

KDI SCHOOL OF PUBLIC POLICY
AND MANAGEMENT

STUDENT HANDBOOK

Year Two Thousand Nine

<http://www.kdischool.ac.kr>

KDI SCHOOL OF PUBLIC POLICY
AND MANAGEMENT

STUDENT HANDBOOK

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◇ 2009 Academic Calendar ◇

KDI School of Public Policy and Management

Term		Schedule	Remarks	
Preliminary Session (Jan. 5 - Jan. 30)		Jan. 5(Mon)-Jan. 30(Fri) Jan. 19(Mon)-Jan. 29(Thu) Jan. 31(Sat) Feb. 2(Mon)-Feb. 4(Wed) Feb. 3(Tue)-Feb. 7(Sat)	Preliminary Session (Winter Semester) Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation (Evening MBA, MFDI, MAM) New Student Orientation/ Course Presentation Session (MPP, Day MBA) Spring Semester Course Registration ('08,'09 Students)	Jan. 25-Jan.27 Lunar New Year*
Spring Semester (12 Weeks) (Feb. 9 - May 2)		Feb. 9(Mon) Feb. 9(Mon)-Feb. 14(Sat) Mar.2(Mon)-Mar.7(Sat) Mar.2(Mon)-Mar.13(Fri) Mar.9(Mon)-Mar.15(Sun) Mar.23(Mon)-Mar.25(Wed) Apr. 9(Thu)-Apr. 17(Fri) Apr. 13(Mon)-Apr. 18(Sat) Apr. 18(Sat)-Apr. 24(Sat) Apr. 25(Sat)-May 1(Fri) May 2(Sat)	Start of Spring Semester Course Add & Drop Period Ph.D. Dissertation Submission Period Thesis Supervisor Appointment Application for Graduation (For students who completed all the graduation requirements) Application for Declaring Concentration Proposal for Thesis Submission Course Evaluation Summer -Semester Course Registration Reading Period Final Examinations End of Spring Semester	May 2 Buddha's Birthday*
Spring Break (2 weeks)		May 4(Mon)-May 17(Sun) May 4(Mon)-May 15(Fri)	Spring Break Summer Semester Tuition Payment Due	
Summer Semester (12 Weeks) (May18-Aug.11)	1 st Session	May 18(Mon) May18(Mon)-May 20(Wed) May 18(Mon)-May 23(Sat) Jun. 8(Mon)-Jun. 13(Sat) Jun. 8(Mon)-Jun. 19(Fri) Jun.15(Mon)-Jun.20(Sat) Jun.22(Mon)-Jun.23(Wed) Jun.24(Wed)-Jun.27(Sat) Jun.27(Sat)	Start of 1 st Summer Session Course Add & Drop Period Master's Degree Thesis Submission Period (For students in their 5 th term) Ph.D. Dissertation Submission Period Thesis Supervisor Arrangement Application for Graduation (For students completed all graduation requirements) Application for Declaring Concentration Course Evaluations Reading Period Final Examinations End of 1 st Summer Session	Jun. 6 Memorial Day*
	2 nd Session	Jul. 1(Wed) Jul. 1(Wed)-Jul. 3(Fri) Jul. 6(Mon)-Jul. 8(Wed) Jul. 23(Thu)-Aug. 1(Sat) Jul. 27(Mon)-Aug. 1(Sat) Aug. 5(Wed)-Aug. 7(Fri) Aug. 8(Sat)-Aug. 11(Tue) Aug. 11(Tue)	Start of 2 nd Summer Session Course Add & Drop Period Thesis Proposal Submission Period Course Evaluations Fall Semester Course Registration Reading Period Final Examinations End of 2 nd Summer Session	
Summer Break (5 Weeks) (Aug. 11 - Sep. 13)		Aug.12(Wed)-Sep. 13(Sun) Aug.31(Mon)-Sep. 10(Thu)	Summer Break Fall Semester Tuition Payment Due	Aug.15 Independence Day*
Fall Semester (12 Weeks) (Sep. 14 - Dec. 5)		Sep. 14(Mon) Sep. 14(Mon)-Sep. 19(Sat) Sep. 21(Mon)-Sep. 26(Sat) Oct. 5(Mon)-Oct. 10(Sat) Oct.5(Mon)-Oct.16(Fri) Oct.12(Mon)- Oct.17(Sat) Oct. 26(Mon)-Oct. 28(Wed) Oct. 30(Fri) Nov. 16(Mon)-Nov. 21(Sat) Nov. 23(Mon)-Nov. 27(Fri) Nov. 28(Sat)-Dec. 4(Fri) Dec. 5(Sat)	Start of Fall Semester Course Add & Drop Period Deadline for the Masters Degree Thesis Submission (For students in their 5 th Term) Ph.D. Dissertation Submission Period Thesis Supervisor Arrangement Application for Graduation (For students completed all graduation requirements) Application for Declaring Concentration Thesis Proposal Submission Application Period for the Ph.D. General Qualification Exam Application Deadline for 2010 Course Evaluations Reading Period Final Examinations End of Fall Semester	Oct. 2-4 Korean Thanksgiving Day* Dec. 5 KDI School Foundation Day
Winter Break (Dec. 7 - 2010.Jan. 3)		Dec. 11(Fri) Dec. 28(Mon)-Jan.8(Fri)	2009 Commencement Application for Graduation (For students completed all graduation requirements)	

*National Holidays

Term	No.	Course Title	Credit	Faculty	Con.	Memo
Spring	MCA002	Analysis of Market and Public Policy (Sec.1)	3	YOO, Yoon-Ha	Core	
	MCA002	Analysis of Market and Public Policy (Sec.2)	3	CHUNG, Chin-Seung	Core	
	MCA002	Analysis of Market and Public Policy (Sec.3)	3	PARK, Jin	Core	
	MCA002	Analysis of Market and Public Policy (Sec.4)	3	RHEE, Kieun	Core	
	MCA003	Quantitative Methods (Sec.1)	3	KIM, Taejong	Core	
	MCA003	Quantitative Methods (Sec.2)	3	CHO, Dongchul	Core	
	MCA003	Quantitative Methods (Sec.3)	3	MANSURY, Yuri	Core	
	MCA003	Quantitative Methods (Sec.4)	3	SHIN, Jaeun	Core	
	MSP038	Policy Analysis : Theories and Practice	3	KANG, Younguck	PF, TI, HR, TD, IR	
	MSP039	Building the Institutional Basis and Economic Development in Korea	3	KIM, Joon-Kyung	PF, TI, HR, TD, IR	
	MSP034	Participation, Collaboration and New Governance	3	KIM, Dong Young	PF, TI, HR, TD, IR	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	PF, TI, HR, TD, IR	
	MST031	Market Economy and Government	3	YOO, Jungho	PF, TI, HR, TD, IR	E
	MSS073	Public Relations Communication Strategy	3	WON, Woohyun	PF, TI, HR, TD, IR	W
	MSP027	Project Analysis and Investment Criteria	3	LEE, Kye-woo	PF	W
	MSI029	Understanding the World Trading System	3	KIM, Jong Bum	TI, TD	
	MST007	The Future and Development Policy	3	KIM, Kyong-Dong	TI, TD	
	MST019	Cultural Policy	3	CHUNG, Hongik	HR, TD	
	MSI032	International Relations and Economic Globalization in 21st Century	3	AHN, Byung-Joon	IR	
	MSI003	Political Economy of East Asia	3	PARK, Hun-Joo	IR	
MSR021	Real Estate Finance and Investment I (Sec. 1)	3	CHO, Man	RP, RE		
MSR021	Real Estate Finance and Investment I (Sec. 2)	3	OH, Byungho	RP, RE	E	
MSP037	Real Estate and Government Policy	3	CHO, Man/ KIM, Kyung-Hwan	RP	W	
Summer	MSE038	Macroeconomic Policy	3	CHO, Dongchul	PF, TI, HR, TD, FB	1st(E)
	MSP015	Analysis of Policy Process	3	KANG, Younguck	PF, TI, HR, TD, IR	1st
	MSP018	Understanding Strategic Behavior	3	CHO, In-Koo	PF, TI, HR, TD, IR, SM	1st
	MSP039	Incentive Theory	3	YOO, Yoon-Ha	PF, TI	1st
	MSP023	Evolution of the Korean Financial System	3	KIM, Joon-Kyung	PF, TD, TI	1st
	MSE035	Public Finance and Public Policy	3	KIM, Taejong	PF, FB	1st
	MSP027	Project Analysis and Investment Criteria	3	LEE, Kye-woo	PF	1st
	MSN012	Understanding FTA Policies: Theory and Practice	3	KIM, Jong Bum	TI, TD	1st
	MST032	Theory and Policy of International Trade	3	YOO, Jungho	TI, TD	1st
	MSH005	Environmental Policy: Theory and Practice	3	CHUNG, Chin-Seung	HR, PF	1st
	MST030	Cultural and Arts Administration	3	CHUNG, Hongik	HR, TD	1st
	MST008	Development Economics: Theory and Strategy	3	YOU, Jong-Il	TD	1st
	MST003	Development and Social Change in Korea	3	KIM, Kyong-Dong	TD	1st
	MSI026	International Political Economy	3	AHN, Byung Joon	IR	1st
	MSI037	Seminar on International Relations in East Asia	3	PARK, Hun-Joo	IR	1st
	MSR022	Real Estate Market & Site Analysis	3	OH, Byungho	RP, RE	1st(E)
	MSP028	Game Theory and Strategy	3	RHEE, Kieun	PF, TI, HR, TD, IR, SM	2nd
	MSN017	Introduction to Negotiation and Dispute Resolution	3	KIM, Dong Young	PF, TI, HR, TD, IR	2nd
MST006	Current Issues in the Korean Economy (I)	3	TBD	PF, TI, HR, TD, IR	2nd	

Term	No.	Course Title	Credit	Faculty	Con.	Memo
	MSP007	Public Management Reform	3	PARK, Jin	PF	2nd
	MST029	Urban Economics and Policy	3	MANSURY, Yuri	TI,TD	2nd
	MSP022	Human Resource Management in Government	3	KIM, Soonhee	HR,PF	2nd
	MSR023	Comparative Real Estate Analysis	3	CHUNG, Hee Soo	RP,RE	2nd
Fall	MSH016	Environmental Negotiation	3	CHUNG, Chin-Seung	PF,TI,HR,TD,IR	
	MSP002	Advanced Quantitative Methods for Policy Analysis	3	SHIN, Jaeun	PF, TI, HR, TD, IR	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	PF,TI,HR,TD,IR	E
	MSP019	Strategic Approach to Public Management	3	KANG, Younguck	PF,TI,HR,TD,IR	
	MSN015	Advanced Workshop for Multi-Party Dispute Resolution and Negotiation	3	KIM, Dong Young/ PARK, Jin	PF,TI,HR,TD,IR	
	MST024	Current Issues in the Korean Economy (II)	3	TBD	PF,TI,HR,TD,IR	
	MSH010	Leadership and Ethics	3	LEE, Yong S.	PF,TI,HR,TD,IR	
	MSP041	Financial Crisis Management	3	KIM, Joon-Kyung	PF, TD, TI, IR	
	MSE008	Law and Economics	3	YOO, Yoon-Ha	PF, TI	
	MSP030	Local Administration and Finance	3	KIM, Jeong-Ho	PF	E
	MSP027	Project Analysis and Investment Criteria	3	LEE, Kye-woo	PF	E
	MSP029	International Financial Policy	3	CHO, Dongchul	PF	
	MSS052	Organizational Behavior and Industrial Relations	3	KIM, Kyong-Dong	TI/SM	
	MSN014	Trade Policy: Law, Theory and Practice	3	KIM, Jong Bum	TI	
	MSN002	Industrial Economics and Public Policy	3	NAM, Il-Chong	TI	
	MSN016	Regional Development: Theory, Policy, and Strategy	3	MANSURY, Yuri	TI, TD	
	MST015	Development Policies in East Asia	3	YOO, Jungho	TI, TD	
	MST027	Analysis and Design in Cultural Policy	3	CHUNG, Hongik	HR/TD	
	MST034	Institutions and Systems for Economic Growth	3	PARK, Jin	TD, IR	
	MSI036	U.S. Foreign and Trade Policy	3	AHN, Byung Joon	IR	
MSI006	Globalization and National Identity	3	PARK, Hun-Joo	IR		
MSR024	Real Estate Finance and Investment II	3	CHO, Man	RP/RE	W	
MSR025	Real Estate Development and Operation	3	OH, Byungho	RP/RE	E	

Term	No.	Course Title	Credit	Faculty	Con.	Memo	
Spring	MCB005	Introduction to Financial Analysis(Sec.1)	3	LEE, Kun-Ho	Core	D	
	MCB005	Introduction to Financial Analysis(Sec.2)	3	LEE, Kun-Ho	Core	D	
	MSS065	Financial Accounting (Sec.1)	3	CHOI, Tae Hee	SM/FB	D	
	MSS013	Marketing Management (Sec.1)	3	JUNG, Kwon	SM	D	
	MSS060	Operations Management	3	CHANG, Yu Sang	SM	D	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	SM	D	
	MSS074	Competitive Strategy	3	MOON, Seongwuk	SM	D	
	MCA003	Quantitative Methods (Sec.1)	3	KIM, Taejong	FB	D	
	MCA003	Quantitative Methods (Sec.2)	3	CHO, Dongchul	FB	D	
	MCA003	Quantitative Methods (Sec.3)	3	MANSURY, Yuri	FB	D	
	MCA003	Quantitative Methods (Sec.4)	3	SHIN, Jaeun	FB	D	
	MSR021	Real Estate Finance and Investment I (Sec. 1)	3	CHO, Man	RE/FP	D	
	MCB005	Introduction to Financial Analysis (Sec. 3)	3	Han, Joong Ho	Core	E	
	MCB005	Introduction to Financial Analysis (Sec. 4)	3	Kim, Woochan	Core	E	
	MSS065	Financial Accounting (Sec.2)	3	CHOI, Tae Hee	SM/FB	E	
	MSS013	Marketing Management (Sec.2)	3	JUNG, Kwon	SM	E	
	MSS054	Mergers & Acquisitions	3	CHO, Seong Ho	SM,FB	E	
	MSS051	Change Management	3	MICHELL, Tony	SM	E	
	MSH014	Managing Human Capital	3	MOON, Seongwuk	SM	E	
	MSS070	Foreign Investment and Deal-Making	3	Stanley P. Sakai	SM	E	
	MSS017	Global Strategy	3	KIM, Hann Earl	SM	E	
	MSF029	Financial Instruments & Markets (Sec.1)	3	SOHN, Wook	FB	E	
	MSF003	Special Topics in Corporate Finance	3	LEE, Young-Ki	FB	E	
	MSF032	Quantitative Methods for Business and Finance	3	SHIN, Jaeun	FB	E	
	MSR021	Real Estate Finance and Investment I (Sec. 2)	3	OH, Byungho	RE/FP	E	
	MSS073	Public Relations Communication Strategy	3	WON, Woohyun	SM	W	
	MSS043	Supply Chain Management	3	KWON, Ik Whan	SM	W	
	Summer	MSS062	Corporate Governance	3	NAM, Sang-Woo	SM,FB	D
MSS066		Innovation and Strategy	3	KIM, Hann Earl	SM	D	1st
MSS077		Consumer Behavior and Advertising	3	CHO, Yooncheong	SM	D	1st
MSP018		Understanding Strategic Behavior	3	CHO, In-Koo	SM	D	1st
MSF001		Capital Markets & Investment (Sec.1)	3	LEE, Young Ki	FB	D	1st
MSP028		Game Theory and Strategy	3	RHEE, Kieun	SM	E	1st
MSS034		Supply Chain Management	3	KWON, Ik Whan	SM	E	1st
MSS060		Operations Management	3	CHANG, Yu Sang	SM	E	1st
MSS019		International Marketing	3	Tony Michell	SM	E	1st
MSE038		Macroeconomic Policy	3	CHO, Dongchul	FB	E	1st
MSR022		Real Estate Market & Site Analysis	3	OH, Byungho	RE/ RP	E	1st
MSS012		Corporate Strategy	3	LEE, Seung Joo	SM	D	2nd
MSS042		Internet Marketing	3	CHO, Yooncheong	SM	D	2nd
MSP028		Game Theory and Strategy	3	RHEE, Kieun	SM	D	2nd
MSF021		Investment Management	3	LEE, Jinsoo	FB	D	2nd
MSR023		Comparative Real Estate Analysis	3	CHUNG, Hee Soo	RE/FP	D	2nd
MSS066		Innovation and Strategy	3	KIM, Hann Earl	SM	E	2nd
MSS049		Organizational Behavior	3	CHO, Gukhyun	SM	E	2nd
MSS050		Global Business Management	3	KIM, Ji Hong	SM	E	2nd
MSF001		Capital Markets & Investment (Sec.2)	3	Lee, Bong Soo	FB	E	2nd
MSS057	International Business Law	3	LEE, Jaemin	SM/FB	W		

