

KDI SCHOOL OF PUBLIC POLICY
AND MANAGEMENT

STUDENT HANDBOOK

Year Two Thousand Thirteen

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◇ 2013 Academic Calendar ◇

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Term	Schedule	Remarks					
Preliminary Session (4 Weeks) (Jan. 8 – Feb. 1)	Jan. 8(Tue)-Feb. 1(Fri) Jan. 28(Mon)-Feb. 3(Sun) Jan. 31(Thu)-Feb. 8(Fri) Feb. 2(Sat) Feb. 5(Tue)-Feb. 8(Fri.) Feb. 6(Wed)-Feb. 8(Fri)	Winter Semester Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation/Course Presentation Session (For part time students) New Student Orientation/Course Presentation Session (For full time students) Spring Semester Course Registration	Feb. 9-Feb.11 Lunar New Year*				
Spring Semester (12 Weeks) (Feb. 12 - May 6)	Feb. 12(Tue) Feb. 12(Tue)-Feb. 16(Sat) Feb. 28(Thu) Mar. 4(Mon)-Mar. 9(Sat) Apr. 8(Mon)-Apr. 19(Fri) Apr. 18(Thu)-Apr. 27(Fri) Apr. 19(Fri) Apr. 22(Mon)-Apr. 27(Sat) Apr. 23(Tue)-Apr. 29(Mon) Apr. 30(Tue)-May 6(Mon)	Start of Spring Semester Course Add & Drop Period Research Project Submission POS Committee Composition Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Course Evaluation Summer Semester Course Presentation Session Summer Semester Course Registration Reading Period, Research Plan Submission Period Final Examinations	Mar. 1 Independence Movement Day*				
Spring Break (1 week) (May 7 - May 12)	May 7(Tue)-May 12(Sun) May 6(Mon)-May 10(Fri)	Spring Break Summer Semester Tuition Payment Due					
Summer Semester (12 Weeks) (May 13 - Aug. 3)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">1st Session</td> <td> May 13(Mon) May 13(Mon)-May 15(Wed) May 13(Mon)-May 17(Fri) May 27(Mon)-Jun..14(Fri) May 31(Fri) Jun. 3(Mon)-Jun. 8(Sat) Jun. 10(Mon)-Jun. 16(Sun) Jun. 17(Mon)-Jun. 18(Tue) Jun. 19(Wed)-Jun. 22(Sat) </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">2nd Session</td> <td> Jun . 24(Mon) Jun. 24(Mon)-Jun. 26(Wed) Jul. 8(Mon)-Jul. 19(Fri) Jul. 18(Thu)- Jul. 27(Sat) Jul. 22(Mon)- Jul. 27(Sat) Jul. 29(Mon)-Jul. 30(Tue) Jul. 31(Wed) -Aug. 3(Sat) </td> </tr> </table>	1 st Session	May 13(Mon) May 13(Mon)-May 15(Wed) May 13(Mon)-May 17(Fri) May 27(Mon)-Jun..14(Fri) May 31(Fri) Jun. 3(Mon)-Jun. 8(Sat) Jun. 10(Mon)-Jun. 16(Sun) Jun. 17(Mon)-Jun. 18(Tue) Jun. 19(Wed)-Jun. 22(Sat)	2 nd Session	Jun . 24(Mon) Jun. 24(Mon)-Jun. 26(Wed) Jul. 8(Mon)-Jul. 19(Fri) Jul. 18(Thu)- Jul. 27(Sat) Jul. 22(Mon)- Jul. 27(Sat) Jul. 29(Mon)-Jul. 30(Tue) Jul. 31(Wed) -Aug. 3(Sat)	Start of 1 st Summer Session Course Add & Drop Period Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change) Application for Graduation (For students completed all graduation requirements) Research Project Submission POS Committee Composition/ Course Evaluations Reading Period Final Examinations	May 17 Buddha's Birthday* June 6 Memorial Day*
1 st Session	May 13(Mon) May 13(Mon)-May 15(Wed) May 13(Mon)-May 17(Fri) May 27(Mon)-Jun..14(Fri) May 31(Fri) Jun. 3(Mon)-Jun. 8(Sat) Jun. 10(Mon)-Jun. 16(Sun) Jun. 17(Mon)-Jun. 18(Tue) Jun. 19(Wed)-Jun. 22(Sat)						
2 nd Session	Jun . 24(Mon) Jun. 24(Mon)-Jun. 26(Wed) Jul. 8(Mon)-Jul. 19(Fri) Jul. 18(Thu)- Jul. 27(Sat) Jul. 22(Mon)- Jul. 27(Sat) Jul. 29(Mon)-Jul. 30(Tue) Jul. 31(Wed) -Aug. 3(Sat)						
Summer Break (5 Weeks) (Aug. 5 - Sep. 1)	Aug. 5(Sun)-Sep. 1(Sun) Aug. 26(Mon)-Aug. 30(Fri)	Summer Break Fall Semester Tuition Payment Due	Aug.15 Independence Day*				
Fall Semester (13 Weeks) (Sep. 2 - Nov. 30)	Sep. 2(Mon) Sep. 2(Mon)-Sep. 6(Fri) Sep. 2(Mon)-Sep. 7(Sat) Sep. 23(Mon)-Oct. 11(Fri) Sep. 27(Fri) Sep. 30(Mon)-Oct. 5(Sat) Oct. 25(Fri) Nov. 4(Mon)-Nov. 15(Fri) Nov. 18(Mon)-Nov. 23(Sat) Nov. 18(Mon)-Nov. 23(Sat) Nov. 25(Mon)-Nov. 30(Sat)	Start of Fall Semester Fall Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change) Course Add & Drop Period Application for Graduation (For students completed all graduation requirements) Research Project Submission POS Committee Composition/ Admission Application Deadline for 2014 Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Course Evaluations Reading Period, Research Plan Submission Period Final Examinations	Sep. 18-Sep. 20 Korean Thanksgiving Day* Oct.3 The National Foundation Day of Korea* Oct.9 Hangeul Proclamation Day *				
Winter Break	Dec. 6(Fri)	2013 Commencement	Dec. 5 KDI School Foundation Day*				

*National Holidays

2013 Master Program Course List

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Spring	Analysis of Market and Public Policy(Sec.1)	3	Baek, Jisun	Core		D	
	Analysis of Market and Public Policy(Sec.2)	3	KANG, Younguck	Core		D	
	Analysis of Market and Public Policy(Sec.3)	3	Lee, Jinsoo	Core		D	
	Analysis of Market and Public Policy(Sec.4)	3	LIM, Youngjae	Core		D	
	Analysis of Market and Public Policy(Sec.5)	3	Nam, Il-Chong	Core		D	
	Analysis of Market and Public Policy(Sec.6)	3	Nam, Il-Chong	Core		D	
	Introduction to Development Policy(Sec.1)	3	Jeong, Hyeok	Core		D	
	Introduction to Development Policy(Sec.2)	3	You, Jong-Il	Core		D	
	Introduction to Development Policy(Sec.3)	3	Lin, Shu-Chin	Core		D	
	Introduction to Research Methods(Sec.1)	3	JUNG, Kwon	Core		D	
	Introduction to Research Methods(Sec.2)	3	JUNG, Kwon	Core		D	
	Introduction to Research Methods(Sec.3)	3	Choi, Seulki	Core		D	
	Quantitative Methods(Sec.1)	3	Cho, Dongchul	Core		D	
	Quantitative Methods(Sec.2)	3	Kim, Taejong	Core		D	
	Quantitative Methods(Sec.3)	3	Lin, Shu-Chin	Core		D	
	Quantitative Methods(Sec.4)	3	Lee, Jinsoo	Core		D	
	Market Economy and Government	3	Yoo, Jungho	AA	DT	D	
	Corporate Finance Policy	3	LEE, Young-Ki	FM	EN	D	
	Financial Accounting(Sec.1)	3	Choi, Tae-Hee	FM	EN	D	
	Financial Instruments and Markets(Sec.1)	3	Sohn, Wook	FM		D	
	Introduction to Financial Analysis(Sec.1)	3	Han, Joong Ho	FM	EN	D	
	International Relations and Economic Globalization in 21st Century	3	Ahn, Byung-Joon	IR		D	
	NGO best practices in development assistance with special reference to North Korea(Sec.1)	3	Hsu, Victor WAN CHI	IR	DT	D	
	Cultural Policy	3	CHUNG, Hongik	PF		D	
	Labor Economics and Public Policy	3	Jeong, Insoo	PF		D	
	Introduction to Public Management	3	Choi, Changyong	PM		D	
	Participatory Governance in Public Decision Making	3	Kim, Dong-Young	PM		D	
	Urban Economics and Public Policy(Sec.1)	3	Kim, Jeong-Ho	RE	DT	D	
	Understanding the World Trading System(Sec.1)	3	Lee, Sung-Joo	TI	DT	D	
	Basic Mathematics and Statistics(Sec.1)	1.5	LIM, Youngjae			D	
Basic Mathematics and Statistics(Sec.2)	1.5	LIM, Youngjae			D		
Analysis of Market and Public Policy(Sec.7)	3	KANG, Younguck	Core		E		

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

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Spring	Introduction to Development Policy(Sec.4)	3	Jeong, Hyeok	Core		E	
	Private Sector Development in Developing Countries	3	Sakai, Stanley	EN	DT	E	
	Private Sector Development in Korea	3	Lee, Seung-Joo	EN	DT	E	
	Financial Accounting(Sec.2)	3	Choi, Tae-Hee	FM	EN	E	
	Introduction to Financial Analysis(Sec.2)	3	Han, Joong Ho	FM	EN	E	
	Middle Powers in Global Governance	3	Jeffrey Robertson	IR		E	
	NGO best practices in development assistance with special reference to North Korea(Sec.2)	3	Hsu, Victor WAN CHI	IR	DT	E	
	Social Security and Welfare Policy	3	Yeon, Hacheong	PF		E	
	Change Management	3	Michell, Anthony	PM		E	
	Dispute Resolution and Negotiation	3	Kim, Dong-Young	PM		E	
	Climate Change and Environmental Policy	3	OH, Hyungna	RE	DT	E	
	Urban Economics and Public Policy(Sec.2)	3	Kim, Kyung-Hwan	RE	DT	E	
	Industrialization and Economic Development	3	Ahn, Sang Hoon	TI	DT	E	
	Analysis of Market and Public Policy(Sec.8)	3	Cho, Man	Core		W	
	Introduction to Development Policy(Sec.5)	3	Wang, Shun	Core		W	
	Quantitative Methods(Sec.5)	3	CHO, Yooncheong	Core		W	
	Aid and Development	3	Lee, Kye-Woo	FM	DT	W	
	Financial Instruments and Markets(Sec.2)	3	Sohn, Wook	FM		W	
	Macroeconomic Policy	3	KANG, Moonsoo	FM	DT	W	
	Comparative Study of Leadership in East Asia	3	Chung, Chong Wook	IR		W	
Planning and Managing Development Projects	3	Choi, Songsu	RE	DT	W		
Korean Economic Development	3	KIM, Joon-Kyung	TI	DT	W		
Understanding the World Trading System(Sec.2)	3	Lee, Sung-Joo	TI	DT	W		
Summer	Economic Growth	3	Jeong, Hyeok	AA	DT	D	1st
	Entrepreneurship and Development	3	Lee, Seung-Joo	EN	DT	D	1st
	Central Banking: Monetary Policy Strategy	3	Sohn, Wook	FM		D	1st
	Macroeconomic Policy	3	Cho, Dongchul	FM	DT	D	1st
	Global Governance and Diplomatic Practice	3	Jeffrey Robertson	IR		D	1st
	Human Capital and Economic Development	3	Paik, Sung-Joon	PF	DT	D	1st
	Labor Economics and Public Policy	3	Lee, Ju-Ho	PF		D	1st
	Public Finance and Public Policy	3	Kim, Taejong	PF		D	1st
	Anti-Corruption Reform and Good Governance	3	Choi, Changyong	PM	DT	D	1st
	Managerial Accounting	3	Choi, Tae-Hee	PM	EN	D	1st
	Economic Analysis of Investment Operations	3	Lee, Kye-Woo	RE	DT	D	1st

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

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Summer	Housing Economics	3	Kim, Jeong-Ho	RE		D	1st
	Public Choice	3	Choi, Kwang	AA		D	1st
	Theory and Policy of International Trade	3	Yoo, Jung-ho	TI	DT	D	1st
	Trade Law and Policy in Practice	3	Sherzod Shadikhodjaev	TI	DT	D	1st
	Game Theory	3	Nam, Il-Chong	TI		D	1st
	Analysis of Policy Process(Sec.2)	3	KANG, Younguck	AA		D	2nd
	Global Business Management(Sec.1)	3	Kim, Ji-Hong	EN		D	2nd
	Capital Markets and Investment	3	Lee, Jinsoo	FM		D	2nd
	Finance and Development	3	Lin, Shu-Chin	FM	DT	D	2nd
	International Financial Management	3	Hahm, Sang-Moon	FM		D	2nd
	Macroeconomic Policy	3	Hahm, Sang-Moon	FM	DT	D	2nd
	Macroeconomic Policy	3	KANG, Moonsoo	FM	DT	D	2nd
	Resource Diplomacy	3	Jeffrey Robertson	IR		D	2nd
	International Relations in East Asia	3	Park, Hun Joo	IR		D	2nd
	Understanding the World Economy	3	You, Jong-Il	IR		D	2nd
	Monitoring and Evaluation for Public Policy	3	Paik, Sung-Joon	PF		D	2nd
	Population, Migration and Public Policy	3	Choi, Seulki	PF	DT	D	2nd
	Civil Society and Social Capital	3	Shragge, Abraham	PF		D	2nd
	Human Resource Management in Government	3	Kim, Soon-Hee	PM		D	2nd
	Leadership and Ethics	3	Lee, Yong S.	PM		D	2nd
	Real Estate and Development	3	Cho, Man	RE	DT	D	2nd
	Assessing Regulation and Competition Policies	3	LIM, Youngjae	TI		D	2nd
	Korean Economic Development	3	KIM, Joon-Kyung	TI	DT	D	2nd
	Korean Economic Development	3	Yoo, Jung-ho	TI	DT	D	2nd
	Understanding FTA Policies: Theory and Practice	3	Sherzod Shadikhodjaev	TI		D	2nd
	Introduction to Research Methods(Sec.1)	3	CHO, Yooncheong	Core		D	12 W
	Policies for Development	3	Nieto-Parra, Sebastian	IR	DT	D	12 W
	Analysis of Policy Process(Sec.1)	3	KANG, Younguck	AA		E	1st
	Theory and Practice of Political Economy	3	Park, Hun Joo	IR		E	1st
	Gender and Development	3	Kim, Eun Kyung	PF	DT	E	1st
	Foreign Direct Investment	3	Lee, Seung-Joo	EN	TI	E	2nd
	Global Business Management(Sec.2)	3	Kim, Ji-Hong	EN		E	2nd
Institutional Reform in Developing Countries	3	Choi, Changyong	IR	DT	E	2nd	
Competition and Industry Policy	3	Nam, Il-Chong	TI		E	2nd	
Introduction to Research Methods(Sec.2)	3	CHO, Yooncheong	Core		W	12 W	

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Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Summer	Capital Markets and Investment	3	LEE, Young-Ki	FM		W	12 W
	Bond and FX Markets and Policy	3	Sohn, Wook	FM		W	12 W
	Green Growth and Urban Governance	3	Oh, Byungho	RE		W	12 W
	Innovation Cluster and Development	3	Oh, Byungho	RE	DT	W	12 W
Fall	Analysis of Market and Public Policy(Sec.1)	3	Baek, Jisun	Core		D	
	Analysis of Market and Public Policy(Sec.2)	3	Lee, Ju-Ho	Core		D	
	Introduction to Development Policy	3	Lin, Shu-Chin	Core		D	
	Introduction to Research Methods	3	Paik, Sung-Joon	Core		D	
	Quantitative Methods	3	Wang, Shun	Core		D	
	Market Economy and Government	3	Yoo, Junggho	AA	DT	D	
	Theory of Economic Policy	3	Choi, Kwang	AA		D	
	Negotiation for Management	3	Kim, Ji-Hong	EN		D	
	Social Entrepreneurship for Development	3	Shim, Sang-Dal	EN	DT	D	
	Corporate Governance Policy	3	Han, Joong Ho	FM		D	
	International Financial Policy	3	Cho, Dongchul	FM		D	
	Macroeconomic Policy	3	Hahm, Sang-Moon	FM	DT	D	
	Development Assistance and Role of NGOs(Sec.1)	3	Hsu, Victor WAN CHI	IR	DT	D	
	Foreign Policy Analysis	3	Jeffrey Robertson	IR		D	
	Political Economy of Chinese Development	3	Chung, Chong Wook	IR	DT	D	
	Labor Market Institution and Policy	3	Jeong, Insoo	PF		D	
	Analysis of Education Policy in Comparative Perspectives	3	Paik, Sung-Joon	PF		D	
	Global Health and Development	3	Shin, Jaeun	PF	DT	D	
	Development and Social Change in Korea	3	Choi, Seulki	PF	DT	D	
	Taxation and Fiscal Management	3	Roh, Keesung	PF		D	
	Public Management for International Development	3	Choi, Changyong	PM	DT	D	
	Strategic Approach to Public Management	3	KANG, Younguck	PM		D	
	Technology Strategy and Public Policy	3	Chang, Yu-Sang	PM	EN	D	
	Local Administration and Finance	3	Kim, Jeong-Ho	RE		D	
	Urban Transportation Policy	3	Kim, Jeong-Ho	RE		D	
	Urbanization for Economic Development	3	Choi, Songsu	RE	DT	D	
	Industrial Policy and Trade Rules	3	Sherzod Shadikhodjaev	TI		D	
	Science, Technology and Public Policy	3	Lee, Ju-Ho	TI		D	
	Development Policy in the Global Economy	3	You, Jong-II		DT	D	
Topics on Chinese Economy	3	Wang, Shun		DT	D		

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

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Fall	Economic and Social Transformation of Korea	3	LIM, Youngjae	AA	DT	E	
	Financial Derivatives Markets and Regulation	3	Han, Joong Ho	FM		E	
	Financial Statement Analysis and valuation	3	Choi, Tae-Hee	FM	EN	E	
	Issues in Macro-economic Policy of Korea	3	Cho, Dongchul	FM		E	
	Pension and Personal Finance	3	LEE, Young-Ki	FM		E	
	Development Assistance and Role of NGOs(Sec.2)	3	Hsu, Victor WAN CHI	IR	DT	E	
	Globalization and National Identity	3	Park, Hun Joo	IR		E	
	North Korean Economy and Inter Korean Economic Cooperation	3	Yeon, Hacheong	IR		E	
	Understanding the World Economy	3	You, Jong-II	IR		E	
	Policy Issues in Labor Market	3	KIM, Yongseong	PF		E	
	Public Investment and Economic Development	3	Park, Hyeon	RE	DT	E	
	Theory and Policy of International Trade	3	TCHA, MoonJoong	TI	DT	E	
	Customer Relationship Management	3	CHO, Yooncheong	EN		W	
	FDI Promotion & Marketing	3	Michell, Anthony	EN		W	
	IT for Development	3	Sakai, Stanley	EN	DT	W	
	Private Sector Development in Korea	3	Lee, Seung-Joo	EN	TI	W	
	Aid and Development	3	Lee, Kye-Woo	FM	DT	W	
	Credit Market and Risk Management	3	Cho, Man	FM		W	
	Global Financial Crisis and East Asia	3	KIM, Joon-Kyung	FM		W	
	International Financial Management	3	Lee, Jinsoo	FM		W	
Trade Law and Policy in Practice	3	Lee, Sung-Joo	TI	DT	W		

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

2013 Ph.D. Program Course List

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Spring	Econometrics I	3	Kim, Taejong	AA		D	
	Mathematical Economics	3	Kim, Tae Bong	AA		D	
	Microeconomics I	3	Baek, Jisun	AA		D	
Summer	Development Economics	3	Wang, Shun	AA		D	12 W
	Econometrics II	3	OH, Hyungna Jeong, Daehee	AA		E	12 W
	Microeconomics II	3	Baek, Jisun	AA		D	12 W
Fall	Dynamic Optimization	3	Kim, Tae Bong	AA		D	
	Advanced Macroeconomic Policy	3	Hahm, Sang-Moon	AA		D	
	Advanced Topics in Development Economics	3	Jeong, Hyeok	AA		D	

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

2013 Foundation Skills Course List

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Spring	Academic Writing(Sec.1)	3	Lee, Gina			D	
	Academic Writing(Sec.2)	3	Hugh Schuckman			D	
	Academic Writing(Sec.3)	3	Abraham Shragge			D	
	Chinese for Global Studies and Practice I	3	KIM, JU A			D	
	English Speaking Skills	3	Yun, Hai-Young			D	
	Korean Language and Culture I(Sec.1)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I(Sec.2)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I(Sec.3)	3	Park, Jung Woo			D	
	Korean Language and Culture I(Sec.4)	3	Park, Jung Woo			D	
	Korean Language and Culture II	3	LEE, Sun-Ja			D	
	Language in Public Policy and Management(Sec.1)	3	Lee, Gina			D	
	Language in Public Policy and Management(Sec.2)	3	Hugh Schuckman			D	
	Language in Public Policy and Management(Sec.3)	3	Yun, Hai-Young			D	
	Language in Public Policy and Management(Sec.4)	3	Hugh Schuckman			D	
	Language in Public Policy and Management(Sec.5)	3	Lee, Gina			E	
	Thesis Writing	3	Abraham Shragge			E	
	Academic Writing(Sec.4)	3	Joshua Yun			W	
	Summer	Academic Writing(Sec.1)	3	Lee, Gina			D
Academic Writing(Sec.2)		3	Lee, Gina			D	
Academic Writing(Sec.3)		3	Lee, Gina			D	
Academic Writing(Sec.4)		3	Abraham Shragge			D	
Academic Writing(Sec.5)		3	Hugh Schuckman			D	
Chinese for Global Studies and Practice II		3	KIM, JU A			D	
Korean Language and Culture I(Sec.1)		3	LEE, Sun-Ja			D	
Korean Language and Culture I(Sec.2)		3	Park, Jung Woo			D	
Korean Language and Culture I(Sec.3)		3	Park, Jung Woo			D	
Korean Language and Culture II		3	LEE, Sun-Ja			D	
Korean Language and Culture II		3	Park, Jung Woo			D	
Korean Language and Culture III		3	LEE, Sun-Ja			D	
Thesis Writing(Sec.1)		3	Lee, Yong S.			D	
Thesis Writing(Sec.3)		3	Abraham Shragge			D	
Thesis Writing(Sec.4)		3	Abraham Shragge			D	
Thesis Writing(Sec.5)		3	Hugh Schuckman			D	

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

Term	Course Title	Credits	Professor	Con.1	Con.2	Time	Memo
Summer	Thesis Writing(Sec.2)	3	Lee, Yong S.			E	
	Academic Writing(Sec.6)	3	Hugh Schuckman			W	
Fall	Academic Writing(Sec.1)	3	Lee, Gina			D	
	Academic Writing(Sec.2)	3	Abraham Shragge			D	
	Chinese for Global Studies and Practice III	3	KIM, JU A			D	
	Korean Language and Culture I(Sec.1)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I(Sec.2)	3	LEE, Sun-Ja			D	
	Korean Language and Culture I(Sec.3)	3	Park, Jung Woo			D	
	Korean Language and Culture III	3	Park, Jung Woo			D	
	Language in Public Policy and Management(Sec.1)	3	Lee, Gina			D	
	Language in Public Policy and Management(Sec.2)	3	Yun, Hai-Young			D	
	Language in Public Policy and Management(Sec.3)	3	Hugh Schuckman			D	

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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 2013 Calendar Year

▪ Objective

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2013 calendar year. We provide the following detailed information so that students have no difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will be guided on General School Life by the Program Chair and their academic advisor, who will be pleased to supervise students. Each administrative division will also help students adjust to life on campus.
2. (Personal Information) For the School to take proper care, students have to update their personal information through the website (www.kdischool.ac.kr).
3. (Notice) All academic information and forms can be downloaded from the website. Since the School is not responsible for informing each student of every notice, it is students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.
4. (Regulation Change) When occasion demands, the rules and regulations for the 2013 may substantively change upon the School Executive Committee's approval, which will soon be notified and made official.

■ MASTER'S PROGRAM

The Master's degree program consists of two programs: **MPP** (Master of Public Policy) and **MDP** (Master of Development Policy).

Concentration of Master's Program

- **FM** (Finance and Macroeconomic Policy)
- **TI** (Trade and Industry Policy)

- **PF** (Public Finance and Social Policy)
- **RE** (Regional Development and Environment)
- **IR** (International Relations and Political Economy)
- **EN** (Entrepreneurship and Private Sector Development)
- **PM** (Public Management and Leadership)

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 Research Projects

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

Course Category		Remarks
1. Regular Courses	1-A. Core Courses	Mandatory courses for each program
	1-B. Concentration and Development Track Courses	Other regular courses in each concentration or development track
	1-C. Research Projects	Thesis, Capstone, SRP, ELP
2. Foundation Skill Courses		English, Korean, Chinese language courses
3. Field Research and Study Course		Field Research and Study

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 and 3 core courses for MDP students. 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 Academic Affairs Division.

2. Concentration Courses

Concentration courses consist of courses in one's own concentration and outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in FM must complete the required number of FM concentration courses for the MPP program. Courses categorized under a different

concentration, such as TI or IR, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration.

3. Research Projects: Thesis, Capstone Project, Supervised Research Project[SRP], and Experiential Learning Project[ELP]

Formation of POS Committee

Students are required to form a Program of Study Committee (hereinafter referred to as "POS Committee") to guide them through their research project. The POS Committee members must be the KDI School faculty. For students who write a thesis or a capstone project, the POS Committee must consist of two faculty members: one should be designated as Major Professor and the other Second Professor. For students who work on SRP or ELP, the POS Committee can be formed with one Major Professor.

Thesis: Students who want to write a thesis must take the Advanced Research Seminar[ARS] (3 credits), submit the first draft of their thesis in the seminar, and give an oral presentation to the POS committee. When a student submits the final thesis, it will be evaluated by 3 professors including the Committee members and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

Capstone Project: Students who want to do a capstone project individually or in a group must take the Advanced Research Seminar[ARS] (3 credits), submit the first draft of the report in the seminar, and give an oral presentation to the POS committee. When a student submits the final report, it will be evaluated by both the POS Committee and his/her host agency, and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

Supervised Research Project [SRP]: Students who want to do a Supervised Research Project need to submit a project plan to his/her supervisor. When a student completes the final report of the project, it will be evaluated by his/her supervisor, and will be graded on a pass/ no pass basis [P/NP] with 3 credits.

Experiential Learning Project [ELP](GMP students only): GMP students can do an Experiential Learning Project (3 credits) during his/her study in a partner

school. During the 1st year at the KDI School, students have to submit a project plan to his/her supervisor. When a student completes the final report of the project, he/she has to give an oral presentation to his/her supervisor and submit the report to the Academic Affairs Division upon his/her arrival to Korea.

