	Productivity and Economic Growth	Kim, Dongseok	SD	-
124	Summer	Customer Relationship Management	Cho, Yoon Cheong	SM	-
125	Summer	Entrepreneurial State: Public Management for the Innovation Economy	Oh, Joonho	SM	PA
126	Summer	Entrepreneurship and Innovation	Lee, Seung-Joo	SM	SD
127	Summer	Marketing in the Public Sector	Jung, Kwon	SM	-
128	Summer	Korean Economic Development	Lee, Changkeun	TI	ID
129	Summer	Science and Technology Policy	Lee, Ju-Ho	TI	SD
130	Summer	Theory and Policy of International Trade	Yang, Dongkyu	TI	ID
131	Summer	Trade Law and Policy in Practice	Shadikhodjaev, Sherzod	TI	ID
132	Fall	Analysis of Market and Public Policy	Shin, Ja-Eun	Core	-
133	Fall	Development Economics	Pham, Thi Tuyet Trinh	Core	-
134	Fall	Public Organizations and Management	Kim, Soonhee	Core	-
135	Fall	Quantitative Methods	Kim, Dongseok	Core	-
136	Fall	Introduction to Research Design and Methods	Choi, Seulki	AA	-
137	Fall	Global Development Finance Cooperation	Ra, Sungsup	DP	-
138	Fall	Global Health and Development	Shin, Ja-Eun	DP	PS
139	Fall	Impact Evaluation in Practice: Climate Interventions	Park, Sungho	DP	-
140	Fall	International Development and Cooperation	Oh,Gee Young	DP	-
141	Fall	Korean Economic Development	You, Jong-Il	DP	TI
142	Fall	Political Economy of Developing Countries	Kwak, Minji	DP	GP
143	Fall	AI Ethics	Park, Sungkyu	DS	AA
144	Fall	Data Science Research in Practice	Park, Jaehyuk	DS	-
145	Fall	Data Visualization	Yoon, Jisung	DS	-

No	Term	Course Title	Professor	Concentration	
146	Fall	Introduction to Network Science	Yoon, Jisung	DS	-
147	Fall	Machine Learning for Social Scientists Part 2	Park, Sungkyu	DS	-
148	Fall	Programming Fundamentals using Python	Park, Jaehyuk	DS	AA
149	Fall	R Fundamentals for Public Policy	Kim, ByungKoo	DS	AA
150	Fall	Banking and Financial Regulation	Hwang,Sunjoo	FM	-
151	Fall	Digitalization and Public Policy Problems	Lee, Seohyun	FM	DS
152	Fall	International Macroeconomic Theory and Policy	Kim, Hyeon-Wook	FM	DP
153	Fall	Macroeconomic Policy	Kim, Hyeon-Wook	FM	DP
154	Fall	Macroeconomic Policy	Cho, Dongchul	FM	DP
155	Fall	Development and Political Reform: Comparative Cases	Kim, Byoung-Joo	GP	DP
156	Fall	East Asian Regional Order and Security	Ryu, Yongwook	GP	-
157	Fall	The United Nations and Sustainable Development	Oh, Joon	GP	DP
158	Fall	Theories of International Relations	Kim, Seungjun	GP	-
159	Fall	War, Peace, and Politics	Kim, Seungjun	GP	-
160	Fall	Intellectual Property Management and Practice	Jay Erstling	IP	-
161	Fall	Budgeting and Public financial management	Liu, Cheol	PA	PS
162	Fall	Cost-Benefit Analysis for Policy Decision Making	Lee, Jongyearn	PA	RE
163	Fall	Digital Government and Governance	Lee, Taejun	PA	-
164	Fall	Ethical Leadership in the Age of Sustainable Development	Jung, Kwon	PA	SM
165	Fall	Performance Management and Measurement in the Public Sector	Liu, Cheol	PA	PS
166	Fall	Policy Case Analysis	Park, Jin	PA	PS
167	Fall	Policy Process Analysis	Oh, Joonho	PA	SM
168	Fall	Development Economics: Field Experiments	Park, Sungho	Ph.D(AA)	-
169	Fall	Development Economics: Labor and Development	Pham, Thi Tuyet Trinh	Ph.D(AA)	-
170	Fall	Time Series Econometrics	Lee, Seohyun	Ph.D(AA)	FM
171	Fall	Fiscal Policy Analysis: Theory and Practice	Lee, Kang Koo	PS	FM
172	Fall	Monitoring and Evaluation for Public Policy	Paik, Sung Joon	PS	-
173	Fall	Population and Development	Choi, Seulki	PS	DP
174	Fall	Public Finance and Public Policy	Park, Siho	PS	-
175	Fall	Social Inequalities	Kim, Joeun	PS	DP