Term	No.	Course Title	Credit	Faculty	Con.	Memo
Fall	MSS053	Managerial Accounting	3	CHOI, Tae Hee	SM/FB	D
	MSS059	Business Negotiation	3	KIM, Ji Hong	SM	D
	MSH014	Managing Human Capital	3	MOON, Seongwuk	SM	D
	MSS044	Marketing Research	3	CHO, Yooncheong	SM	D
	MSS046	IT Industry Analysis & Management	3	Stanley P. Sakai	SM	D
	MSS052	Organizational Behavior and Industrial Relations	3	KIM, Kyong-Dong	SM	D
	MSH031	Financial Derivatives (Sec.1)	3	Han, Joong Ho	FB	D
	MSS054	Mergers & Acquisitions	3	CHO, Seong Ho	SM/FB	E
	MSS012	Corporate Strategy	3	LEE, Seung Joo	SM	E
	MSI027	Understanding the World Economy	3	YOU, Jong Il	SM	E
	MSS075	Corporate Social Responsibility & Business Ethics	3	JUNG, Kwon	SM	E
	MSS070	Technology Strategy	3	CHANG, Yu Sang	SM	E
	MSS074	Competitive Strategy	3	MOON, Seongwuk	SM	E
	MSF031	Financial Derivatives (Sec.2)	3	LEE, Kun-Ho	FB	E
	MSF021	Investment Management	3	KIM, Woochan	FB	E
	MSF019	Financial Statement Analysis & Valuation	3	CHOI, Tae Hee	FB	E
	MSF007	Asset Securitization	3	CHO, Man	RE	E
	MSR025	Real Estate Development and Operation	3	OH, Byungho	RE/RP	E
	MCC008	Business Negotiation	3	KIM, Ji Hong	SM	W
	MSS079	Advanced Workshop for Multi-Party Negotiation	3	KIM, Dong Young	SM	W
MSR024	Real Estate Finance and Investment II	3	CHO, Man	RE/RP	W	

Term	No.	Course Title	Credit	Faculty	Con.	Memo	
Spring	MCC001	Understanding Foreign Direct Investment	3	LEE, Seung Joo	Core	W	
	MCC011	Introduction to Financial Analysis	3	KIM, Woojin	Core	W	
	MSP027	Project Analysis and Investment Criteria	3	LEE, Kye-woo	FDI	W	
	MSS043	Supply Chain Management	3	KWON, Ik Whan	FDI	W	
	MSS073	Public Relations Communication Strategy	3	WON, Woohyun	FDI	W	
	MSP037	Real Estate and Government Policy	3	CHO, Man/	FDI	W	
	MSS054	Mergers & Acquisitions	3	CHO, Seong Ho	FDI	E	
	MSS070	Foreign Investment and Deal-Making	3	Stanley P. Sakai	FDI	E	
	MSS065	Financial Accounting (Sec.2)	3	CHOI, Tae Hee	FDI	E	
	MSS013	Marketing Management (Sec.2)	3	JUNG, Kwon	FDI	E	
	MSS051	Change Management	3	MICHELL, Tony	FDI	E	
	MSH014	Managing Human Capital	3	MOON, Seongwuk	FDI	E	
	MSS017	Global Strategy	3	KIM, Hann Earl	FDI	E	
	MSF029	Financial Instruments & Markets (Sec.1)	3	SOHN, Wook	FDI	E	
	MSF003	Special Topics in Corporate Finance	3	LEE, Young-Ki	FDI	E	
	MSR021	Real Estate Finance and Investment I (Sec. 2)	3	OH, Byunggho	FDI	E	
	MSS065	Financial Accounting (Sec.1)	3	CHOI, Tae Hee	FDI	D	
	MSS013	Marketing Management (Sec.1)	3	JUNG, Kwon	FDI	D	
	MSS060	Operations Management	3	CHANG, Yu Sang	FDI	D	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	FDI	D	
MSI029	Understanding the World Trading System	3	KIM, Jong Bum	FDI	D		
MSR021	Real Estate Finance and Investment I (Sec. 1)	3	CHO, Man	FDI	D		
MSS074	Competitive Strategy	3	MOON, Seongwuk	FDI	D		
Summer	MCC004	FDI Marketing and Promotion	3	Tony Michell	FDI	W	
	MCC005	Project Evaluation and Analysis	3	CHO, Seong Ho	FDI	W	
	MSS078	Private Equity Investing	3	Stanley P. Sakai	FDI	W	
	MSS057	International Business Law	3	LEE, Jaemin	FDI	W	
	MSP028	Game Theory and Strategy	3	RHEE, Kieun	FDI	E	1st
	MSS060	Operations Management	3	CHANG, Yu Sang	FDI	E	1st
	MSS019	International Marketing	3	Tony Michell	FDI	E	1st
	MSS062	Corporate Governance	3	NAM, Sang-Woo	FDI	E	1st
	MSE038	Macroeconomic Policy	3	CHO, Dongchul	FDI	E	1st
	MSR022	Real Estate Market & Site Analysis	3	OH, Byunggho	FDI	E	1st
	MSN012	Understanding FTA Policies:Theory and Practice	3	KIM, Jong Bum	FDI	D	1st
	MSS077	Consumer Behavior and Advertising	3	CHO, Yooncheong	FDI	D	1st
	MSP023	Evolution of the Korean Financial System	3	KIM, Joon-Kyung	FDI	D	1st
	MSS034	Supply Chain Management	3	KWON, Ik Whan	FDI	D	1st
	MSS066	Innovation and Strategy	3	KIM, Hann Earl	FDI	D	1st
	MSP018	Understanding Strategic Behavior	3	CHO, In-Koo	FDI	D	1st
	MSS049	Organizational Behavior	3	CHO, Gukhyun	FDI	E	2nd
	MSS050	Global Business Management	3	KIM, Ji Hong	FDI	E	2nd
	MSS066	Innovation and Strategy	3	KIM, Hann Earl	FDI	E	2nd
	MSF001	Capital Markets & Investment (Sec.2)	3	Lee, Bong Soo	FDI	E	2nd
MSS012	Corporate Strategy	3	LEE, Seung Joo	FDI	D	2nd	
MSS042	Internet Marketing	3	CHO, Yooncheong	FDI	D	2nd	
MSP028	Game Theory and Strategy	3	RHEE, Kieun	FDI	D	2nd	
MSR023	Comparative Real Estate Analysis	3	CHUNG, Hee Soo	FDI	D	2nd	
Summer Vacation		International Field Study and Research	2	LEE, Seung Joo	FDI		

2009 Curriculum: MFDI/MAM

Term	No.	Course Title	Credit	Faculty	Con.	Memo	
Fall	MCC008	Business Negotiation	3	KIM, Ji Hong	FDI	W	
	MCC010	FDI-related Laws in Korea	3	OH, Yong Sik	FDI	W	
	MSS079	Advanced Workshop for Multi-Party Negotiation	3	KIM, Dong Young	FDI	W	
	MSR024	Real Estate Finance and Investment II	3	CHO, Man	FDI	W	
	MSS066	Innovation and Strategy	3	KIM, Hann Earl	FDI	E	
	MSS044	Marketing Research	3	CHO, Yooncheong	FDI	E	
	MSS012	Corporate Strategy	3	LEE, Seung Joo	FDI	E	
	MSS054	Mergers & Acquisitions	3	CHO, Seong Ho	FDI	E	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	FDI	E	
	MSS075	Corporate Social Responsibility & Business Ethics	3	JUNG, Kwon	FDI	E	
	MSS070	Technology Strategy	3	CHANG, Yu Sang	FDI	E	
	MSS074	Competitive Strategy	3	Moon, Seongwuk	FDI	E	
	MSP027	Project Analysis and Investment Criteria	3	LEE, Kye-woo	FDI	E	
	MSF031	Financial Derivatives (Sec.2)	3	LEE, Kun-Ho	FDI	E	
	MSF021	Investment Management	3	KIM, Woochan	FDI	E	
	MSF019	Financial Statement Analysis & Valuation	3	CHOI, Tae Hee	FDI	E	
	MSR024	Real Estate Finance and Investment II	3	CHO, Man	FDI	E	
	MSF007	Asset Securitization	3	CHO, Man	FDI	E	
	MSR025	Real Estate Development and Operation	3	OH, Byungho	FDI	E	
	MSN014	Trade Policy: Law, Theory and Practice	3	KIM, Jong Bum	FDI	D	
MSS046	IT Industry Analysis & Management	3	Stanley P. Sakai	FDI	D		
MSS059	Business Negotiation	3	KIM, Ji Hong	FDI	D		
MSH014	Managing Human Capital	3	MOON, Seongwuk	FDI	D		
MSS052	Organizational Behavior and Industrial Relations	3	KIM, Kyong-Dong	FDI	D		
MSS053	Managerial Accounting	3	CHOI, Tae Hee	FDI	D		

Term	No.	Course Title	Credit	Faculty	Con.	Memo	
Spring	MCM001	Introduction to Investment Management	3	LEE, Jin Soo	Core	1st Year	E
	MCM002	Financial Instruments & Markets (Sec.2)	3	SOHN, Wook	Core	1st Year	W
	MCM007	Corporate Governance and Investment Ethics	3	KIM, Woochan	Core	2nd Year	W
	MCM008	Pensions & Personal Wealth Management	3	LEE, Young-Ki	Core	2nd Year	E
	MCM011	Financial Accounting (Sec.3)	3	PAE, Jin Han	Core	1st Year	W
Summer	MCM003	Empirical Methods in Finance	3	BAE, Kee-Hong	Core	1st Year	E&W (Summer2)
	MCM005	Fixed Income & FX Analysis	3	SOHN, Wook	Core	1st Year	E&W (Summer1)
	MCM009	Hedge Fund and Alternative Investment	3	CHUNG, Sam Y.	AM	2nd Year	E&W (Summer2)
	MSS078	Private Equity Investing	3	SAKAI, Stanley	AM	2nd Year	W
Fall	MCM004	Financial Derivatives (Sec.3)	3	HAN, Joong Ho	Core	1st Year	E
	MCM006	Valuation & Credit Analysis	3	TBD	Core	1st Year	W
	MCM010	Advanced Investment Management	3	LEE, Jin Soo	Core	2nd Year	W

2009 Curriculum: Foundation Skills Courses

Term	No.	Course Title	Credit	Sec.	Faculty	Memo
Spring	MEA145	Language in Public Policy and Management	3	1 2	Jason Jarvis John Dolan Meany	
	MEA140	Public Speaking and Presentation	3	1/2	Jason Jarvis	
	MEA139	Business Writing	3		Seth Leighton	E
	MEA141	Academic Writing	3	1/2	Seth Leighton	
	MEA007	International Business Communication	3	1 2	John Dolan Meany John Dolan Meany	W
	MEA132	Korean Language and Culture I	3	1/2 3/4 5	LEE, Sun-Ja RYU, Juhyun LEE, Sun-Ja	
	MEA033	Chinese for Global Studies and Practice I	3		SON, Jung Eun	
	MEA101	Internal Internship Program	1		Associate Dean	
	MEA102	Internal Internship Program II	2		Associate Dean	
	MEA103	Internal Internship Program III	3		Associate Dean	
	MEA104	External Internship Program	1		Associate Dean	
Summer	MEA145	Language in Public Policy and Management	3	1 2	TBD TBD	W
	MEA141	Academic Writing	3	1	TBD	
	MEA007	International Business Communication	3	1~4	TBD	
	MEA140	Public Speaking and Presentation	3	1/2	Jason Jarvis	
	MEA139	Business Writing	3	1 2	Seth Leighton John Dolan Meany	
	MEA144	Professional Writing	3		LEE, Yong S.	2nd
	MEA134	Korean Language and Culture II	3	1 2	LEE, Sun-Ja TBD	
	MEA034	Chinese for Global Studies and Practice II	3		SON, Jung-Eun	
	MEA101	Internal Internship Program	1		Associate Dean	
	MEA102	Internal Internship Program II	2		Associate Dean	
	MEA103	Internal Internship Program III	3		Associate Dean	
MEA104	External Internship Program	1		Associate Dean		
Fall	MEA007	International Business Communication	3		TBD	
	MEA140	Public Speaking and Presentation	3	1 2	Jason Jarvis TBD	
	MEA144	Public Speaking and Persuasion	3		John Dolan Meany	
	MEA139	Business Writing	3		Seth Leighton	
	MEA144	Professional Writing	3		LEE, Yong S.	
	MEA143	Thesis Writing Workshop	3	1 2	Seth Leighton John Dolan Meany	
	MEA135	Korean Language and Culture III	3	1 2	LEE, Sun-Ja TBD	
	MEA035	Chinese for Global Studies and Practice III	3		SON, Jung Eun	
	MEA101	Internal Internship Program	1		Associate Dean	
	MEA102	Internal Internship Program II	2		Associate Dean	
	MEA103	Internal Internship Program III	3		Associate Dean	
	MEA104	External Internship Program	1		Associate Dean	
	MEA121	Korean Field Research and Study	1		Associate Dean	
	MEA131	International Field Research and Study	2			
MEA136	MFDI Field Research and Study	2				

CODE OF HONOR AND CONDUCT OF THE KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

I commit to live by these principles

Develop Integrity

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

Exercise Respect

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

Overview of Academic Rules and Regulations for the 2009 Calendar Year

- **Objective**

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2009 calendar year. We provide the following detailed information so that students have no difficulties in successfully completing their academic programs.

■ MASTER’S PROGRAM

The Master’s degree program consists of four programs: **MPP** (Master of Public Policy), **MBA** (Master of Business Administration), **MFDI** (Master’s in Foreign Direct Investment), and **MAM** (Master’s in Asset Management).

MPP has 6 concentrations: **TI** (Trade and Industrial Policy), **PF** (Public Finance and Local Administration), **HR** (Human Resources and Social Policy), **IR** (International Relations and Political Economy), **TD** (Transition and Development Studies), and **RP** (Real Estate and Public Policy). **MBA** has 3 concentrations: **SM** (Strategy and Global Management), **FB** (Finance and Banking) and **RE** (Real Estate Market and Investment). **MFDI** has 1 concentration: **FDI** (Foreign Direct Investment). **MAM** has 1 concentration: **AM** (Asset Management).

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

I. Courses and Thesis

All courses are classified into three categories. Please refer to the following description for further categorization of courses. These names will be used throughout the year and it is important that you remember these names to avoid any confusion.

Course Category		Remarks
1. Regular Courses	1-A. Core Courses	Mandatory courses for each program
	1-B. Concentration Courses	Other regular courses in each concentration
	1-C. SRC and Thesis	
2. Foundation Skill Courses		Reading, Comprehension, Writing and Public Speaking (English, Korean, Chinese)
3. Field Research and Study Course		Field Research and Study

1. Core Courses

These are courses that have to be taken by students in each program. A total of 2 core courses for MPP students, one core course for MBA students, and 2 core courses for MFDI students are offered in the Spring Semester. Ten core courses are provided for MAM students over 2 academic years. These courses are provided only once a year and all students must take them in a given semester unless special provisions have been made between the individual student and the Office of Academic and Student Affairs.

2. Concentration Courses

Concentration courses consist of courses in one's own concentration and outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in TD must complete the required number of TD concentration courses for the MPP program. Courses categorized under a different concentration, such as IR or HR, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course description booklet to identify what courses have been classified under which concentration.

3. Supervised Research Course [SRC], Thesis and Research Paper

Supervised Research Course [SRC]: If a student has a specific interest in any field in which courses are not offered, he/she may opt to take a supervised research course. The maximum amount of credits that can be obtained for this purpose is **6 credits** for Master's students. Whether or not the SRC is acknowledged as the student's concentration course depends on his/her area of research. Those students who want to take a SRC course(s) must submit their proposal for supervised research to the Office of Academic and Student Affairs during the first week of each semester. However, only students in their second year studies may apply for SRC(s).

Thesis: Students may, but are not required to, submit a thesis (6 credits) during their second year. If a student chooses to write a thesis, it must be submitted, evaluated and passed within four years from the date the student enrolled in the KDI School program.

2 Lectures + Research Paper: When taking 2 lecture courses in the place of a thesis or SRCs to fulfill the 6 credit requirement, students must write a research paper in addition to completing all courses. Since the research paper replaces a thesis or SRCs, it will be evaluated by a course professor.