<Research Project Procedure>

Time		Procedure	Thesis/ Capstone	SRP/ELP
2 nd Semester (4 th Semester for Part-time)	4 th week	Formation of POS Committee (to Academic Affairs Division)	1 Major Prof. + 1 Second Prof.	1 Major Prof.
	10 th week	Research Plan Submission (to Major Professor)	O	O
3 rd Semester (5 th Semester for Part-time)	1 st ~ 12 th week	ARS Course	O	X
	12 th week	1 st Full Draft Submission (to Major Professor)	O	O/X
4 th Semester~ (6 th Semester~ for Part-time)	3 rd week of each semester	Final Report Submission (to Academic Affairs Division)	O	O
Research Project Evaluation (only when you complete your Research Project)				

※ Students who write thesis or capstone paper are required to submit a bound hardcopy to the Academic Affairs Division. International students who have submitted or plan to submit their work in digital form are required to pay a binding fee before they leave Korea (KRW 120,000 for thesis, KRW 90,000 for capstone project).

4. Foundation Skill Courses

Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Language in Public Policy and Management	3	A~F	winter spring	yes
Academic writing	3	A~F	spring summer	yes
Thesis writing	3	A~F	spring summer	yes
English Speaking Skills	3	A~F	winter spring	no
Korean Language and Culture I	3	A~F	winter spring summer	yes
Korean Language and Culture II	3	A~F	spring summer	no
Korean Language and Culture III	3	A~F	summer fall	no
Chinese for Global Studies and Practice I	3	A~F	spring	no
Chinese for Global Studies and Practice II	3	A~F	summer	no
Chinese for Global Studies and Practice III	3	A~F	fall	no

① **English Courses:**

English courses focus on reading, comprehension, public speaking and academic writing. Students should complete at least 3 credits from a basic level English course unless they are waived from the course. 6 credits that a student earned in the English courses will be counted toward their graduation requirements. The students are strongly recommended to make their selection among the following courses:

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

This course is required of all new students in master's programs unless waived. The waiver is determined by the text-out exam (held during the first class of LPM course). If waived, a student may take an advanced English course.

B. Advanced Courses

- Academic Writing
- Thesis Writing

- ② **Korean Language and Culture I**: This course is offered in the winter or spring semester and will be counted for graduation requirement credits. International students who want to be waived from this course are requested to apply to the Academic Affairs Division.
- 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), and Korea Field Research and Study (1 credit) courses are offered during the summer. Students who complete these courses will receive a P (Pass) or an NP (Non-Pass) that will be recorded on their official transcript(s). Please note that these credits 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 Full-time MPP Program

<First Year> - 42 credits

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods).
 - ※ Seoul G20 Global Leader's Program students must take Korean Economic Development course instead of Quantitative Methods as the core course. They are also required to take an exclusive G20 Global Issues.
- ② MPP students must take at least 3 courses from his/her concentration (9 credits).
 - ※ One of the advanced analytic courses (Ph.D. Courses, Law & Economics, Advanced Quantitative Methods, Analysis of Policy-making Process, etc.) can be counted as a concentration course (maximum 3 credits).
- ③ MPP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one writing course).
- ④ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- ⑤ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd semester and submit the first draft paper in the seminar. Students who plan to do an SRP must take one elective course instead of the seminar course.
 - ※ MPP students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester, when the combined total of the graduation requirement credits previously completed or currently being taken is above 39 (above 36 for GMP students). MPP students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

<Second Year>

- ① In the 4th semester of the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week: a final thesis, a final report for the capstone project, or one SRP (3 credits each).
- ※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

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

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

2. Requirements for Completing the Part-time MPP Program

<First Year>

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods).
- ② MPP students must take at least 3 courses from his/her concentration (9 credits).
- ※ One of the advanced analytic courses (Ph.D. Courses, Law & Economics, Advanced Quantitative Methods, Analysis of Policy-making Process, etc.) can be counted as a concentration course (maximum 3 credits).
- ③ MPP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one writing course).
- ※ MPP students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MPP students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.

<Second Year>

- ① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week of each semester: a final thesis, a final report for the capstone project, or one SRP (3 credits each).
- ② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th semester. Students who plan to do an SRP must take one elective course instead of the seminar course.
- ※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.
- ※ Basically, courses for the three following concentrations are offered to part-time students: Finance and Macroeconomic Policy, Trade and Industry Policy, and Entrepreneurship and Private Sector Development.

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

MPP (TI)	Core Courses	TI Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits	6	9	3	6	21	45

3. Requirements for Completing the Full-time MDP Program

<First Year> - 42 credits

- ① MDP students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Introduction to Research Methods, and Introduction to Development Policy).
- ※ Seoul G20 Global Leader’s Program students must take Korean Economic Development course instead of Introduction to Research Methods as core courses. Also, they are required to take an exclusive G20 Global Issues.
- ② MDP students must take at least 3 courses (9 credits) from the development track.
- ③ MDP students can choose 1 concentration and take up to 3 courses (9credits) from the concentration. Choosing a concentration is optional for MDP students.
- ④ MDP students must also complete 3 credits from basic level English course

(LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one writing course).

- ⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd semester and submit the first draft paper in the seminar. Students who plan to do an SRP must take one elective course instead of the seminar course.
- ※ To declare the concentration, MDP students must apply online through the KDI School website as of the 6th week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39 (above 36 for GMP students). MDP students are allowed to declare a maximum of 1 concentration. Please note that only one concentration will be recognized from one course.

<Second Year>

- ① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week: a final thesis, a final report for the capstone project, or one SRP (3 credits).
- ※ After completing 45 graduation requirement credits or more including the research project, MDP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.

e.g.) An MDP student must complete the following requirements to complete the program.

MDP	Core Courses	Development Track	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean Students)	9	9	3	6	18	45
Credits (Int'l Students)	9	9	6	6	15	45

4. Requirements for Completing the Part-time MDP Program

<First Year>

- ① MDP students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Introduction to Research Methods, and Introduction to Development Policy).
 - ② MDP students must take at least 3 courses (9 credits) from the development track.
 - ③ MDP students can choose 1 concentration and take up to 3 courses (9credits) from the concentration. Choosing a concentration is optional for MDP students.
 - ④ MDP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one writing course).
 - ⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- ※ To declare their concentrations, MDP students must apply online through the KDI School website as of the 6th week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MDP students are allowed to declare a maximum of 1 concentration. Please note that only one concentration will be recognized from one course.

<Second Year>

- ① In the second year, at least 3 credits must be completed by submitting one of the following by the 3rd week of each semester: a final thesis, a final report for the capstone project, or one SRP (3 credits each).
 - ② Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 5th semester. Students who plan to do an SRP must take one elective course instead of the seminar course.
- ※ After completing 45 graduation requirement credits or more including the research project, MDP students must apply online for graduation eligibility review through the KDI School website from the 3rd to 5th week of each semester.
- ※ Basically, courses for the following three concentrations are offered for part-time students: Finance and Macroeconomic Policy, Trade and Industry Policy, and Entrepreneurship and Private Sector Development.

e.g.) An MDP student must complete the following requirements to complete the program.

MDP	Core Courses	Development Track	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean Students)	9	9	3	6	18	45
Credits (Int'l Students)	9	9	6	6	21	45

<Graduation Requirements for 2013 MPP & MDP Student>

Category	MPP	MDP
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)
	<ul style="list-style-type: none"> ▪ Analysis of Market and Public Policy ▪ Quantitative Methods 	<ul style="list-style-type: none"> ▪ Analysis of Market and Public Policy ▪ Introduction to Development Policy ▪ Introduction to Research Methods
Development Track	Elective	Requirement: 9 credits (3courses)
	※ Please refer to the 2013 Course list. (The courses are marked as DT in the list)	
Concentration	Requirement: at least 9 credits (3courses) from 1 concentration ※ One of the advanced analytic courses (Ph.D. Courses, Law & Economics, Advanced Quantitative Methods, Analysis of Policy-making Process, etc.) can be counted as a concentration course (maximum 3 credits).	Elective: up to 9 credits (3courses) from 1 concentration (Optional) ※ MDP students can declare a maximum of 1 concentration.
	<ul style="list-style-type: none"> ▪ Finance and Macroeconomic Policy (FM) ▪ Trade and Industry Policy (TI) ▪ Public Finance and Social Policy (PF) ▪ Regional Development and Environment (RE) ▪ International Relations and Political Economy (IR) ▪ Entrepreneurship and Private Sector Development (EN) ▪ Public Management and Leadership (PM) 	
Research Project	Requirement	
	<ul style="list-style-type: none"> ▪ ARS (3 credits) + Thesis (3 credits) ▪ ARS (3 credits) + Capstone (3 credits) ▪ 1 course (3 credits) + SRP (3 credits) 	
Language	Requirement	
	<ul style="list-style-type: none"> ▪ Language in Public Policy and Management (3 credits) ▪ Korean Language and Culture I (3 credits) (only for international students) 	
Total	45 credits	

[Course Plan for Master’s Degree Program]

1. Recommended Course Plan for Master’s Degree Program

The following is a recommended study timetable for students at 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 9 credits of regular courses each semester for full-time students or 6 credits for part-time students. In order to receive a scholarship for academic excellence, he/she must be enrolled in at least 9 credits of regular courses each semester.

<Recommended Course Plan for Master’s Degree Program>

Semester Period of Residency		First Year				Second Year		
		Winter Session	1 st Semester	2 nd Semester	3 rd Semester	1 st Semester	2 nd Semester	3 rd Semester
1 Year (Int'l Student)	Track 1		4 courses (12credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
	Track 2	2 courses (6 credits)	4 courses (12credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone, SRP	--	--
1.5 Years	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Thesis, Capstone, SRP	--	--
	Track 2		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 2 course	--	--
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	SRP & 1 course	--	--
	Track 3		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Student Exchange Program (SRP)	--	--
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis Capstone SRP)	--	--
2 Years	Track 1	1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)	1 course Thesis Capstone SRP (6 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis Capstone SRP (3 credits)	Student Exchange Program	

Academic Rules and Regulations

	Track 2		5 courses (15 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis, Capstone or SRP)		
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (ELP(3credits + 6 credits transferring from a partner school))		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) (ELP(3credits + 6 credits transferring from a partner school))		
	GMP (2+3+1)		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Experiential Learning Project(3credits + 6 credits transferring from a partner school))		4 courses (12 credits)	
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (Experiential Learning Project(3credits + 6 credits transferring from a partner school))		3 courses (9 credits)	
	Part- time MPP MDP		3 courses (9 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis Capstone SRP
		1 course (3 credits)	3 courses (9 credits)	3 courses (9 credits)	2 courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits)
								Thesis Capstone SRP

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

Students who fulfilled all the graduation requirements will graduate on the dates designated below:

Final Semester	Online-application Period for graduation	Graduation Date	Remark
Spring	3 rd ~5 th week of summer semester	August 31 st	
Summer	3 rd ~5 th week of fall semester	December (Commencement Day)	
Fall	3 rd ~5 th week of fall semester	January 31 st	Subject to change for Fall Admissions
* GMP Student	3 rd ~5 th week of spring semester	May 31 st	Required to submit credit transfer application (1 st week of Spring Semester)

III. Course Registration

1. Course Registration

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

Part time 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
Ph.D.	9504	CHO, Yooncheong
MPP	9614	CHO, Dong Chul
MDP	9503	LEE, Jinsoo

③ **Registration Period:** Students should register for their courses during the designated period.

④ **Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.

⑤ **Course Size:** 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 students 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:** Once a student has finish the course registration, he/she needs to make sure that the registration has been completed and confirm the courses before attending the classes by checking the course confirmation menu in the school MIS.
- ⑦ **Add/Drop Period:** Registration changes are only allowed within the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes.
- ⑧ **Course Drop (with form):** Should the student decide to drop a course within the first five weeks after classes begin, he/she may fill out the course drop form and submit it to the Academic Affairs Division to drop a course. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (with form):** Should the student decide to withdraw from a class after the first five weeks but within the first ten weeks after classes begin, he/she may fill out the withdrawal form and submit it to the Academic Affairs Division to withdraw from the class. In this case, a “W” will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Attendance:** Students 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 2013 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 Academic Affairs Division.

- ② Schedule for Course Presentation Session
e.g.) Spring Semester Schedule

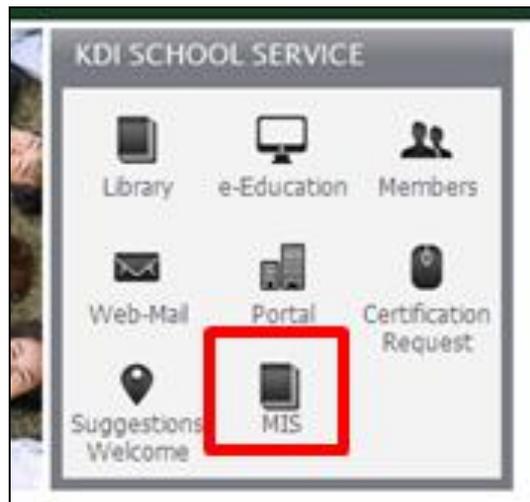
Course Presentation Session	Full-time Students: February 5
	Part-time Students: February 2
Advising Session	Full-time Students: February 7, 10:10~15:00
	Part-time Students: February 4, 16:00~17:00
Course Registration	February 6, 15:00 ~ February 8, 15:00

3. How to Register for the Courses

1. Click the “Login” button on the top side of KDI School Homepage and provide your student ID and password.



2. Click the “MIS” on the right hand side of KDI School Service menu.



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



4. You will see course titles in alphabetical order. Register button will be inactivated for courses you’ve already taken.

Course Regi... [Refresh] [Close All]

Service > Academic > Course > **Course Registration**

Academic Year: 2012 Term: Summer

LIST

No.	Code	Title	Sec.	Time	Period	Professor	Credit	Max	Current	Waiting	Schedule	Room	Register
66	MSR040	Real Estate and Development	1	D	2nd	Cho, Man	3	30	0	0	MON4, WED4	9301	Register
67	MSI041	Resource Diplomacy	1	D	1st	Robertson, Jeffrey...	3	30	0	0	MON4, WED4		Register
68	MSI049	Resource and Energy Policy	1	W	12weeks	Cho, Sung Bong	3	21	0	0	SAT1	9203	Register
69	MSI043	Southeast Asian Economy	1	E	1st	Shin, Jang-Sup	3	21	0	0	MON6, WED6	9203	Register
70	MST032	Theory and Policy of International Trade	1	D	1st	Yoo, Jung-ho	3	30	0	0	MON2, THU2,...	9203	Register
71	MEA150	Thesis Writing	3	D	1st	Shragge, Abraham...	3	16	0	0	MON3, THU3,...	9201	Register
72	MEA150	Thesis Writing	4	D	2nd	Schuckman, Hugh...	3	16	0	0	MON2, THU2,...	9205	Register
73	MEA150	Thesis Writing	2	D	1st	Shragge, Abraham...	3	16	0	0	MON2, THU2,...	9201	Register

Course Registration List

No.	Course	Title	Sec.	Credit	Status
No data has been found.					

Timetable

No.	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
4						
5						
6						

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

The screenshot shows the 'Course Registration' page for the year 2012, Summer term. It features a table of available courses with columns for No., Code, Title, Sec., Time, Period, Professor, Credit, Max, Current, Waiting, Schedule, and Room. Each row has a 'Register' button. A red arrow points to the 'Register' button for course MSF001 (Capital Market and Investment).

No.	Code	Title	Sec.	Time	Period	Professor	Credit	Max	Current	Waiting	Schedule	Room	Register
18	MSF001	Capital Market and Investment	1	W	12weeks	Lee, Young-Ki	3	21	1	0	SAT1	9301	Register
19	MSF037	Central Banking: Monetary Policy Strate...	1	D	1st	Sohn, Wook	3	30	0	0	MON4, WED4	9205	Register
20	MEA034	Chinese for Global Studies and Practice II	1	D	1st	Kim, Tae Hui	3	16	1	0	MON1, THU1,...	9201	Register
21	MSI040	Civil Society and Social Capital	1	D	2nd	Shragge, Abraham...	3	30	0	0	MON2, THU2,...	9203	Register
22	MSE043	Competition and Industrial Policy	1	E	2nd	Nam, Il-Chong	3	21	0	0	THU6, TUE6	9201	Register
23	MSH017	Development and Social Change in Korea	1	D	2nd	Kim, Kyong-Dong	3	30	0	0	MON4, WED4	9303	Register
24	MSS082	Dispute Resolution & Negotiation	1	D	1st	Kim, Dong-Young	3	30	0	0	MON4, WED4	9213	Register
25	MSP046	Economic Analysis of Investment Opera...	1	D	1st	Lee, Kye-Woo	3	30	0	0	THU4, TUE4		Register

6. Registered courses will appear in the course registration list and time table. Once you registered for any courses, “Register” buttons of the courses will be inactive. You may drop the course by clicking “CANCEL” button.

The screenshot shows the 'Course Registration' page after some courses have been registered. The 'Course Registration List' and 'Timetable' sections are highlighted with a red box. The 'Course Registration List' shows courses with a status of 'Enrolled' and a 'CANCEL' button. The 'Timetable' shows the schedule for the registered courses. A red arrow points to the 'CANCEL' button for course MSP046.

No.	Course	Title	Sec.	Credit	Status	CANCEL
1	MEA034	Chinese for Global Studies and...	1	3	Enrolled	CANCEL
2	MSE043	Competition and Industrial Poli...	1	3	Enrolled	CANCEL
3	MSF001	Capital Market and Investment	1	3	Enrolled	CANCEL
4	MSF037	Central Banking: Monetary Poli...	1	3	Enrolled	CANCEL
5	MSP046	Economic Analysis of Investm...	1	3	Enrolled	CANCEL

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

The screenshot shows the 'Registration' interface for the year 2012, Summer term. A table of courses is displayed, with course 13 (MSS082) highlighted in green. A pop-up message box is overlaid on the table, containing the text 'Time Conflict!' and a '확인' (OK) button. A red box highlights the message, and a red arrow points from a text box above to the button. The text box contains the text 'Click here to get rid of the message'. Below the course list, there are sections for 'Registration Status' and 'Timetable'.

8. If you choose a course which is full, the course will be shown as “waiting” in the registration status. This does not mean that you’ve registered for the course. If one drops out the course, first person on waiting will be automatically registered for the course. And the status will be changed from “waiting” to “enrolled”.

The screenshot shows the 'Course Registration' interface for the year 2012, Summer term. A table of courses is displayed, with course 47 (MCA006) highlighted in yellow. Below the course list, there are sections for 'Course Registration List' and 'Timetable'. The 'Course Registration List' table shows course 5 (MSS084) with a 'Waiting' status highlighted in red. The 'Timetable' table shows the schedule for course 1 (MEA034) and course 6 (MSP050).

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

9. You may see registered courses in the “course confirmation” menu once you select “Academic Year/Term” and click “Query”.

The screenshot shows the 'Course Confirmation' page. The 'Academic Year' is set to 2012 and the 'Term' is Summer. A 'Query' button is highlighted. The course list table is as follows:

No.	Course	Title	Sec.	Session	Open Time	Professor	Type	Credit	Max	Current	Waiting	Time	Room	Status
1	MEA034	Chinese for Global Studies and...	1	S1	Day		Exclusive	3	16	2	0	MON1, THU...	9201	Enrolled
2	MSE043	Competition and Industrial Poli...	1	S2	Evening	Nam, Il-Chong	Exclusive	3	21	1	0	THU6, TUE6	9201	Enrolled
3	MSF001	Capital Market and Investment	1	SA	Weekend	Lee, Young-Ki	Exclusive	3	21	2	0	SAT1	9301	Enrolled
4	MSF037	Central Banking: Monetary Poli...	1	S1	Day	Sohn, Wook	Exclusive	3	30	1	0	MON4, WED4	9205	Enrolled
5	MSP046	Economic Analysis of Investme...	1	S1	Day	Lee, Kye-Woo	Exclusive	3	30	1	0	THU4, TUE4	8310	Enrolled

The 'TIMETABLE' section shows a grid of courses by day of the week:

No.	MON	TUE	WED	THU	FRI	SAT
1	MEA034	MEA034	MEA034	MEA034		MSF001
2						
3						
4	MSF037	MSP046	MSF037	MSP046		
5						
6		MSE043		MSE043		

< E-education >

You may access to the syllabi of the each semester’s courses in the E-education Menu of the school website. Please select “Year/Term” for 2013 Spring Semester and click “Total Lecture List”. Please note that you may access to lecture notes of the courses that you’re registered for.

The screenshot shows the 'E-EDUCATION' page. The 'Year' is set to 2012 and the 'Term' is Summer. A 'Total Lecture List' button is highlighted. Below the search area is a table of course abbreviations and their full names:

GF	: Global Finance and Regulation	TI	: Trade and Industrial Policy
FS	: Fiscal and Social Policy	RE	: Regional Development and Environment
GP	: Global Governance and Political Economy	EN	: Entrepreneurship and Private Sector Development
PM	: Public Management and Leadership	* DT	: Development Track
* AA	: Advanced Analytic Courses		

IV. 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 credits for that course.

2. Grading System & GPA

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

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

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

3. Transcripts

- ① **Transcripts:** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division by connecting to the KDI School website and selecting “Certification Request” or sending a completed certificate request form via email at registrar@kdischool.ac.kr. The request form is available under the “Official Forms” heading on the KDI School Members website. Refer to the "Certificate Issuance" on page 49.
- 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

- ① **Academic Probation:** Those students whose GPA falls below B- (2.67) shall be placed on an academic probation. Once they are placed on an academic probation, all financial aids in the form of scholarships, living allowances, and tuition waivers, etc., will be terminated, and such students will no longer be eligible to apply for CA (Class Assistant) and AA (Administrative Assistant) positions.
- ② **Academic Expulsion:** If a student is placed on an academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

V. Academic Status

1. Enrollment

① **Failure to Enroll:** Students who fail to enroll during the enrollment period are considered as not returning to the School. These students are strongly advised to report to the Academic Affairs Division and file for a Leave of Absence, or give notification that they are planning to withdraw. Receiving an approval from the Academic Affairs Division will prevent difficulties with future enrollment.

Students with a full tuition exemption scholarship shall be considered enrolled when they have registered for their courses.

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

※ Students must take lecture courses within 2 years of admission, otherwise they must pay additional tuition based on credits.

2. Leave of Absence

① **Leave of Absence:** Students who wish to take a leave of absence must submit an “Application for Leave of Absence” to the Academic Affairs Division within the given period of time. Students can submit their application online through “School Register” on the KDI School MIS System.

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.

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 “School Register” in the KDI School MIS System.

3. Completed

All master's students who have been enrolled at the KDI School for at least 5 semesters will be eligible to be considered as having completed their coursework according to Korean education law. Those students who do not complete the graduation requirements within 4 years from his/her date of admission will be permanently designated the status of "completed."

4. Graduated

All master's students who have completed the graduation requirement of either completing a thesis, a capstone, one SRP or an ELP after 1 and a half years and within 4 years from his/her admission date will be granted the status of "graduated."

5. Reinstatement

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

6. Voluntary Withdrawal

7. 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. Students can submit their application online through "School Register" on the KDI School MIS System.

VI. Tuition Fee

1. Master's Program

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.

Tuition payment notices will be posted on the KDI School website and e-mailed to each student. The payment slip will be issued on request by a student. If a change of e-mail address is needed, please contact the Academic Affairs Division.

① Payment by Semester:

	2013			2014			Total
	Spring	Summer	Fall	Spring	Summer	Fall	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

② **Payment by Credits:** In case a student has difficulty paying in full for a given 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 Academic Affairs Division for more details.

2. Ph.D. Program

Students will pay 25,000,000 won to complete a Doctoral degree program. For the first year of their study, students will pay a total of 15,000,000 won (5,000,000 won per each semester). For the 2nd and 3rd year, 5,000,000 won should be paid. If a student has yet to fulfill the graduation requirement by the end of the 3rd year, he/she must pay 1,000,000 won each year from the 4th year and beyond.

VII. Financial Aid and Scholarships

1. Maintaining Admission Scholarship

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

- Full-time students must take a minimum of 9 credits of regular courses per semester except for the last one (the 4th semester). These 9 credits should include at least 3 credits from daytime courses.
- Part-time students must take a minimum of 6 credits of regular courses per semester, except for the last (6th) semester.

2. Special Financial Aid to New Students:

- ① KDI School provides a tuition waiver to qualified students on the condition that the students achieve and maintain the required GPA or higher.
- ② However, if the students are placed on an academic probation or are enrolled in less than 6 credits of regular courses, they may not be considered for financial aid in such forms as tuition waivers, living allowances, TA and AAships, etc. for the following semester. To maintain their financial status they should submit a petition and a detailed study plan to the Academic Affairs Division for approval.
- ③ General students who received full scholarships upon admission will continue to receive the same amount each semester 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 scholarship for the following semester.
- ④ General students who received half scholarships upon admission will continue to receive the same amount each semester on the condition that they achieve and maintain a 3.5 GPA or above. If less, they will receive no scholarship for the following semester.
- ⑤ General students who received quarter scholarships upon admission will continue to receive the same amount each semester on the condition that they achieve and maintain a 3.4 GPA or above. If less, they will receive no scholarship for the following semester.

- ⑥ Full-time general students who received scholarships upon admission must take a minimum of 9 credits of regular courses* per semester except for the last one (the 4th semester). These 9 credits should include at least 3 credits from daytime courses.
- ⑦ Part-time general students who received scholarships upon admission must take a minimum of 6 credits of regular* courses per semester, except for the last (6th) semester.

* Regular course is a course that counts for graduation requirement

3. Scholarship for Academic Excellence:

- ① Students who have taken at least 9 credits or more of regular courses in a 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.

4. Work Study Scholarship

Students who want the Work Study Scholarship can apply for positions as either a class assistant (CA) or an administrative assistant (AA) during the designated application period. Payments are made in every 6th and 12th week of their working period and students must submit their working records signed by their supervisors to the Academic Affairs Division. If they fail to submit their working records, they will not receive the scholarship for the given week. After the completion of the semester, Internal Internship Credit is given to Class Assistants (CA) and Administrative Assistants (AA) who meet the requirement of fulfilling a set amount of working hours per semester. It will not count as graduation requirement credit. Please keep in mind that students may be excluded in CA/AA Candidates of next semester if they do not fulfill their duty.

<Selection Process>

- ① There will be a notice before work study students are selected.
- ② **Selection of Work Study Students:** The work study students are selected

from the interested applicants. If there are too many applicants, some students may not have the opportunity to be CA or AA. Their duties will include working as a CA or AA. Students are assigned to each position according to their admission scholarship, experience and willingness to serve in each area.