No	Term	Course Title	Professor	Concentration	
176	Fall	Social Protection and Work	Park, Jinseong	PS	AA
177	Fall	Climate Change Economics and Policy	Kim, Yeong Jae	RE	DP
178	Fall	Korea's Agricultural Transformation and Development Cooperation	Jeong, Il Jeong	RE	DP
179	Fall	Land Policy	Sonn,Jung Won	RE	DP
180	Fall	Public-Private Partnerships in Infrastructure Development	Kim, Kang Soo	RE	-
181	Fall	Regional Development and Public Policy	Jingwen Zheng	RE	DP
182	Fall	Smart Cities	Joo,Yu Min	RE	DP
183	Fall	System Engineering, Analysis and Modeling	Shin, Eunher	RE	-
184	Fall	Urban and Regional development	Joo,Yu Min	RE	DP
185	Fall	Water Resources Economics	Koun, Hyoungjoon	RE	-
186	Fall	Introduction to Group Facilitation	Kim, Taejong	SI	-
187	Fall	Grand Strategy and Statecraft	Lee, Seung-Joo	SM	GP
188	Fall	Marketing in the Public Sector	Cho, Yoon Cheong	SM	-
189	Fall	Competition, Innovation and Firm Dynamics	Ahn, Sanghoon	TI	DP
190	Fall	Migration in Economic and Historical Perspectives	Yang, Dongkyu	TI	-
191	Fall	Spatial Economics and Quantitative Modeling	Yang, Dongkyu	TI	AA
192	Fall	Understanding the Everyday Economy Around Us: Retail, Franchises, and Self-Employment	Lee, Jinkook	TI	-

* 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	Mathematics for Economics	1	Kim, Jeong Yeol/ Lee, Dongil	Ph.D.	AA
4	Spring	Ph.D. Colloquium	1	TBD	Ph.D.	-
5	Summer	Econometrics II	1	Lee, Jongyearn	Ph.D.	AA
6	Summer	Microeconomics	1	Kim, Jeong Yeol	Ph.D.	AA
7	Summer	Macroeconomics	1	Lee, Seohyun	Ph.D.	AA
8	Summer	Applied Microeconometrics	1	Yoon, Chungeun	Ph.D.	AA
9	Summer	Experimental Economics and Research	1	Kim, Jeong Yeol	Ph.D.	AA
10	Summer	Ph.D. Colloquium	1	TBD	Ph.D.	-
11	Fall	Development Economics: Field Experiments	1	Park, Sungho	Ph.D.	AA
12	Fall	Development Economics: Labor and Development	1	Pham, Thi Tuyet Trinh	Ph.D.	AA
13	Fall	Time Series Econometrics	1	Lee, Seohyun	Ph.D.	AA
14	Fall	Ph.D. Colloquium	1	TBD	Ph.D.	-

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

Foundation Skills Course List [English Courses]

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

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

Foundation Skills Course List [Korean Courses]

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

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

Information of Declaring Concentrations

▸ **Requirements for Declaring Concentration**

- 27 or more Credits, including the credits of the applied semester
- Take core courses and mandatory language courses
- Three or more courses of each concentration that you wish to declare

▸ **List of Concentrations**

Program*	Concentrations	
	1st (Mandatory)	2nd (Optional)
MPP	FM (Finance and Macroeconomic Policy) TI (Trade and Industrial Policy) PS (Public Finance and Social Policy) RE (Regional Development and Environment Policy)	FM TI PS RE DP PA SM GP DS
MDP	DP (Development Policy)	
MPM	PA (Public Administration and Leadership) SM (Strategic Management) GP (Global Governance and Political Economy)	
MIPD	IP (Intellectual Property and Innovation Policy)	
MDS	DS (Data Science for Public Policy and Management)	

* Please note that certain scholarship groups, exceptionally, must fulfill their own concentration requirements before they apply for the concentration declaration.

※ Certain scholarship groups, such as KOICA and Part-time GMP, NIIED GKS Global Network must/can choose a specific concentration as their 1st concentration.

- Part-time GMP students can declare RP(Real Estate and Public Policy) concentration.
- The first concentration of KOICA ED program must be SI(Sustainable and Inclusive Growth).
- The first concentration of the NIIED GKS Global Network Scholarship program must each be selected from their designated programs listed below, and no other concentrations may be chosen. The second concentration must be in DS(Data Science for Public Policy and Management), and it is mandatory.