4. Foundation Skill Courses

Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Language in Public Policy and Management	3	A~F	preliminary (winter)~summer	yes
Academic writing	3	A~F	spring	yes
Public speaking and presentation	3	A~F	spring~fall	yes
Business writing	3	A~F	spring~fall	yes
Professional writing	3	A~F	summer~fall	yes
International Business Communication	3	A~F	spring~fall	yes
Thesis Writing workshop	3	A~F	fall	yes
Korean Language and Culture I (International Students Only)	3	A~F	spring	yes
Korean Language and Culture II, III (International Students Only)	3	A~F	summer and fall	no
Chinese for Global Studies and Practice I, II, III	3	A~F	spring~fall	no

① **English Courses:**

English courses focus on reading, comprehension, academic writing, public speaking and professional & business writing. Students may take the minimum of six credits, or the maximum of nine credits, all of which are counted toward their graduation requirements. The students are strongly encouraged to make their selection among the following courses:

A. Basic Course

a. Language in Public Policy and Management (LPM)

This course is required of all new students unless waived. The waiver is determined by the text-out exam (to be implemented, effective January 2010). If waived, a student may take the minimum of one English advanced course.

B. Advanced Courses

- a. Academic writing
- b. Public speaking and presentation
- c. Business writing
- d. Professional writing
- e. International Business Communication
- f. Thesis Writing workshop

In addition, other experimental courses may be announced from time to time so students should pay attention to the course schedules announced for each semester

- ② **Korean Language and Culture I**: This course is only offered in the spring semester and will be counted for graduation requirement credits. Students who want to be waived from this course are requested to apply to the Office of Academic and Student Affairs.
- ③ **Korean Language and Culture II, III**: These courses will be offered in the summer and fall semesters respectively. However, it will not be counted for graduation requirement credits.
- ④ **Chinese for Global Studies and Practice I, II, III**: These courses will be offered in the spring, summer and fall semesters respectively. However, they will not be counted for graduation requirement credits.

5. Field Research and Study Courses

The International Field Research and Study (2 credits), Korea Field Research and Study (1 credit), and MFDI Field Research and Study (1 credit) courses are offered during the summer. Students who complete these courses will receive a P (Pass) or an NP (Non-Pass) that will be recorded on their official transcript(s). Please note that these credits are NOT counted towards the student's degree. Please refer to the "Field Research and Study Program" for more details.

II. Graduation Requirements of Each Program

In order to graduate from the KDI School with a Master's degree, all master's students must complete a minimum of **45 credits of graduation requirement courses**.

1. Requirements for Completing the MPP Program

<First Year>

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, Quantitative Methods).
 - ② MPP students must take at least 3 courses from his/her concentration (9 credits).
 - ③ MPP students must take at least one MBA course (3 credits).
 - ④ MPP students must also complete the English course(s). English courses will be counted towards graduation requirement credits for up to 9 credits.
 - ⑤ International students must complete the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.
- ※ MPP students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP and MBA students wish to declare concentrations from both the MPP and MBA programs, students must take the core courses in both programs.

<Second Year>

- ① In the 4th semester of the second year, at least 6 credits must be completed by one of the following: submitting a thesis; taking two SRCs, taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.
- ※ When MPP students complete over 45 graduation requirement credits, they must apply online for graduation eligibility review through the KDI School website.

e.g.) An MPP student must complete the following requirements to complete the TD concentration.

Program	Concentration	Credits					Total Credits
		Requirements				Electives	
		Core Courses	TD Concentration Courses	MBA Course	Thesis/ 2SRCs/ 2 Courses (during 4 th semester)	Other Courses	
MPP	TD	6	9	3	6	21	45

2. Requirements for Completing the MBA Program

<First Year>

- ① MBA students must take 1 core course (3 credits: Introduction to Financial Analysis).
 - ② MBA students must take at least 3 courses (9 credits) from his/her concentration.
 - ③ MBA students must take at least one MPP course (3 credits).
 - ④ MBA students must also complete the English course(s). English courses will be counted towards graduation requirement credits for up to 9 credits.
 - ⑤ International students must complete the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.
- ※ MBA students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP and MBA students wish to declare concentrations from both the MPP and MBA programs, students must take the core courses in both programs.

<Second Year>

- ① In the 4th semester of the second year, at least 6 credits must be completed by one of the following: submitting a thesis; taking two SRCs, taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.
- ※ When MBA students complete over 45 graduation requirement credits, they must apply for a graduation eligibility review.

e.g.) An MBA student must complete the following requirements to complete the SM concentration.

Program	Concentration	Credits					Total Credits
		Requirements				Electives	
		Core Course	SM Concentration Courses	MPP Course	Thesis/ 2SRCs/ 2 Courses (during 4 th semester)	Other Courses	
MBA	SM	3	9	3	6	24	45

3. Requirements for Completing the Evening MBA Program

<First and Second Year>

- ① Evening MBA students must take 1 core course (3 credits: Introduction to Financial Analysis).
- ② Evening MBA students must take at least 3 courses (9 credits) from his/her concentration.
- ③ Evening MBA students must take at least one MPP course (3 credits).
- ④ Evening MBA students must also complete the English course(s). English courses will be counted towards graduation requirement credits for up to 9 credits.
- ※ MBA students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations.
- ⑤ During the second year, at least 6 credits must be completed by one of the following: submitting a thesis; taking two SRCs, taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.
- ※ When students complete over 45 graduation requirement credits, they must apply for a graduation eligibility review.

e.g.) An evening MBA student must complete the following requirements to complete the SM concentration.

Program	Concentration	Credits					Total Credits
		Requirements				Electives	
		Core Course	SM Concentration Courses	MPP Course	Thesis/ 2SRCs/ 2 Courses	Other Courses	
MBA	SM	3	9	3	6	24	45

4. Requirements for Completing the MFDI Program

<First and Second Year>

- ① MFDI students must take 2 core courses (6 credits: Understanding Foreign Direct Investment, Introduction to Financial Analysis).
- ② MFDI students must take at least 3 courses (9 credits) from the FDI concentration.
- ③ MFDI students must also complete English course(s). English courses will be counted towards graduation requirement credits for up to 9 credits.
- ※ MFDI students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39.
- ④ During the second year, at least 6 credits must be completed by one of the following: submitting a thesis; taking two SRCs, taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.
- ※ When students complete over 45 graduation requirement credits, they must apply for a graduation eligibility review.

e.g.) An MFDI student must complete the following requirements to complete the FDI concentration.

Program	Concentration	Credits				Total Credits
		Requirements			Electives	
		Core Courses	FDI Concentration Courses	Thesis/ 2SRCs/ 2 Courses	Other Courses	
MFDI	FDI	6	9	6	24	45

5. Requirements for Completing the MAM Program

<First and Second Year>

- ① MAM students must take 10 core courses (30 credits: Introduction to Investment Management, Financial Instruments & Markets, Financial Accounting, Empirical Methods in Finance, Fixed Income & FX Analysis, Financial Derivatives, Valuation & Credit Analysis, Corporate Governance and Investment Ethics, Pensions & Personal Wealth Management, Advanced Investment Management).
- ② MAM students must also complete the English course(s). English courses will be counted towards graduation requirement credits for up to 9 credits.
- ※ MAM students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39.
- ③ During the second year, at least 6 credits must be completed by one of the following: submitting a thesis; taking two SRCs, taking one lecture course and one SRC; or taking 2 lecture courses and submitting a research paper.
- ※ When students complete over 45 graduation requirement credits, they must apply for a graduation eligibility review.

e.g.) An MAM student must complete the following requirements to complete the AM concentration.

Program	Concentration	Credits			Total Credits
		Requirements		Electives	
		Core Courses	Thesis/ 2SRCs/ 2 Courses	Other Courses	
MAM	AM	30	6	9	45

III. 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 the KDI School. However, it is up to each student how he/she would like to plan his/her course of study.

※ Note: In order for a Master’s Degree student to continue to receive financial aid, he/she must be enrolled in a minimum of 6 credits of regular courses each semester. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each semester.

<Recommended Course Plan for Master’s Degree Program>

Semester Period of Residency		First Year				Second Year		
		Winter (Preliminary)	Spring	Summer	Fall	Spring	Summer	Fall
1 Year (For Int'l Students)	Track 1		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis or 2 SRCs	--	--
	Track 2	1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis or 2 SRCs		
1.5 Years	Track 1		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis or 2 SRCs	--	--
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis or 2 SRCs		
	Track 2		4 courses (12 credits)	5 courses (15 credits)	4 courses (12 credits)	1 SRC & 1 course	--	--
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	1 SRC & 1 course		
	Track 3		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	--	--
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)		
	Track 4		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program	--	--
		1.5 courses (4.5 credits)	5 courses (15 credits)	4 courses (12 credits)	3 courses (9 credits)	Student Exchange Program		
2 Years	Track 1	1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Student Exchange Program	
	Track 2		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis or SRC)		
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis or SRC)		

Academic Rule and Regulations

	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) (Research Paper)		
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Research Paper)		
	GMP (2+3+1)		5 courses (15 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Research Paper)		4 courses (12 credits)	
		1.5 courses (4.5 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Research Paper)		4 courses (12 credits)	
	Evening MBA		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)
		1.5 courses (4.5 credits)	2 courses (6 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)
	MFDI		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)
		1.5 courses (4.5 credits)	2 courses (6 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)
	MAM		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)
		1.5 courses (4.5 credits)	2 courses (6 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6credits)	2 courses (6 credits)

Enrolled international students must fulfill a 1 year residency requirement. The course plan outlined above marked “1 Year” is the required plan for all international students that plan on spending only one year of residency at the KDI School.

IV. Course Registration

1. Course Registration

- ① **Minimum/Maximum Credit Application:** MPP and MBA program students must apply for a minimum of 6 credits and a maximum of 15 credits of regular courses in each semester, unless they submit a petition with a detailed study plan for approval of 18 credits of regular courses. The petition form is available under the “Official Forms” heading on the KDI School Members website.

Evening MBA, MFDI and MAM students must apply for a minimum of 6 credits and a maximum of 12 credits each semester to graduate in 6 semesters.

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

<Program Chair>

Program	Office	Program Chair
MPP	9420	PARK, Hun Joo
MBA	9609	LEE, Kun Ho
MAM	9503	KIM, Woo Chan
MFDI	9505	LEE, Seung Joo
Ph.D.	8206	KIM, Taejong

- ③ **Registration Period:** Students may register for their courses during the designated period, and are advised to register for courses during this period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.
- ⑤ **Course Size:** The 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 you will not be able to register online. If a course has less than 6 students it will not be offered in that particular semester.

※ **Note:** Given the limitation on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away spaces from those students who are serious about

taking a particular course and causes inconvenience not only to the students but also the administration. We would like to urge students, therefore, to choose their courses carefully and make sure that they register for the appropriate number of credits for a given semester.

- ⑥ **Registration Confirmation:** On the first day of each class, students should print out their registration confirmation from the computer. Please print out the confirmation before you go to your class and make sure that the registration is correct. The classroom number for the course can be found on the registration form.
- ⑦ **Add/Drop Period:** Registration changes are only allowed within the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes.
- ⑧ **Course Drop (with form):** Should the student decide to drop a course within the first five weeks after classes begin, he/she may apply to the Office of Academic and Student Affairs to drop a class. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (with form):** Should the student decide to withdraw from a class after the first five weeks but within the first ten weeks after classes begin, he/she may apply to the Office of Academic and Student Affairs to withdraw from the class. In this case, a “W” will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Attendance:** Students are required to attend at least $\frac{5}{6}$ of each course in a given semester. In the event of an emergency, students should submit an application for absence and obtain approval from their course professor. Students must attend a minimum of $\frac{5}{6}$ of each course they are enrolled in to receive credits and grades for the courses.

2. Course Presentation Session (CPS)

- ① Introduction to Course Presentation Session:
 - The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2009 Spring Semester.
 - CPS is an explanatory session for the courses to be offered in the upcoming semester.

- Professors and students who intend to register in the courses presented during the CPS are asked to attend at the designated time and venue.
- CPS consists of a course introduction and a Q&A session in a room designated by the Office of Academic and Student Affairs.

② Schedule for Course Presentation Session

e.g.) Spring Semester Schedule

Course Presentation Session (CPS)	Jan. 31 (Evening MBA/MFDI/MAM)
	Feb. 2 (MPP/Day MBA)
Advising Session	Jan. 31 (Evening/MFDI/MAM)
	Feb. 3 (MPP/Day MBA)
Course Registration	Feb.3 15:00~Feb.7 23:00

3. How to Register for the Courses

1. Please activate "Internet Explorer" and get into "KDI School Website" <http://www.kdischool.ac.kr>.
2. Click the icon of "Course Registration" on the left side.



3. Please input the student ID number in the Login ID box.
4. Please input the resident registration number in the Password box (13 digits). In case of international students, please input the date of birth (8 digits, yyyyymmdd).

KDI School of Public Policy and Management Academic Information

Course Registration

Member Login

ID

Password

OK Cancel

CLOSE

5. Please check the Add Box on the Courses of one's choice.
6. After checking all the courses of one's choice, please click the "Submit" button.

KDI School of Public Policy and Management Academic Information

Student ID :

Name : [Personal Information]

Course Registration

Academic Year/Term :

Please check all the courses you wish to register in.

If it is impossible for you to add the course, the reason is that maximum capacity of each class has already been exceeded.

Add	Course Code	Course Title	Section	Credits	Professor	Major
<input type="checkbox"/>	MCC008	Business Negotiation	1	3	Nam, Il-Chong Kim, Ji-Hong	SM FDI
<input type="checkbox"/>	MCC010	FDI-related Laws in Korea	1	3	OH, Yong Shik	FDI
<input type="checkbox"/>	MST025	Regional Policy and Economic Impact Analysis	1	3	Yuri, Surtadi Mansury	TD
<input type="checkbox"/>	MST026	Comparative Economic Systems and DPRK	1	3	Park, Jin	IR TD
<input type="checkbox"/>	MST027	Analysis and Design in Cultural Policy	1	3	CHUNG, Hongik	TD
<input type="checkbox"/>	MST031	Market Economy and Government	1	3	Yoo, Jungho	TD

Submit

CLOSE

7. Then the list of courses for the upcoming semester will appear on the screen. If there are no further modifications to be made, please click the "Save" button, if not please click the "Back" button.



KDI School of Public Policy and Management

Academic Information

Student ID :
Name : [Personal Information]

Course Registration

Academic Year/Term :

Please click 'Save' Button if you wish to register for the courses listed below.

Course Code	Course Title	Section	Credits	Professor	Major	Cur/Max
MSF005	Financial Risk Management	1	3	Hahn, Sang-Moon	FB TI PF FDI	15/30
MSS020	Strategic Leadership	1	3	Lee, Seung-Joo Seo, Jeongil	SM FDI	28/33
MST024	Current Issues in the Korean Economy(II)	1	3	WOO, Cheonsik	IR TD HR TI PF FDI	25/30

Save
Back

CLOSE

※ Please do not click "Back" button of web browser when registering for the courses. If not, the chosen courses may not be properly registered.

※ Please note that the course registration may be done online anywhere. Whatever environment the student may be in, the online course registration is possible as long as internet access is available.

V. Grading

1. Acknowledgement of Credits

- ① **Registration:** Credits are only given for courses for which students have officially registered through standard registration procedures. Students auditing courses will not receive credits.
- ② **Attendance:** All students must attend at least $\frac{5}{6}$ of all classes in a given semester to receive credit for that course.

2. Grading System & GPA

Students are graded according to the following system. “W” and “IW” are recorded on the transcript but are not counted towards the GPA.

Grade	A	A-	B+	B	B-	C+	C	C-	T	I	W	IW	F
Points	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	-	-	-	-	0.00

- ① **“I”:** An “I” stands for “*Incomplete*” and is given to students who have not completed their course requirements by failing to submit assignments, reports, papers, and/or missed tests. It is up to the instructor to give an “I” to students who did not meet the requirements; however, students who received an “I” must be graded no later than four weeks after all grades are submitted to the Office of Academic and Student Affairs. The maximum grade that can be achieved is an A-. If grades are not received by the Office of Academic and Student Affairs by this time, an “IW” will appear on the student’s transcript permanently.
- ② **“W”:** A “W” stands for “*Withdrawal*” and is given to students who withdraw from a class(es) within the first five to ten weeks after classes begin.
- ③ **“IW”:** An “IW” stands for “*Incomplete Withdrawal*” and is given to students who failed to receive a grade within the four weeks after receiving an “I” grade.
- ④ **“T”:** A “T” stands for “*Transfer*” and indicates a course in which a student has successfully received KDI School credit for coursework completed through an exchange or GMP Program.

3. Transcripts

- ① **Transcripts:** Students can see their grades online. Students can also receive an official transcript issued by the Office of Academic and Student Affairs by connecting to the KDI School website and selecting “Certification Request” or sending a completed certificate application form via email. The application form is available under the “Official Forms” heading on the KDI School Members website. Refer to the "Certificate Issuance" of p.40.
- ② **Making an Appeal:** Should students have any doubts about their grades, they may make an appeal to their course professor within a given period of each semester. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation/Expulsion/Withdrawal

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

VI. 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 Office of Academic and Student Affairs and file for a Leave of Absence, or give notification that they are planning to withdraw. Receiving an approval from the Office of Academic and Student Affairs will prevent difficulties with future enrollment.