<CA Job Description>

- ① Prepare for class (make room reservations, set-up presentation tools: microphone, pointer, etc.)
- ② Submit a copy of Student Roster (every 3 weeks)
- ③ Check class attendance, send an e-mail notice
- ④ Collect assignments
- ⑤ Upload lecture notes
- ⑥ Act as an emergency contact point
- ⑦ Conduct miscellaneous duties upon teacher's request
- ⑧ Notify the class schedule at the end of a semester to the Academic Affairs Division and students
(By the end of 10th week, the remaining class schedule should be notified.)

VIII. 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 part-time students, they are selected in their 4th 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 Student Affairs Division. 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

<USA>

- Hawaii Pacific University (USA)
- Saint Louis University, John Cook School of Business (USA)
- University of California at San Diego (USA)

<Others>

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Escuela de Administracion de Empresas de Barcelona (Spain)
- Pontificia Universidad Catolica de Chile (Chile)
- Fudan University (China)
- Institut Superieur de Commerce (France)
- Institut Superieur de Commerce International de Dunkerque (France)
- Jonkoping International Business School (Sweden)
- Leipzig Graduate School of Management (Germany)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- Universidad de las Americas Puebla (Mexico)

2. Qualifications

- Completion of three semesters for full-time program students and five semesters for part-time program 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
- TOEFL: CBT 213 / iBT 79~80 / IELTS 6.0 or above

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

4. Application Period:

- February/March for 2013 Fall Semester
- August/September for 2014 Spring Semester

5. Application Requirements

- ① Application Form
- ② Curriculum Vitae
- ③ Statement of Purpose
- ④ Transcript of Academic Records of the KDI School
- ⑤ TOEFL/ IELTS Score (*Native English Speakers and Students who are taking their degree program in English are exempted*)
- 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 TOEFL iBT 100/ IELTS 7.5 and 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.

*** The number of exchange students is subject to change without prior notice.*

Should there be any inquiries, please contact the Student Affairs Division for further information.

IX. CAMPUS Asia Program

Students can now take classes and earn credits and/or a degree in Japan and China, sponsored by the newly introduced, inter-governmental scholarship called CAMPUS Asia.

Designed to promote cooperation among Asian universities, CAMPUS Asia is a pilot program in which the Korean, Chinese and Japanese governments select and support 10 university consortiums to develop trilateral student exchange.

This will allow our students to obtain an additional master's degree while enjoying the rare experience of living and studying in the three Northeast Asian countries. Tuition shall be waived at the partner schools, and participating students will receive financial support for living expenses.

1. Consortium Partners

<JAPAN>



Graduate Institute for Policy Studies (GRIPS), Japan

Having formed partnership with the KDI School last April, GRIPS is our closest counterpart you could find in Japan. Committed to train public policy leaders who can serve on the world stage, GRIPS aims to educate mid-career government officials from various fields and offers an interdisciplinary policy studies in both master's and doctoral levels. Students who study at GRIPS will find themselves at a beautifully designed building situated in the heart of Tokyo.

<CHINA>



School of Public Policy and Management (SPPM), Tsinghua University, China

The first graduate school in public administration in China, SPPM in Tsinghua University is where policy studies meet real policymaking.

Located in Beijing, policy brief made by SPPM is sent to government agencies in China, and their research center produces research that bridges natural science and technology (Tsinghua's traditional strength) to social science and management.

2. Qualifications

- Completion of three semesters for full-time program students and five semesters for part-time program 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
- TOEFL: CBT 213 / iBT 79~80 / IELTS 6.0 or above

3. Application Period (tentative):

- February/March for 2013 Fall Semester
- August/September for 2014 Spring Semester
- * Subject to change

4. Number of Exchange Students

- Maximum 20 students annually, per institution (10 outbound + 10 inbound)

5. Available Programs

- GRIPS, Japan: Master of Public Policy (MPP), Master of Public Administration (MPA)
- Tsinghua University, China: Exchange program at the School of Public Policy and Management

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 36 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)	4 courses (12 credits)	Study Abroad Program			6 credits transfer + Experiential Learning Project	Graduation	Commencement
2+3+1 GMP Program	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program		5 courses (12 credits)		6 credits transfer + Experiential Learning Project	Graduation	Commencement

**** GMP students must take more than nine credits of regular courses including at least one day-time course in the first two semesters (A regular course is a course that counts towards graduation requirement) and must take at least six credits of regular course in the third semester.**

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 Student Affairs Division will help in facilitating the process if needed. However, students may apply to only one partner institution during the application period to prevent disadvantage among GMP students in being accepted to the school of their choice.

<USA>

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

<Others>

- Australian National University, Crawford School of Economics and Government (Australia)

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Lancaster University Management School (UK)
- National University of Singapore, Lee Kuan Yew School of Public Policy (Singapore)
- SDA Bocconi School of Management (Italy)
- University of British Columbia, Sauder School of Business (Canada)
- University of Nottingham, School of Sociology and Social Policy (UK)
- University of Sydney (Australia)

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

- ① Application Form (from the desired partner institution)
- ② TOEFL: CBT 213~250 / iBT 80~100 or above
- ③ 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 the 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	\$2,000
Dormitory, Meals and other expenses	\$24,000
Insurance	\$1,680
Moving Costs	\$600
Miscellaneous	\$500
Total	\$28,780+*

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

7. GMP Application for non-GMP students

Non-GMP students may apply for the GMP program.

Qualifications:

- ① CGPA of at least 3.5 or above
- ② TOEFL: CBT 250/iBT 100, IELTS 7.0 or above
(Native English Speakers and Students who is taking their degree program in English are exempted)
- ③ Completion of three or five 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)

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

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

X. Field Research and Study Program

1. International Field Research and Study (IFRS)

- ① ***Applicable to:*** Korean students
- ② ***Cost:*** Vary by countries (Details will be available at a later date.)
- ③ ***Places visited:*** Large corporations or graduate schools overseas
- ④ ***Duration:*** Approximately 1- 2 weeks during the summer break
- ⑤ ***Visa and Passport:*** Students are responsible for their own visa and passport application/issuance. Those students who would like to participate in the International Field Study and Research are advised to have your passport valid more than 6 months.

<Brief Itinerary of the International Field Research 2012>

Date	Activity
Aug. 19	Departure/ Transit to Tokyo
Aug. 20	Special Lecture / GRIPS, Prof. Sunami
Aug. 21	Visit to Okamoto Glass Company / Special Lecture – GRIPS, Prof. Hashimoto
Aug. 22~23	Kyoto & Osaka Field Trip / Arrival in Korea

2. Korea Field Research and Study (KFRS)

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

<Brief Itinerary of the Korea Field Research in 2012>

Date	Activity
Aug. 7	Departure/ Hankook Chinaware
Aug. 8	Wolsung Nuclear Power Plants/Gyeongju Cultural Heritage
Aug. 9	Pohang Iron and Steel Company Manufacturing line/Gyeongju Cultural Heritage
Aug. 10	Hyundai Motor Company/Hyundai Heavy Industries/Arrival

XI. General Information

1. Certificate Issuance

KDI School graduates, current KDI School students, and students on leave can request academic certificates on the school website for on-line delivery or on the school's MIS system for postal/pick-up service.

① Type of Certificates Available

Type	Language		Method	
	English	Korean	Online	Postal /Pick-up
Certificate of Enrollment (재학증명서)	○	○	○	○
Certificate of Leave of Absence (휴학증명서)	○	○	○	○
Certificate of Completion (수료증명서)	○	○	○	○
Certificate of Graduation (학위증명서)	○	○	○	○
*Certificate of Expected Graduation (졸업예정증명서)	○	○	○	○
Certificate of Tuition Payment (수업료납입증명서)	X	○	○	○
Academic Transcript (성적증명서)	○	X	○	○

② Online Service

i. Request Method

Log-in at <http://www.kdischool.ac.kr>→ Click “Certification Request” on the right→ Choose “English” or “Korean” (System menu language) under “Certification Request” on the left→ Click “Certificate Application System” → Print the test page or click “Next” if you want to skip→ Choose your “Degree”→ Click “English” or “Korean” (Please check which certificate is available in which language in “Type of Certificates” table)→ Enter certificate type and number of copies→ Make payment→ Print (Color Printer)

- ii. Fee & Payment Method
First Sheet: KRW 1,000/copy
Second sheet and onwards: KRW 500/copy

③ **Postal Service /Pick-up Service**

- i. Request Method
Log-in at <http://mis.kdischool.ac.kr>→ Click “Certificate Request” under Certificate folder on the left→ Click “New” button and fill out the applicable blank→ Click “Save” button→ If you want to request more than one type of certificate, please click “New” button and repeat the procedure
- ii. Delivery
One dispatch per day (3pm) (Mon~Fri)

2. 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)
- ii. MDP (Master of Development Policy)

② **Ph.D. Degree**

- i. Public Policy: Ph.D. in Public Policy
- ii. Development Policy: Ph.D. in Development Policy

■ **Ph.D. PROGRAM**

I. Program Goals and Objectives

- A. Upon completion of his or her training, a KDI School Ph.D. is expected to be capable of:
- Providing English instructions in the field of specialization that are necessary to pursue a teaching career.
 - Conducting high-level policy research using scholarly methods that meet the highest international standards.
 - Training the next generation of researchers, teachers, and leaders.
- B. To demonstrate teaching ability, a doctoral student must:
- Serve as a Teaching Assistant for at least one semester
 - Present in the KDI School research seminars at least twice and publish the works in the KDI School Working Papers.
- C. A dissertation is eligible for evaluation and defense if it meets the following criteria:
- It must have relevance or implications for public policy.
 - It must be an original contribution to the field.
 - It must demonstrate the candidates' expertise in using cutting-edge social science methods or in solving a case study.
- D. A dissertation must fulfill at least one of the following conditions:
- Part(s) of the dissertation must have been or is scheduled for international academic or commercial print publications.
 - Part(s) of the dissertation must have been published or accepted for publication in a peer-reviewed academic journal.
 - The dissertation results are recognized by the dissertation committee to fulfill standards comparable to either of the above two conditions.
- ※ Co-authoring is allowed only when the dissertation consists of multiple essays, at least one of which is single-authored.

E. Dissertation Format and Conditions

- Dissertation Formats: Dissertation must adhere to one of the following formats:
 - i) Dissertation as an integrated format: Dissertation is developed based on the major proposed title as an integrated format (i.e., Chapters such as literature review, hypothesis, methodology, data collection, and results are formed based on the major proposed title).
 - ii) Dissertation in multiple parts: Dissertation consists of separate cases under the proposed title (i.e., Chapters such as literature review, hypothesis, methodology, data collection, and results are formed based on each proposed case under the title).

- Dissertation Conditions: Dissertation must fulfill one of the following conditions:
 - i) The dissertation must have been published or is scheduled to be published in international academic or commercial print publications.
 - ii) The dissertation must have been published or accepted for publication in a peer-reviewed academic journal.
 - iii) The dissertation results are recognized by the dissertation advisor and committee to have fulfilled standards comparable to either of the above two conditions.

- ※ Co-authoring with advisor and/or committee members based on the above conditions is allowed.

II. Curriculum and Program Completion Requirements

A. Schedule: Qualifying Exam(QE)

- Upon admission to the Ph.D. program, every doctoral student is assigned a faculty advisor, who approves course selections every semester until the student assembles a dissertation committee.
- To be eligible for a Ph.D. qualifying exam (QE) in January of the second year, the student must earn 27 credits (9 courses).
- All 9 courses must be Ph.D.-level courses. There are 4 types of Ph.D.-level courses offered: 1) core Ph.D. courses (mandatory); 2) regular Ph.D. courses (electives); 3) Ph.D.-level supervised research courses; and 4) Master's-level courses with additional Ph.D.-level requirements.
- The student who previously enrolled in another Ph.D. program may be exempt from a maximum of 6 elective course credits, subject to approval.
- The student may petition to enroll in a Ph.D.-level course outside the KDI School which, if approved, qualifies as an SRC. Petitions are approved by the student's advisor and the Chair of the Ph.D. Program.
- The QE covers 2 subjects: 1) Research Methods (which can cover both Econometrics and Qualitative Methods); and 2) the student's main sub-field of specialization.
- In order to pass the QE, a candidate must attain a minimum of 60% marks in every QE exam.
- Exams are graded "Satisfactory" or "Fail." One retake is allowed on the subject he/she received a "Fail" grade. Retake exam takes place in May.
- Only the student who passes the QE is eligible to take a Ph.D. oral examination (OE)

B. Schedule: Oral Examination (OE)

- To be eligible for the Oral Examination (OE), students must obtain 36 credits (12 courses)
- Within one year of passing the QE, the candidate must assemble a dissertation committee, and is expected to submit and defend a dissertation prospectus in an oral examination.
- A student may apply for the Oral Examination(OE) within 2 weeks of the start of each semester including Spring, Summer, and Fall with the presentation to be scheduled within the semester.
- Students should pass the Oral Examination(OE) within 3 years of commencing Ph.D. program studies.
- The OE involves answering questions pertaining to the candidate's research plan.
- Pass/fail decisions are determined based on joint discussion among dissertation committee members.
- The candidate who fails the OE the first time is given one more chance to pass it. However, the opportunity will be given within 3 years of the Ph.D. program studies.
- Even under special circumstances, this oral defense of the prospectus must be completed by the end of the third year at the latest.

C. Schedule: Final Oral Dissertation Defense (FODD)

- The student who has passed the OE becomes a Ph.D. candidate.
- The candidate is expected to finish his or her work on the dissertation expeditiously.
- The candidate must complete the program within seven years to receive the degree, but the ideal candidate will have completed the program within three to four years.
- After submitting his or her dissertation to the dissertation committee, the candidate must schedule a Final Oral Dissertation Defense (FODD).
- Ph.D. degree is conferred after 1) the FODD is passed; and 2) the submitted final revisions win approval from the dissertation committee.

D. Dissertation Committee

After passing the QE, the candidate must assemble a dissertation committee which consists of:

- A dissertation supervisor who fits the candidate’s main field.
- Up to four advisors corresponding to the candidate’s minor fields.
- The candidate is allowed to have a maximum of two external committee members.

III. Scholarship & Stipend Eligibility for 2nd/3rd Year Students

A. 2nd/3rd Year Students' Scholarship Eligibility

- Scholarship will be terminated for those whose GPA are lower than 3.0.
- Scholarship will be reduced to 50% for those whose GPA are between 3.0 ~ 3.4.
- In order to maintain full scholarship, the GPA has to be greater than 3.4.

B. 2nd/3rd Year International Students' Stipend Eligibility

- In order to maintain stipend, 2nd/3rd year international Ph.D. students must serve as a TA, CA, or a RA.

Stipend eligibility for 2nd/3rd year int'l Ph.D students

Option one	serve as a TA once and a CA(or RA) twice a year
Option two	serve as a TA twice a year

- ※ Must choose one from the above two options.
- ※ TA and CA is only offered to those who register for the courses unless otherwise approved by a professor.
- ※ CA and RA requires more than 120 hours (10 hours a week × 12 weeks) in a semester.

Student Activities & Others

1 Student Activities

1-1. Student Council

The Student Council will be formed at the beginning of Spring and Fall Semester every year. The Student Council functions as a medium for students to voice their opinions and actively participate in the school activities. Program representatives are encouraged to assume major roles in the Student Council. Any student may join in and contribute to the Council.

1-2. Conversation with Academic Advisor

A small meeting for students will be organized by each academic advisor. This is to enhance the relationship and communication between the advisor and advisees. It also provides an opportunity for students to get to know each other, sharing their academic and social interests.

1-3. Student Retreat

Student Retreat will be organized by each program representative to encourage social networking and raise student morale. The KDI School provides financial support to all student events in the retreat, offering a wealth of entertainment. Cost for retreat is partially covered by the School (up to KRW 20,000/person) and partially charged on students.

1-4. Student Clubs

The KDI School Student Clubs aim to provide students with ample opportunities to affiliate with other students through various social, academic and/or athletic activities. Students are encouraged to get involved in one or more of the student clubs as they desire, and enjoy opportunities to meet and interact with fellow students. The requirements for forming a Student Club are:

- 1) A club should have more than 10 members including 1 faculty advisor.
 - 2) It is recommended to have members of various backgrounds.
 - 3) A club should submit an activity plan.
 - 4) It is recommended that a club should organize 3 activities per semester.
- Registration Period: The first two weeks of the Spring and Fall Semester
 - Registration Method: Download the application from the School website and submit it to the Student Affairs Division

1-5. Buddy Program

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

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

1-6. Happy Hour

All students currently enrolled at the KDI School can make a proposal to the Students' Association (Representatives of each group) to be reviewed. Any kind of beneficial and interactive activity can be proposed. Activities that can involve as many students as possible are welcome. Happy Hour allows all students to actively exchange and interact with one another in order to consolidate student network at the KDI School. With this purpose, the School supports Happy Hour a maximum of nine times a year. Full-time students may propose and organize Happy Hour activities seven times; part-time students may coordinate activities twice a year. All students currently enrolled in school can make a proposal to the Student Council for a review. Any kind of beneficial and interactive activity can be proposed. Activities that can involve a large number of students are welcome.

e.g.) Multi-cultural events, seminars, class gatherings, and various other activities that will enhance networking amongst students

1-7. Home Visiting Program

Home Visiting Program is created to provide an opportunity for international students to understand Korean culture and develop friendship and networking; the KDI School matches the families of Korean students, faculty, and staff with international students. A host family may choose to either invite international students to their home, or to arrange a family outing.

- Registration Period: May, August, December (during Vacations)

1-8. Site Visits and Cultural Events

Throughout the year, the School arranges various cultural events for students. Students can apply and participate with some fees. The event will be announced in advance at the Student Message Board on the School website and via email. For registration, go to Event Registration at the School website.

e.g.) Korean Folk Village, Sports Day, Presidential Blue House Visits, DMZ & the 3rd Tunnel Tour, National Assembly and National Assembly Library Tour, Korean Field Research and Study, Mountain Hiking, International Food Festival, NANTA Performance (The list is subject to change.)

2 Others

2-1. Making a Suggestion

Making a Petition

If the student feels that he/she has to deal with an issue by making a petition to the School, the student may write a letter with all the details pertaining to the issue, and submit it to the Academic Affairs Division.

□ Review of a Petition

After a thorough review of the petition, the School will decide on its official position.

□ Response to a Petition

The school will notify the petitioner of the school's position within one week of the submission of the petition. (However, if the issue is of a nature that requires more time

and a comprehensive investigation, the school may notify the petitioner of the needed time and reasons for such delay.)

Suggestions Welcome

The KDI School welcomes any suggestions and opinions via “Suggestions Welcome” board on the KDI School webpage 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. Paying keen attention to the quality of student life, KDI School is always eager to hear about your school experience. When you submit your ideas through the board, the school will give careful consideration to address the issue, and respond individually in a timely manner. You may voice your opinions on:

- Academic inconveniences, student services or facilities*
- Problems with sexual harassment and other discriminatory incidents you have experienced*
- Any productive ideas that can help the School’ s development*

Suggestions will remain confidential. However, if a raised issue requires attention from all the School members, we may ask the author’s permission to make it public. With your consent, the suggestion will be posted on the "School Responses" board. We will make our best endeavor to provide the feedback in 7 days.

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 Academic Affairs Division.

2-2. Student Counseling Service

The KDI School provides Counseling Services for our esteemed students. While the new semester can be an exciting challenge, some of our students may cope with a variety of issues, including personal and academic concerns. Therefore, this program is dedicated to supporting the KDI School students through counseling services and the goal is to maximize the satisfaction of students so they can take full advantage of the

opportunities and enjoy their stay at the KDI School. If you are interested in using the program, please refer to the following information.

What are some common concerns?

Students may seek counseling for various reasons. No topic is off limits, but common concerns are:

- *Academic issues*
- *Cultural adjustment issues*
- *Homesickness*
- *Relationship problems*
- *Stress and anxiety*
- *Depression*
- *Grief and loss*

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

Who will help? - Gina Lee (Lecturer, KDI School)

Although not a professional counselor, she will be a friend and advisor who is willing to help the students with various situations. During each session, she will work with the students to identify and assess their needs that call for assistance. So please feel free to use this counseling program as she would be more than happy to assist you.

How does this work?

□ *Step 1*

Students may access the program through online and offline meetings with the advisor on an individual basis. In the case of setting up an offline meeting, you must send an e-mail or stop by office #9619 and ask to make an appointment. Upon your request, the advisor will set up a schedule for you.

□ *Step 2*

Arrive on time for your appointment. At the initial assessment, the student will share immediate concerns with the advisor confidentially. After sharing the concerns, the advisor will decide what services will be most helpful for the student. As each person is unique, the issues addressed and the approaches used for each student will be tailored

for that situation. Given the particular situation, different services and recommendations will be proposed.

□ *Step 3*

If concerns exceed the scope of the school's focus, or if further services are considered beneficial, the advisor will provide referral services for students needing more intensive treatment and other modalities of care.

If you would like further information or to schedule a counseling session, please contact the following email address: counseling@kdischool.ac.kr

When are the office hours?(Spring Semester, 2013)

- *Monday* 3:00 p.m. - 6:00 p.m.
- *Thursday* 1:00 p.m. - 4:00 p.m.

It is subject to change every semester with prior notice.

Where should I visit? - Office #9619

The KDI School Counseling Program is designed to complement the academic mission by assisting students' personal and educational development through consultation, counseling, and referral. The goal of these efforts is to facilitate the adjustment and success of students during the time at the KDI School. For further details, please contact counseling@kdischool.ac.kr.

2-3. Parking Space

KDI School students can use any parking space available on campus. But in order to use free parking, you need first to register in the lobby, and get a KDI School sticker. When registering your car, bring your Student ID Card and provide the following information: Model, Owner, Vehicle Identification Number, Contact Information, and Program.

- *For inquiries:* ☎ 3299-1111

Life at the KDI School

1 First Days at the KDI School

1-1. 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:*

- Identification as a KDI School student
- Security Access for all KDI School buildings including on-campus dormitory
- Library Card (when borrowing books)
- Seat Reservation for Library and Student Chamber
- ※ In case of reissuance, KRW 7,000 will be charged.

For more inquiries please call ☎ 3299-1258 (Ms. Hur, In Kyeong)

1-2. Visa and Immigration¹

Foreigner 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 KRW 200,000 if you don't register within 90 days of the date of your arrival in Korea.

□ *Required documents*

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

- Passport
- Application Form for Foreigner Registration (<http://www.hikorea.go.kr>)
- 1 Color Photo (3×4cm)
- Processing Fee : KRW 10,000 (Government Revenue Stamp)
- A Certificate of Enrollment(issued by the Academic Affairs Division)

¹ <http://www.hikorea.go.kr/pt/index.html>

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

□ *Exceptions to foreigner registration*

- Those carrying out Diplomacy (A-1), Official business (A-2), or Conventions/Agreements (A-3) and their family members
- Those undertaking diplomatic, industrial, or other important duties for the national security, their family members, and other foreigners found to be unnecessary to register as foreigners by the Minister of Justice

□ *Reporting changes of particulars of Foreign Registration card*

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

- Name, gender, date of birth or nationality
- Passport number, date of issuance or expiration date

※ Notes: If a registered foreigner does not report the aforementioned changes to the details of the foreign registration card within 14 days of the change, he/she will be considered to be in breach of Immigration Act Article 35, and will be fined accordingly.

□ *Foreign Registration card re-issuance*

- Reasons for re-issuance
 - Lost or stolen registration cards
 - Damaged registration cards
 - Lack of space for necessary items to be displayed
 - Changes in details on the existing card (name, gender, date of birth and nationality)
- Application for re-issuance must be made within 14 days of the above reasons
- Required documents for re-issuance
 - Passport
 - Application form for re-issuance of Foreign Registration card
 - Document stating reason for re-issuance application (where lost)
 - 1 Color Photo (3×4cm)
 - Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
 - Processing Fee: KRW 10,000 (Government Revenue Stamp)

□ *Reasons for returning Foreign Registration cards*

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

- Final departure
- Applicable for Foreigner Registration exemption

□ *Foreign Registration card carriage and/or present*

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

□ *Re-entry Permit*

If you intend to exit and re-enter the country within the permitted period of stay as a registered foreigner, you do not need to get a re-entry permit anymore (the immigration regulation revised in December 2010). If the period of staying abroad is within a year and your passport is valid until your returning date, you do not need to apply for the re-entry permit. However, you should show our passport and Foreigner Registration card at the airport when you leave and re-enter Korea. For more information, you may visit the website (<http://www.hikorea.go.kr>).

□ *Immigration Office Sejongno Branch*

- 2nd Fl. SK Hub Building, 89-4 GyeongUn-dong, Jongno-gu, Seoul
- Exit # 6, Anguk Station (Line #3)
- ☎: 1345
- Directions: walk up the exit #6 and turn left after the last step, you will see the police station. A few steps away is the immigration office.
- Detailed map next page



D-2(Overseas Study) Visa

Almost every international student obtains D-2(Study) visa to study in Korea. Any visa that allows student to stay longer than 90 days is acceptable. (e.g. F-2, E-1~7, etc.)

□ *Visa Expiration*

When international students' academic period has been completed, the School must report the completion of their study to the immigration office. International students are required to return to their home countries within 30 days from the date of completion.

Regardless of the expiration date on the visa, the D-2 visa will no longer be valid after 30 days from the completion date. Students who plan to extend the duration of their stay in Korea (e.g. for employment, language study, etc.) should change the visa status accordingly. However, KDI School does not offer support for the change process.

Immigration Contact Center Information (☎: 1345)

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

□ *Immigration Contact Center Service*

- Visa related services.
- Immigration services such as re-entry permission, etc.
- Issuing identification card related services such as foreigner registration, etc.

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

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

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

※ Dial to ☎ 82-1345 on abroad (no need local number)

Dasan Call Center(☎ 120+9)

The 120 Dasan Call Center provides foreigners, with a variety of information services about life in Seoul, transportation in the metropolitan area, and tourism services.

□ *How to use the service: (02) 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian*

□ *Hours 09:00~22:00, all year round*

□ *Service areas : interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul*

Seoul Global Center(☎ 2075-4180)

The Seoul Global Center provides foreigners, with a variety of information services about life in Seoul, transportation in the metropolitan area, and tourism services.

□ *Directions : Korea Press Center 3rd Floor*

▷ *From City Hall St. (Line 1 or Line 2) Exit 4 walk 50m to Gwanhwamun*

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

□ *Business Hours : Mon - Fri. 09:00-18:00 (Lunch Period 12:00-13:00)*

□ *Service areas : Multilingual Counseling Service, Counseling Service on Living in Seoul, Professional Counseling Service, On-site Counseling Service, Administrative Service, Education and Cultural Exchange Program, Business Support, Multicultural Service*

1-3. Guidelines for External Activities for International students

When you plan to be engaged in external activities (ex. appearance on TV, news interview, etc.), you are recommended to inform the School of the details beforehand. In particular, please note that KDI School does not allow a part-time job off-campus until you complete the coursework (i.e., taken more than 39 credits in 3 semesters). If you have to expose to external activities due to unavoidable circumstances, please make sure to get an approval from the school in advance.