MPP	MDP	MPM
• **TI** (Trade and Industrial Policy) • **RE** (Regional Development and Environment Policy)	• DP (Development Policy)	• **GP** (Global Governance and Political Economy)

▸ **Concentration Options**

- Students can declare up to two concentrations.
- (Mandatory) 1st Concentration: You must decide your own concentration within your major and take at least 3 courses within the specific concentration
- (Optional) 2nd Concentration: Minimum 3 courses from all concentrations except 1st concentration.

* The IP concentration is available only to students admitted through the MIPD admission process and cannot be declared as a second concentration.

- A course qualifies for only one concentration. (No dual qualification)

※ For example, you can declare RE or DP concentration through the "Regional Development and Public Policy" course.

Course Title	Con. 1	Con. 2
Regional Development and Public Policy	RE	DP

▸ **Notes**

- Students can declare their concentration(s) only once before their graduation
- Once the application deadline is over, you cannot change your concentration and additionally declare the 2nd concentration later.
- The concentration will be approved once you have fulfilled the concentration requirements.
- Up to one Advanced Analytic "AA" course (Ph. D. courses, Advanced Research Methods) can qualify for any concentrations except for DS concentration.
- For the DS concentration, students are required to take three or more courses related to DS including a minimum of one basic course*.

* ① Programming Fundamentals using Python ② R Fundamentals for Public Policy

2026 Course Map by Concentration

※ Please note that course offerings are subject to change based on the circumstances of the school or the availability of instructors.

Master of Public Policy (MPP)

□ FM(Finance and Macroeconomic Policy)

Concentration Overview

Learning Goals:

- The study area on Finance and Macroeconomic Policy aims to help students understand the theory, the practice, and the policy issues in the areas of macroeconomics and finance.

Target Students:

- Target students include mid-career professionals in finance ministries, central banks, financial supervisory authorities, self-regulatory agencies, and others who aspire to work in such institutions. The rich list of finance courses can also meet the needs of students from the private sector.

Flow Chart

Foundation (Core) Courses

- Analysis of Market and Public Policy
- Quantitative Methods

Basic Courses

- Introduction to Financial Analysis
- Macroeconomic Policy
- Financial Accounting

Advanced Topics & Courses

ㅇ Financial Markets and Regulation

- Banking and Financial Regulation
- FinTech and Financial Regulations
- International Financial Management
- Technological Innovations in Finance
- Financial Instruments and Markets
- International Finance and the Global Economy
- Finance and Economic Development in Korea
- Financial Policy and Crisis Management
- Financial Statement Analysis and Valuation

ㅇ Macroeconomic Policy

- Central Banking: Monetary Policy Strategy
- International Macroeconomic Theory and Policy
- International Financial Policy
- Digitalization and Public Policy Problems

ㅇ Corporate Finance and Regulation

- Managerial Accounting

□ PS(Public Finance and Social Policy)

Concentration Overview

Learning Goals:

- The market is an indispensable mechanism for efficient resource allocation and long-term growth. The workings of the market, however, are often accompanied by extreme poverty, externalities, information asymmetry, and coordination failures, thereby entrapping vulnerable individuals and communities at a lower end of possible equilibria. To promote efficiency, equity and solidarity is a significant goal of public policy in this light.

Key Issues:

- On the basis of economics and other social science disciplines, this concentration explores ways to tackle these challenges through taxes, government expenditures, and prudent regulations.

Target Students:

- Target students include mid-career professionals working in the fields of fiscal policy, poverty alleviation, education, healthcare, social insurances, labor protection, and cultural policy.

Flow Chart

Foundation (Core) Courses

- Analysis of Market and Public Policy
- Quantitative Methods

Basic Courses

- Public Finance and Public Policy
- Human Resource Management in Government

Advanced Topics & Courses

ㅇ HRD and Labor Market

- Analysis of Education Policy in Comparative Perspectives
- Human Capital and Economic Development
- Human Resource Management in Government
- Labor Market and Labor Policy
- Economics of Education: Policy Design and Evaluation
- Performance Management and Measurement in the Public Sector

ㅇ Social and Welfare Policy

- Welfare Service Implementation
- Population and Development
- Gender and development
- Global Health and Development
- Social Inequalities
- Social Protection and Work

ㅇ Public Finance and Policy Evaluation

- Tax Policy and Administration
- Budgeting and public financial management
- Social Development and Policy
- Monitoring and Evaluation for Public Policy
- Korea's Microdata Analytics for Public Policy

□ TI(Trade and Industrial Policy)

Concentration Overview

Learning Goals:

- Theoretical knowledge and practical skills in the field of international trade and industry policy.
- Legal and institutional arrangements.