Students with a full tuition exemption scholarship shall be considered enrolled when they have registered for their courses. Tuition payment notices and payment slips are mailed out to each student's mailing address, unless he/she requests otherwise. If a change of address is needed, a written request should be made to the Office of Academic and Student Affairs.

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

2. Leave of Absence

① **Leave of Absence:** Students who wish to take a leave of absence must submit an "Application for Leave of Absence" to the Office of Academic and Student Affairs within the given period of time. Students can submit their application online through "Applications" on the KDI School Members website.

Application Period: Students are not allowed to take a leave of absence in their first semester. Students may apply for a leave of absence starting in their second semester. Students must apply during the given period, which will be announced every semester.

Duration: Students may not take a leave of absence for more than 3 semesters while they are enrolled in the School. Students who are dispatched overseas during their studies may apply for a long term leave of absence. However, a supporting document from the student's employer must be submitted with the application and the final decision will be made by the Associate Dean for Academic and Student Affairs.

② **Extension of Leave of Absence:** Students may apply for an extension of leave of absence if they have not applied for the maximum 3 semesters of leave of absence. Students can extend their leave of absence by 1 semester each. Students can apply online through “Applications” in the KDI School Members website.

3. Completed

All master’s students who have been enrolled at the KDI School for at least 1 1/2 years will be eligible to be considered as having completed their coursework according to Korean education law. Those students who do not complete the graduation requirements within 4 years from his/her date of admission, will be permanently designated the status of “completed.”

4. Graduated

All master’s students who have completed the graduation requirement of either completing a thesis, SRC(s), 2 lecture courses along with a research paper, or 1 lecture course along with 1 SRC within 4 years from his/her admission date will be granted the status of “graduated.” Those who decide to take lecture course(s) to complete this graduation requirement must do so within 2 years of admission, otherwise he/she must pay additional tuition based on credits.

5. Reinstatement

Students wishing to re-enroll after completing their leave of absence period may apply for reinstatement. Students may apply online for reinstatement through “Applications” on the KDI School Members website. After submitting the online application, students must submit a petition and a detailed study plan for approval of their reinstatement.

6. Voluntary Withdrawal

Students desiring to withdraw may do so by obtaining permission from the Dean of the KDI School after submitting the “Application for Voluntary Withdrawal” form signed by his/her academic advisor and program chair.

VII. Tuition Fee

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

① **Payment by Semester:**

	2009			2010			Total
	Spring	Summer	Fall	Spring	Summer	Fall	
MPP	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
MBA	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
e-MBA	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000
MFDI	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000
MFDI (Day)	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
MAM	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

② **Payment by Credits:** In case a student has difficulty paying in full for a given semester and is registered for less than 6 credits, he/she may choose to pay by credits according to the number of credits he/she takes. However, if the student takes more than 9 credits, paying by credits might cost more than paying by semester. Tuition fee per credit for the Master’s degree is 623,000 won. Please inquire to the Office of Academic and Student Affairs for more details.

VIII. Financial Aid and Scholarships

1. Special Financial Aid to New Students:

- ① KDI School provides a tuition waiver to qualified students on the condition that the students achieve and maintain the required GPA or higher.
- ② However, if the students are placed on an academic probation or are enrolled in less than 6 credits of regular courses, they may not be considered for financial aid in such forms as tuition waivers, living allowances, TA and AAships, etc. for the following semester. To maintain their financial status they should submit a petition and a detailed study plan to the Office of Academic and Student Affairs for approval.
- ③ General students who are endowed with full scholarships for their first semester will continue to receive the same amount on the condition that they achieve and maintain a 3.67 GPA or above each semester. If the GPA is between 3.5 and 3.67, the scholarship will be reduced by half, and if it is less than 3.5, the student will receive no further scholarship.
- ④ General students who are endowed with half scholarships for their first semester will continue to receive the same amount on the condition that they achieve and maintain a 3.5 GPA or above. If less, they will receive no further scholarship.

2. Scholarship for Academic Excellence:

- ① Students who have taken at least 9 credits or more of regular courses in a semester and achieved excellent academic performance are considered for this scholarship.
- ② Regardless of the financial aid package received for the first semester, Non-sponsored students in the top 10% will be reviewed and be eligible to receive full scholarship for the following semester.
- ③ Candidates are selected for this scholarship based on their academic performance, existing financial aid, conduct as a member of the School community, and the School budget.

3. Work Study Scholarship

Students who want the Work Study Scholarship can apply for positions as either a teaching assistant (TA) or an administrative assistant (AA) during the designated application period. Payments are made in every 6th and 12th week of

their working period and students must submit their working records signed by their supervisors to the Office of Academic and Student Affairs. If they fail to submit their working records, they will not receive the scholarship for the given week.

<Selection Process>

- ① There will be a notice before work study students are selected.
- ② ***Selection of Work Study Students:*** The work study students are selected from the interested applicants. If there are too many applicants, some students may not have the opportunity to be TA or AA. Their duties will include working as a TA or AA. Students are assigned to each position according to their admission scholarship, experience and willingness to serve in each area.

IX. Exchange Program

Exchange students are selected in their 3rd semester, and their exchange semester begins in the following semester – from their 4th semester. (For the evening MBA and MFDI students, they are selected in their 5th semester, and their exchange semester begins from their 6th semester.) They will be able to enroll in the partner school starting in the Spring or Fall Semester, and may stay on the program for one semester or a year depending on the program they choose.

All master's students can participate in any of the existing exchange programs after completing three or five semesters depending on their program. 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 the 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 Office of Academic and Student Affairs. The maximum number of credits that can be transferred from the exchange partner school to the KDI School is 18 credits.

1. Exchange Partner Schools

- Escuela de Administracion pontificia Universidad Catolica de Chile (Chile)
- Fudan University (China)
- Institut Supérieur de Commerce (France)
- Institut Supérieur de Commerce International de Dunkerque (France)
- Leipzig Graduate School of Management (Germany)
- Universidad de las Americas Puebla (Mexico)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- Escuela de Administracion de Empresas de Barcelona (Spain)
- Jonkoping International Business School (Sweden)
- Hawaii Pacific University (USA)
- Saint Louis University, John Cook School of Business (USA)
- University of California at San Diego (USA)

2. Qualifications

- Completion of three semesters for MPP and MBA students and five semesters for evening MBA and MFDI students (by the time of departure)
- At least 24 credits completed including core courses (by the time of

application)

- CGPA of at least 3.5 or above

3. Duration of Exchange Program: One semester or one full academic year

4. Application Period:

- Starting in Fall Semester: March
- Starting in Spring Semester: August/September

5. Application Requirements

- ① Application Form
- ② Resume
- ③ Statement of Purpose
- ④ Transcript of Academic Records of the KDI School
- ⑤ TOEFL: CBT 213 / iBT 80 or above
- ⑥ 2 ID Pictures (3 cm x 4 cm)
- ⑦ GMAT/GRE depending on the program
 - ※ Those applying for the dual degree program at Leipzig Graduate School of Management must have a GMAT score of 600 (minimum) or higher.

6. Application Procedure:

- ① Document Review
- ② Interview

7. Benefits of Exchange Program:

- ① Credits earned from the host university can be transferred if the program chair recognizes the equivalency of the courses.
- ② Except for the GLI program at UCSD, no extra tuition will be charged.
- ③ Students who are chosen during the 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 semester.

Should there be any inquiries, please contact the Office of Academic and Student Affairs for further information.

X. Global Master's Program (GMP)

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

1. Study Abroad Program (GMP students can choose from the following):

- ① Master's Degree
- ② Non-Degree of Certificate Program

2. Type of GMP Program

1. 1+1 GMP Program

- ① Special Features
 - A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school from January of his/her second year of study.
- ② Qualifications:
 - Students enrolled and registered in the Global Master's Program (GMP)
 - Completion of three semesters (by the time of departure)
 - At least 39 credits completed including core courses (by the time of departure)

2. 2+3+1 GMP Program

- ① Special Features
 - A student who applies for the 2+3+1 GMP Program is able to enroll in an overseas partner school from September of his/her first year of study.
- ② Qualifications:
 - Students enrolled and registered in the Global Master's Program (GMP)
 - Completion of two semesters (by the time of departure)
 - At least 24 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

Semester & Year Type of GMP	First Year			Second Year			Third Year		
	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
1+1 GMP Program	4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program			6 transfer credits + Research Paper	Graduation	Commencement
2+3+1 GMP Program	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program		5 courses (12 credits)		6 transfer credits + Research Paper	Graduation	Commencement

3. 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 Office of Academic and Student Affairs 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.

- Australian National University, Crawford School of Economics and Government (Australia)
- University of British Columbia, Sauder School of Business (Canada)
- City University of Hong Kong, Department of Economics & Finance (Hong Kong)
- SDA Bocconi School of Management (Italy)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- Lancaster University Management School (UK)
- University of Nottingham, School of Sociology and Social Policy (UK)
- Cornell University, School of Industrial and Labor Relations (USA)
- Duke University, Program in International Development Policy (USA)
- Hawaii Pacific University (USA)
- Hult International Business School (USA)
- Michigan State University, Eli Broad Graduate School of Management (USA)
- Michigan State University, School of Planning, Design and Construction (USA)
- New York University, Robert F. Wagner Graduate School of Public Service (USA)
- Rutgers University, Edward J. Bloustein School of Planning and Public Policy (USA)
- Saint Louis University, College of Public Service and the University's Graduate School (USA)

- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy (USA)
- Syracuse University, The Maxwell School of Syracuse (USA)
- University of California at San Diego, Graduate School of International Relations and Pacific Studies (USA)
- University of Colorado at Denver, Graduate School of Public Affairs (USA)
- University of Illinois at Urbana Champaign, Department of Economics (USA)
- University of Missouri-Columbia, Harry S Truman School of Public Affairs (USA)
- University of Southern California, School of Policy, Planning and Development (USA)

4. Application Requirements: (varies depending on the institution)

- ① Application Form (from the desired partner institution)
- ② TOEFL: CBT 213 / iBT 80 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

5. Benefits of GMP Program:

- ① Credits earned from the host university can be transferred if the Program Chair recognizes the equivalency of the courses.
- ② Depending on the partner institution or program of choice, students can earn a dual degree.
- ③ Many partner universities have a staff member who is designated to help students adjust to the new school.

6. Estimated Expenses

Tuition including administrative fee	Varies depending on the academic institution
Air fare	\$1,800
Dormitory, Meals and other expenses	\$24,000
Insurance	\$1,680
Moving Costs	\$600
Miscellaneous	\$500
Total	\$28,580+*

* The expenses stated above are for each student and do not include expenses associated with accompanying family members.

7. Application of non-GMP students

Non-GMP students may apply for the GMP program starting in 2009.

Qualifications:

- ① CGPA of at least 3.67 or above
- ② TOEFL: PBT 570/CBT 250/iBT 98
- ③ Completion of three or five semester depending on the enrolled program at the KDI School (by the time of departure)
 - At least 30 credits (for student admitted in 2007 or before) / 39 credits (for students admitted in 2008 or after) (by the time of application)

Number of Selectees: Maximum 3 students per selection (maximum 6 students per year)

Application Period:

- February for 2009 Fall Semester
- July for 2010 Spring Semester

Selection of Partner School: Please note that priority in choosing partner schools will be given to the GMP students in the case of limitations to the vacancy at the partner school for KDI School students.

GMP Program Fee: Students selected must pay the GMP Program Fee (2,000,000 won).

XI. Field Research and Study Program

1. International Field Research and Study (IFRS)

- ① **Applicable to:** Korean students
- ② **Cost:** Approximately 5.5 million won (This is only an estimate. Detailed figures will be available at a later date.)
- ③ **Places visited:** Large corporations or graduate schools in the U.S.A.
- ④ **Duration:** Approximately 2 weeks during the summer break
- ⑤ **Visa and Passport:** Students are responsible for their own visa and passport application/issuance. Those students who are holding a non-electronic passport that wish to participate in the International Field Study and Research are advised to apply for a U.S. Visitor's Visa before the end of the Spring Semester. Those with electronic passports and travel permits do not need to apply for a U.S. Visitor's Visa at the US Embassy.

2. Korea Field Research and Study (KFRS)

- ① **Applicable to:** International students
 ※ *Also available to domestic students when seats are left.*
- ② **Cost:** Students and the School will share the cost (Detailed figures will be available at a later date)
- ③ **Places to visit:** Korean industrial complexes and cultural and historical sites.
- ④ **Duration:** 3 nights and 4 days during the summer break
- ⑤ **Sample Schedule**

<Brief Itinerary of Korea Field Research in year 2008>

Date	Activity
Sept. 8	Departure / The Federation of Korean Industries
Sept. 9	Busan Port Authority / Hyundai Motors and Heavy Industries
Sept. 10	Pohang Iron and Steel Company / Gyeongju Cultural Heritage
Sept. 11	LG Electronics/ Arrival

XII. General Information

1. Certificate Issuance

Graduates, current KDI School students and students on leave of absence may have their transcripts and other academic certificates issued through the CERTIFICATION REQUEST section on the KDI School website. Students may also request their transcripts and other academic certificates by filling out a certificate application form (p.82) and sending it via email or visiting the Office of Academic and Student Affairs in person. The application form is available under the “Official Forms” heading at the KDI School Members website.

Please note that transcripts and certificates are available in both Korean and English, but the number of certificates available in Korean is limited. Only the *Certificate of Enrollment* and *Certificate of Graduation* are available in both Korean and English. The *Certificate of Tuition Payment* is available in Korean only.

Students who cannot pick up their transcripts or academic certificates from the Office of Academic and Student Affairs should write their mailing address (including the zip code) on their certificate application form.

2. Making Suggestions

- ① **Making suggestions and requests:** The KDI School welcomes any suggestions and opinions that students may have and tries to integrate them into the school’s administration as much as possible. All students are encouraged to make suggestions and give ideas: these suggestions and ideas may apply to the student personally or to the school as a whole. When submitting ideas or suggestions students must include their reason for making such comments or suggestions. The KDI School tries to help each student with his/her problems by maximizing access to his/her academic advisor. However, if a student feels it is necessary that he/she officially bring the problem(s) to the attention of the school, he/she may do so by submitting an official Suggestions & Requests Form to the Office of Academic and Student Affairs.
- ② **Making a Petition:** If the student feels that he/she has to deal with an issue by making a petition to the School, the student may write a letter with all the details pertaining to the issue, and submit it to the Office of Academic and Student Affairs.

- ③ **Review of a Petition:** After a thorough review of the petition, the School will decide on its official position.
- ④ **Response to a Petition:** The school will notify the petitioner of the school's position within one week of the submission of the petition. (However, if the issue is of a nature that requires more time and a comprehensive investigation, the school may notify the petitioner of the needed time and reasons for such delay.)

3. Degrees

The following degrees are given to Master's students who successfully complete their course requirements.

① Master's Degree

- i. MPP (Master of Public Policy): TI/PF/HR/IR/TD/RP
- ii. MBA (Master of Business Administration): SM/FB/RE
- iii. MFDI (Master's in Foreign Direct Investment): FDI
- iv. MAM (Master's in Asset Management): AM

② Doctorate Degree

- v. Public Policy: Ph.D. in Public Policy
- vi. Management: Ph.D. in Management

Life at the KDI School

1. First Days at the KDI School

Student ID Card

The 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:

- 1) Identification as a KDI School student
- 2) Security Access for all KDI School buildings
- 3) Library Card (when borrowing books)
- 4) Transportation card (may be used on buses and subways after being charged with money)

Certain materials must be submitted in order to have your student ID card issued.

Materials required:

- 1) Application form for student ID card
- 2) Copy of Citizen Registration Card (for Koreans) / copy of main page of passport (for foreigners)
- 3) Photo (3X4cm)

For more inquiries please call 3299-1253 (Ms. Jee Eun HONG)

Foreign Registration (only for international students)

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 200,000KW if you don't register within 90 days of the date of your arrival in Korea.
- ※ For more information, you may visit the website <http://www.hikorea.go.kr>.

□ Required documents

To register, you should submit an application to the local or district immigration office having jurisdiction over your place of sojourn. Document requirements are as follows.

- Passport
- Application form for foreigner registration (<http://www.hikorea.go.kr>)
- 1 color photo (3cm x 4cm)
- Processing Fee: 10,000KW (Government Revenue Stamp)
- A Certificate of Enrollment

If your application is accepted, the Immigration officer in charge will stamp your passport and 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 Academic & Students Affairs Division office after obtaining it from the immigration office.

□ Immigration Office Sejongno Branch

- 2nd Fl. SK Hub Building, 89-4 GyeongUn-dong, Jongno-gu, Seoul
- Exit # 6, Anguk Station (Line #3)
- Contact Number: 1345



□ Exceptions to foreigner registration

You are exempt from foreigner registration if you are a holder of an A-1, A-2, or A-3 visa, considered a person who has been engaged in critical diplomatic, industrial, or national defense services, or deemed to specially deserve exemption by the Justice

Minister.