For more information, please contact at studentaffairs@kdischool.ac.kr.

1-4. Using the mobile phone

There are two forms of mobile plan available: pre-paid and post-paid. You can choose a plan in any mobile phone agency.

□ *When Buying a Phone*

You should bring your Foreign registration card. You also need a copy of your bank book if you want a post-paid option.

- Second-hand phones are priced at about KRW 30,000~70,000.
- New phones are priced at between KRW 200,000~500,000.

- ※ The phone need not to be returned once purchased.
- ※ The fee will depend on the plan you subscribe to.

□ *Mobile Service Companies*

	SK Telecom	KT	LG U+
Global Customer Center	N/A	Kyunghee Univ	Taepyeongno 1ga, Jung-gu
English Homepage	http://www.tworld.co.kr/ Select 'English'	http://cs.show.co.kr/eng/main.jsp	N/A
Tel (English)	080-252-5011	02-2190-1180 02-967-8006 (Kyunghee Univ)	02-2075-4134 (Seoul Global Center)
Free Mobile Phone	Availability depends on contract and service center	Availability depends on contract and service center	Available with 1 Year Contract (model not determined)

2 School Building Information

Whether you are a Korean or an 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:

2-1. KDI School Yulgok Building (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.

2-2. KDI School Dasan Building (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.

2-3. 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, a post office, Woori Bank and the Sejong bookstore.

2-4. Haejungsa (Building No.10: On-campus Dormitory)



There are three halls on campus: Sojung Hall, Pajung Hall and Haejungsa. The first two Halls are used for KAIST students and Haejungsa is used for KDI School students. This residential hall has 61 rooms; 53 general rooms which are all double and 8 studio rooms which are all triple. Haejungsa is a four-story building and there is a snack bar on the top floor.

3 Library

3-1. KDI School Library

The KDI School Library, established in 1998, serves to the school curricula and information needs of academic and independent researches by providing access to information resources and services both electronic and traditional. We also provide equipments and facilities for use; and have well-trained and knowledgeable staff to meet the informational requirements of the KDI School community. (For detailed information, visit <http://library.kdischool.ac.kr>)

□ Collections

Type of Materials	Number
Books	54,762
Non-Books	2,879
CD, DVD (Online Available)	1,834
e-Books	20,506
Online Journals	about 70,000 titles
Online DBs	46 packages



□ Hours

- 9:00 ~ 23:00 (Weekdays & Saturdays)
- 9:00 ~ 22:00 (Sundays)
- Closed (National holidays)

※ During exam periods, the Library hours will be extended to 24:00.

□ Librarians & Archivists

Choi, Sung-Jin Position : Head Librarian E-mail : sjchoi@kdischool.ac.kr	Ryu, Shin-Ae Position : Archivist E-mail : saryu@kdischool.ac.kr
Shin, Yoon-Jung Position : Reference/Catalog Librarian E-mail : syj@kdischool.ac.kr	Bae, Eun-Ju Position : Periodicals Librarian E-mail : bej@kdischool.ac.kr
Lee, Ji-Hye Position : Librarian for evening/DDS E-mail : jh_lee@kdischool.ac.kr	Seo, Se-Jin Position : Librarian for weekends E-mail : sj_seo@kdischool.ac.kr
Seok, Ji-Young Position: Intern E-mail: jy_seok@kdischool.ac.kr	

□ General Library materials borrowing and return policy

Position \ Loan	Books & Non Books		KDI Books	
	Loan Period	Maximum Number	Loan Period	Maximum Number
Ph.D	2 weeks	20 books	2 weeks	3 books
Master(coursework completed)	2 weeks	15 books	2 weeks	3 books
Master(enrolled)	2 weeks	10 books	2 weeks	3 books

- References, movies, periodicals (except back issues), and course reserves must be used only on the library premises.
- If checked-out materials are not overdue, one-time renewal can be requested online. Please go to 'Loan Inquiry/ Renewal' at the library website. You can also renew materials in person at the Library. Any overdue materials will be charged late fees of 100 won/day.
- The borrowers are financially responsible for lost or damaged library materials under the library regulations.
- Course Reserved books may only be used on the Library premises, for a limited time of 3 hours.

□ *Self Checkout*

Self checkout system allows you to check-out and renew materials on your own by following the instructions on the screen.

	Time	Policy
Library Use Only	09:00~20:00	Available for up to 3 hours
Night Checkout	20:00~	Return by 10:00 A.M. the next morning (Mon. to Sat.) Return by 13:00 P.M. the next day (Sun.)
Late Fees		KRW 100 per hour

※Seat Management System for Library & Student Chambers

For efficient use of the library & two student chambers, the KDI School provides Seat Management System (SMS) Kiosk. All seats in the 8th & 9th buildings are managed by SMS Kiosk real time so that students can confirm vacant seats and occupy the space accordingly.

□ *Introduction*

How to Use	SMS KIOSK
<p style="text-align: center;">Conditions</p> <ol style="list-style-type: none"> 1. All students must use Seat Management system before occupying a seat in the Library or Student chamber. Those who occupy a seat without reservation may be requested to vacate the seat. 2. You may not leave personal belongings unattended. 3. Clean the seat before leaving and return the assigned seat through SMS Kiosk. <p style="text-align: center;">How to Use?</p> <ol style="list-style-type: none"> 1. Select "Reservation" or "Release" on the Screen 2. Place your ID card to the sensor 3. Choose a seat on the screen 4. Take the receipt 	<div style="text-align: center;">  </div> <p>No.1 KIOSK: 3rd Floor, Yulgok Building No.2 KIOSK: 1st Floor, Dasan Building</p>

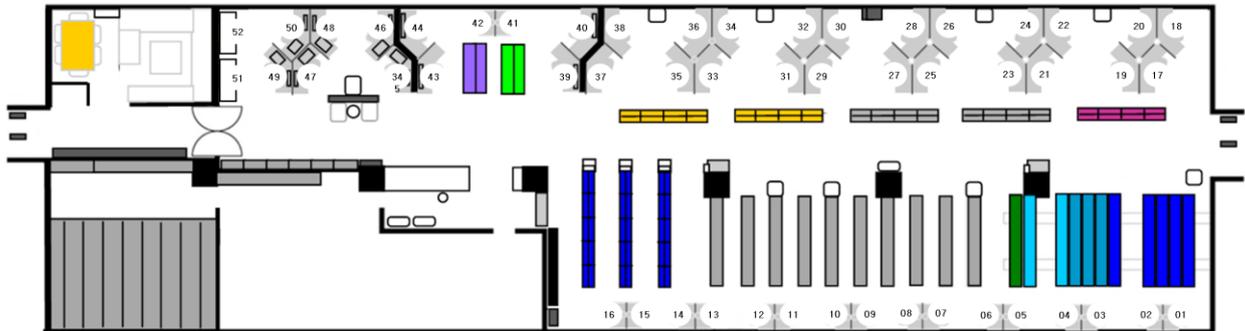
□ *Policy*

Seats		Available Hours
Library	Reading (36 seats)	3
	PC (14 seats)	1
Student Chamber (136 seats)		6

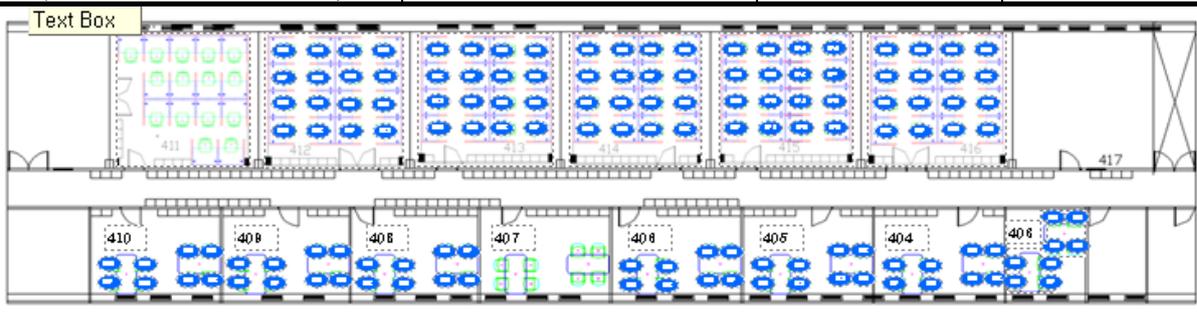
※ Only current, completed, and suspended students are allowed to use the system.

□ Seating Arrangements

Library (Dasan Hall 1st Floor)	Seat for PC	14 seats	1 hour
	Seat for Reading	36 seats	3 hours



Student Chamber (Dasan Hall 4th Floor)	Seat for Research	136 seats	6 hours
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□ Help

	Name	Contact
No.1 Kiosk (Yulgok Hall 3rd Floor)	HUR, In-Kyeong	ext. 1258/ik_kur@kdischool.ac.kr
No.2 Kiosk (Dasan Hall 1st Floor)	CHOI, Sung-Jin	ext. 1290/sjchoi@kdischool.ac.kr

3-2. KDI(Korea Development Institute) Library

The KDI library, located a short ten-minute walk away from the campus, is open to the KDI School students. The library stocks more than about 137,000 volumes, including 53,741 monographs, 20,396 annual reports and statistical data collections, 47,756 research reports, and over 1,358 periodical subscriptions. The KDI School students are granted full access to the KDI library.

4 Study Facilities

4-1. Student Lounge

Right next to the convenience store located in the basement of the Dasan Building, 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.



4-2. Study Rooms



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

4-3. Student Chambers

□ *Open hours: 24 hours*



The student chambers are located on the 3rd and 4th floors of the Dasan Building for students' research and study. You are required to register at the digital system to get assigned with an available seat. (Please refer to the Seat Management System for Library & Student Chambers, p.58~59.) You must have your Student ID Card in order to access the system.

□ *For inquiries: ☎ 3299-1258 (Ms. Hur, In Kyeong)*

4-4. Personal Lockers

The lockers provide a small storage space for your personal belongings and study materials. Since the school will not be responsible for any loss or damage, you may not want to store your valuables in the locker. If needed, a padlock for your locker can be purchased at the school convenience store located in the basement of the Dasan Building.



Student lockers are only available for a period of one-academic year. Although every first-year student will have a locker assigned, it must be cleared of all personal belongings at the end of the academic year.

Those who want to continue using a locker must apply for a locker for the new academic year through the Academic Affairs Division. It is not permissible to use a locker

without registration. Additionally, you are not allowed to use a different locker from the one you were originally assigned.

□ *For inquiries:* ☎ 3299-1258 (Ms. Hur, In Kyeong)

4-5. Female Lounge

□ *Location:* 1st floor of Building 9(Rm. 9101), across the Archives Office

□ *Setting:* couches, bed, fridge, microwave oven, television set, audio set

□ *Available to:* all female students are welcome

4-6. Sejong Bookstore



□ *Location:* 2nd floor, Student Union Building

□ *Open Hours:* 09:00~18:00

□ *Lunch time:* 12:00~13:00

□ ☎ 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 #1).

5 IT Service Information

5-1. Administrative Division

□ *Functions of the Administration Division*

- Maintain DB servers, mail server, backup server, firewall server and other networking facilities.

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

□ *Rules and Regulations of the Computer Lab*

- Always shutdown the computers after use and be sure to take all your belongings when you leave the computer lab.
- All of your files must be saved in the D drive. It is advised that you also back up your files on your own storage 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.
- A virus check must be conducted before you work with your private storage devices. This is important to maintain the integrity of all the computers on the network.
- 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.
- Food and beverages are not permitted in the computer lab.
- Have respect for others and when it is necessary to speak please do so quietly. Loud noises are not tolerated.
- 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*

- The Administration Division is not allowed to lend out any software or programs due to software licensing restrictions.
- Problems with networking are the responsibilities of the Administration Division. In the case of any network problems please consult with the Administration Division.
- The Administration Division provides for the creation and maintenance of the School's e-mail accounts.

- The Administration Division provides support for faculty, staff and students during the School's office hours.
- Staff members are Mr. SONG, Chang-Yong at ☎3299-1275, Mr. NA, Dong-Jin at ☎3299-1052 and Ms. KIM, Hyun-A at ☎3299-1059

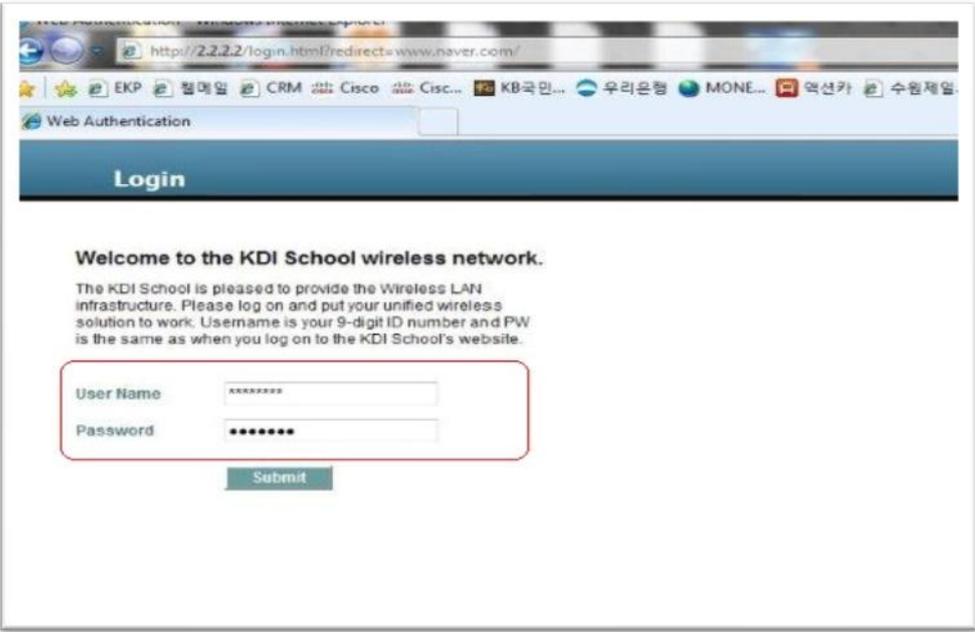
※ Please note that the Administration Division does not provide support and / or troubleshooting for personal computers.

5-2. IT Services

Internet Access (LAN cable or Wireless)

Students can access the internet everywhere on campus (Dasan Building & Yulgok Building) via cable and wireless LAN.

- Wireless Access



- Search for wireless network available in the range, and connect to [KDIS_ZONE]
- Open Internet Explorer, and enter your ID and password (as used in the School website)

※ Please note that if you change your password at the School website, the password for wireless access will immediately change accordingly. For information on your password, please contact Mr. NA, Dong-Jin (☎ 3299-1052) and Ms. KIM, Hyun-A (☎ 3299-1059).

Setting up a School Email Account

- Visit the website (<http://webmail.kdischool.ac.kr>)
- Click on “Join in”, complete the form and click on “Confirm”.



Join In	
Employee/Student Number	<input type="text"/> [Number Check]
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
ID	<input type="text"/> [ID Check] <small>(Minimum is 4 or more, maximum 16 or less character.)</small>
Password	<input type="password"/>
Check Password	<input type="password"/> <small>(Can register password with 6 or more digit, character.)</small>
Memo	<input type="text"/>

- Your email account offers 500M of storage space. Once the account is created, it will be ready for use by 9am of the following business day.
 - Please be sure to type in your Student ID Number accurately.
 - Your account will remain active for one year after graduation.
 - For inquiries, please contact cysong@kdischool.ac.kr or djna@kdischool.ac.kr

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

Computer Laboratory



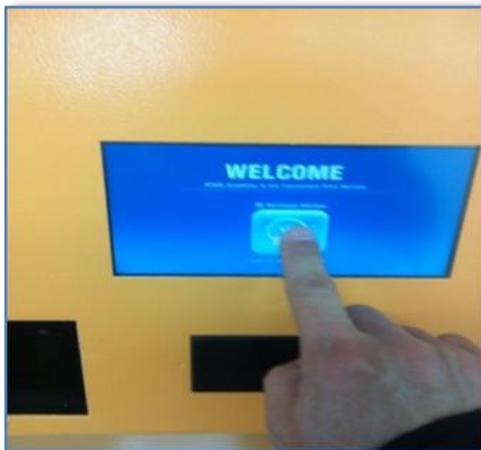
The KDI School computer lab is located on the 3rd floor of the Yulgok Building. The lab is open 24 hours a day seven days a week. This computer lab is a quiet environment for our students to work on class projects with state of the art computers and various peripherals.

Printer Room (Charging/Copying / Printing)

In the corner of the computer lab, there is a printer room where students can use a copy machine and printers. Your Student ID card can be used to access them.

★How to use the Charge Machine

1. Click “Welcome” and touch your KDI student ID card to the left sensor box for authentication.



2. Insert a 1,000/5,000/10,000 won bill and the amount will be charged to your account (under your student ID).



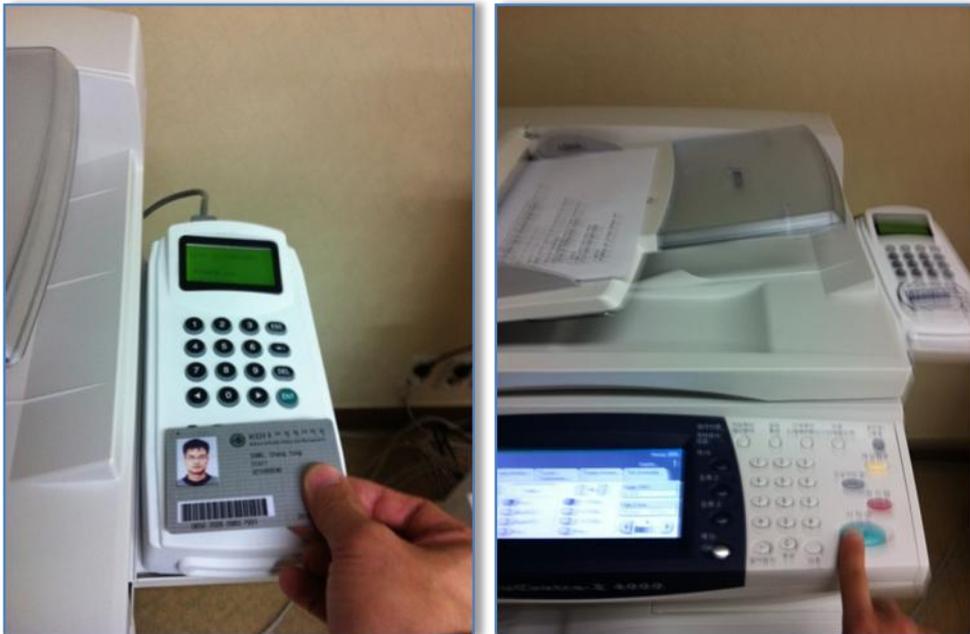
★How to Use the Copy Machine

1. Please touch your ID card to the sensor attached to the copying machine. When the authentication is complete, you will be able to see your account balance on the screen and your charged money will be shown.

2. Please push the “start button” to copy like picture below as shown on the left.

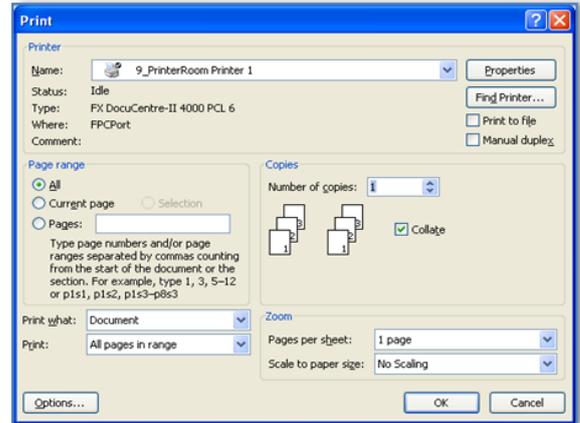
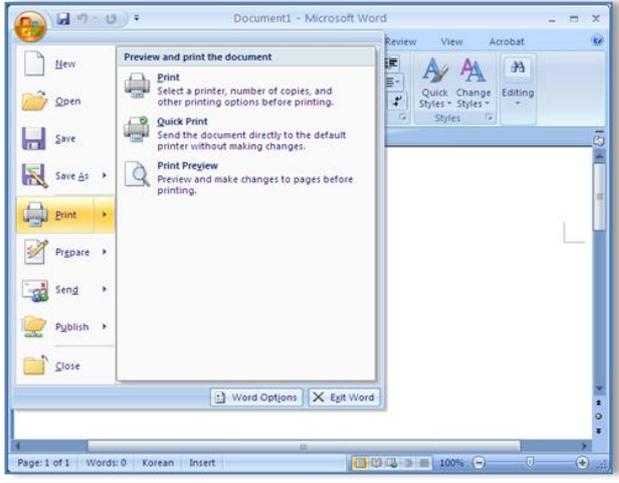
- Black & White: 30 won per a page
- Color : 100 won per a page

Please make sure to press the “Esc” key in order to logoff after you have finished using the machine.

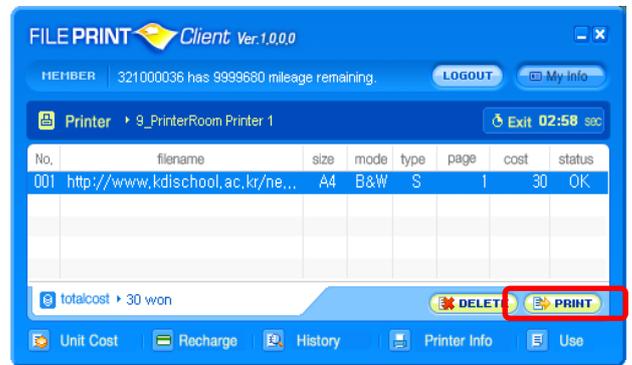
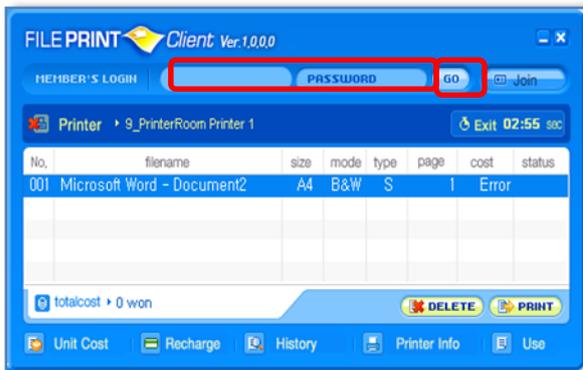


★How to Print

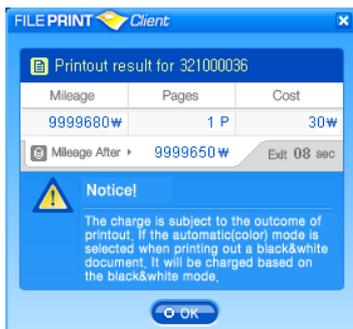
1. Select “Print” on whatever program you’re using MS Word/Excel/PowerPoint.
2. Select the Printer and click “OK”.



3. Enter [ID/Password] and click [Go].
4. Click [PRINT].



5. Confirm the pages and cost.
(Black & White: 30 won, Color: 100 won)



6 On-campus Restaurants & Stores

6-1. Cafeteria

- Location: 2nd floor, Student Union Building
- Open Hours: Breakfast 08:30-09:30
Lunch 11:15-13:10
Dinner 17:30-19:30



It mainly serves Korean dishes at a fairly cheap price (KRW 2,000 for breakfast, KRW 4,000 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 KRW 5,000~ KRW 12,000 depending on the food. ☎ 958-3935

6-2. Convenience Store

- Location: 3rd floor, Student Union Building
 - Open Hours: During the semester 08:00~22:00 / During the vacation 08:00~20:00
- Snacks and beverages can be purchased at the convenience store. They also sell meal coupons for the Cafeteria and public phone cards for international students.
☎ 958-3940

6-3. KDI School Convenience Store

- Location: 1st floor, Dasan building, KDI School
- Open Hours: Weekdays 09:00~19:00 / Saturdays 09:00~15:00



At the school convenience store, 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 KRW 30 per page, and the fax cost ranges from KRW 700 to KRW 4,400 per page depending on where the materials are being sent). Inquiries: ☎ 3299-1262

7 Banking Information

7-1. Woori Bank - on campus

□ *Location: 2nd floor, Student Union Building*

□ *Hours of Operation:*

- Morning 09:30~10:30
- Afternoon 14:20~15:20

□ *(A.T.Ms 8:00-22:00)*

□ *An ATM is also available on the 1st floor of Yulgok Building (Building No. 9), KDI School for your convenience (Hours: Mon – Fri 09:20 ~16:30)*



7-2. 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 helps to issue check cards for bank transactions. International students will be guided to apply for a check card during the orientation. If you have missed the orientation, please inform the Student Affairs Division to apply for one.

□ *Required documents:*

- Application for Check Card
- Initial Application for Banking Transactions
- Certificate of Client Transactions
- Copy of Passport (or Foreign Registration Card)

※ **For more inquiries ☎ 3299-1224(Mr. HAHM, Tae Sik)**

8 Health Care Information

8-1. 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. You can buy over-the-counter medicines from the health care center.

□ ☎ 958-3277 (Ms. KIM, Ja yeon)

□ *Hours: Mon - Fri: 09:00 - 18:00 (Lunch : 12:00-13:00)*

8-2. Hospital Information (for international students)

It is difficult to find English speaking doctors in Korea. If you are not confident in your Korean speaking ability, you may want to visit one of the following international health care centers in case of illness.

Korea University Anam Hospital (International Healthcare Center)

Having entered into MOU with KDI School, Korea University Hospital serves as a convenient site for KDI students to find medical service. In Korea University, Korean assistant fluent in English will help international patients from reception to prescription, facilitating your communications with doctors or staffs during medical treatment. Advantage of using the Korea University Hospital are below:

- **Less Waiting Time:** The International Clinic Office of Korea University Hospital will provide a separate service for all international patients.
- **Less Language Barrier:** A designated assistant will provide individual escort service within the hospital, explaining and translating necessary information
- **Convenient Payment System:** No immediate payment at the time of your visit. Expenses will be deducted from your monthly stipend 2 months later
- Information
 - ☎ 920-5677(Ms. LEE, Angela)
 - Website: <http://anam.kumc.or.kr:8080/ENG/>
 - Service Hours : 9:00-17:00 Mon - Fri (lunch:12:00~13:30)
 - Take the bus No. 273 at bus stop in front of the main gate
 -
- ※ **You must make an appointment.**
- ※ Emergency center operates 24 hours without holidays.