Key Issues:

- In this era of globalization, no country can enjoy economic prosperity without engaging in international trade. While domestic industries struggle to adjust themselves in the global market, industrial policy can facilitate the process. This concentration aims to offer theoretical knowledge and practical skills in the field of international trade and industrial policy. Legal and institutional arrangements in the world trade will be analyzed in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.

Target Students:

- Target students include mid-career professionals in trade- or industry-related ministries and business entities or international organizations, as well as those students who aspire to work in such institutions upon graduation.

Flow Chart

Foundation (Core) Courses

- Analysis of Market and Public Policy
- Quantitative Methods

Basic Courses

- Economic Development in Historical Perspective
- Introduction to the International Trade and Investment Systems
- Korean Economic Development
- Theory and Policy of International Trade
- Trade and Industrial Policy for the 21st Century
- Introduction to Competition Policy
- Politics of Global Economy

Advanced Topics & Courses

○ Theory and Policy of International Trade
- Trade Law and Policy in Practice
- Industrial Digital Transformation and Global Trading system
- Economic Security and Regional Trade Agreements
- Industrial Policy and International Trade Regulation
- Trade and Industrial Policy in Historical Perspective

○ Competition Policy and Regulation
- Competition, Innovation and Firm Dynamics
- Regulation Reforms and Practices
- Regulation: Theory and Practice

○ Industry Policy and Economic Development
- Input/Output Analysis
- Science and Technology Policy
- Analytic Methods for Trade and Industrial Policy
- Microeconomics of Artificial Intelligence
- K-Wave and Cultural Policy

□ RE(Regional Development and Environmental Policy)

Concentration Overview

Learning Goals:

- Sustainable Development and Green Growth are keywords in the 21st century development discourse. Leaders in the public sector need to understand the dynamic relations among economic development, environmental protection and societal development.

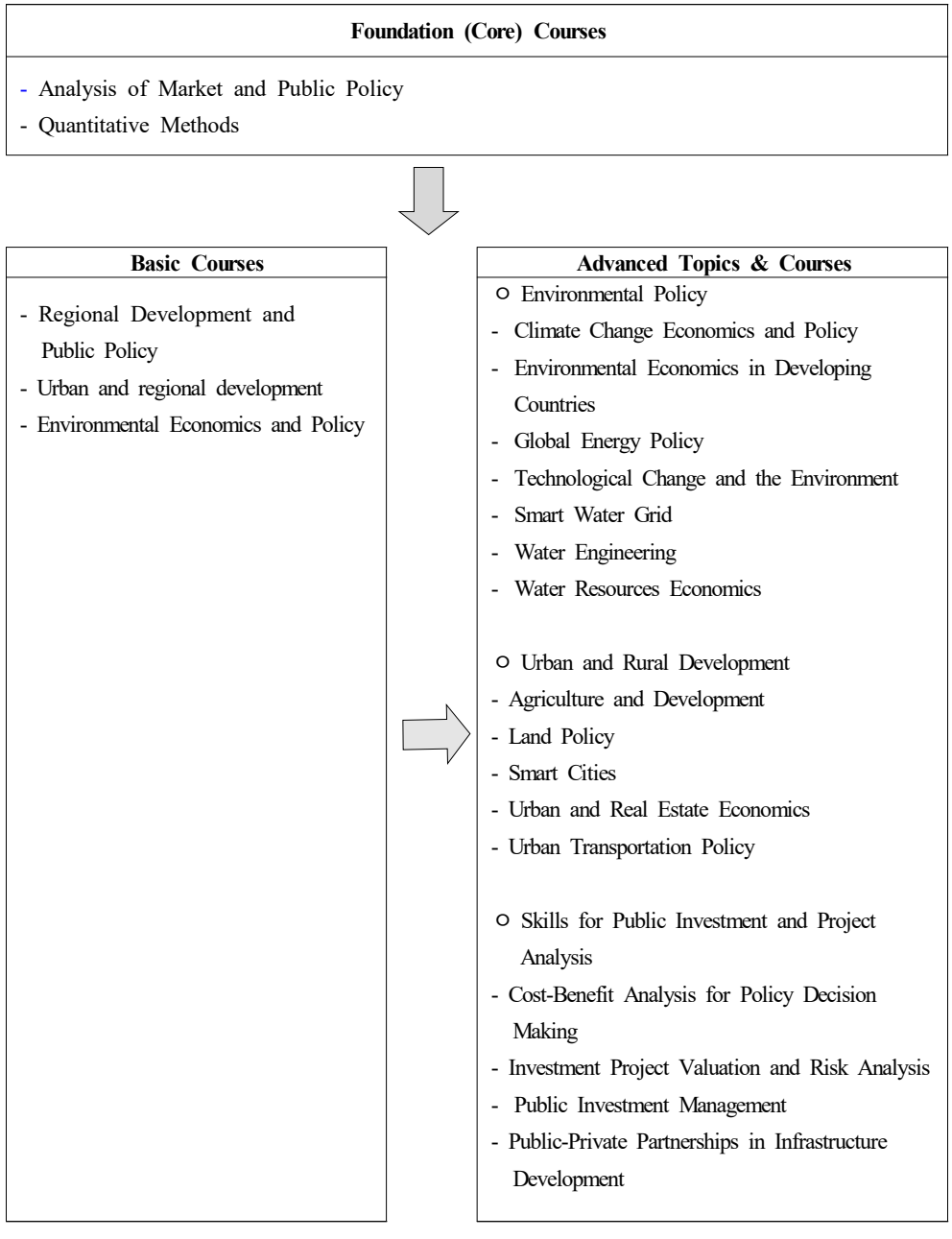
Key Issues:

- With this concentration, students develop the knowledge and skills to 1) draft regional development projects and policies considering environmental consequences, 2) conduct environmental impact assessments, 3) facilitate stakeholder participation and orchestrate environmental dispute resolution, and 4) understand complex policymaking procedures in regional development and environmental management programs.

Target Students:

- Graduates may find positions as local or regional development planners and decision makers, environmental analysts in state, national, and international agencies and NGOs, or infrastructure development in the private sector.

Flow Chart


Foundation (Core) Courses
- Analysis of Market and Public Policy
- Quantitative Methods
Basic Courses
- Regional Development and Public Policy
- Urban and regional development
- Environmental Economics and Policy
Advanced Topics & Courses
ㅇ Environmental Policy
- Climate Change Economics and Policy
- Environmental Economics in Developing Countries
- Global Energy Policy
- Technological Change and the Environment
- Smart Water Grid
- Water Engineering
- Water Resources Economics
ㅇ Urban and Rural Development
- Agriculture and Development
- Land Policy
- Smart Cities
- Urban and Real Estate Economics
- Urban Transportation Policy
ㅇ Skills for Public Investment and Project Analysis
- Cost-Benefit Analysis for Policy Decision Making
- Investment Project Valuation and Risk Analysis
- Public Investment Management
- Public-Private Partnerships in Infrastructure Development

Master of Development Policy (MDP)

☐ DP (Development Policy)

Concentration Overview

Learning Goals		Key Topics & Skills
1. Apply development theories and multi-dimensional analytical frameworks to analyze and solve real-world problems in developing countries.	→	Development theories and development economics; political, social, and cultural analysis of development challenges; lessons from Korea's development experience.
2. Analyze and apply international development cooperation frameworks to design effective development strategies.	→	International development cooperation, including ODA, trade, finance, and foreign investment, and the roles of international organizations and development agencies.
3. Design and conduct rigorous, evidence-based analyses of development interventions to evaluate policies and improve development outcomes.	→	Evidence-based policy analysis and impact evaluation using experimental and quasi-experimental methods; data collection and analysis; translation of findings into policy recommendations.
4. Lead and manage development programs to advance the public interest through effective, accountable, and ethical governance.	→	Development program design, implementation, and evaluation; accountability, transparency, and ethical governance.
5. Engage and communicate effectively with diverse stakeholders in designing and implementing development strategies.	→	Stakeholder engagement and collaboration; negotiation and consensus building; communication with academic and practitioner audiences.

Flow Chart

Core

- Quantitative Methods
- Development Economics

Core Electives

- Impact Evaluation Methods
- Advanced Development Economics
- Political Economy of Development
- Korean Economic Development
- Economic Development in Historical Perspective

Electives

**Electives are organized into the following focus areas. While one course may relate to more than one focus area, each course is listed under the area it matches most closely. Students are advised to go through each course's syllabus carefully when planning their coursework.*

ㅇ **Research Methods and Causal Inference**
- Advanced Impact Evaluation Methods
- Impact Evaluation in Practice: Climate Interventions
- Input/Output Analysis
- Introduction to Geospatial Analysis
- Spatial Economics and Quantitative Modeling

ㅇ **Microeconomics of Development**
- Human Capital and Economic Development
- Labor Market and Labor Policy
- Population and Development
- Mind, Behavior and Public Policy