□ Re-entry Permit (single, multiple)

If you intend to exit and re-enter the country within the permitted period of stay as a registered foreigner, you should get a re-entry permit. For more information, you may visit the website <http://www.hikorea.go.kr>.

– Administrative process

<e-Application>

①Apply → ②Pay service charge → ③Receive → ④Process

(Available only on weekdays from 07:00 to 18:00 and the application takes 2-3 working days.)

<Reserving an appointment>

①Visit and reserve an appointment → ②Visit the immigration office on date of appointment → ③Apply → ④Receive → ⑤Process

– Required Documents

- Passport and Foreign Registration Card
- Application for Re-entry Permit (<http://www.hikorea.go.kr>)
- Fee: single-30,000KW, multiple- 50,000KW

2. School Building Information

Whether you are a Korean or international student, it will take some time to get accustomed to the new environment of the KDI School. However, by the end of the first spring semester you will probably be well accustomed to the buildings and facilities on campus as well as most places off campus as well. We hope the following information is helpful to you in getting familiar with the school campus.

The KDI School is situated in Seoul's scholastic center. It shares its campus with KAIST (Korea Advanced Institute of Science and Technology), and is very close to numerous research institutes, including the Korea Development Institute and the Korea Institute for Industrial Economics and Trade. A number of Korea's most prominent universities, including Korea University, Kyung Hee University and Hankuk University of Foreign Studies are also nearby. Given the school's location and academic neighbors, the surrounding area is ideal for university students, with plenty of restaurants, shops and services that offer high quality products for a good value.

Listed below are the main buildings on campus used by KDI School students:

KDI School Yulgok Hall (Building No. 9)

The Yulgok Building was named after one of the two most prominent Korean Confucian scholars of the Joseon Dynasty (Yulgok LEE). It is the 9th building of the school campus and it includes lecture rooms, a computer laboratory, student lounge, seminar rooms, faculty offices and faculty support offices. Most classes are conducted in the lecture rooms of this building.

KDI School Dasan Hall (Building No. 8)

The Dasan Building is named after Jeong Yak-Yong's pen name (Dasan). He was a leading Korean philosopher during the Joseon Dynasty and is widely regarded as the greatest of the Silhak thinkers, who advocated a return to practical concerns from the formalist Neo-Confucian philosophy of Joseon. The 3rd floor of the Yulgok Building and the 2nd floor of the Dasan Building are connected by a path.

Student Union Building

The Student Union Building is shared with KAIST students and is a student communion facility which includes such facilities as cafeterias, a convenience store, Woori Bank and the Sejong bookstore.

Haejung Hall (Building No.10)



There are three halls on campus: Sojung Hall, Pajung Hall and Haejung Hall. The first two Halls are used for KAIST students and Haejung Hall is used for KDI School students. This residential hall has 61 rooms (53 general rooms, 8 studio rooms), all of which are double rooms. (Accommodation capacity: 122 people)

Haejung Hall is a four-story building and there is a snack bar on the top floor.

3. Library

KDI School Library

The KDI School Library was established in 1998. It supports the school curricula as well as academic and independent research needs by providing access to electronic and traditional information resources and services. It also features a range of equipment and facilities for library users along with a well trained and knowledgeable staff to meet the information requirements of the school.

□ Collections

	Types of Materials	Number (unit:title)
Print Materials	Books	24,107
	Research Papers	16,917
	Journals	4,918
	Non-Books	2,766
	School Publications	905
Total		49,613

	Types of Materials	Number (unit:title)
Digital Materials 1.	e-Databases	19
Digital Materials 2.	e-Books	17,045
	e-Research Papers	38,851
	e-Journals	20,784
	e-Theses	3,019,481
Total		3,096,161

- Reserved books may be used within the Library premises for a maximum of 3 hours.
- In order to renew materials, the materials should be submitted to the Library by the expiration date. However one-time renewal is possible via the internet.
- Each overdue material will be charged 100KW/day.

□ General Library materials loan policy

Classification		KDI School Books		KDI Books	
		Loan Period	Maximum Number	Loan Period	Maximum Number
Student	Ph.D.	2 weeks	20 books	2 weeks	3 books
	Master(completed)	2 weeks	15 books	2 weeks	3 books
Classification		CD-ROM & Diskettes		Video tapes (Movies)	
		Loan Period	Maximum Number	Loan Period	Maximum Number

Student	Ph.D.	1 week	2 items	None	
	Master(completed)	3 days	2 items	None	
	Master, Diploma(enrolled)	3 days	2 items	None	
Classification		Videotapes (Others)		DVDs	
		Loan Period	Maximum Number	Loan Period	Maximum Number
Student	Ph.D.	3 days	2 items	None	
	Master(completed)	3 days	2 items	None	
	Master, Diploma(enrolled)	3 days	2 items	None	

□ Hours

■ **During the semesters**

9:00 - 22:00 (weekdays & Saturdays)

12:00 - 22:00 (Sundays)

Closed (national holidays)

* During exam periods, the Library hours will be extended to 23:00.

■ **During the breaks**

9:00 - 18:00 (weekdays)

Closed (Saturdays, Sundays & national holidays)



For more detailed information, visit <http://library.kdischool.ac.kr>

The Korea Development Institute Library

The KDI library, located a short ten-minute walk from campus, is also open to KDI School students. This library has more than 137,000 volumes, including 48,000 monographs, 15,000 annual reports and statistical data collections, 43,000 research reports, and over 1,131 periodical subscriptions. KDI School students are granted full access to KDI's library.

4. Study Facilities

Student Chambers

Open hours: 24 hours / Wireless Internet: Available

The student chambers are located on the third and fourth floors of the Dasan Building and are communal study rooms for all KDI School students to do research, class



assignments, team projects, or take a rest in their free time. In these rooms, a wireless internet service is available. The rooms are not designated places for specific students or groups and you are required to take all your personal belongings and study materials with you when you leave. (For inquiries: T 3299-1253)

Personal Lockers

Inquiries: 02-3299-1253



Although the student chambers (study rooms) are not designated for specific students, personal lockers are available for assignment to individual students. The lockers are small spaces for your personal belongings and study materials, but we recommend you don't leave your valuables in them. You may need a lock for your locker and you can purchase one at the school convenience store located in the basement of the Dasan Building (It costs around 3,000 KW).

Study Rooms



There are two study rooms inside the student lounge of Dasan Hall right beside the convenience store. If the rooms are vacant, students may use them without a reservation.

Sejong Bookstore



Location: 2nd floor, Student Union Building

Open Hours: 9:00a.m~6:00p.m.

Lunch time 12:00~1:00p.m

T: 958-3947

In this bookstore, KDI School students can purchase books for their classes, but this

place mainly caters to KAIST students. If students cannot find their course books here they can visit several major book stores in the city such as Young Poong Bookstore or BANDI & LUNI's Bookstore at Jong-gak subway station (line No.1).

5. IT Service Information

Computer Laboratory



The KDI School computer lab is located on the 3rd floor of the Yulgok Building. The lab is open Monday through Sunday for 24 hours a day. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

Printer Room (Copying / Printing / Scanning)



In the corner of the computer lab, there is a printer room where students can use a copy machine, printers and a scanner. To use the equipment, students should purchase a copy card from the copy card dispenser in the printer room. The copy cards can be used for the printers and scanner as well as the copy machine. One copy card is 5,000KW and one 5,000-won bill or five 1,000-won bills can be used for the copy card dispenser.

Internet Access (LAN cable or Wireless)

Students can access the internet via LAN cable everywhere on campus (Dasan Hall & Yulgok Hall). However, wireless LAN service is only available at certain places on campus.

■ Wireless Access Points

1. Yulgok Hall (Building No. 9): Rm 9203, Rm 9213, and 7th Floor (Lincoln Hall & Ambassador Hall)
2. Dasan Hall (Building No. 8): Library (ID: library, PW: library)
3. Haejungsa (Dormitory):

Setting up a School Email Account

1. Visit <http://webmail.kdischool.ac.kr>.

Click on “Join in”, complete the form and click on “Join”.

You will be able to use your email account at 10:00 am the day after you submit the form. Be sure to make note of your account name and the password you created.

□ Functions of the Administration Division

1. Maintain DB servers, mail server, backup server, firewall server and other networking facilities.
2. Manage the School’s homepage.

3. Maintain the e-education services of the School's homepage.
4. Maintain the School's Management Information System (MIS) and Groupware system.
5. Manage the operation and support of the computer lab.
6. Provide support for all IT related issues.

□ **Rules and Regulations of the Computer Lab**

1. Always Shutdown the computers after use and be sure to take all your belongings when you leave the computer lab.
2. All of your files must be saved in the D drive. It is advised that you also back up your files on your own floppy diskette or backup device (USB memory stick, etc.) after you finish your work because the C drive cannot store personal data. The C drive is used to store and to maintain only the files needed for the computer's system. The Administration Division is in no case responsible for the loss or damage of personal data stored on any hard disk drives in the computer lab.
3. A virus check must be conducted before you work with your private floppy diskettes. This is important to maintain the integrity of all the computers on the network.
4. Installation of software programs that have not been approved by the Administration Division is absolutely prohibited. Any members that do not follow this policy will have their privileges revoked.
5. Food and beverages are not permitted in the computer lab.
6. Have respect for others and when it is necessary to speak please do so quietly. Loud noises are not tolerated.
7. Computers and other equipment belonging to the lab are both the School's and the student's property. Let's keep the computer lab in excellent condition.

□ **Support Policies of the Administration Division**

1. The Administration Division is not allowed to lend out any software or programs due to software licensing restrictions.
2. Problems with networking are the responsibilities of the Administration Division. In the case of any network problems please consult with the Administration Division.
(Mr. Chang-Yong SONG at T: 3299- 1275, Mr. Dong-Jin NA at T: 3299- 1052.)
3. The Administration Division provides for the creation and maintenance of the

School's e-mail accounts.

4. The Administration Division provides support for faculty, staff and students during the School's office hours.

The Administration Division does not provide support and/or troubleshooting for personal computers.

6. Food/Snack & Refreshments

Cafeteria

Location: 2nd floor, Student Union Building

Open Hours:

Breakfast 8:30-9:30

Lunch 11:15-13:10

Dinner 17:30-19:30

Tel: 958-3935



The student cafeteria is located on the second floor of the Student Union Building. It mainly serves Korean dishes at a fairly cheap price (2,000KW for breakfast, 3,000KW for lunch and dinner). The cafeteria is a good place to visit when students don't have much time to go outside due to their tight course schedules, and the price of a meal is relatively cheap compared to restaurants outside of campus. There are also many restaurants near Kyung Hee University if students want to enjoy other types of cuisine within a price range of approximately 4,000KW~12,000KW depending on the food.

Atrium (2nd floor, SUPEX building)

Located in the SUPEX building on campus, Atrium is another option to have a western style meal, drinks or sandwiches. It is also a good place to have tea time with close friends or colleagues in a comfortable atmosphere.

Convenience Stores

Snacks and beverages are purchasable at the convenience store in the union building. They also sell meal coupons for the Cafeteria and public phone cards for international students.

KDI School Convenience Store



Open Hours: Weekdays 9:00a.m.~7:00p.m. / Saturdays 9:00a.m.~3:00p.m.

At the school convenience store in Dasan building, you can buy such items as notebooks, pen & pencils, spiral bound textbooks, snacks, beverages, school souvenirs, and a lock for your locker. Copy and Fax Services are also available here (the copying cost is 30KW per page, and the fax cost ranges from 700KW to 4,400KW per page depending on where the materials are being sent).

Student Lounge

Right next to the store, there is a student lounge equipped with comfortable sofas, a wide screen TV, and desktop computers. The lounge is a suitable place for students to relax while enjoying a snack or beverage and chatting with pleasant company. There are two study rooms inside the student lounge.



7. Banking Information

Woori Bank

Location: 2nd floor, Student Union Building

Hours of Operation:

Morning 10:00a.m~11:00a.m.

Afternoon 2:50p.m~3:50p.m

(A.T.Ms 8:00a.m-10:00p.m)



An ATM is also available on the 1st floor of Yulgok Hall (Building No. 9) for your convenience.

▶ Hours: Monday – Friday 10:00 a.m.- 17:00p.m.

[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.

The KDI School is affiliated with Woori Bank and issues check cards for bank transactions. If you have not applied for a check card, please visit the Office of Academic & Student Affairs and apply for one.

Required documents:

- 1) Application for Check Card
- 2) Initial Application for Banking Transactions
- 3) Certificate of Client Transactions
- 4) Copy of passport (or Alien Registration Card)
- 5) A photo (3X4cm)

For more inquiries T: 3299-1253(Ms. Jee Eun HONG)

8. Health Care Information

KAIST Health Center

For minor injuries and ailments, you can go to the on-campus health center (KAIST) located on the 2nd floor of the Student Union Building.

Tel.: 958-3277 (Ms. KIM, Houn-Suk)

Hours: Mon - Fri: 9:00a.m. - 6:00p.m.

Health Services (for international students)

It is difficult to find English speaking doctors in Korea. If you are not confident in your Korean speaking ability, you may want to visit one of the following international health care centers in case of illness (or you may visit the Office of Academic and Student Affairs to find an appropriate hospital together).

Kyung Hee Medical Center is the nearest hospital. It's a renowned general hospital, but crowded with many people all the time. If your symptoms are not that serious, we'd like to recommend you visit a private hospital initially. General hospitals often ask visitors to undergo unnecessary medical check-ups which are particularly expensive for foreigners.

Kyung Hee Medical Center

Tel.: 958-9988

Hours: Mon - Fri: 09:30-12:00, 13:30-17:00

Sat: 09:30-12:00

※ *You must make an appointment over the phone.*

International Health Care Center, Severance Hospital

(Yonsei University, Shinchon)

Tel.: 2228-5800, 392-3404

Hours: Mon - Fri: 09:30-17:30 (Registration: 09:30-17:00),

Sat: 09:30 – 12:30

※ *You must make an appointment over the phone.*

Website: <http://www.severance.or.kr/en//index.asp>

Medical Insurance

The Korea National Health Program is one of the major social security programs and almost all Koreans are beneficiaries of the program. When Koreans receive a medical treatment in a hospital and buy medication, they don't pay a high fee because a proportion of their medical fee is covered by prepaid insurance fees. However, when individuals from abroad without any applicable insurance in Korea receive medical treatment, get hospitalized and buy medication due to sudden disease, illness or an accident, they are required to pay a relatively high fee and it can be a big burden for them. For this reason, KDI School international students are insured through the school during their stay in Korea as a mandatory policy. Monthly fees per student amount to approximately 8,000KW ~ 10,000KW depending on such variables as gender and age. This fee is deducted from their monthly stipends. Insured students are required to pay all relevant fees for medical treatments, hospitalization and medication themselves and then submit the relevant documents to the Office of Academic and Student Affairs in order to have their fees refunded by the insurance company (we will fax the submitted documents to the insurance company).

Required documents for refund:

- A. All receipts (relevant to medical treatments, hospitalization and medication)
- B. A copy of medical certificate (including diagnosis on your symptoms)
- C. A copy of Alien Registration Card (or passport)
- D. A copy of bank account book

Cases not applicable to refund:

- 1) Chronic disease, sickness or illness (which you had before insured)
- 2) Dental treatment (such as scaling, teeth whitening, dentures and implants, etc.) => However, tooth fracture (or breakage) by accidents could be a case covered by medical insurance.

9. KDI School Dormitory (Haejung Hall)

Dormitory Office



The dormitory office is located on the first floor and is staffed 24 hours a day. Students should visit this office to fill out the “Application for Accommodation” form when moving in to their assigned rooms and the “Application for Check out” form when checking out. Residents are required by the dormitory office staff to

register their student ID card information for security access to the dormitory, otherwise they are not allowed to enter.

(Dormitory Office / Tel: 3299-1136)

Check-in Procedure

- Visit the Dormitory office
- Check the assigned room
- Carefully read the Dormitory Rules and Regulations in the Application for Accommodation
- Fill in the form and take the room key.
- Move into the room.



Before filling in the “Application for Accommodation”, students should read carefully, the Dormitory Rules and Regulation in the form and they are required to fill in two forms (two pages): one is for the school and the other is for student.

Check-out Procedure



- Clean your room and take out all your belongings
- Visit the dormitory office
- Fill in Application for Check out
- Return the room key.

Every member of the residential life community is expected to observe the following rules and regulations to maintain cleanliness and orderliness in the dormitory. Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.

Rooms

General Rooms



All general rooms are double rooms and are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system, and a wireless internet system (electrical outlets: 220V). A set of bedding (blanket, bed cover, bed sheet, bed pad, pillow) are provided for students when they check in to their rooms. It is the responsibility of the residents to wash their own bedding and clean their rooms while staying in the dormitory. The dormitory fee for general rooms is 4,000KW per day and it costs 120,000KW ~ 124,000KW per month.