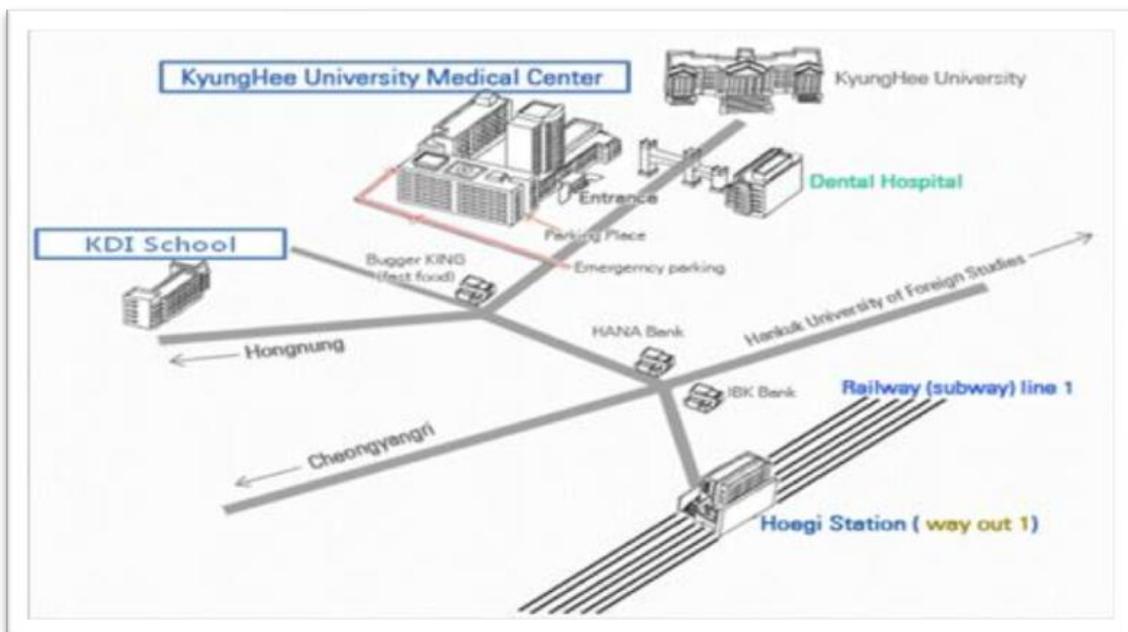
Kyunghee University Hospital

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 to visit a private hospital initially. General hospitals often ask visitors to undergo unnecessary medical check-ups which are particularly expensive for foreigners.

- ☎ 958-9644, 958-9477
- Website: <http://www.khmc.or.kr/eng/>
- Admission Hours: Mon - Fri: 08:30-16:00, Sat: 08:30-11:30
- Treatment Hours: Mon - Fri: 09:00-12:00, 13:30-17:00 Sat 9:00-12:00

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

※ Emergency center operates 24 hours without holidays.



※ Medical Insurance in Korea

The Korea National Health Program is one of the major social security programs of which almost all Koreans are beneficiaries. When Koreans receive a medical treatment in a hospital or buy medication from a pharmacy, 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 KRW 8,000 ~ KRW 10,000. For those who have agreed to carry medical insurance through School, this fee is deducted from their monthly stipends.

With exception of the Korea University Hospital, students are required to pay, at the time of their visit, all relevant fees for medical treatments, hospitalization and medication. Regardless of which hospital they choose, insured students must submit the relevant documents to the Student Affairs Division in order to get insurance reimbursement. Please note that the school only helps with technical procedures such as faxing the submitted documents to the insurance company. Any complications that may occur in the reimbursement process should be resolved between the students and the insurer.

Required documents for refund:

- All receipts relevant to medical treatments, hospitalization and medication

Cases not applicable to refund:

- Chronic disease, sickness or illness (which you had before insured)
- 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.

Important notice regarding the insurance

Under the Government's medical insurance policy, the amount of deductibles depends on the type of hospital they choose: KRW 20,000 for a general hospital and KRW 10,000 for a private clinic. For purchase of prescription medicine, whether it was prescribed at a general hospital or a private clinic, deductibles remain the same at KRW 8,000.

Ex1. If you spent KRW 24,000 at a general hospital, KRW 4,000 will be reimbursed.

Ex2. If you spent KRW 30,000 at a private clinic, KRW 20,000 will be reimbursed.

Ex3. If you spent KRW 5,000 at a local pharmacy, you will get no reimbursement.

9 KDI School Dormitories & Mailing Services

9-1. On-campus (Haejungsa)

Dormitory Office

The dormitory office is located on the 1st floor and is staffed 24 hours a day. Students should visit this office to fill out the “Dormitory Check-in Form” when moving in to their assigned rooms. Residents

are required by the dormitory office staff to register their student ID card information for security access to the dormitory building; otherwise they are not allowed to enter. (☎ 3299-1136)



Check-in Procedure

- Visit the dormitory office
- Check the assigned room
- Carefully read the Dormitory Rules and Regulations in the Dormitory Check-in Form
- Fill in the form and take the room key



Check-out Procedure

- Clean your room and have your room inspected
- Visit the dormitory office and return the room key
- Visit the Student Affairs Division
- Fill in Application for Check out form
- Get a refund for your deposit



In principle, every student get their deposit back on the check-out. Only if you cannot visit the office on your check-out date due to unavoidable circumstances (check-out early in the morning, check-out on weekend, etc.), you may ask for an early refund.

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

※ Dormitory Rules and Regulations

Dormitory Hours: All dorm residents are expected to maintain quiet and courteous behavior at all times. Students are requested to refrain from talking in the hallway so as not to disturb other students who are studying or sleeping inside their rooms. “ Quiet Hours” for the dormitories are between 10:00 P.M and 8:00 A.M

Prohibition: Members of the opposite gender should not enter each other’s rooms.

Rooms: Students are housed two or three 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. Replacement charge for each key loss or not returned is KRW 30,000.

Violation of any of these rules and regulations or any misconduct will be subject to disciplinary action, depending on the relevant school regulation.

Rates & Deposit

Accommodation	Type	Rate per person, Per day	Maintenance Fee	Deposit (Refundable)
Haejungsa	Studio	KRW 6,000	KRW 50,000	KRW 100,000
	General			

- Deposit and maintenance fee will be charged only once at check in.
- Refund may vary according to the room condition & fee payment of check out.
- On Campus Dormitory fee for standard 30 days is KRW180,000 and KRW186,000 for 31days.

Services included in the Maintenance Fee

- Mattress and Carpet cleaning (Anti Bacteria, Minute Dust): 2 times a year
- Bedding Cleaning: 4 times a year
- Disinfection for dormitory building and rooms: 8 times a year
- Annual whole building cleaning: end of year

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 an 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. While staying in the dormitory, it is the responsibility of the residents to

keep their room and bedding clean.

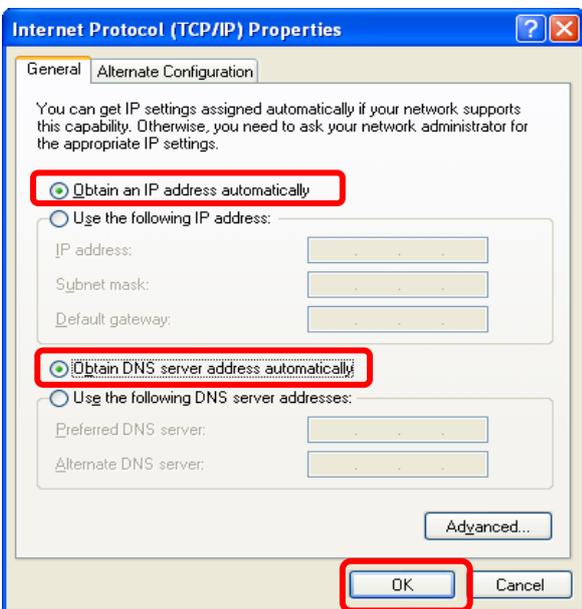
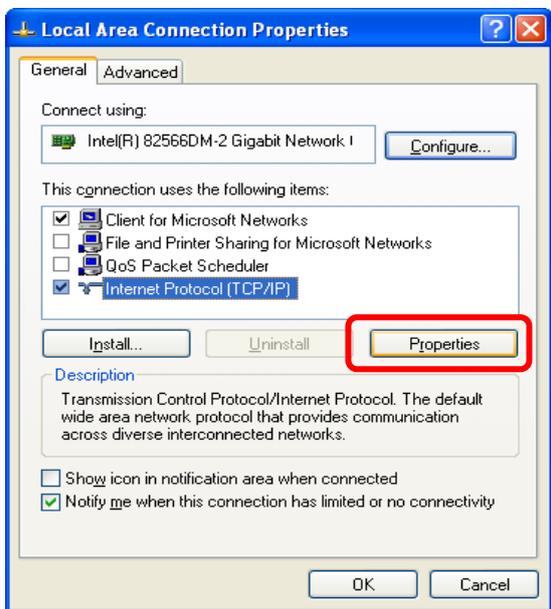
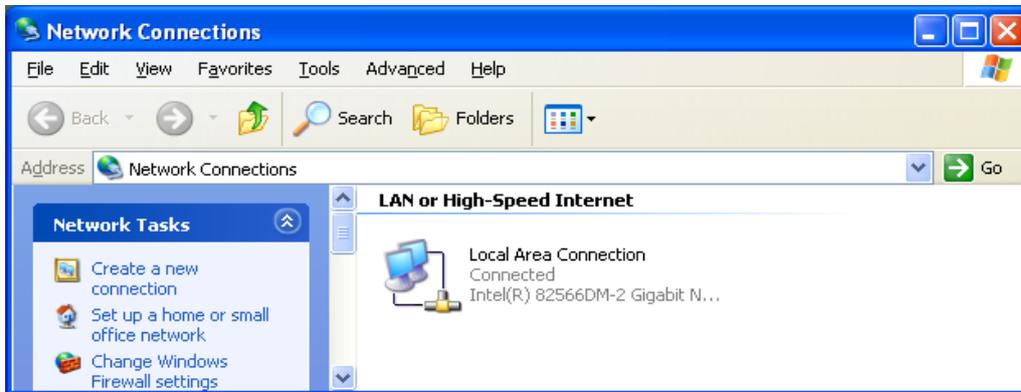
- *Studio Rooms*



Haejungsang has eight studio rooms. Studio room is for 3 people and it has its own shower and toilet inside. 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 (electrical outlets: 220V).

Connecting to the Internet in Your Dormitory Room

Each room is equipped with two cable lines to connect to your computer. Following the directions shown below, open Internet Protocol(TCP/IP) Properties and set your computer to "obtain an IP address automatically".



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, irons & ironing boards. There is a vending machine on the right side of the entrance.

□ *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 and water dispensers. 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. Washing machines are located in the communal toilets of each floor. Residents should use detergent for drum washing machine only.



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.

System for getting rid of garbage²(for off-campus dormitory residents*)

(* Residents in on-campus dormitory can use separate boxes in the lounge on each floor.)

The city of Seoul sells waste disposal bags specifically for food waste and for non-recyclable garbage. Disposal bags are sold in most corner shops or supermarkets. KDI School does not provide waste disposal bags.

There are four categories of recyclable material:

² Extracted from Yonsei Univ. Guidebook

- Paper: newspapers, calendars, magazines, or anything of paper material.
- Glass: containers made from glass like wine bottles, medicine bottles, and etc. (Please wash out all containers before disposal)
- Scrap Metal: anything made of metals.
- Cans: things made from aluminum such as beer cans or canned goods.(Please wash out all containers before disposal)

For the specifics, you may ask advice to your Korean classmates.

Refrigerators

Residents are also required to keep an eye on their cooking materials in the refrigerators in the bar and in the other areas of the dormitory. Any food in the refrigerator should be stored in sealed and marked containers. Please check your cooking materials at least two times per week and dispose decayed or rotten food properly/immediately. Students should remove all items from refrigerators after notice for refrigerator cleaning.

9-2. Off-campus (Apartment)

KDI School has 6 various types of apartment around campus. Each apartment has kitchen, bathroom and three or four bed rooms. For each apartment the KDI School assigns total residents for each house and assigned 6 or 4 people according to the type and those assigned will share 3 or 4 rooms upon mutual agreement.

Accommodation Overview

(January 2012)

	Apt. A: ShinHyundai	Apt. B: Hanshin	Apt. C: Hanshin	Apt. D: Hyundai	Apt. E: Dongbu	Apt. F: Dongbu
Area	105 square meter, 32"	83 square meter, 25"	105 square meter, 32"	152 square meter, 46"	109 square meter, 33"	142 square meter, 43"
Rooms	3 Rooms for 6 persons	3 Rooms for 4 persons	3 Rooms for 6 persons	4 Rooms for 6 persons	3 Rooms for 6 persons	4 Rooms for 6 persons
	Large Room 1 for 3 persons	No Large Room	Large Room 1 for 3 persons	Large Room 1 for 2 persons	Large Room 1 for 3 persons	Large Room 1 for 2 persons
	Medium Room 1 for 2 persons	Medium Room 1 for 2 persons	Medium Room 1 for 2 persons	Medium Room 1 for 2 persons	Medium Room 1 for 2 persons	Medium Room 1 for 2 persons
Dormitory Assistant*	Small Room 1 For 1 person	Small Room 2 For 1 person	Small Room 1 For 1 person	Small Room 2 For 1 person	Small Room 1 For 1 person	Small Room 2 For 1 person
Toilet	1	1	2	2	2	2
How to Commute	<u>on foot</u> or <u>subway</u> Hoegi Station Line #1	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (10 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)	<u>subway</u> Cheongnyangni Station Line #1, #2 (5 minutes on foot from exit No. 2.)
Commuting Time	20 minutes to School	20 minutes to School	20 minutes to School	30 minutes to School	20 minutes to School	20 minutes to School
Heating System	Household control					
	Central Gas					

*Dormitory Assistant will be assigned in a single room

Off -Campus Dormitory Rate & Deposit

Accommodation	Type	Rate per person, per day	Maintenance Fee	Deposit (Refundable)*
Apartment	Large Room	KRW 5,000	KRW 10,000 Every Month	KRW 100,000 (One-time Payment at Check-in)
	Medium Room	KRW 5,000		
	Small Room	KRW 6,000		
✓ Communal Facilities : Air conditioner, kitchen facilities, dining table and study table ✓ Individual Facilities : Bed, wardrobe, bookshelf and chair				

- Deposit is refundable when you check out.
- Refund amount may vary according to the room condition & fee payment of check out.

9-3. Off-campus (Single Room)

KDI School has newly secured a furnished, studio-type dormitory located just in front of the campus main gate. It has a private bathroom, kitchen and a refrigerator, a bed, an air-conditioner and adjustable heating system. It takes 2~10 minutes on foot from the KDI School building.

Studio Type Dormitory Rate & Deposit

Accommodation	Type	Rate per person, per month	Maintenance Fee	Deposit (Refundable)*
Single Room	One bed room	KRW 300,000	KRW 50,000 Every Month	KRW 100,000 (One-time Payment at Check-in)
✓ Individual Facilities : Sink, washing machine, hot plate, bathroom, refrigerator, interphone, shelf, desk, chair, bed, air conditioner				

9-4. Dormitory Assistant

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

Accommodation	Number of Assistants	Work List	Remark
On-campus	6 persons (Each Floor)	- Dealing with residents' inconveniences - Guiding through check-in and check-out procedure - Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the KDI school	4 International, 2 Koreans
Off-campus (Apartment)	9 persons (Each Apartment)		DA will be assigned in a single room
Off-campus (Single room)	1 person		

9-5. Mailing Service Information

KDI School students can receive mails on campus using their dormitory address (Haejungsa). If necessary, you may also use the KDI School address to receive your mail. In this case, the Academic Affairs Division will email you when your mail arrives.

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 (Haejungsa)*
 - Dormitory Room No. / Student Name
 - Haejungsa(Dormitory)
 - 87 Hoegiro, Dongdaemun-gu, Seoul 130-868 Korea
- *Inquiries:* ☎ 3299-1258 (Ms. Hur, In Kyeong)

On-campus Mail Delivery Service

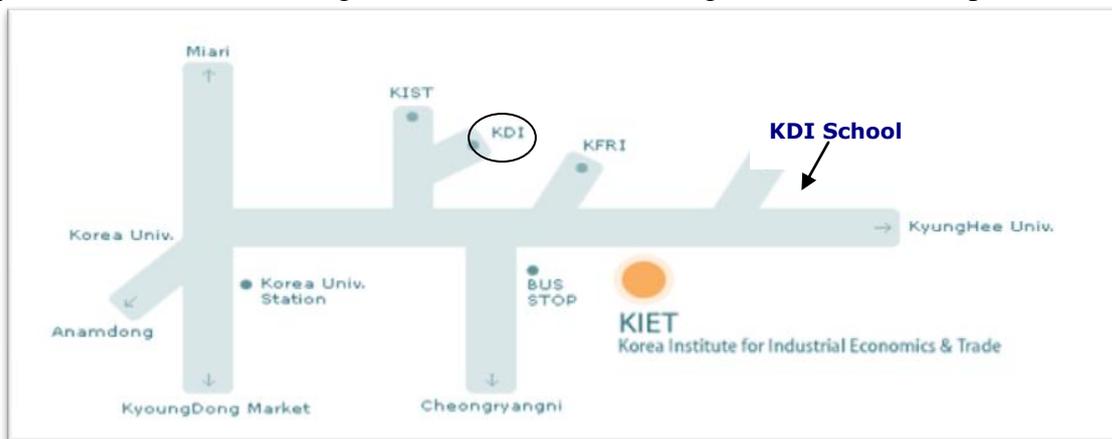


The KDI School supports mail service for students. Collections are made between 13:00 and 15:00. Thus, items must be ready before 15:00. The school mail service office is located on the 1st floor right behind the reception desk of the Yulgok Building (No.9). Service fees are subject to change depending 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.)

Off-Campus Post Offices

□ *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: Cheongyangni Subway Station, line no. 1(exit no. 2).
- Open Hours: 9:00 ~ 18:00
- ☎ 961-5121

□ *Hwikyungdong Post Office (Off Campus)*

- Location: Hoegi Subway Station, line no. 1(exit no. 1).
- Open Hours: 9:00 ~ 18:00
- ☎ 965-2336

10 School Administrative Offices

10-1. 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, the most frequently visited places by students are the Academic Affairs Division, the Student Affairs Division, and the External Relations and Development Affairs Division. The administrative office staff members are:

Academic Affairs Division

- *General Management: Mr. KIM, Gi Sang* (☎ 3299-1257)
 - Head / General Management of Academic Affairs
- *Academic Program: Mr. LEE, Byung Kwon* (☎ 3299-1259)
 - Course and Concentration Management, Classroom Assignment
- *Student Activities: Mr. KIM, Min Kyung* (☎ 3299-1088)
 - Tuition Management, Academic Advisor Assignment, Student Status
Special Lecture, Graduation Management
- *Student Activities: Mr. Lee, Eun Chong* (☎ 3299-1217)
 - Admission, Ph.D. Program, Faculty Research, Student Association
- *Student Activities: Ms. Hur, In Kyung* (☎ 3299-1088)
 - Research Project, POS Committee, Class & Administrative Assistants
- *Student Services: Ms. LEE, Ji Eun* (☎ 3299-1269)
 - Korea Global Leaders Fellowship
- *Student Activities: Ms. LEE, Youn Hwa* (☎ 3299-1294)
 - Evening Program Support, Certificate Issuance
- *Student Services: Ms. Noh, Da Hyun* (☎ 3299-1020)
 - Intern Staff, Assistant Coordinator
- *Student Services: Ms. Kang, Yu Jin* (☎ 3299-1182)
 - Intern Staff, Assistant Coordinator
- *Student Services: Ms. Lee, Jieun* (☎ 3299-1128)
 - Intern Staff, Assistant Coordinator

Student Affairs Division

- *General Management: Ms. LEE, Jae Soon (☎ 3299-1105)*
 - Head / General Management of Student Affairs
- *Student Services: Mr. HAHM, Tae Sik (☎ 3299-1224)*
 - Fall Term International Student, Colombo, NIIED scholarship Group
 - Insurance, Monthly Cultural Events, Field Study Program for Korean Students
 - Dormitory
- *Student Services: Ms. KIM, Hyun Joo (☎ 3299-1253)*
 - KOICA, G20 scholarship Group
 - Monthly Cultural Events, Monthly Stipends
 - Exchange Student, CAMPUS Asia program etc.
- *Student Services: Ms. Christine Saheun Leigh (☎ 3299-1021)*
 - Spring Term International Student, Global Ambassador, POSCO scholarship Group
 - Student Networking Programs: Club, Buddy, Happy Hour, Home visiting, etc.
 - GMP Student Group
- *Student Services: Intern (☎ 3299-1010)*
 - Assistant Coordinator
 - Insurance Claim Process, Dormitory Check-in and Check-out

External Relations and Development Affairs Division

- *General Management: Ms. YANG, Hye Jung (☎ 3299-1055)*
 - Head / General Management of External Affairs
- *Alumni: Mr. YOO, Young Dae (☎ 3299-1274)*
 - Alumni, Career Development
- *Student Recruiting: Ms. KIM, Hyun Ju (☎ 3299-1263)*
 - PR, Korean Student Admissions
- *Student Recruiting: Ms. SHIN, Chul Hee (☎ 3299-1281)*
 - International Students Admissions
- *External Relations: Mr. LIM, Keun-Hyuk (☎ 3299-1019)*
 - International Affairs, Editing

Administrative Division

- *IT Service: Mr. SONG, Chang Yong (☎ 3299-1275)*
 - Mr. NA, Dong Jin (☎ 3299- 1052)*
 - Computer Lab Management, Network Maintenance, E-mail Accounts, Internet
- *Facility Maintenance Service: Mr. CHUNG, Young Sik (☎ 3299-1260)*
 - School Facilities, Dormitory Facilities

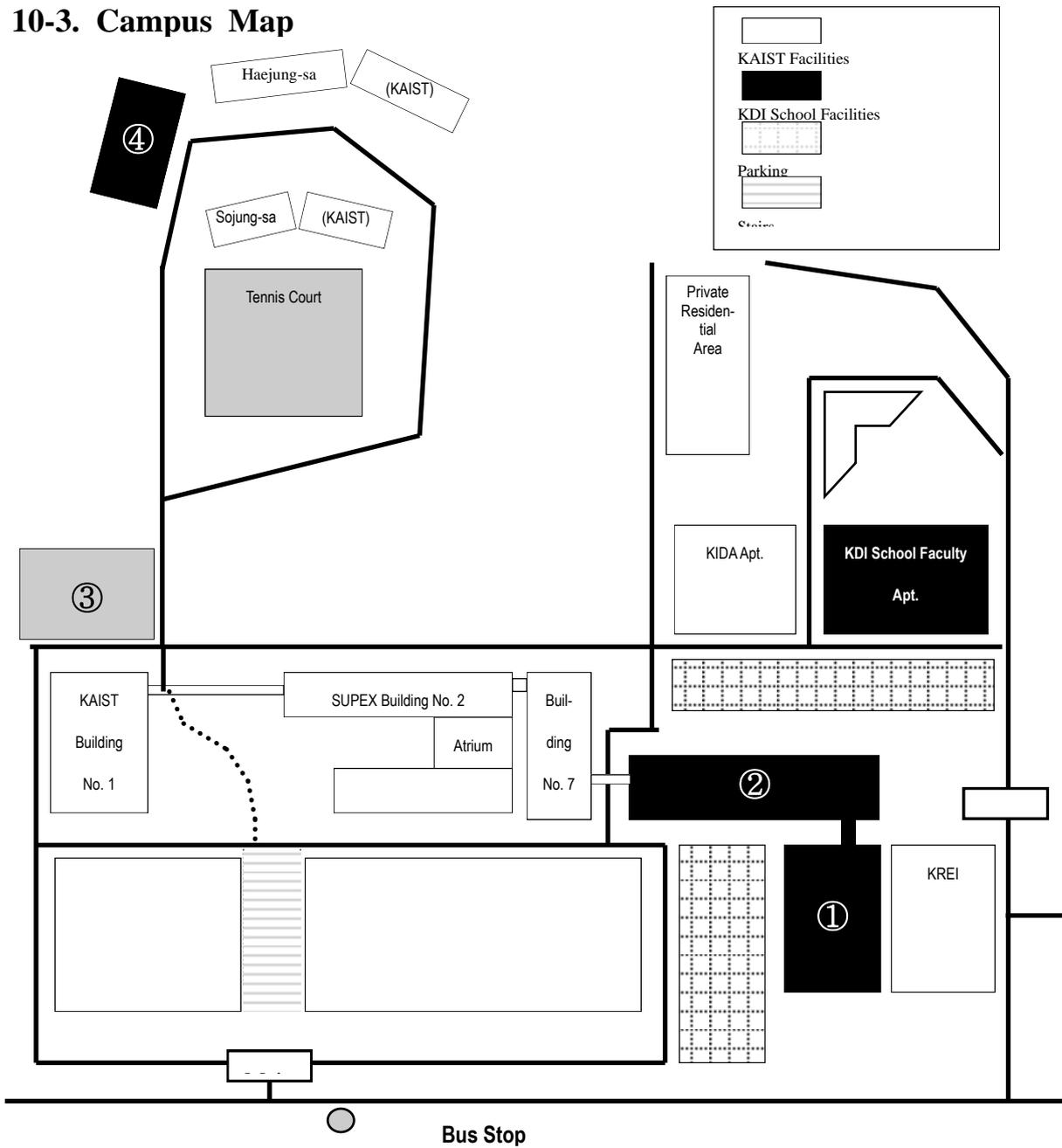
10-2. Faculty Support Offices

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): *Ms. CHOI, Ji-Ye (☎ 3299-1254)*
- Faculty Support Office (fifth floor): *Ms. JANG, Nam-Hee (☎ 3299-1256)*
- Faculty Support Office (sixth floor): *Ms. SON, Da-Un (☎ 3299-1215)*

10-3. Campus Map



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

Floor Guide of Each Building

□ *[KDI School Yulgok Building (Building No.9)]*

7F	Ambassador Hall/ Lincoln Hall/Chunji Sky Lounge
6-4F	Faculty Offices/Faculty Support Offices/ Lecture Rooms
3F	Computer Laboratory/ Printer Room/Lecture Rooms Student Association Room/ Video Conference Room
2F	Lecture Rooms/Student Lounge
1F	Reception Desk, Lobby, A.T.M(Woori Bank)

□ *[KDI School Dasan Building (Building No.8)]*

4F	Student Chamber, Study Room, Personal Lockers, Fitness room, Shower Rooms
3F	Faculty Offices, Lecture Rooms
2F	School Administrative Offices (including the Academic Affairs Division and the Student Affairs Division) * The 3 rd floor of the Yulgok Building and the 2 nd floor of the Dasan Building are connected by a path.
1F	Library
B1F	Convenience Store, Student Lounge & Study rooms, Student Mail Box

□ *[Student Union Building (shared with KAIST students)]*

4F	Faculty Restaurant
3F	Woori Bank, Sejong Book Store, Convenience Store
2F	Cafeteria, KAIST Health Center
1F	Table Tennis Room

□ *[KDI School Dormitory - Haejungsang (Building No. 10)]*

5F	Snack Bar, Rooftop
1~4F	Rooms, Communal Toilets, Communal Shower Room, Washing Machine, Drying Machine
1F	Dormitory Office, Dormitory Lounge

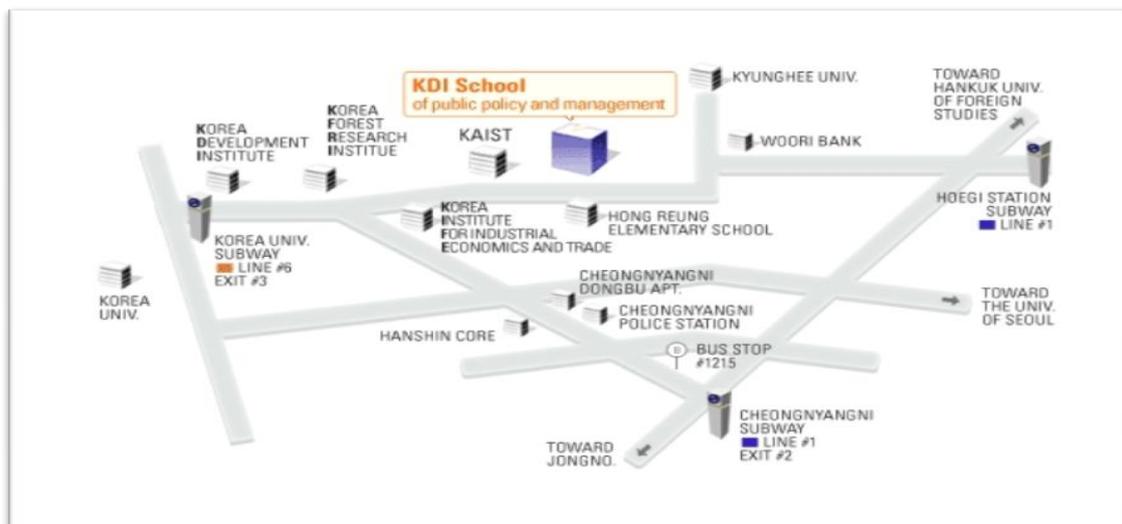
Around the KDI School

1 Directions to the KDI School

Cheongnyangni Station (Exit #2, Subway Line #1) → take the #201 bus → get off at Hong Reung Elementary School

- Hoegi Station (Subway Line #1) → 15 minute walk to the KDI School
- Korea Univ. Station (Exit #3,6, Subway Line #6) → take the #273 bus → get off at Hong Reung Elementary School

□ *Map of School Vicinity*



2 Shops and Restaurants (near Kyung Hee University)

Convenience Stores

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

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!