ㅇ **International Cooperation and Global Governance**
- International Development and Cooperation
- International Development in Practice
- Global Development Finance Cooperation
- Investment Project Valuation and Risk Analysis
- Knowledge Sharing for International Development
- G20 and Global Governance
- The United Nations and Global Affairs
- Dispute Resolution and Negotiation

o **Growth and Macroeconomics**
- Productivity and Economic Growth
- International Macroeconomic Theory and Policy
- Macroeconomic Policy
- Understanding the World Economy

o **Political Economy and Institutions**
- Political Economy of Developing Countries
- Democracy, Political Mobilization and Economic Development: Korea's Experience
- Development and Political Reform: Comparative Cases
- The China Path: Political Economy and Global Impact

o **Trade, Industrial Policy, and Innovation**
- Theory and Policy of International Trade
- Introduction to the International Trade and Investment Systems
- Industrial Policy and International Trade Regulation
- Trade and Industrial Policy for the 21st Century
- Trade Law and Policy in Practice
- Industrial Policy for Small and Medium Enterprises (SMEs)
- Competition, Innovation and Firm Dynamics
- Entrepreneurship and Innovation

o **Sustainable Development and Social Policy**
- Environmental Economics in Developing Countries
- Climate Change Economics and Policy
- Global Energy Policy
- Science, Technology and Innovation for Sustainable Development
- Technological Change and the Environment
- The United Nations and Sustainable Development
- Analysis of Education Policy in Comparative Perspectives
- Economics of Education: Policy Design and Evaluation
- Gender and Development
- Global Health and Development
- Social Inequalities

o **Regional, Urban, and Spatial Development**
- Development in Africa and the Middle East
- Regional Development and Public Policy
- Urban and Regional Development
- Urban Transportation Policy
- Smart Cities
- Land Policy

Master of Public Management (MPM)

☐ **PA(Public Administration and Leadership)**

Concentration Overview

Learning Goals:

- Build leadership & management skills to improve PSO performance
- Strengthen evidence-based decision-making using data, budgeting & evaluation tools
- Develop the ability to design and implement policy in complex political and organizational settings

Key Issues:

- Public management & leadership (org design, HR, governance, decision-making models)
- Finance & budgeting (financial management, fiscal sustainability)
- Ethics & accountability (transparency, public values, legitimacy)
- Program evaluation/analysis (problem definition, policy/performance tools

Target Students:

- PSO Leaders and managers focused on developing skills to diagnose and tackle implementation/managerial challenges
- PA students preparing for advanced degrees by learning key theories and debates in the field

Flow Chart

Foundation (Core) courses

- Public Organizations and Management
- Quantitative Methods

Basic Courses

- Dispute Resolution and Negotiation
- Human Resource Management in Government
- Policy Process Analysis

Advanced Topics & Courses

- Budgeting and Public financial management
- Cost-Benefit Analysis for Policy Decision Making
- Culture, Creativity and Local Development
- Digital Government and Governance
- ICT for SDGs
- Leadership in Government
- Performance Management and Measurement in the Public Sector
- Public Investment Management
- Public Sector Innovation and Reform
- Regulation Reforms and Practices
- Ethical Leadership in the Age of Sustainable Development
- Strategic Foundations for Public Administration
- Tax Policy and Administration

□ SM(Strategic Management)

Concentration Overview

Learning Goals:

- Improve strategic thinking and problem solving skills
- Advance practical knowledge and skills in the field of strategic management
- Understand market-government interactions

Key Issues:

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

Target Students:

- Public and private sector managers/decision makers interested in understanding market-government interactive forces in public policy
- Future entrepreneurs

Flow Chart

Foundation (Core) courses

- Public Organizations and Management
- Quantitative Methods

Basic Courses

- Strategic Management
- Financial Accounting
- Introduction to Financial Analysis

Advanced Topics & Courses

○ Strategies for Growth & Innovation
- Entrepreneurship and Innovation
- Customer Relationship Management
- Change Management
- Grand Strategy and Statecraft
- Ethical Leadership in the Age of Sustainable Development
- Strategic Foundations for Public Administration

○ Global Business & Management
- Marketing in the Public Sector
- Customer Relationship Management

○ Financial Management
- Central Banking: Monetary Policy Strategy
- Managerial Accounting
- Financial Statement Analysis and Valuation

□ GP(Global Governance and Political Economy)

Concentration Overview

Learning Goals:

- Strengthen analytical skills to navigate global politics and economics
- Develop political-economy tools to assess global risks, tradeoffs, and policy options
- Cultivate leadership capacity for effective action in global governance

Key Issues:

- Politics-economics linkages (how the two mutually shape each other)
- Globalization and development policy tradeoffs (how global integration constrains and enables national development strategies)
- Cross-disciplinary problem-solving by integrating political science, economics, and public management

Target Students:

- Mid-career professionals: Individuals seeking to enhance their expertise in global governance and political economy
- Aspiring public servants: Future leaders aiming to contribute to policy design and implementation in governmental and international settings

Flow Chart

Foundation (Core) courses

- Public Organizations and Management
- Quantitative Methods

Basic Courses

- Theories of International Relations
- G20 and Global Governance

Advanced Topics & Courses

○ International Relations Field
- The United Nations and Global Affairs
- The United Nations and Sustainable Development
- Grand Strategy and Statecraft
- International Relations in Contemporary Diplomacy
- War, Peace, and Politics
- Geopolitics of the Indo-Pacific Region
- Geopolitics of Energy Security in the Indo-Pacific Region

○ Political Economy Field
- International Political Economy
- Democracy, Political Mobilization and Economic Development: Korea's Experience
- Development and Political Reform: Comparative Cases
- Topics in North Korean Economy
- Data-Driven Foreign Aid
- Development in Africa and the Middle East
- Political Economy of Development
- Politics of Global Economy
- Understanding the World Economy

Master of Data Science for Public Policy and Management (MDS)

□ **DS(Data Science for Public Policy and Management)**

Concentration Overview

Learning Goals:

- Foster policy experts in data science for the fourth industrial revolution and the digital transformation era
- Enhance evidence-based policymaking and policy analysis through advanced data science methods, such as network analysis, machine learning, and artificial intelligence

Characteristics:

- A curriculum that incorporates modern data science techniques, equipping students with vital skills for contemporary policy challenges
- An interdisciplinary approach that spans Economics, Political Science, Public Administration, Sociology, and International Development
- A focus on applying data science methods to real-world policy issues, leveraging the faculty's expertise from academia and industry

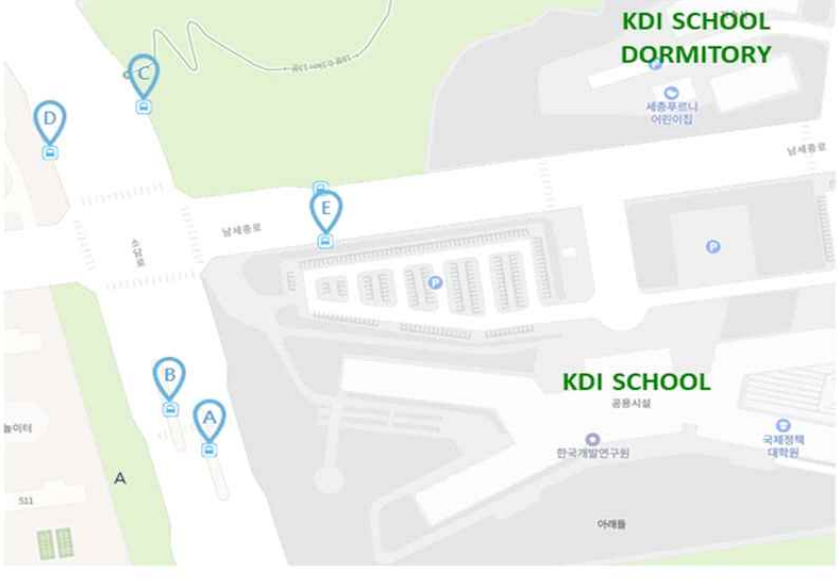
Flow Chart

* To declare 'DS' as your 2nd concentration, you should take at least 9 credits including minimum 1 basic course.

Foundation (Core) courses
- Programming Fundamentals using Python(Basic) - R Fundamentals for Public Policy(Basic) - Statistical Foundations for Data Science - Introduction to Computational Social Science

Intermediate Courses	**Advanced Courses**
- AI Ethics - Geospatial data in R - Korea's Microdata Analytics for Public Policy - Data-Driven Foreign Aid	- Introduction to Network Science - Network Analysis for Social Scientists - Machine Learning for Social Scientists - Machine Learning Part 2 - Text Analysis for Social Scientists - Digitalization and Public Policy Problems - Data Visualization - Human-Computer Interaction Seminar - Quantitative Analysis of Science and Innovation - Quantitative Analysis with Data

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: [221] BUS STOP (Direction to SaeSaem Maeul & Last station)
D: [221] BUS STOP (Direction to Sejong City Hall)
E: [273] & [18] BUS STOP (Direction to Sejong Common Campus)

Bus Number	First Bus	Last Bus	Interval
B1	5:30	23:40	10 minute
221	6:05	22:55	20 minute
273	5:40	22:40	15~20 minute
18	5:50	22:30	20~35 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