Studio Rooms



Haejung Hall has eight studio rooms. The difference between general and studio rooms is studio rooms have their own showers and toilets inside. The fee for studio rooms is 6,000KW per day and it costs 180,000KW ~ 186,000KW per month. A set of bedding is also provided to students when checking in. The rooms are equipped with beds, wardrobes, desks, a telephone (for intra-campus calls), bookshelves, an air conditioning and heating system, and a wireless internet system (electrical outlets: 220V).

Dormitory Lounges



[Main Lounge on the 1st floor]

The main lounge is located on the first floor and is a place where students can relax, watch TV, check their email, do homework, read, or just hang out and it also offers comfortable surroundings for casual conversation. This place has a satellite TV, some couches, two desktop computers, a printer, microwaves, a water dispenser, iron & iron board.

[Lounges on each floor]

The lounges located in the center of hallways on the second, the third and the fourth floors are equipped with refrigerators, water dispensers, irons and iron boards. There are also some laundry hangers to dry your clothes after washing.

Communal Showers and Toilets



Because general rooms in the dormitory don't include shower rooms or toilets inside, residents must use the communal showers and toilets located at the end of each floor. The hallway, toilets and showers on the first and the second floors are "Women Only" areas. The third and the fourth floors are "Men Only" areas. (* The dormitory lounge on the ground floor is an on-limit area for male students.)

Snack Bar

The snack bar located on the top floor is a communal kitchen where all residents can cook for themselves using cooking materials depending on their tastes. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, a satellite TV, and a public phone.



Snack Bar

Snack Bar users have the responsibility of keeping this place clean and orderly. (In particular, cooking utensils should be washed and arranged back in the same place, and tables need to be cleaned after use.)

Food Waste Bin

There is a small food waste bin in the snack bar. Residents should use this bin only for food waste. On weekends, when there is the most food waste, we'd like to recommend that you use the big food waste bin in the dormitory parking lot outside the dormitory building

Refrigerators

Residents are also required to keep an eye on their cooking materials in the refrigerators in the bar and in the other areas of the dormitory. Please check your cooking materials at least two times per week and don't leave any decayed or rotten materials which can disturb others.

<Dormitory Rules and Regulations>

Dormitory Hours: All dorm residents are expected to maintain quiet and courteous behavior at all times. “Quiet Hours” for the dormitories are between 10:00 P.M and 8:00 A.M

Prohibition: Members of the opposite sex should not enter each other’s rooms and hall ways.

Rooms: Students are housed two to each room: Students must maintain their rooms to a minimum level of cleanliness and clean the room prior to departure.

Safety: The burning of incense, fireworks, explosives, or any other flammables is not permitted. No cooking or cooking appliances are allowed in the rooms. (Cooking is only allowed in the Snack Bar located on the 5th floor.)

Alcohol/Drugs: The use, or possession of illegal, non-prescription drugs, or alcoholic beverages, are not permitted at any time.

Room Check: The supervising staff may inspect student rooms. The supervising staff reserves the right to enter any room in the dorms and investigate if there is reason to believe a rule infraction is taking place

Damages/Liability: Students agree to be fully responsible and liable for any damages that may occur to KDI School property during their residency. Both occupants of each damaged room will be equally responsible for the cost of repairs. Residents are also fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged not to bring items of value.

Key: Students must sign out room keys, which will be turned in upon their checking out.

WARNING: Replacement charge for each key not returned is 30,000 won.

10. Mail Service Information

Student Mailbox (Basement floor / Dasan Building)

Each student is assigned with a student mailbox, located on the 1st floor of Dasan Hall on the way to the stairway for the 2nd floor. All mail is distributed to the student mailboxes and the mailing address should be written as follows:

Mailing Address:

▶ .KDI School Address:

Program / Student Name

KDI School of Public Policy and Management

87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

▶ School Dormitory (Haejung Hall)

Dormitory Room No. / Student Name

Haejung Hall(Dormitory)

87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea

(Telephone No.)

Students are required to check their mail boxes regularly, otherwise mail can be left alone until they visit their mail boxes. If you are expecting to receive an important piece of mail, please inform us of it in advance in order for us to take special care of it. Inquiries (Tel: 3299-1253)

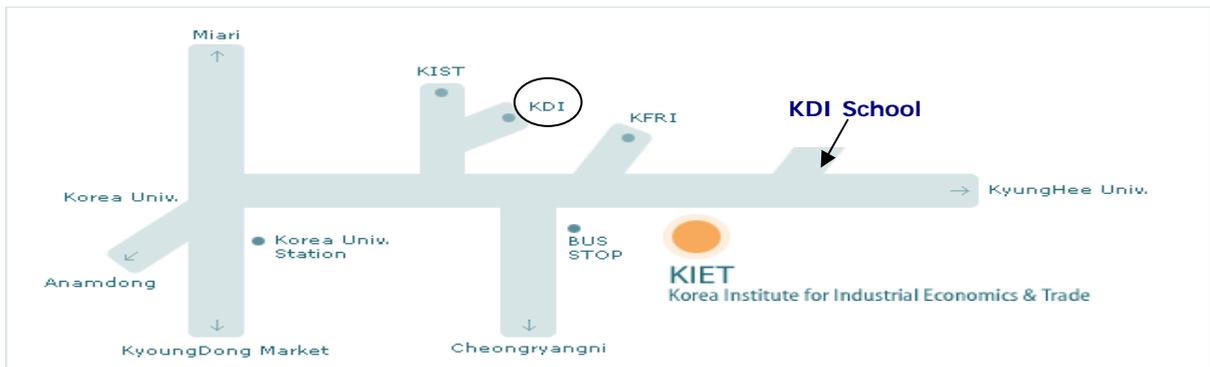
Mail Delivery Service (On-Campus)



The KDI School supports mail service for students. Collections are made between 13:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 1st floor right behind the reception desk of the Yulgok Building (No.9). Service fees are subject to change depending on the type of mail. (At the KAIST mail service office located on the 3rd floor of the Student Union Building on campus, mail services are also available. Mail is collected from 9:00 to 15:00. Service fees are subject to change depending on the type of mail.

KIET Post Office (Off-Campus)

The nearest post office is located in the KIET (Korea Institute for Industrial Economics & Trade) about 300 meters from the KDI School. If you walk out of the campus towards the KDI until you reach the main gate of the KFRI (Korea Forest Research Institute), you will be able to see a sign across the street indicating the location of the post office.



Cheongnyangni Post Office (Off Campus)

Location: Cheongnyangni Subway Station, line no. 1(exit no. 2).

Open Hours: 9:00 ~ 18:00

Tel: 02) 961-5121

Hwikyungdong Post Office (Off Campus)

Location: Hoegi Subway Station, line no. 1(exit no. 1).

Open Hours: 9:00 ~ 18:00

Tel: 02) 965-2336

11. School Administrative Offices

School administrative offices

Almost all of the school administrative offices are located on the second floor of the Dasan Building. While studying at the KDI School, one of the most frequently visited places by students is the Office of Academic & Student Affairs, which is responsible for academic programs (admission, courses, credits, study plans, graduation), the Study Abroad Program (Global Master’s Program, Exchange Program), the International Program (monthly events, field trips, festivals), and student activities (events, club activities, etc.).

The administrative office staff members are:

- General Management: Mr. Gi-Sang KIM (T: 3299-1257)
 - Head / general management of academic & student affairs
- Academic Program: Ms. Hye-Jung YANG (T: 3299-1217)
 - Graduation management, thesis, faculty research, RA management
- Academic Program: Mr. Sung-Youl LEE (T: 3299-1259)
 - Course management, course credit transfer
- Study Abroad Program: Ms. Hye Jin JEONG (T: 3299- 1021)
 - Global Master's Program, Exchange Program, certificate management
- International Program: Ms. San-Young KIM (T: 3299-1258)
 - Monthly events, field trips for international students, monthly stipends
- Student Activities: Ms. Jee Eun HONG (T: 3299-1253)
 - Student Activities, Facility Management (Dormitory, Student Chamber)
 - Tuition Management, Teaching & Administrative Assistants.
- IT Service: Mr. Chang-Yong SONG (T: 3299-1275)
 - Mr. Dong-Jin NA (T: 3299- 1052)
 - Computer lab management, network maintenance, e-mail accounts.

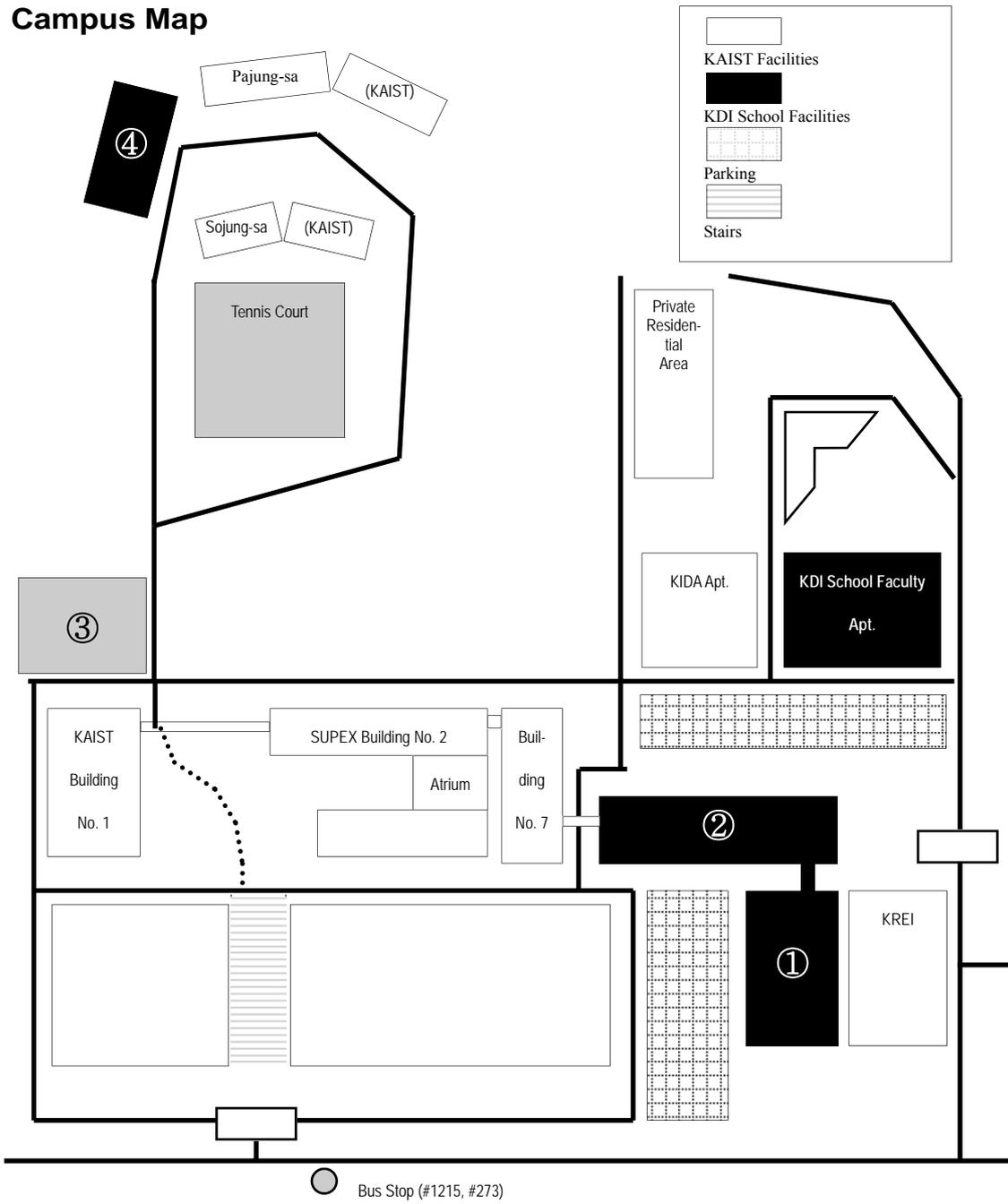
Faculty Support Offices

The faculty offices are located on the fourth, fifth and sixth floors. To support faculty members, there is one faculty support office for each of these floors. The offices are staffed from 9:00a.m to 6:00 p.m. from Monday to Friday.

Contact information:

- Faculty Support Office (fourth floor): Nam-Hee JANG (T: 3299-1256)
- Faculty Support Office (fifth floor): Sang-A JEON (T:3299-1254)
- Faculty Support Office (sixth floor): Ji-Sun LEE (T:3299-1215)

Campus Map



- ① KDI School Yulgok Hall (Building No.9)
- ② KDI School Dasan Hall (Building No.8)
- ③ Student Union Building(shared with KAIST students)
- ④ KDI School Dormitory - Haejung Hall (Building No. 10)

Floor Guide

[KDI School Yulgok Hall (Building No.9)]

7F	Ambassador Hall/ Lincoln Hall/Chunji Sky Lounge	
6-5F	Faculty Offices/Faculty Support Offices/ Lecture Rooms	
3F	Computer Laboratory/ Printer Room/Lecture Rooms Student Association Room	See p.49
2F	Lecture Rooms/Student Lounge	
1F	Reception Desk, Lobby, A.T.M(Woori Bank)	

[KDI School Dasan Hall (Building No.8)]

4F	Student Chamber, Study Room, Personal Lockers, Fitness room, Shower Rooms	See p.47
3F	Student Chamber, Lecture Rooms	See p.47
2F	School Administrative Offices (including the Office of Academic & Student Affairs)	See p.61
1F	Library	See p.46
B1F	Convenience Store, Student Lounge & Study rooms, Student Mail Box	See p.53

[Student Union Building (shared with KAIST students)]

4F	Faculty Restaurant	
3F	Woori Bank, Sejong Book Store, Convenience Store	See p.53
2F	Cafeteria, KAIST Health Center	See p.52,54
1F	Table Tennis Room	

[KDI School Dormitory - Haejung Hall (Building No. 10)]

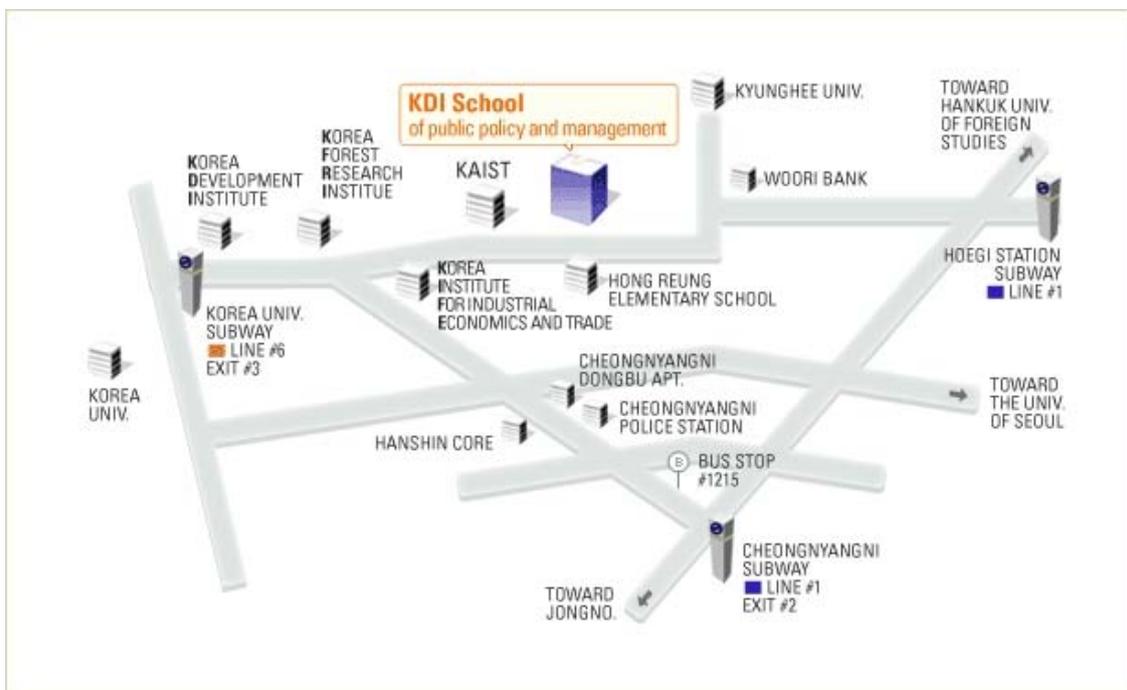
5F	Snack Bar, Rooftop	See p.58
1~4F	Rooms, Communal Toilets, Communal Shower Room, Washing Machine, Drying Machine	See p.57
1F	Dormitory Office	See p.56

Around the KDI School

1. Directions to the KDI School

- Cheongnyangni Station (Exit #2, Line #1) → take the #1215 bus → get off at Hong Reung Elementary School
- Hoegi Station (Line #1) → 15 minute walk to the KDI School
- Korea Univ. Station (Exit #3, Line #6) → 15 minute walk to the KDI School

Map of School Vicinity



2. Convenience Stores

There are many convenience stores around the campus open 24 hours a day, such as Family Mart, LG 25, Buy the Way and more. All of the usual convenience goods such as basic grocery items, magazines, kimbab (rice rolled in dried laver), fried chicken, instant noodles and soft drinks are purchasable.