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 (thin slices of beef, marinated in a soy sauce, and usually grilled at the table), dolsot-bibimbap (Sizzling Stone Pot Bibimbap -mixed vegetables, beef and rice served in hot stoneware), kalguksu (hot noodle soup), samgyeopsal (Korean Style Bacon -rashers of bacon, grilled at the table and dipped in a mixture of sesame oil and salt). 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.

Lotte Department Store

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Station of Subway line No. 1*
(Connected to Department store directly from Subway station)
- *Open Hours: 10:30~20:00 (except one Monday of the month) ☎ 966-2500*

Lotte Department Store is one of the major Korean retail stores. 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.

Lotte Mart

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*
(You will see a sign from the subway station)
- *Open Hours: 9:00 ~24:00 (Mon~Sun) ☎ 3298-2500*

Lotte Mart is one of the South Korean retail chains with over a hundred branches across the country. Lotte Mart typically offers fresh/processed food, daily goods, home appliances, clothing, and miscellaneous. It also features Toys-R-Us, the world’s largest toy store.

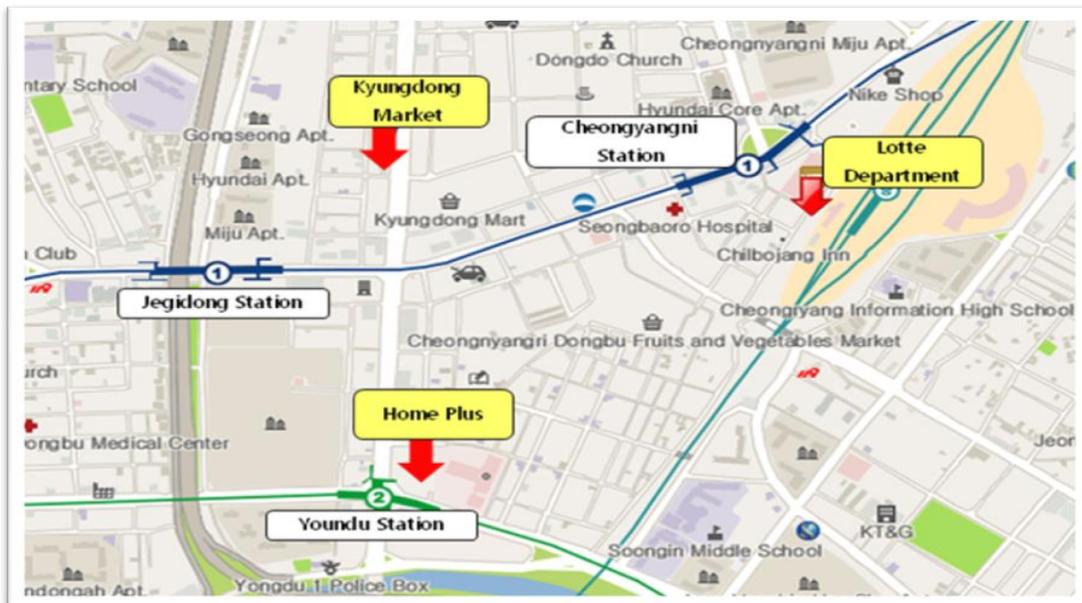
Lotte Cinema

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*
- ☎ 1544-8855

Lotte Cinema is a chain run by the Lotte Group operating both stand-alone theaters and theaters inside Lotte Department Store branches. It has a total of 206 screens in 26 leading cities across the nation. In the same building you can also find Lotte Department Store, Lotte Mart, and small, special-purpose stores such as fast food restaurants. On 6th floor is a place called "Digital Park" where you can try some of household appliances before you buy one.

Young Poong Bookstore

- *Branch: Cheongnyangni*
- *Location: Cheongnyangni Subway Station (Line No. 1, exit No. 4.)*
- ☎ 3707-1860
- *Map*



Kyungdong Market (Shijang)

- *Location: Jegidong Subway Station (Line No. 1 10 minutes on foot from exit No. 2.)*

□ *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.

E-Mart

□ *Branch : Imun-dong*

□ *Location: Hankuk Univ. of Foreign Studies Station of subway line No. 1*

- (10 minutes on foot from exit No. 1)

□ *Open Hours : 09:30~24:00*

☎ 02-959-1234



The E-Mart Imun-dong Branch stands one-storey below (B1), and provides customers with a one-stop shopping experience that meets all of their needs.

This mart sells groceries, fashion apparel, accessories, and a wide selection of other merchandise.

Staying in Korea

1 Location³

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 50 million people (2012). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.



2 Seoul⁴

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/>

³ http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp

⁴ <http://www.visitseoul.net/>

3 Climate⁵

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 Food⁶

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

⁵ http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_2.jsp

⁶ http://www.korea.net/korea/kor_loca.asp?code=U03

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 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-, 10,000-, and 50,000won 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 (Jan., 2012) the rate is approximately 1130 won to the one U.S. dollar.



6 Transportation

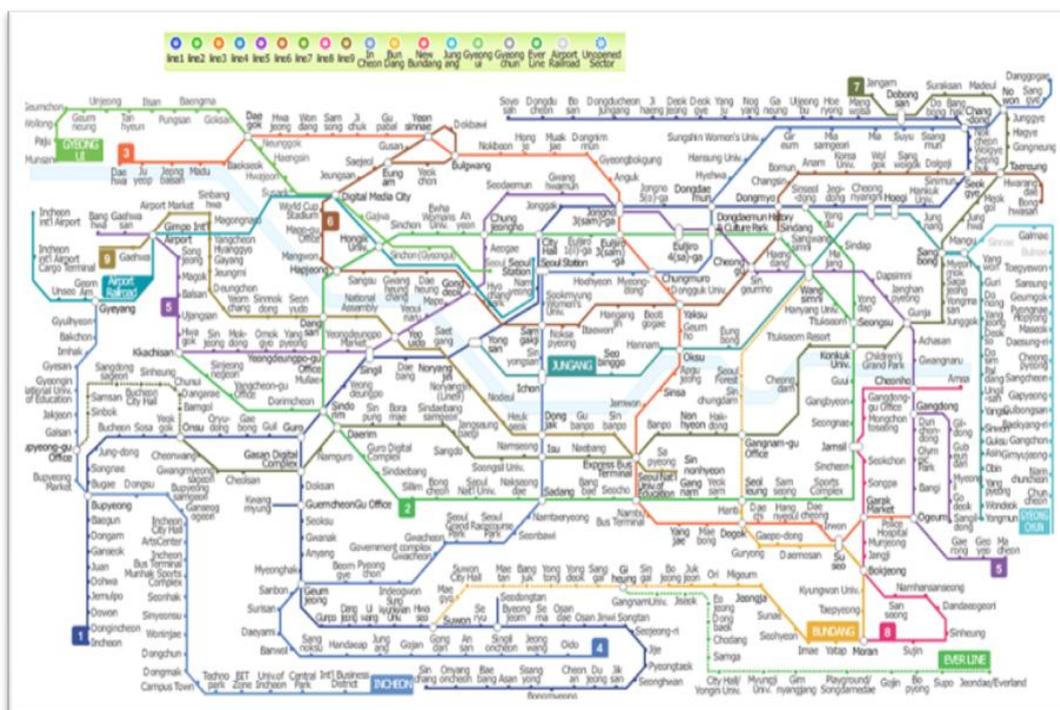
Subway

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 KRW1,150, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

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 #273 or #201 from the main gate of the KDI School campus to Cheongnyangni station or you may walk to Hoegi station or Korea University station.

□ *Subway map*



Bus

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

□ ***Blue Bus***

This type of buses will operate at higher speeds and access the median bus lane connecting suburban areas to downtown Seoul.

□ ***Green Bus***

Green buses will be flexibly operated by private bus companies, to connect major subway stations or bus terminals in downtown Seoul.

□ ***Red Bus***

- The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.
- This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

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

□ ***Bus Routes & Destinations***

273(Blue): Hankuk Univ. of Foreign Studies - Hoegi Station - Kyung Hee Univ.

- KDI School / KAIST- Hongnung - Korea Univ.

201(Blue): Guri - Sangbong - Kyung Hee Univ. - KDI School / KAIST

- Hongnung - Cheongnyangni - Jongro - Seoul Station

- Namdaemun market

※ Free transfer

As of July 2004, a transportation card can be used to get fare discounts when transferring from a subway to a bus, or vice versa. Free transfer within 30 minutes(subway↔bus, bus↔bus) available when the card is tapped on the ticket checkpoint both on way in and out of the station/bus. The free transfer privilege is not available between two same number buses.

Taxi

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 2,400 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 4,500 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

Express bus⁷

This is a specially designed bus that maintains a certain speed so that it can efficiently take you to a terminal in each region in Korea. As it used for a long distance of traveling, it provides much comfort for passengers. It should have such facilities as air-conditioning, a broadcasting system and broadcasting devices inside a car as well as reclining seats and seat belts. The fare varies according to your destination. You may also use a super express or ‘Udeung’ bus. The fare is a little more expensive but it offers a greater level of comfort.

Terminal	URL	Tel
Dong Seoul Terminal	http://www.ti21.co.kr	1688-5979
Nambu Terminal	http://www.nambuterminal.co.kr	02-521-8550
Central City Terminal	http://www.centralcityseoul.co.kr	02-6282-0114
Seoul Express Terminal	http://www.exterminal.co.kr	02-535-4151
Sangbong Terminal	http://www.sbtr.co.kr	02-435-2129
Suwon Terminal	http://www.seosuwonbusterminal.co.kr	031-278-8200
Hwajeong Terminal, Goyang, Gyeonggi-do	http://www.hwajungterminal.co.kr	1577-9884
Terminal, Ansan, Gyeonggi-do	http://www.ansan-busterminal.co.kr	031-403-8251
Gwangju Terminal	http://www.usquare.co.kr	062-360-8114
Daejeon Terminal	http://www.daejeonbustm.co.kr	042-625-8792
Busan Terminal	http://www.bxt.co.kr	051-508-9200

※ Express Bus Lines Association <http://www.kobus.co.kr> ☎ 535-2860

⁷ Excerpted from Ajou Univ. Guidebook.

Myeong-dong. Major fashion designers also have boutiques here and foreign brand name products and shoe stores can be found in abundance. Financial institutions such as banks and investment companies are also located along Myeong-dong. To get there, all you need do is take the blue line, line number 4, and ride to Myeong-dong Station. You can enter the main street of Myeong-dong if you come out of exit 6,7.

Migliore



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

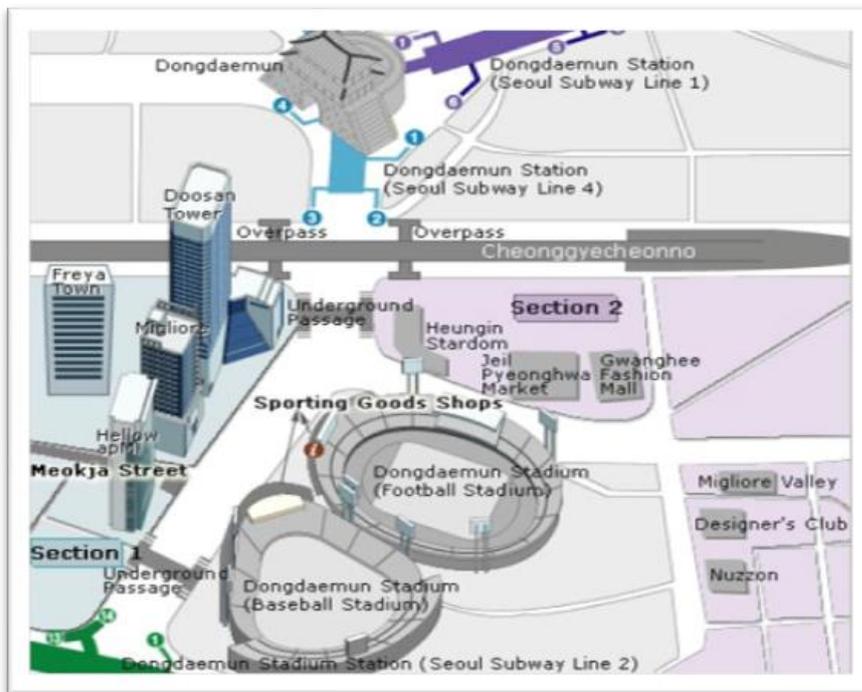
This huge shopping area near Dongdaemun (Great East Gate) and Dongdaemun Stadium is roughly divided into two sections. The northern area has more traditional stores, specializing in clothes, vibrantly colored fabrics, and wedding gifts. Many newlyweds will come here to do all the shopping for their new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

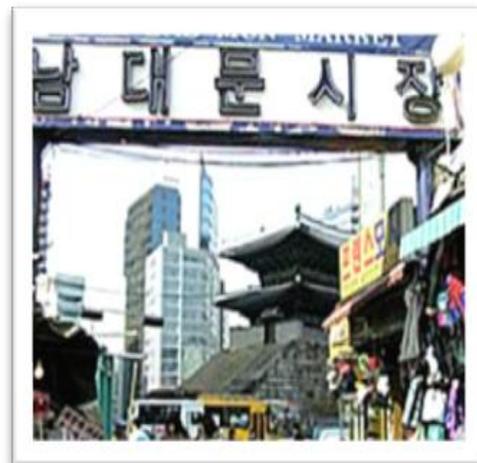
□ *Map of Dongdaemun Market Area*



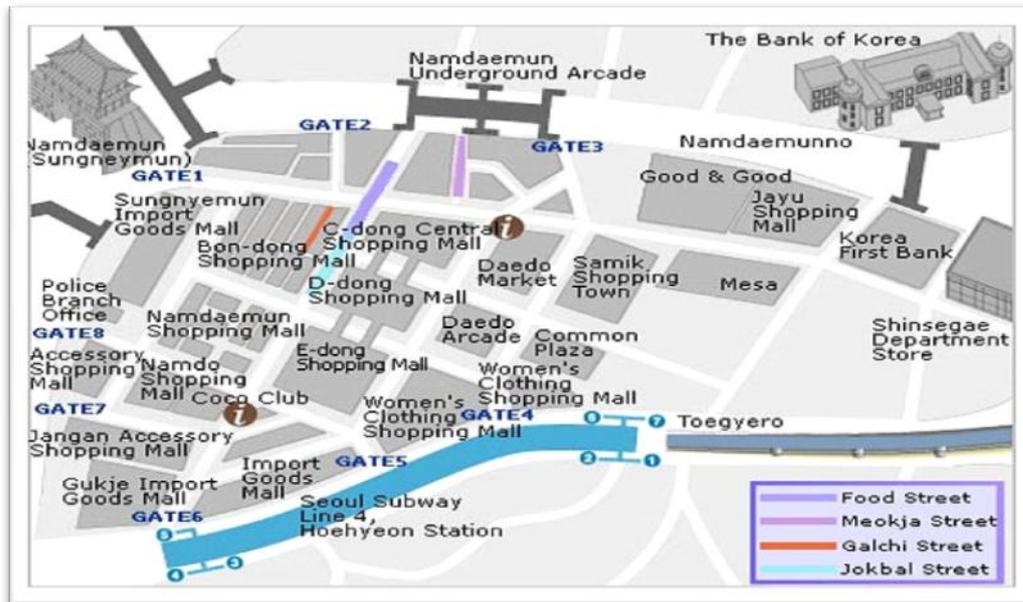
Namdaemun Market

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

Transportation - Subway Line 4, Hoehyeon Station Exit 5



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.



Transportation - Subway Line 2, Samseong Station Exit No. 5 and No. 6 (Connected to the COEX Mall from Subway station)

Itaewon

Itaewon is perhaps the most exotic place in Seoul, representing a fusion culture with a distinctive atmosphere. It has many antique and 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.



Transportation - Subway Line 6, Itaewon Station Exit #1,2,3 or 4

□ *Map of Itaewon's main street*



Insadong



Insadong and the surrounding area were the residences of Joseon Dynasty (1392-1910) officials, extended royal families, and the yangban aristocratic class. The antique art shops that were established here during the Japanese Colonial Period carried everyday items of the privileged class as these items became antiques in the face of modernity. Since then, Insadong has been home to dozens of art galleries and antique shops.

Insadong's narrow alleys branch out into all directions from one main street.

Korea's antique shops display and sell quality antiques such as old paintings, ceramics, woodenware, metalware, old furniture and many other items. Galleries in Insadong display and sell modern art pieces as well as antiques. Exhibitions are held frequently in these galleries and give good chances for Korean artists to gather. Insa Art Center and Gyeongin Art Gallery are famous in Insadong. Transportation is,

- Subway Line 1, Jonggak Station Exit # 3-1, 5 minute walk
- Subway Line 1, Jongno 3-ga Station Exit # 5, 5 minute walk
- Subway Line 3, Anguk Station Exit # 6, 5 minute walk

※Seoul City Tour Shuttle Bus⁸

For students who want to go sightseeing in Seoul, Seoul City Tour bus can be an attractive option. Please refer to details below.

City Tour is a shuttle bus that circulates the courses, starting with Gwanghwamun. With a one-day pass, you can get on and off any City Tour Bus for a day.

City Tour courses include traditional palaces, such as Gyeongbokgung, Changdeokgung, Changgyeonggung, Deoksugung, Gyeonghigung, and Unhyeongung, as well as other tourist attractions like Seoul Tower, Cheongwadae, Namsangol Korean Village, Insa-dong, Daehakro, and popular shopping districts at Namdaemun, Dongdaemun, and Myeong-dong.

The international voice guidance system on individual seats provides information about every stop of the City Tour Bus. The history of Seoul and the directions of the traditional palaces and cultural heritage sites are provided in Korean, English, Japanese, and Chinese. *For more information, please call ☎ 777-6090.*

8 Other Information

8-1. Tourist Information Service

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

⁸ <http://en.seoulcitybus.com/>

Seoul KTO Tourist Information Center

- *Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180*
- *Travel Information: ☎ 1330(24 hours)*
- *Center Information: ☎ 729-9600*
- *Homepage: <http://english.visitkorea.or.kr/>*

Korea Travel Phone 1330

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

8-2. How to Call

International Calls

□ *How to call Korea from overseas*

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

□ *How to call overseas from Korea*

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

- Regular International Phone Call Carriers: 001, 002, 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.

Public Phones

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (KRW2,000, KRW3,000, KRW5,000, and KRW10,000) or coins (KRW10, KRW50,

KRW100). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

8-3. Electricity⁹

Voltage level has been converted to 220V in most buildings. If you are using electrical equipment that is not 220V you will need either a converter or a transformer. Converters are the small devices that you attach directly to the plug. Converters can be used for devices with AC



Adapters. To be certain, look closely at your plug and see what voltage ranges are supported. Transformers are larger devices that are used when converters falls short. Converters and transformers are can be bought at any hardware store. There are two types of transformers. The small transformer is cheaper and should sell for about KRW 10,000. The larger transformer is also heavier and more expensive. They range from KRW 25,000 to 30,000. For electronics that run on higher wattage, you will need the larger transformer. Please note that using the wrong proper converter can damage your electronic equipment.

8-4. Main Worship Place by Religion¹⁰

□ *Anglican church*

- The Anglican Church of Korea
- <http://www.skh.or.kr> ☎ 738-8952
- Seoul Cathedral of the Seoul Diocese
- <http://www.seouldiocese.net>
- ☎ 02-738-6597, 3, Jung-dong, Jung-gu, Seoul

□ *Buddhism*

- Daewoongjeon (Main building) of Temple Jogye
- <http://www.jogyesa.org> ☎ 732-2183
- 45, Gyeongji-dong, Jongro-gu, Seoul

□ *Islam*

- Korea Muslim Federation
- <http://www.koreaislam.org> ☎ 793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul ☎ 793-6908

⁹ Excerpted from Yonsei Univ. Guidebook.

¹⁰ Excerpted from Ajou Univ. Guidebook.

□ ***Protestant church***

- Protestant church believes in Christ as a savior, and Korean Protestant church has a number of denominations. Thus, churches are easy to find anywhere.
- ‘Bethel Chapel’ of Chungdong First Church
- <http://chungdong.onmam.com> ☎ 753-0001~3

□ ***Roman catholic church***

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- <http://www.mdsd.or.kr> ☎ 774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop’s Conference of Korea
- <http://www.cbck.or.kr> ☎ 460-7500

□ ***Russian orthodox church***

- Korean Orthodox Mission
- <http://www.korthodox.org> ☎ 033-573-5210
- 451-1, Yonghwa-ri, Geunduk-myeon, Samchuck-si, Gangwon-do

8-5. Public Holidays

□ ***New Year’s day : January 1***

□ ***Lunar New Year’s day: January 22, 23, 24 (Dec. 31- Jan. 2, Lunar calendar)***

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

□ ***Independence Movement Day : March 1***

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

□ ***Buddha’s Birthday : May 28(April 8, lunar calendar)***

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

□ ***Children’s day : May 5***

- This is a day for children to enjoy themselves.

□ ***Memorial day : June 6***

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

□ ***Liberation Day : August 15***

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

□ ***Chusok : Sept. 29, 30, Oct. 1 (August 15, lunar calendar)***

- Similar to thanksgiving, this is one of the most important festivals in Korea. Families come together to celebrate, and hold memorial services at family grave sites.

□ ***National Foundation Day : October 3***

- This day marks the traditional founding of Korea, the day means that the sky was opened, by the god, Tan-gun, in 2333 B.C..

□ ***Christmas : December 25***

- In Korea, Christians love to hold a grand celebration of Christmas.