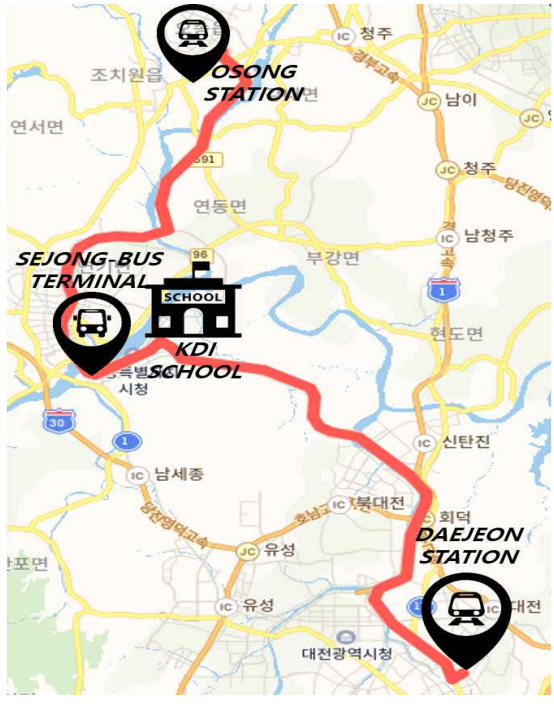
Osong to Seoul	Departure time	Arrival time	Taking time
Earliest train	6:12	7:09	57min
Latest Train	23:31	00:21	50min

*Price : 18,500KRW

Daejeon to Seoul	Departure time	Arrival time	Taking time
Earliest train	5:55	07:09	74min
Latest Train	23:40	00:42	62min

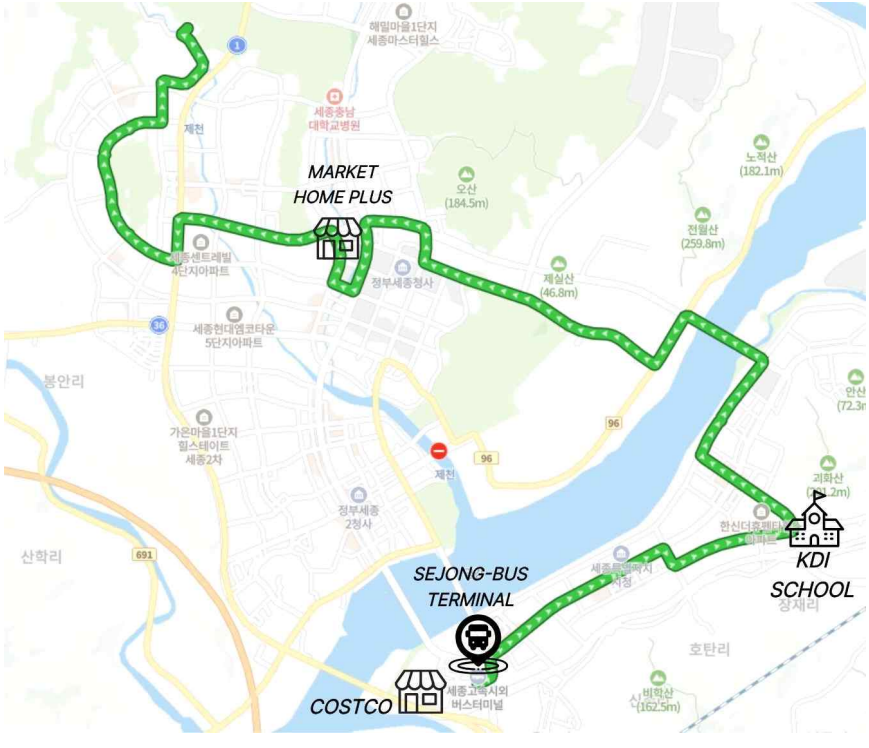
*Price : 10,800KRW ~ 23,700KRW(including Mugunghwa Train)

[B1] BUS



Destination	Bus Stop	min
Market Home plus	North Government Complex Sejong	About 26 min to go
Costco	Sejong Express Intercity Bus Terminal	About 21 min to go

[221] BUS



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

KDIS Sejong Main Campus - Common Campus Shuttle Bus Service

☐ **Service Overview**

The School operates a shuttle bus service between the Sejong Main Campus and the Sejong Common Campus to support class schedules and facilitate the commute.

☐ **Operation Route**

The shuttle bus runs on weekdays (Monday through Thursday). Detailed schedules are posted on e-Education prior to the start of each semester.

Day	Sejong Main Campus → Common Campus	Common Campus → Sejong Main Campus
Mon.-Thur.	12:20	18:30

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