3. Shops & Restaurants around the KDI School

(near Kyung Hee University)

Restaurants

From the rear gate of the KDI School, if you go in the direction of Kyung Hee

University, you will find many shops and restaurants. Korean restaurants in the area serve galbi (ribs), bulgogi (broiled sliced beef marinated in special sauce), dolsotbab (mixed vegetables, beef and rice served in hot stoneware), kalgooksu (hot noodle soup), samgyeobsal gui (Korean-style broiled bacon). For international students that need some time getting used to Korean foods, western restaurants such as Burger King, Mr. Pizza and Sorento (Italian) are suitable places to dine. Additionally, there is a Thai restaurant called “K-Chang,” an Indian restaurant called “New Dehli,” and numerous Japanese and Chinese restaurants..

Shops and Other Stores

Other places near KDI School and Kyung Hee University include a bakery (Paris Baguette), coffee shops (Coffee Bean, Hollys Coffee), KODAK (film developing), a cosmetic shop, “Dunkin Donuts”, and an ice cream shop (Baskin Robbins). They are also good places to visit sometime!

Lotte Department Store

Branch: Cheongyangni

Location: Cheongyangni Station of Subway line No. 1

Tel: 02-966-2500

Lotte Department Store is a Korean retail company established in 1979, and headquartered in Sogong-dong, Jung-gu, Seoul, Korea. Lotte Department Store offers retail consumer goods and services and is one of the 8 business divisions of Lotte Shopping. Other Lotte companies include discount store Lotte Mart and supermarket Lotte Super.

Map



Home Plus

Branch: Dongdaemun

Location: 5 minutes on foot from exit no. 3, Jegidong Station / subway line no.1

Open Hours: 24 hours (except Monday 0:00~10:00 a.m.)

Home Plus is a South Korean/British discount store retail chain jointly operated by Samsung and Tesco with 69 branches throughout the country. Home Plus stores typically offer general home products, clothing, electronics, and sporting goods. Stores also feature multi-storey parking garages, large supermarkets, and small, special-purpose stores such as fast food restaurants, travel agencies, appliance-rental firms, pharmacies, and bookstores. There are also "culture centers" in some of the stores.

Kyungdong Market (Shijang)

Location: Jegidong Subway Station line no. 1

Open Hours:

Herbal medication 9:00– 19:00(weekdays) / holidays (Sunday)

Vegetables, fish, fruits, etc. 4:00 ~19:00 (Mon~Sun)



Kyungdong Shijang is a huge indoor/outdoor traditional market in Seoul, selling an astonishing variety of goods. It's an indescribably unusual place to western eyes, as the market's thousands of stands and stalls and shops offer everything from live reptiles, roasted insects, sea life of every variety, and head-sized fungus. Much of it is consumed for

various medicinal benefits. Kyungdong is one of the largest herbal medicine and ginseng markets in

Seoul. Since its establishment in 1960, the market has been supplying 70 percent of the nation's herbal medicine ingredients and has more than 1,000 related shops and oriental medicine clinics in the area. Kyungdong Market also serves as a wholesale and retail market selling agriculture product and fish in about 300,000 square meters.

Staying in Korea

1. Location¹

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (Tumen River) to the northeast which separates Korea from both China and Russia. The country itself is flanked by the Yellow Sea to its west and the East Sea to the east. There are several notable islands that surround the country including Jeju-do, Ulleung-do and Dok-do (Liancourt Rocks). The Korean peninsula is roughly 1,030 km (612 miles) long and 175 km (105 miles) wide at its narrowest point. The land area is 99,200 sq km (38,301 square miles), and it has a population of 48.9 million people (2006). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.



2. Seoul

Seoul, the capital city of Korea, is both a modern metropolis and a repository of Korean culture. All that is required is a little curiosity and an adventurous spirit to discover and appreciate the many things to do and places to visit. Places of interest range from open markets to luxurious department stores, small student-run theatres to world class art centers, and century old palaces to modern high-rises. In addition, Seoul is becoming a more multicultural city and finding various international cuisines requires little effort. Unfortunately, most Koreans are not fluent in English, so if you get lost, or need help with directions, strangers may not always be accommodating. However, more often than not, a kind person will try to help you find your way. Take time to learn about the culture, the people, and make the most of your stay in Korea. You may visit the website <http://www.visitseoul.net/>

¹ http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp

3. Climate²

Korea has four seasons, with a wet monsoon/summer in the middle of the year, and a cold winter from November to March. The island of Jeju off the southern coast is the warmest and wettest place in the country. The most ideal time to visit Korea is during the autumn months (September~November). During this time, the country experiences warm, sunny weather, skies that are cobalt blue and spectacular foliage that is perhaps the biggest draw. Winters are cold and dry and remain a good time if you are interested in winter sports as there are numerous ski resorts. Spring (April~May) is also beautiful with all the cherry blossoms in bloom. However, it is very busy and one needs to book in advance to ensure accommodation is available. The summer months are muggy and hot, and rather crowded. It is also when the monsoon begins so many activities are subject to the fluctuations of heavy rain.

4. Food³

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been



usually accompanied by various side dishes, mostly seasoned vegetables, soup, pot stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while others are prepared without red chili peppers or are soaked in a tasty liquid. However, garlic is always used in kimchi to add to its flavor. In late November or early December, Korean families used to prepare enough kimchi to last the long winter. The kimchi was stored in large clay jars partially buried to maintain temperature and retain flavor. In modern Korea, housewives often don't have time to make kimchi or the outdoor space needed to store large amounts. But kimchi is still a vital part of the Korean lifestyle: companies making the fermented dish and others selling special kimchi refrigerators enjoy brisk sales. In addition to kimchi, doenjang (soybean paste), with its anti-cancer attributes, has attracted the attention of modern-day nutritionists. Koreans used to make doenjang at home by boiling yellow beans, drying them in the

² http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp

³ http://www.korea.net/korea/kor_loca.asp?code=U03

shade, soaking them in salty water, and fermenting them in sunlight. However, only a few families go through this process anymore; the majority buys factory-made doenjang. Among meat dishes, seasoned bulgogi (usually beef) and galbi (beef or pork ribs) are the most favored by both Koreans and foreigners.

5. Currency

The unit of Korean currency is the won, usually written as a simple capital W preceding the amount, as ₩1,000. As coins, the won is minted in 10-, 50-, 100-, and 500-won denominations; as banknotes, it is issued in 1,000-, 5,000-, and 10,000-won bills. Banks also issue checks in ₩100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Dec., 2008) the rate is approximately 1400 won to the one U.S. dollar.



6. Transportation

□ Subway

Seoul boasts a highly sophisticated public transportation system which covers most areas of the city and suburbs. The subway is probably the most reliable mode of

transportation since signs are written in English, and the trains are usually on time. The subway fare varies according to your point of destination, so be sure to check before purchasing your ticket.

The fare for Zone 1 is ₩1000, allowing you to get to most places downtown and out to the suburbs. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

The nearest subway stations are Hoegi station and Cheongnyangni station on Line Number 1 and Korea University station on Line Number 6 . You can catch a City Bus #1215 or #273 from the main gate of the KDI School campus to Cheongnyangni station or you may walk to Hoegi station or Korea University station.

□ **Bus**

There are four types of buses in the city, which are colorized according to the type of city buses: Blue, Green, Red and Yellow.

- Blue Bus: This type of buses will operate at higher speeds and access the median bus lane connecting suburban areas to downtown Seoul.
- Green Bus: Green buses will be flexibly operated by private bus companies, to connect major subway stations or bus terminals in downtown Seoul.
- Red Bus: The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.
- Yellow Bus: This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

These buses usually come fairly often and stop frequently on the way. Buses start running about 05:00 and stop by midnight.

□ **Transportation Card**



While traveling in Seoul, you may have been intrigued by the beeping sounds as people touched a sensor with their wallets, bags or even mobile phone rings when getting on or off the bus or subway.

As of July 2004, a card called T-money can be used to get fare discounts when transferring from a subway to a bus, or vice versa. The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is ₩900 versus the ₩1,000 cash fare. T-money

users can also save more money by benefiting from a fare discount for transfers.

With the KDI School student ID card, you can travel on public buses and subways after making a deposit.

Bus Routes & Destinations

1215: Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST - Hongnung - Cheongnyangni

273: Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ. - **KDI School** / KAIST- Hongnung - Korea Univ.

□ **Taxi**

Taxis are plentiful, clean, safe, and inexpensive in Korea. There are taxi stands in most busy city areas, and taxis can also be hailed on the streets.

- Regular taxi: The fare system is based on both distance and time. Fares are ₩1,900 for the first 2 kilometers and ₩100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of ₩100 per 35 seconds is added to the fare.

7. Where to Shop

Seoul is generally considered the best place for shopping in Korea. You can easily find well-made goods at great prices everywhere you go. The following are some of the best, well-known places to look.

□ **Myeong-dong**

A first-rate shopping and entertainment area, Myeong-dong, is noted for its food and entertainment establishments frequented by people of all ages. Located in downtown Seoul, there are four major department stores staffed by clerks who can speak either English or Japanese. Many of the city's top brand stores line the narrow alleys of Myeong-dong. Major fashion designers also have boutiques here and foreign brand name products and shoe stores can be found in abundance. Financial institutions such as banks and investment companies are also located along Myeong-dong. To get there, all you need do is take the blue line, line number 4, and ride to Myeong-dong Station. You can enter the main street of Myeong-dong if you come out of exit 4.

□ **Milliore**



Migliore is a large shopping complex, and most of the shops in this building deal with garments. The location is very convenient because it is directly connected to Myeong-dong subway station (the blue line). The products here always reflect the latest fashion trends while prices are often even lower than other shops in Seoul. Many stores in Migliore do not sell at fixed prices so you can bargain with store owners to lower prices. It will be an exciting and culturally eye-opening experience!

□ **Dongdaemun Market**

This huge shopping area near Dongdaemun (Great East Gate) and Dongdaemun Stadium is roughly divided into two sections. The northern area has more traditional stores, specializing in clothes, vibrantly colored fabrics, and wedding gifts. Many newlyweds will come here to do all the shopping for their new homes.



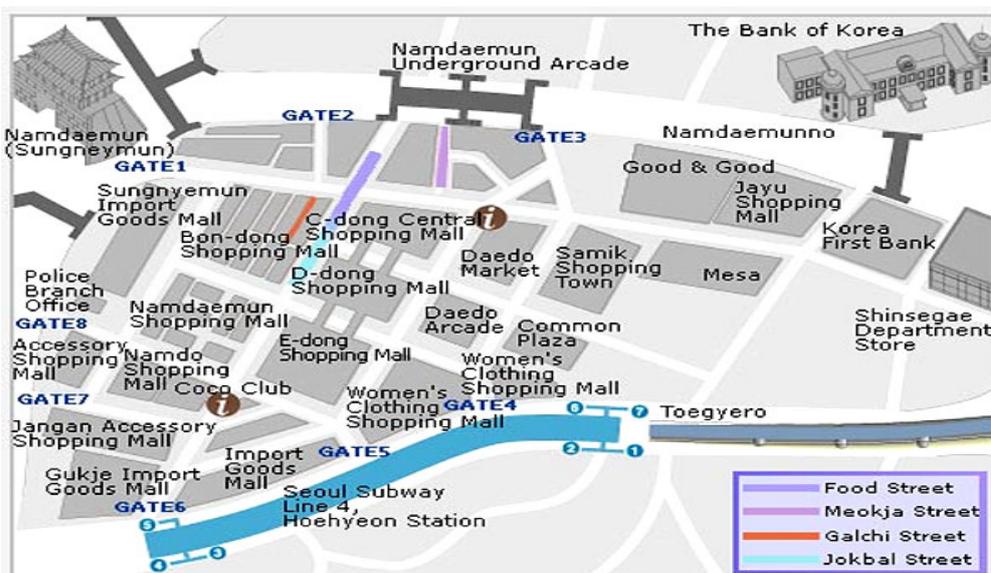
The southern area has more modern buildings, targeting younger shoppers with trendy clothes and fashion accessories. Since most stores are open 24 hours, the area is bustling with shoppers at all hours of the night. You can get to Dongdaemun Market by taking the dark blue line and getting off at Dongdaemun Station, using exit 14. Dongdaemun Station is a complex structure with many exits, so it may take some time to locate the right one. In that case, feel free to ask locals passing by, who can point you in the right direction.

□ **Namdaemun Market**

Namdaemun Market, located in the upper-center of Seoul, is the oldest and largest traditional market in Korea, selling everything from children's, men's, and women's clothing, to daily miscellaneous goods, kitchenware and local and imported products. Most shops offer both wholesale and retail prices, which enables visitors to purchase various goods at a very inexpensive price.



< Map of Namdaemun Market Area >



□ **COEX**

COEX is a convention center with interesting exhibitions, and which also holds various performances and events. In addition, many of the shops, including designer brand clothing shops, convenience stores, and furniture stores,



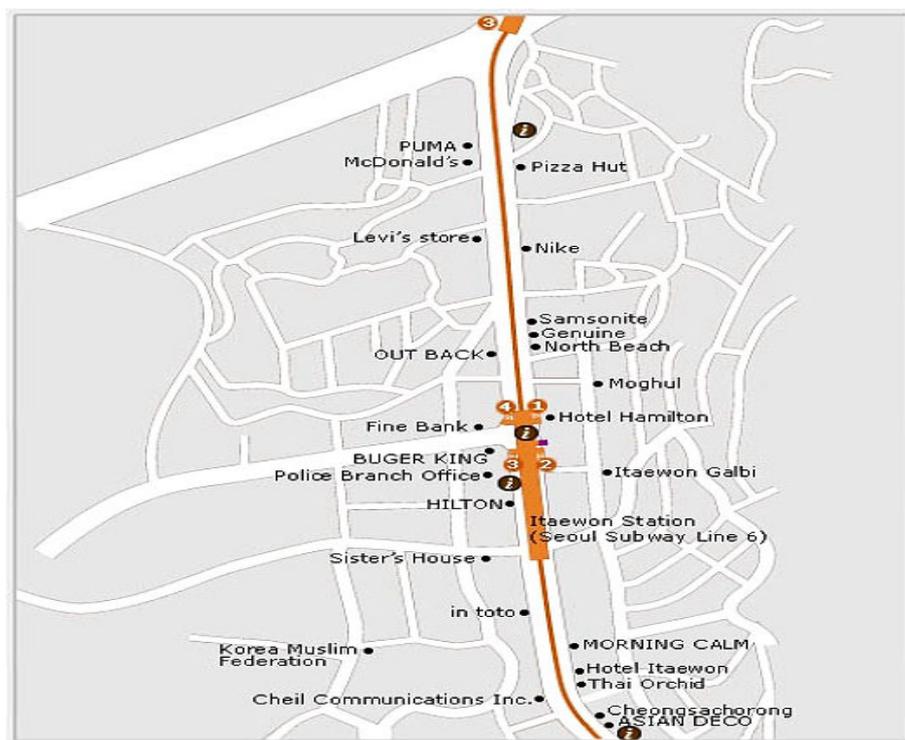
are lined in a row along the both sides of the street of COEX Mall. On weekends, streets in this building are filled with families and lively groups of young people. After shopping, you can have a light meal at the food court or a restaurant in this building. Restaurants are scattered all throughout the complex, in addition to two food courts in the COEX Mall. For transportation, you need to take the green line and ride to Samsung Station, and use exit 6. COEX Mall will be right in front of you.

□ **Itaewon**

Itaewon is perhaps the most exotic place in Seoul, representing a fusion culture with a distinctive atmosphere. It has many antique and modern furniture shops, plus authentic multi-national restaurants of Indonesian, Afghanistan, Thai, Malaysian, American and Korean cuisine. This area is also famous for its night life, popular bars, and street vendors. Most signboards are written in English, and the area is frequented by many English speaking tourists.



< Map of Itaewon's main street >



8. International Calls

□ How to call Korea from overseas

When you make a phone call to Korea from abroad, first dial 82 (country code for Korea), then the area code (except for the first number 0), and then finally dial the phone number you desire to call. For example: calling Seoul (area code 02) with 3299-1114 as the phone number, dial +82-2-3299-1114.

□ How to call overseas from Korea

First dial any of the following international call company numbers and then the country code, area code and finally the number you are calling.