8-6. Tips on Cultural Etiquette

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

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

Appendix 1. Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. O. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSung Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)795-6535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. O. Box 4406	02)749-0381	02)797-1688
BOLIVIA	1401, Garden Tower Bldg., 98-78 Unni-dong, Jongnogu	02)742-6113	02)742-6114
BRAZIL	Ihn Gallery Building(4F & 5F) 141 Palpan-dong, Jongno-gu	02)738-4970 02)720-4428	02)738-4974
BRUNEI	7F, Gwanghwamun Bldg., 98-78 Unni-dong, Jongnogu	02)399-3707~8	02)399-3709
BULGARIA	723-42 Hannam 2-dong, Yongsan-gu	02)794-8625~6	02)794-8627
CAMBODIA	657-162, Hannam-dong, Yongsan-gu	02)3785-1041	02)3785-1040
CANADA	10F & 11F, Kolon Bldg., 45 Mugyo-dong, Jung-gu C.P. O. Box 6299	02)3455-6000	02)755-0686
CHILE	14F, Heungkuk Life Insurance Bldg., 226, Sinmunno 1-ga, Jongno-gu	02)2122-2600	02)2122-2601
CHINA	54, Hyoja-dong, Jongno-gu	02)738-1194~6	02)738-1174
COLOMBIA	13F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 1175	02)720-1369	02)725-6959
CONGO(DR)	#702, Daewoo Complex Bldg. 167, Naesu-dong, Jongno-gu	02)6272-7997	02)6272-7997
CZECH REPUBLIC	1-121, Sinmunno 2-ga, Jongno-gu	02)725-6765~6	02)734-6452
DENMARK	5F, Namsong Bldg., Itaewon-dong, Yongsan-gu	02)795-4187	02)796-0986
DOMINICA, REP	19F. Taepyongno 2-ga, Jung-gu	02)756-3513	02)756-3514

[E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. O. Box 1808	02)312-3272	02)393-6108
GABON	4F, Yuseong Bldg., 738-20 Hannamdong, Yongsan-gu	02)793-9375~6	02)793-9574
GHANA	5-4 Hannam-dong, Yongsan-gu, C.P. O. Box 3887	02)3785-1427	02)3785-1428
GERMANY	308-5 Dongbinggo-dong, Yongsan-gu	02)748-4114	02)748-4171
GREECE	27F, Hanwha Bldg., 1 Jangyo-dong, Jung-gu	02)729-1400~1	02)729-1402
GUATEMALA	3422, Hotel Lotte, 1 Sogong-dong, Jung-gu	02)771-7582~3	02)771-7584
HONDURAS	2F, Jongno Tower Bldg. 6, Jongno2-ga, Jongno-gu	02)738-8402	02)738-8403
HUNGARY	1-103, Dongbinggo-dong, Yongsan-gu	02)792-2103~6	02)792-2109
INDIA	37-3, Hannam-dong, Yongsan-gu	02)798-4257	02)796-9534
INDONESIA	55, Yeouido-dong, Yeongdeungpo-gu	02)783-5675~7 02)783-5371~2	02)780-4280
IRAN	310-22, Dongbinggo-dong, Yongsan-gu	02)793-7751~3	02)792-7052~3
IRELAND	15F, Daehan Fire & Marine Insurance Bldg., 51-1 Namchang-dong, Jung-gu	02)774-6455	02)774-6458
ISRAEL	823-21, Daegong Bldg, Yeoksam-dong, Gangnam-gu	02)564-3448	02)564-3449
ITALY	1-398, Hannam-dong, Yongsan-gu	02)796-0491/5	02)797-5560
JAPAN	18-11, Jinghak-dong, Jongno-gu	02)2170-5200	02)734-4528
KAZAKHSTAN	13-10 Seongbuk-dong, Seongbuk-gu	02)744-9714~5. 02)744-9731	02)744-9760
KUWAIT	309-15 Dongbinggo-dong, Yongsan-gu	02)749-3688~9	02)749-3687
LEBANON	310-49 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsan-gu, C.P. O. Box 8418	02)797-6001~5	02)797-6007

[M-S]

Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U. N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2 nd Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-2250
QATAR	1-44 Dongbinggo-dong, Yongsan-gu	02)790-1308~10	02)790-1027
ROMANIA	UN Village, 1-42 Hannam-dong, Yongsan-gu	02)797-4924	02)794-3114
RUSSIA	34-16, Jeong-dong, Jung-gu	02)318-1234~5	02)754-0417
SAUDI ARABIA	1-112, Sinmunno 2-ga, Jongno-gu C.P.O Box 108	02)739-0631/5	02)723-3110
SINGAPORE	28F, Seoul Finance Bldg., 84 Taepyeongno 1-ga, Jung-gu	02)774-2464~7	02)773-2465
SLOVAKIA	389-1 Hannam-dong, Yongsan-gu	02)794-3981	02)794-3982
SOUTH AFRICA	1-37 Hannam-dong, Yongsan-gu	02)792-4855	02)792-4856

[S-V]

Nation	Address	Telephone	Fax
SPAIN	726-52, Hannam-dong, Yongsan-gu	02)793-5703 02)794-3581~2	02)796-8207
SRI LANKA	2002, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1871	02)753-2966~7	02)737-9577
SUDAN	653-24, Hannam-dong, Yongsan-gu	02)793-8692 02)749-1090	02)793-8693
SWEDEN	12F, Hanhyo Bldg., 136 Seorin-dong, Jongno-gu, K.P.O. Box 1154	02)738-0846	02)733-1317
SWITZERLAND	32-10, Songwol-dong, Jongno-gu, C.P.O. Box 2900	02)739-9511/4	02)737-9382
THAILAND	653-7, Hannam-dong, Yongsan-gu	02)795-3098 02)795-0095	02)798-3448
TUNISIA	1-17, Dongbinggo-dong, Yongsan-gu	02)790-4334~5	02)790-4333
TURKEY	4F, Vivien Corporation Bldg., 4-52 Seobinggo-dong, Yongsan-gu	02)794-0255 02)794-3778	02)797-8546
U.A.E	5-5, Hannam-dong, Yongsan-gu	02)790-3235/7	02)790-3238
UKRAINE	904~906, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)578-6910	02)578-5514
UNITED KINGDOM	4 Jeong-dong, Jung-gu	02)3210-5500	02)725-1738
USA	82, Sejongno, Jongno-gu	02)397-4114	02)738-8845
URUGUAY	Rm. 1025, Daewoo Center Building 541, 5-ga, Namdaemunno, Jung-gu	02)753-7893 02)754-0720	02)777-4129
UZBEKISTAN	Room 701, Diplomatic Center 1376-1, Seocho 2-dong, Seocho-gu	02)574-6554	02)578-0576
VENEZUELA	16Fl. Jaeil Enhang Build., 100 Gongpyeong-dong, Jongno-gu	02)732-1546~7	02)732-1548
VIETNAM	28-58 Samcheong-dong, Jongno-gu	02)738-2318~9	02)739-2064

Appendix 2. Useful Websites

Category	Domain
Transportation	<ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> ◦ http://www.immigration.go.kr/HP/IMM80/index.do ◦ http://www.hikorea.go.kr
Others	<ul style="list-style-type: none"> ◦ Seoul Global Center: http://global.seoul.go.kr ◦ Life in Korea: http://www.lifeinkorea.com

2013 Course Map by Concentration



Please note that course offerings are subject to change depending on the circumstances of the school or instructors

Contents Table

- **Development Track (DT)**
- **Finance and Macroeconomic Policy (FM)**
- **Public Finance and Social Policy (PF)**
- **Trade and Industry Policy (TI)**
- **Regional Development & Environment (RE)**
- **International Relations and Political Economy (IR)**
- **Public Management and Leadership (PM)**
- **Entrepreneurship & Private Sector Development (EN)**

DT Concentration Overview

■ Learning Goals:

- Based on KDI's hands-on experience on development policy for more than forty years, the Master of Development Policy (MDP) program offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks.

■ Target Students:

- The program is targeted for international professionals, including government officials, development consultants and regional specialists who wish to contribute to development policymaking. The program is also focused on fostering professionals in the field of official development assistance (ODA).
- Students must take required and some of development track courses, but may also declare a concentration from among 7 concentrations.

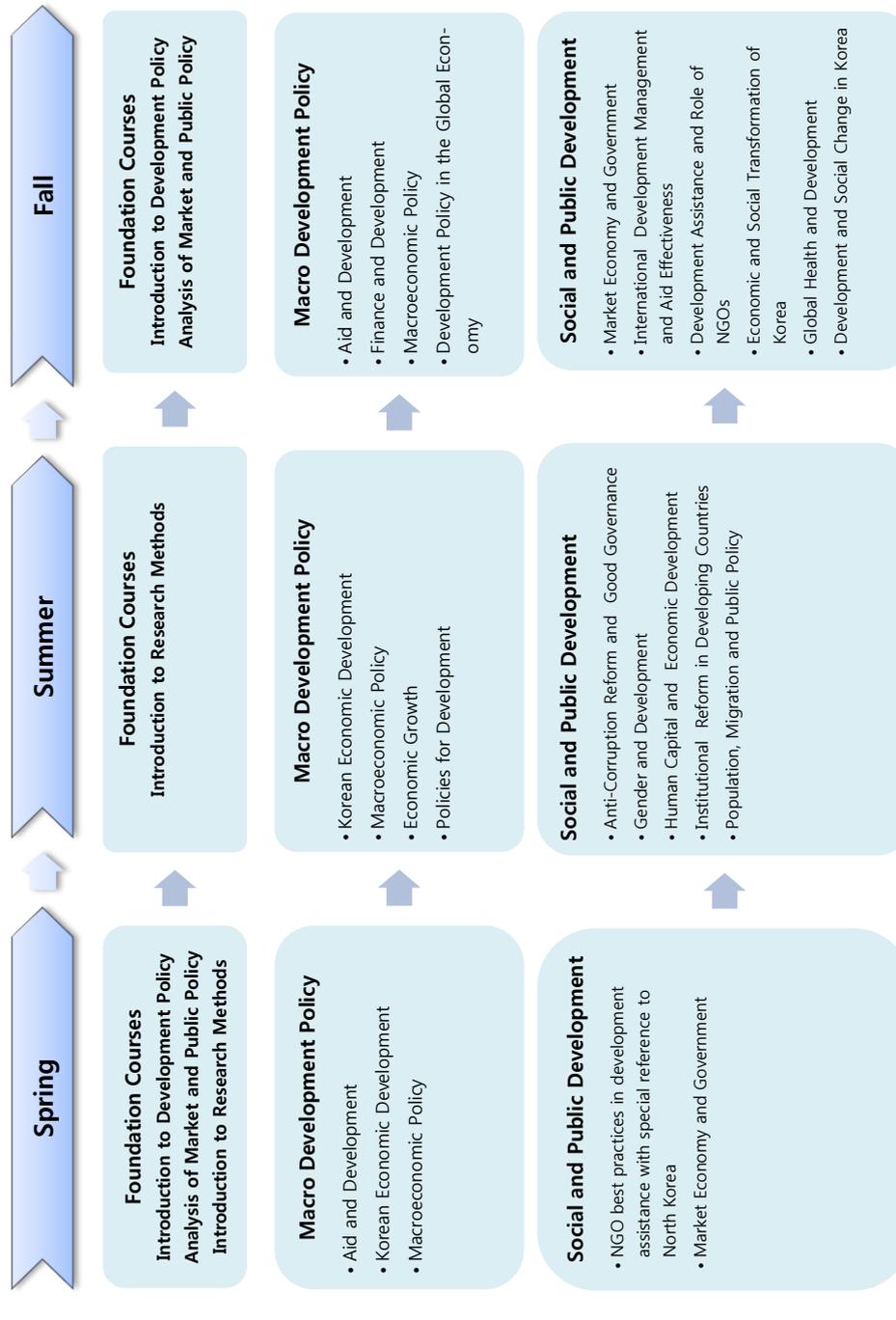
DT Concentration Course Flow Chart

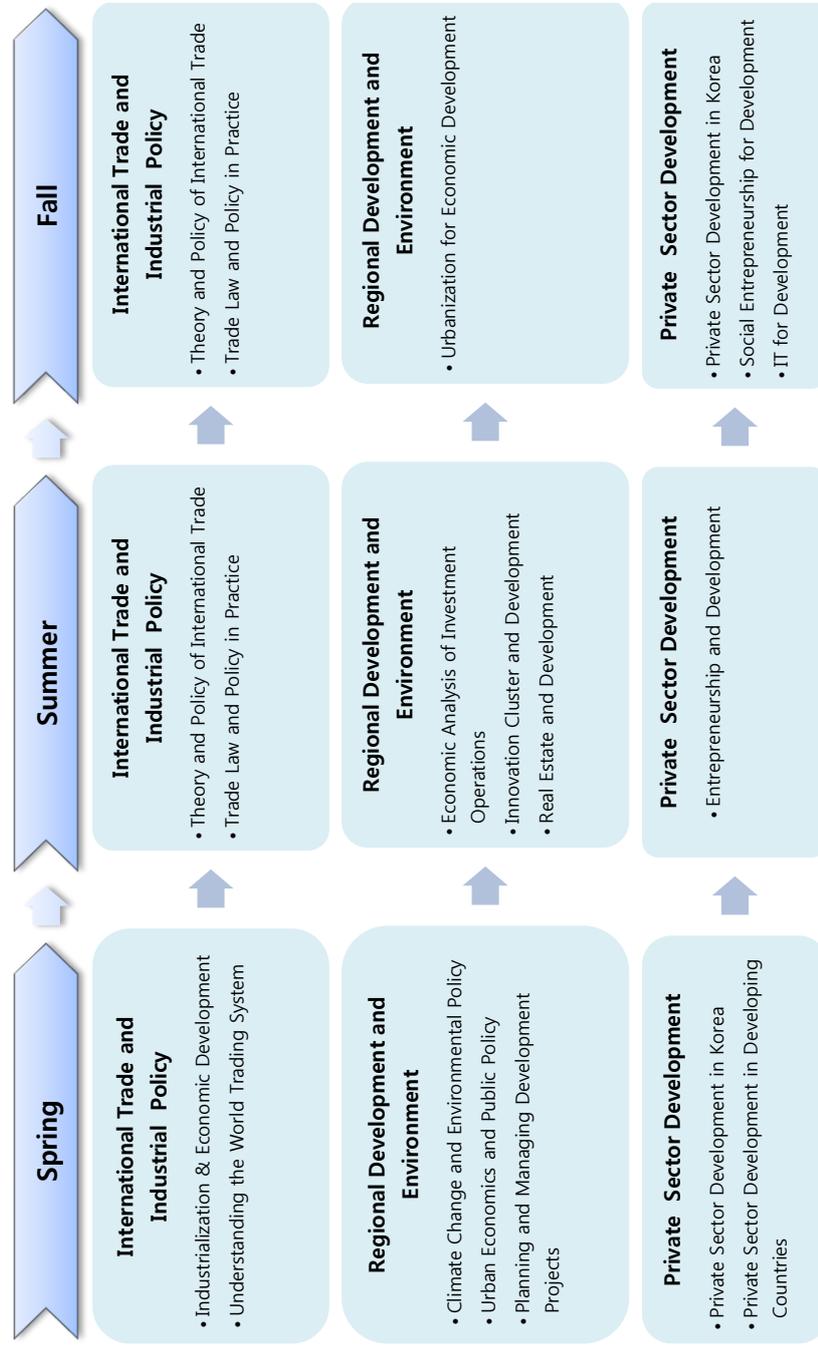
Basic Courses

- Introduction to Development Policy
- Analysis of Market and Public Policy
- Introduction to Research Methods

Advanced Topics&Courses

- Macro Development Policy
- International Trade and Industrial Policy
- Social and Public Development
- Regional Development and Environment
- Private Sector Development

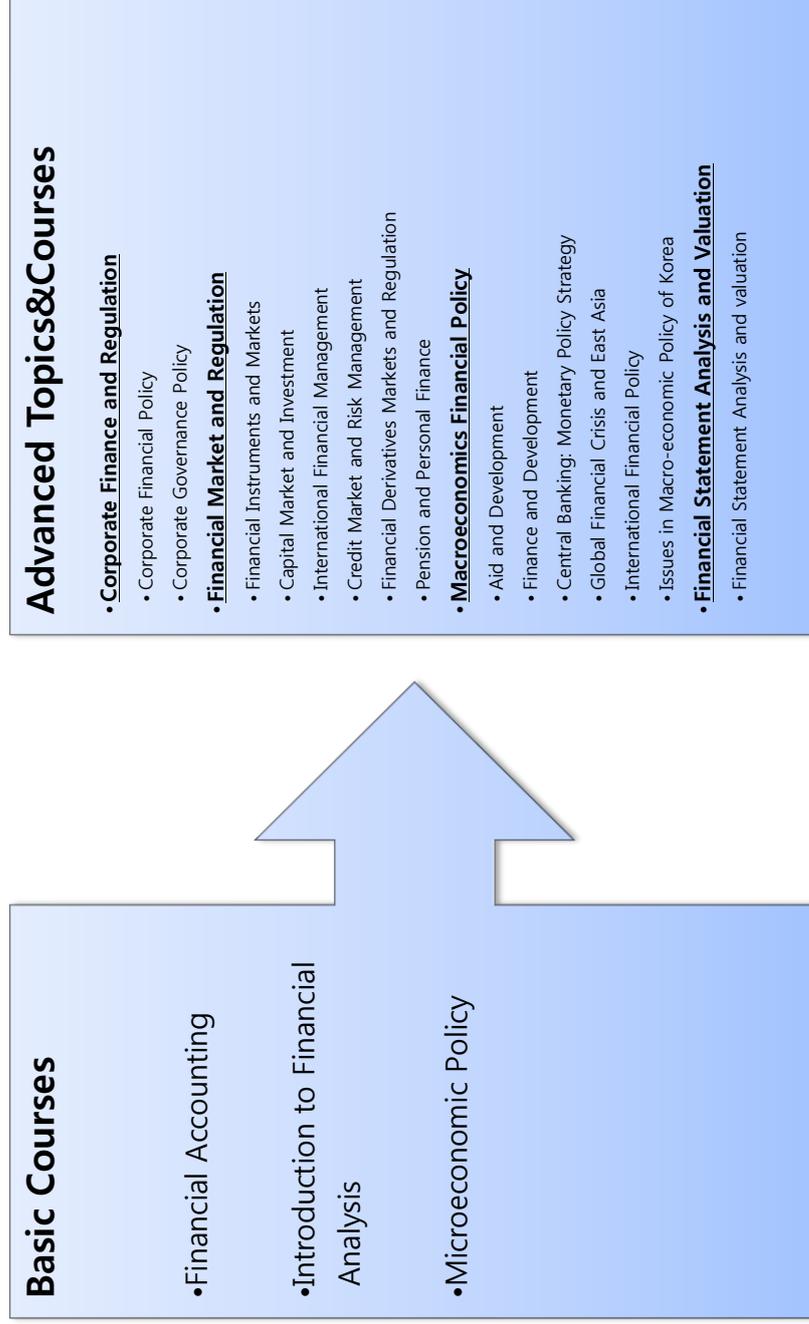




FM Concentration Overview

- **Learning Goals:**
 - The concentration on Finance and Macroeconomic Policy aims to help students understand the theory, the practice, and the policy issues in the areas of macroeconomics and finance.
- **Target Students:**
 - Mid-career professionals in finance ministries
 - Central bankers
 - Financial supervisory authorities
 - Self-regulatory agencies
 - Others who aspire to work in such institutions.
 - The rich list of finance courses can also meet the needs of students from the private sector.

FM Concentration Course Flow Chart



Spring

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Research Methods (MDP)
- Introduction to Development Policy(MDP)
- Quantitative Methods (MPP)

Basic

- Macroeconomic Policy
- Introduction to Financial Analysis
- Financial Accounting

Advanced

- Financial Instruments and Markets
- Corporate Finance Policy
- Aid and Development

Summer

Foundation

- Introduction to Research Methods (MDP)

Basic

- Macroeconomic Policy

Advanced

- International Financial Management
- Central Banking: Monetary Policy Strategy
- Capital Market and Investment
- Bond and FX Markets and Policy
- Finance and Development

Fall

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Development Policy (MDP)
- Quantitative Methods (MPP)

Basic

- Macroeconomic Policy

Advanced

- Credit Market and Risk Management
- Financial Derivatives Markets and Regulation
- Pension and Personal Finance
- Global Financial Crisis and East Asia
- International Financial Policy
- Issues in Macro-economic Policy of Korea
- Financial Statement Analysis and valuation
- Corporate Governance Policy
- Aid and Development

PF Concentration Overview

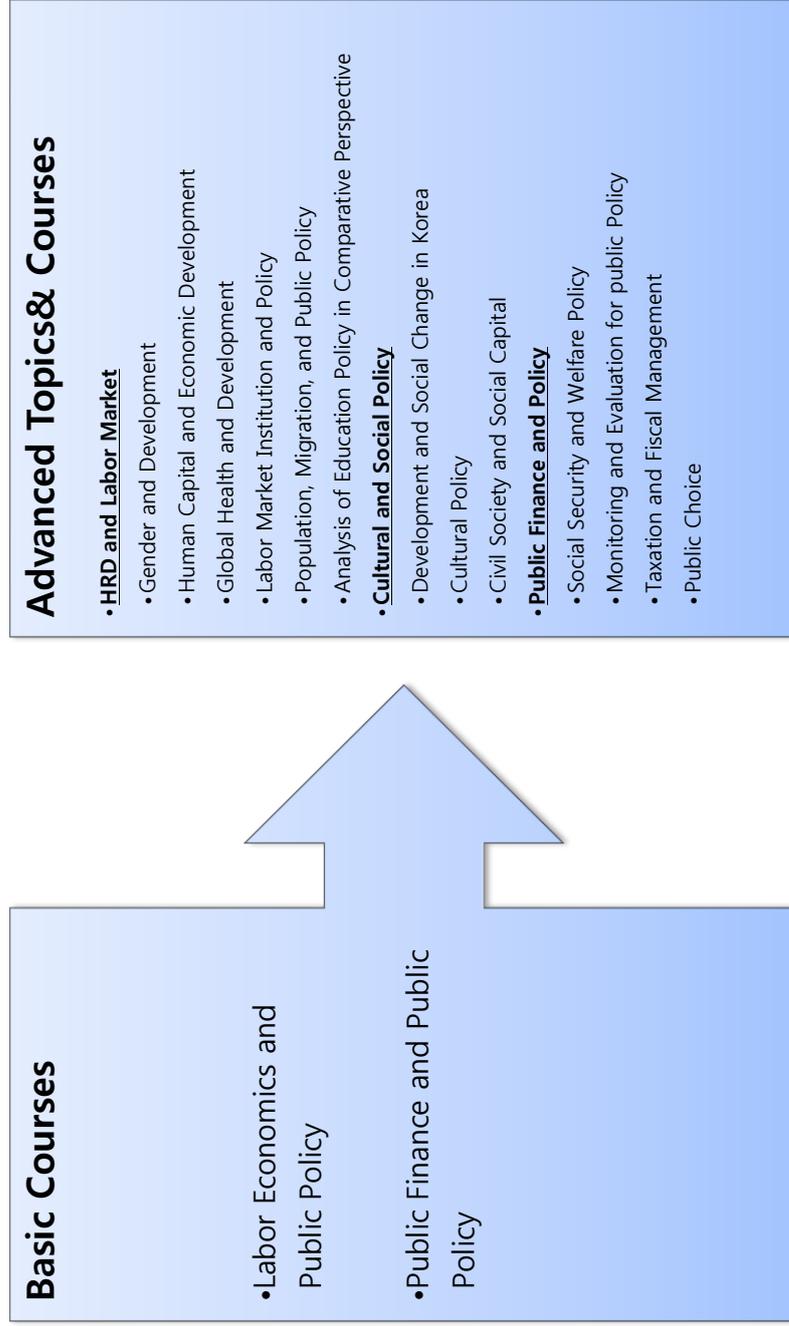
■ Learning Goals:

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

■ Key Issues:

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

PF Concentration Course Flow Chart

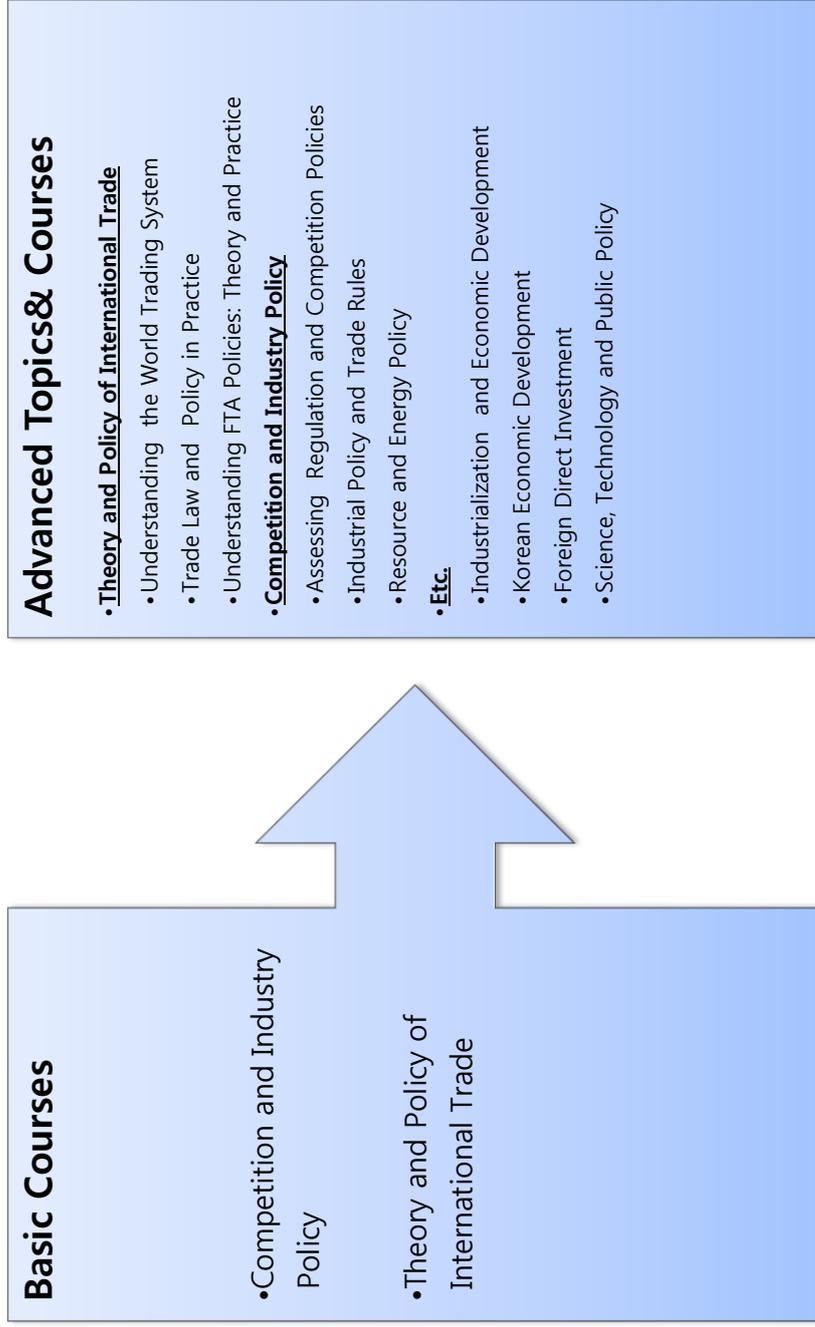




T1 Concentration Overview

- **Learning Goals:**
 - Theoretical knowledge and practical skills in the field of international trade and industry policy.
 - Legal and institutional arrangements.
- **Key Issues:**
 - In this era of globalization, no country can enjoy economic prosperity without engaging in international trade. While domestic industries struggle to adjust themselves in the global market, industrial policy can facilitate the process.
 - Analysis in the context of contemporary issues such as FTA, FDI, international trade negotiations, dispute resolutions, and etc.
- **Target Students:**
 - Mid-career professionals in trade-related ministries and business entities or international organizations, as well as those students who aspire to work in such institutions upon graduation.