* Regular International Phone Call Carriers: 001, 002, 008 *Mobile Phone Carriers: 00345, 00365, 00388, 00700, 00727, 00766, 00770.

* Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

☞ *Students are not allowed to use the telephones in the administrative offices.*

9. Public Phones

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs 70KW for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (2,000KW, 3,000KW, 5,000KW, and 10,000KW) or coins (10KW, 50KW, 100KW). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

10. Tourist Information Service

Information and assistance are readily available at the Tourist Information Center (TIC) of KTO (Korea Tourism Organization). The TIC provides you with up-to-date and accurate information on Korean tourism. Visitors can obtain helpful information on travel, accommodation, tourist attractions and much more.

□ Seoul KTO Tourist Information Center

Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180

Tel.: Travel Information: +82-2-1330(24 hours)

Center Information: +82-2-7299-497~499

Homepage: <http://english.visitkorea.or.kr/>

□ **Korea Travel Phone 1330**

When you need English assistance or travel information, just dial 1330, and a bilingual operator will offer you detailed information on tourist sites, transportation, restaurants, etc. If you want information about areas outside of Seoul, enter the area code of that region before pressing 1330.

11. Tips on Cultural Etiquette

Remember that in coming to Korea, you are entering a new culture, which may differ greatly from your own. Cultural blunders and mistakes will be inevitable for newcomers. Here are a few tips to help you get through the first few days.

1. Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the relative seniority of the two speakers.
2. Koreans do not appreciate an overly outspoken style, and physical contact between acquaintances is limited to a handshake. However, physical contact among close friends is common. For example, it is not uncommon to see two men walking in the street with their arms around each other's shoulder and young women walking hand-in-hand. Public displays of affection between the sexes, however, are regarded as unseemly.
3. Koreans traditionally sit, eat, and sleep on the floor, so shoes are always removed when entering a Korean home. Bare feet are offensive to elderly people, so it is best to wear socks, even in summer, when visiting a family.
4. "Going Dutch," though becoming more popular among young people, is not widely practiced in Korea. Be prepared to be either a guest or host.

Useful Websites

□ Transportation

- Incheon International Airport: <http://www.airport.kr/eng/airport/>
- Gimpo Airport: <http://gimpo.airport.co.kr/eng/index.jsp>
- Airport Limousine Bus: <http://www.airportlimousine.co.kr>
- Korea Railroad: http://info.korail.com/2007/eng/eng_index.jsp
- Express Bus Lines Association: <http://www.kobus.co.kr/web/eng/index.jsp>
- Transportation Information in Seoul:
http://english.seoul.go.kr/residents/transport/trans_01map.html
- Seoul Subway: <http://www.seoulmetro.co.kr/>

□ Tourist Information

- Korea Tourism Organization: <http://www.visitkorea.or.kr/>
- Seoul Metropolitan Government: <http://english.seoul.go.kr>
- Seoul Culture & Tourism: <http://english.visitseoul.net/visit2007en/>
- Asiana Airlines: <http://flyasiana.com/english/>
- Korean Air: <http://www.koreanair.com/>
- Hana Tour (Travel Agency): <http://www.hanatour.com/eng/index.html>

□ News

- Korean Overseas Information Service (KOIS): <http://www.korea.net/>
- JoongAng Daily: <http://joongangdaily.joins.com>
- The Korea Herald: <http://www.koreaherald.co.kr>
- The Korea Times: <http://times.hankooki.com>

□ Immigration Bureau

- <http://www.immigration.go.kr/HP/IMM80/index.do>
- <http://www.hikorea.go.kr>

Regulations for Student Guidance and Disciplinary Action

Article 5. Disciplinary Action: The President, upon consultation with the School Executive Committee, may take disciplinary action against students falling under the following categories:

1. A person who has cheated during an examination.
2. A person who has damaged the School's property.
3. A person who has intentionally disturbed a class, or event at the School.
4. A person who has behaved unfavorably in his personal relations with other members of the school, including proven cases of sexual harassment.
5. A person who has lent their Student ID Card to others, or who has abused their ID card privileges.
6. A person who has violated other School Regulations, or has been negligent in their student duties.

Article 6. Types of Disciplinary Action:

1. Disciplinary action shall be carried out through: detention, probation, suspension, or expulsion.
2. The probation period shall be range from a week to a month, and the student concerned will not be allowed to participate in any school activities during that period.
3. Suspension shall be classified into definite and indefinite suspensions. The duration for a definite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
4. A student subjected to disciplinary action must submit a letter of reflection on their actions.
5. The President may reduce and/or exempt a disciplinary action measure if the student subjected to the disciplinary action reflects upon their behavior and is a good example to others during the disciplinary action period.
6. The details of disciplinary action shall be recorded in the student's register.

Academic Dishonesty

■ Object of establishing disciplinary action for academic dishonesty

To prevent academic dishonesty that might occur during mid-term examinations, final examinations, quizzes, and reports (including thesis).

■ Definition of academic dishonesty

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

■ Academic dishonesty on examination and report

Conducting any of the following acts during an examination and/or when submitting reports is considered committing academic dishonesty.

○ Academic dishonesty during examination

1. Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
2. Looking at other student's answer sheet or showing answers to another student.
3. Substituting other people's exam or asking for substitution.
4. Disobeying instruction of a proctor, or intentionally interrupting during the examination.

○ Academic dishonesty on reports and papers

1. Partially or entirely copying other student's report.
2. Allowing other people to copy one's report.
3. Inserting ideas from existing research papers without using quotation marks or proper citations.

■ Plagiarism on report

If a professor finds out that one has plagiarized on a report (or thesis), it is considered equivalent to cheating during an examination.

- Plagiarism

Plagiarism refers to 'taking other people's thought without referring to the source'. Word plagiarism originates from Greek 'plagios' meaning 'wicked, cunning' and Latin 'plagiarius' meaning 'stealing other's slave'. Plagiarism is also considered as literary theft and 'intellectual theft'.

■ **Procedure of disciplinary action**

- When academic dishonesty during an examination is exposed, the proctor should submit evidence and document with his/her signature to the Office of Academic & Student Affairs without delay.
- Documents to be submitted
 - A. Report on academic dishonesty (prepared by the proctor)
 - B. Personal statement (this can be omitted)
- In case of report (or thesis), when the professor feels that submitted report (or thesis) has been plagiarized, he/she should submit document and evidence to the Office of Academic & Student Affairs.
- Documents to be submitted
 - A. Letter from professor (prepared by academic advisor or thesis Supervisor)
 - B. Personal statement (this can be omitted)
- The office in charge of academic dishonesty should submit the received case to the School Executive Committee.

■ **Disciplinary Action imposed on student committing academic dishonesty**

When the Graduate School Committee receives notice on academic dishonesty, depending on the degree of academic dishonesty, the following punishments can be imposed.

- Students committing academic dishonesty on an examination or assignment will receive a “0” for that particular assignment (exam, paper, etc), or may receive an “F” for that particular course depending on the degree of academic dishonesty.

Students committing academic dishonesty, including plagiarism, on their SRC/Thesis will fail and not receive credit for the SRC/Thesis.

Performance Assessment Criteria for SRC/Research Paper/Thesis

Program: _____ **ID:** _____ **Student Name:** _____

Date: _____, _____, 2008

Research Title: _____

Evaluator: _____

(signature)

Goals	Traits	Points	4	3	2	1	Total
Analytic/Problem-solving Skills	Description/Identification of problem		Situation is well described and problem is properly identified.	Situation/problem is outlined. Contextual connections evident	Situation/problem is outlined, but contextual connections tenuous	Situation/problem is not outlined.	
	Creative Thinking		Alternative solutions are presented and properly weighed. or Hypothesis well recognized and stated in testable form	Alternative solutions are presented. or Hypothesis recognized or well stated.	Alternative solutions are outlined, but not properly presented. or Hypothesis detectable but not stated in testable form.	Alternative solutions absent. or Hypothesis undetectable. Context absent or ignored.	
	Methodology		Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper	
	Data		Data to justify methodology/logic is collected and properly analyzed	Data to justify methodology/logic is collected, but analysis is weak	Data not enough or analysis is incomplete.	Data not enough and analysis is incomplete.	
In-depth Knowledge	Knowledge of Relevant Discipline		Competing theories well researched. Controversies outlined and weighed	Competing theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled	
	Applications/cases		Applications/cases of theories well explained.	Applications/cases of theories explained.	Applications/cases of theories are not properly explained.	Applications/cases of theories absent	
Communication Skills (Written)	Structuring		Report is well-focused, well-organized, and unified	Report is well-organized, and unified	Report is adequately organized, but poorly-focused.	Report is not adequately organized	
	Graphics/Tables		Graphics/Tables are properly inserted and help to reinforce arguments	Graphics/Tables are provided, and help somewhat to reinforce arguments	Graphics/Tables are provided, but relevance to arguments is weak	Graphics/Tables are not adequately utilized	
	Documentation/Citation		Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent	
	Clarity		Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.	
<Note>			PASS: A0 (Excellent): 36-40 points A- (Good): 30-35 points	B (Satisfactory): 21-29 points			
		NON-PASS: C (Failure): 20 points and below					
		※ NB: Conferring a 'C' shall enable a student to graduate from his/her program.					
				PASS		NON-PASS	

Ten Principles for Improving Clarity and Precision of Written Documents

- 1: Prefer the active voice.
- 2: Don't make nouns out of good, strong "working verbs."
- 3: Be concise. Cut out all excess baggage. Keep your average sentence length under 20 words.
- 4: Be specific. Use concrete terms instead of generalizations.
- 5: Keep related sentence elements together; keep unrelated elements apart.
Place modifiers as close as possible to the words they are intended to modify.
- 6: Avoid unnecessary shifts of number, tense, subject, voice, or point of view.
- 7: Prefer the simple word to the farfetched, and the right word to the almost right.
- 8: Don't repeat words, phrases, or ideas needlessly.
But don't hesitate to repeat when the repetition will increase clarity.
- 9: Use parallelism whenever it is appropriate-that it, when you are expressing similar thoughts, make sure you write your sentences so that the elements are in similar or parallel form.
But do not use parallel structure when expressing thoughts that are not truly similar.
- 10: Arrange your material logically. Always begin with ideas the reader can readily understand.
If you must present difficult material, go one step at a time. Do not skip any steps.
Arrange your format to give the reader every possible "handle" on the material.

Bates, Jefferson D. Writing with Precision. Acropolis Books, 1986.

AXIOM



**WRITE
REWRITE-
REWRITE**

eee Campaign

We use eee to achieve our mission – Education, Research, Public Service and Culture.

Electronic



The information revolution is sweeping the world. Advances in technology are transforming many facets of our lives. It is imperative for contemporary organizations to take full advantage of the electronic revolution

But that is not enough.

English



We must be able to communicate effectively and legitimately.

The language capacity is an important dimension for making a successful e-revolution. Therefore, our school endeavors to master English and become multi-lingual.

Ethical

There is another issue: technological and communication competencies must be used for the good of society. Many people worry about the moral dimension of the e-revolution. There is indeed a need to guide our information revolution with ethical principles.

LET'S DO eee TOGETHER!

Telephone Directory

Operator : 3299-1114

Direct Lines : 3299 + Extension

President		Sung Sin LEE 9584-003	Associate Dean		Academic and Student Division				
Jung Taik HYUN 9584-001		Choonja CHANG 9584-004 Fax.960-2952	Tae-Jong Kim 1085		Head Gi-Sang KIM 1257				
Dean's Office					Hye-Jung YANG 1217	San Young KIM 1258			
Dean Sang-Moon HAHM 1001	Ho-Woong YOO 1002~5 Fax. 3299 - 1007			Hyae-Jin JEONG 1021		Jee-Eun HONG 1253			
Faculty Office					Sung-Youl LEE 1259	Yu-Mi PARK 1294			
Young-Uck KANG 1025	Tae Hee CHOI 1221			Fax. 968-5071					
Dong-Young KIM 1067	Joong Ho HAN 1061			Extenal Relation and Development Division					
Woochan KIM 1030	Yuri Mansury 1032			Head Jae-Soon LEE 1105					
Ji-Hong KIM 1011	Jason Jarvis 1031			Hyun-Joo KIM 1263	Jungwoo PARK 1281				
Jong-Bum KIM 1051	John D. Meany 1270			1019	Dara Mckenzie 1021				
Joon-Kyung KIM 1065	Seth Leighton 1292			Fax. 3299 - 1223					
Tae-Jong KIM 1085	Bon-Ho KOO 1029			Library					
Hann Ohl KIM 1064	Kyong-Dong KIM 1045			Deputy Head Sung-Jin CHOI 1290					
Il-Chong NAM 1183	Sang-Woo NAM 1113			Yoon-Jung SHIN 1282	Tae Ho OH 1283				
Seongwuk MOON 1042	ByungJoon AHN 1035			Mee-Hee KIM 1285	Jee Eun PARK 1182				
Jin PARK 1027	Jungho YOO 1046			Desk 1286					
Hun-Joo PARK 1028	Byung-Ho OH 1200			Archives					
Wook SOHN 1062	Woo-hyun WON 1090			SinAe Ryoo 1242					
Jaeun SHIN 1037	Kye Woo LEE 1099			Fax.968-5070					
Yoon-Ha YOO 1013	Young Ki LEE 1038			Planning and Administrative Affairs					
Jong-Il YOU 1014	Yong S. LEE 1110			Planning Division					
Kun-Ho LEE 1022	Yu-Sang CHANG 1063			Head Seong-Jae CHUNG 1265					
Kieun RHEE 1016	David Behling 1034			Dong-Seop KHO 1233	Young-Dae YOU 1255				
Seong-Joo LEE 1015	Tony Michell 1026			Hae-Won HAN 1268	Hyuk-Choon KWON 1271				
Ju-Ho LEE 1043	Stanley Sakai 1219			Jin PARK 1068					
Jinsoo LEE 1060	Lila LEE 1023			Fax.3299-1234					
Kwon JUNG 1036	Sunny LEE 1041			Administration Division					
Chin-Seung CHUNG 1098	Sun-Ja LEE 1184			Head Hong Joo LIM 1273					
Seong Ho CHO 1017				Chang-Yong SONG 1275	Tae-Kyung KIM 1289				
Dongchul CHO 1018				Dong-Jin NA 1052	Young-Sik CHUNG 1260				
MAN CHO 1280				Hyun-A KIM 1059	Mi Sun HAN 1039				
Yooncheong CHO 1087				Mi-Ok HER 1054					
OECD/KOREA Policy Centre					Center for Economic Cooperation				
Executive Secretary	Sang-Moon HAHM 1004			Head Hye-Kyung CHUNG 1261					
Director, Tax Programme	1091			Director Ji-Hong KIM 1011					
Operation Planning Office					Gil-Sang WON 1252	Seung-Woo JUNG 1297			
Director	Daeja KIM 1070			Sung-Mook KANG 1214	Jang-Saeng KIM 1236				
Kee-Jo CHEY 1073	Youn-Taek KWON 1267			Min Young SEO 1264					
Tax Programme					Fax. 3299-1235				
Director	Yun Gu CHO 1074			Center for Knowledge Cooperation					
Sang-Goo BYUN 1091	Dong-Hyun LIM 1076			Head Hyun-Ung LEE 1055					
Fax. 3299-1066	Ja-Yoon JUNG 1075			Joon-Soo CHAE 1224	Yeon-Jung KIM 1057				
Health and Social Policy Programme					Ho-Jung HA 1216	Byung-Kwon LEE 1222			
Director	Kwang-Hyeon JIN 1097			1047					
Gi-Won CHO 1096	Eun-Seok LEE 1226			Fax. 3299-1232					
Public Governance Programme					Center for Conflict Resolution and Negotiation				
Director	Ki Jong YOON 1229			Director Beo-Deul KANG 1088					
Fax. 3299-1230	Seung-Yun CHA 1227			Director Dong-Young KIM 1067					
Competition Programme					Min-Kyeong KIM 1088				
Director	So-Ah SHIN 1225			Fax. 3299-1278					
Hyeon Chul KIM 1092	Heon-Jun KIM 1094			Center for Asset Management Research and Education					
Fax. 3299-1095	Hyun-Jung KIM 1086			Director Kun-Ho LEE 1022 Fax. 3299-1129					
Auditing Division					Faculty Support Office				
Director	Kyungyoung LEE 1089			Director Il-Hwan CHUNG 1212					
Competition Programme					Ji Sun LEE(6F) 1215 Fax.3299-1129				
Director	Jeong-Kil JEONG 1080			Nam-Hee JANG(5F) 1256 Fax.968-5072					
Jai-Un YU 1079	Hae-Kyoung JUN 1081			Sang-A JEON(4F) 1254 Fax.3299-1240					
Fax. 3299-1083	1082			Lecturer's Office Room9422 1205/Room9424 1184					

Address : 87 Hoegiro Dongdaemun Seoul, 130-868, KOREA