TI Concentration Course Flow Chart





RE Concentration Overview

■ Learning Goals:

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

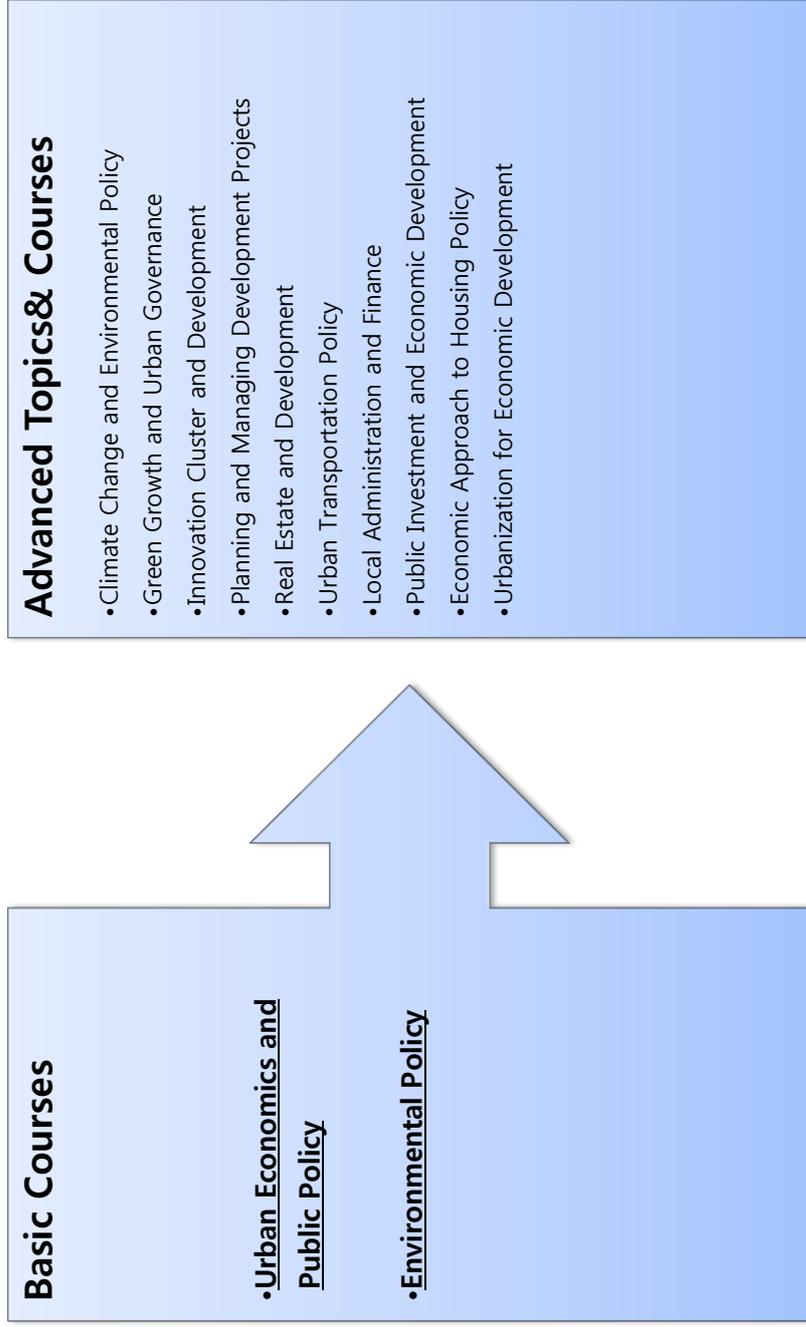
■ Key Issues:

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

■ Target Students:

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

RE Concentration Course Flow Chart



Fall

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Development Policy (MDP)
- Quantitative Methods (MPP)

Basic

- Urban Economics and Public Policy

Advanced

- Local Administration and Finance
- Urbanization for Economic Development
- Public Investment and Economic Development
- Urban Transportation Policy

Summer

Foundation

- Introduction to Research Methods (MDP)

Basic

- Environmental Policy

Advanced

- Green Growth and Urban Governance
- Innovation Cluster and Development
- Real Estate and Development
- Economic Analysis of Investment Operations
- Economic Approach to Housing Policy

Spring

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Research Methods (MDP)
- Introduction to Development Policy(MDP)
- Quantitative Methods (MPP)

Basic

- Urban Economics and Public Policy

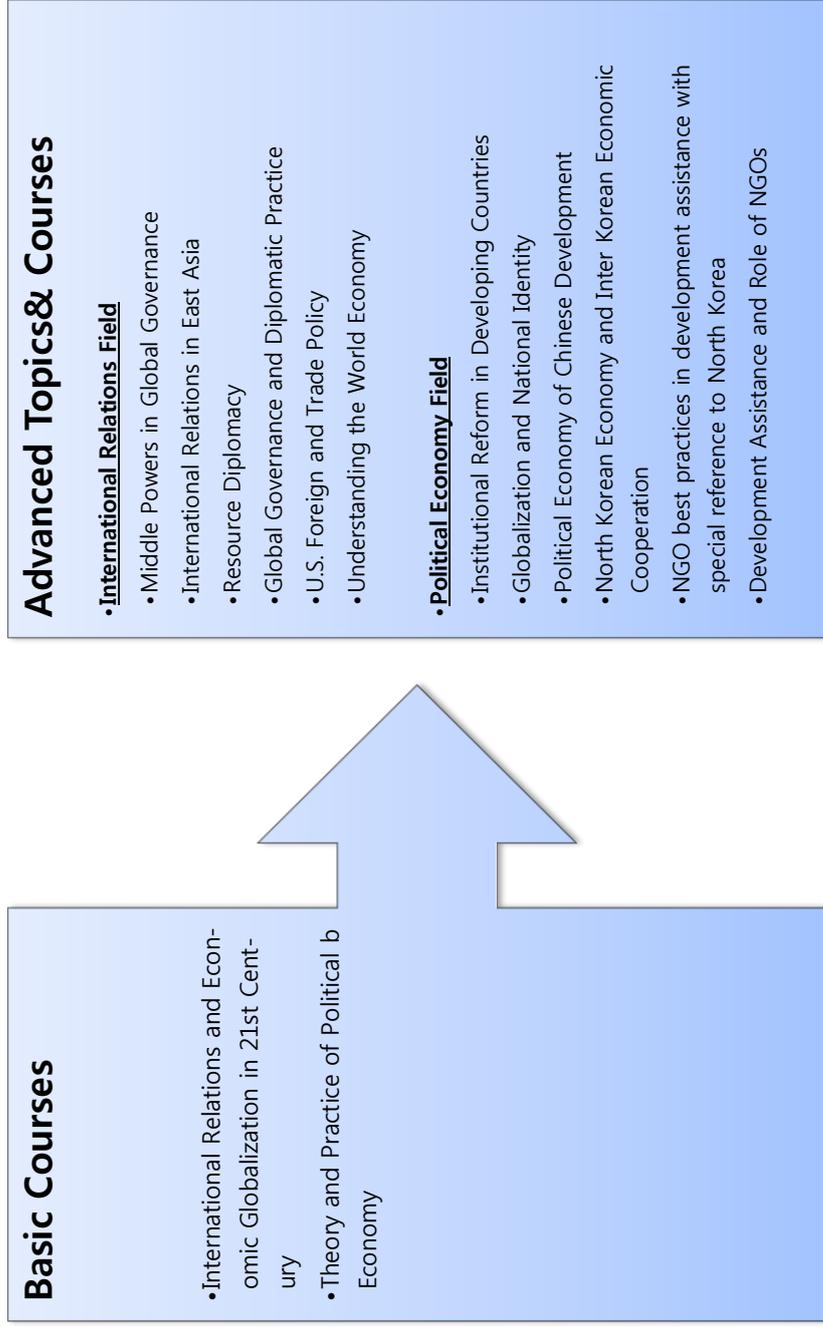
Advanced

- Climate Change & Environmental Policy
- Planning and Managing Development Projects

IR Concentration Overview

- **Learning goals:**
 - Analytical skills, intellectual depth and high public spiritedness, necessary to play a leading role in the increasingly global, interdependent field of policy making.
- **Key issues:**
 - As the challenges of development and public policy are inexorably connected with the forces of globalization, to study them requires an interdisciplinary approach.
 - This concentration focuses on the reciprocity between politics and economics, investigating how political factors influence economic processes and vice versa.
- **Target Students:**
 - Mid-career professionals
 - Future public servants

IR Concentration Course Flow Chart



Spring

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Research Methods (MDP)
- Introduction to Development Policy(MDP)
- Quantitative Methods (MPP)

Basic

- International Relations and Economic Globalization in 21st Century

Advanced

- Middle Powers in Global Governance
- Comparative Study of Leadership in East Asia
- NGO best practices in development assistance with special reference to North Korea

Summer

Foundation

- Introduction to Research Methods (MDP)

Basic

- Theory and Practice of Political Economy

Advanced

- International Relations in East Asia
- Resource Diplomacy
- Global Governance and Diplomatic Practice
- Institutional Reform in Developing Countries
- Understanding the World Economy

Fall

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Development Policy (MDP)
- Quantitative Methods (MPP)

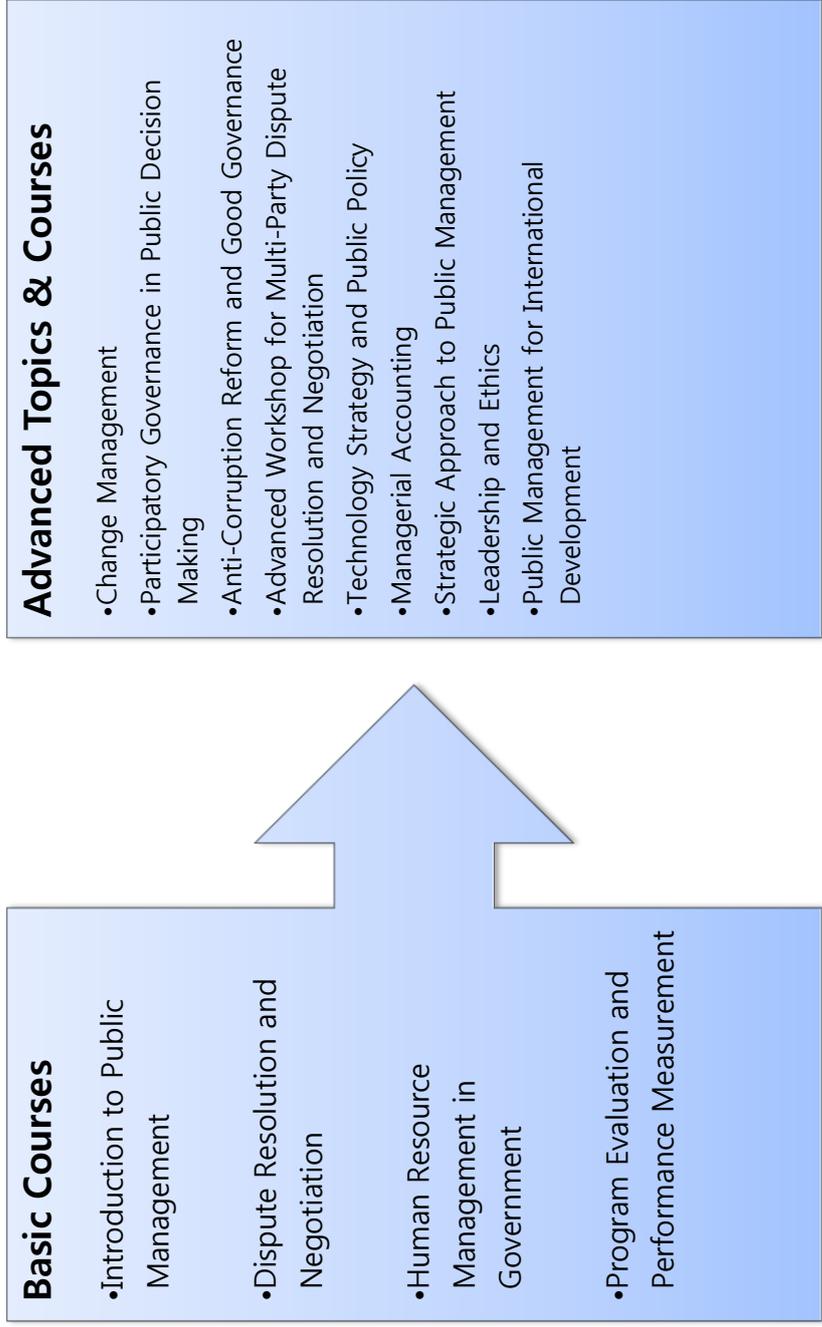
Advanced

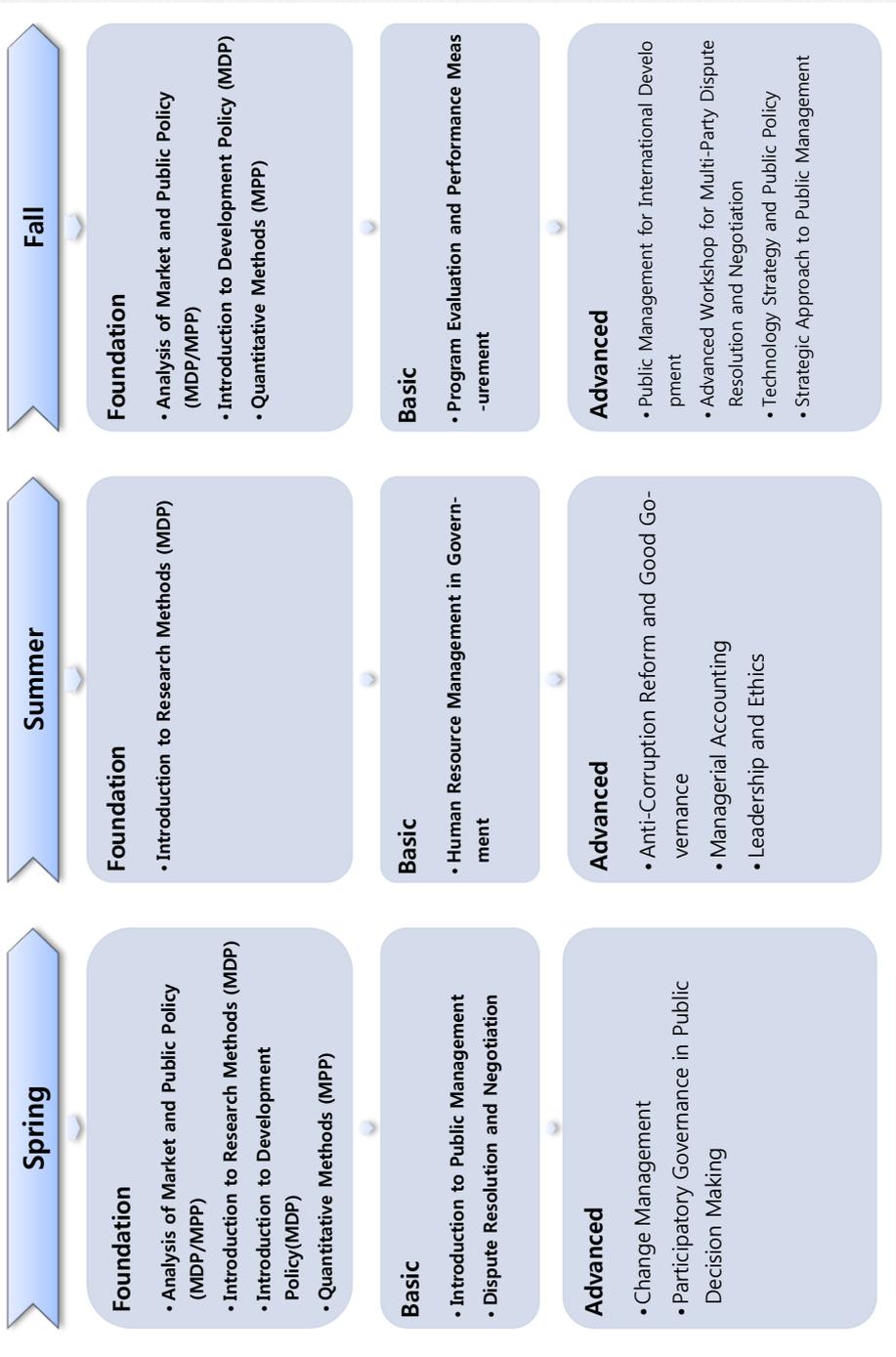
- Understanding the World Economy
- North Korean Economy and Inter Korean Economic Cooperation
- Globalization and National Identity
- Political Economy of Chinese Development
- Development Assistance and Role of NGOs

PM Concentration Overview

- **Learning Goals:**
 - Essential management theories and analytical tools
- **Key Issues:**
 - Develop a keen insight through case studies and build up practical skills to solve real-world problems, including conflicts resolution and public sector management.
- **Target Students:**
 - Managing public sector organizations, which are characterized by binding mission and mandates, limited internal capacity, and resources constraints, and external political environment.

PM Concentration Course Flow Chart

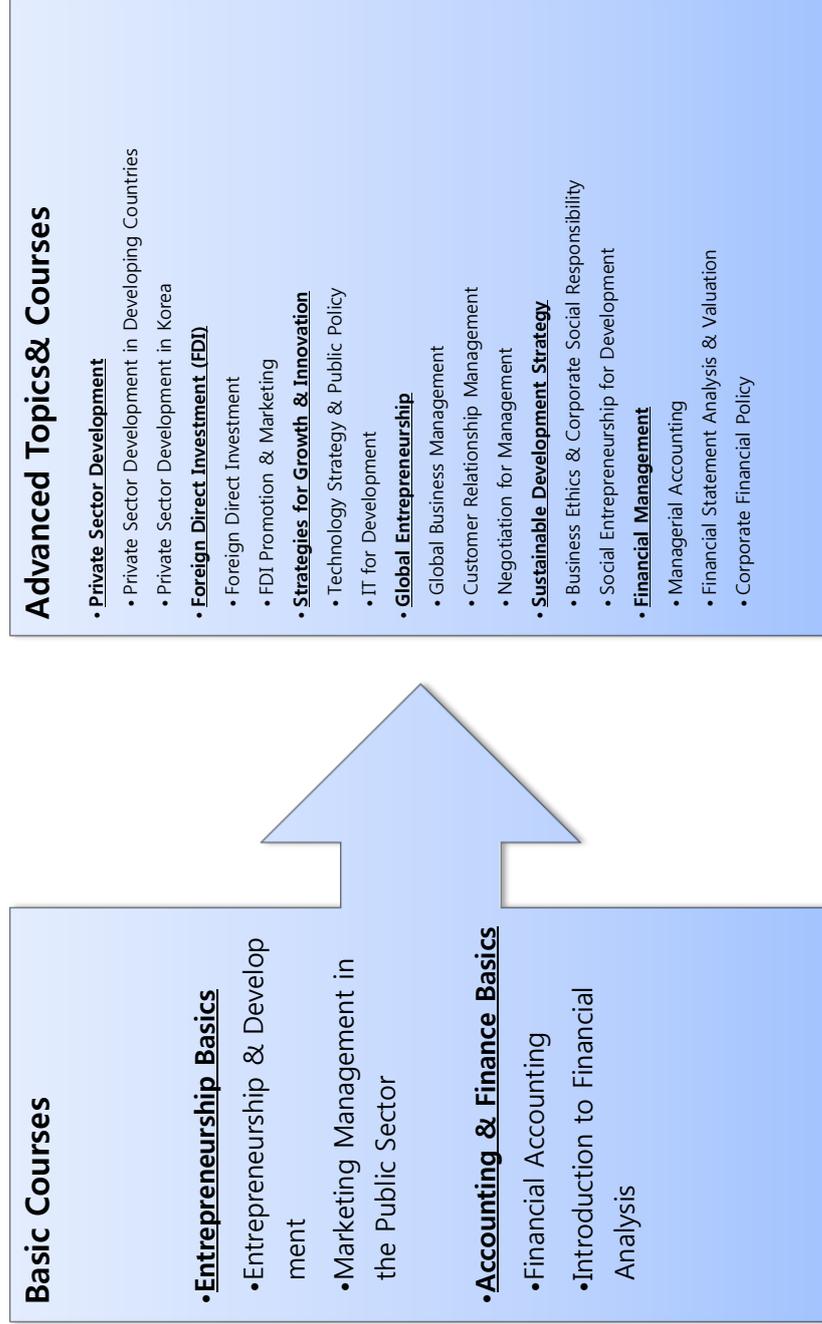




EN Concentration Overview

- **Learning Goals:**
 - The theoretical knowledge,
 - Policy perspectives and
 - Practical skills in the emerging field of entrepreneurship and private sector development.
- **Key Issues:**
 - The role of entrepreneurship in economic development
 - Government policies to promote entrepreneurship
 - Firm-level strategies for growth and innovation
 - International comparison of entrepreneurship policies and strategies
- **Target Students:**
 - Government policy makers,
 - Public and private sector managers, and
 - Future entrepreneurs interested in this dynamic field

EN Concentration Course Flow Chart



Spring

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Research Methods (MDP)
- Introduction to Development Policy(MDP)
- Quantitative Methods (MPP)

Basic

- Financial Accounting
- Introduction to Financial Analysis

Advanced

- Corporate Financial Policy
- Private Sector Development In Korea
- Private Sector Development in Developing Countries

Summer

Foundation

- Introduction to Research Methods (MDP)

Basic

- Entrepreneurship & Development
- Marketing Management in the Public Sector

Advanced

- Global Business Management
- Marketing Management
- Foreign Direct Investment
- Managerial Accounting

Fall

Foundation

- Analysis of Market and Public Policy (MDP/MPP)
- Introduction to Development Policy (MDP)
- Quantitative Methods (MPP)

Advanced

- Private Sector Development In Korea
- IT for Development
- FDI Promotion and Marketing
- Technology Strategy and Public Policy
- Social Entrepreneurship for Development
- Customer Relationship Management
- Negotiation for Management
- Business Ethics & Corporate Social Responsibility
- Financial Statement Analysis and Valuation

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
 - Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
 - Looking at other student's answer sheet or showing answers to another student.
 - Substituting other people's exam or asking for substitution.
 - Disobeying instruction of a proctor, or intentionally interrupting during the examination.
- Academic dishonesty on reports and papers
 - Partially or entirely copying other student's report.
 - Allowing other people to copy one's report.
 - Inserting ideas from existing research papers without using quotation marks or proper citations.

□ *Plagiarism on report*

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

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

□ *Procedure of disciplinary action*

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

□ *Disciplinary Action imposed on student committing academic dishonesty*

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

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

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

Certificate Request Form

KDI School of Public Policy and Management

87 Hoegi-Ro, Dongdaemun-Gu,

Seoul 130-868, Korea

Phone: 82-2-3299-1021/1294 Fax: 82-2-968-5071

I. PERSONAL INFORMATION

▶ Name _____

▶ Student ID _____

▶ Program _____

▶ Date of Birth _____

II. CERTIFICATE REQUEST

ENGLISH	Seal	Quantity	KOREAN	Seal	Quantity
<input type="checkbox"/> Transcript	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment		_____
<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/>	_____	<input type="checkbox"/> Confirmation of Non-Receipt of Scholarship		_____
<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____			
<input type="checkbox"/> Expected Graduation Letter	<input type="checkbox"/>	_____			

III. PURPOSE OF CERTIFICATE REQUEST

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

IV. METHOD OF RECEIPT

DOMESTIC	Cost	INTERNATIONAL	Cost
<input type="checkbox"/> Regular Post	-	<input type="checkbox"/> Regular International Post	-
<input type="checkbox"/> Express Registered Post	KRW 2,000	<input type="checkbox"/> EMS	KRW 20,000

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

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

Address _____

Zip Code _____ E-mail Address _____

Phone Number (country code + area code + phone number) _____

Mobile Phone (country code + area code + mobile phone number) _____

Receiver _____

Total amount of fee wire transferred _____

Notes _____

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

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

◆ Wire Transfer Information

Bank Name: Woori Bank
Bank Account Number: 1005-500-959249
SWIFT Code: HVBKRRSEXXX
Bank Address: 39-1 Hawolgok-dong, Sungbuk-gu, SEOUL, KOREA
Bank Tel: 82-2-967-9079

➤ Contact Information: 82-2-3299-1258, registrar@kdischool.ac.kr

Performance Assessment Criteria for Research Project

Program: ID: Student Name:

Date:

, 201

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 adequately explained.	Applications/cases of theories are not properly explained.	Applications/cases of theories absent		
Communication Skills (Written)	Structuring		Report is well-focused, well-organized, and unified	Report is well-organized, and unified	Report is adequately organized, but poorly-focused.	Report is not adequately organized		
	Graphics/Tables		Graphics/Tables are properly inserted and help to reinforce arguments	Graphics/Tables are provided, and help somewhat to reinforce arguments	Graphics/Tables are provided, but relevance to arguments is weak	Graphics/Tables are not adequately utilized		
	Documentation/Citation		Correctly documents and cites sources	Documentation/Citation adequate	Documentation/Citation incomplete	Documentation/Citation absent		
	Clarity		Logic is strong and conclusion is clearly stated	Logic is adequate and conclusion is well stated	Irrelevant information interferes logic	Irrelevant information predominates.		
<Note>	<p>PASS: A0 (Excellent): 36-40 points A- (Good): 30-35 points B (Satisfactory): 21-29 points</p> <p>NON-PASS: C (Failure): 20 points and below</p>							
Total							Total	
Grade							Grade	
PASS							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!

KDI School Telephone Directory

Operator 3299-1114

Direct Lines : 3299 + Ext.

2013-01-07

President's Office		Auditing Division		
President Oh-Seok HYUN 9584-001		Director Hong-Deuk SEO 1212		
Dean's Office		Office of Academic & Student Affairs		
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Ga Young CHOI 1003~5 Fax. 3299 - 1007			Head Gi-Sang KIM 1257	
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Sang-Moon HAHM(5) 1012	Sang-Dal SHIM(8-3) 1292	(Jiyoung SEOK) 1284		
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Sherzod(5) 1113	Sung-Joo LEE(6) 1040	Fax.958-5070		
Shun Wang(4) 1109	Tony Michell(5) 1026	8-3F Researcher's Lab		
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Yoon Cheong CHO(5) 1087	Younguck KANG(6) 1025	Planning Division		
Yoon-Ha YOO(5) 1013	Yu-Sang CHANG(5) 1063	Head Hong Joo LIM 1265		
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Nam-Hee JANG(5F) 1256 Fax.968-5072		Fax. 3299-1231		
Daun SON(6F) 1215 Fax.3299-1129		External Relations and Development Division		
		Head Hye-Jung YANG 1055		
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Director Joon-Kyung KIM 1065		Keun-Hyuk LIM 1019	Chul Hee SHEEN 1281	
Development Research Team		(Hyo Jin LEE) 1047		
Head Ho-Woong YOO 1297		Fax. 3299 - 1223		
Joung Hyun KIM 1071	Woo Rin HWANG 1298	Office of Administrative Affairs		
(Ji Hyun CHA) 1106	(Mi Young CHO) 1089	Budget and Accounting Division		
Fax. 3299-1235		Head Mi-Kyung SHIN 1222		
Impact Evaluation Lab		Associate Dean Young Soo KIM 1202	Seoung Il LIM 1068	Seo-Yeon KWON 1271
Head Gil-Sang WON 1252			Mi-Sun HAN 1039	Hyun Jung KIM 1092
Sung-Mook KAN 1264		Fax.3299-1234		
Fax. 3299-1235		Administrative Division		
Capacity Building Team		Dong-Seop KHO 1233 070-8250-4261	Head Seong-Jae CHUNG 1273	
Head Gil-Sang WON 1252			Dong-Jin NA 1052	Chang-Yong SOI 1275
Eun Kyung OH 1236	Whayeon LEE 1104	Hyun-A KIM 1059	Young-Sik CHUN 1260	
Young Joo JUNG 1214	(Jong Taek HAN) 1106	Hak Bae LEE 1289	Gye Bong CHO 1239	
(Jinhyung KIM) 1050		(Wook) 1054		
Fax. 3299-1235		Fax.3299-1238		
Development Knowledge Bank				
Head Hye-Kyung CHUNG 1261				
Kyunglim SHIN 1291	You Na CHANG 1140			
Hyun Joo NAM 1094	Jeehyun SONG 1093			
Fax. 3299-1293				

Address : 85 Hoegiro Dongdaemun Seoul, 130-722, KOREA

www.kdischool.ac.kr

I am a **SPOKESPERSON**
I am a **PROBLEM-SOLVER**
I am a **TEAMWORKER** for the **SCHOOL**

KDI School of Public Policy and Management

87 Hoegiro Dongdaemun Gu, Seoul 130-868, Korea

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

Tel: 82-2-3299-1114 Fax: 82-2-968-5071